



## **SARASWATI INSTITUTE OF PHARMACEUTICAL SCIENCES**

(Managed by Shree Saraswati Education Sansthan –Gujarat)

Recognized by the Government of Gujarat & Affiliated to Gujarat Technological University, Ahmedabad  
Approved by the All India Council of Technical Education (AICTE) & Pharmacy Council of India (PCI), New Delhi

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# **Service Rules, Recruitment Rules, Promotional Policy**

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### **Quality Policy:**

Sarsawati Institute of Pharmaceutical sciences (SIPS) strides towards excellence by adopting a system of quality policies and processes with continued improvements to enhance students skills and talents for their exemplary contribution to the society, the nation and the world.



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### PREAMBLE

The principle objective of Sarsawati Institute of Pharmaceutical sciences (SIPS) is to disseminate knowledge and impart instruction to students in different fields of pharmacy professionals. The college also aims at promoting research and development, consultation on projects and other professional activities. The employees at all times should maintain absolute integrity and devotional duty and shall do nothing against the dignity and prestige of the college particularly in relation with the students.

Insolence to any of the clause of “Code of Conduct” attracts disciplinary action in accordance with the service conditions of the college.

### **CODE OF CONDUCT (Teaching and Non- Teaching staff)**

1. All the employees shall be punctual to their duties and shall adhere to the college timings 09.25 a.m. to 05.00 p.m.
2. All the teaching staff should adhere to the defined almanac in class room lecturing, conducting labs, tutorial and research classes according to the approved scheme of instruction.
3. All the teaching and non-teaching staff should think at all times that justice is done to the students in aspects with regards to instruction in the class room, conduct of examinations and evaluation. All the teaching and non-teaching are expected to deal kindly with the students as far as possible within the same work rules without sacrificing discipline. They are expected to maintain attendance records up to date and record periodically as per the rules in force.
4. Conduct of semester examinations and midterm examination of college, including invigilation, evaluation and assessment of the student's performance, computation of attendance form a part of the duties of teachers. The non-teaching staff shall assist in the arrangements for the smooth conduct of examinations and attend all connected work as assigned by the person in-charge.
5. The technical staff in the various departments shall be punctual and shall keep the laboratories clean and presentable form for the use of the students and teaching staff during the normal working hours of the college. They shall strive hard to ensure that there will be no room for complaint either from the teachers or from the students.



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6. No employee should use impertinent language and derogatory loose talk while interacting with superiors and should obey the work entrusted. Also the heads of departments or persons in- charge are expected to give clear, feasible instructions.
7. No employee is expected to undertake any outside job and violation of the said clause will be dealt seriously. Any employee who is convicted in criminal case or insolvency shall be laible for dismissal from service without any show cause notice.
8. No employee shall have recourse to the press under any circumstance and should not approach court redressal of grievances without first representing to the management.





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### SERVICE RULES

1. All appointments shall ordinarily be made on probation for a period of one year in the case of teaching staff and non-teaching staff. The staff member is treated as “Regular” on completion of one year and after getting endorsement from university.
2. No teacher is permitted to leave during the middle of the semester excluding the summer vacation suffering the class work. Three month notice is to be served or three month salary on either side needs to be paid in due of such notice for regular employees.
3. One month notice is to be served or one month salary on either side need to be paid in due of such notice for employees those who are on one year probation period.
4. All employees should come to the college presenting a smart and decent appearance to project professionalism.
5. The yearly increments are given on performance bases, after completion of a year of service in this institution. The increments are given on the recommendation of Principal. The members ascertain the performance and recommend for increment.
6. If the performance is well below the threshold value or breached the terms and conditions defined in the code of conduct or else any outside employment like involving in consultancy for private/self-owned institution or coaching in other private agencies without the permission of Principal is under taken, the following penalties for sufficient and good reasons would be imposed upon the employees of the institution
  - a. Withholding of increments or promotion
  - b. Reduction to a lower rank in seniority or lower post or lower stage in time scale.
  - c. Removal from the service, the Principal shall be competent authority to impose any of above punishments and an appeal against orders can be made in the BOG whose decision is final.
7. All the employees of the college shall be governed by the leave rules that are framed as following:
  - a. All the regular employees are entitled to avail 12 days of CL per annum. The CL can be availed over phone with proper work adjustment to colleagues. Employees on probation are entitled to avail 08 days of CL per annum. The holidays in between will not be accounted for CL.



