



**INNOVATIVE COLLEGE OF PHARMACY**

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

# HR POLICY



# INNOVATIVE COLLEGE OF PHARMACY

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## About the College

Since its inception in 2005, Innovative College of Pharmacy has been a pioneer institution in the field of education in Noida region. It was established by Dr. K.R. Sharma, an eminent academician hailing from Delhi University, under the aegis of Innovative Welfare and Educational Society to achieve world-class education in pharmacy, in the country. Innovative Group of Colleges was established by the Innovative Welfare and Educational Society, at Greater Noida, in 2005 for the Education of Law and Pharmacy. The need of modern times, is to harness the potential of our youth, build character, and give them a positive direction as also, preparing them to face the competitive world and make beautiful place for themselves in this global world. On the other hand, the industrial, legal, and corporate sector require a new breed of professionals, who can invent, innovate, manage, and provide effective leadership to face the new challenges thrown up by the latest technologies and global economic integration. With this objective Innovative Group of Colleges has been expanding its horizons beyond imagination to create an Educational Paradise for the generations to come.

Innovative Colleges of Pharmacy caters to the educational and professional requirements of young students by offering them programs like Pharmacy. These programs are approved by Pharmacy Council of India. Innovative College of Pharmacy takes full responsibility for helping its students reach their best dream destination in the career. They assure to place these students in well-reputed international and national organizations. Many reputed companies visited the Innovative campus for recruitment in last few years. Apart from this, the

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Innovative College of Pharmacy has organized many job fests to help participants grab attractive offers from reputed employers and industries.

College campus spans over approximately 5 acres with a serene environment of a large green area, a lawn tennis court, and well maintained cricket pitches of exceptional quality. Students in these playgrounds are trained by Ranji Trophy players.

The Innovative College of Pharmacy has been established through the dedicated and selfless endeavor of educationists and social workers who are deeply concerned with the standards of education and are determined to upgrade the quality, content and direction of education. The Innovative College of Pharmacy is a venture of its kind where educators and professionals have joined hands to aid and direct the agenda of education. The Innovative College of Pharmacy is located in the institutional area of Greater Noida and has a magnificent building.

## **Our Belief-**

Change is the only permanent phenomenon in this world. We as human beings must continually adapt to change; education being the most effective tool to cope with the 'impact-of-change' to sustain the continuous progress of society which can only be ensured through education. No profession can merely be taken up as a static career; rather it must tune itself with changing needs. We, at Innovative College of Pharmacy intend to evolve and develop future change agents through creation of an ideal ambiance for learning, research, interaction, debate, and growth by facilitating the students to inherit value-systems as agile thinkers for





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creative innovation.

## **Our Philosophy**

Quality education is a sine-qua-non for an educational institute that focuses on the whole persona of the student — the social, emotional, mental, physical, and cognitive development of each student regardless of gender, race, ethnicity, socioeconomic status, or geographic location; it prepares the student for life, not just for a profession. We, at Innovative College of Pharmacy, pay particular attention to the key important factors in the quality of education, viz., preconditioning of pupils, learning environment, educational content, management of pace and depth of learning.

## **Our Vision-**

The vision of Innovative College of Pharmacy is to become a leading institution in the field of pharmaceutical education and research. It aims to produce graduates who are competent and skilled in their profession and are committed to serving the healthcare industry and the society.

## **Our Mission-**

- It aims to produce competent and knowledgeable professionals who can contribute to the development of the pharmaceutical industry and improve the health and well-being of the community.
- The college is committed to creating an environment that fosters research and

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innovation, encourages continuous learning, and promotes ethical and professional behaviour among its students and faculty.

- It strives to maintain high standards of education and excellence in all its activities, including teaching, research, and community service.

