

SERVICE RULES

The Balaji College of Pharmacy Service Rules are applicable to all programmes running under Balaji College of Pharmacy and shall be effective from the date of its approval by the Governing Body.

EXPLANATION/ DEFINITION

- Governing body means a group or team of experts nominated for providing advice to the management of Balaji College of Pharmacy on matters requested for
- Competent Authority means any authority to which power is delegated by Balaji College of Pharmacy.
- Dean means an official, appointed by the competent authority to look after a faculty of study document of activities (such as training and placement, academic activities, Research and consultancy, PG studies, Innovation and Entrepreneurship, and UG studies).
- Employee means a Balaji College of Pharmacy employee.
- Head means an official, appointed by the competent authority, to look after the affairs of a Centre / faculty/Department.
- Principal means the executive head of the Institute, appointed by the competent authority, responsible for day-to-day functioning of the institute as per the norms and standards approved by the concerned Governing Body.
- Permanent employee means an employee who has satisfactorily completed probationary period (which has been indicated by issuing an explicit written order in this regard) and is entitled to a prescribed pay scale.
- Probationary employee mean employee who under assessment for a specified period of time before qualifying as a permanent employee.
- Reporting officer means an official to whom an employee reports for duty/work assignment.


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I. LATE COMING / EARLY LEAVING

If an employee reports late for duty and or leaves the campus early by half an hour without official permission / intimation, the employee shall automatically forfeit one day casual leave (CL)/Earned leave (EL) or one day salary if there is no CL/EL at credit. The concerned reporting officer shall issue a letter in writing (or any official electronics medium) to that effect to the erring employee; Permission for faculty to come late or leave early under personal exigencies conditions would be given only three in a month for not exceeding two hours. Such permission would be subject to the normal work schedules not being disturbed. Time concessions beyond this will be appropriately adjusted against the individual's casual leave account. The concerned reporting officer shall issue a letter in writing (or any official electronic medium) to that effect to the employee about using of such a provision.

II. RETIREMENT AND RE-EMPLOYMENT

The age of superannuation shall be 60 years. Any revision in this age limit shall come into force after approval by the Governing Body of the Institute with the concurrence / approval by the Management of Balaji College of Pharmacy.

An employee retiring from service may be re-employed, depending on merit, for a period of one or two years. Further renewals for duration of 1 or 2 years at a time may be possible till the employee attains the age as specified by PCI/UGC/APSCHE and it is 70 years at this point of time. Any revision has to be approved by the Governing Body of the Institution.

A retired employee who has been re-employed will receive a consolidated salary fixed at the time of appointment for that 1 or 2 year term. Such employees will not be eligible for any other benefits such as PF, Gratuity, and EL and leave encashment. However, such employees shall be eligible for one day of leave per month, which cannot be accumulated or carried over to the following year.


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III. RESIGNATION

A Permanent employee wishing to terminate the employment at BALAJI COLLEGE OF PHARMACY by tendering a resignation is required to provide ONE month notice to the competent authority and continue to discharge the duties during the notice period.

An employee wishing to terminate the employment at BALAJI COLLEGE OF PHARMACY by tendering a resignation is required to provide one month's notice to the competent authority and continue to discharge the duties during the notice period.

Any employee who fails to provide notice, such as an employee shall be liable to pay the Institution an amount equal to gross salary in lieu of the notice period. However, the competent authority may waive this requirement at its discretion on the merits of a case.


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An employee tending resignation may be allowed to exercise the option to have the EL at credit being adjusted towards the notice period. However, the employee is not eligible for EL encashment or payment of Gratuity unless other conditions are fulfilled such as number of years of continuous service at BALAJI COLLEGE OF PHARMACY.

At the time of resignation, if the number of CLs availed by an employee exceeds the number of months of service, employee has completed in that calendar year, such excess (advance) CL's shall be adjusted against the EL at credit. If there is a short fall for the notice period, even adjustment of ELs, then the employee is liable to pay dues getting the relief certificate from the institute.

In case, an employee leaves the institute without serving a notice then the institute can initiate legal action against such as employee as per institute norms. The institute also has and reserves the right to inform the new employer of the employee regarding the unethical of the employee.

