



# **Dadasaheb Balpande College of Pharmacy, Besa, Nagpur**

## **SERVICE RULES, POLICIES AND PROCEDURES**

(Revised on 11 May 2019)

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## **SERVICE RULES, POLICIES AND PROCEDURES**

(Revised on 11 May 2019)

### **Declaration**

This document contains service rules, policies and procedures adopted at Dadasaheb Balpande College of Pharmacy, Besa, Nagpur. All staff members are hereby requested to read the service rules, policies and procedures to understand their role and responsibilities while discharging their duties.

**Dr (Mrs.) Ujwala Mahajan**  
Principal  
DBCOP



**Index**

<b>S.N.</b>	<b>Particulars</b>	<b>Page No.</b>
01	CHAPTER 1: RECRUITMENT AND PROMOTION	04
02	CHAPTER 2: RESIGNATION / TERMINATION OF SERVICE	06
03	CHAPTER 3: WORKING HOURS, ATTENDANCE AND DRESS CODE	07
04	CHAPTER 4 : LEAVE POLICY	08
05	CHAPTER 5: BENEFITS TO FACULTY	11
06	CHAPTER 6: ROLES AND RESPONSIBILITIES	12
07	CHAPTER 7: WORK LOAD	17



## **CHAPTER 1: RECRUITMENT AND PROMOTION**

### **1. Screening:**

Recruitment is normally done during April /May. The number of Vacancies in the different cadres shall be communicated by the Principal / Designated Authority based on the student strength / existing faculty / resignations or terminations of staff members, to the management for approval. Vacancies shall be advertised in leading English newspapers and college website. Screening of applications shall be done by the Staff Selection Committee. Screening will be done as per the qualification, experience and other credentials prescribed by the AICTE, PCI and RTMNU. Shortlisted candidates shall be informed through mail and over telephone by the college authorities.

### **2. Interview:**

Staff Selection Committee for interview shall be constituted and functions as per the guidelines approved by the Governing Body. The Committee consists of the following members: a) Chairman and or Secretary of the Institution b) Principal c) Head of the Department / Senior Professor d) Subject Expert. The applications received will be short-listed either through a written test or based on qualification and experience and the short-listed candidates will be called for personal interview and selection will be made on merit. Direct interview will be conducted by the Staff Selection Committee for senior posts.

### **3. Pay Fixation:**

Pay for the selected candidates shall be fixed by the Staff Selection Committee as per the AICTE, PCI norms for the respective post, and as approved by the Governing Body based upon the qualification and experience of the candidate and other credentials. Higher Pay Packages for exceptionally meritorious and well experienced candidates will be fixed by the Staff Selection Committee.

Professor 37400-10000-67000

Associate Professor 37400-9000-67000

Assistant Professor 15600-6000-39100



**4. Promotion:**

In the case of promotion to a higher cadre, the appointment and fixation of the initial pay in the higher scale will be done as per the prescribed norms. A Committee constituted by the Management will consider the cases of such promotions and the committee will obtain the approval of the Governing Body.

**5. Certificates to be Submitted At the time of joining:**

The faculty members should submit -

- i) SSLC certificate. ii) HSC certificate. iii) UG- Convocation certificate. iv) PG- Convocation certificate v) Ph.D – Provisional /convocation certificate. Vi) Experience certificates, Relieving letters, etc.
- ii) Whenever they require the original certificates they can collect it after submitting a cheque of 3 months gross salary. The cheque will be returned once you return the original certificates to office.



## **CHAPTER 2: RESIGNATION / TERMINATION OF SERVICE**

1. The staff shall have to tender his / her resignation by giving three months notice or three month's salary in lieu thereof.
2. Faculty member must obtain "No Objection Certificate" from Principal before applying for job in any other institution / company / government organization.
3. The notice shall be co – terminus with the end of the semester / academic year.
4. Resignation of faculty member shall not be accepted for further proceedings until all academic, research, examination activities in the interest of students of institution / university are completed with full satisfaction of HOD / Principal / Management. If any work, activity in the interest of students related to academic, research, examination is found incomplete by the faculty member then resignation shall not be accepted and condition stated in first point shall not be applicable.
5. The Head of the institution with approval of the designated authorities has the power to terminate the services of a member of the college for any of the following reasons:-
  - i) Serious misconduct and willful negligence of duty.
  - ii) Gross insubordination
  - iii) Physical or mental unfitness
  - iv) Participation in any criminal offence involving moral turpitude
  - v) In such termination case, rule 2 shall not be applicable and the staff member shall not be eligible for any terminal benefits.
  - vi) The newly selected faculty should serve at least for one full year.
  - vii) No staff member is eligible to draw vacation salary if they resign in the vacation.



