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NOTIFICATION

Children's Education Society® hereby makes the following Manual containing the rules governing the matters of general administration and to regulate the conditions of service applicable to the employees of **"THE OXFORD PARAMEDICAL INSTITUTIONS"** (Telugu Linguistic Minority Institutions) viz,

CHAPTER – 1

1. Title, Commencement & Application:-

- (1) The Administrative and Service Manual may be called **The Oxford Para-Medical Institutions Employees Administrative and Service Manual 2009**.
- (2) This shall come into force with immediate effect.
- (3) This shall apply to the employees of **The Oxford Para-Medical Institutions** which are **Telugu Linguistic Minority Institutions** comprising of the following.
 - (1) The Oxford College of Nursing
 - (2) The Oxford College of Pharmacy
 - (3) The Oxford College of Physiotherapy
 - (4) Sri Venkateshwara Institute of Nursing Sciences
 - (5) Indian College of Nursing
 - (6) The Oxford School of Nursing
 - (7) Indian School of Nursing
 - (8) The Oxford Institute of Pharmacy

2. Definitions: -

- (1) **In the Administrative and Service Manual unless the context otherwise means:-**
 - (a) **"Academic Staff"** means any member of the staff engaged wholly or partly in teaching, research development and extension activities of the College.

(b) “AICTE” means All India Council for Technical Education established under the AICTE Act 1987 (Act 52 of 1987).

(c) “Appointing Authority” means & in relation to any post in the College the authority competent to make appointments to any post as indicated in the Schedule.

(d) “Chairman of the Society” means the *Chairman* of the ***Children’s Education Society®***.

(e) “Chairman” means the *Chairman* of the Governing Council of the College.

(f) “College” means and includes the following

- (1) The Oxford College of Nursing
- (2) The Oxford College of Pharmacy
- (3) The Oxford College of Physiotherapy
- (4) Sri Venkateshwara Institute of Nursing Sciences
- (5) Indian College of Nursing

(g) “Controlling Authority” means the Governing Council in relation to all the employees.

(h) “Council” means The Karnataka State Nursing Council constituted under Karnataka Nurses Mid-wives and Health Visitors Act 1961, Indian Nursing Council constituted under Indian Nursing Council Act 1947 (Act 48 of 1947), All India Council for Technical Education Act 1987 (Act 52 of 1987) and The Pharmacy Council of India established under section 3 of the Pharmacy Act 1948 (Act 16 of 1948), as the case may be in relation to each of the paramedical institutions.

(i) “Departmental Head” means the Director of Medical Education in Karnataka.

(j) “Director means” Director of Post Graduate studies in the College.

(k) “Executive Director” means the **Executive Director** of “**The Oxford Educational Institutions**” who shall preside over all the meetings of the Governing Council in the absence of Chairman.

(l) “Employee” means the person in the service of the College, Institute & School in any post and includes the academic staff.

(m) “Enquiry Committee” means the committee constituted by the Managing Committee of the Society to inquire into any charges or allegations.

(n) **“Governing Council”** means the Governing Council of the College to administer and manage the affairs of the College.

(o) **“Government”** means Government of Karnataka.

(p) **Head of the Department’** means the Head of the Department of each Department of studies in each specialty of **M.Sc Nursing, M.Pharm, MPT Courses** and other Head of Department in the College.

(q) **“INC”** means *Indian Nursing Council* constituted under Indian Nursing Council Act 1947 (Act 48 of 1947).

(r) **“Institute”** means *Sri Venkateshwara Institute of Nursing Sciences or The Oxford Institute of Pharmacy*, as the case may be.

(s) **“Management”** means the **Children’s Education Society®** to manage, administer and govern the affairs of the College, Institute and School.

(t) **“Permanent Employee”** means a person permanently employed in the service of the College, Institute and School in any post, duly confirmed by the *Management*.

(u) **“PCI”** means Pharmacy Council of India constituted under section 3 of the Pharmacy Act 1948 (Act 16 of 1948).

(v) **“Principal”** means Principal of the College, Institute and School.

(w) **“School”** means and includes the following

- (1) The Oxford School of Nursing
- (2) Indian School of Nursing
- (3) Sri Venkateshwara Institute of Nursing Sciences.

(x) **“Secretary”** means the Secretary of the Society.

(y) **“Society”** means the **Children’s Education Society ®** registered under section 8 of the Karnataka Societies Registration Act 1960.

(z) **“Temporary Employee”** means a person in the service of the College, Institute and School on temporary basis subject to such terms and conditions if any prescribed and appointed for a period of less than a year.

(za) **“University”** means *Rajiv Gandhi University of Health Sciences* established under section 3 of the RGUHS Act 1994 (Karnataka Act No. 44 of 1994)

(2) All other expressions which have not defined shall have the same meaning as in the Byelaws of the Society.

CHAPTER -2

3. Working Hours of the College, Institute and School

- (1) The working hours of the College, Institute and School shall be from 09.00 AM to 4.00 PM on all working days for the students continuously with a lunch break between 1.00 PM to 2.00 PM for Nursing & Physiotherapy Institutions & 12.00 Noon to 1.00 PM for Pharmacy Institutions, to attend the academic session, tutorial classes, practical and clinical training.
- (2) The working hours shall be from 09.00 AM to 4.00 PM for all the staff. However such of the staff who have Lecture classes shall report at 08.00 AM
- (3) The working hours shall be from 09.00 AM to 1.00 PM on Saturdays.
- (4) The clinical working hours shall be from 8 AM to 4 PM or 2 PM to 8 PM or 7 PM to 7 AM as the case may be.
- (5) The working hours of the Non-Teaching and Administrative staff and Para Medical staff shall be from 9.00 AM to 4.00 PM on all working days and from 9.00 AM to 1.00 PM on Saturdays.
- (6) The working hours of the Principal shall be from 8.00 AM to 4.30 PM on all working days and from 08.00 AM to 1.30 PM on Saturdays.
- (7) The working hours of the Library shall be from 08.30 AM to 8.30 PM on all working days and from 08.30 AM to 3.00 PM on Saturdays.

CHAPTER -3

4. Maintenance of Important Documents, Enactments etc.,

- (1) The following updated documents and Enactments shall be maintained for references.
 - (a) Karnataka Education Act 1983 and Rules enacted there under
 - (b) Rajiv Gandhi University of Health Sciences Act 1994 and Statutes Rules, Regulations and Ordinances framed there under
 - (c) Notifications, Circulars, Orders etc of the RGUHS
 - (d) Karnataka Civil Services (General Recruitment)Rules 1977
 - (e) Karnataka Civil Services (Probation) Rules 1977
 - (f) Karnataka Civil Services (CCA) Rules 1957
 - (g) Karnataka Civil Services (Conduct) Rules 1966
 - (h) Karnataka Civil Services (Performance Reports) Rules 2000
 - (i) Karnataka Government servants (Seniority) Rules 1957
 - (j) Indian Nursing Council Act 1947 and Regulations made there under
 - (k) The Pharmacy Act 1948
 - (l) AICTE Act 1987 and Regulations framed there under

- (m) Karnataka Nurses Mid-wives and Health Visitors Act 1961 and Rules framed there under
- (n) UGC Act 1956 Rules & Regulations made there under
- (o) The Employees Provident Fund & Miscellaneous provisions Act 1952
- (p) Karnataka Societies Registration Act 1960
- (q) Karnataka Selection of candidates for admission to Nursing, Pharmacy and Physiotherapy courses Rules
- (r) Examination Manual of Rajiv Gandhi University of Health Sciences
- (s) Karnataka State Diploma in Nursing Examination Board Manual.
- (t) NAAC Accreditation Manual & Guidelines

(2) All the above Acts, Rules, Regulations, Orders etc, for the time being in force shall be updated as and when they are amended.

CHAPTER - 4

5. Conditions of service of the Employees

(1) The Conditions of service of the Employees, the mode of recruitment the minimum qualifications, experience, eligibility etc. for recruitment shall be as specified hereinafter:

(a) The minimum age limit for recruitment is 18 years. The upper age limit for recruitment as prescribed by Government in respect of General Category is 35 years. In respect of SC, ST & OBCs Category - I is 40 years and in respect of OBCs category IIA, IIB, IIIA, & IIIB is 38 years. It shall stand modified as and when amended by the Government. However the maximum age limit is relaxable by the Management if the candidates are found otherwise suitable with outstanding merit, ability and credentials.

(b) The staffing pattern and scale of pay applicable to the post of Principal, HODs and teaching staff shall be as prescribed by the Indian Nursing Council, AICTE, PCI, RGUHS and Government, as the case may be. The details of the staffing pattern and scale of pay shall be as specified in **Appendix - I**.

(c) The staffing pattern and scales of pay applicable to non-teaching, administrative and supporting staff and the scale of pay shall be as specified in **Appendix - II**.

(d) The minimum qualifications, teaching experience and other eligibility criteria for recruitment to the teaching posts, non-teaching posts and other categories of posts shall be as prescribed by Indian Nursing Council, AICTE, PCI, RGUHS and State Government from time to time, as the case may be. The detailed qualifications etc. are as mentioned in **Appendix III**.

(e) The procedure for selection of candidates for recruitment to any post for a period of one year and above shall be by insertion of an advertisement in the News paper notifying the vacancies that arise from time to time. The selection of candidate shall be by a Selection Committee consisting of the following:-

1	Executive Director	Chairman
2	Principal	Member Secretary
3	Head of the Department concerned	Member

(2) Selection of candidates shall be based on the Class room Demonstration, written Test or Interview, as the case may be, as suggested by the Selection Committee. Candidates shall be selected solely on the basis of merit. The process of selection shall be governed by the rules of recruitment prescribed by the Indian Nursing Council, AICTE, PCI, RGUHS and State Government, as the case may be. Reservation of vacancies in favor of SCs, STs and OBCs, shall be subject to availability of eligible and suitable candidates for selection at the discretion of the Management.

(3) The Candidates whose names are included in the select list prepared by the Selection Committee may be appointed at the discretion of the Management or the Appointing Authority as specified in the Schedule. Their appointment shall be on probation in terms of the KCS (Probation) Rules 1977. The declaration of the period of probation and confirmation shall be under the provisions of the KCS (Probation) Rules 1977.

(4) The seniority of the employees of the academic staff shall be published Department wise every year and circulated among each employee and their signature obtained. The procedure prescribed in the Karnataka Government Servants (Seniority) Rules 1957 & the standing orders issued there under shall be adopted and enforced.

(5) Termination of the services of the temporary employees shall be in accordance with the provisions of the Karnataka Civil Service (Probation) Rules 1977 & the Karnataka Civil Service (General recruitment) Rules 1977. In case of the Probationer he/she shall be liable for discharge if found unfit / unsuitable to hold the post in which appointed.

6. Resignation of the employee:

(1) The Principal and faculty members holding the post of Professor, Assistant Professor and Lecturer shall not tender the resignation to the post held by them respectively at any time either in the midstream of an academic year of any course or before completion of a course of Post graduate study of two years duration so as to avert causing hindrance in preparation of dissertation of a research problem undertaken by the Post Graduate students under the direction and guidance of the concerned PG teacher who is also a Guide as required by RGUHS, PCI, AICTE, INC as the case may be.

(2) Any employee desirous of tendering resignation to the post held by him/her shall submit the resignation letter giving at least 3 months advance notice. Such a resignation shall be submitted through the Head of the Department to the Principal and routed to the Management. Acceptance of the resignation shall be at the discretion of the Management. Such a resignation letter shall be hand written, signed and submitted voluntarily & without there being any act of

compulsion or coercion/duress. In the event of any employee securing appointment in the State Government or Union Government the Management may at its discretion accept the resignation tendered by such an employee waiving the 3 months notice period.

(3) An employee who has submitted 3 months advance notice of resignation shall not be entitled for any kind of leave during the period of notice except casual leave for 3 days. Such an employee shall be invariably be present on the last working day in the respective Institution to get himself/herself relieved of his/her duties in furtherance of the acceptance of the resignation.

(4) However the Management may at its discretion accept the resignation tendered even without 3 months advance notice. It is subject to the condition that such an employee shall be liable to pay 3 months gross salary without any deduction in the form of crossed Demand Draft in lieu of 3 months advance notice for resignation.

(5) Any resignation tendered by an employee shall be considered by the Management and decision taken in the matter of acceptance of the resignation or its rejection in the interest of the students. If a decision to accept the resignation emerges then an order relieving from a particular date shall be issued. Until such time he/she shall continue to be in service and await the decision of the Management.