PROMOTION POLICY

- The Institution follows PCI norms for qualifications and experience in respect in respect of promotion of faculty members.
- In addition, due consideration is given to academic performance and overall contribution by the faculty members.
- Additional increments are offered to staff members who excel in academics.
- Well define performance appraisal form comprising the details about result produced, student feedback, guiding projects, their contribution to the department and college, publication of papers in journals, presenting papers in conferences, attending FDPs / Workshops / R&D projects received, etc. is collected at the end of the academic year from every faculty and evaluated their performance.
- Based on their performance in the academic year, they are suitably rewarded and honoured.


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LEAVE, DISMISSAL, REMOVAL AND SUSPENSION RULES

(a). Casual Leave (CL):

The faculty members are expected not to take leave without proper reason. For genuine reasons, they can avail maximum 12 days leave per year at the rate of one day per month with the leave application duly submitted and leave sanctioned in advance. In case of emergency, they can opt for 3 days CL continuously. The faculty members are expected not to take leave on Saturdays and Mondays. The staff may be called for explanation if they fail in their duties in any aspect and subsequently action will be taken.

(b). On-Duty Leave (OD):

Duty for JNTUA University Examinations: Max. 10 days per Semester – eligible faculty member(s) shall be permitted as per the order received from the University.

Duty for JNTUA University Examinations–approved Evaluators shall be permitted as per the order received from the University.

(c). Compensation casual Leave (CCL):

Staff members are eligible to avail CCL in lieu of working for the Institute / Management on Sundays /general holidays.

(d). Earned leave (EL)

Earned leave shall not be availed without prior permission and sanction of the competent authority
A permanent employee other than teaching staff (except HOD's) shall be entitled to earned leave of

-- days present / 20 in a calendar year. (# days present = # days in a year - # Sundays - # holidays -

days of vacation availed - # days of CL availed - # days EL availed)


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The leave account of an employee shall be credited with earned leave in advance in two

Installments of fifteen days each on the 1st January every year.

The leave at credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the total leave at credit does not exceed two hundred and forty days.

Vacations staff shall be entitled to earned leave often days in a calendar year.

The leave account of a vacation staff entitled to EL shall be credited in advance with earned leave in two installments of 5 days each on the first day of January of every year.


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On closure of probation, an employee is entitled to vacation at the end of the full semester.

(e). Maternity leave

Maternity leave is allowable only to permanent female employees who have served the Institution for a minimum period of one year.

An employee may be granted maternity leave as mandated by the Government amounting to a maximum of 90 days.

Application for leave should be supported by a medical certificate from a Registered Medical Practitioner.

Maternity leave may also be granted to an employee in case of miscarriage or abortion, whether natural or induced under the Medical Termination of Pregnancy Act 1971, subject to the conditions that

- (a) The leave does not exceed six weeks and
- (b) The application for leave is supported by a medical certificate from a Registered Medical Practitioner.
- Maternity leave may be combined with vacation or any other kind of leave, except CL.
- Maternity leave shall not be admissible to employees who have two or more living children.
- A female employee, on her adopting a child may be granted leave up to 180 days or till the adopted child attains the age of one year – whichever is less – subject to the condition that such employee should not have two living children the time of adoption.

(f). Marriage Leave

Any employee who is getting married for the first time shall be permitted to avail marriage leave up to ten continuous days. However, he/she shall complete his/her portions before availing this leave by taking advance special classes/ alternate classes and also be responsible for making alternate arrangements for his/ her classes during his leave period for the regular classes in the time table.

He/she shall along with the leave letter, produce adequate proof (marriage invitation) for the marriage and also the alternate arrangement made for the period of leave.

(g). Permission:

The faculty members shall avail a permission for 1 hour twice per month to attend an urgent work in the end or start of any working day, without affecting their academic work.


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(h). Dismissal, Removal and Suspension

The pay and allowances of an employee, who is dismissed, removed or compulsorily retired from service cease from the date of such dismissal, removal or compulsory retirement.

An employee may be placed on suspension on grounds of misconduct as interpreted in the BALAJI COLLEGE OF PHARMACY Conduct Rules, for a period of up to six months within which time, the competent authority is expected to complete the process of inquiry to establish charges against the employee or otherwise.

An employee may also be placed on suspension when proceedings have been taken for his/her arrest or judicial detection on civil or criminal charge. This suspension is in effect for the duration of the imprisonment/ detection. During this period, the employee cannot any pay or subsistence without authorization from the competent authority.

