

SERVICE RULES

(With effect from: 1st January 2023)

**Approved by the Governing Body of Bengal School of Technology [BST/GB (44)/2022/ (4)]
dated 19th November 2022 vide resolution under Agenda No. 4.**



BENGAL SCHOOL OF TECHNOLOGY

**Sugandha, Delhi Road, Near Chinsurah Railway Station,
Dist: Hooghly-712 102, West Bengal**

**SERVICE RULES
OF
BENGAL SCHOOL OF TECHNOLOGY
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CHAPTER-1: INTRODUCTION

1.1: INTRODUCTION

Bengal School of Technology is one of the leading Institutes of its kind in the eastern belt of the Country with the state-of-the art infrastructural facilities. The Institute was established in the year 2006 by the Supreme Educational Development & Charitable Organization (SEDCO), a charitable trust, as an outcome of ideas, dreams and creativity of a group of entrepreneurs & philanthropists with a view to offer quality education in the field of Pharmacy.

1.2: GENESIS

Bengal School of Technology offers programs in Pharmacy at Diploma, UG and PG level, such as Diploma in Pharmacy (Two years), Bachelor of Pharmacy (Four years) and M. Pharm program (Two years) in the specialization of Pharmaceutics & Pharmacology.

The B. Pharm program was started from 2006. The M. Pharm program was started from 2010. The D. Pharm program was started from 2020. The institute is approved by Pharmacy Council of India and All India council for Technical Education. The institute is affiliated to Maulana Abul Kalam Azad University of Technology (MAKAUT) for the UG & PG program. The institute is affiliated to West Bengal State Council of Technical and Vocational Education and Skill Development (WBSCT&VE&SD) for the D. Pharm program.

1.3: PREAMBLE

The institute has adopted a set of rules for its employees titled, **SERVICE RULES** for the regulation of any purpose connected with the management and administration of the affairs of Bengal School of Technology (BST) for the effective & efficient functioning of the institute with a visible policy framework.

The policies and procedures for an effective Institutional governance are reflected in the service rules which cover pertinent aspects like appointment, service condition, job responsibilities, leave rules, code of conduct and such other essential aspects as deemed appropriate for the smooth functioning, growth and development of the Institution.

1.4: SHORT TITLE AND COMMENCEMENT

These rules shall be called as **SERVICE RULES OF BENGAL SCHOOL OF TECHNOLOGY**, which shall come in to force w.e.f. 01.01.2023

1.5: APPLICABILITY

These Service Rules will be applicable for all the employees of Bengal School of Technology. These service rules will supersede all other Service Rule(s) framed earlier by Bengal School of Technology.

All Rules, Regulations, Terms and Conditions of service mentioned herein and contained in the chapters of the Service Rules are subject to revision from time to time. Any expression in these

rules denoting masculine gender includes feminine gender also and a singular noun includes plural noun and vice versa if the context so requires.

1.6: VISION

To be an Institute where the bright youngsters of our society, who have opted for Pharmacy as a career, are nurtured to generate competent, skilled Pharmaceutical human resources with continued academic precocity and penchant for research, to meet the dynamic challenges of the Pharmaceutical Industry, Hospital Pharmacy, Regulatory affairs under the statutory organizations of the Government/private sector, Pharmaceutical entrepreneurship and all other relevant healthcare sectors, and to serve the society with a lifelong commitment to professional ethics.

1.7: MISSION

To produce highly competent, skilled Pharmacy human resources with continued academic precocity and penchant for research, with commitment for the concept of lifelong learning to meet the dynamic requirements of the ever expanding Pharmaceutical Industry, Hospital Pharmacy, Pharmaceutical entrepreneurship, services under the Government, and all other relevant healthcare sectors, as an important member of the healthcare team with a lifelong commitment to uphold the dignity of the Profession & professional ethics commensurating the Profession of Pharmacy with emphasis on quality health care services in the respective area of services

1.8: PEO

1. Pursue higher studies in India / abroad in the emerging area of interest with continued academic precocity and penchant for research of social/Industrial significance.
2. Imbibe adequate knowledge, skill and nurture with competency to handle the dynamic challenges of the ever growing pharmaceutical industry as a competent pharmaceutical technocrat with a commitment for quality.
3. Nurture need based competency to transform in to a Pharmacy professional with desired skill to serve healthcare sector like Hospital Pharmacy/Clinical Pharmacy/Pharmacovigilance/ Community Pharmacy, and all allied areas of the dynamic health care sector with a commitment for professional ethics commensurating the Profession of Pharmacy, for effective Pharmaceutical Care.
4. Serve as regulatory personnel in Drug control administration/Scientific officer in the statutory organizations/ Government analyst /all allied healthcare services under the government/private organizations, to deliver unmatched services of its kind.
5. Opt for teaching in the Pharmacy Institutions of Higher Education, with an inborn commitment to quality education with emphasis on ethical values in any chosen area of Pharmaceutical services.

1.9: QUALITY POLICY

The Institute is committed to provide quality education at Diploma level, UG level and PG level in Pharmacy to improve the employability skill of the students

1.10: DEFINITION

Institute means Bengal School of Technology (BST) , Sugandha Delhi Road, Near Chinsurah Railway Station, Dist: Hooghly, Pin:712102, West Bengal, India, an institution established by the Trust.

Trust means Supreme Education Development and Charitable Organization, anon- profit making registered charitable trust having its Registered office at Super Market, Chinsurah Rly. Stn., Chinsurah, Hooghly, Pin: 712102, West Bengal, which owns and manages the Institute.

Chairman means the Chairman of the Trust.

CEO means the Chief-Executive Officer & Secretary/executive head of the Trust.

Trustee Member means Trustee Member of SEDCO

Governing Body means the body and its success or in law duly constituted by the Trust, which on behalf of the Trust has complete and final authority for its Institution(s).

Principal means the academic head of the Institution who runs the Institute in consultation with the CEO & Secretary & Managing Trustee of the Institute and also act as the Member Secretary of the Governing Body of BST.

BST means Bengal School of Technology.

Employee means all categories of personnel appointed to serve the Institute as teachers, office or clerical staff or other supportive staff.

Teaching Staff means Professor, Associate Professor and Assistant Professor engaged in Teaching

Librarian means the Librarian of the Institute Library.

Assistant Librarian means the Assistant Librarian of the Institute Library.

Lab Assistant means the lab assistant of the Institute.

A.O means Administrative Officer of the Institute.

Appointing Authority means CEO cum Secretary of the Trust.

Competent Authority means Chairman, CEO cum Secretary, Managing Trustee of SEDCO/ Governing Body / Principal / Director of the Institute.

Academic Year means a period of 12 months as may be notified by the Affiliating University/Council.

Financial Year means a period of 12 months from 1st April to 31st March.

Gross Pay means the gross monthly income of the employee which includes all admissible allowances.

PAR means Performance Appraisal Report prepared by faculty members annually.