### **CHAPTER 3: WORKING HOURS, ATTENDANCE AND DRESS CODE**

1. Hours of work: The regular working hours for the college shall be 10.00 AM to 5.00 PM during weekdays.
2. Depending upon the exigencies of the work, staff members concerned are expected to be available beyond the office hours indicated above.
3. Sundays are normal holidays in a week.
4. Attendance: All staff members are required to record their attendance in biometric system at the office / designated place both in the Morning & Evening.
5. Dress Code: All male members of the staff are required to wear full trousers with full-sleeved shirts tucked in, and are expected to be in shoes. The lady members of the staff are required to be dressed in saree or salwar. All have to wear the ID card inside the campus.



## **CHAPTER 4 : LEAVE POLICY**

Academic year begins on the first working day of the college and ends at the last working day of the college.

### **1. Casual Leave**

- i) All Staff shall be governed by the leave rules as may be prescribed by the college governing committee, from time to time.
- ii) All Staff get eligibility for One day casual Leave for every completed Month of Service. Casual Leave thus earned can be accumulated during the Calendar year.
- iii) All Staff shall avail the casual leave to attend his/her personal work or during short period of illness etc. However casual leave shall not be claimed as a matter of right.
- iv) All Staff, while availing such leave, shall submit a casual leave application in the prescribed form to the Principal of the college, who is the authority to sanction or decline such leave, at least a day earlier and shall get the prior sanction of the leave. In case of unforeseen reasons, the teacher or other person employed in this college shall inform the Principal's office through phone and shall submit the leave form on the 1st day of joining duty after such absence.
- v) All Staff shall submit the casual leave application through proper channel, indicating the nature of work affected and adjusted.
- vi) The casual leave as when not used shall not be carried over to the next calendar year and the balance leave in the calendar year shall lapse automatically.
- vii) Casual leave shall not be combined with any other leave such as medical/maternity/ or any other special leave.

### **2. Medical leave.**

- i) Staff who have completed one year of service in our institution are eligible for 12 (Twelve) days Medical leave in a Calendar year.
- ii) The medical leave shall be availed on medical grounds supported by a medical certificate to the satisfaction of the college authorities.
- iii) Every teacher or other person while availing such medical leave shall submit a leave application along with a medical certificate from a Registered Medical Practitioner.



- iv) Medical leave shall be accumulated if not used and shall be carried over to the next Calendar year.
- v) Medical Leave can be accumulated to a Maximum of 50 days.
- vi) Every teacher or other person found misusing of such medical leave should be liable for disciplinary action that may be prescribed by the college governing committee.
- vii) Medical leave shall not be combined with any other leave such as casual / maternity / special leave.

### **3. Maternity leave**

- i) Every woman teacher or other woman person employed in this college for a minimum period of one year shall be eligible for maternity leave for a period of 3 months subject to two children.
- ii) Every teacher or other person who is availing such leave shall apply to the college authorities through proper channel along with a medical certificate given by Registered Medical Practitioner (Gynecologist).
- iii) Maternity leave shall not be combined with any other leave such as casual / medical / special leave.

### **4. Vacation leave:**

- i) All Teaching Staff shall be eligible for Four Weeks vacation in an academic year i.e. Two week in odd semesters and Three Weeks in even semesters. However the vacation leave shall be granted in spell pattern.
- ii) All Staff when called for shall attend and discharge any duties assigned to him/her during vacation and the loss of vacation to such Teachers shall be compensated.

### **5. On Duty Leave:**

- i) Staff who have completed 1 year of service in our institution are eligible for 10 days on other duty leave in an academic year such as valuation work (Theory and Practical), External invigilation work, University Representative to other college, Flying Squad etc.



- ii) The power of sanctioning the on other duty is vested with the Principal of the college who shall sanction such leave based on the necessity, merit and need of the case.
- iii) Half day on duty not allowed.
- iv) 50% of the Faculty should be present in the department.

**6. Permission:**

- i) Only one permission is permitted on a day. The permission can be applied during the I hour of Forenoon or last hour of Afternoon.
- ii) Permission and CL /ML should not be taken together on a single day.

