

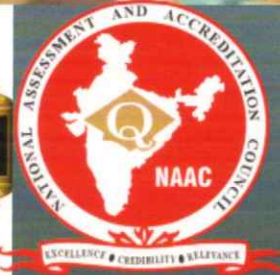
**Raghavendra Institute of Pharmaceutical Education and Research (RIPER)
An Autonomous Institution**

Approved by AICTE, PCI & SBTET, NBA (UG) & NAAC Accredited,
A Accorded 2f and 12B status of UGC Act 1956, Recognized as SIRO by DSIR, Govt. of India

FACULTY HAND BOOK - 2018 - 19



Enlisted in All India
Ranking by
NIRE, MHRD
Govt. of India
NAAC



DSIR Certified
Research Lab

**KR Palli Cross, Chiyedu post, Ananthapuramu-515721,
Andhra Pradesh, India,
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Raghavendra Institute of Pharmaceutical Education and Research (RIPER)

AUTONOMOUS, JNT University Anantapur (JNTUA)

*Accorded by UGC under sections 2 (f) & 12 (B) & accredited by NBA (UG) and NAAC,
SIRO by DSIR, KR Palli Cross, Anantapur, Andhra Pradesh – 515721*

Faculty handbook effective from 2018-19; Dated 08.10.2018

(Approved by the management of RERDS; Revision 1)

1. Introduction to faculty handbook

This faculty handbook has been endorsed by both the management and statutory bodies of the institution. The handbook describes the rights and responsibilities of teaching or equivalent position in the institution. This Handbook also serves as a guide with respect to the resources and services available to the faculty from time to time. This faculty hand book is described as three different years.

Academic year	: July 1 to June 30
Calendar Year	: January 1 to December 31
Financial year	: April 1 to March 31
Changes in Revision 1	: Leave polices & Terms and conditions Page No. 6 & 7

Raghavendra Institute of Pharmaceutical Education and Research (RIPER) an autonomous pharmacy institution under JNT University Anantapur (JNTUA), dedicated to impart quality pharmacy education at par with international standards. It assures the quality education through its facilities and team work of dynamic, eminent and expertise faculty.

Existing faculty members of the institute are well qualified, and are ratified pharmacy teachers by the Jawaharlal Nehru Technological University Anantapur, JNTUA, Andhra Pradesh, India. Raghavendra Institute of Pharmaceutical Education and Research (RIPER), edifies and promote the pharmacy education with optimum best quality by making faculties participating in Quality Improvement Programme (QIP), Faculty Development Programme (FDP) and Advancing Learning Modules in Pharmacy and Pharmaceutical Sciences, conferences, workshop, paper publications etc. and it retain its benchmark of reputation as the educational institute.

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Raghavendra Institute of Pharmaceutical Education and Research (RIPER) is one among few institutes making contribution as sponsorship for the faculties' higher education.

Faculties of Raghavendra Institute of Pharmaceutical Education and Research (RIPER) are eminent personalities with notable accomplishment as evaluators for prestigious universities,

resource persons for conferences, seminars, workshop as chair-person and speakers both of national and international level. Faculties of Raghavendra Institute of Pharmaceutical Education and Research (RIPER) are continuous learner and educators keen on research in improving and sighting new strategy of teaching. Raghavendra Institute of Pharmaceutical Education and Research (RIPER), is the only private pharmacy institute in the region holding six research supervisors and are approved by Jawaharlal Nehru Technological University Anantapur (JNTUA), Anantapuramu, Andhra Pradesh for guiding regular Doctorate of Philosophy (Ph.D) programme. The entire constitution and functioning are furnished in Good Governance guideline documents (GGGD) of the institution. The following are the basic rules and guidelines for teachers at various position and staff of administration.

2. Faculty / staff eligibility at various levels:

Position/ Qualification / faculty/ staff structure /cadre ration/ pay will be as per the regulatory bodies such as UGC/AICTE/PCI/State Government of Andhra Pradesh.

S.No	Position	Eligibility	Job Responsibilities
1	Principal	Ph.D in Pharmacy (Experiences as per AICTE and PCI)	As described in GGGD
2	Professor	Ph.D in Pharmacy (Experiences as per AICTE and PCI)	As described in GGGD
3	Associate Professor	Ph.D in Pharmacy (Experiences as per AICTE and PCI)	As described in GGGD
4	Assistant Professor - Senior grade	M.Pharm with 5 years of experience / Fresh Ph.D with nil experience in teaching	As described in GGGD
5	Assistant professor	M.Pharm with less than 5 years of experiences	As described in GGGD
6	Lecturer	B.Pharm or equivalent	As directed by Principal
7	Admin staff	Any degree in science or commerce with appropriate	As directed by Principal
8	Technical staff	Science or technical degree or experience	As directed by