## **Our Brand Stance-**

Continuous focus on creation of learning modules through appropriate mix of pedagogic and andragogic techniques, supplemented by real-life field/site visits and simulated structured exercises for creation of need for experiential learning, Readiness for evaluation of self-concept and a perceptive orientation for problem-solving, team-work and intrinsic motivation by establishing discipline, value-added education and training placement as three core values for building leadership capabilities to lead from the front while remaining a team player for which the Courses are designed to produce highly-skilled professionals.

## **Career Options-**

The college abounds in resources that boost our esteem. The management of the college ensures that all resources, men, and materials are harnessed to make learning a valuable experience to treasure of future. In the overall structuring of the programs, due weightage is given to critical factors like personality development, oral/written communications, and interpersonal skills in curricula while, at the same time, addressing the latest trends and emerging developments in the respective professional fields. We expect our students to stand out in the crowd and





be counted for what they are and what they are capable of.

## **Professional Education-**

Admittedly, there is no single best approach to professional development rather multiple approaches must be integrated to address the complex and dynamic characteristics of specific program contents according to learners' needs. Success rests on finding the optimal combination of suitable approaches for different situations. Often, Lectures/Presentations (followed by Workshops) may be the first step in the professional development process, particularly if the purpose is to raise awareness among participants regarding new ideas and strategies.

## **SELECTION COMMITTEES AND GUIDELINES ON SELECTION PROCEDURES:**

The UGC has evolved the following guidelines: (a) Constitution of Selection Committees for the selection of Assistant Professor, Associate Professor, Professor, and Librarian, (b) specified selection procedures for direct recruitment and Career Advancement Schemes for teachers and other academic staff in colleges.

### **Assistant Professor in College:**

**(a) The Selection Committee for the post of Assistant Professor in College shall have the following composition:**

- (a) Two University representatives nominated by the Vice Chancellor, one of whom will be the Dean of College Development Council or of equivalent





position in the University and the other must be expert in the concerned subject.

- (b) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
- (c) The Principal of the College.
- (d) One Senior Teacher/Head of the Department of the concerned subject in the college preferably not less than 10 years of service as teacher.

## **Associate Professor in College**

**(a) The Selection Committee for the post of Associate Professor in College shall have the following composition:**

- (a) Two University representatives nominated by the Vice Chancellor, one of whom will be the Dean of College Development Council or of equivalent position in the University and the other must be expert in the concerned subject.
- (b) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
- (c) The Principal of the College.
- (d) One Senior Teacher/Head of the Department of the concerned subject in the college preferably not less than 10 years of service as teacher.





## College Principal

### A. Selection Committee

**The Selection Committee for the post of Principal in the College shall have the following composition:**

- (a) Chairperson of the Governing Body as Chairperson.
- (b) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- (c) Two nominees of the Vice Chancellor who shall be Higher Education Experts out of which at least one shall be a person not connected in any manner with the affiliating University.

At least five members, including two experts, should constitute the quorum.

### Documents required at the time of joining:

- A. Joining Report
- B. Last employment relieving letter
- C. No Dues Certificate from the previous employer
- D. Rs. 10/- non-judicial stamp paper solemnizing that all the stipulations/ conditions as structured and framed by the group institution in concurrence with the appointment contract.
- E. The confirmed appointment letter shall only be issued by the management upon the completion of the probation period successfully.







## **Important Documents for the Candidate File**

- A. Copy of the Panel experts recommending for the appointment and approval of the approving authority.
- B. Copy of the advertisement.
- C. Duly filled Application Form of the group institution by the candidate.
- D. Questionnaire filled by the concerned faculty/staff.
- E. Copy of the Resume.
- F. Birth Certificate.
- G. Copies of the certificates/ degrees and other necessary certificates etc.
- H. PAN Card Copy
- I. Aadhar Card copy.
- J. Bank Details.
- K. Rs. 10/- stamp paper with the necessary pledge.
- L. Cast Certificate issued by competent authority,
- M. Previous employment appointment letter.
- N. Previous employment relieving certificate/ No dues certificate.
- O. Previous employment salary certificate.
- P. Provisional/ Probationary Appointment Letter.
- Q. Final Appointment Letter along with the Acceptance of the Candidate.