Pay means the total amount including basic salary and other allowances drawn by an employee as mutually agreed upon in writing at the time of appointment or thereafter.

Salary means Basic Pay and other Allowances drawn by the employee from time to time.

Basic Pay means the pay in the Pay Scale excluding all other allowances and benefits.

Allowances mean such amount receivable apart from the Basic Pay such as Dearness Allowance, House Rent Allowance, and Medical Allowance etc. as may be applicable.

Fees means the fees to be paid by the students as will be prescribed by the appropriate authority of the Government of West Bengal in this regard.

Statutory Body means the Statutory Bodies like Pharmacy Council of India (PCI), All India Council for Technical Education (AICTE), University Grants Commission (UGC).

Accreditation Body means National Assessment & Accreditation Council (NAAC), National Board of Accreditation (NBA) and any other authorities for the purpose of Accreditation.

Affiliating Body means the Affiliating University Maulana Abul Kalam Azad University of Technology West Bengal (MAKAUT)/West Bengal State Council of Technical & Vocational Education & Skill Development (WBSCT&VE&SD).

CCSEA means Committee for Control and Supervision of Experiment on Animals, Department of Animal Husbandry and Dairying, ministry Fisheries, Animal Husbandry and Dairying Government of India

IAEC means Institutional Animals Ethics Committee, constituted as per norms of CCSEA, Government of India.

IQAC means Internal Quality Assurance Cell.

IIQA means Institutional Informational for Quality Assessment.

NAAC means National Assessment and Accreditation Control.

AQAR means Annual Quality Assurance Report.

SSR means Self Study Report.

NBA means National Board of Accreditation

HOLIDAY means the holiday declared by the University/ competent authority.

HOSTEL means Residential Accommodation Provided inside the Campus to the Student of the Institution, maintained by the Institution.

PERIOD of PROBATION means the period of probation prescribed under these rules or the order of appointment or any extension thereof at the discretion of the appointing authority.

PEO means Program educational Objectives

CHAPTER – 2: APPOINTMENTS

2.1: NOTIFICATION:

Faculty Recruitment notification inviting applications from eligible and qualified candidates, as per the norms of the statutory bodies and affiliating bodies, with Teaching aptitude and penchant for research, need to be published in the leading national English daily or other means like WhatsApp Website and other appropriate manner including sending the notification in letter pad to the reputed universities, Deemed to be university, autonomous institution, Private institutions and by such other means, specifying the nature of post and specialization, with a request to head of the institutions to display the faculty requirement notification in the Institute notice board, for drawing the attention of the prospective candidates . Internal candidates who are working as faculty possessing the qualification and experience as per norms for promotion to the next rank can also apply for the respective post.

2.2: ELIGIBILITY:

Eligibility & Experience, as per the norms prescribed by the Statutory Body and affiliated Body as may be notified from time to time

2.3: PROCEDURE FOR SELECTION:

The Competent Authority at its sole discretion may authorize screening of applications, holding of Personal interview/conducting a demo class, for appointment as may be considered appropriate for different category of vacancies.

2.4: APPOINTMENT:

The appointing authority of all categories of employees in the Institute is the Governing Body. The letter of appointment will be issued under the signature of CEO.

All appointments to any post in the Institute shall be made by the CEO, on the recommendations of the selection committee constituted for the purpose. The list of Faculty Members appointed shall be placed in the governing body for approval. Promotion of existing internal Faculty shall be considered by the CEO as per norms applicable for the purpose. No one may consider himself/herself as an employee of the Institute unless he/she has been issued the appointment letter duly signed by the competent authority.

2.5: APPOINTMENT ORDER

The letter of Appointment shall normally contain the name of the post, nature of appointment, time period for joining, Basic Pay, AGP, benefits of contributory provident fund, Medical allows, Professional tax to be deducted and such other aspects and condition or termination of services.

2.6: ACCEPTANCE OF THE OFFER

Upon receipt of the appointment order, the candidate has to submit his/her acceptance of the offer to the appointing authority

2.7: JOINING THE POST

The selected candidate, upon acceptance of the letter of appointment order needs to join the post on or before the date mentioned in the appointment order. In the event of any delay in joining the post, the person has to intimate the authority for the extension of the joining date, mentioning the reasons there of

2.8: SUBMISSION OF DOCUMENTS:

On the date of joining the post, an appointee shall submit the self-attested photocopies of following documents to the office of Principal.

- D. Pharm Mark sheets of two years and certificate wherever applicable
- B. Pharm degree Certificate
- Mark sheets of all eight semesters of the B. Pharm issued by the respective University,
- M. Pharm Certificate issued by the respective university
- Mark sheets of all four semesters of the M. Pharm issued by the respective University,
- Ph.D certificate issued by the respective University
- Experience certificate and the relieving order from the Institution last served
- Certificate in respect of additional qualification if any, as may be relevant for the purpose
- Certificate in support of Date of Birth,
- Aadhaar Card, Voter ID card/ Passport/ Driving License
- PAN Card,
- Four numbers of Passport size recent colour photographs,
- Pharmacist's Registration Certificate issued by the State Pharmacy Council
- Any other document as may be required for the purpose of enrollment in the portal of the Statutory bodies/Affiliating bodies.
- A self declaration in respect of genuinity of the documents submitted to the Institution

If the particulars given by an employee in the application are found to be false, or fabricated/ the document submitted by the employee are false, the appointment shall be declared invalid and penal action will be taken against him/her.

2.9: AGE AT THE TIME OF JOINING

The age of a person at the time of joining the service of the Institution shall not be less than 18 years. Every employee shall submit a declaration on his first appointment, his date of birth according to the Christian era and shall submit copy of the official document in support of the same.

2.10: DATE OF BIRTH:

The date of birth as recorded in the official document(s) cannot be altered and no affidavit in this respect will be entertained.

2.11: ADDRESS FOR CORRESPONDENCE:

An employee needs to furnish the proper correspondence address with the pin code to the office along with email and mobile number, at the time of joining the services. Subsequent change in the address or mobile number if any, need to be intimated to the office for updating the same in the file. If a change of address is not timely intimated, any communication sent in the given address will be considered sufficient as notice for any purpose.

2.12: CHANGE OF NAME/ MARITAL STATUS

Any change of name with the change of marital status or otherwise must be intimated to the authority concerned with proper document(s)

An employee shall promptly communicate to the Institute any change of residential address and/or contact number/mobile number and/or email ID.

2.13: COMMENCEMENT OF PERIOD OF SERVICE:

For calculation of the period of service of a teaching/non-teaching staff of the Institute in any post for any purpose will be calculated from the date of his joining the post of his first appointment as a probationer.

2.14: REGISTRATION IN THE PORTALS OF STATUTORY BODIES, AFFILIATING BODIES

The faculty appointed need to register his/her name with the statutory authority as may be required for the purpose.

