



S.D. COLLEGE OF PHARMACY & VOCATIONAL STUDIES, MUZAFFARNAGAR

Approved by Pharmacy Council of India New Delhi (PCI) Recognise by UGC under section 2(f)
and Affiliated to Dr. A.P.J. Abdul Kalam Technical University,
Lucknow, Board of Technical Education (BTE), Lucknow

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**“SERVICE
RULES”
(Effective
from 2017)**



Bhopa Road, Muzaffarnagar-251001, Uttar Pradesh, India
E-mail : sdcopmzn@gmail.com Website : www.sdcopmzn.com



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Procedure of Publish Service Rules

The governing body of S.D. College of Pharmacy & Vocational Studies follows a structured procedure to publish service rules to ensure transparency, compliance, and effective governance. The process begins with the drafting of the rules by a designated committee, incorporating legal, regulatory, and institutional standards. Inputs are sought from relevant stakeholders, including faculty, administrative staff, and legal advisors, to make the draft comprehensive and inclusive.

Once the draft is prepared, it is submitted to the governing body for review and approval. The body thoroughly examines the proposed rules, suggests modifications if needed, and finalizes the document after ensuring alignment with institutional objectives and applicable regulations.

After approval, the finalized rules are formatted into an official document, adhering to professional standards for clarity and accessibility. The governing body then publishes the rules through official communication channels, such as the college website, notice boards ensuring they are readily accessible to all faculty, staff, and students. A formal notification is issued to inform all concerned parties about the newly published rules.

The governing body ensures the implementation and periodic review of the service rules to maintain their relevance and compliance with evolving institutional or regulatory requirements. Any updates are published following the same rigorous process to uphold consistency and transparency.

INTRODUCTION:

"Published service rules, policies, and procedures" is a documented guidelines and regulations that outline the expectations and standards of conduct for employees within an organization, including details on their work behaviour, disciplinary actions, leave policies, benefits, and other aspects of their employment, all made readily accessible to everyone in the College.

Vision:

S. D. College of Pharmacy & Vocational Studies is committed to become one of the leading centre of higher education in the region while serving the intellectual, cultural, social, environmental, and economic needs of the students. As a result, Institute will invigorate and strengthen the region and state through its educational programs, research initiatives and outreach efforts.

Mission:

S. D. College of Pharmacy & Vocational Studies is devoted to discover, communicate and apply knowledge in a complex and changing world of Pharmacy. The university identifies, attracts and graduates students of high potential for education. Through a commitment to excel in teaching, research and service, Institute prepares students for lifelong learning and for responsible participation in the global community.

PEO1- Knowledge: Program graduates will possess a solid theoretical foundation as well as the essential skill set in



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pharmaceutical sciences, enabling them to employ these tools in the pharmaceutical business, medical facilities, and other settings, or wherever else in their chosen field they deem required for success.

PEO2- Core Competence: To give students a strong foundation in the principles of pharmaceutics, pharmaceutical chemistry, pharmacology, and Pharmacognosy in accordance with the demands of community, hospital, and pharmaceutical industries. The program's goal is to equip students with future-ready skills.

PEO3- Wideness: To impart to students a solid understanding of pharmacodynamics, pharmacokinetics, drug characteristics, synthesis, molecular modelling, formulation and development, and analytical techniques.

PEO4- Professionalism: To instil in students a multidisciplinary perspective, good communication techniques, a professional and ethical mindset, and the capacity to connect challenges in the pharmaceutical sciences to a larger societal context.

PEO5- Composition: The institute's guiding principle is to use cutting-edge teaching strategies that encourage independent study in order to prepare students for success in postgraduate programs as well as in the pharmaceutical business or in whatever career they choose.

SERVICE RULES & REGULATIONS

EXTENT OF APPLICATION

These rules, contained in this administrative manual, shall be called the “S.D. College of Pharmacy & Vocational Studies, Muzaffarnagar Rule 2017” (Governing the service conditions of teaching and non-teaching staff).

Application:

- These rules shall apply to all the employees of S.D. College of Pharmacy & Vocational Studies, Muzaffarnagar.
- In respect of matters not specifically provided for in these rules, the Governing Body of the Institute shall be competent to issue such directions or orders as it may consider appropriate and such directions or orders shall be treated as part and parcel of and shall have the same effect as these rules.
- Points requiring interpretation, or clarification, or any cases of doubt, shall be referred to the Governing Body whose decision shall be final.

APPOINTMENTS AND SCALES OF PAY

Appointments:

- Governing Body shall have the power to decide whether a particular post will be filled by open advertisement, or by invitation, or by promotion from amongst the members of the staff of the Institute.
- Selection Committee for filling teaching posts by open advertisement/ shall be constituted by the Governing Body as per the AKTU/PCI rules.
- Selection Committee for non-teaching posts shall be constituted by the Governing Body.
- If the post is to be filled by open advertisement, it shall be advertised by the Management. Applications received shall be scrutinized by the Director/Head of the department for selecting the candidates to be called for interview.



