



GRY INSTITUTE OF PHARMACY

BORAWAN, KHARGONE

(Approved by AICTE & PCI; Affiliated to RGPV; Recognized by Govt. of M.P.)

Visit us at: <http://www.gryip.com>, E-mail: principalgry@gmail.com, Contact: +91 8889605044

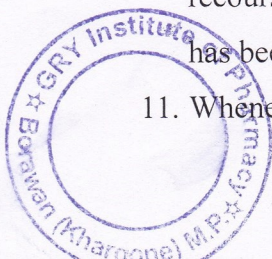
6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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CONDUCT RULES FOR ALL EMPLOYEES

1. Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him/her.
2. Every employee shall at all times maintain integrity of Character, be devoted to his/her duty and be honest and impartial in his / her official dealing. An employee shall, at all times be courteous and polite in his/her dealings with the management, principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty and shall, always act in the best interest of the institute.
3. Should not practice any racism, social commenting, discrimination, demean any one based on religion and qualities.
4. An employee shall be required to observe the scheduled hours of working during which he /she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the principal in writing through the respective the address at which he/she would be available during the period of his/her absent from the headquarters.
5. No employee shall be a member of any political party or shall take part in politics or to be associated with any party or organization, which takes part in political activity, nor shall aid or assist in any manner any political movement or activity.
6. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the institute or detrimental to the interests of the institute.
7. No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
8. An employee against whom insolvency proceedings commenced in a Court of law shall forthwith report full facts thereof to the institute.
9. An employee against whom criminal proceedings are initiated in a court of law shall immediately inform the competent authority of the institute regarding the details thereof.
10. No employee shall except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the institute, which has been the subject matter of criticism or attach defamatory character.
11. Whenever an employee wishes to put forth any claim or seeks redress of any



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grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his/her claim or refused redress of the grievance or has delayed the matter beyond a reasonable time.

- a) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the institute is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the management and the decision of the management there on, is final and binding on the employee.
- b) No employee shall engage in strike or incitement there to or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

DISCIPLINARY ACTION

- a) All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.
- b) As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the fact about committing an offence and dereliction/negligence of duties.
 - i) Censure
 - ii) Withholding increments/promotion
 - iii) Recovery from his salary whole or part of any pecuniary loss caused to the institute due to negligence of duty or breach of orders/rules.
 - iv) Suspension
 - v) Removal from service
- c) If the competent authority feels it necessary to constitute an enquiry as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members – two senior faculty members, management representative.
- d) An employee can appeal against any punishment imposed upon him/her by the competent authority to the management/governing body as the case may be.




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TEACHER AS STUDENT GUARDIAN

Guardian Teacher Scheme has been implemented in this institute with following

Aims:

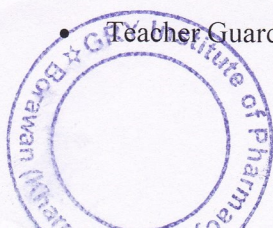
1. To establish good sense of rapport with students so that there developed healthy teacher- student relationship.
2. The teacher should act as a mentor, guide and philosopher
3. The teachers should interact constantly and keep themselves in contact with the students always so that problem of students regarding educational, socio-economical, health related and family related could be sort out and most possible help can be rendered to the students.

Objectives

To discuss on academic, social, health awareness, importance of physical fitness, importance of yoga, students problems regarding study, study material availability, library facilities, institute facility, campus discipline, syllabus, status, result analysis, departmental facilities etc.

Functioning.