2.15: PROBATION PERIOD:

Unless otherwise specified, all employees, other than those appointed on a temporary basis appointed against regular posts will normally be appointed at the first instance on probation for a period of one year, or as stipulated in the appointment order, excepting in the cases of experienced and deserving candidates. The period of probation may be extended in individual cases as considered necessary by the Appointing Authority. Extension of probationary period, shall be for a period up to one year and not more than two extensions shall be allowed; thereafter, probationary services of the employee would stand dispensed with. However, in exceptional cases, the Appointing Authority, on the recommendation of the Director/Principal may waive the probationary period of an incumbent

Letter of request to be submitted by the employee for extension. Notice of extension of probation will be given to the employee in writing one month before expiry of the probationary period, unless otherwise specified in the letter of appointment.

2.16: CONFIRMATION OF SERVICES:

One month prior to the completion of probation period, an employee shall furnish an application along with the Performance Appraisal Report with the supportive credentials/documents for the period of probation to the appointing authority for consideration for confirmation of service

The appointing authority may consider for confirmation of services on the basis of the PAR and the

recommendations of the Principal

A faculty member being unsuccessful in the assessment process for confirmation, his/her period of service on probation can be considered for extension for a further period of six months to one year, giving an opportunity for improvement. In case of unsatisfactory performance even after the extension period, the services of the employee shall be terminated.

On satisfactory completion of the period(s) of probation the employee will be informed of his/her confirmation and thereafter he/she will be entitled to all the benefits that accrue on such confirmation.

An employee will not be regarded as having been confirmed until a letter of confirmation, specifying the date of confirmation has been issued to him by the appointing authority for the purpose.

2.17: AGE OF SUPERANNUATION:

Normally, every employee, other than the teaching staff shall retire at the age of 60 years.

The age of superannuation of all faculty members, and Principal/ Director shall be 65 years/ as may be specified/governed by the statutory bodies/affiliating Bodies as may be applicable for the purpose.

Re employment/ extension of the age of superannuation beyond 65 years of age for a further period of two years or more up to a maximum of 70 years shall be at the discretion of the Management, and subject to the compliance of the norms of the statutory bodies/Affiliating bodies, which shall be purely on the basis of merit and without affecting selection or promotion prospects of eligible teachers. Retirement benefits if any shall be as per the decision of the management.

2.18: CONTRACT ENGAGEMENT

A contractual agreement shall be made on the following terms and conditions:

Engagement will be for a period of one year on a consolidated monthly remuneration.

The contract may be renewed for any further period as per discretion of the Governing body.

The renewal of contractual engagement shall not confer any right on the appointee to claim permanence in the employment of the Institute.

The contract may be terminated by one month's notice from either side.

If any declaration given or information furnished by him/her regarding his/her marital status, educational qualifications, date of birth, details pertaining to his/her previous occupation etc. at the time of his/her initial contract or anytime during his/her service in the Institute is found to be false or it is found that he/she has willfully suppressed any information, he/she shall be liable to be removed from the service and to such other action as the Institute may deem necessary.

In case of any dispute in interpretation of terms and conditions of the contract or the rules governing his/ her service or otherwise, the decision of the Appointing Authority thereon shall be final and binding.

CHAPTER – 3 JOB DESCRIPTION & SERVICE CONDITIONS

3.1: JOB DESCRIPTION

Each category of employment has its own job description which is fixed by the CEO in consultation with the Managing Trustee.

The Principal has the right to ask each one to perform duties diligently. While no one will be asked to do jobs inconsonance with his/her appointment, a great deal of co-operation and mutual assistance is expected from all concerned for the well being of the Institute.

3.2: WORKING HOURS

Normally the working hours of the Institute shall be from 9.30 AM to 5.30 PM

Monday to Friday shall be working days for the Teaching staff and the Librarian

In the interest of the Institute and the students the Principal shall have the authority to direct the teachers/non-teaching staff to be present on Saturday , Sundays (General Weekly Holiday) and other holidays or stay back after the working hours for special classes, coaching, supervisions, rehearsals, meetings, or related tasks, if found necessary.

For smooth and routine running of the Institute, and because of the specific nature of work, individual working hours may be fixed for certain categories of employees.

The timing will be communicated by the person in-charge of the concerned department. This timing may be changed when necessary, by the CEO & President and Managing Trustee of the Institute in consultation with the Principal. When special classes, coaching, supervisions, rehearsals, meetings and related tasks are performed on any holiday/s, the non-teaching staff may be asked to be present to assist the authorities.

3.3: ATTENDENCE.

All employees of the Institution should mark their attendance in the Biometric system regularly on each working day, both for the arrival time (in-time) and departure time (out time) which is mandatory, apart from marking their attendance in the attendance Register

An attendance register will be maintained for all categories of employees

Teaching staff will sign each day on arrival & departure.

Office/clerical staff shall sign each day on arrival and departure, indicating time.

The employees must bring to the notice of the Principal or the A.O for any error in this regard.

The Biometric attendance is mandatory. This will be the Official Record for all purposes.

All are expected to be punctual for his /her service. Habitual late comers will be liable for disciplinary action.

Three late arrivals or three early departures in a month will be considered as one casual leave.

3.4: ABSENCE FROM THE PLACE OF WORK.

During the working hours (except for lunch – break) all are expected to be in their respective places of work. During the free periods teachers are expected to be in the staff room/ library/ laboratory in general.

Frequent absence from the place of work or staying out side the Institute premises during working hours may call for disciplinary action.

The Institute shall also maintain proper Registers, Service Books, and such other documents as may be mandated for the purpose.

3.5: CONFIDENTIAL RECORD

Confidential reports / confidential records / Registers /documents like Service Book, Confidential and Evaluative statements with regard to the performance of the faculty and other employees shall be maintained by the office of the Principal of the Institute.

Confidential entries shall be made at least once in a year in the service book and are subject to review by the Governing Body.

3.6: SERVICE BOOK

A Service Book in respect of every member of the staff confirmed in the service shall be maintained by the Principal in such form, and shall contain such particulars of the employee, including pay – scale, leave records and any other particular(s) as may be prescribed by the Governing Body. Each employee shall periodically sign against the relevant entries in his/her Service Book in the presence of the CEO & President and Principal.

3.7: MAINTENANCE OF REGISTERS / DOCUMENTS

Every faculty of the Institution shall maintain proper registers/ documents in support of academic activities of the Institution related to preparation of Lesson Plan, Course file, student attendance registers/Mentor report/documents in support of adopting Blooms Taxonomy/Assessment Rubrics, care for slow learners & their progression, lectures delivered beyond the syllabus/practical classes conducted beyond the syllabus, experiential learning, Teaching Learning & Evaluation as mandated by the statutory bodies/Affiliating bodies/Accreditation bodies/ as desired by the Institution from time to time.

Besides, the faculty members shall also maintain proper records in respect of the activities handled by them as a part of Institutional Governance.

The Librarian shall maintain Library Accession Register for Library Books, Accession Register for Journals/periodicals/Magazines, Accession Register for the Book Bank, Books issue register, Foot fall register, Library usage register, Reading room register, Journal reading register for the staff & students separately.