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- E. The selection committee interviews the candidates called for interview and makes its recommendations to the Governing Body; the names of the selected candidates arranged in order of merit.
- F. No act or proceedings of any selection committee shall be questioned on the ground of the absence of any member or members of the selection committee.
- G. Provided that for any meeting of the selection committee, if found necessary, the Director / Secretary shall give at least a “week notice” of the meeting to the members of the selection committee.
- H. Qualifications required for filling a post in the Institute shall be such, as may be determined by the Governing Body from time to time, taking into consideration of the norms prescribed by AKTU/PCI.
- I. Secretary/Director shall be the appointing authority for all the posts in the Institute.

Scales of Pay:

- A. **Teaching Staff:** Govt. scales of pay are applicable from time to time. Wherever there is no scale of pay for a particular teaching cadre, suitable scale of pay shall be prescribed by the Governing Body.
- B. **All Other Posts:** Scales, as prescribed by the Governing Body from time to time.

Fixation of Pay:

An employee who is appointed to a post shall, unless otherwise stated, be eligible to draw pay at the minimum of the time scale of pay of that post. An employee, who is holding a post in a time scale and is promoted to a higher post, shall be entitled to draw pay in the time scale of pay of the higher post at the stage just next to or above his/her pay in the lower post after allowing an increment in the lower post. Where, however, he/she had reached the maximum of the scale of pay of the lower post at the time of such a promotion, his / her pay in the higher post will be fixed in the same manner giving a notional increment in the lower post and onward fixation at the next stage of the scale in the higher post.

Allowances:

The following allowances may be granted to an employee:

- A. Dearness Allowance (DA)
- B. Employment Provident Fund (EPF) for eligible staff member.
- C. Residence Facility

Increments:

- A. All services in a post on time scale of pay shall count for increments in that time scale provided the faculty meet the performance indicators as per the self-appraisal form.
- B. Leave, other than extra-ordinary leave without pay shall count for increments in the time scale applicable to the post which the employee holds, and on the post on which he/she holds lien, provided, however, that the appointing authority shall have the power to direct that extra-ordinary leave shall be counted for increments, if it is satisfied that such leave was taken on account of illness or for any other cause considered by the Governing Body as proper



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and reasonable.

- C. Where the probation of an employee is extended, the authority which extended the probation shall decide whether the second increment shall be allowed to be drawn, or kept in abeyance until the employee completes the period of extended probation and is ultimately confirmed by the appointing authority.
- D. Chairman/Secretary shall be the authority to sanction the increment for the Director and other staff.

Probation:

- A. All employees appointed to regular posts under the Institute shall be on probation for a period of one years.
- B. Employees appointed to higher post by promotion shall also be on probation for a period of one year.
- C. The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such period as may be found necessary.

Confirmation:

When an employee completes his/her probation, or extended period of probation, the appointing authority shall decide whether his/her probation is completed satisfactorily, and if it is so decided, it may regularize him/ her in the post in which he/she has completed the probation.

Termination of Service:

- A. Where it is proposed to terminate the services of a probationer during the period of probation, for any specific fault, or an account of the unsuitability of the person for the service, the probationer shall be appraised of the grounds of such proposal and given an opportunity to show cause against it, before orders are passed by the authority competent to terminate the employment on “one month notice”.
- B. If a member of the staff is not regularized after the period of probation and his/her probation also is not formally extended, he/she may be appraised of the reason thereof within 6 months and he/she shall be deemed to have continued on a temporary basis and his/her services may be terminated by the appointing authority by giving “one month notice”.
- C. The appointing authority shall have the power to terminate the services of any staff member appointed on a consolidated salary without any notice.
- D. The Governing Body shall have the power to terminate the service of any member of regular staff by giving him/her, three months' notice if the member's retention in service is considered undesirable on medical grounds certified by a medial authority nominated by the Governing Body and also on grounds of misconduct, misappropriation, dereliction of duty, in efficiency, etc.

Resignation:

- A. A member of the regular staff may resign from his/her post and terminate his/her engagement with the Institute by giving to the appointing authority “Two months' notice”. The vacation enjoyed by such an employee during the notice period will not be counted as part of the notice period. However, the appointing authority, may, for sufficient



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reasons, accept the notice for a lesser period also.

B. No one regular Faculty/Staff members can leave before April during the academic session.

C. Unless otherwise stated specifically in the terms of appointment, any employee on probation may terminate his/her engagement with the Institute by giving to the appointing authority “one month notice”

Retirement:

All employees except teacher will retire with effect from the afternoon of the last day of the month in which he/she completes the age of 60 years. The retirement age for the teachers will be 65 years.

