

NIRMALA COLLEGE OF PHARMACY MUVATTUPUZHA

Affiliated to Kerala University of Health Sciences Thrissur

Approved by Government of Kerala and PCI, New Delhi

Managed by

Nirmala College Society (Reg No. ER.928/2001)

Under Catholic Diocese of Kothamangalam

EMPLOYEES SERVICE RULES AND DUTIES & RESPONSIBILITIES

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1.0. PREAMBLE

Nirmala college of Pharmacy (NCP) is managed by the catholic diocese of Kothamangalam under Nirmala College Society (Reg No: ER 928/2001). NCP is a Christian minority institution established in 2004 and is affiliated to Kerala University of Health Sciences, Thrissur (KUHS) and approved by the Pharmacy Council of India, New Delhi (PCI).

The Institute not only believes in transparent administration but also in establishing sound systems and procedures and implementation of the same to achieve the goal. Over the period of time the Institution has established such systems, procedures and rules for an effective administration. All the procedures and rules relating to the staff have been compiled into a book, titled “**Employees Service Rules and Duties & Responsibilities**” for the benefit of the employees.

2.0. DEFINITIONS

- i) **“Institute”** means the Nirmala College of Pharmacy, Muvattupuzha, Ernakulam, Kerala
- ii) **“Management”** means the Nirmala College Society.
- iii) **“Administrator”** means the person appointed by the Manager.
- iv) **“University”** means the Kerala University of Health Sciences, Thrissur.
- v) **“Head of institution”** means the Principal of Nirmala College of Pharmacy, Muvattupuzha, appointed by the Manager of Nirmala College of Pharmacy and approved by KUHS, Thrissur.
- vi) **“Vice Principal”** means the person appointed by the Manager and duly authorized by the Principal to discharge the duties and responsibilities of the Principal in his absence.
- vii) **“Staff”** means all employees belonging to faculty, administrative and technical category of the institute excluding those who are engaged on part-time, temporary and / or on daily basis.
- viii) **“Year”** means calendar year / academic year / financial year as the case may be.
- ix) **“Vacation”** means any recess in an academic year which is a minimum of 07 days.
- x) **“Teaching faculty”** refers to all teaching staff as per clause 3.2.1 of the service rules.
- xi) **“Administrative staff”** refers to all staff members categorized as administrative staff vide clause 3.2.2 of the service rules
- xii) **“Supporting staff”** refers to all staff members categorized as technical staff vide clause 3.2.3 of the service rules.



6.2.2. Administrative and supporting staff:

For Administrative and Supporting staff members remuneration shall be governed by the scales of pay approved by the management on the basis of Kerala Government.

6.3. Allowances.

Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances if any shall be as fixed by the management from time to time for all regular employees.

6.5. Increment/ Payscale revision.

Increments in the payscale are payable on the 1st of May of every year. Payscale revision will be done in a periodic bases.

6.6. Incentives & Appraisal:

All staffs appointed in the institute will be considered for yearly incentive/ Appraisal based on their performance evaluation conducted using the 'Performance appraisal form' (Annexure no-3)

7.0 RETIREMENT, RESIGNATION AND TERMINATION

7.1 Retirement: Age of retirement for all staff is fixed as 65 years, as per the Kerala Govt. norms. The management reserves the right to appoint a retired person on suitable terms if it considers that such a step is in the interest of the institution.

7.2 Resignation: Notice of resignation should be given three months in advance. If there is shortage in notice period, salary for a proportionate period should be paid to the management.

7.3 Termination: Management has the right to terminate the service of a staff member by giving notice of 3 months/3 months' pay in lieu of notice if his/her performance/conduct is not satisfactory.

8.0 Working Days and working Hours

- Monday to Saturday will be working days for the institution except Second and Fourth Saturdays.
- All staffs are required to punch-in before 09:00 am and close at 4.30 p.m.
- All public holidays and Sundays are holidays for all staff members.
- Holidays declared by the govt. (with the clause 'for all educational institutions including professional colleges') will be holidays for both the students and the faculty.



- Days of Hartal, restricted holidays and district holidays will be working days for the entire staff, teaching and non teaching, as directions given by the management time to time. Absence on these days shall be treated as leave and online application for leave should be submitted to the competent authority.
- The management reserves the right to convert any holiday into a working day in special circumstances.
- Classes start at 9.30 am and close at 4.15pm. For university examinations, all staff must follow the time schedule given by University and exam committee.
- The head of the institution can make suitable alterations in college timing, if needed, after getting prior approval from the Administrator.

9.0 LEAVE RULES

9.1 General provisions:

- Approval of the competent authority should be obtained before availing any type of leave and application must be made through ERP.
- If, on account of emergency or unforeseen reasons, previous approval could not be taken, the competent authority should be contacted over phone at the earliest possible opportunity and oral permission obtained. This should be followed by ERP.
- Availing leave without previous sanction will be treated as unauthorized absence and will be treated as loss of pay.
- Unauthorized absence for a continuous period of more than 30 days will be treated as voluntary desertion of service and the service of such persons shall be treated as automatically terminated.
- All kinds of authorized leave will count for seniority and increment, except study leave, unless otherwise specified. Study leave on QIP/FIP scheme of AICTE/UGC will count for seniority and increment, but other types study leave will count for seniority only.
- Leave not availed in a calendar year will not be permitted to be carried over to the subsequent year.
- It is the duty of the faculty member/other staff member going on leave to make alternate arrangement, with the approval of the HOD/Principal, to engage the classes/ attend to the work during his/her absence.