The Assistant Librarian shall assist Librarian in maintaining the library system in compliance to the Library norms as mandated by the Statutory bodies/Affiliating bodies/Accreditation Bodies from time to time.

A.O shall maintain all office records/registers/files in a systematic manner as a part of Good Documentation Practices.

The Store keeper shall maintain all registers of Inventories like Store stock register for Chemicals, Glass ware, Instruments, Apparatus & Miscellaneous items of the store apart from keeping all relevant files in support of procurement & issue of items in the store.

The laboratory Assistants under the guidance of respective lab-in charge shall maintain Daily consumption Register, Laboratory stock registers for Chemicals/ Glassware/ Instruments/ Miscellaneous items, Breakage Register, Movement Register, Repair & Maintenance register, Job card, SOP, Log book for each instrument, Laboratory cleaning register and all other registers as may be applicable for the purpose.

Faculty- in-charge of Animal house shall maintain all registers/ files/ documentation system pertaining to the Laboratory experimental Animals as mandated by CCSEA/ IAEC

3.8: RESIGNATION FROM SERVICE BY THE EMPLOYEE

An employee reserves the right to resign from the services of the Institution by giving notice of one month/or the period as mentioned in the Letter of appointment, exclusive of the period of vacation availed of during the notice period.

The employee should submit in person the notice of resignation in writing or by paying equivalent salary including allowances, in lieu thereof. He/ She shall submit No Objection Certificate from all concerned for consideration for issuing the Relieving order. The appointing authority may waive the notice period in deserving cases Faculty members and members of technical staff are normally not allowed to leave the services in the Institute during the continuance of a semester. The resignation letter submitted by an employee, when a disciplinary case has been initiated against him, will not be accepted.

3.9: TERMINATION OF SERVICES OF THE EMPLOYEE BY THE MANAGEMENT:

The appointing authority reserves the right to terminate the services of any employee by giving one month's notice in writing, without assigning any reason or by paying salary in lieu thereof.

The appointing authority may terminate the service of a confirmed employee without recording any reasons because of the abolition of a subject, course or due to financial stringency or otherwise after giving such an employee three months notice.

However in the event of an employee found guilty of breach of trust, addiction to Narcotic Drugs, dishonesty, found guilty of sexual abuse against women at work place/ any act of eve teasing, bad behavior causing insult to any women and activities of outraging the modesty of women at workplace, Loose talking ,any disobedience of the orders (either written or verbal) of the Principal/ Management, insubordination, misconduct, breach of the Rules and Regulations of the Institution/ Examining authority/ affiliating University/ Council/ statutory body, and such other activities as may be found detrimental to the growth and development of the Institution, inefficiency, on performance of the duty to the satisfaction of the authority, negligence in discharging of duties or in the event of physical or mental disability/ prolonged illness on the part of the employee, the appointing authority shall have discretionary powers to terminate the service of any employee at any time without any notice or compensation in lieu thereof.

The relieving order shall be issued to such employee immediately after the submission of NOC from all concerned, by the person.

3.10: DISCIPLINARY ACTION

In the event of any violation of Institutional discipline/ Code of conduct by any employee of the Institution, the Management of the Institute shall have the discretionary powers to institute necessary disciplinary action / impose penalty/punishments like, place the employee under suspension with or without salary/ with holding the salary/ withholding increment or withholding promotion/ Recovery of the whole or part of the pecuniary losses caused to the Institute by neglect or breach of orders/ to reduce his/ her rank/ compulsory retirement/ Removal from service/ Dismissal from service shall be decided by the management on case to case basis

No order imposing on an employee any of the penalties specified above will be passed by the Competent authority unless the employee has been given a reasonable opportunity to make a Representation/ submission to the Appointing Authority, after an enquiry has been held and the Employee has been given reasonable opportunity of showing cause against the action proposed to Be taken.

However, on the prayer of the suspended employee, the Governing Body may grant him/ her some subsistence allowance, the amount of which will be decided by the Governing Body depending upon the merit of the case.

3.11: APPEALS

An employee aggrieved by any order passed by the Competent Authority imposing a penalty against him / her will be entitled to prefer an appeal to the Governing Body and a decision may be passed by a simple majority of the Governing Body.

The Appellate Authority ordering there in statement of an employee who has been dismissed, removed or suspended from service may grant arrear wages/ salary for the period of his / her absence from duty.

If he / she is honorably acquitted, the full pay and allowances to which he / she would have been entitled if he had not been dismissed, removed or suspended, or If otherwise, such proportion of pay and allowances as the appellate authority may prescribe.

3.12: REVIEW OF ORDERS

The Authority to which an appeal against an order imposing a penalty may, of its own or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case and pass such order as it deems fit, provided that action shall be initiated within 6 months from the date of the order under review.

CHAPTER -4 PAY-SCALES AND ALLOWANCES

4.1: SCALE OF PAY:

An employee on his appointment to a post, as a faculty in the Institution shall be placed in an appropriate scale of pay commensurating the post and as per the decision of the Management. The persons with proven record of outstanding achievements/ Research/ Patents/ such other merit shall be given additional allowances as may be decided by the authority.

The pay particulars/ salary, allowances and such other details as offered at the time of appointment shall be mentioned in the appointment order. The person so appointed shall sign the copy of the appointment order as a confirmation of acceptance of the offer.

4.2: PAYMENT OF SALARIES

Every employee shall be paid his/ her salary before the 7th working day of each month. The Institute shall deduct from the Pay, at source, the amount due payment of income tax, provident fund, professional tax (where applicable) and any other dues legally recoverable.

All required documents for the purpose of income tax or other deductions must be submitted to the appropriate authority. Non compliance with these requirements may lead to irregularity in the Provident Fund or in the income tax account for which the Institute shall not be held responsible.

Increments will be made to the permanent employees only once in every year after satisfactory completion each year of his/ her service.

4.3: PROVIDENT FUND

Every eligible employee shall become a member of the Contributory Provident Fund Rules of the Govt. of India, and its up - to- date amendments there of as far as the Institute may be concerned.

All transfers, advances and withdrawals from the Provident Fund will be guided by the rules of the Employees Provident Fund Act 1952 and its up-to-date amendments thereof.

4.4: GRATUITY

Every Employee shall be entitled to gratuity as per provisions of Payment of Gratuity Act, 1972 and the rules framed there under as applicable to the non-profit making private self financing Institute.