Teachers who have completed 65 years of age may be permitted on the sole discretion of the management to continue and serve up to the age of 70 years provided they are efficient and medically fit to do so.

Conduct and Discipline Rules:

Every employee of the institute shall confirm to and abide by the service rules and comply with and obey all orders and directions which may from time to time be given to him by and person or persons under whose jurisdiction, superintendence or control he/she is placed.

LEAVE RULES FOR THE ACADEMIC YEAR

The rule relating to the holidays already conveyed to you will be strictly followed from 1st January of academic year:

The Rules are as follows:

1. Casual leave during one year 12 days.
2. Medical leave during one year 12 days,
3. Application for leave on medical grounds shall be accompanied by a certificate of Registered Medical Practitioner holding, graduate degree; Bachelor of Medicine and Bachelor of Surgery (MBBS) or its equivalent) indicating the nature and probable duration of the illness. The teacher returning from leave on medical grounds shall produce a certificate of fitness.
4. CPL/OD will only be allowed with the due permission of the Director/ Principal & the application of which to be submitted within 02 days and the records once submitted by the dept. At the end of the month no changes will be made.
5. Pro rata holidays will be given if the staff joining midway during the year.
6. No unutilized leaves will be carried forward to the next year.
7. If an employee has to come to the college for some work on holiday / Sunday the hours worked will be added to the balance of Casual Leave.
8. Late arrivals are not permitted for any reasons whatsoever. However, a relaxation of upto 15 minutes for upto 05 days in a month is given, after which it will be marked as short leave and 03 short leaves will be treated as 01 casual leave.
9. If any employee is found to be out from the college during working hours without the permission of their respective Principal/ Director for whatsoever reason the day will be marked as ABSENT.



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10. NO Half Day leave is allowed however in case of Emergency only 02 half days leaves per month is allowed with the prior permission of respective Director & Principal.

11. Prior adjustment of your work/lecture should be made before availing either of availing Medical Casual Leave. If not, the leave will be marked as LWP (Leave Without Pay) for the day respective of no. of leaves available.

Vacation & Privilege / Earned Leave:

A. The teaching staff members and such other staff members declared as teaching staff members of the Institute, shall be eligible for summer/winter vacation in a calendar year as per service.

B. Non-teaching staff members of the institute are eligible for summer/winter vacation as per the stipulated guidelines.

C. Unless specifically permitted by the Director, all faculty members shall avail vacation on in spells.

Academic leave / Duty leave:

Duty leaves up to 30 days in an academic year may be granted for:

A. Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the College or with the permission of the Director on the recommendations of HOD.

B. Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice- Chancellor/ Director of the College

C. Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;

D. Work related to funded research projects and Startup companies;

E. Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and

F. For performing any other duty assigned to him/her by the university/college.

i) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

ii) The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

iii) Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.

iv) Duty leave should also be given for attending meetings in the UGC, DST, etc., where a teacher is invited to share his/her expertise with an academic body, government agency, or NGO.

G. When a teaching staff member is on summer or winter vacation, he / she cannot avail academic leave.

H. Academic leave cannot be combined with any other kind of leave.

I. Application for academic leave should always be accompanied by the relevant appointment order (as examiner) or



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the pertinent communication in original.

Maternity Leave

- A.** Maternity leaves are admissible for a period not exceeding 180 days to married employees appointed on regular basis with at least one year of regular service in this institution and can be availed only once during the entire service period.
- B.** The leave is not admissible in the case of a woman employee who has two or more surviving children.

Special Leave:

- A.** Special leaves are admissible for only married female (Haryali Teej, Karvachauth and Ahoi Ashtami).

Rules for Faculty and Staff Education Leave

1. Eligibility Criteria

- A.** The applicant must have completed at least two years of continuous service at the institution.
- B.** The leave must be pursued for academic or professional development purposes, such as:
- Higher education (PhD, or Post-Doctoral studies)
 - Specialized training programs
 - Research projects
 - Certification courses related to teaching or administrative work.
- C.** Faculty and staff must provide proof of admission or enrolment in the desired program.

2. Application Process

- A.** The applicant must submit a written request to the Head of the Department (HOD) or Director/Principal at least three months in advance.
- B.** The request must include:
- A detailed study plan or research proposal
 - Duration of leave
 - Expected benefits for the institution
 - Any financial support required (if applicable)
- D.** The application will be reviewed by the HOD, and an administrative representative.
- E.** Final approval is granted by the Governing Body/Director of the institution.

3. Duration of Leave

- A.** Education Leave can be granted for a period of six months to two years, depending on the nature of the program.
- B.** Faculty/staff can apply for an extension if required, but it will be subject to approval.

4. Financial Support & Salary

- A.** The institution may provide full or partial salary support during the leave, depending on budgetary constraints and the relevance of the program.



