



BALAJI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by AICTE & PCI, Under Section 12, New Delhi and Affiliated to kakathiya University, Wgl)

Laknepally (V) Narsampet (M) Warangal Rural (Dist) Telangana State 506331

Contact : +91 9866050044 (Office), +91 986652412 (Principal), +91 8718-230521 (Fax)

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

(2023-24)



PRINCIPAL
Balaji Institute of Pharmaceutical Sciences
Laknepally (V), Narsampet (M)
Warangal (Dt) - 506 331 (T.S)



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SERVICE RULES:

I. Preamble:

1. These rules shall be called as 'The Balaji Institute of Pharmaceutical Sciences, Narsampet Service Rules'.
2. They shall be deemed to have come into effect from 1st July, 2006.

II. Definitions:

1. 'College' means 'The Balaji Institute of Pharmaceutical Sciences, Narsampet.
2. 'Management' means 'Maheshwara Educational Society' represented by its Chairman.
3. 'Governing Body' means 'The Governing Body of the college' constituted as per PCI / UGC. Norms.
4. 'University' means 'Kakatiya University, the affiliating University.
5. 'Principal' means Head of the institution authorized by the Management to discharge the duties and responsibilities as defined by Pharmacy Council of India/Kakatiya University.
6. 'Employee' means a person who is employed by the college including Principal.
7. 'Vacation' means any recess in an academic year which is a minimum of 10 days or more.
8. 'Vacation Staff' mean employees who are allowed to avail vacation. All other employees are deemed to be 'Non-Vacation Staff'.



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9. 'Teaching Staff' cadres and strengths are in accordance with the PCI norms.
10. 'Non-Teaching Staff' (including contingent staff) pattern, cadres and strengths are in accordance with PCI / State Government norms.
11. 'Competent Authority' – Chairman in the case of Principal and Principal in the case of other employees.
12. 'Duty' - an employee is said to be on duty (OD) in the case of following.
- a) When the employee is discharging the duties of the post to which he/she is appointed or he/she is undergoing training prescribed for the post.
 - b) When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.
 - c) When the employee is attending conferences, seminars, summer schools, workshops, Refresher Courses, Orientation courses, winter schools, quality improvement programs etc., duly permitted by competent authority, and
 - d) When the employee is attending to the work assigned by the competent authority in the interest of College/Management.
13. 'Leave' means leave granted by competent authority to an employee to which he/she is eligible.
14. 'Pay' means basic pay in the time scale or basic pay with special pay/allowance as the case may be.

'Year' means calendar year/ financial year / academic year as the case may be.




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Report On Recruitment, Promotional Rules and Policies

Recruitment:

1. Appointments:

The management /Principal are the competent authority to appoint any employee based on the recommendations of the selection board. The appointment orders shall be issued by the Management.

2. Qualifications:

The qualifications, age, experience etc., shall be as per Kakatiya University /UGC norms in respect of teaching staff and Kakatiya University/State Government/ University norms in respect of Non-Teaching staff.

3. Selection:

- Selection shall be through open advertisement. Kakatiya University guidelines will be followed for recruitment of staff.
 - Workload from Departments
 - Cadre-wise recruitment as per Kakatiya University
 - Calling for applications/walk-in-interviews through advertisement and website
 - Selection committee which includes external/internal subject experts
 - Scrutiny of applications
 - Issue of appointment letters
 - Ratification by G.B




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- The committee for Staff Selection shall have the following members
 - Chairman
 - Principal
 - HOD of the Department
 - Subject experts
 - Invitees
- The Management /Governing Body may in special circumstances appoint qualified persons by invitation/deputation/contract basis year after year up to a maximum of five years
 - The selected candidates will be given appointment orders. The selections will be presented to the governing body for approval. The selected candidates who join the duty may have to satisfy the universities norms.
- When an employee joins the college a personal file shall be opened with
 - Application with photo an appointment order
 - Joining report
 - Certificates of qualification and experience.
- The following shall also be maintained in the same file.
 - Assessment reports
 - Rewards punishment details
 - Significant event to be being recorded
 - Promotion and salary hike
 - Higher qualification details, if acquired during service.
 - Research publications
 - Professional body membership details
 - Agreement if any
 - Resignation/ retirement details
 - Service register



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4. Seniority

The matters related to seniority are finalized by the governing body of the college as per the procedure laid out by state government affiliating university.

5. Pay, Allowance, Increments and Promotions

Pay: Kakatiya University/UGC scales of pay shall be applicable from time to time to the post classified as teaching staff. State Government/ Universities scales of pay shall be applicable from time to time to the post classified as non-teaching staff.

Allowances: Dearness, House Rent and other allowances as per kakatiya University norms for teaching staff and State Govt. norms for non-teaching staff are extended by Management from time to time to all regular employees of the college.

Regular Increments: The regular increments shall be sanctioned by the Principal / Management on the satisfactory performance of the employee as recommended by the Head of the Department in the prescribed Performa.

❖ Sponsoring to Higher Education:

- ✓ The college may sanction long leave for higher studies without payment of salary. They should stay for a minimum period of one year. If they leave without completing that period they have to pay triple the amount the college has incurred as costs for extending those service benefits during his leave period
- ✓ For Faculty one Seminar/Conference with financial and two seminars/conferences without financial commitment in a semester. Special leave will be sanctioned for any number of conferences without any financial commitment.



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- ✓ One way TA along with registration will be paid to the sponsored candidates to present papers in the conferences held Abroad. Special leave will be sanctioned for journey time and conference days only.

Special Pay: Depending upon experience, Qualifications and specialization a special pay up to Rs.5000 may be sanctioned.

PROMOTIONAL POLICY

- The requirement to get promoted from Assistant Professor to Associate Professor is 5 years of total experience
- The requirement to get promoted from Associate Professor to professor is total experience of at least 10 years with Ph.D.




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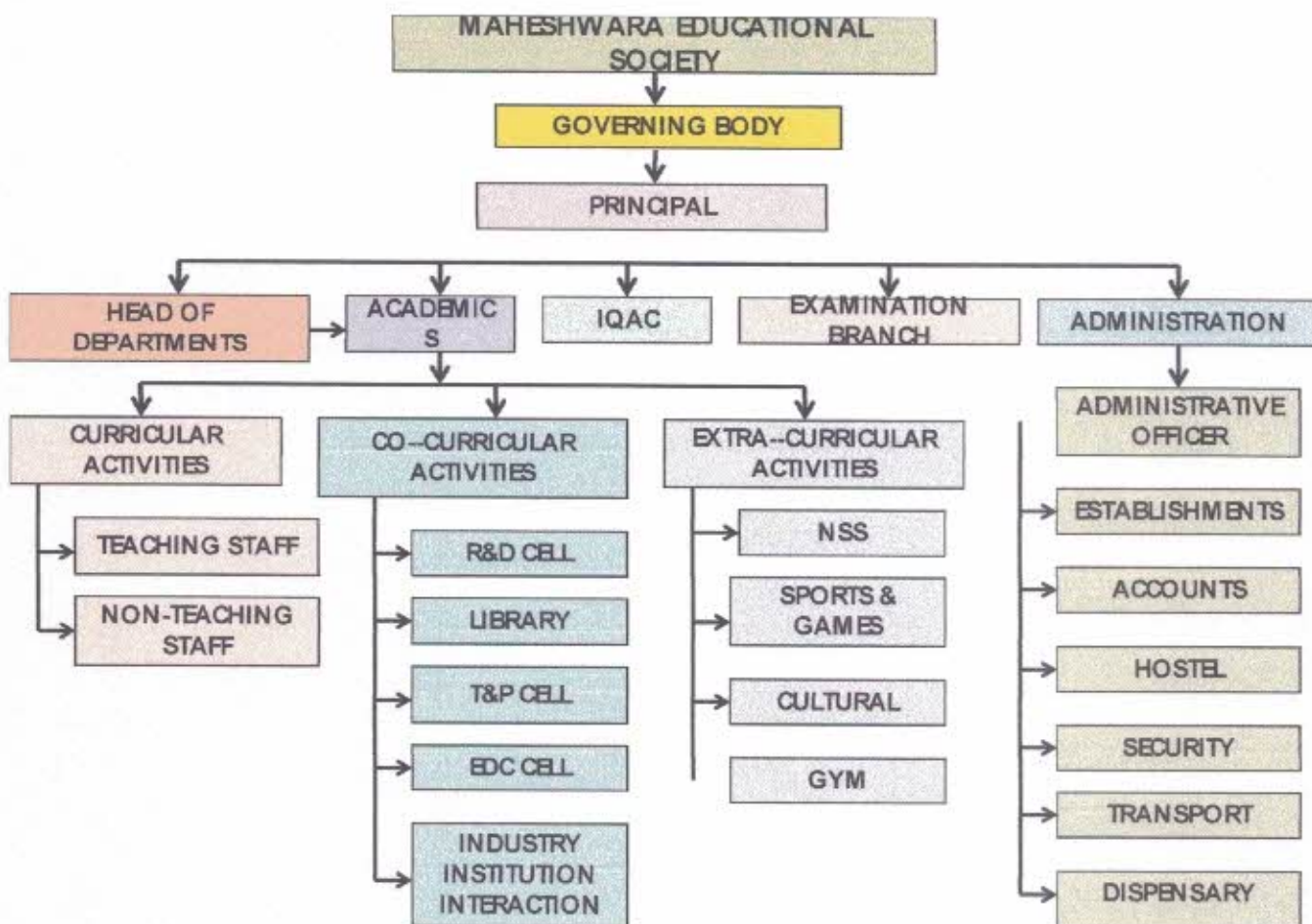
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INSTITUTIONAL ORGANOGRAM



[Signature]

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