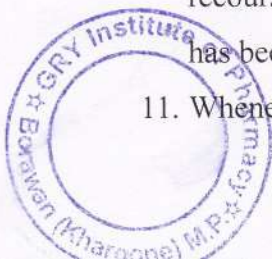


GRY INSTITUTE OF PHARMACY

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



GRY INSTITUTE OF PHARMACY

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.




Principal,
GRY Institute of Pharmacy
BORAWAN (Khargone) 451228

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TEACHER AS STUDENT GUARDIAN

Guardian Teacher Scheme has been implemented in this institute with following

Aims:

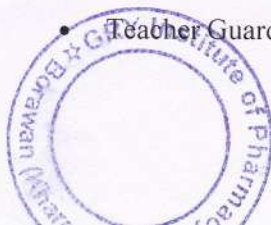
1. To establish good sense of rapport with students so that there developed healthy teacher- student relationship.
2. The teacher should act as a mentor, guide and philosopher
3. The teachers should interact constantly and keep themselves in contact with the students always so that problem of students 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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