(6) The Management may at its discretion accept the resignation tendered by an employee at any time during the period of notice and waive the remaining portion of the notice period in pursuit of meeting any expediencies and exigencies.

(7) Upon the acceptance of the resignation and issue of the relieving order the employee shall settle all the dues owed by him to the Institution and the Management. He shall hand over the physical possession of all the Documents, Equipment, Appliances, Apparatus and other properties held in custody to the person suggested by the Principal. He shall return the books borrowed from the Library. He shall immediately vacate the designated quarters held by him and shall pay the outstanding electricity and water charges. Only thereafter he shall be relieved by issue of a formal order by the Management upon receipt of the relevant "No-Due Certificate (NDC).

(8) Once the resignation is accepted and the employee is relieved of his duty in pursuance thereof it shall be final without liberty to withdraw the resignation. However the Management may at its wisdom appoint such persons afresh without continuity of service or with continuity of service by condoning the interruption of service by sanctioning the leave due and admissible to such employees.

CHAPTER-5

7. Admissibility of Emoluments

(1) The Emoluments consisting of pay, dearness allowance, house rent allowance and city compensatory allowance shall be as determined by the Management from time to time. However subject to financial resources of the respective College, the Management may extend the AICTE/State Pay Scales as applicable from time to time with or without allowances admissible thereon under the State Government Rules.

Provided that the employees are not conferred with any right to seek sanction of any particular scales of pay and/or allowances admissible thereon.

Provided further that an higher pay scale may be sanctioned by the *Management* in deserving exceptional cases.

(2) The *Management* at its discretion may appoint other officers and offer higher salaries depending on the need to exceptionally experienced/talented persons.

(3) Notwithstanding anything contained in the sub-rules (1) and (2) the Management may sanction consolidated gross salary to any of the employees depending upon the nature and tenure of appointments.

(4) In the event of any employee having been appointed in the time scale of pay applicable for the post held by him, his pay shall be fixed at the minimum of the pay scale.

Provided that the *Management* may sanction higher starting of pay by sanctioning advance increments in most deserving cases keeping in view of the teaching experience, higher and specialized qualification and eminence in the field of higher learning.

CHAPTER-6

8. Increment

(1) Increments to the employees will not flow automatically as matter of course. A permanent employee shall be entitled to annual increment in the running time scale of pay applicable to the post held by him upon completion of one incremental period of 12 months. It will be released by the *Management* upon evaluation of satisfactory performance of the duty and of service records and self appraisal reports.

(2) However the *Management* may fix a cut off date for sanction of increments upon completion of incremental period of one year.

(3) The following period shall not be counted for increment

(a) Loss of pay leave(LOP)

(b) Extraordinary leave (EOL)

- (c) Unauthorized absence from duty
- (d) Suspension
- (e) Dies-non (Non duty period)
- (f) Fellowship leave
- (g) Study leave
- (h) Interruption or break of service

(4) Satisfactory record of service reflected in appraisal performance report is also a condition precedent for release of increment. Advance increments, additional increments or special increments may be sanctioned by the *Management* in exceptional cases in recognition of outstanding ability, merit and highest degree of integrity.

(5) Temporary and part time employee appointed on consolidated or gross salary may be sanctioned an adhoc lump-sum increment after completion of one year of service at the discretion of the *Management* after evaluation of performance, integrity, efficiency, commitment, dedication and loyalty.

(6) Increment may be with-held as a measure of penalty or punishment with or without cumulative effect by the *Management*. In such cases the increment will be released only after the expiry of the currency of the period of withholding the increment.

(7) An employee promoted and whose pay is fixed at the minimum of the pay scale applicable to the promotional post shall be entitled to the next increment in the pay scale of the promoted post after expiry of one year from the date of fixation of such a pay.

(8) In the event of an employee on leave as on the date of accrual of increment it shall not be sanctioned till he returns to duty.

(9) Any increment accruing on a day which is not the first day of the month shall be advanced to first day of the relevant calendar month.

CHAPTER-7

9. Kinds of leave admissible and procedure for sanction

(1) **Casual Leave:** Every employee shall be entitled to casual Leave of 12 days in a calendar year. In case of new entrants, the casual leave admissible shall be reckoned at one day for every completed one month of service in the first year of the service.

(2) **Special Casual Leave:** Not exceeding 15 days in a year special casual leave will be allowed for the purposes of attending affiliating University Examination related work and academic work.

Provided that such of the faculty attending the examination work or any other academic work shall produce an attendance certificate issued by the custodian or competent authority.

(3) Earned Leave: It is admissible to the employees availing vacation at the rate of 5 days for every 6 months of service commencing from 1st January to 30th June and another 5 days for the second spell of 6 months commencing from 1st July to 31st December of each year. The maximum accumulation of Earned Leave at a time shall be 240 days.

(4) The Earned Leave credited under sub rule (3) shall be as on 1st January and as on 1st of July. It is subject to the condition that the employee shall be on duty or vacation duly sanctioned, as the case may be, or Casual Leave or Earned Leave with full salary. During the spell of 6 months if the employee remains absent or is sanctioned the Extraordinary Leave or Loss of Pay Leave for any reason or any kind of leave is treated as dies non or under suspension then the Earned Leave shall not accrue to the extent of such extraordinary leave or loss of pay or absence from duty at the rate of one day per month subject to a maximum of 5 days in an half year.

(5) The non-vacation employees are entitled for 10 days Earned Leave in the first half of the calendar year commencing from 1st January to 30th June & another 10 days for the next half of the calendar year commencing from 1st July to 31st December, subject to a maximum accumulation of 240 days at a time.

(6) The Earned Leave credited under sub rule (5) shall be as on 1st of January and as on 1st of July. It is subject to the condition that the employee shall be on duty or Casual Leave or Earned Leave with full salary. During the spell of 6 months if the employee remains absent or is sanctioned the Extraordinary Leave or Loss of Pay Leave for any reason or any kind of leave is treated as dies non or under suspension then the Earned Leave shall not accrue to the extent of such extraordinary leave or loss of pay leave or absence from duty at the rate of 5/3 per month subject to a maximum of 10 days in an half year.

(7) Extraordinary Leave or Loss of Pay Leave: Extraordinary leave or Loss of pay leave may be sanctioned to an employee who does not have any other leave at his / her credit on request, subject to a maximum of 3 months. It is relaxable on Medical grounds on production of satisfactory medical certificate. During the period of Extraordinary Leave the employee is not entitled to any pay and allowances. Extraordinary leave may also be granted for prosecuting higher studies, which will enhance the competence of the concerned employee at the discretion of the Management, especially to PG Course or PhD Course. The period of extraordinary leave shall be restricted to the extent of duration of the course of study undertaken by the employee.

(8) Availment of Leave: The minimum & maximum availment of casual leave shall be 1 day and 5 days respectively at a spell. The minimum number of days of earned leave that could be availed is 5 days. However in exceptional cases if an employee does not have Casual Leave in his/her credit Earned Leave may be sanctioned for less than 5 days. The maximum Earned leave that may be availed shall be 60 days with the prior sanction of the Management. In case of illness or for prosecution of higher studies the earned leave may be availed for more than 60 days with the prior sanction of the Management.

Provided that the casual leave cannot be combined with any other kind of leave except Sunday and General Holidays intervening subject to a maximum of 5 days at a stretch.

Provided further that Earned Leave may be combined with Vacation and prefixed and suffixed with Sunday and General Holidays.

(9) Right to claim leave: Leave cannot be claimed as a matter of right. Sanction of leave is the discretion of the authority competent to sanction leave. The competent authority decides the fairness of reason for not obtaining prior permission before availing leave. Leave must be applied in the prescribed format & get sanctioned before proceeding on leave except for a day casual leave. Otherwise availing of unsanctioned leave shall be treated as unauthorized absence and such an employee shall be liable for disciplinary action. Prescribed application forms for sanction of casual leave and other types of leave are at Annexure 1 & 2. Application for sanction of all kinds of leave shall be routed through the Head of Department or Head of Section, as the case may be to the Principal for sanction / recommendation. The Principal shall have the powers to either sanction or reject the leave applied for depending upon the exigencies of the work. Powers to sanction the leave by various authorities are specified below.

Nature of Leave	Authority Competent to recommend	Authority competent to sanction leave and to which extent		
		Principal	Executive Director	Chairman
Casual Leave	Head of the Department/ Manager/Librarian	3 days	Full Powers	Full Powers
Earned Leave & Other kinds of leave	Head of the Department/ Manager/Librarian	30 days	90 days	Full Powers

(10) Leave may be sought both on private /domestic affairs and on medical grounds. In case of leave on medical grounds, the leave application shall be supported by a medical certificate with the recommendation from the surgeon / attending doctor indicating the reason thereof and the period required for joining the duty after a leave on medical grounds. The Medical Certificate and Fitness Certificate should be signed by the Registered Medical Practitioner.

10. Maternity Leave:

(1) Permanent female employees who have put in a minimum five years of service in The Oxford Educational Institutions are entitled for maternity leave of 90 days for the first confinement only.

(2) Maternity Leave can be combined with vacation or Earned Leave, Extraordinary Leave or Loss of Pay Leave.

(3) The Maternity Leave shall not be debited against any other leave credit.

(4) The salary admissible for the period of Maternity Leave shall be equal to the pay and allowances drawn immediately before proceeding on Maternity Leave.

11. Study Leave

(1) Not more than 10% of the faculty in a department may be sanctioned study leave once throughout the service for acquiring any specialized or higher studies and/or for fellowship and Ph.D.

(2) Any employee who has completed at least 3 years of service shall be eligible for study leave

(3) During the study leave the employee shall not be entitled for any leave salary.

(4) An employee seeking sanction of study leave shall execute an undertaking or a bond on a stamp paper duly sworn to before a Notary agreeing that he shall return to duty immediately on completion of the said study and shall not seek any extension

(5) Such an employee who is sanctioned study leave shall successfully complete the course of higher studies and return to duty and shall not discontinue the course of study in the midst.

12. Short Term Fellowship Leave (STFL)

(1) Short term fellowship leave shall be sanctioned to the faculty for visit to academic Center for clinical research and teaching activities.

(2) An employee should have put in a minimum 3 years of service

(3) Such a leave shall be sanctioned for a period not exceeding 3 months at a time subject to leave title.

(4) If more than one faculty member is eligible such a leave it shall be sanctioned according to seniority.

(5) Financial support is not admissible from the Management.

(6) Inter-se seniority shall be maintained even during the leave period for all purposes.

(7) During the STFL the employee shall not be eligible for any leave salary.

13. Long Term Fellowship Leave (LTFL)

(1) Long term fellowship leave may be sanctioned for attending advanced training in the specialized areas whether leading to Post Graduate degree or Diploma or Doctoral or Post Doctoral degrees and so on.

(2) Employees applying for sanction of such leave should have put in a minimum 5 years of service.

(3) Such leave shall be sanctioned initially for a period of 2 years which may be extended up to 3 years for obtaining Ph.D and/or post Doctoral studies.

(4) The employees shall not be entitled to any leave salary during the leave period. However their lien shall be maintained during the leave period and terminable only at the behest of the employee and/or by the Management subject to the conditions of sanction of leave.

(5) Such employees shall execute a bond by undertaking that he shall serve the Institution after return from the leave for a minimum period of five years and shall abide by such terms and conditions and stipulations as may be prescribed by the Management.

(6) Any employee failing to resume duty after expiry of the leave period shall be liable to pay to the Management an amount equal to 12 months salary. A condition to that effect shall be incorporated in the bond to be executed by him with two sureties and a bank guarantee for an amount equivalent to 3 months salary.

(7) Such a leave shall be sanctioned only once throughout the service. However the Management may at its discretion may relax this condition in deserving cases depending upon the expediencies.

(8) The seniority of the employees proceeding on such leave shall be determined by the Management keeping in view of the nature of duties and accomplishments turned out during such leave period. The orders of the Management in this regard shall be final.

(9) Internship Programmes shall not be reckoned as teaching experience for the purpose of pay, increment, leave, provident fund and promotion.

14. Leave to Part-time Employees:

(1) Part-time employees are not eligible for casual leave or any kind of leave including vacation.

(2) Any Part-time teacher remains absent on the day of his engaging classes or practicals for any reason he shall resume duty on the next working day and make good the loss of part time academic work.

15. Termination of employees over staying the leave or remaining absent:

(1) Any employee who has been sanctioned leave and does not resume duty on expiry of the leave period or over stays leave by seeking extension of leave or remains unauthorizedly absent from the duty for a period exceeding one month shall be liable for termination from service. Such employee shall not be eligible for

any terminal benefits save as otherwise provided by any law for the time being in force besides his being disqualified for further employment.