CHAPTER – 5 LEAVE RULES:**5.1: GENERAL RULES CONCERNING LEAVE**

1. Leave means authorized absence from work.
2. Leave of any kind cannot be claimed as a matter of right.
3. Principal is the competent authority to sanction leave to all employees.
4. In the event of any exigencies of service so require, the Principal shall have the discretion to refuse, revoke any leave or part thereof, or curtail leave, if it is considered necessary in the interest of the students and the smooth running of the Institution.
5. CEO/Managing Trustee shall be the Competent Authority to sanction leave for the Principal/Director.
6. For the purpose of Leave, the year will be the calendar year (1st January to 31st December of that year).
7. Applications for all types of leave should be submitted to the Principal, in writing, clearly stating the work adjustments for the period of leave.
8. On application by an employee, leave may be granted only when satisfactory grounds have been shown
9. No member of the staff shall remain absent from the work place or duties without the prior permission of the Principal.
10. Absence for Duty without work adjustment & without prior approval shall be treated as unauthorized absence from Duty.
11. In case of urgency, where for any reason it has not been possible to obtain prior permission, an employee shall at the earliest opportunity inform the Principal in writing, of the reasons for absence. This application must be submitted within two days from the date of his/her absence from work place leave or before resumption of duty whichever is earlier.
12. No leave of any nature shall be admissible to an employee who is under suspension.
13. No leave is admissible for the employee during the period of notice for the resignation.
14. Leave shall ordinarily commence on the date with effect from which it is availed of and terminate on the day preceding the date of resumption of duty
15. When an employee of the Institution is granted leave to which holidays or recess has been affixed and such has been offered and such a staff absent himself from duty beyond the expiry of such holidays or recess, the entire period of his absence from duty after the expiry of such holidays or recess shall be treated as absence from duty without leave and he shall not be entitled to his salary or allowances for such period unless and until the period is covered by the grant of appropriate leave.
16. Any leave that has been properly applied for and granted by the Principal will not cause a break in the service of the concerned employee.
17. Leave to the credit of an employee shall lapse on the date of superannuation
18. An employee on leave, with or without pay, shall not accept any service with pay or remuneration during the period of leave, without first obtaining specific permission from the CEO
19. A register for the Leave Account of every employee shall be maintained in the Institute

Office

20. The CEO/ Principal may at his discretion recall to duty at any time any staff who may be on leave except on Medical leave/ Maternity leave.

5.2: PUBLIC HOLIDAYS

The Teaching and Nonteaching staff members of BST are entitled to avail the Public holidays as per the relevant provisions of the Negotiable Instrument Act 1881, as may be notified from time to time by the State/ Central Government/ Affiliating Bodies/ Statutory bodies.

However, as a mark of patriotism for our Nation, all employees of BST need to participate in the flag hoisting ceremony at the Institute premises on the eve of Republic Day and the Independence Day.

In the event of any urgency, the Principal reserves the right to call any or all the employees to the Institute for the purpose connected with the institute, they are bound to come notwithstanding the fact that it is a holiday.

5.3: SECTIONAL HOLIDAY

Sectional Holidays to the employees of the Institution belonging to different communities as may be notified by the Government of West Bengal/MAKAUT/authority concerned for the respective employee.

Any other day other than the list of holidays subsequently notified by the State/Central Government and as approved by the Management shall also be applicable for the employees of the Institution as per the need.

5.4: CASUAL LEAVE (CL)

- Casual leave on full pay may be allowed to the employees of the Institution (regular, contractual and probationer) up to a maximum of 12 days in a calendar year for short periods not exceeding 5 days at a time.
- Casual leave shall be credited to the account of an employee in two installments ie. seven days in the month of January (From January to June) and seven days in the month of July(July to December) in a calendar Year.
- A record of Casual leave taken by the employee during each year shall be maintained by the office of Administrative officer BST
- Casual Leave can be combined with weekly off days (i.e., Saturdays & Sundays) and other public holidays, except Puja holidays, winter and summer break, any other long leave.
- Casual leave will not be granted within the first week of the opening of the Institute after major holidays.
- Application for Casual leave is to be submitted furnishing the details of work adjustments, prior to the date on which the employee wishes to take the leave. Circumstances beyond One's control is the only reason when the employee may fail to get sanction of leave in advance. However, the employee should make use of the other means of communication to inform the Institute of his/ her absence with work adjustment.
- Any employee who exceeds the permissible limit of total casual leave will lose a day's salary

for each day of absence in excess of the limit.

- Casual leave can in no case be accumulated /carried forward to the next calendar year.
- Casual leave can be availed for half day also, if required, subject to approval of Principal.
- During the Probationary period, an employee will be entitled to one-day casual leave for each completed month of his/her service in the Institution.
- Three late comings or early departures in a month will be treated as one casual Leave.

5.5: SICK LEAVE

- Every full-time employee of the Institution shall be entitled to Sick leave on Medical ground for 10 days on full pay in a calendar year.
- Any sick leave for above 10 days and up to 20 days on genuine medical grounds can be availed on half pay.
- Sick Leave on medical ground beyond 20 days shall be treated as Leave without pay.
- Sick Leave on Medical ground cannot be carried forward to the next academic year.
- The probationers will be entitled for the Sick Leave on Medical ground after one year or after confirmation of the services whichever is earlier.
- Sick Leave on Medical ground need to be supported with a Prescription from a Registered Medical Practitioner.
- For resuming the duty after illness, a Medical fitness certificate from a Registered Medical Practitioner shall have to be submitted.

5.6: MATERNITY LEAVE

- A confirmed female employee Teaching or Non teaching shall be eligible to Maternity leave as per the provisions of the State Government.
- Any long vacation will also be covered within this ML, if it coincides with the same
- Notice of maternity leave supported by a certificate by a Doctor should be given at least one month prior to the commencement of leave.
- In case of any special medical requirement certified by the doctor additional leave up to a further period three months (90 days) with half pay shall be admissible.
- Maternity leave beyond 180 days shall be treated as Leave on Loss of pay.
- A female employee who is on Probation period or whose services are not confirmed shall be admissible for Maternity leave without pay provided she has rendered a continuous service of at least for a period of six months/ one term of the academic session.
- Maternity leave shall be admissible for One time only during the period of the service CEO/ Managing trustee shall be the competent authority to sanction the Maternity leave
- Maternity leave may also be granted to a whole time woman employee of the Institution in cases of miscarriage including abortion, subject to the condition that in such a case, such

leave shall not exceed 15 days and that the application for leave shall be supported by a medical certificate from a registered medical practitioner.

5.7: PATERNITY LEAVE

Male staff members (Teaching & Non-Teaching) can avail Paternity Leave for a period of seven days, during the child birth. Paternity leave shall be admissible only once during the entire service period.

5.8: EARNED LEAVE

- The Earned leave shall be applicable for the Non-Teaching staff/ any employee of the Institution, whose services are confirmed and who are not entitled to avail weekly off day (Who work for 6 days in a week except Sundays).
- Earned leave of 11 days shall be credited to the EL account for every one year of uninterrupted services (which includes Probation period) rendered by the employee eligible for EL.
- In case any employee is retained by the Director/ Principal during Summer/ Puja/ Winter vacations for any official work, such employee will be entitled to one day's earned leave in lieu of two days' work.
- Earned leave can be retained beyond calendar year in his leave account for future utilization

5.9: ON DUTY LEAVE

An employee of the Institution shall be granted On Duty leave when he/she is deputed for any official work pertaining to the institution.