**7. Compensation:**

- i) The staff who work extra hours are eligible for compensation leave only when they get prior permission from the concerned authorities- Principal/HOD.

**8. Late coming:**

- i) The staff should report to duty at 10.00 AM on all working days.
- ii) A grace time of 5 minutes is allowed for 2 days in a month (permitted only when the faculty does not have first hour class on that day).
- iii) If any staff is found to be late beyond this, the late minutes will be accounted as one hour permission. If the staff do not have permission, it will be accounted as half-day CL or LOP.

**9. Special Casual Leave**

- i) The staff members are granted Special Casual Leaves for attending conference / workshop / Seminar / Scientific program with prior permission of HOD and Principal.

**10. Special Occasions:**

When the staff members are invited for any function/occasion in the campus they should be present. If not, salary will not be paid for that day except for those who get prior permission from the concerned authorities.



## **CHAPTER 5: BENEFITS TO FACULTY**

### **Faculty Retention Policy**

#### **Objectives of Faculty Motivation Policy**

1. To motivate and retain faculty members
2. To attract experienced and expert faculty to join DBCOP

#### **Policy Guidelines**

##### **1. Flexible Leave Structure**

Under this, faculty members shall be facilitated with flexible leaves for their academic career enhancement. Faculty members can avail special leaves for their Ph D, Post Doctorate Studies. They can also avail special leaves for Faculty Development program, Conference presentations, etc.

##### **2. Performance Based Incentives**

Every year performance of faculty members shall be evaluated on the basis of set parameters. Incentives shall be provided on the basis of performance of faculty members. Their performance shall also be appreciated by honoring them with certificates.

##### **3. Research Promotion Scheme**

Faculty members shall be encouraged to carry out and publish / present their research work in reputed journals and conferences. Monetary incentives shall be provided in the form of conference registration charges and publication charges.

##### **4. Staff Council**

Staff Council shall be set up to facilitate weekly group meetings of all faculty members. Issues, problems related to staff members shall be discussed and addressed in weekly meetings of staff council.

##### **5. Group Insurance**

In order to provide security, DBCOP is committed to provide Life Insurance for every staff member.



## CHAPTER 6: ROLES AND RESPONSIBILITIES

### 1. Principal:

- i) Assisting the Management in making the policies and taking decisions on setting goals and achieving them.
- ii) Coordinating the activities with the University, AICTE, DTE, PCI, Government and for Affiliation, Approvals, Admissions and Accreditation respectively and other related works.
- iii) Making the short term and long term plans in setting out the priorities based on the 05 years strategic plan of the institution.
- iv) Carrying out the mission, goals and the policy of the institution approved by the Governing Council giving top priority for discipline and quality education.
- v) Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the college with the aim of raising the status of the institution thus nurturing the institute with high potential and excellence.
- vi) Managing the curricular, academic and other related activities.
- vii) Monitoring the overall discipline, growth and development of the college.
- viii) Arranging the periodical HOD and staff meeting and also monitoring the University and other Examinations Encouraging Research/Consultancy activities in the college by Interacting with the industries, leading institutions and research organizations etc. in the National and International level and sign MOU.
- ix) Encouraging and motivating the staff and students by identifying the hidden talents within them.
- x) To support in all aspects pertaining to the development of the individual and the institution.
- xi) To take necessary steps to improve the placement services for the students.
- xii) Coordinating with the management for the recruitment of teaching and non-teaching staff.
- xiii) Attending other works assigned by the Management and Governing Body.
- xiv) To organize and conduct Induction Day, College Day, Sports Day and Graduation Day.