(2) A notice calling upon such employee to resume duty within the period specified in the notice shall be issued before terminating the services of such employee by a formal order.

16. Availment of Compensatory off

(1) Compensatory off cannot be claimed as a matter of right and shall not be availed by any of the academic staff at their discretion and in the routine course unless it is sanctioned by the authority competent to grant the Casual leave. It shall not also be utilized as a prefixure or suffixure in combination with holidays for more than 3 days.

(2) Such of the faculty members intend to avail compensatory off shall apply and obtain prior sanction of the competent authority.

(3) The Principal shall ensure that at least minimum numbers of faculty are available to carry out the academic activities and clinical functions in the College before sanctioning compensatory off.

(4) Part time employees are not eligible for compensatory off.

CHAPTER-8

17. Performance, Functions and Discharge of duties and responsibilities of teaching staff.

(1) The teaching faculty including the Part-time faculty members, shall perform the duties & discharge the responsibilities diligently assigned to them in terms of the norms contained in the AICTE, PCI, INC, KNC, RGUHS and the Management. The Principal and the other teaching faculty shall carry out the additional duties and functions as may be necessary in the discharge of responsibilities assigned to them from time to time.

(2) Professors or Senior faculty and the Heads of the Departments shall ensure the maintenance and smooth functioning of their Departments. For this purpose one of the Professors is designated as Head of the Department. All the theoretical and practical/clinical academic work will have to be supervised to ensure that classes are conducted as per time table & syllabi within the scheduled time limit. They should co-operate with inter departments for extending teaching facilities like class rooms, practical classes etc., They shall bring to the notice of the Principal from time to time with respect to any cases in the Department relating to attendance, lesson plan, Work done dairy, internal assessment etc., assigned to the faculty for scrutiny. The grievances of the students in the Department will have to be sorted out by the Head of the Department.

(3) The HODs shall be responsible for proper conduct of tutorial, class room Lectures, Clinical/Practical sessions of both UG course and PG Programmes and Diploma Courses. In case of candidates promoted

- (a)** From 1st Year to 2nd Year, 2nd Year to 3rd Year, 3rd Year to 4th Year, 4th Year to 5th Year & 5th Year to 6th year of **Pharm D. Course;**
- (b)** From 1st Year to 2nd Year & 2nd Year to 3rd Year of **Pharm D. (Post Baccalaureate) Course;**
- (c)** From 1st year to 2nd year, 2nd year to 3rd year and 3rd year to 4th of **B.Sc Nursing, B.Pharm, BPT courses;**
- (d)** From 1st year to 2nd year & 2nd year to 3rd year of **Diploma in General Nursing and Midwifery and;**
- (e)** From 1st year to 2nd year of **Diploma in Pharmacy, PC B.Sc., M.Sc Nursing, M.Pharm and MPT courses;**

they shall not be deemed to have been admitted to the next succeeding year of the course by entering their names in the attendance register. Such candidates shall pay the fee prescribed for admission to next year of course of study and produce the fee receipt to the HOD/Principal seeking admission and submit the application for admission in the prescribed form at **Annexure - 3**. Only upon producing such receipt for having paid the prescribed fee and submission of application their names shall be entered in the attendance register and allowed to attend the classes. Until such time, the candidates who are eligible for promotion shall not be allowed to higher classes.

(4) The HODs shall organize the seminars, conferences, workshops, Campus and other co-curricular activities relatable to their departments from time to time.

(5) Assistant Professors are responsible for their teaching and practical classes assigned to them. They shall carryout the instructions given to them from time to time. They shall also be responsible for the supervision and Management of the Laboratories attached to them. They shall discharge the additional functions as and when assigned to them by the Head of the Department or Principal.

(6) Lecturers/ Tutors shall engage the classes as per the regular time table and arrange for clinical training. All the syllabi will have to be covered as per the time table, within the prescribed time limit. They shall strive hard to improve and upgrade the quality to the expected standard to enable the students to score good marks. They shall liaise between the students and Head of the Department for developing the leadership. They shall conduct the tests for internal assessment in order to improve the skill and knowledge of the students. They shall diligently maintain the register of internal assessment and attendance register. They shall assist the HODs to organize the co-curricular activities like Seminars, Workshops, Conferences and camps etc., for the benefit of the students.

(7) The Part Time Lecturers/Assistant Professor/Professor shall discharge their academic and clinical functions and perform their duties allocated to them and also carryout their assignments entrusted to them by the Principal and HOD

from time to time. They shall be in par with the regular faculty members except the conditions of service specifically made applicable to them.

(8) The faculty members In-charge of Anatomy, Physiology, Bio-Chemistry, Pathology, Micro Biology and Pharmacology shall be appointed regularly and on part time basis depending upon the work load. They shall discharge their academic and clinical functions and perform their duties strictly in conformity with the time table on the specified days. Such of the medical faculty serving concurrently in medical Colleges are permitted to do so with the prior permission of the Management.

(9) All the Faculty members comprising of the Principal, Professor, Assistant Professor, Lecturers/Tutors including the Part-time faculty members shall perform their functions and discharge their duties with utmost integrity, dedication, loyalty and devotion in carrying out the academic, clinical work, and administrative activities. They shall make themselves available for academic, clinical, research, development and extension activities in pursuit of achieving the academic excellence and eminence, during the working and functional hours of the College on all working days.

(10) All the faculty members including the HODs shall take-up the class, Practical/Clinical to any PG students in conformity with the Regulations of AICTE, INC, KNC, PCI, and Rajiv Gandhi University of Health Sciences.

(11) The above stipulations shall be equally applicable to the part-time Professor/Assistant Professor/Lecturer/Tutor who shall complete their academic work and carryout their clinical/Practical classes on the days prescribed without altering them to any other alternate preceding or succeeding days to meet their personal exigencies.

(12) The Professors and HODs shall be In-charge of the Library, Departmental Library and Laboratory. In addition to performance of the duties and discharge of their functions they shall allocate the duties and assignments to the Assistant Professor and Lecturers and also the non-teaching staff.

(13) The Job Responsibilities shall be as prescribed by the AICTE, INC, KNC, PCI, and Rajiv Gandhi University of Health Sciences especially in the field of academic, administrative, extension activities, development, research and consultancies from time to time which shall be strictly adhered to by the faculty.

(14) The Principal is responsible for prevention of ragging by enforcing the guidelines and directions issued by the Government, UGC, AICTE and Supreme Court. He will ensure that not a solitary case of ragging has crept in through the enforcement of discipline among the students.

(15) The Principal who is ex-officio chief superintendent of examinations will conduct the examinations smoothly and strictly in terms of the examination manual besides ensuring conduct of timely tests for award of internal assessment marks.

(16) The workload of the faculty and the minimum teaching hours shall be as prescribed by the *All India Council for Technical Education, Pharmacy Council of India, Indian Nursing Council, Karnataka Nursing Council, Karnataka State Pharmacy Board, and Rajiv Gandhi University of Health Sciences* from time to time. A list of the same is specified in **Appendix – IV**.

(17) The Principal is the Head of the Institution vested with the powers of superintendence, control and supervision in all of the affairs of the College. He /She shall be responsible for the smooth functioning of the Departments and also activities relatable to research, development and extension of all the Departments. He /She will exercise such power and carryout such functions as prescribed under this Manual and by the *AICTE, INC, KNC, PCI, and Rajiv Gandhi University of Health Sciences* as amended from time to time. He will formulate the perspective planning and monitor it for the co-ordinated development of the departments in pursuit of promoting the qualitative growth of the College and address all the issues connected therewith and ancillary thereto.

18. Duties and responsibilities of Non-teaching staff.

(1) The non-teaching employees shall perform their duties and discharge their responsibilities analogous to the members of the teaching faculty and assist them in carrying out the academic activities of the department.

(2) The Laboratory Technicians, Lab Assistants, and lab in-charge are responsible for the laboratories and the clinical workshop. They shall accommodate the various branches for smooth conduct of practicals. They shall co-operate with the staff of the other department or branches in the conduct of practical smoothly. They shall carry out the normal repairs and maintenance of the equipments, machines, plants etc and ensure that no such machineries, equipments etc are kept idle. They shall be in constant touch with the Head of the Department and Principal for maintenance and upkeep from time to time.

CHAPTER -9

19. Library Committee:

(1) The composition of Library Committee shall be as here under:

1	Principal	Chairman
2	All the HODs	Members
3	2 student - representatives	Members
4	Librarian	Member-Secretary

(2) The Committee shall meet periodically at least once in two months. It will also organize the seminars, conferences, Book Exhibition etc., at least once in 6 months for upgradation and development of library in pursuit of significant contribution for improvement of library. It will function as an advisory committee for introduction of latest technologies in the library science like digital library, E-Library, Helinet, Delnet, Library Software and other innovative networking

system including library management software, library and information networking, online publications, knowledge center activities.

20. Duties and responsibilities of Librarian & Library Assistant.

(1) The Librarian and Library Assistant shall be non-vacation staff. They shall work keeping the Library open from 08.30 AM to 8.30 PM from Monday to Friday and 08.30 AM to 3.00 PM on Saturdays by staggering the working hours.

(2) The Librarian shall supervise the library for its effective functioning. He will formulate the policy and perspective planning for maintenance of scientific system of library. He will ensure access use and security of library materials by utilizing the supporting facilities like computers, internet, Bandwidth, Online journals, computerized services, infolibnet, delnet, IUC and other information services.

(3) He shall be responsible for proper maintenance of books, texts, periodicals, journals and other documentation. The work relating to cataloguing, classification and filing cards of each of the books etc., He shall carry out their functions for acquisition of books, journals, periodicals etc., in consultation with Principals, HODs and Faculty for reference and issue and involve in bibliographical activities, circulation, stock maintenance, electronic display, reprographic work, social and extension activities.

(4) He shall prepare the budget estimates for each academic year and obtain the approval of the Library Committee and Governing Council well in time.

(5) He shall accept the gifts and donation of books, journals, periodicals and other library materials and acknowledge the receipt of the same to the donors expressing the gratitude. Such books etc. shall be entered in the accession register and maintained accurately.

CHAPTER – 10

21. Duties and responsibilities of the Director of Physical Education.

(1) The Director of Physical Education, shall be non-vacation staff and the working hours would be staggered from early morning to late afternoons and evenings to train the students in sports and games. During the vacation they shall organize and participate in games in the College campus.

(2) He shall be responsible for coaching of the students and conduct the tests and measurements from time to time. He shall enforce the rules prescribed for games and sports. He shall prepare the students to participate in the sports and games events conducted from time to time at state level, university level and inter-collegiate level and also for National Tournaments and athletic meet. He will prepare event plans well in advance before the commencement of the academic year and implement them effectively, applying the National sports policy.

- (3) He shall adopt the latest scientific method of training and coaching curricular development related to College and the University like Bio-Mechanics of sports techniques, exercise, physiology and sports medicine. He shall draw up the design and training for physical education and sports before the commencement of the academic session. He will also arrange for indoor games, gymnasium and yoga programmes in the College and in the hostels.
- (4) He shall perform all the duties related to examinations. He shall play leading role in the enforcement of discipline among students in College premises.
- (5) In addition to his normal duties and functions as physical education faculty they shall be responsible for enforcement of methods of physical fitness development, continuous running method, interval running methods, circuit running methods, weight lifting, accretion run, pase race and development of flexibility and co-ordinating ability.
- (6) He will make all endeavouurance to win and secure the medals, trophies and awards through the students in the games, Sports Competitions etc.,

CHAPTER -11

22. Duties and responsibilities of Manager and Administrative Staff.

- (1) The Manager in the Administration section shall perform the duties and discharge all the responsibilities in relation to all administrative, establishment and service matters of the employees of the College. The main functions of the Manager shall be as spelt out hereunder, inter-alia, other duties & functions.
- (2) He shall perform the day-to-day routine work of the office.
- (3) He will be responsible to place before Principal / Management all correspondence, financial transactions and important policy matters for final decision.
- (4) He shall be responsible for the efficient Management of office work.
- (5) He shall exercise general supervision over the section in regard to office Management, Class arrangement, Cleanliness of campus and inside the building.
- (6) He will guide the inexperienced case workers in their day to day work.
- (7) He shall attend the important work on priority.
- (8) He shall devote personal attention for smooth running of the office as and when warranted.
- (9) He shall be responsible for watching and overseeing the disposal of papers and fixing up watch register or other registers and records.