The group institution is committed to adhering to all the norms of the regulatory bodies such as UGC or Affiliating Universities as stipulated by them in connection with the recruitment and selection process of the teaching faculty/staff members.





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As per the norms of regulatory bodies and approving/affiliating authorities (UGC, R.U. & State Govt.), a minimum of 240 working and 180 teaching days are required in an academic year. Keeping the same in view, these Leave Rules are framed which are as under:-

At the outset, it is to be understood by one and all employees covered in this policy associated with the institute that leave is a privilege and not a right of the employees of the institute. Any request for leave by the employee/ employees, irrespective of having credits in leave accounts, may be refused, or revoked as per the urgency of the work demands. It is the prerogative of the sanctioning authorities to sanction the leaves of the employees or reject the request that the exigencies of the services demand.

Therefore, no leave shall be claimed as a matter of right by an employee. The principal has the absolute authority to sanction or reject the request in the interest of the institute. The leave application should be submitted to the concerned HOD for the recommendation and then to the principal for approval.

Since the academic year starts from the 1st of July of a calendar year to the 30th of June of the next calendar year, this policy shall be applicable for this period for all concerned.

## **Procedures and guidelines**

1. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however be regularized immediately upon joining the duty in writing.





2. Continued absence of more than six days or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

## Kind of Leaves

- Casual Leave (CL)
- Medical Leave (ML)
- Restricted Holidays (RH)
- Leave without Pay (LWP)
- Duty Leave/On Duty (OD)
- Study Leave
- Maternity Leave (ML)

The rules and norms governing the grant of leave are given below.

### Casual leave (CL):

- For availing Casual Leave prior information and approval must be obtained from the respective H.O.D.
- The facilities for casual leave are provided to the employee to enable him/her to resolve personal problems such as /sickness or any other important work for which he/she may not be able to attend his/her duties at the Institute.
- An employee is entitled to avail Casual leave facility after completion of one month of service in the Institute or the management of the institute deems appropriate under the circumstances.





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- An employee is entitled to avail of 12 days of Casual Leaves in a Calendar year on pro-rata basis.
- A minimum of half (1/2) day or a maximum of three (02) days of CL. can be availed of at one time from the accumulated CLs.
- CL will not be carried forward to the next calendar year and will lapse at the end of the relevant calendar year.

## **Restricted Holidays (RH):**

- The Institute shall declare a list of Restricted Holidays.
- Out of the total number of RH declared, an employee may avail any two RH in a full calendar year.
- Restricted holidays cannot be accumulated and will lapse at the expiry of the year.

## **Summer/Winter Vacation:**

- Only teaching faculty is entitled to avail Summer/Winter Vacations.
- A Faculty will be eligible to avail the vacation facility under this clause on completion of one year of continuous service in the Institute before he/she desire to avail this facility.

## **Leave without Pay (LWP):**

- No provision as such exists for the grant of leave without pay.
- However, for reasons beyond one's control, if any employee has to avail

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leave in excess of authorization, he/she may be granted, "Leave without pay" at the discretion of the Principal/Management subject to exigencies of service.

- Absence of an employee without sanctioned leave is a cause of indiscipline and does not fall under this category.
- Leave without pay shall also be got sanctioned in advance as any other leave.

## Study Leave:

- Entitlement after completion of one-year of continuous service in the Institute, the faculty member may be granted study leave to pursue part time Ph.D. programme.
- The faculty member shall be granted Leave without pay who is pursuing Ph.D. programme for 6 months which is extendable to 01 year.
- Permission in each case from management/Director is required.

## Maternity Leave:

### Eligibility:

- The permanent employees having more than one year of service in the institute and having no children or at most surviving child is eligible for grant of maternity leave.
- A suitable medical certificate from a competent doctor must be attached with the leave application.
- Maternity leave can be granted for a period of 6 months at the maximum.