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- B.** If the leave is fully unpaid, the faculty/staff member may retain their position upon return but must make their own financial arrangements.
- C.** If the institution funds the education, the faculty/staff must sign a bond agreeing to serve the institution for a specified period after completing the program.

5. Responsibilities & Return Policy

- A.** Faculty/staff must submit progress reports or certificates of completion upon returning.
- B.** Upon return, the faculty member may be required to:
- Conduct workshops or training sessions to share knowledge with peers.
 - Undertake research or projects that align with institutional goals.
- C.** If a faculty/staff member fails to complete the program or does not return to service, they may be required to repay financial support received.

ADMINISTRATIVE POLICIES

The guidelines published in this document are for the governance of S.D. College of Pharmacy & Vocational Studies, Muzaffarnagar. This Guidelines Document has been prepared to ensure an effective functioning and efficient governance at all levels to the satisfaction of stakeholders. This document provides core principles of good governance. The implementation of these governance guidelines shall lead to effective utilization of manpower, infrastructure and facilities available in the institute and thereby enhance the quality of education. The guidelines will lead to transparency and accountability in the administration. The expected benefits due to implementation of good governance through the guidelines presented in the document may include:

- Strengthen the existing good practices
- To implement transparency at all levels of governance and administration
- To follow integrity in appointments at all levels
- To strengthen the industry-Institute interaction
- To establish fair and transparent processes in internal control
- To comply with rules and regulations
- To establish strong and capable financial processes and procedures relating to procurement, appropriate utilization of funds and audit
- To involve all the stake holders at various levels as deemed fit with regard to guidelines of statutory bodies
- To maintain registry of interests of members of governing body
- To achieve optimum utilization of infrastructure, resources for better output
- To establish processes in risk management
- To enhance the quality of teaching-learning process
- To set up centres of excellence in research & development and enhancement of quality of research
- To set up and strengthen student support programs, training for enhancing quality in placements and higher



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education.

- To place improved systems for feedback, self-appraisal of faculty and staff.

The document provides information on organization of the institute along with its organization structure, functions, and responsibilities of all bodies namely Governing Body (GB), Academic Council, and other Committee as per the university/PCI guidelines for the college. In addition, it outlines the responsibilities of various functionaries in the academics and administration including non-saturator committees formed for the smooth and effective functioning of the college.

Functions of Director/Principal:

- To hold Academic Council meetings as per the norms.
- To coordinate and motivate the faculty, administrative authorities and the supporting staff.
- Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
- Spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.
- Along with all the staff working under him, is singularly and collectively responsible to the Governing Body, Academic Council, University, State Government, PCI, students and parents for the smooth and effective functioning of the college.

The duties of the Director/Principal may be suitably categorized as:

A. Academic Administration:

- On academic matters the Director/Principal is generally guided by the rules and regulation as well as the norms laid down by University, PCI, State Government and the Governing Body of the college.
- Will be assisted by various Heads of the departments, Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.
- In matters related to decision implementation, Director/Principal will be assisted by the Governing Body and Academic Council of the college.
- In matters related to academic work, he will be assisted by the Chairman/Secretary and Heads of the Departments.
- An integrated time table of the entire institution shall be prepared and submitted to the Director. In this endeavour, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the Director.
- Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges.
- Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective



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measures to achieve desired academic outcome.

- If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
- In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Director will be assisted by Controller of examinations and additional controllers of the college.
- In matters related to student attendance, drop outs, Condonation, Director shall be assisted by concerned HOD.
- The Director /Principal shall promote industry-institute interaction for better employability of the students.
- Director shall look after overall welfare of staff and students.
- Director shall involve faculty members at different levels for various institutional activities.

B. General Administration:

On general administrative matters Director shall be assisted by, Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc.

- Shall make proposal for appointment to all posts of all cadres including contract, part- time, adhoc employees.
- Shall make regularization of services, declaration of probation, and release of increments.
- Arrange performance appraisal of faculty and supporting staff.
- Shall have power to sanction any kind of leave to others, except himself.
- Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc.,) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.
- All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the Director.
- Campus maintenance cell shall work under the instructions of Director.

C. Financial Administration:

- Director is assisted by the Finance committee in financial administration.
- Subject to the budget allocations for a specific area of expenditure, Director is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body.
- All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Director.
- The Director or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of



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students of the college.

- Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc., subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

Roles and Responsibilities of the HOD:

HOD has to monitor the following administrative activities:

- Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- Make sure that the time tables are prepared as per the guidelines given by the Director and inform the faculty members and students at least one day before the commencement of the class work.
- Interact with students (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the Director/principal.
- Verify the student attendance registers maintained by the staff members once a week.
- Instruct the faculty members to set the question papers as per instructions from the Director and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by controller of examination. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given.
- Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as directed by Director with a copy to the Director.
- Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class teachers/Mentor.
- Counsel the students who are absent for the mid test or irregular to the class work.
- Arrange special classes if necessary for the benefit of below average students.