- (10) He shall advise and help the case workers for disposal of important and urgent matters.
- (11) He shall personally deal with confidential and urgent files/papers.
- (12) He shall conduct periodical inspection of the quality of the work of case worker and motivating them to achieve maximum efficiency.
- (13) He shall personally attend the immediate problems of students.
- (14) He will be instrumental for enforcement of rules and procedures strictly.
- (15) The Manager shall receive all the letters and other communications addressed to the College and open the covers/ envelopes in the presence of the Principal. If there are any papers to be attended to on priority they shall be marked as "Top Priority", " To-day ", "Urgent", "Immediate" and VVI (Very Very Important). In case of Important, Very Important, Very Very Important and Confidential matters they shall be attended to by themselves instantly. All other letters and papers shall be marked to the concerned for immediate action as may be deemed necessary.
- (16) All the letters and papers or communications meant for other sections or departments shall be invariably marked to the Head of the Department or Faculty Member for such action as may be necessary. The concerned shall report the compliance to the Principal.

CHAPTER -12

23. Obligation of the employees

- (1) Every employee shall abide by the rules and regulations governing their conditions of service. They shall always maintain integrity, loyalty, dedication, honesty and devotion to duty to up keep the dignity, reputation and image of the institution. They shall not do any thing which is unbecoming of an employee. They shall carryout their duties and responsibilities conscientiously.
- (2) All the Employees shall take care of the properties, equipments, clinical material, medicines, chemicals, consumable, Instruments, machines, furniture and apparatus etc, of the College. They shall take all the reasonable precautions to safeguard them against accident, damage, pilferage or loss. In the event of any damage or loss is caused attributable to the conduct of any employee on account of mishandling or misuse the concerned employee shall be liable for disciplinary action and for recovery of the assessed value of the breakage, damage or loss.
- (3) It is incumbent on the part of the employee to promptly report any occurrence of such an event to the notice of the Management if it endangers the lives of the persons and likely to result any damage to the property and so on.

(4) Every employee shall take appropriate precautions against hazards and use safety devices and preventive measures.

(5) Every employee shall ensure that the stock procurement and stocking of materials, etc., do not get outdated. Periodical review shall be conducted to identify the clinical materials, chemicals, glasswares and medicine nearing expiry date and the concerned HOD shall appraise the Management about the said juxta position and initiate appropriate action to avert such mishappening.

(6) Employee shall not organize or participate in any demonstration or resort to strike on any pretext which is prejudicial to the interest of the student and decency or morality of the Institution. He shall not instigate or incite or abet any form of strike, agitation or stoppage of work.

(7) Employee shall not criticize the *Management* in any form affecting the reputation and image and also shall not comment on the functioning of the Institution and academic activities which is detrimental to the students.

24. Code of Conduct and Disciplinary Action.

(1) Every employee shall possess good moral character and shall maintain absolute integrity, devotion to duty, loyalty, dedication, faithfulness and sincerity. He/She shall not do any act which is unbecoming of an employee or get involved in criminal case, embezzlement, defalcation and fraud or remain unauthorized absent from duty or willful and deliberate disobedience or flouting the orders of the higher authorities.

(2) An illustrative code of conduct applicable to each employee is as specified below: -

- (a) He /She should be honest and show dedication, diligence & devotion to duty
- (b) He /She should not neglect his/her duties.
- (c) He/She should not involve in criminal activities or instigate the students to indulge in such activities.
- (d) He /She should not show discrimination in the name of caste, creed, religion, language, place, origin or other social & cultural background.
- (e) He/She should not engage in malpractice in examination nor instigate such act.
- (f) He/She should not show negligence in the valuation of answers of the students.
- (g) He/She should not leave the institute premises during working hours without permission of Principal or Management.
- (h) He /She should not remain absent or avail leave repeatedly without permission of the Principal
- (i) Without the permission of the Management he/she should not publish Manuals / Books/Guides/Journals.
- (j) In his/her official capacity he/she should not accept gift from anybody on behalf of the College.

- (k)** He /She should not practice and instigate untouchability.
- (l)** He/She should not cause loss to the property of the College.
- (m)** He/She should not act or abet indecent behavior.
- (n)** He/She should not involve in activities of violence or moral turpitude
- (o)** He/She should not misbehave with students, parents or Management personnel.
- (p)** He/She should not conduct any union meeting or participate in any such meeting conducted by other forum without the permission of Management.
- (q)** He/She should not disobey the instructions/orders of the higher-ups-Management /Principal /Heads of Departments.
- (r)** He/she shall not attain to any academic or examination related work in respect of any private universities or any private autonomous institutions without the prior express approval of the management.

(3) The above code of conduct is only illustrative but not exhaustive. Any contravention of the code of conduct shall render the employee liable for disciplinary action.

(4) Any conduct of unusual behavior or activity of an employee beyond the normal limits, shall be viewed as misconduct or misbehavior & attracts disciplinary action against the concerned.

(5) Any employee found to have indulged in grave act of misconduct is liable for disciplinary action. The said action after due process of enquiry by the Enquiry Committee constituted for the purpose may result in imposition of penalties specified infra.

(6) Disciplinary Authority depending on the gravity of misconduct may impose all or any one of the following penalties on the employee against whom the charge of misconduct, misbehavior, disobedience, dereliction of duty, illegal gratification etc or any other misdemeanours is established :-

- (a)** Fine (in case of lowest grade of employee)
- (b)** Censure
- (c)** Withholding of increment
- (d)** Recovery of the pecuniary loss caused to the institution or Management or any person
- (e)** Reduction of pay at any stage in the scale of pay applicable to the post held by them
- (f)** Reduction to any category of post with direction as to the impact on the fixation of pay at a particular stage in the reduced post and the period thereof with specific indication as to earning of increments during the period of such reduction
- (g)** Removal from service.
- (h)** Dismissal from service.

25. Procedure for imposition of penalties.

(1) If any employee is found to have committed any misconduct in violation of the provisions of this Manual or does any act which is unbecoming of an employee he/she shall be dealt with in a disciplinary proceeding.

(2) A notice containing the articles of charges against such an employee, a statement of imputation of misconduct or misbehavior in respect of such articles of charges and a list of documents by which and a list of witnesses by whom the charges could be sustainable in the form of annexures 1, 2, 3 and 4 shall be served on him directing him to submit his written statement of defence within a time limit of not less than 15 days. Immediately upon the response of the defence statement or if the employee fails to submit the defence statement even after expiry of the period of 15 days the Management/ Disciplinary Authority shall proceed to constitute an Enquiry Committee to inquire into the charges levelled against such employee. The Enquiry Committee shall call upon the employee to appear before it by affording an opportunity in conformity with the Principles of Natural Justice by examining the documentary evidence corroborated with the oral evidence and after hearing the arguments shall submit the report of enquiry containing its specific findings about the charges having been proved and whether the employee is found guilty of charge.

(3) The disciplinary authority shall upon the receipt of the report of the enquiry committee shall make available a copy of the report of enquiry to such employee directing him to show-cause as to why the report of enquiry should not be accepted and penalty commensurate with the proven and charge should not be inflicted on him by fixing a time limit to submit his reply if any. Soon after the receipt of the reply to the show-cause notice the reply submitted by the employee shall be considered and any of the penalties envisaged in sub rule (6) of rule 24 and order to that effect shall be served on the employee either in person or by post and obtain acknowledgement thereof.

(4) All the procedural aspects for initiation of disciplinary action and issue of final orders as prescribed in the Karnataka Education Act 1983 and the rules made there under shall be strictly enforced.

CHAPTER – 13

26. Terminal Benefits.

(1) The permanent employees are eligible to become the members of contributory Provident Fund under the provisions of the Employees Provident Fund and Miscellaneous Provisions Act, 1952. The Contribution of both the employees and employer share shall be as prescribed from time to time under the said Act and the Employees Provident Fund Scheme 1952.

(2) The *Management* shall deduct the contribution of the employee from out of the gross emoluments at the percentage prescribed from time to time and deposit the same with the Regional Provident Fund Commissioner along with equal

matching contribution by employer. The contribution standing at the credit of the employee shall be payable to the employee or his family as the case may be from the Regional Provident Fund Commissioner at the time of his/her retirement / resignation or death under the provisions of the said Act 1952 & Scheme 1952.

(3) The *Management* may at its discretion extend any New Pension System (NPS) as may be introduced by the Government of India to its employees.

(4) Every employee shall insure his/her life for a minimum assured sum of Rupees One lakh with the LIC of India by obtaining the endowment policy.

CHAPTER - 14

27. Maintenance of Service Register:

(1) Service Register in respect of each employee shall be maintained by the Head of the Institutions in the Service Register prescribed by the State Government from the date of initial appointment.

(2) The Service Register shall contain all the particulars of employees including the following:

- (a)** Date of Birth
- (b)** Qualification and Experience
- (c)** Temporary and Permanent Address
- (d)** PF Membership No / Bank Account No.
- (e)** Contact Telephone No. (Landline and Mobile)

(3) The Service Register shall be updated from time to time with all the requisite entries duly attested by the Principal and maintained in the College office. It may be shown to the concerned employees at least once in a year and their signatures obtained as a token of acknowledgement.

CHAPTER - 15

28. Maintenance of Files and Records.

(1) All the files will be processed under trilateral index headings like “ EST” , “ ABM” “ ACT”, “CAS”, “EXM”, “SPS” etc. Such files shall be maintained by adopting the Record Management adverted in this Manual.

(2) The Record Management of all the files, records and registers maintained in the College either in the office or in the department shall be processed and dealt with as current files or registers. After the completion of adventure or required action the files, registers and records may be closed under five classifications for being preserved for a definite period of time depending upon the nature and importance of the files or register/ records for future guidance and reference. Soon after the closure of files and register an index slip shall be affixed containing the following particulars.

- (a) File No. / Register No. / Record No.
- (b) Subject Matter
- (c) Period of Coverage.
- (d) Date of Commencement.
- (e) Date of closure
- (f) Classification
- (g) Expiry date of currency to destroy.
- (h) Extended date for preservation after review.
- (i) Signature of the Case worker/ Superintendent / Manager / Head of the Department/ Principal.

(3) The closed files, Registers or records shall be transmitted to the Records Section for preservation, duly indexed. The Record Keeper shall be in-charge of proper maintenance.

(4) The concerned Case Worker or the Superintendent or the Manager as the case may be shall close the files with the approval of the Principal. Thereafter the files will be neatly stitched and indexed for being sent to the record section.

(5) The classification of the closed files, registers and records for the purpose of preservation either permanently or for a specified period shall be as indicated below:

SL.NO	Nature of item	Preservation	Classification
1	File/register required permanently	Permanent	A
2	File / register required longest period	25 year	B
3	File/register required for longer period	10 year	C
4	File/ register required for few years	5 year	D
5	File/register required for short period	1 year	E

(6) The record keeper in the record section shall maintain the register containing the following particulars.

- (a) File / Record/ Register No.
- (b) Page Nos. on Note side.
- (c) Page Nos. on Correspondence side.
- (d) Date of commencement.
- (e) Date of Closure.
- (f) Classification of the file.

(7) The files shall be divided section wise, office wise, Branch/ Department wise like Establishment Section, Admission Section, and Examination Section, Despatch Section and so on. Soon after the expiry of the currency of the life of the file/ record/ register they shall cause to be destroyed and disposed of by auction sale of waste or old papers tearing them with the approval of the Principal. If the

Principal after scrutiny deems it necessary to extend the currency of the life he shall pass written orders on such closed file/record/register.

(8) All the applications for admission to various courses in respect of the candidates admitted along with one set of copies of the marks card and degree certificate of the qualifying examinations shall be arranged academic year wise, course wise in a chronological order and maintained in the record section.

29. Preservation of records

(1) The following files/ records/ registers and documents shall be preserved permanently.

- (f) Service Register
- (g) Acquaintance Roll/Register
- (h) Cash Book
- (i) Pass Book
- (j) Audit Report
- (k) Permanent Asset Register of the College
- (l) Land and building documents
- (m) Marks cards or Original statement of marks
- (n) Orders of the Government of Karnataka sanctioning the recognition of the Colleges with the respective Diploma, UG and PG courses.
- (o) Approval of Indian Nursing Council, Pharmacy Council of India, Karnataka Nursing Council, Drugs Control Board, AICTE granting approval to the respective Colleges.
- (p) Matters relating to court cases
- (q) Seniority list of various employees
- (r) Orders/Notifications of the RGUHS sanctioning the affiliation and renewal of affiliation sanctioning the approval or extension of approval and permission of the Drugs Control Board from time to time.
- (s) Applications for admission of students to the UG Courses and PG programmes along with Photostat copies of the Academic documents.