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- During the leave period, a medical certificate and progress report from a competent doctor must be submitted. In the absence of such report, the salary for leave period shall not be paid.
- The salary for the leave period shall be paid in three equal installments in three consecutive months after the employee joins the duty (on completion of leave period).
- In case of miscarriage, leave up to a maximum of six weeks on each occasion may be granted, provided that the application for leave is supported by a certificate from a competent doctor.
- The salary for leave period shall be paid in three equal installments as per the procedure given above. Besides, the management of the institute under its discretion has the authority to consider any legitimate request of the leave and grant sanction and accede to the request of leave as deemed necessary at that point in the interest of the person concerned and the institute.

## **BOARD RULES & REGULATIONS**

### **I. Leave and Off-work Days:**

1. The second Saturday will be Off-work for all the staff members.
2. Unscheduled leave on Monday is not allowed; whenever a staff member avails leave on a Monday, after attending office on the preceding working day, i.e. (Saturday) Sunday will also be counted as the day of leave for him/her.





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3. Similarly 2 days' leave will be counted if a staff member takes a leave on any important event declared in advance / conducted in college.
4. Except in an emergency, an application of leave for sanction by the controlling/competent authority (Principal/HOD/Director) should be submitted one day in advance to the Attendance-in-charge.
5. Leave cannot be claimed as a matter of right but may be sanctioned, refused, curtailed, revoked, or postponed by the Competent Authority according to the exigencies of circumstances.
6. 3 days of late arrival would be treated as  $\frac{1}{2}$  day leave and such late arrival will entail a salary deduction for a half-day.
7. Regular (Teaching & non-teaching) Employees will be entitled to 12 days of Casual Leave, in an academic year i.e. from August to July next year as given below:-
  - a) 6 CLs can be availed from 1<sup>st</sup> Aug till 31<sup>st</sup> Jan next and the remaining 6 CLs can be availed from 1<sup>st</sup> Feb till 31<sup>st</sup> July.
  - b) Casual leave cannot be accumulated and any underutilized leave will lapse at the end of each half-session year i.e. 1<sup>st</sup> Aug. to 31<sup>st</sup> Jan. and 1<sup>st</sup> Feb. to 31<sup>st</sup> July.
  - c) For the Period of Casual leave, an employee shall be entitled to pay and allowances at the rate at which he would have drawn, had he not proceeded on casual leave.
  - d) Casual leave is admissible for half a day also. If half a day's casual leave is taken, the lunch interval will be deemed as the dividing line.





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- e) Casual leave cannot be combined with any other type of leave.
  - f) Maximum 2 CL can be availed in a month; more than 2 leaves in a month will be considered as 'leave-without-pay'.
  - g) In addition to these 6 days of medical leave, 4 days of education leave, and 2 days leave can be granted at the discretion of the Principal/Director after completion of 1 year service in the Innovative Group.
8. Being an Educational Institution, employees are required to note that they should inform their controlling authority about their leave well in advance (and also record on college ERP), either on the same day or on the next day so that the normal functioning of the institution is not adversely affected.

## GENERAL CONDITIONS OF SERVICE

All employees of the Institute shall be governed by the following terms and conditions which are encapsulated herein for compliance.

- 1. Medical fitness:** All appointments are subject to the condition that the appointee is presumed to be medically fit. The authorities have the discretion to ask for medical fitness certificates of prospective employees or of any employee in service.
- 2. Probation:** The incumbents on regular appointments shall be treated as probationers, subject to such exceptions as may be specifically made in the appointment order. All incumbents are initially appointed on probation for one year or as deemed appropriate as per the discretion of the appointing authority or management.







### 3. Termination of Service:

The appointing authority shall have the power to remove any employee from the service without assigning any reason during the normal or extended period of probation on such terms and conditions as may be decided by the management.

The appointing authority shall have the power to remove any confirmed employee from the service by giving him/her at least one month's notice or salary in lieu thereof or as may be decided by the management.