Responsibilities of Professors, Associate and Assistant Professors:

Professor:

- Development of Curriculum, Developing Learning Resource Material & Laboratory Development.
- Students Assessment & Evaluation including examination work of college.
- Participation in Co-curricular & Extra-curricular Activities.
- Student Guidance & Counselling.
- Helping student in personal, ethical, moral and overall character development.
- Continuing Education Activities.
- Self-development through upgrading qualification, experience & professional activities.



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- Involving in the Academic and Administrative Management of the institution.
- Promotional activities both at Departmental and institutional level.
- Monitoring and Evaluation of academic and research activities.

Associate Professor:

- Teaching including laboratory work.
- Evaluation, administering tests, invigilation and paper setting.
- Innovation in teaching, laboratory work, instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.
- Research activities and research guidance.
- Assisting in conduct of and organizing seminars/workshops/guest lecturers etc.
- Guiding research.
- Any other work assigned by HOD/Director/Management from time to time

Assistant Professor

- Teaching including laboratory instruction and academic activities such as acting as Class Review Committee member, invigilator, Lab-In-charge, Coordinator (Attendance), Assistance in conduct of seminars, symposia, guest lectures etc.
- Student's assessment and evaluation, besides from acting as paper setter.
- Developing resource material and laboratory development.
- Co-curricular and extracurricular activities / student welfare activities.
- Assisting in departmental administration.
- Involvement in departmental / institutional developmental activities.
- Shall attend to the work allotted by HOD/ Director / Management from time to time helping in the cause of Academic development of the institute.

Laboratory In-charge:

- To maintain the permanent and Consumable stock Registers.
- To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- To plan for the procurement of equipment for the coming term well in advance.
- To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
- To organize the laboratory for oral and practical examinations.
- To hold those responsible for any breakage / loss etc. and recovering costs
- To ensure the cleanliness of the lab and switch off all equipment after use.



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- Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Director for necessary action.
- Any other duty as may be assigned by the HOD/Director from time to time.

Lab Assistants:

- The Lab Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
- Lab Assistants shall be available for maintenance and care of resources/services of the institute.
- All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.
- Lab Assistants in coordination with Lab In-charge should display
 - (I) List of Equipment's/software with cost
 - (ii) List of Experiments
 - (iii) Lab Time Table
 - (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- Any other assignments as given by HOD/Director.

Librarian:

- General administration of the Central Library of the Institute.
- Planning and development of the Central Library of the College.
- Preparation of annual budget for library for purchase of books, periodicals and journals.
- To seek suggestions from academic departments regarding books, periodicals and journals to be procured for the library; obtain approval of the central administration and take action to acquire the selected library resources.
- Organizing and supervising the cataloguing and indexing of the library books, periodicals, journals and other e-materials.
- Planning and arrangement for the repairs of the library resources.
- Organizing and managing the safety and upkeep of the library resources, furniture and fixtures.
- To undertake efforts for resource generation for purchasing library resources and creating infrastructural and other facilities in the library.

OFFICE SUPERINTENDENT:

Staff Related Functions:

- **Maintenance of records like**
 1. Staff personal file
 2. Staff attendance registers
 3. Staff leave records
 4. Staff Service registers



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5. Inward and outward correspondence
 6. And any other staff related activates that may be entrusted from time to time.
- **Student-Enrolment:** Prepare and maintain the records like:
 1. Students admissions
 2. Students“ Personal Files
 3. Admission cum Academic Register
 4. Bonafide Certificates and issue of ID Cards
 5. Students List prepared in consultation with Exam Cell I/C.
 6. Loan Estimation
 7. Transfer / College Leaving Certificate
 8. And any other work related to students entrusted from time to time.
 - **Scholarship and Liaising:** To Prepare and maintain the records of
 1. Students eligible for scholarships under various categories.
 2. Submission scholarship details and to follow up with government agencies till the scholarships are materialized.
 3. Submission of acquaintance statements to the government and follow up the status of renewals.

Rules and Regulations for Students

1. General Conduct

- Students must maintain discipline, respect, and decorum within the campus.
- Any form of ragging, bullying, or harassment is strictly prohibited.
- Students are expected to behave respectfully towards faculty, staff, and fellow students.
- Identity cards must be carried at all times and shown when requested.

2. Attendance

- A minimum of 85% attendance is mandatory in all classes.
- Students must attend lectures, tutorials, practical and institute activities regularly.
- Absenteeism without valid reason may lead to disciplinary action.

3. Dress Code

- Students should follow the prescribed dress code and maintain decent attire.
- Wearing uniforms is compulsory during academic hours and official functions.