Such an employee is entitled to the following payments:

- Subsistence allowance equal to 50% of the basic/consolidated salary drawn at the time of suspension.
- In situations where the period of suspension exceeds six months, the competent authority reserves the right to increase or decrease the amount of subsistence allowance for any period base on the reason for extension of suspension not directly attributable to the employee or directly attribute to the employee, respectively. The said reasons have to be recorded in writing.
- An employee under suspension shall not seek any employment, business, profession or vacation, either in private or in Institution where BALAJI COLLEGE OF PHARMACY has interest.
- On reinstatement, the competent authority shall make an order indicating the pay and allowances to be paid to him/ her for the period of absence from duty, including the period of suspension, and whether or not they said period shall be treated as a period spend on duty.

- Where the suspension of an employee is set aside by a Court of Law, the period of absence from duty shall be regularized, as per direction from the court.


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CODE OF CONDUCT RULES

Every employee shall at all times

- Maintain absolute integrity
- Maintain devotion to duty and
- Do nothing which is unbecoming of a BALAJI COLLEGE OF PHARMACY employee

Every employee shall take all possible steps to ensure the integrity and devotion to duty of all employees under his/ her control and authority.

Taking part in politics and election

No employee shall be a member of or be otherwise associated with, any political party or any organization which takes part in politics nor shall he/she take part in, subscribe in aid of, and assist in any other manner, any political movement or activity.

No employee shall canvas or otherwise interfere with or use his/ her influence in connection with or take part in, an election to any legislature or local authority. An employee qualified to vote at such election may exercise his/ her right to vote but shall give no indication of the manner in which he/she processes to vote or has voted.

Associations

No employee shall join or continue to be a member of an association whose object or activities are prejudicial to the interest of BALAJI COLLEGE OF PHARMACY.

Demonstration and Strikes


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No employee shall engage himself / herself or participate in any demonstration which prejudicial to the interest of BALAJI COLLEGE OF PHARMACY, public order, decency or morality or which involves contempt of court, defamation or incitement to an office. He/she shall not resort to or in any way instigate, incite or abet, any form of strike by any number of BALAJI COLLEGE OF PHARMACY employees.

Connect with Press or Radio

No employee shall- except with prior permission of the management- take recourse to the press for vindication of any official act which has been the subject matter of adverse criticism.


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Criticism of BALAJI COLLEGE OF PHARMACY

No employee shall make any statement of fact or opinion, which has the effect an adverse criticism of any current or recent policy or action of BALAJI COLLEGE OF PHARMACY, which is capable of embarrassing the relations between BALAJI COLLEGE OF PHARMACY and the statutory Authorities. Statements include voicing of opinions in any radio broad cast or in any document published in his/her own name, anonymously, using pseudonymous or in the name of any other person in any communication to the press or in any public utterance.

Evidence before a committee or any other authority

No employee shall except with the previous sanction of BALAJI COLLEGE OF PHARMACY give evidence in connection with any enquiry conducted by any person, committee or Authority, except when he/ she is summoned by a judicial authority.

Where any sanction has been accorded under Rule 11.1, the employee giving such evidence shall not criticize the policy or any action of BALAJI COLLEGE OF PHARMACY.

Unauthorized communication of information

No employee shall except in accordance with any general or special order of BALAJI COLLEGE OF PHARMACY or in the performance in good faith of the duties assigned to him/her communicate, either directly or indirectly, any official document or any part thereof of information to any BALAJI COLLEGE OF PHARMACY employee or any other person to whom he/she is not authorized to communicate such document or information.

Canvassing of non-official or other influence


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No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his/ her interests in respect of matters pertaining to his/her services under the BALAJI COLLEGE OF PHARMACY.

Smoke Consumption of Intoxicating Drink and Drugs

An employee shall

- Strictly abide by the laws relating to intoxication drinks or drugs in force in any area in which he may happen to be at the time being.


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- Take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drink or drug.
- Not appear for duty or in a public place in a state of intoxication.
- Not habitually use any intoxicating drink or drug in excess so as to damage his/her health and physical and mental wellbeing.
- Strictly abide by the rules of “NO SMOKING INSIDE THE BALAJI COLLEGE OF PHARMACY CAMPUS”.