### 4. Discipline and Related Matters.

**Suspension:** The appointing authority may place an employee under suspension:-

(a). Where disciplinary proceedings against him/her are contemplated or are in progress. **Or**

(b). Where a criminal case against him/her is pending in a trial court. Provided further that subsistence allowance of not less than one-fourth and not more than one-half of his/her pay is allowed to him/her during the period of suspension.

### 5. PENALTIES:

- The appointing authority may, for good and sufficient reasons to be recorded in writing impose an employee any of the following penalties:-
  - a. Withholding of promotion or annual increment with or without cumulative effect.
  - b. Reduction to a lower rank or to a lower stage in the time scale of pay.
  - c. Removal from service without disqualification for future employment.
  - d. Dismissal from service with disqualification for future employment in the Institute





## 6. CODE OF CONDUCT:

### I. Attendance:

**Duty schedule** for the different cadres of employees: -

- (a) Teaching Staff - 9:30 am to 5:15 pm
- (b) Non- Teaching Staff - 9:30 am to 5:30 pm
- (c) Late Arrival up to 15 Minutes (i.e. up to 9:45 am) is permissible due to circumstances beyond the reasonable control of the employee.(Only 2 times in a month)
- (d) Half-day leave will be marked in case of arrival beyond 9.45 am.

1. All the Staff members are required to mark their attendance in the Front Office on arrival as well as while departing; otherwise, it will be treated as leave.

- All employees shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in official dealing unless otherwise specifically provided in the appointment order.
- An employee is a whole-time employee of the Institute and shall not engage directly or indirectly in any trade, business, or work of whatever nature.
- All employees shall be required to be present at the place of work during the scheduled working hours except in cases where he/she is allowed leave of absence by the competent authority for good and sufficient reasons.
- All employees shall perform duties assigned by a competent authority even beyond the scheduled working hours and on Holidays and Sundays if the exigencies of work so demand. The employees shall leave the station of





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posting with prior approval of the competent authority only during leave, holidays, or vacation.

- No employees shall be under the influence of liquor or drugs during working hours
- No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Institute and the Government established by law.
- No employee shall engage or participate in any demonstration or resort to or in any way abet any strike, which is prejudicial to the interest or integrity or security of the Institute, State, public order, decency or which involves contempt of court or impinges adversely to the Institute.
- No employee shall, in any broadcast or communication to the press or in public utterances, make any statement that may amount to adverse or unfair criticism of the decision, policy, or action of a superior functionary of the Institute or in any way prejudicial to the interest of the institute.
- No employee shall, except with prior approval of the competent authority, engage himself or herself directly or indirectly in any trade or business or undertake any employment including private coaching, provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic, or scientific nature that does not interfere or adversely affect his official duties. Provided further that he shall discontinue such work forthwith if directed to do so by the competent authority.





- No employee shall lend or borrow money to any person having or likely to have official dealing with him.

## **II. CODE OF CONDUCT AND FUNCTIONAL RESPONSIBILITIES FOR FACULTY:**

Each Department is headed by a coordinator. Each class is managed by a class in charge. There are specific duties of a faculty, a class in charge, and a coordinator which are as follows:

### **Faculty members' Duties:**

- Formation of POs/PSOs/ COs according to the prescribed guidelines.
- Maintain properly course files placing all relevant documents as per the instructions and guidelines of the director.
- Preparation of sessional examinations.
- Question papers in line with Bloom's Taxonomy.
- Keeping updated syllabus and examination question papers of the Institute since the inception of relevant subject.
- Preparation of lesson plan for the subject. It will consist of class tests, quizzes, assignments, presentations, webinars, industrial visits, guest lectures solving the Institute examination papers and assignments, etc. It shall be submitted to the class in charge.
- Keeping a record of the attendance of students.
- Regularly giving assignments/projects to students.