5.10: COMPENSATORY CASUAL LEAVE (CCL)

- If the service of an employee is requisitioned by the Competent Authority on weekly off days and public holiday, he/she will be entitled for one CCL for each full day of extra work done in the Institution.
- For this purpose, a CCL account will be maintained for every employee of the Institute and, during submission of application, the date of presence against which CCL is sought should be clearly indicated.
- CCL earned in a year, should be availed within the next one month of the same calendar year CCL earned in a year cannot be accumulated /carried forward to the next calendar year
- Attending the invigilation duty for the University /Board (end Semester/ yearend) Examination/ assessment of answer sheets , attending the Institution for the examination duty of national level or state level entrance examinations like NEET, JEE WBJEE etc.(with paid services), attending the Institution during surprise/regular inspection / expert visit by the statutory bodies, affiliating bodies, Attending Seminars/Workshops on a weekly off-day or participating in the flag hoisting ceremony on 15th August/ 26th January, attending Puja which is celebrated at the Institute campus and other public holidays and on such other related activities shall not be counted for CCL

5.11: ACADEMIC LEAVE

Academic leave for the teaching staff for:

- Conducting Practical examination as external examiner in an approved Institution/University/Council. (For the days of the Practical examination) .
- Presenting Research paper in National/International Conferences
- Attending/presenting research papers in the National/ International conferences/ Seminars/Workshops.
- Attending FDP/ QIP/ Seminars organized/ sponsored by the statutory bodies/affiliating University/ Council
- Carrying out the duties as Observer as assigned by the University/ Council for the respective days of the duty as observer.
- Delivering Guest Lectures/talk in the plenary session/to chair a plenary session at the National/international conference.
- Ph.D Viva-Voce Examination of self
- Attending Pre-Ph.D viva/ final Viva-voce examination on offline mode.
- Attending the convocation to receive the PG/ Ph.D degree.
- Conducting Ph.D Viva-Voce
- Conducting Inspections as PCI Inspector/University nominee/Member of expert visit of statutory Bodies/Accreditation bodies.
- Such other purposes as may be considered appropriate

5.12: ANNUAL LEAVE/ VACATION LEAVE

- Teachers shall be entitled to vacation leave when the Institute is closed every year. A teacher is eligible for the vacation salary only if he/she has put in an unbroken service of three months, prior to the holiday period and continues the service after the holiday. A teacher will have to be present on the closing and on the reopening day if he/she is to be eligible for the vacation salary.
- A probationary staff shall be paid the salary for the vacation month only after she/he rejoins duty after the vacation.
- Non-teaching staff are in the category of non-vacation staff, Institute vacations do not apply to them. They are, however entitled to half month (15days inclusive of Sundays and Holidays) Annual Leave every calendar year, non-cumulative, to be taken during the Institute vacations with the previous sanction of the Principal.
- All non-teaching staff are encouraged to take the Annual Leave. However, under special circumstances, if the Institute requires the service of any member of the non-teaching staff, the encashment of the number of non-availed days of Annual leave of that year will be allowed. For the purpose of encashment of the Annual Leave., the amount payable will be calculated on the rate of the Monthly Basic Pay drawn plus the rate of D. A. receivable by the concerned staff for the month.

- Non-Teaching staff may take the Annual Leave together or in two broken periods but only within the period of institute holidays. Those who have not completed eleven months of service at the time of the institute holidays may be granted proportionate Annual Leave

5.13: ANY OTHER LEAVE/ EXTRAORDINARY LEAVE:

When no other leave is admissible, an employee may be considered for grant of extra-ordinary leave without pay and allowances. It is up to the discretion of the Management to grant or not to grant the extraordinary leave.

CHAPTER – 6 CODE OF CONDUCT**6.1: CODE OF CONDUCT FOR THE EMPLOYEES**

1. Every employee shall follow the Vision, Mission, PEO and other objectives of the Institution meticulously.
2. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational Institution.
3. During the period of service, an employee shall abide by the Code of Conduct of the Institution and all Office Orders, Circulars, Notices, Communications and directions of the Institute authorities from time to time. and will abide by the terms and conditions as stipulated in the service Rules and the terms and conditions stated in the letter of appointment issued by the Institution
4. Every employee shall extend utmost courtesy and attention to all persons including the students with whom he/she is to deal with during the course of his/her duties.
5. Every employee shall endeavor to promote the interest of the Institute and shall not act in any manner prejudicial there to.
6. No employee shall engage directly or indirectly in any trade or business, including imparting private tuitions to the students of this Institute or undertake any other employment, during the course of his/her service in this Institution.
7. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
8. Smoking, Chewing of tobacco/ other nicotine products, consumption of alcoholic beverages, and such other items of intoxication are strictly prohibited inside the Institute premises.
9. Every employee shall maintain the utmost secrecy regarding the affairs of Institute and shall not divulge any information regarding the Institute, directly or indirectly, any information of confidential nature either to a member of the public or of the Institute staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
10. Staff members need to ensure proper work adjustments while availing any type of Leave.
11. Staff members shall not divulge any information regarding the matters related to the Institute and shall not involve him/her in any activity which is construed as detrimental to the interest of the Institution.
12. Staff members need to adopt Good Laboratory Practices, Good Documentation Practices, Good Library Practices, Good Office Practices, and Good Inventory Practices, maintaining a Clean & Green Swatch Campus, support the cause of energy conservation and such other good practices as may be applicable for the respective staff, for the larger interest of the Institution.
13. Staff members need to abide by the orders, code of conduct, rules and regulations of the Institution/Affiliating bodies/Statutory Councils and other bodies which are in force or may be notified from time to time.
14. Staff members should not get involved in any such activity which is considered as unbecoming of an employee of this Institution.

15. All employees are supposed to participate in the flag hoisting ceremonies on 15th August and 26th January at the Institute campus as a mark of patriotism
16. All staff members shall maintain punctuality in attending the college.
17. All staff members must attend the activities like Annual sports meet, Annual fest, etc.
18. No employee shall Organize any meeting at the Institution/ attend any meeting during institute hours except when he/ she is permitted by the CEO/ Managing Trustee to do so
19. No employee of the Institution shall refuse to accept any notice or letter in person or at the address, issued by the CEO, Managing Trustee, Principal.

6.2: CODE OF CONDUCT FOR THE TEACHING STAFF

Every Faculty of the Institution should believe that the goal of the institute is not just the academic success but all round development of each student. In order to put it into action the teachers must work in close coordination with each other and with other members of the institute community. All faculty members are expected to be exemplary in their public and private life to become a role model. Besides their professional competency and effectiveness in class-rooms they should be an inspiration to the youth committed to their classes by transferring the philosophy of the institute to the class room.

Every faculty member with Pharmacy qualification needs to register in the respective State Pharmacy Council as a Registered Pharmacist.