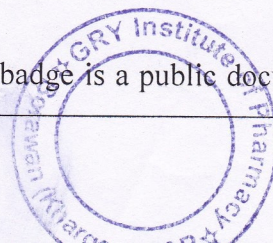
- In this scheme there is one to one interaction with students.
- For a batch of students, a teacher is assigned the role of Teacher-Guardian.
- Teacher Guardian works as a friend, philosopher and guide for these students.
- Teacher guardian will maintain the contact details of Student and His Guardian, relatives and friends.
- Teacher Guardian keeps the track of all student's day-to-day activities and records daily attendance, test results, internal assessment, and other related information of students.
- Ask student to daily sign in the register maintain in the Teacher Guardian cabin.
- He encourages the students to participate in co-curricular & extracurricular activities.
- He gives academic feedback to the parents/guardians regularly.
- He also counsels the students to solve difficulties encountered not only in institute campus but in their personal lives too.
- Teacher guardian acts as a mentor to students and offers them emotional and academic support along with motivation.
- The teachers of the institution take up the responsibility of safeguarding and nurturing the newly admitted students.
- The teachers act as a buffer for the first year students and help them to get acclimatized to environment.
- This scheme, which is perhaps the only one of its kind, guarantees additional assurance to the new comers and takes some burden off the parents and lessens their anxiety.
- The students are free to contact the counselling service with a wide range of worries, including personal, home and family relationships, depression, anxiety and loneliness.
- To advice students on course outcomes, learning outcomes, course description, assignments, examination pattern, how to improve in theory/practical's,
- Teacher Guardian if required should help students with Industrial training and placement opportunity.



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CAMPUS CODE OF CONDUCT FOR STUDENTS

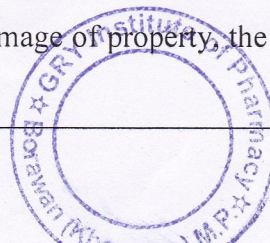
1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the Institute campus. They shall abide by the rules and regulations of the Institute and should act in a way that highlights the discipline and esteem of the Institute.
2. A six-day working schedule from Monday to Saturday is followed. Classes are scheduled from Morning 9.00 AM to Evening 4:30 PM.
3. All the students are expected to be present in the class well within time and late coming will result in loss of attendance for the corresponding hour.
4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher allows sitting. Silence shall be observed during class hours.
5. Teachers shall be greeted appropriately with "Good Morning Sir/Madam" or "Good Afternoon Sir/Madam" and a "Thank you Sir/Madam" when the teacher leaves the classroom.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. Students having lab sessions have to report to the lab directly in time and they are not expected to go to the class room.
8. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. Students can leave the campus during class hours only after getting a gate pass from the Principal, Teacher Guardian and after making entry in the Gate Register maintained by the gatekeeper.
10. All students shall leave the classes immediately after 4.30 p.m. No students shall wander or gather in verandah, corridor, and staircase etc.
11. All leave applications (Regular & Medical) shall be submitted in time, for sanction by Teacher Guardian and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
12. Students shall come to the institute in approved uniforms with shirts tucked into trousers with tie, belt and black formal shoes or semi covered sandals (for girls) Besides those who are in laboratories shall wear their respective lab-coat.
13. Students shall not make any alterations to the Uniform issued from the institute without the permission of the concerned teacher guardian and any violation of this will attract a fine.
14. All the students are expected to attend all institute functions in institute uniform unless otherwise specified.
15. All the students shall wear their identity cards, well displayed. Identity badge is a public document and



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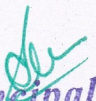
any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.

16. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of Institute academic values will be referred to the discipline committee.
17. Any dress code violation noticed within the campus will attract a fine and could initiate further disciplinary actions.
18. Students are not allowed to use own vehicle; each student has to compulsorily use the college Bus for transportation.
19. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
20. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
21. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the institute beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
22. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned teacher guardian will be treated as a case of indiscipline.
23. All the students are advised to follow the Institute Mobile phone policy and bring to the notice of the authorities violations if any.
24. Accessing Social Networking Sites such as Face book, Twitter etc. is prohibited within the institute campus however access to these sites is permitted in hostel building.
25. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs.100/-.
26. Consumption of intoxicants /psychotropic substances in any form or smoking or using chewing-gum, pan masala, consuming alcohol etc. are strictly prohibited.
27. The campus is Plastic free so littering plastic waste inside the campus is a punishable offence.
28. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the institute and destroy the academic ambiance.
29. Carefully handle the furniture, equipment's, fixtures and appliances of the institute and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near machines and electrical installations. In the even to damage of property, the responsible students will have to bear the cost of replacement/repair with fine.