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- Solving subject-related problems of the students.
- Ensuring course completion on time and as per lesson plan.
- Identification of weak students and providing them with suitable help including extra classes.
- Sharp students in the class are also to be identified so that they are prepared for ranks in the Institute.
- Presentations of paper(s) in seminars/conferences.
- To motivate students for punctuality.
- To ensure student's participation in co-curricular and extra-curricular activities for the overall development of student's personality.

## **Class in charge Duties**

- Keeping syllabi of his class and the Institute examination papers of all subjects since inception.
- To collect lecture plans of all teachers and see that the teaching is as per plan.
- Compiling records of attendance of all the students of the class in all subjects.
- Verification of marks obtained by students in assignments and projects submitted by them.
- Taking care of all academic issues of students.
- Meeting CRs and DCs for class updates every week.
- Ensuring completion of course on time and as per plan.
- Obtaining the list of weak students and arrangement of extra classes for

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them.

- Motivating students for paper presentations in seminars.

## Head of Department

- Material Possession:
- Syllabi of all related subjects
- Time Table of all classes
- Preparation of the Academic Calendar and Event Calendar under the advice of the director by the university norms.
- Supervised of overall teaching and learning process and prepared various reports for academic and administrative decisions.
- Attendance records of all classes.
- Question papers of the Institute since its inception.
- Preparing a list of books, and consumables (paper, pen, ink, marker, duster, lab material, computer fixtures, or any other thing) required in the coming semester. It shall be passed on to the Directors at least 4 weeks in advance of the commencement of the semester. Nonconsumables required may also be listed for onward transmission.

## HOD Assignments

- Subjects allocation with the approval of the Directors.
- Scheduling of the Time Table.
- Approving substitution for classes when the subject teacher goes on leave.





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## Tasks:

- Planning and coordinating the course.
- Monitoring the progress of completion of syllabi as per the lecture plan submitted by the teacher concerned
- Weekly meetings with faculty members of the department.
- Fortnightly meetings with faculty members of the department.
- Monthly meetings with C.R. and D.C. of the Department.
- Monthly meetings with students to solve their problems.
- Monthly evaluation of weak students about their assignments, unit tests, and class tests, etc.
- To conduct Mid-term exams per semester.
- Random verification of marks/grades obtained in assignments and projects given to students.
- Motivating faculty members for research and paper presentations in seminars/conferences

## Additional Duties

- Recommending leave applications of faculty members.
- Arranging monthly Guest Lectures from academics and industry.
- Organizing national and international seminars in the department.
- Any other task which the management shall deem necessary.





### III. CODE OF CONDUCT FOR STUDENTS:

As a student, it is important to maintain a certain level of decorum and professionalism in all aspects of academic life. A code of conduct helps to ensure that everyone can have a positive and safe learning environment. Here is a Code of Conduct for students:

- 1. Respect:** Students should show respect to their classmates, Faculty Members, and staff members. This includes being courteous in all interactions, avoiding language or behavior that may be offensive and refraining from any form of harassment, bullying, or discrimination.
- 2. Punctuality:** Students should be punctual in the classrooms and emerge properly in the classroom teaching and learning process for their benefit.
- 3. Self-discipline:** Students must not engage in any kind of ragging activities on or outside of the campus. Students should not act in any kind of activities that are against the code of ethics and contrary to the discipline.
- 4. Academic Responsibilities:** Students should complete their all assignments, labs, and other academic responsibilities properly as per the instructions of the faculty members.
- 5. Participation in extra and co-curricular Activities:** Students should take part in all extra and co-curricular activities which are held on the campus or off campus.
- 6. Mentorship and Mentee Programme:** Students should avail the benefits of the mentorship program and avail of opportunities from its benefits for their career progression.
- 7. Responsibility:** Students should take responsibility for their actions and be







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accountable for their academic performance. This includes attending classes regularly, being on time, completing assignments on time, and adhering to academic and administrative policies.

**8. Honesty:** Students should maintain a high level of honesty and integrity in all academic pursuits. This includes avoiding plagiarism, cheating, or any other form of academic dishonesty.