Every faculty with Pharmacist Registration number need to submit an affidavit in the prescribed format as prescribed by PCI, declaring that he/she has not/will not use his/her Pharmacist Registration Certificate issued by the State Pharmacy Council, during the tenure of his/her employment with Bengal School of Technology, along with the declaration that he/she will render himself/ herself liable to action for cancellation of his/ her Pharmacist Registration and shall be debarred from the Institution on account of infamous conduct

Faculty members are expected to conduct classes in an appropriate manner as required by the course assigned with proper TLP pedagogy, Lesson plan with desired emphasis on BTL (LOTS & HOTS), Assessment Rubrics and such other parameters of Best Practices with an innovative approach for desired skill development with a commitment to generate competent human resources to meet the dynamic challenges of the healthcare sector in the global village.

Faculty members need to conduct examinations and carryout evaluation in an unbiased manner.

Faculty members need to ensure proper work adjustments while availing any type of Leave

Faculty members are expected to support the administration in completing the assigned work meticulously for the best interest of the growth and development of the Institution through the approach of Good Institutional Governance.

Faculty members need to actively involve themselves in the productive Research work of high standard.

Faculty members are required to apply for research grant to the various funding agencies.

Faculty members need to explore the possibilities for collaborative research work, with Pharmaceutical Industry / Research Institutions/ Universities/ Organizations of standing repute.

Faculty members are required to publish research papers in reputed International journals with high impact factor. The name of this Institution need to be mentioned in the research papers.

Faculty members need to aim to file Patents of the research findings.

Faculty members need to promote the causes for an effective Industry-Institute -Interaction

Faculty members need to generate academic and research ambience to attract Industry/research organizations for a tie up with a Memorandum of Understanding for a win-win situation.

Faculty members need to underscore the importance of effective Mentor-Mentee-Monitoring-Mechanism and other Best Practices as a part of Institutional Governance

Besides discharging the normal duties of teaching, every faculty member have to perform the administrative and other co-curricular/ extracurricular/other works of the Institution as may be assigned by the CEO/ Management/ Principal/ Examining authority/ statutory body etc, from time to time and as and when required

Each faculty is expected to adopt the Code of Ethics for a Pharmacist as may be notified by the PCI

Every faculty shall be punctual in attendance and in respect of his/her class-work and also any other work connected with the duties assigned to him/ her by the Principal of the institution.

Every faculty shall abide by the rules and regulations of the Institute and also show due respect to the constituted authority.

Every faculty shall show due diligence in the preparation of their classes, in the delivery of the lessons, and the correction of assignments given.

Every faculty shall be responsible for the setting up of question papers and marking of answer scripts.

Every faculty shall be responsible for the proper keeping of the records of the attendance of students and their progress.

Every faculty shall take part in the co-curricular and other activities of the students and their progress.

Every faculty shall attend meetings, seminars, updating courses or in-service trainings organized by the institute or for which they are nominated by the institute.

No faculty shall knowingly or willfully neglect his/ her duties.

No faculty shall discriminate against any student on the ground of gender, caste, creed, language or place of origin, social and cultural background or any other.

No faculty shall Indulge in, or encourage, any form of malpractice connected with examinations and/ or any other institute activity.

No faculty shall show neglect in correcting class-work or homework done by students.

No faculty shall take private tuition of the students without prior consent of the Managing Trustee/ CEO in writing.

No faculty while being present in the institute, shall not remain absent himself/ herself from the class, he/ she is required to attend, except with the previous permission of the head of the institute/Management

No faculty shall remain absent from institute without leave or without previous permission of the head of the institute.

No faculty shall accept any form of job of remunerative character from any source other than the institute or engage him/ her in any business.

6.3: OFFICE OF A.O

The Administrative Officer appointed by the Institution is accountable to the CEO, Managing Trustee, GB and Principal/ Authorities concerned. The decorum of the Office of A.O demands the possession of essential qualities of the person in the post of A.O to have the inherent qualities of Honesty, Confidentiality, Integrity, Prudence, Reliability, Trust worthy, positive attitude, considerate, courteous, polite ,punctual, Maintain Regularity, promptness in doing the work with accuracy & precision, dressed decently, accept responsibility and such other qualities and ability to handle the office/situation with ethical and Universal human values with an utmost commitment to work for the growth and development of the Institution

6.4: OUTLINES OF THE DUTIES AND RESPONSIBILITIES OF A.O

1. Verification of daily attendance status of Teaching, Non teaching , Ministerial staff
2. Maintenance of Leave register
3. Verification leave applications for admissibility of leave applied and put up for approval
4. Effective Coordination with all concerned
5. Matters related to conduct of GB meetings and such other meetings as may be convened
6. Matters related to the approval process of the relevant statutory bodes.
7. Matters related to the complete process of admission for D.Pharm, B.Pharm, LE and M.Pharm
8. Matters related to the Registration of the candidates by the respective examining authorities
9. Timely Payment of registration fees to the examining authorities
10. Matters related to the scholarships and Systematic documentation of scholarship papers
11. Maintenance of office copy of all communications
12. Maintenance of inward and outward register
13. Maintenance of personal files
14. Monitor & coordinate the activities of Hostels, canteens, cafeteria, Games & sports, Gym
15. Monitor the activities of Lab Assts , attendant s, Gardener, safaiwala, scavengers & other staff
16. Monitoring the validity of fire extinguishers and initiate necessary steps to refill them
17. Monitoring the effective functioning of all CCTV, Wi-Fi, Generator & such other facilities
18. Monitoring the matters related to renewal of Insurance

19. Regular supervision of the campus daily
20. Matters related to timely follow-up of payment of tuition/ hostel fees by the students
21. Matters related to EPF, ESI, IT TDS, preparation of salary bill
22. Monitoring the activities to maintain ragging free campus
23. Campus discipline, office decorum, Institutional discipline, respect of Protocols
24. Regular checking of E Mail, with need based follow up steps and responding the mail
25. Regular checking of websites of the University and state council for notifications / urgent matters
26. Matters related to distribution of college uniform cloths and bags to newly admitted students
27. Matters related to celebrations of Saraswati puja and Viswakarma puja
28. Matters related to smooth conduct of Annual games and sports and annual fest
29. Matters related to celebration of Republic day and Independence day
30. Preparing Holiday notices as per the list of holidays approved by the authority
31. Matters related to Issue of Bonafide certificate, College leaving certificate, NOC to students
32. Matters related to issue of Railway concession forms to the eligible students
33. Matters related to the maintenance of service books, code of conduct, issue of relieving order
34. Matters related to arrangements for conduct of all examination-University, Council, WBJEE, NEET etc
35. Matters related to advertisements, marketing, brand imaging, admission fair etc.
36. Preparation of annual budget in coordination with the accounts staff
37. Processing of the Internal requirements to address the issues of Labs, Library, Store & others
38. Issue of Gate pass for items going out of the campus
39. Monitoring the requirements of the college vehicle(cars) and coordination with the authority
40. Provide necessary support for effective functioning of the committees of institutional governance.
41. Any other matters as may be assigned from time to time by the authority and all that which comes under the purview of the responsibilities of the post of AO