(2) Orders of the Government sanctioning the affiliation, Notification of the University sanctioning the affiliation and continuation of affiliation and approval orders of All India Council for Technical Education/Indian Nursing Council/Pharmacy Council of India/Karnataka Nursing Council and also orders if any of the Government of Karnataka shall be preserved in the concerned section handy for immediate reference.

CHAPTER -16**30. Organization & Methods (O.M.)**

The office organization in the College shall be as specified below

Admission Section: -

(1) The case worker is in-charge of all admission matters. Admission of students to First year and onwards shall be made & updated regularly. The following registers should be maintained and they shall discharge the duties as specified below:-

- (a)** Admission registers of students
- (b)** Data Collection Book (DCB)
- (c)** Files containing all the original academic documents of the students admitted to the First year. They shall be returned to the concerned students at the time of leaving the College.
- (d)** Register of procurement of transfer certificate, migration certificate, eligibility certificate and equivalent certificate.
- (e)** Issue of bonafide / study certificate
- (f)** Scholarship Register in respect of students belonging to SC, ST and OBCs and follow up.
- (g)** Maintenance of files relating to all correspondence.
- (h)** Rules, Regulations, Orders, Notifications, Circulars, etc. relating to Admissions, Examinations, Syllabus and their updation from time to time.

(2) Admission of students under Government quota to any courses shall be made strictly in accordance with the rules of the Government, Statutes/Regulations/Ordinances relating thereto. Copies of the rules etc., and the correspondence made with the Government, Director of Medical Education, Rajiv Gandhi University of Health Sciences, Paramedical Board, Karnataka Diploma in Nursing Examination Board, CET Cell etc shall be maintained properly.

Examination Section:-

(3) Case worker plays a dominant role in maintaining confidentiality. He /She shall report to the Manager and the Principal from time to time in respect of all matters concerning the examinations and carry out the examination related work meticulously. He/She shall be vigilant & conversant with the rules, regulations and procedure notified by the University/Board. The following Registers and Documents shall be maintained:-

- (a)** Marks Register of all the examination.
- (b)** Debarred students Register
- (c)** Examination stationery stock and issue Register
- (d)** Result sheet of all Semesters

- (e) Files and documents for conduct of examination and announcement of timely results.
- (f) Internal assessment marks statement and Register.
- (g) Result analysis statement.

Establishment Section: -

(4) The employees working in the Establishment section shall maintain confidentiality with respect to the duties discharged by them. The bio –data of all the employees will have to be collected, compiled & kept in the personal files of the concerned. Separate CD in respect of each may be prepared. The service register of each employee shall be opened, maintained and updated with entries periodically. All the correspondence made with the Government, Director of Medial Education, University/Board, CET Cell, etc shall be kept in the concerned personal files of each employee. All matters relating to recruitment, promotion / termination, welfare measure are to be dealt promptly. Maintenance of leave account and sanction of leave are promptly entered in the services register and copies thereof shall be kept in the personal files. The following important registers shall be maintained permanently: -

- (a) Service Register
- (b) Attendance Register
- (c) Leave Sanction Register
- (d) Casual Leave Register
- (e) Movement Register
- (f) Provident Fund Register
- (g) Insurance Register / Record
- (h) Staff Pattern and vacancy Register
- (i) Attendance Register
- (j) Personal Files
- (k) Enquiry Files

Purchase Section: -

(5) There shall be a Purchase Committee consisting of the following for making recommendations to the procurement of the equipments, instruments, medicines/drugs, chemicals, clinical items, consumables, peripherals, glass wares, furniture, stationary, etc.,

Principal	Chairman
All HODs	Members
Librarian	Member
Manager	Member-Secretary

(6) The requirement of the equipments, peripherals, consumables, chemicals, instruments, glass wares, clinical items etc., shall be submitted in the form of a

note by the concerned HOD to the Principal. Meeting of the Committee shall be called for by the Principal to consider such procurement proposals and to make recommendations. Each proposal shall be submitted to the Chairman / Executive Director for approval. Thereafter the Manager (Purchases) shall invite quotations/tenders for supply of such items by adopting the procedure in vogue.

(7) The quotations or the tender so received shall be considered by the Purchase Committee in the light of the specifications and the rates quoted. Purchase orders may be issued after negotiation with the suppliers/ vendors with the approval of the Governing Council.

Provided that in case of urgency purchase orders may be issued with the approval of the Executive Director subject to ratification by the Governing Council.

(8) All petty purchases by the College may be made at the request of Laboratory in-charge and Head of the Department and the Principal. The Manager (Purchases) may correspond with the firms for procurement of equipments, consumables, peripherals, chemicals, glass wares etc. Every purchase shall be made after inviting quotation with specifications. Purchase orders may be issued with the approval of the Executive Director by virtue of the powers delegated. If the value of the purchase exceeds the powers delegated ratification of the Governing Council shall be obtained. Definite specifications and addresses of the firms may be obtained in consultation with the Principal and Head of the Department and maintained.

(9) The following registers, files and record shall be maintained.

- (a)** Purchase files
- (b)** Separate stock ledgers for chemicals, equipments, consumables, furniture, instruments, peripherals, appliances etc.
- (c)** Day book of receipts
- (d)** Invoice books
- (e)** Quotations / correspondence / Purchase order
- (f)** Scrap and waste disposal Register
- (g)** Unserviceable Equipment Disposal Register
- (h)** Issue Register

(10) The concerned employee shall be in constant contact with Heads of Department for procurement of tools, chemicals, equipments, consumables etc. A list of firms shall be obtained from time to time and updated by the Head of the Department for timely procurement. Stock register should be maintained up-to-date and daily entries are made regularly. The stock available shall be issued to the various laboratories only on the basis of indents.

Accounts and Cash Section: -

(11) It shall be responsible for collection of all fees and accounting of money. Official receipt shall be issued in token of having received the cash, Demand Draft and cheque as the case may be. The money so collected shall forthwith be

recorded in the day book and reflected in the cash book. The money so collected shall be remitted to the bank on the next working day to the credit of the concerned college or school or institute, as the case may be. The Employees dealing with cash and accounts shall perform their duties honestly & efficiently. They shall be personally responsible for loss of money related to any kind of transaction. All payments shall be made only by cheque signed by the Principal and/or any authorized signatory, as the case may be. The following registers, files and records shall be maintained and updated on day to day basis.

- (a) Cash Book
- (b) Day Book
- (c) Remittance Register
- (d) Pass Book
- (e) Challan Book
- (f) Acquaintance Register
- (g) Scholarship Register
- (h) Provident Fund Register
- (i) Other Deduction Register

(12) The concerned employee shall prepare the pay bills of every month for salary disbursement. Payments shall invariably be made through Bank to the S/B Account of the concerned employee. The cash, cheque, DD/Pay orders received shall be preserved in safe custody till they are deposited/ presented to the Bank. Any defalcation, manipulation, fabrication, misappropriation, embezzlement etc. shall be viewed seriously and the concerned dealt with firmly and severely by lodging criminal case against the concerned besides personally holding responsible for recovery. All the Bills, Vouchers, Receipts and other relevant documents shall be maintained systematically and chronologically. All the final accounts should be got audited by the Chartered Accountant every year.

Despatch Section:-

(13) All the letters and other communications received and despatched shall be registered in the inward register books by an employee who is in-charge of despatch section. He /She shall deliver the letters, papers and other communications after obtaining the acknowledgment from the concerned. The following registers, record and files shall be maintained in the despatch section.

- (a) Inward Register
- (b) Outward Register
- (c) Local Delivery Book
- (d) Stamp Accounts Register and File

(14) On Receipt of letters and other communications from outside, acknowledgment for having received them shall be given to the concerned person or other authorities. They will be registered in the Inward Register. They shall be marked and sent to the concerned Head of the Department or sections and acknowledgement obtained. All the other outgoing letters and other despatchable items shall be dispatched on the same day. Local delivery letters and other items communications shall be forwarded through the local messenger or special messenger depending upon the expediency. The circulation of memo, circulars, certificate and all other communications within the College shall be delivered

internally without any delay. The concerned employees in the dispatch section shall be responsible for prompt delivery and dispatch of day-to-day correspondence without giving scope for any delay.

CHAPTER-17

31. Admissibility of Traveling Allowances and Daily Allowances to the employees

(1) Traveling Allowance (TA) & Daily Allowance (DA) shall be admissible to teaching, non-teaching and other employees on their tour on duty in connection with the official work other than examination duty.

(2) The admissibility of Traveling Allowance depending upon the status of the employees for travel is detailed below.

Sl. No.	Mode of Journey	Category			
		A	B	C	D
		Principal	Professors	Asst. Professor / Lecturer	Non-Teaching / Administrative staff
(1)	Travel by Air within the State & the out side State	Economy Class	Not admissible	Not admissible	Not admissible
(2)	Travel by train	1 Class AC	I Class Sleeper	I Class	II Class
(3)	Travel by bus	Highest grade of accommodation	Highest grade of accommodation	Next to the highest grade	Ordinary Bus
(4)	By own car or hired taxi	Rs.9 per KM	Rs. 9 per KM	Not admissible	Not admissible

(3) The purpose of payment of traveling allowance is to reimburse the actual expenditure involved toward the travel by Air, Train, Bus, or by own Car or Taxi, as the case may be. Hence the actual amount spent for travel by Air/ Train/Bus fare or the hire charges paid for Taxi shall be reimbursed, subject to prevailing rate or actual City Taxi/Travel Taxi hire charges or Rs. 9 per kilometer in case of own car which ever is less.

(4) In case of travel by own car, the mileage allowances admissible is Rs. 9 per KM subject to the prevalent hire charge in respect of taxies, whichever is less.

(5) Daily Allowances shall be payable at the rate equal to the actual expenditure incurred towards the lodging and boarding charges in the ordinary hotels excluding the star hotels.

- (6) TA or DA shall not be admissible for the journey within the agglomeration limit of Bangalore city.
- (7) All the claims for traveling allowance and daily allowance shall be supported by the tickets, receipts, bills and vouchers for the purpose of accounting and auditing.
- (8) Traveling shall be restricted to the economical class of journey to the extent possible.
- (9) Payment of daily allowance towards the boarding and lodging shall also be restricted to the available economically category of hotel.
- (10) The actual amount paid towards auto rickshaw/taxi fare for the local journey between the College and bus stand, Railway station or Airport shall be reimbursable subject to production of bills, vouchers or receipts.
- (11) Traveling Allowance & Daily Allowance are also admissible for deputation of the employees by the Management to higher studies, specialized training, Seminar, Conference, and workshop. The period spent in attending including the reasonable time required to and fro journeys shall be treated as the period spent on duty. It shall not be admissible if the organizing or sponsoring authorities bear such expenditure including travel fare.
- (12) Only the following categories of employees are eligible for traveling allowance and daily allowance for the journeys within the state and outside the state but within India.
- (a) They must have put in minimum 5 years of service.
 - (b) They are permanent Employees.
 - (c) Performance of Journey shall be only for official duties.

CHAPTER – 18

32. Incentive and Rewards for exemplary work.

- (1) The *Management* may at its discretion grant incentives and / or rewards to any employees in recognition of their extraordinary work, for outstanding abilities & proficiency by sanctioning advance increments in the time scale of pay of the post held by them or in terms of cash or kind.
- (2) In pursuit of motivating the faculty for presentation of papers in National and International conferences, seminars, symposiums etc and also to publish research papers on various projects in the National and International journals an incentive in the nature of cash awards shall be sanctioned. The details of the cash award admissible shall be as here under:

Sl.No	Nature of Presentation/Publication	Amount of Cash Awards
1	National Level Presentation	Rs. 2000/-
2	National Level Publication	Rs. 3000/-
3	International Level Presentation	Rs. 4000/-
4	International Level Publication	Rs. 5000/-

Provided that the journals shall have wide circulation at National Levels and International Levels.

(3) In order to encourage the faculty to improve their academic qualification by acquiring specialized qualification or higher qualification like M.Phil, Ph.D and Post Doctoral which will have an impact on upgrading the standard of teaching, undertaking research, clinical and developmental activities and also extension activities an advance increment as admissible under the AICTE pay scales shall be sanctioned soon after acquisition of such qualification. Such faculty shall also be considered, at the discretion of the Management, for promotion to the higher posts against the existing vacancies.