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30. Students are not permitted to arrange any unauthorized celebrations and decoration so fanny magnitude in the campus.
31. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, etc. in the campus without the permission of the competent authority.
32. Students care expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
33. Students who intend to represent the institute in inter collegiate events shall take prior permission from the concerned Teacher Guardian and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
34. During internal examinations, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
35. Political activity in any form is not permitted in the Institute campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the Institute, hostels, and outside the institute.
36. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
37. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
38. Pay fees, mess bills etc. in advance or in time, which will avoid fines.
39. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the Institute.
40. Expulsion from the Institute is enough for expulsion from the hostel.
41. In case of any instance of non compliance of existing rules or any observed matter/behavior that deviates from the vision and mission of Institute all the staff members are empowered to initiate disciplinary procedure by forming an enquiry committee and further proceedings.


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1	Mobile Phone Policy:
	The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.
2	Mobile Phone Policy
	<p>Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.</p> <ul style="list-style-type: none">• Students are not permitted to use mobile phones in classroom and campus without permission of competent authority.• Students are not allowed to click photograph of a female student in and outside the campus.• No selfie's to be taken inside the campus• Mobile phone should be in silent mode inside the campus.• Mobile phones will not be allowed inside the examination hall under any circumstances.• Students who are staying in institute hostels should not bring the mobile phones to the institute.• All the staff members are empowered to confiscate mobile phones found with students violating the above rules.• Students violating the above rules will be fined an amount of Rs 500/-and the confiscated mobile phones will be returned to the students only after the completion of their course.


