



Children's Education Society (Regd.)

The Oxford College of Pharmacy

(Recognised by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka;

Approved by Pharmacy Council of India, New Delhi)

Accredited by NAAC and International Accreditation Organization (IAO)

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

Index

| S. No | Particulars | Page.no |
|-------|-----------------------------|---------|
| 1. | Organogram | 1 |
| 2. | Recruitment policy | 2-3 |
| 3. | Duties and Responsibilities | 4-12 |

P. Padma

PRINCIPAL

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No 6/9, 1st Cross, Begur Road, Hongasandra
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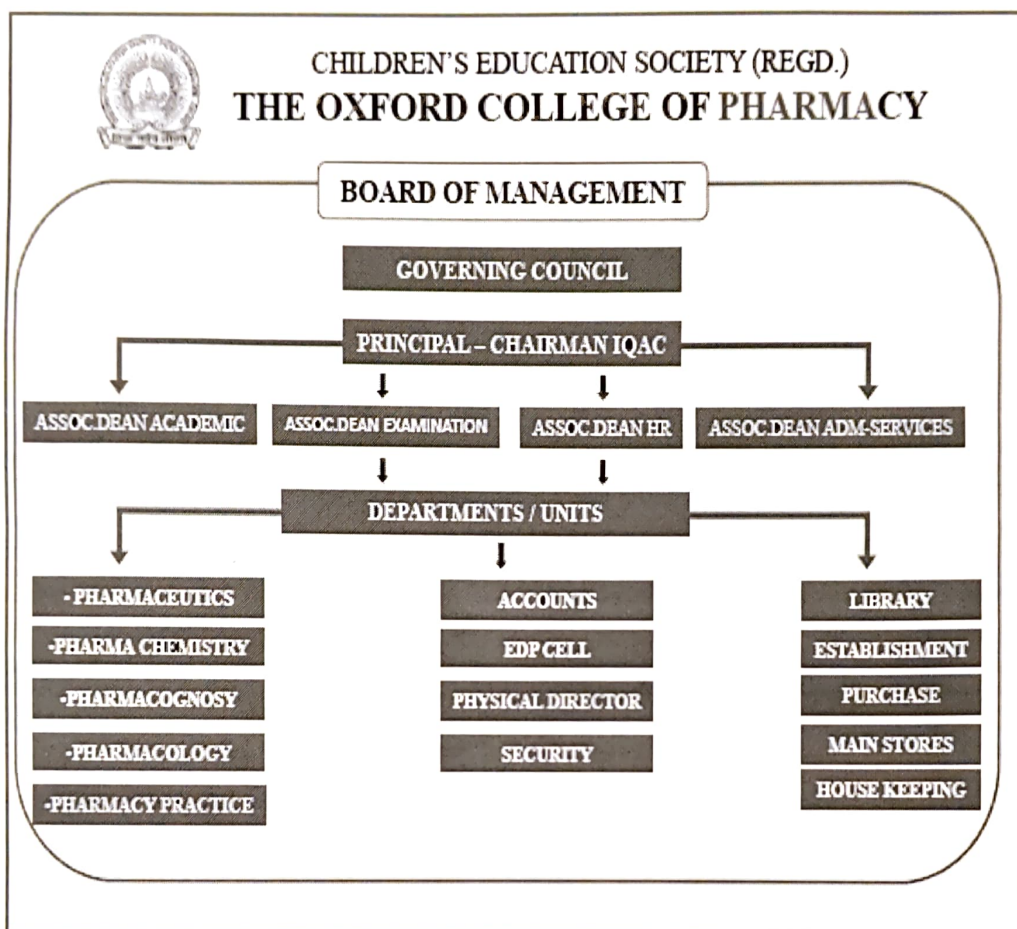
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CONDITIONS OF SERVICE OF THE EMPLOYEES

(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 Newspaper notifying the vacancies that arise from time to time. The selection of candidate shall be by a Selection Committee consisting of the following: -





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| | | |
|---|------------------------|------------------|
| 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.

(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.