4. Use of Mobile Phones & Gadgets

- Mobile phones must be switched off or kept on silent mode during class/Labs hours.
- Use of mobile phones and electronic gadgets is not allowed in classrooms, library, or examination halls.

5. Academic Integrity

- Cheating or any kind of unfair practice during exams or assignments is strictly prohibited. If found, may lead to



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disciplinary action by the College.

- Students must submit original work and avoid copying.

6. Campus Property

- Students must take care of the college property, any damage caused intentionally or negligently will be charged to the concerned student.

7. Prohibited Activities

- Smoking, consumption of alcohol, drugs, or any intoxicating substances or any kind of weapons within the campus is strictly prohibited.
- No political or religious activities without prior approval of the institute.

8. Library & Laboratory Rules

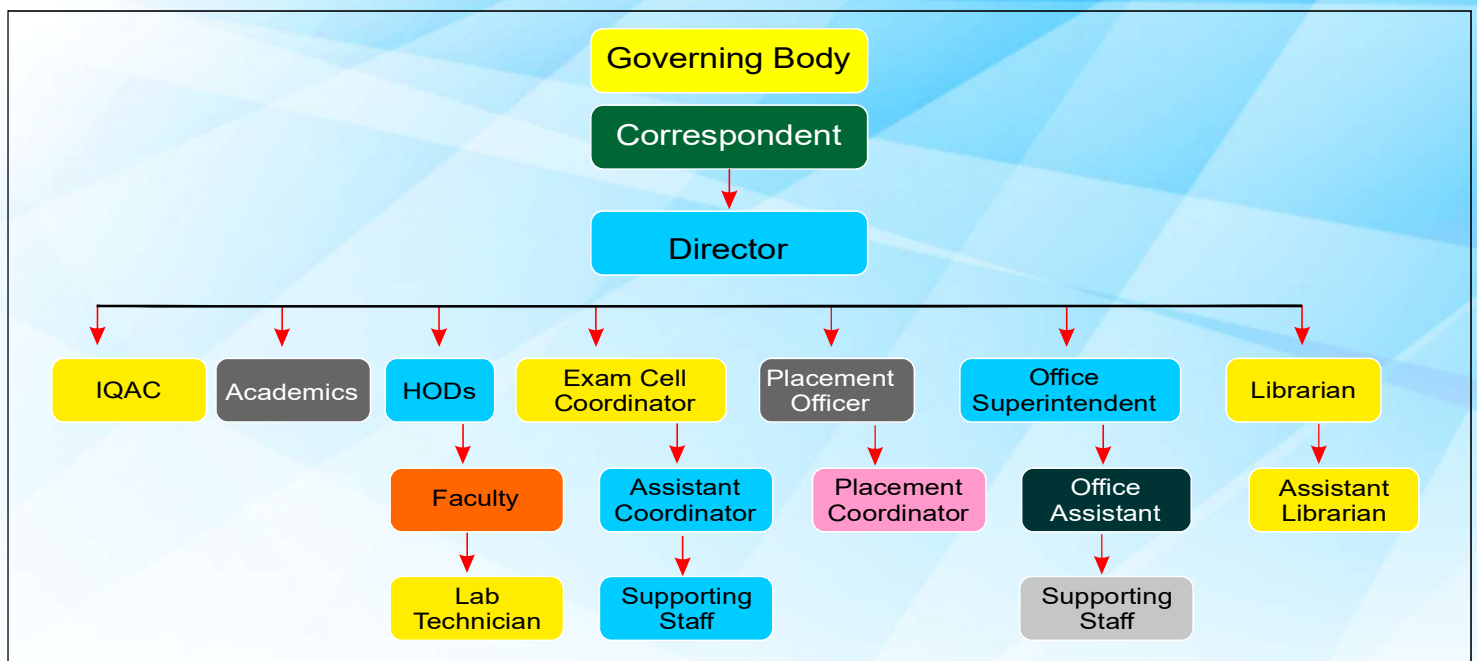
- Students must follow the library rules during their presence.
- Proper conduct and care should be ensured while using the laboratories and equipment.

9. Leave & Permission

- Students must obtain prior permission for leave of absence.
- In case of medical emergency, a medical certificate must be submitted on the upcoming day.

10. Disciplinary Action

- Violation of any rules against above, will lead to disciplinary action, which may include:
 - Warning
 - Suspension
 - Expulsion from the institute





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Functions of Various Bodies

Roles and Responsibilities of Committees/Bodies

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Director in consultation with HODs for one academic year or until new committees are constituted. The outgoing Conveners/ In-charges of the committees shall hand over all the relevant documents/files to the new Conveners /In- charges in the presence of the Director or a representative appointed by him. The handed over documents shall be also signed by all the mentioned above.