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संस्था की नियमावली

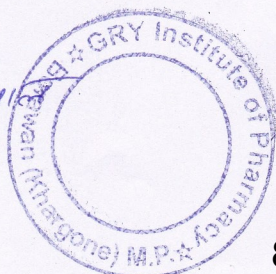
01. संस्था में 80% उपस्थिति अनिवार्य है। उपस्थिति कमहोने पर परीक्षा में बैठनेसे वंचित किया जा सकता है।
02. सेमेस्टर की फीस शिक्षण सत्र के प्रारंभ में ही एक मुश्त जमा करनी होगी। समय पर फीस न जमा करने पर नियमानुसार अर्थदण्ड देना होगा।
03. छात्रावास में रहने वाले छात्र/छात्राओं को छात्रावास के नियमों का पालन करना होगा। किसी भी प्रकार से संस्था की सम्पत्ति को क्षति पहुंचाने पर आर्थिक भरपाई करनी होगी।
04. रैगिंग आदि गतिविधियों में लिप्त पाये जाने पर संस्था द्वारा छात्र के विरुद्ध की गई कार्यवाही अंतिम व मान्य होगी।
05. छात्र/छात्रा द्वारा अनुशासन हीनता बरतने पर उनके विरुद्ध वैधानिक कार्यवाही की जा सकती है।
06. बिना किसी उचित कारण व सूचना के अनुपस्थित रहने पर संस्था नियमानुसार कार्यवाही की जायेगी। साथ ही कम उपस्थिति होने पर छात्र/छात्रा को सेशनल एवं वार्षिक परीक्षा में बैठने पर वंचित करने की कार्यवाही की जा सकती है।
07. यदि कोई छात्र/छात्रा एक मुश्त फीस जमा करने में असमर्थ हो तो उसे अधिकतम 15 दिवस का समय दिया जायेगा। यदि वह बैंक से लोन लेकर फीस जमा करना चाहता है तो छात्र को पूरे 04 वर्ष की फीस हेतु बैंक गारंटी संस्था को देना होगी।
08. आपके पुत्र/पुत्री की अनुपस्थिति, अनुशासन हीनता या अन्य किसी भी स्थिति में संस्था द्वारा पिता/पालक को बुलाये जाने पर पिता/पालक को संस्था कार्यालय में आना अनिवार्य होगा।
09. छात्र को सम्पूर्ण ड्यूज पूर्ण रूप से परीक्षा फार्म फारवर्डिंग से पहले जमा करने होंगे, अन्यथा परीक्षा फार्म फारवर्ड करने का निर्णय पूर्णतः संस्था का होगा।
10. संस्था परिसर में शराब, तम्बाकू, सिगरेट, पाउच आदि का सेवन प्रतिबंधित रहेगा। ऐसा करते पाये जाने पर संस्था द्वारा जो भी अनुशासनात्मक कार्यवाही की जायेगी, उसकी जवाबदारी स्वयं विद्यार्थी की होगी।
11. संस्था वाहन (बस) में टीचर, अन्य स्टाफ एवं विद्यार्थियों से किसी भी प्रकार का अभद्र व्यवहार नहीं करूंगा/करुंगी।
12. संस्था परिसर में टिचर एवं अन्य कर्मचारियों से सम्मानजनक व्यवहार एवं उनके आदेश का पालन करूंगा/करुंगी एवं किसी भी प्रकार का विवाद नहीं करूंगा/करुंगी। साथ ही सहपाठियों एवं अन्य विद्यार्थियों के साथ अच्छा व्यवहार करूंगा/करुंगी।
13. बिना सूचना के छात्रावास से अनुपस्थित रहने या बाहर जाने पर संपूर्ण जवाबदारी छात्र/छात्रा की होगी। बिना पूर्व सूचना के छात्र अपने निर्धारित स्थान के अलावा बस से कहीं नहीं उतरेंगे। बस में बैठने और संस्था परिसर में प्रवेश होने के बाद बिना टिचर गार्जियन और प्राचार्य की अनुमति के संस्था से बाहर जाने पर छात्र/छात्र के विरुद्ध वैधानिक कार्यवाही की जायेगी। जिस की सम्पूर्ण जवाबदारी छात्र/छात्रा की होगी।
14. मेस फीस प्रति माह की 05 तारीख से पूर्व जमा करना होगी, नियत तिथि के पश्चात मेस फीस जमा करने पर राशि रु. 10/- प्रति दिवस फाईन लिया जायेगा।
15. होस्टल में निवासरत छात्र/छात्राओं को किसी भी कार्य हेतु छात्रावास से बाहर जाने हेतु अपने पालक के द्वारा सूचना होस्टल वार्डन एवं प्राचार्य को देना आवश्यक होगी।
16. छात्रावास से छुट्टी स्वीकृत होने के उपरांत अपने गृहग्राम/गृहनगर या अन्य स्थान जो आवेदन में लिखा हो वहां समय पर पहुंचने की सम्पूर्ण जवाबदारी पालक/विद्यार्थी की होगी।

घोषणा-पत्र

उपरोक्त नियमों को हम ने ध्यानपूर्वक पढ़ लिया है एवं मेरे पुत्र/पुत्री शिविका जायसवाल इन नियमों का पालन करेंगे नियमों का उल्लंघन करने पर मेरे पुत्र/पुत्री के विरुद्ध की गई निलंबन सहित किसी भी कार्यवाही के लिए मेरा पुत्र/पुत्री स्वयं उत्तरदायी होंगे एवं संस्था का निर्णय मुझे बिना किसी आपत्ति मान्य होगा।