**9. Professionalism:** Students should professionally conduct themselves both inside and outside the classroom. This includes dressing appropriately for the learning environment, using appropriate language, and refraining from any behavior that may disrupt the learning environment.

**10. Safety:** Students should ensure the safety of themselves and others by adhering to all safety guidelines and policies. This includes following safety procedures, reporting any incidents or concerns, and avoiding any behavior that may put themselves or others at risk.

**11. Diversity:** Students should embrace and celebrate diversity in all its forms, including cultural, ethnic, and social differences. This includes being open-minded, respectful, and tolerant of different perspectives and beliefs.

**12. Compliance:** Students should comply with all academic and administrative policies, rules, and regulations. This includes adhering to attendance policies, completing all required forms and paperwork, and following all guidelines related to academic conduct.

By following this code of Conduct, students can help in creating a positive and safe learning environment for everyone.





## IV. CODE OF CONDUCT BETWEEN FACULTY AND STUDENTS:

The college always strives to inculcate a sense of decency and modesty between teaching faculty members and the students' fraternity. It is observed that faculty members remember some of the students for life long and in reciprocity students also treat them as their true mentors in every walks of their professional and personal lives. These traits rest on the following characteristics:

- 1. Respect:** Faculty Members must treat students with respect, dignity, and kindness, and expect the same in return. Students must treat Faculty Members and classmates with respect and follow college rules and policies.
- 2. Communication:** Faculty Members must communicate clearly and honestly with students and encourage open communication. Students should feel comfortable asking questions and seeking clarification when needed.
- 3. Safety:** Faculty Members are responsible for creating a safe and inclusive learning environment for all students. Students must also take responsibility for their safety and the safety of others by following safety protocols.
- 4. Professionalism:** Faculty Members must maintain professional boundaries with students and avoid any behavior that could be perceived as inappropriate or discriminatory. Students must also avoid any behavior that could be harmful to themselves or others.
- 5. Fairness:** Faculty Members must be fair and consistent in their treatment of all students, regardless of their personal opinions or biases. Students must also treat each other fairly and avoid bullying or discrimination.
- 6. Privacy:** Faculty Members must respect the privacy of their students and keep





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confidential information private. Students must also respect the privacy of others and avoid sharing personal information without their consent.

**7. Academic Integrity:** Faculty Members must promote academic integrity and discourage cheating and plagiarism. Students must also uphold academic integrity by completing their work and avoiding any form of academic dishonesty.

**8. Timeliness:** Faculty Members must be punctual and respectful of students' time by starting and ending classes on time. Students must also be punctual and attend classes regularly

**9. Accountability:** Faculty Members must take responsibility for their actions and decisions, and be willing to accept constructive feedback. Students must also take responsibility for their behavior and academic performance, and be willing to accept feedback and work toward improvement.

**10. Continuous Learning:** Faculty Members must strive to continuously improve their teaching skills and knowledge, and encourage students to be lifelong learners. Students must also take responsibility for their learning and actively seek opportunities for growth and improvement.





## SIGNED LETTER OF ACCEPTANCE OF OFFER OF APPOINTMENT (To be retained on College Record of Employee's Service File)

Name:

Father's Name:

Address:

Contact Mobile:

E-mail ID:

Adhaar Card No. :

1. I have great pleasure in accepting the offer of \_\_\_\_\_ position/title/designation in the Innovative College of Pharmacy / Innovative Institute of Law.
2. I thank you for reposing faith in my capabilities and I trust that my experience and knowledge on the subject along with my ability to innovate will let me to actively do justice to the role assigned to me.
3. I have been broadly explained/briefed about the applicable terms and conditions/salary package/duties and responsibilities/incentives/performance parameters/appraisals and the general code of conduct expected from me, which I willingly and without any allurements and influence hereby subscribe to.
4. I understand to be responsible in all respects whatsoever, concerning the genuineness of documents and declarations that I have furnished to the college.





