



# SANTHIRAM COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi – Affiliated to JNTUA, Anantapur  
NH – 18, Nandyal, Kurnool District, Andhra Pradesh - 518501

## **DISCIPLINARY POLICY**

### **Disciplinary Proceedings:**

No punishment on a Member of Staff shall be imposed except after.

- The Employee will be informed in written by the Principal with regard to the allegations on which action is proposed to be taken and is given an opportunity to make representation he / she may wish to make in written.
- Such representation, if any, is taken into consideration by the Principal / Management before imposing penalty.
- Powers can be delegated by the President to the Principal or by the Principal to Head of the Department or any other Staff Member in writing for specific purpose and duration.

### **DISCIPLINARY PUNISHMENTS AND APPEALS:**

These Rules shall apply to all Employees of the Institute. The following penalties may be imposed upon the Employees of the Institute namely.

#### **1. Penalty:**

- Censure
  - Fine
  - Withholding of increments with or without cumulative effect.
  - Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence of duties or breach of orders or by any act of employee.
  - Suspension for a specified period.
  - Removal from the Institute Service.
2. Where it is proposed to impose on an Employee of any of the penalties, he/she shall be given an opportunity of making any Representation that he/she may desire to make and such representations, if any, shall be taken into consideration before the order imposing the penalty is passed.
3. a) No Regular Employee of the Institute shall be dismissed or removed reduced in rank except after an inquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges



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and where it is proposed after such inquiry to impose on him/her any such penalty, he/she has to be issued a show cause notice on the penalty proposed, calling for his / her explanation, if any

b) The Inquiry under Sub-rule (a) shall be made by an Enquiry Committee / Enquiry Officer constituted for the purpose. The Enquiry Committee / Enquiry Officer shall be constituted by the Principal.

4. Every Employee of the Institute shall be entitled to one appeal from an order imposed on him/her on any of the penalties, to the Authorities as specified.