हस्ताक्षर छात्र शिविका जायसवाल

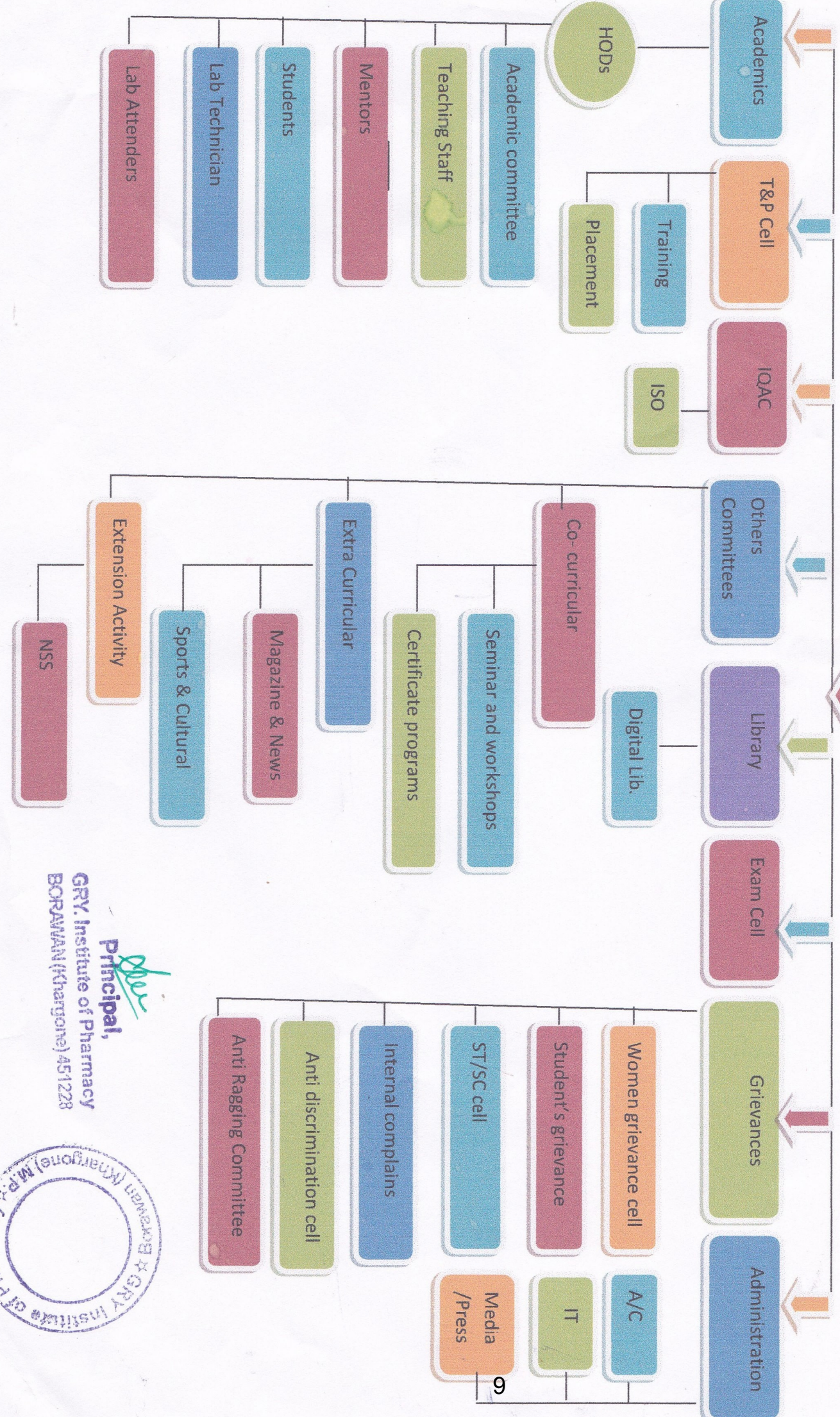
नाम छात्र शिविका जायसवाल



हस्ताक्षर पिता/पालक शिविका जायसवाल

नाम पिता/पालक शिविका जायसवाल

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