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5. I wish to personally thank the management for making this interview pleasant and comfortable for me and I hope to make a notable contribution and successfully assist the college management in achieving its set goals and milestones.

Yours Sincerely,

(*Signature*)

[ \_\_\_\_\_ ]

(Name of *Signatory*)

Date: \_\_\_ / \_\_\_ / 202\_





## LETTER OF APPOINTMENT

Dear

With reference to your Application, the Management is pleased to appoint you as..... in the Innovative College of Pharmacy. Your gross salary will be subject to income tax deduction, and as per rules and regulations of the Institute.

1. You shall join the Institute w.e.f. .... and you shall be eligible for all such perks and allowances, and shalt be governed by the rules and regulations of the Institute, as may be applicable from time to time

2. Probation period shall be of 6 months, which can be altered (including termination for the reason of misconduct, fitness or otherwise) at the sole discretion of the management depending upon your conduct and performance or otherwise, and thereafter your services may be resolved to be regularized

3. Whereas the management shall have an absolute right to terminate your services with one month notice or one month salary in lieu thereof, in case of you is willing to resign, you shall also be liable to give clear one month notice or till the conclusion of the current academic session, whichever is later

4 During the course of your employment with the Institute you shall be absolutely barred to take up, any job or venture or any other kind of activity or business, with or without remuneration, directly or indirectly, full time or part time without permission in writing from the management and you shall also be liable to compensate the Institute for the reason of disclosure of any information outside with respect to any academic, technical administrative, organizational policy or





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any such matter which is likely to prejudice the interest of the institute during currency of your employment or any time thereafter

5. Your duties shall include, all such other duties or functions related to day-to-day affairs of the Institute as may additionally be assigned by the management from time to time.

Signature on behalf of the Management

## Undertaking of the Employee

I..... S/o, D/o, w/o.....do hereby undertake to abide by the terms aforstated and further undertake to compensate the institute by all possible means in case of infraction with any of the terms afforested. I hereby put my hand herein under in token of my acceptance to the above.

Date:.....

Signature of the Employee





**APPRAISAL FORM FOR TEACHING STAFF**  
**INNOVATIVE COLLEGE OF PHARMACY,**  
**GREATER NOIDA**

**Annual Performance Appraisal Report & Feedback**

1. Name of Teacher:

2. Subjects taught                      No. of Total Lecturers Delivered                      Practical's  
Conducted

UG

Diploma

3. Phone No.:

4. Email ID:

5. Academic Qualifications:

6. Ongoing Research (Please write the Topic and attach proof)







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7. Details of Patents (if any)
  8. Papers Published (give the title, Co-author, if any, and detail of the Journals, attach separate sheet, if necessary).

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- 
9. National/International conferences/workshops attended? Please provide detail about each one .

S.No	Name of Seminar/ Conference/ Symposium/ Workshop, etc.	Place and date
1.		
2.		
3.		
4.		

10. Awards/recognitions received
11. Seminars/Conferences/Workshops organized





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12. Are you a member in-any college committee (Please specify)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

13. Name some students of your Department who have cleared GATE or have achieved some excellence.

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14. Please give a short account of your contribution to:

- (a) Institution
- (b) Co-curricular Activities
- (c) Enrichment of Campus Life (Hostels, Sport, games, Cultural activities)
- (d) Students Welfare and Discipline
- (e) Administrative Assignments





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- (f) Admission
  - (g) Any other
15. Membership of Professional Bodies, Societies etc.
16. List teaching methods/pedagogy used for teaching.
17. Do you train the students “beyond academics”?
18. Which aspect of discipline you have been maintaining in your regular classes?
19. Identify one major strength, weakness, opportunity and challenge of the department





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- 20 Your future plans/initiatives for the Department.
- 21 Additional Contributions which are not covered above and which are relevant for assessment of teacher's activities.
- 22 Any step taken for Resource Generation. Give a brief description. (Attach separate sheet, if needed).

Place:

Signature of the Teacher:

Date:

Name of the Teacher:

