



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 9866652412 (Principal), +91 8718-230521 (Fax)

The institutional Strategic / Perspective plan is effectively deployed and the functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures etc.

The Board of Management is the highest authority of decision making under the leadership of the Chairman. The Board of Management will meet once in a year minimum. This board is presided over by the member secretary of the committee. The Governing Council will receive the guidance and direction from the B.O.M which will be percolated down in the hierarchy through principal, members of the governing body and other administrators are instrumental in executing the strategies and decisions taken at the helm of affairs. Heads will take the responsibility of implementation of the decisions. The Heads will monitor the academic activities through the faculty members. The office administration Accounts and finance and security services are supervised by an Administrative Officer who in turn will report to the Principal. The faculty members are involved in different committees to coordinate and support various academic and other co-curricular activities. It includes considering and approving the institution's strategic plan which sets the academic aim and objectives of the institution and identifies the financial, infrastructural needs and staffing strategies. It chalks out a roadmap in order to achieve the goals of the institute.

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. 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 selections of faculty members will be duly ratified by the affiliating University and obtained selection committee minutes.



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2. Service Rules

These rules shall be called as “Balaji Institute of Pharmaceutical Sciences” Rules. They shall be deemed to have come into effect from 1st. July, 2006. The rules prescribed for selection of employees from time to time by AICTE / University / State Government shall be followed. A post shall be filled up by direct recruitment through open advertisement or by promotion from amongst qualified and eligible internal candidates by a selection committee as directed by the Governing Body. Balaji Institute of Pharmaceutical Sciences has chosen to focus on five areas as part of its Strategic Plan for the five years starting from June 2018, these include the following

Strategic Planning (2018-2023)

Strategic Goal	Strategic Planning
Accreditation	Achieving N.A.A.C and N.B.A Accreditation.
New Courses	Starting new U.G & P.G programmes
Good Governance	Managing and approving policy issues, staff recruitment and annual budget. Vision, Mission and Strategic goals. Leadership & Transparency management: Policies formulation, approval & implementation. Service Rules circulations. Conduct internal audit committee for monitoring compliance.
Autonomous Status	Discussion in the governing body, autonomous resource planning, and university affiliation.
Physical Infrastructure	Upgrade the seminar hall, classrooms, and tutorials. Improvement of e-learning and library infrastructure new sports

	(indoor/plantations and rain water gathering). Constructing infrastructure to enhance energy management & saving.
Teaching & Learning	The improvements in teaching & learning infrastructure. R&D Laboratory and its maintenance
Library & Information Centre	Library resource digitization. Access and resource automation (24/7).
Entrepreneurship	Encouraging more Start-ups through Entrepreneurship Development Cell/ IPR cell.
Industry & Institute Collaborations	Identification of potential areas of research MoUs with industries. Support for internships, visits, trainings, guest lectures.
IQAC	Setting up of IQAC team. periodic inspections and advice. Acknowledging successes & best practices, Choose accreditation/certification.
Research & Development	Improving R&D facilities across all departments. Center for documentation and research. Focus on Product development.
Training & Placement	Create awareness campaigns and Value-added programmes. Relationship management and MOUs Planning and carrying out internships. Creating a database of future enterprises and industries.
Alumni Interaction	Improved alumni involvement and affiliation. Create an alumni association on campus and involved the students.
Social Activities	Conduct awareness villages/communities. Organized awareness campaigns in localities. Running blood donation and health awareness camps



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Action Plan Successfully Implemented

Good Governance: Governing Body selection, Vision-Mission reviews, Number of meetings conducted. Policies implementation. Student & staff procedures, Service & Conduct Rules etc.

Accreditation & Certification: Certified by ISO and participated in NIRF

Infrastructure and facilities: Updated all the computers, strengthened the WIFI facility.

The entire campus were installed with CCTV cameras for each block

Teaching & Learning: No. of learning resources and No. of counseling/mentoring/training sessions were conducted for the students. Result of examinations, feedback of students was collected.

Industry & Institute Collaborations (MOUs): MOU's done with different industries and organizations like Spinotech Pvt Ltd, A-one engineering works, Labindia, SG Healthcare private limited, Eeva, DR NS Labs etc.,

Skill Development:

Group discussions, skill development sessions, and self-access interactive learning techniques.

Student Clubs: Established Balaji Institute of Pharmaceutical Science for Cultural Activities.

Research & Development: Established R&D Cell.

Training & Placement: Annually held classes for Campus Recruitment Training (CRT) with TASK. Placement drives have been held every year.



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Members of the Governing body

S.No		Position
1	Dr. A. Rajendra Prasad Reddy	Chairman
2	Dr. A. Vanaja Reddy	Member
3	Dr. K. Dushyanth Reddy	Member
4	Dr. K. Keerthana Reddy	Member
5	Dr. A. Pavani Reddy	Member
6	Mr. A. Krishna Reddy	Member
7	Dr. T. Maneesh Kumar	Member
8	Dr. P. Ravi	Member
9	Dr. J. Ravi	Member
10	S. Suresh	AO & Member
11	Dr. A Shyam sunder	Principal & Member

Functions of the Governing Body:

Taking decisions or giving approval for decisions taken by sub committees regarding matters such as building construction, purchase of major equipment, applications for new courses/ additional intake, affiliation of courses, staff matters, faculty recruitment, major student welfare measures etc.



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Service rules and procedures are mentioned in policy document of college.

“Teaching Staff” comprises the following categories:

- Principal
- Professors
- Associate Professors
- Assistant Professors

Institutes organizational structure represents Governing Body as an apex body in which principal is the Member secretary. Academics, IQAC & Administrative wings function under Principal and concerned authorities report to principal. Curricular, co-curricular and extracurricular sections represent Academics wing. All curricular issues are taken care by Heads of the departments, Faculty, Non Teaching staff and technicians. Examination branch conducts all examinations looks after all exam oriented issues.

- Co-curricular affairs are looked after by R&D, Library, Training & Placement and EDC, Industry Institute interaction cell.
- Extracurricular programmes are organised by coordinators of NSS & Cultural Committee. Sports are conducted by Physical Director.
- IQAC receives recommendations from all HoDs regarding all issues for student, faculty development and overall development of the institute.
- The administrative wing is headed by Administrative officer who takes care of Establishments, Accounts, Hostels, Canteen, Transport, Security & Dispensary



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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'.
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
- 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 is 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.
- ✓ 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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INSTITUTIONAL ORGANOGRAM