Internal Quality Control Committee (IQAC):

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of S.D. College of Pharmacy & Vocational Studies, Muzaffarnagar.
- Dissemination of information on the various quality parameters of higher education
- Acting as a nodal agency of the College for quality-related activities.
- Ensure internalization of the quality culture at S.D. College of Pharmacy & Vocational Studies, Muzaffarnagar.
- Ensure enhancement and integration among the various activities of the College and institutionalize good practices.
- Organization of workshops, seminars on quality related themes and promotion of quality circles.
- Build an organized methodology of documentation and internal communication.
- Documentation of the various programmes / activities at S.D. College of Pharmacy & Vocational Studies, Muzaffarnagar leading to quality improvement.
- Periodical conduct of Academic and Administrative Audit and its follow-up.

ACADEMIC COMMITTEE

- To provide guidance to the faculty about the college's educational initiatives.
- To confirm the course schedules that was sent to the committee prior to the start of the semester.
- To keep an eye on the faculty's classroom and lab directions for diverse disciplines.
- To divide up tasks and create a schedule in accordance with the university curriculum.
- To organize and arrange the execution of high-calibre internal initiatives and guest lectures and seminars.
- To hold frequent meetings and/or those that are necessary.
- To document and preserve the committee's "Minutes of Meetings" and its operations.
- To turn in an "Annual Report" at the conclusion of the Academic year.
- Design and implementation of academic calendar in accordance with AKTU, Lucknow.
- Faculty workload distribution department wise.
- Review the progress of the classes.
- Discuss the problems concerning curriculum, syllabus and the conduct of classes.



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- Discuss with the course teachers on the nature and scope of assessment for the course and the same be announced to the students at the beginning of respective semester/Year.

EXAMINATION COMMITTEE

- To organize and holding examination with preparation of the schedule of dates of holding internal and university practical and theory examination as per academic calendar and university schedule.
- To devise policy, mechanism and operational strategies to do the tasks relating to assessment of performance of students efficiently and in a time bound manner.
- To ensure proper organization of university, sessional and Continuous in semester examinations of the institute, including appointment of examiners, internal squad, display of schedule, assessment, evaluation and timely declaration of results.
- To arrange for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors etc.
- To undertake examination and evaluation reforms in order to make examination and evaluation system more efficient.
- It shall be obligatory on every teacher and on the non-teaching employee of the institute to render necessary assistance and service in respect of examination of the institute.

ANTIRAGGING COMMITTEE:

- To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on nay acts amounting to ragging.
- To publicise to all students and prevalent directives and the actions that can be taken against those indulging in ragging.
- To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders.
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
- Conduct workshops against ragging menace and orient the students.
- To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.
- To offer services of counselling and create awareness to the students.
- To take all necessary measures for prevention of Ragging inside the Campus.

ANTI-DISCRIMINATION CELL

- To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
- To enhance the diversity among the students, teaching, and non-teaching staff population and at the same time eliminate the perception of discrimination.
- To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal



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relationships among the students coming from various social backgrounds.

- To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of marginalized communities.
- To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
- To look into the grievances of the weaker section of society and suggest amicable solutions to their problems.
- To disseminate the information related to schemes and programs for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
- To prepare barrier free formalities/procedures for admission/registration of students belonging to the disadvantaged groups of society.
- To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups.
- To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments (teaching and non-teaching posts), and to improve their performances.

GRIEVANCE REDRESSAL COMMITTEE:

- This committee deals with all the grievances directly which is related to the common problems at Institute level both academic and administrative.
- The aggrieved individual (Faculty/Staff/Student) shall indicate the details of his/her grievance in a prescribed format (designed for the purpose) and submit the same to the Director/principal, who in turn will refer the same to Chairperson of the concerned Redressal Committee.
- The grievance of the individual will be given fair and reasonable opportunity to be heard to be in detail before the Chairperson and other members of the concerned committee, in a peaceful and conciliatory environment depending upon the issue and if need be, appropriate evidence in the form a material evidence or personal witness maybe introduced by the aggrieved person.
- The Chairperson of the committee, in consultation with the other members will submit the report to the Director/Principal, at the earliest possible time.
- The Director/Principal in turn, depending upon the nature, magnitude and jurisdiction of the issue, will arrange for the appropriate and early measure of Redressal of the grievance, under direction of the management and the same will be communicated to the “Aggrieved Person”.
- All the preceding of the grievance, mechanism will be suitably documented and recorded.
- In case of sensitive matters, related matters related to offences- pertaining to sexual discrimination are damage to any particular individual the matter is kept confidential.



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- Hearing of Grievance Committee is done in such a way that no information populates out before action is taken.
- In case of any penalty awarded to any faculty members it is recorded and kept in personal file of the concerned faculty.

GENDER SENSITIZATION COMMITTEE:

- To check water supply, power supply facilities, sanitary maintenance etc. Prevent discrimination and sexual harassment against women, by promoting gender respect and harmony among students and employees.
- Make recommendations to the amendments or addition to the Rules for students in the Prospectus and the Bye-Laws, to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victims and cessation of the harassment.
- Recommend appropriate punitive action against the delinquent to the Management.