9.2. category of leaves:

9.2.1 Casual Leave (CL):

- All members of the staff are eligible for 12 days' casual leave in a calendar year. No carryover is permitted. Application for casual leave should be submitted to the



Principal/ competent authority in advance through ERP / leave application form with proposal for alternate arrangement to engage the class or to attend to the day's work.

- If application cannot be submitted in advance on account of some emergency or unforeseen reason, the Principal should be contacted over the phone. Failure to engage the class on account of leave shall be treated as dereliction of duty on the part of the faculty member availing leave.
- Casual leave cannot be availed for more than three days at a stretch and it cannot be combined with any other type of leave. Principal is the authority to sanction casual leave to all faculties. Any absence without proper sanction will be treated as unauthorized absence and salary will be deducted for the days of such absence.

9.2.2. Medical Leave (ML):

Medical leave may be granted by the Administrator/ HOI in the case of genuine need such as sickness. A medical certificate will be insisted in the case of leave on account of sickness. Medical leave will be granted only for three months at a stretch.

9.2.3 Maternity Leave:

- All female members of the staff, who have satisfactorily completed the probation and have been confirmed in the service, are eligible for maternity leave. Maternity leave will be for a period of 90 days but maternity leave facility will not be available for abortions.
- Normally maternity leave should commence 15 days before the expected date of child birth and application for leave should be submitted to the competent authority sufficiently in advance.
- No other leave will be allowed to be combined with maternity leave. Management may sanction loss of pay leave to be combined with maternity, on production of medical certificate, in the case of serious sickness of mother or child but this will be limited to a maximum period of 30 days. All leaves combined should not exceed 120 days.

9.2.4. Study Leave:

- A faculty member who has put in at least three years of regular service in Nirmala College of Pharmacy will be eligible for study leave. The Head of the institution and administrator reserves the right to sanction leave for other courses for appropriate durations if the management is satisfied that such a study by a member of the faculty will be beneficial for the institution.
- Study leave shall be counted for service if it is availed through QIP/FIP scheme of AICTE/UGC. The number of persons on study leave at a time from a department shall be limited to two. If there are more applicants than can be permitted leave at a time, preference will be given on the basis of seniority.



- Extension of study leave will, normally, be not granted. The individual on study leave should rejoin the institution on the expiry of study leave, unless the management permits him/her to extend the leave for want of vacancy or for other reasons. In such a case the individual will retain his/ her leave and seniority until he/she rejoins on the expiry of his/her extended leave or the management directs him/her to rejoin duty cutting short the extended leave.

9.2.5. Academic leave.

- Academic leave of a maximum of 10 days in a calendar year will be granted with full pay to the faculty members. As far as possible faculty members from a dept. are to go on rotation to attend valuation camps/university examinations etc.
- Management may sanction academic leave in excess of 10 days if it is found necessary to enable the faculty member/staff to perform duties assigned by the University or the Principal.

9.2.6. Duty leave:

Duty leave will be assigned by the Principal or Administrator and granted with full pay to the faculty members for the following:-

- Attending conferences/seminars/workshops.
- Delivering invited talks.
- To attend industrial visits/ Tour with students.
- To interact with industry.
- To attend meetings of the University.
- To perform any other task assigned /approved by the Principal.

9.2.7 Loss of Pay.

Loss of pay leave may be granted by the Administrator based on the recommendations received from HOI in the case of genuine need, if the Administrator is satisfied the reason that the staff member will not be able to attend duties in spite of his best efforts and that he has exhausted all other types of eligible leave. The duration will be decided by the administrator in due consult with Management and HOI.

10.0 TRAVELLING ALLOWANCE (TA)

- TA/DA will be paid to staff members for attending conference as per the rules given by R and D committee and other travel for official purposes assigned by the head of the institution/ management.
- Prior approval of the amount should be taken from the administrator and Principal in this regard.

11.0 SOCIAL SECURITY BENEFITS

11.1. Employee Provident Fund Scheme:

All the members of staff (Teaching & Non-Teaching) other than those who joined in this Institute after completing the age of 58 years are enrolled under the EPF scheme from



the date of completion of probationary period. The deduction of EPF contribution from the employees is at the rate of 11.75% of their pay (Both Basic + DA put together) with a maximum pay limit of Rs. 21,000/- p.m.. The contribution from the management will be the same amount.

11.2. Insurance Scheme:

All members of staff (Teaching & Non-Teaching) are covered by a group personal accident cum hospitalization policy. The premium is paid by the management.

10.3. Employees' State Insurance (ESI):

The employees of Nirmala College of Pharmacy are also governed by this scheme. Employee pays 1.75% and employer pays 4.75% of Gross Salary. This is applicable only to those drawing salary up to Rs.21,000/- per month.

12.0 DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF STAFF

Annexure I

13.0. DISCIPLINARY ACTION

- a) All staff members are liable for disciplinary action for disobedience, misconduct, misappropriation, dereliction/negligence of duty and action involving moral turpitude.
- b) All disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing reasonable opportunity to the employee to defend him/her.
- c) Depending upon the nature of offence and if the head of the institution or administrator feels that it is necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, such enquiry committee shall be constituted.
- d) While pursuing disciplinary action, the head of the Institute is empowered to impose upon the staff any of the following punishments after having satisfied that the offences committed by the staff member is established beyond reasonable doubts.
 - Censure
 - Withholding of increments
 - Recovery of salary, whole or a portion towards the loss caused to the Institute.
 - Suspension issued pending enquiry.
 - Dismissal from service.

