

PSG COLLEGE OF PHARMACY

06.01.2017

POLICY ON DISCIPLINE

All employees of PSG College of Pharmacy are expected to follow the code of conduct & Service Rules. Any breach by an employee shall warrant disciplinary action to be taken by the Disciplinary Action Committee.

ACTS OF MISCONDUCT AND MISDEMEANOURS

- Willful insubordination/disobedience or slowing down of performance whether alone or in groups of any lawful and reasonable orders of a superior.
- Theft, fraudulent, dishonesty, misappropriation of any kind.
- Threatening, compelling, quarrelling or interfering with the people inside the campus.
- Using any unpleasant or obscene language or gestures inside the campus.
- Inscribing, posting or distributing any written / printed material inside the premises without proper permission from the management will not be permitted.
- Organizing, attending or holding any meeting within the premises without prior permission from the management.
- Delivering speeches or publicizing matters to any employee within or outside the premises.
- Organizing or participating in stay-in-strike or stoppage of work.
- Smoking inside the campus, drunkenness and disorderly behavior inside the campus.
- Involving in any other activities affecting the normal working and reputation of the Institution.
- Not wearing clean formal dress code, not proper by grooming while coming to work and wearing clothes that are unprofessional (e.g. Jeans, T-Shirt, leggings, etc.) and not wearing Institutional ID card while on duty.
- Collection or canvassing for collection of any money or donation within the premises of the establishment for purposes not sanctioned by the management.


Dr. M. Ramanathan, M.Pharm, Ph.D.
Principal
PSG College of Pharmacy
Peelamedu, Coimbatore-4.

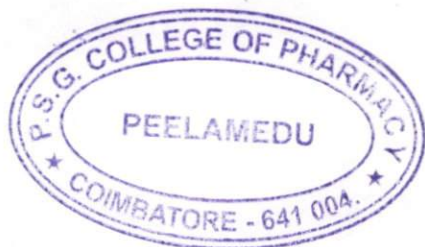



PSG COLLEGE OF PHARMACY

- Habitual absence without leave or absence without leave for more than 7 consecutive days or obtaining leave on false pretext or not reporting for work after the expiry of the leave granted.
- Habitual late coming will not be permitted.
- Leaving the work place while on duty without proper permission will be treated as misconduct.
- Misuse of benefits and amenities provided by the management.
- Writing anonymous letters or petitions, making false allegations against the Management or superiors or colleagues.
- Indulging in any activities like watching videos in mobile, unnecessary roaming in other departments or inside the campus and visiting other department without permission of superior for a reasonable cause during their work hours.
- Any kind of promoting religious belief or morale with other employees inside the campus.
- Refusal to work, alone or in combination with others, wholly or partially and thereby causing obstruction to the normal functioning of the Institution or affecting discipline and morale.
- Engaging in any other employment under any other employer or establishment or engaging in trade, money lending or any other business within the premises of the establishment.
- Breach of standing orders or Rules or any law in force or any responsibility given by the head of the Institute.


Chairperson Signature


Secretary Signature




Dr. M. Ramanathan, M.Pharm, Ph.D.
Principal
PSG College of Pharmacy
Peelamedu, Coimbatore-4.