Prohibition of Sexual Harassment

BALAJI COLLEGE OF PHARMACY shall constitute an internal complaint committee (ICC) as per directions of UGC as per the directions of UGC “Prevention, Prohibited and Redressal of sexual Harassment of Women Employees and students in higher educational Institutions regulations, 2015 (amended from time to time)”. No employee shall subject any women employees and / or students to sexual harassment in working/ teaching places. Sexual harassment includes any unwelcome sexually incline behavior whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing any pornography or
- Any other unwelcome physical, verbal conduct of sexual nature

The possible actions that can be taken against the respondent:

- Warning


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- Written apology
- Bond of good behaviour
- Adverse remark in the confidential report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions


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Inquiry process shall be as follows

- The inquiry shall be completed within a period of Ninety days from the date of the complaint.
- On completion of the inquiry, the ICC shall provide a report of its findings to the employee within a period of Ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
- If the allegations against the respondent has been prove, it shall recommend punitive actions to be taken against the respondent to the employer.
- The employer shall act upon the recommendation within sixty days of receiving it. Each ICC shall prepare the annual returns (either academic, calendar of financial year) as per the following table notified by UGC.

S. No	Description	Action Taken
1	Complaints of sexual harassment received in the Year	
2	Complaints disposed off during the year	
3	Case pending of for more the 90 days	
4	Workshops on awareness programmes against sexual harassment conducted during the year	
5	Nature of action	

Prevention of all forms of Ragging:


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All employees should be aware of all forms of ragging such as Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy, undisciplined activities which cause or likely to cause annoyance.

Undue hardship, physical or psychological harmer raise apprehensive fear in a fresher or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him /her shame or embarrassment or danger to his /her life, etc.


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Punishment for Participation in / abetment of Ragging

- Cancellation of admission
- Suspension from attending classes.
- Withholding/with draw of scholarship/ fellowship and other benefits
- Debarring from appearing in any test/ examination or other evaluation process
- Withholding results
- Debarring from representing the Institution in any national or international meet, tournament, youth festival, etc.
- Rustication from the Institution for periods varying from 1 to 4 semester or equivalent period.
- Expulsion from the Institution and consequent debarring from admission to any other Institution
- Fine up to Rs. 25,000/-

Affidavit by student and parents

Each student and his/ her parents/guardian shall have to furnish an affidavit along with the application form to the effect that they will not participate in or abet the act of ragging and that if found guilty, shall be liable for punishment under the penal law of India.

Betting, Gambling, Money lending, Chit funds

No employee shall indulge in any type of betting, gambling, money lending or participate in chit fund activity.

Penalties for Different Types of Offence


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The following additional rules in case of unauthorized absence, financial misappropriation, sexual harassment, nepotism and participation in strike or political elections (without written permission from the management) are applicable.

Guidelines for Grant of Incentives for Journal Publications

In order to encourage research among the faculty members and students, BALAJI COLLEGE OF PHARMACY has introduced the journal publication incentive scheme and guideline for the faculty members.

The publication of an article in a peer reviewed journal is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the authors and the Institutions in which they are working. It is therefore important to adhere upon standards of expected ethical behavior (article should not have content


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Rudrampeta, Alamuru Post
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with regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy, copyright infringement, and plagiarism) on the part of authors in the act of publishing. Authors should take reasonably responsive measures when ethical complaints lodged concerning the published paper. If the complaint is upheld BALAJI COLLEGE OF PHARMACY treats the same as unethical practice adopted by the employee to obtain unjustified benefits and the management of BALAJI COLLEGE OF PHARMACY has full right to terminate the services of such employees by forfeiting all the applicable financial benefits due to the employee. Incentive is paid to the BALAJI COLLEGE OF PHARMACY employee subject to the following conditions:

1. It is assumed that all the authors have contributed equally for the publication of the paper and each author is equally responsible for the ethical behaviour.
2. The staff must be permanent employee of the BALAJI COLLEGE OF PHARMACY to be eligible for claiming the incentive.
3. The staff should have indicated BALAJI COLLEGE OF PHARMACY as the author's affiliating institute in the journal paper under consideration for incentive.
4. The incentive per journal paper is fixed and it is divided based on the position.

PREVENTION OF ALL FORMS OF RAGGING:

All employees should be aware of all forms of ragging such as Display of noisy, disorderly conduct, teasing, excitement by handling, including undisciplined activities which cause or likely to cause annoyance, Undue hardship, physical or psychological apprehensive fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life etc.

An employee who has any intimation about the ragging on or off the campus among the students or employees must report the same to the Anti-Ragging Cell / Committee in the institute for taking suitable remedial action.


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BETTING, GAMBLING, MONEY LENDING, CHIT FUNDS

No employee shall indulge in any type of betting, gambling, money lending or participate in chit fund activity.

GRIEVANCE REDRESSAL

In case of any grievances, the staff can represent the same to the Grievance Redressal Committee.


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