CHAPTER - 19

33. Superannuation:

(1) Every permanent employee shall retire on the last day of the month in which he/she attains the age of 60 years. If the last day of the month is a general holiday and any days preceding thereto are general holidays the employee shall be relieved on the afternoon of the last working day before the date of such retirement and the succeeding holidays till the end of such a month shall be treated as on duty for all purposes. If the date of birth of an employee is a first day of the month he shall be relieved on the afternoon of the last day of the month preceding the month in which he attains the age of 60 years.

(2) However the Management may at its discretion continue an employee who has attained superannuation in service till the attainment of 65th year of age if such an employee is physically fit and having an outstanding track record.

(3) When an employee is continued in his service beyond superannuation he/she shall abide by such terms and conditions as may be imposed by the Management and draw such emoluments as may be determined by the Management.

CHAPTER - 20

34. Amenities to the Student

(1) Separate hostels shall be provided to boys and girls who are in need of such accommodation.

(2) A free medical check up shall be conducted for the student for monitoring health and good physique.

(3) NCC training shall be arranged by the College in collaboration with I Karnataka Girls Battalion under the Directorate of NCC for Goa and Karnataka. Apart from the girls senior wing a separate boys wing will also be organized.

(4) NSS camps will be organized from time to time as a part of extra-curricular activities.

CHAPTER - 21

35. Delegation of powers

(1) The administrative and financial powers shall be delegated at various levels for smooth, effective and efficient functioning of the College and also for obviating the delay. The various administrative and financial powers delegated to different functionaries shall be as specified in **Appendix-V**.

(2) However in case of urgency the HODs and the Principal may procure any chemicals or consumables the maximum amount of which shall not exceed Rupees Five Hundred at a stretch with the oral instructions of the Executive Director subject to ratification of the competent authority.

CHAPTER-22

36. Powers of the Management to make Rules, Byelaws Manuals and to amend the existing Rules/Byelaws.

(1) The Management is vested with the powers to make Rules, Regulation or Byelaws and also to amend the same as and when it becomes expedient. The decisions of the Management in all matters shall be final. However the Management may review its decision and pass the denovo orders or amend the existing enactment to meet the exigencies of academic and administrative perception.

(2) Any amendment to Byelaws, Memorandum of Association, Rules and Regulations shall be subject to approval of the District Registrar under the provisions of Karnataka Societies Registration Act 1960.

CHAPTER - 23

37. Endowment for award of Medals, Prizes and Scholarships.

(1) An Endowment Fund called "**The Oxford (Paramedical) Endowment Fund**" shall be constituted. The amounts received from any of the following sources shall be the part of the Endowment Fund:

- (a) Any contribution or grant sanctioned by the University Grants Commission, Government or Central Government.
- (b) Any bequest, contribution, donation and gifts made by private Individuals or Institutions or Organizations.

- (c) Any contribution from Foreign Government, Foreign Institutions, Foreigners, NRIs, People of Indian Origin in abroad.
- (d) Amounts received from any other sources.

(2) The Oxford (Paramedical) Endowment Fund shall be deposited in Vijaya Bank in a separate account and/or invested in securities authorized by the Indian Trusts Act 1882 as may be decided by the Governing Council and the Management.

(3) The amount received shall be appropriated for the purpose for which such contribution, donation, bequest or gift having been made.

(4) The interest accrued on the deposit or any income derived on the investment of the fund in securities shall be spent for award of scholarship, medals or prizes to the students securing highest marks in any course of study or in a subject or group of subjects in the first attempt as the case may be in the University examinations.

(5) If two or more students securing equal marks the amount available for the medal, prize or scholarship shall be equally divided.

(6) The Management shall have the power to convert the medal or prize into cash owing to insufficient interest accrued for award of medal for which the fund is instituted.

(7) The Governing Council shall select eligible, qualified and deserving candidates for sanction of prize, medal or scholarship.

(8) If for any reason the prize, medal or scholarship cannot be awarded in any particular academic year then the interest and the income so received shall be added to the Endowment Fund.

(9) The prize, medal or scholarship shall be awarded at the time of any academic event held by the College.

(10) The prizes, medals or scholarship shall not be awarded on communal or any other extraneous factors.

(11) In addition to the above award a **“Best Student”** award shall be also conferred on one of the meritorious students in each academic year. Such of the students studying UG, PG and Diploma courses shall be eligible for selection as **“Best Student”** subject to the satisfaction of the following qualifying criteria.

- (a) Students who have secured 1st rank in the University Examinations/Board Examinations with/without gold medal or secured 2nd rank to 5th rank in the University examinations/Board Examinations; or
- (b) Students who have secured highest marks in the University Examinations/Board Examinations being the aggregate of all the annual/semester examinations.

(12) Such a **“Best Student”** shall be conferred with an award in terms of a gold medal or cash including refund of the tuition fee paid by him for one year course of study.

38. Conferment of Best Teacher Award.

(1) In each academic year a **“Best Teacher Award”** shall be conferred on one of the faculty in each institution. The eligibility criteria and the factors adjudging the **“Best Teacher”** for conferment of such an award is as prescribed in **Appendix – VI.**

(2) The eligibility of faculty for **“Best Teacher Award”** shall be considered by a Committee consisting of the Chairman, Executive Director and The Principal in the light of the criteria.

39. Conferment of Best Non-Teaching Employee Award.

(1) In each academic year a **“Best Non-Teaching Employee Award”** shall be conferred on one of the Non-Teaching Employees including Administrative Staff in each institution. The criteria for selection shall be as prescribed in **Appendix – VII.**

(2) The selection of candidates for award under sub rule (1) by a Committee consisting of Executive Director & Principals.

40. Fee Concession and Scholarship to the Students.

(1) Such of the Students who satisfy the following criteria will be eligible for the following Incentives:

- (a) 50% concession in 2nd & 3rd Year and 100% in 4th Year on the Tuition Fee to the toppers in each degree courses in the University Examination
- (b) 50% concession in 2nd Year and 100% Concession in 3rd Year on the Tuition Fee to the toppers in each diploma courses in the Board Examination
- (c) Award for consistent good academic record throughout the course.
- (d) Award for 100% attendance.
- (e) Award for representing University/State/National level sports.

(2) The selection of candidates for the above incentives shall be by a Committee consisting of Executive Director and Principals.

SCHEDULE

Rule – 2 (1)(c) and 5(3)
Authority competent to make appointments

Sl. No.	Category of Post	Authority Competent to appointment
1.	Principal	<i>Management</i>
2.	Vice Principal	<i>Management</i>
3.	Professor and Head of Department	<i>Management</i>
4.	Professor, Assistant Professor and Lecturer, Director of Physical Education, Librarian.	<i>Management</i>
5.	Non-teaching employees	<i>Chairman/ Executive Director</i>
6.	Administrative and Maintenance staff.	<i>Chairman/ Executive Director</i>

Annexure-1
(Rule-9 (9))
Application for sanction of casual leave

1.	Name of the Employee	
2.	Designation, Department/Section/Branch	
3.	Dates for which the leave is applied. No of days.	
4.	Reasons for Leave; if on Medical Grounds attach Medical Certificate in support of leave.	
5.	Telephone No./Mobile No. for contact during the leave period	
6.	Address during the leave period.	

Date:**Signature of the Employee**

Recommendation of the HOD/Section Head/ Librarian/Principal	
Incharge arrangement made for engaging the class and examination related work.	

Signature of the HOD/Section Head**(For office use only)**

No. of days of CL in the Credit	
Leave last availed on	
Leave balance at credit	
No. of days of leave sanctioned	
Orders of the leave sanctioning authority.	

Signature of the Principal & seal**Signature of the Office Staff.**

Annexure-2
(Rule-9 (9))
Applications for sanction of Earned leave

1.	Name of the Employee	
2.	Designation, Department/Section/Branch	
3.	Whether vacation or Non-vacation staff	
4.	Dates for which the leave is applied. No. of days.	
5.	Reasons for Leave; if on Medical Grounds attach Medical Certificate in support of leave.	
6.	Telephone No./Mobile No. for contact during the earned leave period	
7.	Address during the earned leave period.	

Date:

Signature of the Employee

Recommendation of the HOD/Section Head/ Librarian/Principal	
Incharge arrangement made for engaging the class and examination related work.	

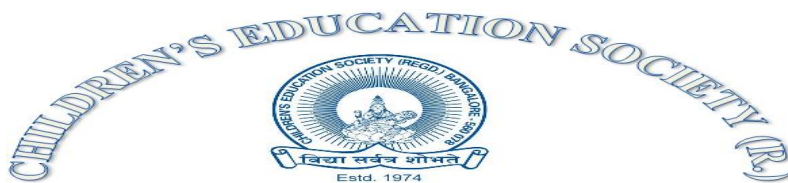
Signature of the HOD/Section Head

(For office use only)

No. of days of EL in the Credit	
Earned Leave last availed on	
Earned Leave balance at credit	
No. of days of Earned leave sanctioned	
Orders of the Earned leave sanctioning authority.	

Signature of the Principal & seal

Signature of the Office Staff.



**Annexure - 3
(Rule - 17 (3))**

**THE OXFORD COLLEGE OF NURSING/PHARMACY/PHYSIOTHERAPY/
INDIAN COLLEGE OF NURSING/THE OXFORD SCHOOL OF NURSING/SRI
VENKATESHWARA INSTITUTE OF NURSING SCIENCES/INDIAN SCHOOL OF
NURSING/THE OXFORD INSTITUTE OF PHARMACY**

**Application for Admission to 2nd, 3rd, 4th Year and/or 5th Year / 6th Year
Pharm D./ PB, B.Sc Nursing, B.Pharm, BPT, and 2nd year PC B.Sc (N) course,
M.Sc (N), M.Pharm, MPT, DGNM/D.Pharm in the academic
year.....**

Date:

To
The Principal
The Oxford College/School/Institute of

1	Name of the student (In block letters)	
2	Course/year studied during the previous year.	
3	Register No.	
4	Particulars of the examination appeared during the previous year	Year :
		Result:
5	Admission to which year of the course of study.	2 nd / 3 rd / 4 th / 5 th / 6 th Year
6	Present Address of the Student	
7	Contact Phone/Mobile Number of the Student	
8	Contact Phone/Mobile Number of the Parents	
9	Details of the Tuition Fees/other fees paid by Crossed DD. (Attach a photocopy of the fee paid receipt)	1. Receipt No:
		2. Date:
		3. Amount Paid:
10	Remarks	

Signature of the Student

Appendix -I
Staffing pattern
(Rule – 5 (1)(b))

Sl. No.	Designation	Pay Scale	
		AICTE	STATE
1.	Principal of Colleges	18,400-500-22,400	15,200-400-16,800-450-19,500-525-22,650-600-25,650 + Special Pay
2.	Principal Nursing School/Pharmacy Institute		12,000-300-12,300-350-14,400-400-16,800-450-19,500-525-22,650
3.	Professor in Colleges	16,400-450-20,900-500-22,400	15,200-400-16,800-450-19,500-525-22,650-600-25,650
4.	Asst. Professor/ Selection Grade Lecturer in Colleges	12,000-420-18,300	14,050-350-14,400-400-16,800-450-19,500-525-22,650-600-25,050
5.	Senior Lecturer in Colleges	10,000-325-15,200	
6.	Lecturer	8,000-275-13,500	11,400-300-12,300-350-14,400-400-16,800-450-19,500-525-21,600
7.	Tutor cum Clinical Instructor		9500-250-10,500-300-12,300-350-14,400-400-16,800-450-17,250

Appendix - II
Rule 5 (1)(c)
Non-Teaching Staff

SL. NO.	Designation	Pay Scale	
		AICTE	STATE
1.	Director of Physical Education	8,000 - 13,500	11,400-300-12,300-350-14,400-400-16,800-450-19,500-525-21,600
2.	Librarian	8,000 - 13,500	11,400-300-12,300-350-14,400-400-16,800-450-19,500-525-21,600
3.	Library Assistant		7,275-175-7,800-200-8,600-225-9,500-250-10,500-300-12,300-350-13,350
4.	Lab Assistant		7,275-175-7,800-200-8,600-225-9,500-250-10,500-300-12,300-350-13,350
5.	Lab Attender		5,200-100-6,000-125-6,500-150-7,100-175-7,800-200-8,200
6.	Attender		4,800-100-6,000-125-6,500-150-7,100-175-7,275