## **2. Head of the Department:**

- i) Coordinating the activities of the faculty and supporting staff in the department to offer quality education to the students and achieve the desired goals of the college.
- ii) Planning and monitoring the overall department's activities.
- iii) Time Schedule for the syllabus coverage, internal tests and opening and closing of semesters.
- iv) Arranging for the departmental requirements such as staff, equipments, library books, textbooks and other infrastructural facilities.
- v) Preparing and submitting the annual department budget to the Principal. Developing, installing and maintaining department labs.
- vi) Convening departmental meetings. Identifying the brilliant and talented students and encouraging them to pursue for higher education.
- vii) Counseling and guiding students.
- viii) Identifying and encouraging the faculty to apply for Research projects to different funding agencies to carry out consultancy work and to publish papers in National and International Journals conferences with high impact factors and to carry out the activities successfully.
- ix) Assisting the Principal in all administrative and other matters. Reporting to the Principal periodically on all matters in respect academics, administration, discipline, research etc.
- x) Organization of and participation in, seminars and continuing education programs and to arrange for revision of syllabus in coordination with the university.
- xi) To become members in professional organizations.
- xii) To take necessary steps to develop industry institute interaction.
- xiii) Encourage the students to apply for the research projects, to carry out consultancy and to publish papers in National and International Journals & conferences.
- xiv) Arrange number of continuing education programs for practicing engineers and workers of the industry.
- xv) To check the course files of the faculty members and suggest corrective measures. Maintaining all records as stipulated by University, NBA and equivalent Accrediting bodies.



- xvi) HOD shall fill up the proforma for Performance appraisal for each faculty in the department and submit to the Principal every year along with his/her self assessment form.

### **3. Teaching Faculty:**

- i) The teaching load will be allotted by the HOD after taking into the account of the Faculty Members interests. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in the academic, co-curricular or extra-curricular activities, Research and Consultancy works.
- ii) Every Faculty Member must organize seminar on some topic at least once in each semester to other faculty.
- iii) Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master attendance Register maintained in the Department as soon as the classes / laboratory hours are over.
- iv) Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with the appropriate alternate arrangements suggested.
- v) The Faculty Member should make himself / herself presentable.
- vi) The Faculty Member should show no partiality to any segment / individual student.
- vii) The Faculty Advisor must update the student's personal file / log book regularly and put up for inspection by HOD / Principal as the case may be. Each Faculty shall fill up the proforma for self assessment and submit to the HOD every year.

### **4. Placement and Training Officer:**

- i) To look after the training and placement activities of students and also to have close liaison with industry for placement of students.
- ii) To arrange Training programs for soft skills and interview facing skills for the students using institutional and external expertise, which may be helpful in pursuing Higher Education within the country or abroad which includes notification regarding various competitive examinations.
- iii) To work in consultation with Coordinator, Industry Institute Interaction for Organizing lectures from the Professionals from industry.



- iv) To prepare Placement Brochures of departments, to invite prospective companies for campus recruitment and arrange for various facilities required on the date of interview.
- v) To register students for the placement with prescribed qualifications and to achieve maximum possible placements for the students by guiding them on various interview techniques, group discussion, aptitude tests. To collect feedback from the companies coming for placement, collect appointment letters and distribute them to selected students.

**5. Librarian:**

- i) Ensuring maximum utilization of library facilities and responsible for overall operating efficiency of the library with maintenance of discipline and decorum inside the library.
- ii) Preparation and Co-ordination of annual budget of the library and library activities.
- iii) Selection and recommendation of staff for further training.
- iv) Collection of indents from various departments and processing them for procurement, Purchase and maintenance of books, new journals and renewal of subscriptions.
- v) Administration of library records, Furnishing information on all matters relating to library, Updating the records, books and computers. Arranging annual stock verification,
- vi) Collection and preservation of statistical records related to library and Planning for changes and reorganization whenever need arise.
- vii) Maintenance of library Automation and Digitization of library.
- viii) Maintenance of good inter-departmental relationship for better co- ordination.
- ix) Removing the obsolete book materials in consultation with the concerned department, securing the soiled through rebinding, and binding arrangements of important back volumes.

**6. Technical Assistant:**

- i) Assisting in installation, operation and maintenance of laboratory equipments and their calibrations.
- ii) Assisting in scheduling and conducting practical and drawing classes.
- iii) Helping in indenting and purchasing of stores and consumables for laboratories and Workshops.
- iv) Helping the faculty in research, consultancy and testing works in respect of projects.



- v) Assisting the faculty in matters relating to design, fabrication and computer work.
- vi) Assisting in the operation of telephones, intercom, Internet, Audio Visual aids and other housekeeping activities in the campus.
- vii) Taking specific responsibilities at the time of organizing of function, workshops and seminars specially assigned to them.

#### **7. Administrative Officer:**

- i) Administrative Officer has the responsibility of the overall administration of the office personnel of the college.
- ii) Responsible in installation, operation and maintenance of laboratory equipments and their calibrations.
- iii) Responsible in indenting and purchasing of stores, stationery and consumables for laboratories and Workshops.
- iv) Maintenance of inward and outward corresponding registers with all required details.
- v) Maintenance and issue of Transport concession forms together with bonafide certificates.
- vi) Maintenance of Attendance management.