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- b.** Those who work on Sundays or any other Government holidays upon specific instruction from Principal or Management can avail compensatory holiday on any day in that annum with prior application
- c.** Each teaching staff is entitled for 08 days of “Medical Leave (ML)” after the completion of 1 year service. The MLs should be granted on the basis of proof of hospitalization. The accumulated MLs case of categories of employees is only upto a maximum of 240 days during the service. The balance can be brought forward to the subsequent years. (Public holidays either prefixed or suffixed to ML will not be considered under leave. The holidays in between will be accounted for the Medical leave).
- d.** Those who want to go on duties like Observer/examiner/University meeting/ Speaker can avail “On-duty” leave with prior invitation. Attendance certificate should submit as a proof.
- e.** Diwali and summer vacation will be decided by Principal as per the situation and examination schedule.
- f.** Employees are entitled to avail “On duty” leave for attending seminar, conferences, FDP etc.
- g.** The leave period will be count from 1<sup>st</sup> July to 30<sup>th</sup> June every year.





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## RECRUITMENT PROCEDURE

### **1. Introduction**

The vision of SIPS, Dhanap is translated into an organizational goal to identify and recruit and retained highly qualified, talented and diverse faculty/staff for positions in all academic fields.

The recruitment of faculty/staff is a crucial activity at SIPS, Dhanap. The staff selection committee is constituted specifically for the governing the recruitment procedure.

The process of recruitment includes:

- a. Search for prospective candidates.
- b. Short listing of prospective candidates
- c. Preliminary selection- staff selection committee
- d. University endorsement of selected candidates

### **2. Search for prospective candidates:**

The search for prospective candidates implemented in the following 2 days simultaneously:

- Advertisements are placed.
- The details of the openings including eligibility criterion and other conditions are displayed in the advertisement.
- The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

### **3. Application procedures:**

- Candidate has to forward application and detail resume together with attested copies of all certificates.
- Candidate has to clearly specify the post for which he/she applies.
- Two passport size photographs are also required to submit with application.
- Separate application is to be submitted in the event of candidates applying for more than one category of post.
- Candidates, who had applied for the same post before, have to apply a fresh again.
- The age limit is as per the AICTE/PCI norms and subsequent orders in force.



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### 4. Short listing of prospective candidates

An application, when received, is organized, relevant information summarized, and sent to the Principal by the administrative office for short listing. The objective of short listing is two folds:

- a. To reject applications that do not meet the eligibility criteria
- b. To short list the candidates from the remaining list so that the number of candidates to be called for the interview with the Staff Selection Committee remains within manageable limits.

Usually, primary concerns at the stage are the educational back ground previous experience and research activities done by the candidates. The resumes of the short listed candidates are further ranked in the order of merits by Principal and sent to the administrative office along with comments and observations for the next level of the recruitment process.

### 5. Staff selection committee:

The selection committee is constituted in the following manner, with representatives as listed under each department.

- a. Head of the Institution/ Principal -Chairman of the selection committee
- b. Representative of the management -Member of the selection committee

The committee will evaluate the suitability of prospective candidates for a particular position. Based on their observations, the committee will recommend the list of selected candidates. The succeeded candidates are issued appointment order with a 15 day time frame. This appointment will consider as temporary up to his/her endorsement to University.

### 6. University Endorsement

The Institute has to publish detailed advertisement for the selection in at least all over Gujarat editions like Ahmedabad, Vadodara, Surat, Rajkot, Bhavnagar and Bhuj of one leading Gujarati newspaper and one English newspaper (institute wise). The minimum size should be 100 sq. cm.

The advertisement must consist of course/programme, designation(s), no. of vacancies, & description of eligibility criteria. Last date of application must be mentioned in published advertisement. The advertisement should also be uploaded on the institute website.





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A committee with the following members is constituted as per the rules of the university. University will appoint VC Nominee for smooth conduction of interview process. The selection committee includes

1. VC Nominee,
2. Management representative
3. Principal of affiliated college
4. Subject experts (2 to 3)

The Committee select the candidates as per norms and all the documents will be sent to University for endorsement. University will check the relevant documents and sent the endorsement letters to the institute.



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### PROMOTIONAL POLICIES

1. The Institute notifies the vacant posts in each department as per requirement of AICTE/PCI/University. After being approved by the Board of the Governance of the institute and keeping in view the norms AICTE/PCI/University the vacancies may be filled up by promoting existing teaching faculty.
2. The Institute strictly adheres to the guidelines/norms of the AICTE/PCI/University as regard to minimum qualification, age, experience, etc.
3. University Endorsement is required for the candidate those who are promoted.
4. Endorsement process should be follow as per point No.6 of recruitment rules.

Authorized signatory

Shri K.G. Patel  
President  
Shree Saraswati Education Sansthan,  
Himmatnagar

Dr. S.K. Shah  
Principal  
Saraswati Institute of Pharmaceutical Sciences,  
Gandhinagar