Administrative, Ministerial, Office Staff and Maintenance Staff

Sl. No.	Designations	Pay Scale
1.	Manager	10,000-250-10,500-300-12,300-350-14,400-400-16,800-450-18,150
2.	Office Assistant	7275-175-7800-200-8600-225-9500-250-10500-300-12300-350-13350
3.	Clerk	5500-100-6000-125-6500-150-7100-175-7800-200-8600-225-9500
4.	Attender	4800-100-6000-125-6500-150-7100-175-7275
5.	Electrician	4800-100-6000-125-6500-150-7100-175-7275
6.	Maintenance Technician	4800-100-6000-125-6500-150-7100-175-7275
7.	Maintenance Asst.	4800-100-6000-125-6500-150-7100-175-7275

PHARMACY STREAM – COLLEGE

SL. NO.	CADRE	QUALIFICATIONS	EXPERIENCE
1.	Principal	M. Pharm & Ph.D.,	Minimum 10 years' experience in teaching/Research/Industry out of which at least 3 years as Professor; or 13 years' experience in teaching &/or Research/Industry. Other criteria as prescribed by AICTE from time to time.
2.	Professor	M. Pharm & Ph.D.,	Minimum 10 Years of experience in teaching / industry; of which at least 5 years as Assistant Professor.
3.	Assistant Professor	M. Pharm & Ph.D., (Relaxable to acquire Ph.D., within 8 years from the date of appointment)	5 Years of experience in teaching / Industry.
4.	Lecturer	M. Pharm with 1 st Class	

PHARMACY STREAM – INSTITUTE

SL.NO.	CADRE	QUALIFICATIONS	EXPERIENCE
1.	Principal	B. Pharm / M. Pharm with 1 st Class	Minimum 5 years of experience in teaching / industry
2.	Lecturer	B. Pharm / M. Pharm with 1 st Class	

Minimum Qualification and Experience of Non-Teaching Staff

SL. NO.	CADRE	QUALIFICATIONS	EXPERIENCE
1.	Director of Physical Education	MPEd with at least 55% of the marks awarded by a University & NET clearance	Consistently good academic record and of having represented University / College in Inter University / Collegiate Competitions or State / National Championships
2.	Librarian	M. Lib. Sc., with at least 55% of the marks awarded by a University & NET clearance	Consistently good academic record with knowledge of Computerization of Library

3.	Library Assistant	D. Lib. Sc. awarded by State Government	Knowledge on Computerization of Library
4.	Lab Assistant	B.Sc awarded by a University	
5.	Lab Attender	Must have passed SSLC or equivalent	
6.	Library Attender	Must have passed 7 th Standard Examination	

Administrative, Ministerial, Office Staff and Maintenance Staff

SL. NO.	CADRE	QUALIFICATIONS	EXPERIENCE
1.	Manager	A degree awarded by a University and certificate course in computer science	Must have put in a minimum 10 years of experience as Office Assistant & / or Supervisory work
2.	Office Assistant	A degree awarded by a University and basic knowledge in computer	Minimum 3 years of experience is preferred
3.	Clerk	A pass in II PUC Examination and basic knowledge in computer	
4.	Attender	Must have passed 7 th Standard Examination	
5.	Electrician	ITI Certificate Course in Electrical Trade	Preference being given to the candidates with experience
6.	Maintenance Technician	ITI Certificate Course in Technical Trade in Instrument Mechanic etc	Preference being given to the candidates with experience
7.	Maintenance Asst.	ITI Certificate Course	

APPENDIX – IV
RULE 17 (16)
MINIMUM WORKING HOURS FOR EACH SUBJECT OF STUDY IN PHARMACY
COURSES
B.Pharm I YEAR

Sl. No.	Subjects	No. of hours of Theory/ Week	No. of hours of Practical/ Week	Tutorial/ batch of 20 students Hours/ Week
(1)	(2)	(3)	(4)	(5)
1.1	Human Anatomy and Physiology	03	03	01
1.2	Pharmaceutics	02	03	01
1.3	Pharmacognosy	02	03	01
1.4	Pharmaceutical Organic Chemistry	03	03	01
1.5	Pharmaceutical Inorganic Chemistry	03	03	01
1.6	Mathematics/ Biology*	3/2	0/2	Nil
1.7	Computer Science and Statistic*	03	02	Nil
	Total number of working hours**	16	17/19	05

II YEAR

Sl. No	Subjects	No. of hours of Theory/ Week	No. of hours of Practical /Week	Tutorial/ batch of 20 students Hours/Week
(1)	(2)	(3)	(4)	(5)
2.1	Physical Pharmaceutics	03	03	01
2.2	Pharmaceutical Microbiology & Biotechnology	03	03	02
2.3	Pathophysiology	03	00	02
2.4	Applied Biochemistry	03	03	01
2.5	Pharmaceutical Organic Chemistry-II	03	03	02
	Total Number Of Working Hours	15	12	08
			35 Hours	

III YEAR

Sl. No.	Subjects	No. of hours of Theory/ Week	No. of hours of Practical/ Week	Tutorial/ batch of 20 students Hours/ Week
(1)	(2)	(3)	(4)	(5)
3.1	Medicinal Chemistry-I	03	03	02
3.2	Pharmaceutical Jurisprudence	02	00	02
3.3	Pharmacognosy and Phytochemistry	03	03	02
3.4	Pharmaceutical Engineering	03	04	02
3.5	Pharmacology	03	00	02
	Total Number Of Working Hours	14	10	10
			34 Hours	

IV YEAR

Sl. No.	Subjects	No. of hours of Theory/ Week	No. of hours of Practical/ Week	Tutorial/ batch of 20 students Hours/ Week
(1)	(2)	(3)	(4)	(5)
4.1	Pharmaceutical Technology & Bio-pharmaceutics	03	03	01
4.2	Instrumental & Biomedical Analysis	02	03	01
4.3	Pharmacology & Toxicology	02	04	01
4.4	Medicinal Chemistry-II	03	03	01
4.5	Industrial Pharmacognosy	02	03	01
4.6	Elective * I) Industrial Pharmacy A) Advanced Industrial Pharmacy B) Pharmaceutical Marketing and Management II) Pharmacy Practice A) Pharmacokinetics and Therapeutic Drug Monitoring B) Clinical And Hospital Pharmacy	02 02 02 02	00 00 00 00	01 00 01 01
	Total Number Of Working Hours	16	16	06

M.Pharm (Pharmacognosy)
I YEAR

Sl. No.	Subjects	No. of hours of Theory/week	No. of hours of Practical/week
(1)	(2)	(3)	(4)
1.1	Modern Pharmaceutical Analysis	3	6
1.2	Advanced Pharmacognosy & Phytochemistry	2	6
1.3	Industrial Pharmacognosy	2	6
1.4	Medicinal Plant Biotechnology	2	6
	Total hours	9	24

II YEAR

Dissertation:

1. Every candidate pursuing M.Pharm course is required to carry out work on a selected research project under the guidance of recognized post-graduate teacher. The results of such a work shall be submitted in the form of a dissertation.
2. The dissertation is aimed to train a post-graduate student in research methods & techniques. It includes identification of the problem, formulation of a hypothesis, review of literature, getting acquainted with recent advances, designing of research study, collection of data, critical analysis & comparing of results and drawing conclusions.
3. Synopsis: A candidate shall submit synopsis to the registrar, RGUHS of the intended project work through the guide, HOD & Head of the institution, not later than 9 months from the date of admission to M.Pharm part I on or before the dates specified by RGUHS.

M.Pharm (Pharmaceutics)
Part I

Sl. No.	Subjects	No. of hours of Theory/week	No. of hours of Practical/week
PAPER-I	Modern pharmaceutical Analysis	3	6
PAPER-II	Pre-formulation & Production Management	2	6
PAPER_III	Bio-pharmaceutics & Pharmacokinetics	2	6
PAPER-IV	Advances in Drug Delivery Systems	2	6
	Total hours	09	24

Part II

I. Synopsis: A candidate shall submit synopsis to the Registrar, RGUHS of the intended project work through the guide, HOD, & the Head of the Institution, not later than nine months from the date of admission to M. Pharm. Part I on or before the date specified by RGUHS.

II. Dissertation: Every candidate pursuing M.Pharm course is required to carry out the work on selected research project under the guidance of a recognized PG teacher. The results of such work shall be submitted in the form of a dissertation.

b. The dissertation is aimed to train a PG student in research methods & techniques. It includes identification of the problem, formulation of a hypothesis, review of literature, getting acquainted with recent advances designing of a research study, collection of data, critical analysis, & computation of results & drawing conclusions.

M. Pharm (Pharmacology)

S. No.	Name of Subjects	No. of hours of Theory	No. of hours of Practical
(1)	(2)	(3)	(4)
1.1	Modern pharmaceutical Analysis	3	6
1.2	Advanced Pharmacology & Toxicology	2	6
1.3	Pharmacological Screening methods & evaluation	2	6
1.4	Molecular Biology	2	6
	Total hours	09	24

II YEAR**Dissertation:**

1. Every candidate pursuing M.Pharm course is required to carry out work on a selected research project under the guidance of recognized post-graduate teacher. The results of such a work shall be submitted in the form of a dissertation.
2. The dissertation is aimed to train a post-graduate student in research methods & techniques. It includes identification of the problem, formulation of a hypothesis, review of literature, getting acquainted with recent advances, designing of research study, collection of data, critical analysis & comparing of results and drawing conclusions.
3. Synopsis: A candidate shall submit synopsis to the registrar, RGUHS of the intended project work through the guide, HOD & Head of the institution , not later than 9 months from the date of admission to M.Pharm part I on or before the dates specified by RGUHS.

PHARM.D COURSE:
I YEAR

Sl.No.	Subjects	No. of hours of Theory	No. of hours of Practical	No. of hours of Tutorial
(1)	(2)	(3)	(4)	(5)
1.1	Human Anatomy and Physiology	3	3	1
1.2	Pharmaceutics	2	3	1
1.3	Medical Biochemistry	3	3	1
1.4	Pharmaceutical Organic Chemistry	3	3	1
1.5	Pharmaceutical Inorganic Chemistry	2	3	1
1.6	Remedial Mathematics/ Biology	3	3	1
	Total hours	16	18	6

II YEAR

S.No	Subjects	No. of hours of Theory	No. of hours of Practical	No. of hours of Tutorial
(1)	(2)	(3)	(4)	(5)
2.1	Pathophysiology	4	-	1
2.2	Pharmaceutical Microbiology	4	4	1
2.3	Pharmacognosy & Phytopharmaceuticals	4	4	1
2.4	Pharmacology-I	4	-	1
2.5	Community Pharmacy	3	-	1
	Total Hours	19	8	5

III YEAR

S.No.	Subjects	No. of hours of Theory	No. of hours of Practical	No. of hours of Tutorial
(1)	(2)	(3)	(4)	(5)
3.1	Pharmacology-II	3	3	1
3.2	Pharmaceutical Analysis	3	3	1
3.3	Hospital Pharmacy	3	3	1
3.4	Pharmaceutical Jurisprudence	2	-	-
3.5	Medicinal Chemistry	3	3	1
3.6	Pharmaceutical Formulations	2	3	1
	Total hours	16	15	5

IV YEAR**AND*****First Year PHARM.D (POST BACCALAUREATE) COURSE***

Sl. No.	Subjects	No. of hours of Theory	No. of hours of Practical/ Hospital Posting	No. of hours of Tutorial
(1)	(2)	(3)	(4)	(5)
4.1	Pharmacotherapeutics-I	3	3	1
4.2	Pharmacotherapeutics-II	3	3	1
4.3	Clinical Pharmacy	3	3	1
4.4	Biostatistics & Research Methodology	2	-	1
4.5	Biopharmaceutics & Pharmacokinetics	3	3	1
4.6	Clinical Toxicology	2	-	1
	Total hours	16	12	6

V YEAR
AND
Second Year PHARM.D (POST BACCALAUREATE) COURSE

Sl. No.	Subjects	No. of hours of Theory	No. of hours of Hospital posting*	No. of hours of Seminar
(1)	(2)	(3)	(4)	(5)
5.1	Pharmacotherapeutics-III	3	3	1
5.2	Clinical Research	3	-	1
5.3	Pharmacoepidemiology and Pharmacoeconomics	3	-	1
5.4	Clinical Pharmacokinetics & Therapeutic Drug Monitoring	2	-	1
5.5	Clerkship *	-	-	1
5.6	Project work (Six Months)	-	20	-
	Total hours	11	23	5

VI YEAR
AND
Third Year PHARM.D (POST BACCALAUREATE) COURSE

Internship or residency training including postings in specialty units. Student should independently provide the clinical pharmacy services under supervision of a preceptor to the allotted wards. (i) Six months in General Medicine department, and (ii) Two months each in three other specialty departments