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**6.2.2 THE FUNCTIONING OF THE INSTITUTIONAL BODIES IS EFFECTIVE AND
EFFICIENT AS VISIBLE FROM POLICIES, ADMINISTRATIVE SETUP, APPOINTMENT,
SERVICE RULES AND PROCEDURES, ETC.**

6.2.2 (a) RULES AND RESPONSIBILITY



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1. Duties and responsibilities of Manager and Administrative Staff.

- 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.
- He shall perform the day-to-day routine work of the office.
- He will be responsible to place before Principal / Management all correspondence, financial transactions and important policy matters for final decision.
- He shall be responsible for the efficient Management of office work.
- He shall exercise general supervision over the section in regard to office Management, Class arrangement, Cleanliness of campus and inside the building.
- He will guide the inexperienced case workers in their day to day work.
- He shall attend the important work on priority.
- He shall devote personal attention for smooth running of the office as and when warranted.
- He shall be responsible for watching and overseeing the disposal of papers and fixing up watch register or other registers and records.
- He shall advise and help the case workers for disposal of important and urgent matters.
- He shall personally deal with confidential and urgent files/papers.
- He shall conduct periodical inspection of the quality of the work of case worker and motivating them to achieve maximum efficiency.
- He shall personally attend the immediate problems of students.
- He will be instrumental for enforcement of rules and procedures strictly.
- 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



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shall be marked to the concerned for immediate action as may be deemed necessary.

- 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.

2. Duties and responsibilities of Principal.

- 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 the Manual and by the AICTE, PCI, and Rajiv Gandhi University of Health Sciences as amended from time to time.
- He/She 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.

3. Duties and responsibilities of Professors or Senior faculty and the Heads of the Departments.

- The teaching faculty shall perform the duties & discharge the responsibilities diligently assigned to them in terms of the norms contained in the AICTE, PCI, 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.
- 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



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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.

- 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. Pharm;
 - (d) From 1st year to 2nd year of Diploma in Pharmacy, , M. Pharm;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.
- The HODs shall organize the seminars, conferences, workshops, Campus and other co-curricular activities relatable to their departments from time to time.
- 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.
- 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



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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.

- The Assistant Professor/Professor shall discharge their academic and clinical functions and perform their duties allocated to them and also carry out 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.
- 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.
- 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.
- All the faculty members including the HODs shall take-up the class.
- The above stipulations shall be equally applicable to the part-time Professor/Assistant Professor/Lecturer/Tutor who shall complete their academic work and carry out their clinical/Practical classes on the days prescribed without altering them to any other alternate preceding or succeeding days to meet their personal exigencies.
- 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-





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teaching staff.

- The Job Responsibilities shall be as prescribed by the AICTE, 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.
- 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.
- 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.
- 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.

4. Duties and responsibilities Lab Technicians

- 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 practical.
- 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.
- Preparing chemical solutions, Storage of chemicals chemical setting up and operating laboratory equipment
- Conducting tests to ensure chemicals are safe to use
- Maintaining equipment and troubleshooting issues, Maintaining the equipment in a safe and clean



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condition

- Liaising with academic staff to discuss timetables, equipment requirements, and work plans
- Running trials of experiments prior to classes.

5. Duties and responsibilities of Librarian & Library Assistant.

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

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

- 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.



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- 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.
- 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.
- He shall perform all the duties related to examinations. He shall play leading role in the enforcement of discipline among students in College premises.
- 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 coordinating ability.
- He will make all endeavourance to win and secure the medals, trophies and awards through the students in the games, Sports Competitions etc.,

7. Duties and responsibilities of Non-teaching staff.

- 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.



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8. Head of Examination & Team

- 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.

9. Establishment Head & Team

- The employe 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 Medical 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.



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- The following important registers shall be maintained permanently: -
- Service Register
 - Attendance Register
 - Leave Sanction Register
 - Casual Leave Register
 - Movement Register
 - Provident Fund Register
 - Insurance Register / Record
 - Staff Pattern and vacancy Register
 - Attendance Register
 - Personal Files
 - Enquiry Files

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