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			Principal and HOD *
9	Library staff	Degree in library science	As directed by Principal
8	Supporting staff	2 years of experience in appropriate area like laboratory, office, transport, gardening, maintenance etc.	As directed by Principal / HOD/ Admin

3. Recruitment procedure:

- Department /Section notify the required / vacant position to “*Recruitment and promotion team*” / Principal.
- Principal officially conveys to the management and avails permission from management.
- Institution advertises the notification in official website (clearly mentioning about eligibility, deadline of submission of documents, and contact information of the institute).
- After the last date of application and the *Recruitment and promotion team* review all applicant CV and finalize the list candidates for telephonic interview with the opinion of concern HOD / Principal.
- All suitable candidates will be initially interviewed by telephonic conversation.
- Further, the suitable candidates from telephonic screening will be called for demo class (regarding content of delivery, communication skills and knowledge in subject) / in person interview by *Recruitment and promotion team*” and further appointment be made based on feedback from students /concerned HOD/ section heads.
- Initial appointment will be on adhoc / temporary basis for a period of one year. The regularization will be done only after the proven evidence of job responsibility at the satisfactory levels.
- In case faculty, the faculty will be eligible for ratification by university only after two years of service in regular position, provided that faculty credentials are up to the satisfactory level in both academic and research.

4. Working time:

42 hours per week, and working time change from time to time. The lunch time will be for 30 minutes. The faculty members, except less than three years, should not use college working

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hours for preparing class work. They must use it for administrative / research /other mutual developmental activities.

5. Dress code :

- Executive dress for men and sarees for women.
- No T-shirts / Jeans will be allowed during instruction days.
- Apron is must for faculty during instruction hours (both theory and practicals)

6. Pay scale / Increments / Incentives:

- The pay for adhoc / temporary position will be consolidated.
- The initial appointment will be in adhoc basis shall be for one year. Then after successful one year record, the faculty will be in regular scale. However, experienced faculty position shall be in regular depends on credentials and merit.
- The basic pay scale for regular faculty will be based UGC / AICTE norms, The DA and other allowances will be revised for every year.
- There will be a consolidate pay for all visiting faculty based on hour/day basis.
- The allowances and increments will be based on the recommendations from *Recruitment and promotion team* based on self appraisal report in every december. *The Recruitment and promotion team* shall recommend suitable allowances and increments based on faculty SELF APPRAISAL REPORT for every year.
- Staff members are eligible to the increments only at the end of 12 months of service in this Institution. Additional Increments shall be given to staff members based on their contributions in academic and research at the discretion of the Management.
- Up on recommendation by the principal, appropriate incentives for faculty will be awarded based on contribution in research/patent/publication at discretion of management.

7. Additional perks / encouragement: (applicable to academic year)

- Faculty who avails research grants, there will be special incentives based on the worth of grant.

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- Faculty who generate internal revenue for the institution, there will be 10 % of the income will be rewarded. The appropriate allowances will be paid for skill operators up on recommendation from HOD.
- Faculty who publishes paper in high impacted journals, there will be a reward.
- Best teacher award for both teaching and research will be granted by the management.
- Faculty who have recognized as chairperson/ speaker /co-chairperson in the UGC/AICTE/DBT/ICMR/SERB Sponsored National conferences (not by college or university or department), the DA/TA along with on duty permission will be sanctioned.
- Faculty who are willing to participate / present paper at Overseas conference, they are encouraged to apply for travel grant to agencies on behalf the institution, their leave will be considered as on duty.

8. Promotion policy

- The promotion of teachers to higher cadre / grade pay is not only on the basis of number of years of service but also on the basis of his / her contribution in teaching, research and extension / institutional development.
- All promotions shall be considered on the basis of merit – cum - seniority basis. Faculty can apply only when such notification is issued by institute.
- The Principal shall insist *Recruitment and promotion team*” for promotion. The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines /self appraisal form given by the institution.
- The promotion is subjected to the condition that there has not been any disciplinary action taken against such faculty for promotion, for any misconduct he/she has committed during the service.
- The promotion to the next level will be done only when there is a vacancy or need or created by the institution or required by regulatory bodies.
- Under normal circumstances the senior most members of the staff shall be considered for promotion to the next higher level position.

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- However, the promotion committee may reject the application of senior most faculties for promotion, if she/he fails to satisfy the expected credentials. In such cases, next senior faculty will be considered for credential evaluation for the post.

9. Leave Policies

The following leave policies will be followed as applicable to **calendar year**.