DIPLOMA IN PHARMACY**D.Pharm****I YEAR**

Sl.No.	Subjects	No. of hours of Theory/Week	No. of hours of Practical/Week	Tutorial/ batch of 20 students Hours/ Week
(1)	(2)	(3)	(4)	(5)
1.1	Pharmaceutics I	3	3	-
1.2	Pharmaceutical Chemistry I(PC I)	3	3	-
1.3	Pharmacognosy	3	3	-
1.4	Bio-chemistry & clinical Pathology	2	3	-
1.5	Human Anatomy & Physiology	3	3	-
1.6	Health education & community	2	-	-
	Total number of working hours**	16	15	

II YEAR

Sl. No.	Subjects	No. of hours of Theory/Week	No. of hours of Practical/Week	Tutorial/ batch of 20 students Hours/ Week
(1)	(2)	(3)	(4)	(5)
2.1	Pharmaceutics II	3	4	-
2.2	Pharmaceutical Chemistry II (PC II)	4	3	-
2.3	Pharmacology & toxicology	3	3	-
2.4	Pharmaceutical Jurisprudence	2	-	-
2.5	Drug Store and Business Management(DSBM)	4	-	-
2.6	Hospital Pharmacy and Clinical pharmacy	3	2	-
	Total number of working hours**	19	12	

Appendix -V
(Rule - 35 (1))
DELEGATION OF POWERS

Sl. No.	Description of Power	Organization level	College level	Department level
		1. Chairman 2. Executive Director	1. Purchase Committee 2. Principal	Head of the Department.
(1)	(2)	(3)	(4)	(5)
ADMINISTRATIVE				
1.	Recruitment, Promotion & in-charge arrangement	Full Powers	Recommends	Recommends
2.	Permission to the staff to carry out research work in the institution under grants provided by the AICTE / PCI / INC / RGUHS and Government of India/ Government of Karnataka	Full Powers	Full Powers	--
3.	Appointment of part time Lecturers in the Vacant posts	Full powers	Full powers	--
4.	Appointment of Staff for Special coaching Classes	Full powers	Full powers	--
PERMISSION				
5.	Sanction to the acceptance of remuneration by employees to work as examiners for various examinations of Universities	Full powers	Full powers	--
LEAVE				
6.	Sanction of Maternity Leave	Full Powers	Recommends	Recommends
TA & DA				
7.	Sanction of TA / DA to employees for attending meetings / Conference / Seminar etc.	Full powers	Recommends	Recommends
8.	Sanction of conveyance allowance for office related work	Full powers	Full Powers	Recommends

9.	Authorization of employees to proceed on duty within the state	Full Powers	Recommends	Recommends
10.	Authorization of the employees to proceed on duty beyond the state but within India	Full Powers	Recommends	Recommends
11.	Sanction in exceptional cases, road mileage both ways for road journeys made by employees between places connected by rail.	Full Powers	Recommends	Recommends
12.	Sanction of daily allowance for halts on tour exceeding 10 days at a place.	Full Powers	Recommends	Recommends

FINANCIAL				
13.	Sanction of arrears claims	Full Powers	Recommends	Recommends
14.	Prescription of security for the custody of cash or stores and fix the amount in cases not covered by specific provision in the rules.	Full Powers	--	--
15.	Sanction of permanent advances for contingent expenditure to Principals and HODs	Full Powers	--	--
16.	Sanction of expenditure for publication	Full Powers	Recommends	Recommends
17.	Permission in special circumstances the remittance of pay, traveling allowance and contingencies of the employees outside the headquarters.	Full Powers	Recommends	Recommends
18.	Grant of administrative approval to works against funds provided in the budget.	Full Powers	--	--

19.	Counter signature of the bills for payment	Full Powers	Recommends	Recommends
REFUND/REIMBURSEMENT				
20.	Sanction of refund of fees, fines, etc.,	Full Powers	Recommends	Recommends
21.	Refund of fees paid by the students who have been awarded scholarship / Incentives	Full Powers	Recommends	Recommends
22.	Sanction of Study Tour Programme	Full Powers	Recommends	Recommends
23.	Arrangement of Free Campus from time to time	Full Powers	Full Powers	Recommends
WRITE OFF/WAIVER				
24.	Sanction to the write off of Irrecoverable charges relating to breakages, value of books lost or missing from libraries found to be irrecoverable subject to the condition that the loss is not attributable by negligence of any staff.	Full Powers	Recommends	Recommends
EXHIBITIONS/EDUCATIONAL FAIR				
25.	Sanction of expenditure for participating in Exhibitions and fair	Full Powers	Recommends	Recommends
26.	Sanction of expenditure for participating in exhibitions and educational fair in abroad.	Full Powers	Recommends	Recommends
STORES AND PURCHASE				
27.	Declaration of stores as obsolete, surplus or unserviceable and disposal of them subject to fixing responsibility for the loss where they have become obsolete, surplus, or unserviceable on the concerned.	Full Powers	Recommends	Recommends
28.	Sanction of purchase of Furniture	Full Powers	Recommends	Recommends
29.	Sanction of Purchase of	Full	Recommends	Recommends

	equipments, consumables, peripherals, chemicals, articles etc.,	Powers		
30.	Sanction of payments of premiums of insurance on special goods, scientific instruments, articles made of glass and other fragile articles when such insurance is a condition of transport	Full Powers	Recommends	Recommends
31.	Sanction of local purchase of stationary articles.	Full Powers	Recommends	Recommends
32.	Sanction to the casual and emergent purchases	Full Powers	Recommends	Recommends
33.	Acceptance of tenders for purchase of stores after negotiation on the recommendation of the Purchase Committee.	Full Powers	Recommends	Recommends
34.	Sanction to the direct purchase of the following: (a) Chemical and other consumables. (b) Equipment, Apparatus and other articles of Laboratories. (c) Tools, plant and articles in the laboratory. (d) Chemicals, Electric tubes and bulbs apparatus etc., at the scheduled rates.	Full Powers	Recommends	Recommends
35.	Sanction of purchase of Hostel Utensils, Furniture and equipment	Full Powers	--	--
36.	Sanction of (a) Contracts for running cycle / Two Wheeler stand / Car Parking, canteen, etc, (b) Auction sales of grass etc, in the premises of building.	Full Powers	--	--
MAINTENANCE				
37.	Sanction for payment of charges for repairs to College vehicles	Full Powers	--	--
38.	Sanction for payment of repairs of furniture, equipment and other articles.	Full Powers	Recommends	Recommends

39.	Sanction for payment of Rent and the charges for shifting telephones.	Full Powers	Recommends	Recommends
40.	Sanction for payment of Internet charges	Full Powers	Recommends	Recommends
41.	Sanction for payment towards repairs of buildings and other facilities in the campus.	Full Powers	Recommends	Recommends
42.	Sanction to the payment of charges for repairs to computer, printers, duplicators, Xerox machine, Fax, Projectors etc.,	Full Powers	Recommends	Recommends
43.	Sanction towards expenditure on (a) Major overhauls of vehicles (b) Minor overhauls of vehicles (c) Petty repairs including replacement of missing or worn out parts, tyres and tubes	Full Powers	--	--
44.	Sanction towards expenditure on (1) Repairs of equipment, apparatus, instruments, plants and other laboratory equipment. (2) Erection and installation of equipment, plant and machinery.	Full Powers	Recommends	Recommends
LIBRARY				
45.	Sanction to the purchase of books of reference in relation to the special work of particular departments including periodicals like magazines, journals, books.	Full Powers	Recommends	Recommends
46.	Sanction to the purchase of books, reports and other publications of Government of Karnataka, University and AICTE/PCI/INC/KNC	Full Powers	Recommends	Recommends
47.	Sanction to the payment of charges for photo copying / Xeroxing	Full Powers	Full Powers	Full Powers

48.	Sanction for the payment of charges in connection with the publications of hand books and leaflets.	Full Powers	Recommends	Recommends
49.	Sanction to the payment of Subscription to the periodicals and journals for each Department & Helinet, Delnet, Digital Library etc.	Full Powers	Recommends	Recommends
50.	Sanction to the advance payment for the supply of magazines and journals	Full Powers	Recommends	Recommends
51.	Sanction to the payment of book binding charges for old and worn – out library books.	Full Powers	Full Powers	Full Powers

**Appendix – VI
Rule 38 (1)**

Personal Profile

1.	Name of the Faculty	
2.	Designation of the post held	
3.	Department	
4.	Age and Date of Birth	____ years <input type="text"/> / <input type="text"/> / <input type="text"/>
5.	Qualification at the time of Appointment	
6.	Additional/Further Qualification acquired subsequent to appointment	
7.	Orientation course and refresher courses attended and during which period	
8.	Any other programmes attended	
9.	Present Gross Salary drawn	
10.	Vacation and Leave availed during last academic year	
11.	No of hours of engaging the classes and practicals/clinical	

Target and Achievements

Sl.No	Description of the academic and allied activities	Achievement
1.	Percentage of the results in the subject taught in Nursing / Pharmacy / Physiotherapy during the last 3 academic years	
2.	<u>Publications</u> (a) In National Journals (b) In Inter-National Journals (c) In State Journals (d) Magazines (e) Books	
3.	<u>Authorship</u> (a) Text books (b) Study Material (c) Articles on Website	

4.	<p><u>Presentation</u></p> <ul style="list-style-type: none"> (a) In National Seminars / Workshops / Conferences (b) In Inter-National Seminars / Workshops / Conferences (c) In State Seminars / Workshops / Conferences (d) Research Oriented Papers on any other occasion. 	
5.	<p><u>Personality</u></p> <ul style="list-style-type: none"> (a) Methodology of teaching (b) Command over the subject (c) Communicative Skills (d) Appreciation of Talent of Students (e) Clearance of doubts of students (f) Voice (g) Guidance to the students (h) Involvement in In-house projects, research activity and meetings for improvement of academic quality (i) Contribution to the books or policy papers (j) Introduction of education innovation (k) Design of new curricula (l) Restructure of the course of study (m) Revamping the syllabus. (n) Introduction of technology mediated teaching-learning process. (o) Remedial Teaching (p) Any other 	
6.	<p><u>Contribution</u></p> <ul style="list-style-type: none"> (a) Admission of students (b) Upgradation and strengthening of the infrastructure (c) Improvement of Library through E-Devices (d) Overall personality development of students (e) Improvement of the academic skills of the average students with respect to the language and subject. (f) Guiding the students for preparation of dissertation. 	
7.	<p><u>Academic</u></p> <ul style="list-style-type: none"> (a) Improvement of attendance of students (b) Preparation of lesson plans 	

	<ul style="list-style-type: none"> (c) Maintenance of work dairy (d) Conduct of Internal assessment marks register (e) Redressal of students grievances (f) Conduct of Seminar, Conferences, symposiums and Workshops for the students (g) Involvement in co-curricular, extra-curricular activities, beyond syllabus activities and extension activities (h) Supervision of the labs attached to the departments and clinical training 	
8.	<p><u>Smart Campus</u></p> <ul style="list-style-type: none"> (a) Suggestions for preparation of modules (b) Strict enforcement of idea envisaged in each module (c) Updation of data as per manual 	
9.	<p><u>Students Discipline</u></p> <ul style="list-style-type: none"> (a) Enforcement of discipline among the students (b) Measures to prevent ragging (c) Proper utilization of the non - functional hours of the students (d) Creation of awareness among the students in relation to attendance, attending library, Group discussions and Language Lab. (e) Encouraging students to involve in sports activities. (f) Students welfare activities 	
10.	<p><u>Consultancy Services</u></p> <ul style="list-style-type: none"> (a) Undertaking external projects (b) Mobilization of financial resources through consultancies (c) Undertaking research projects from funding agencies like GOI, GOK, AICTE, UGC, University, INC, KNC (d) Undertaking in-house/internal projects. 	

SIGNATURE OF THE APPLICANT

RECOMMENDATION OF THE PRINCIPAL

Appendix – VII
Rule 39 (1)

Sl.No	Criteria/ Factors
1.	Regularity, Discipline, Punctuality in the attendance and ethical standard.
2.	Academic qualification held and subsequent improvement in the qualification.
3.	Quality in the nature of duties and functions.
4.	Inclination to take over the responsibility.
5.	Commitment and dedication to discharge their duties.
6.	Relationship with the students and colleagues.
7.	Contribution to the institution for improvement of admission of students.
8.	Simplification of procedure and cutting down the delays.
9.	Subordination and obedience character.
10.	Evaluation of overall performance discernible from self-appraisal reports especially the targets and achievements.
11.	Involvement in the examination duties
12.	Any other contribution for the improvement of academic and administrative functions of the college.