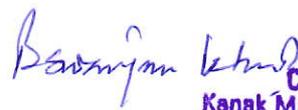


**KANAK MANJARI INSTITUTE OF PHARMACEUTICAL SCIENCES, ROURKELA**

**FACULTY SERVICE RULES**

1. Faculty members shall abide by the conditions of service, leave rules, discipline, conduct and other rules as may be laid from time to time by the Society named "Kanak Manjari Institute of Pharmaceutical Sciences, Rourkela" which is enforced and that may be framed hereafter by the management.
2. Faculty members shall be entitled for the increment subject to satisfactory performance, conduct and a good report, thereof, from management.
3. In case of any unprofessional contravention, intentionally or otherwise, of the terms of this appointment of service rules as the case may be, the institution reserves the right of taking disciplinary action against the faculty members and even termination of service without assigning any reason thereof. Decision taken by the management will be final and binding.
4. Faculty member's services will also be governed by the rules of governing body of the institute. The management reserves their right to amend, modify, alter or vary the terms and conditions of service including pay scale/promotion etc. which may be amended, modified, altered or varied will be binding on faculty.
5. Faculty member's appointment shall be made as per AICTE/PCI/BPUT guidelines.
6. Any of the documents including qualification/Degree Marksheets/Certificates, Experience/Relieving letter produced and submitted by faculty members at the time of applying and during appointment process if found false, fake or fabricated, the service shall be terminated with immediate effect without any prior notice. If such incident arises, the management reserves the rights to take any legal action against the faculty members.
6. If faculty member desire to resign from the post, he/she shall have to give three months notice to the institute.
7. All the faculty members shall subscribe to the provident fund scheme at a rate stipulated by the Employees Provident Fund and the Miscellaneous Provision Act, 1952.
8. The institute will deduct Income Tax at source from the salary of the employees as per the applicable rates and terms declared by the Government of India from time to time.
9. Faculty members are governed by the following code of conduct, which is not exhaustive:
  - A. Every faculty member shall at all times be courteous towards the parents, colleagues, students, visitors, superiors and co-workers.
  - B. Every faculty member should maintain absolute integrity, a high sense of devotion to duty and standard of conduct. He/she shall be loyal to the institution and abide by the rules and regulations made from time to time.

  
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- C. Every faculty member should carry out the work assigned to him by Principal/Management conscientiously in accordance with the specific or general instructions and shall maintain discipline at all times in the department or workplaces or premises of the institution. He or She shall also co-operate with his superiors and co-employees and not commit nuisance and abet indiscipline among others.
- D. No faculty member shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution/college management or members of the staff.
- E. Every faculty member is required to accept any work allotted to him by the head of the institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos and ethics of the institution.
- F. No faculty member shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
- G. Faculty members should take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable.
- H. Faculty member should promptly report an accident or hazard noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith.
- I. Faculty member should not communicate directly or indirectly an official document or information to any other person.
- J. No faculty member shall misuse or carelessly use the material and facilities provided by the institution.
- K. All the faculty members are required to maintain hygienic condition of self and their work place/assigned sitting area.

### Leave Rules

The leave application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing of leave. Leave application should be submitted in the prescribed form only.

- Faculty member will receive leaves throughout the year, which will be decided by the management from time to time.
- Maternity Leave (ML) will be sanctioned as per the Govt. norms.

  
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### **Complaints, Grievances & Procedure for its redressal**

Whatever the type of grievance may be, the aggrieved person/persons shall be given a patient hearing that grievance be settled as promptly as possible on the basis of facts in a climate of mutual confidence and respect. The endeavor shall also be that the grievance is settled at the point of its origin.

### **Superannuation/Retirement**

- a) All faculty members would superannuate on attaining (after completion) the age of 60(sixty) years. However, in exceptional cases, the service can be extended and hired as decided by the appointing authority and or as per norms of the AICTE/PCI.
- b) The date on which an employee attains the age of compulsory retirement shall mean the last date of the month in which he / she attains the age.
- c) Any other rules or regulations not mentioned in the above will be formulated by the management.

*B. S. Manjari*

Chairman

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