#### **8. Accounts Officer:**

- i) Planning, organization and maintenance of the college, hostel and general stores account. Maintenance of petty cash accounts and advances.
- ii) Preparation of monthly salary and its statement of accounts.
- iii) Maintenance of all kinds of deposits and refunds together with their records.
- iv) Preparation and filing of income tax statements for the college staff.
- v) Settlement of bills.
- vi) Maintenance of accounts of research projects sponsored by AICTE, DST, CSIR etc. Audit responsibility in respect of internal audit once a month and external audit once a year.
- vii) Assisting the Principal in the preparation of the annual budget.
- viii) Ensuring overall efficiency of the accounting section of the college office and management of the accounting staff.



## **CHAPTER 7: WORK LOAD**

1. All the staff members are informed to adhere to the norms stipulated by AICTE in its hand book pertaining to work load of the faculty members for effective functioning of the department.
2. The work load of faculty members shall be planned in a most productive manner with respect to nature of the roles, jobs and targets assigned to them by the Department/Institution.
3. Faculty members shall be present in the institution during the working hours unless engaged in any official work outside. Faculty members shall take part in the responsibilities assigned by the Head of the Departments.
4. The Department class committee meeting in charge shall arrange class committee meeting in consultation with the head of the department with prior information to all the members and student representatives. The committee shall ensure the progress of portions covered by the faculty members. Lapse in the coverage of syllabus should be brought to the notice of the HoD immediately without any delay.
5. HoD shall take suitable action to complete the portions within the stipulated time.
6. Class advisor and tutors should conduct Tutor Ward Meeting periodically.
7. Academic coordinator shall prepare the academic calendar and time table in consultation with the Principal.
8. Faculty members who avail leave shall make alternate arrangements in advance with prior information and approval from HoD / Principal.
9. The details of alternate arrangement made shall be recorded properly in the class alteration register without fail. All alternate arrangements even in case of emergency shall be reported to Head of the department well in advance, before the commencement of the class. When HoDs avail leave, department in charge should be assigned the responsibility and this should be intimated to the Principal.
10. Classes should not be cancelled by faculty member for any reasons. Cancellation of any class if any shall be done only with the consultation of the Head of the



Department. Details of cancellation of the class shall be brought to the notice of the Academic co-ordinator and documented properly.

11. Tutorial hours should not be converted into theory hours.
12. Faculty members should not conduct theory class into laboratory unless it is essential in using the laboratory equipments.
13. Once the timetable is finalized and approved by the HoD and Principal, faculty and staff members should abide and follow the time table strictly without any deviation.
14. While choosing elective subjects, any one of the subject shall be selected in common for the entire class and leaving the rest of the subjects as two options depending on the willingness of the students.
15. Classes conducted by the faculty member shall be effective, significant and focused. Control of class is anticipated from each and every faculty member. Well planned, informative, additional points, abreast of knowledge enhances effective class control.
16. Laboratory once allocated to the faculty member for the conduct of a practical subject will not be changed during the semester.
17. Faculty members handling laboratory class should ensure the availability of the requirements in the lab before the commencement of the classes.
18. Shortage of requirements if any should be brought to the notice of the HoDs and concerned Lab in-charges well in advance before the commencement of the classes.
19. Faculty members handling the practical subject shall verify the accuracy of results of all the experiments before demonstrating and permitting the students to do experiments.
20. Lab in-charges, Assisting Faculty & Lab Technicians shall find themselves in the Lab throughout the session ( 3 hours).
21. Maintenance of the Laboratories should be verified periodically by the Lab Incharges and monitored by concerned HoDs.



22. Lab In charges for all the Labs of each department shall be assigned and the Lab Allocation/Utilization schedule shall be displayed in each Lab.
23. Academic Coordinator shall submit the Master timetable (both in hard and soft copy) to the HoDs and Principal for continuous monitoring.
24. The HoDs and Academic coordinator should ensure that the classes are being conducted promptly in time.
25. All the faculty members should be available in the class at least 3 minutes before the commencement of the period and shall not leave without the arrival of the next faculty member.
26. No class shall be left without a faculty member except during interval and lunch break.