S. No	Type of leave	Paid / unpaid	Number of days	Remarks
1	Annual leave	Paid	31 days, (including winter / summer)	Only on completion of one year service in the institution.
2	Casual leave	Paid	12 days	Sanctioned against personal/optional/religious /family / commitment etc
3	Sick leave	Paid	6 days	Sanctioned against illness only.
4	Academic leave (For conference / Examinations only)	Paid (on duty)	12 days (Prof.) 10 days (Asso.) 8 days (Sr. Asst.) 6 days (Asst.)	Sanctioned against Examinations, Evaluations, Conference, and Faculty training and development programme.
5	Marriage /Maternity leaves	Paid	7 days	Only for marriage/Maternity. Faculty avail leave more than 7 days but remaining days shall be considered as loss of Pay.
6	QIP/FDP/Short-term training.	Paid	6 days	Only once in two years. Only for faculty who completed two years in this institution. Can attend once in two years of service after eligibility.
7	Long term training / unpaid Fellowship	Half pay	Up to maximum of One month.	Only once in three years. Only for faculty who completed two years in this institution. For paid positions the leave will be sanctioned with loss of pay. Can attend once in three years of service after eligibility.
8	Sabbatical leave	Unpaid	Maximum of two years	Only for faculty who completed three years in this institution after their PhD.
9	Any other leaves on personal, emergency etc.	Unpaid	Not more than 15 days	If any leave more than 15 days, it should be approved by the management.

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Terms and conditions:

- Except sick leave, remaining leaves has to applied and sanctioned at least three days advance, need to submitted in filled format and personal discussion is essential. Sending message is not permitted and will not be considered as request.
- However, the telephonic call information on emergency is permitted. In case of HODs /section Heads, in case of meeting on the day of your leave, your representative need to attend with your input.
- Casual leave should not be taken more than three days in a month, otherwise the extra availed leaves will be considered as loss of pay.
- Academic leave are eligible only for faculty who completed more than three years of experience, provided that the faculty position is not under probation (temporary basis).
- Annual leave will not be allowed for faculty (at assistant professor) who have not completed one year in the institution.
- Proportionate of Annual leave based on service will be allowed for faculty (at Associate professor) who have not completed one year in the institution.
- Leave category S. No 7 (Once in two Years) & 8 (once in three years), are eligible only for faculty who completed two years in this institution. But both leaves in the same academic year will not be permitted. However, faculty may apply and attend for more than one FDP/QIP or fellowship in same year or period but with loss of pay but with appropriate permission / work load adjustment.
- If anyone avail sick leave or casual leave without proper adjustment of class work and other academic duties /or incomplection of assigned duties, the sanctioned leave will be cancelled and treated as loss of pay.
- For conference / seminar / examination / etc. faculty should submit a copy of evidence and certificate of participation to academic cell.
- Maternity leave and other medical leaves to faculty will be based on case to case and services offered. It is left to the discretion of management.
- For HOD / Programme in-charges, the annual leave can be availed throughout the year in divided, if they are engaged in academic works during vacation by the institution.

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NOTE: All leaves will be sanctioned based on flexibility of academic work adjustment, institutional requirement etc. and sanctioning authority decision is final.

10. Late punch / permissions

- There will be two permissions (maximum of one hour) will be allowed per month. The late report has to be informed to HOD cum Academic director / principal (messages not permitted).
- In case, more than two permissions per month those late report hours will be considered as half day leave.
- If there is any repeated disturbance of class work, due to late report / or uninformed late report, the principal will issue a memo to the concerned faculty.

11. Retirement from Service

- All teaching and non-teaching staff shall retire on completing the age of superannuation, i.e.: 65 for teaching and 60 non-teachings.
- The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.
- The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

12. Discipline and grievance procedure

- Teachers shall be at the appointed classroom at the appointed time without any exception.
- Every teacher shall take attendance at the beginning of the teaching hour.
- Every teacher shall close the hour punctually at the end of the hour.
- If a teacher finds a student while committing any act of misconduct in the class room or in the premises, shall immediately take appropriate action, which shall be - taking a correctional action if it is within his/her power, or reporting the matter to the Principal.

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- Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculties and staff members shall not engage themselves in other activities/ businesses /website hobbies/personal applications, which affect their effective contribution to the output of department and the college.
- Faculty and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- Teachers shall maintain a respectable work conduct in terms of:
 - Preparation for the particular day's Classes, with latest information added to earlier course content.
 - Keeping all teaching aid material required for conducting the class in an orderly manner.
 - Going according to session plan for the day and completing the syllabus for the semester without any backlog.
 - Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
 - Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
 - Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
- Teachers shall observe good personal conduct in terms of:
 - Not using any abusive language towards students, fellow teachers, parents and other members of public.
 - Not entering into quarrels, fights or any act of disrespectful nature.
 - Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
 - Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution?

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- Faculty shall conform to the Ethical Standards of a teacher.

13. Disciplinary procedure

Any teacher who is violating the code of conduct will be subjected to appropriate disciplinary action by the Principal/Correspondent/Management.

- If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- The course of action for disciplining a teacher shall be under the following categories:
 - Memo and Censure.
 - Warning in writing, with recovery of money, where financial loss is involved in the act.
 - Suspension from work without remuneration.
 - Dismissal /termination or discharge from service.

The Principal shall report the proceedings periodically to the Chairman/Correspondent.

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