STUDENT DISCIPLINE COMMITTEE

- To ensure calm and peaceful academic atmosphere in the campus.
- To avoid physical confrontation among students.
- To ensure all the students wear ID Cards while they are in the campus.
- To enforce total prohibition of cell phone usage by the students while the class works is going on.
- To monitor the movement of the students in the college and prevent students loitering round in the corridors during the college working hours.
- To prevent the students leaving the college early without prior permission from the concerned authorities.

INTERNAL COMPLAINT COMMITTEE

- Planning and Scheduling: Develop schedules for regular maintenance of infrastructure and equipment.
- Identification and Reporting of Issues: Conduct regular inspections to identify issues and ensure proper upkeep.
- Coordination with Maintenance Team: Liaise with technical/maintenance staff to prioritize and address critical issues (e.g., safety hazards).
- Preventive Maintenance Planning: Develop a monthly/quarterly schedule for preventive maintenance.
- Emergency Repairs and Risk Mitigation: Establish an emergency response plan for critical failures like power outages or gate malfunctions.

ORGANIZING COMMITTEE/ CULTURAL & SPORT COMMITTEE

- The Cultural Committee shall be responsible for all college cultural events in the College.
- The Cultural Committee plans and schedules cultural events for the academic year.
- The chairman of the committee shall conduct a meeting of the committee on the regular intervals to discuss and allot tasks.



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- The Cultural Committee prepare budget for all cultural events and takes necessary steps for its approval.

PLACEMENT AND CAREER GUIDANCE CELL

- Preparation of placement brochure for final placement.
- Pre-placement visits (PPV) to the companies.
- Communication, networking and relationship building with the potential recruiters.
- Invitation to potential recruiters to visit the Institute.
- Continuation of placement activities after the stipulated period, till all the students are placed.
- Grooming and training of the candidates for the placements so that their chances of selection increase.
- General follow-up, joining formalities and other administrative activities.

PURCHASE COMMITTEE

- Requirements of various departments received by the Director shall be scrutinized and Committee shall call for quotations or for negotiations.
- Purchase Committee shall collect at least three quotations and prepare a comparative statement.
- To ensure transparency, accountability and fairness in the procurement process recommend the suitable vendor for the procurement.
- To request technical input from relevant staff as required Committee meets as and when needed.

STUDENT DEVELOPMENT COMMITTEE

- To record student achievements, issues, difficulties and based on the data setting clear targets for student's development.
- To create consciousness about profiling among college students and enable they build up a personnel profile.
- To create consciousness for identifying the portfolio of skills, knowledge and experience to make choice about program of study.

WOMEN DEVELOPMENT COMMITTEE

- To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching staff.
- To create social awareness about the problems of women and in particular regarding gender discrimination.
- To develop the self-confidence of Women.
- To guide about Women Welfare Laws.
- To highlight the importance of health and hygiene.
- To organize seminars, workshops relating to women development.
- To organize events and activities for women empowerment.
- To create an environment that will help women realize their full potential and give their best.



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INSTITUTIONAL ANIMAL ETHICAL COMMITTEE (IAEC)

Ethical Oversight:

- Ensure that research involving animals is conducted in an ethical and humane manner.
- Review and approve research proposals involving animals before experimentation begins.
- Prevent unnecessary pain, suffering, or distress to animals.

Approval of Research Projects:

- Evaluate the scientific and ethical justification for animal use in research.
- Approve or reject research protocols based on ethical considerations.
- Ensure that alternatives to animal experimentation (such as in vitro models) are considered.

Compliance with Regulations:

Ensure that research adheres to national and international guidelines (such as CPCSEA in India, IACUC in the U.S.).

- Monitor compliance with relevant laws and ethical standards.

Animal Welfare and Care:

- Ensure proper housing, feeding, and care of laboratory animals.
- Review and approve standard operating procedures (SOPs) for animal care.
- Ensure humane handling and euthanasia procedures.

Monitoring and Inspections:

- Conduct regular inspections of animal housing facilities.
- Monitor ongoing experiments to ensure compliance with approved protocols.
- Take corrective actions in case of non-compliance.

Training and Awareness:

- Train researchers and staff in animal handling, ethics, and welfare regulations.
- Promote the 3Rs principle: Replacement, Reduction, and Refinement of animal use in research.

Record Keeping and Reporting:

- Maintain detailed records of approvals, inspections, and compliance reports.
- Submit reports to regulatory authorities, such as CPCSEA in India.
- Keep records of adverse events and corrective actions taken.

Addressing Complaints and Grievances:

- Investigate complaints related to animal care and ethical breaches.
- Take necessary actions against violations.



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