6.5: OFFICE OF ACCOUNTS

The persons appointed for the office of Accounts are accountable to the CEO, Managing Trustee, GB Principal/ A.O/ and authorities concerned. They are expected to maintain the basic minimum qualities of Honesty, Confidentiality, Integrity, Prudence, Reliability, Trustworthy, positive attitude, considerate, courteous, polite ,punctual, Maintain Regularity, promptness in doing the works related to Accounts and such other allied matters may be assigned from time to time by the authority with accuracy & precision, responsibility and such other qualities as may be mandated for the nature of the work with a strong commitment to work for the growth and development of the Institution

6.6: NON-TEACHING STAFF:

All the Non-Teaching staff are accountable to the A.O./ Lab in charges as may be applicable for the purpose. They are expected to carry out the duties as may be assigned from time to time by the A.O/ Principal/ authorities concerned meticulously to the satisfaction of the authority. All the staff need to maintain punctuality and regularity

6.7: LIBRARIAN

The Librarian appointed for the College Library is accountable to the Principal/ Managing Trustee/ CEO/ authorities concerned. The nature of duties & responsibilities shall be as mandated for the post of a Librarian of an Institution of its kind. Librarian shall meticulously comply all the aspects as may be required by the statutory authorities/ Affiliating Bodies from time to time. In time bound manner, accordingly the Library should be updated periodically.

The Assistant Librarian need to carry out the duties assigned by the Librarian/ authority concerned

6.8: SUPPORTING STAFF

These include Library attendant and Laboratory attendants, drivers, maintenance attendants, gardeners, peons, bearers, darwans, sweepers and others as the institute may require. They form an integral part of the institute and contribute towards the efficiency of the institute work by the irregular and watchful service.

6.9: MISCONDUCT

A Misconduct is a willful action or omission on the part of an employee, which goes against the objectives and interests or requirements of the Institute community Breach of any provision of the Code of Conduct is also misconduct.

The Institute has the right to impose penalties or call for disciplinary action after assessing the gravity of them is conduct.

6.10: DISCIPLINARY AUTHORITIES

The Managing Trustee on behalf of the Institute shall be the Disciplinary Authority in respect of all the acts of misconduct, which warrant penalties as defined above.

The Governing Body shall be the Appellate Authority in respect of all cases of penalty is imposed against an employee. The Governing Body shall have the power to reconsider all the evidence produced in the case, admit fresh evidence, if necessary, hear the parties concerned and confirm, or modify or set aside any decision of the Disciplinary Authority

6.11: REMOVAL OF DOUBTS

When a doubt arises as to the interpretation or application of any of the provisions of this rules,

the matter will have to be referred to the Governing Body for decision and its decision will be final.

6.12: AMENDMENTS

These rules may be modified / amended by the Governing Body with the consent of the trust at any time by a resolution passed by a majority of two-thirds of the members construing the Governing Body in a meeting convened for the purpose after giving due notice to the members of the Governing Body.

CHAPTER - 7: QUALITY ENHANCEMENT/RESEARCH/RETENTION INITIATIVES**7.1: PERFORMANCE APPRAISAL SYSTEM**

As a part of the quality initiative activities of IQAC, the Performance Appraisal system is followed where in all the faculty members shall submit the annual PAR by awarding self-assessment score for each assessment parameter, pertaining to the core areas of:

1. Teaching Learning & Evaluation,
2. Co-Curricular, Extension & Professional Development, and
3. Research

The self-assessment score awarded by the respective faculty in respect of each of the assessment parameters under the above three core areas as per the assessment rubrics mentioned for each parameter for the respective academic session, supported by appropriate documents, is to be verified by IQAC in coordination with the program committee. The same shall be placed before Principal and CEO for award of score on the confidential observation and for further perusal.

7.2: FACULTY ENRICHMENT INITIATIVES

As a part of the faculty enrichment initiatives, the Institute shall extend support to the faculty with need based financial support for the following activities:

1. To deliver a talk/ invited lecture as a key note speaker/resource person/ Chairing/ Co-Chairing the plenary scientific sessions e-Chairing/ Co-Chairing the Scientific session/ act as adjudicator for the oral/poster presentations sessions at the Indian Pharmaceutical congress (IPC) or such other National/ International conferences organized by/ in association with/ sponsored by appropriate statutory body/ funding agency/ concerned Ministry under Government of India
2. To present research papers in the oral scientific sessions/ Poster sessions of the Indian Pharmaceutical Congress/ Annual conferences of National level Pharmaceutical Associations which are the confederating bodies of IPCA like; The Indian Pharmaceutical Association/ Association of Pharmaceutical Teachers of India ,Indian Pharmacy Graduates Association ,Indian Hospital Pharmacists Association and All India Drug Control Officers confederation / or any other organization recognized at the national paper.
3. To participate/ attend the FDP/ Conferences/ Seminars/ Workshops organized by/ sponsored/ supported by the statutory bodies at National level once in a year preferably during the summer and winter vacations.

The faculty shall submit the application to the Principal along with the supportive documents in respect of the same. On the basis of the recommendations of the Principal, need based financial support towards the reimbursement of admissible expenses such as Registration fees & Travelling expenses by 3rd AC by shortest route, subject to production of valid documents like: copy of the certificate, Registration receipt, train ticket and such other essential documents as may be desired/ applicable for the purpose.

7.3: APPRECIATION FOR THE Ph.D AWARD:

The faculty members (Pharmacy) who are engaged in the research activities leading to Ph.D program, upon successful award of Degree of Doctor of Philosophy in Pharmacy, by an University of National repute/ an University established in India by Law, and the Ph.D degree of which is approved by UGC/ other statutory bodies of the country, shall be felicitated in the meeting organized by the College.

Further, as a token of appreciation for the same, an amount of Rupees Ten thousand shall be paid to the faculty in the salary.

7.4: MOTIVATION OF FACULTY FOR THE RESEARCH ACTIVITIES:

In order to motivate the faculty for undertaking the Research work and to register for the Ph.D program in reputed University/ Deemed to be University/State Private University/ any other University recognized for the purpose and whose degrees are approved by UGC/ Other Statutory bodies/ affiliating University, shall be permitted to carry out the research work at this Institution by availing the available laboratory/ Library facilities of this Institution, without disturbing the normal works at this Institution.

The application of the faculty in the prescribed form of the respective University for Ph.D registration, shall be forwarded by the Principal to the respective University with a No Objection Certificate/ certificate of accord of permission to avail the laboratory Infrastructural facilities of the Institution for his/ her Ph.D work as may be applicable for the purpose.

Such faculty members are expected to continue to work for the Institution after the award of Ph.D with a self-commitment for a long-term association with the Institution as a faculty.

In the event of requirement of use of small experimental laboratory animals, the researcher has to comply the requirements of CPCSEA-IAEC. The protocols in respect of the project proposals requiring the use of laboratory animals shall be placed in the IAEC, where in each proposal will be discussed in required details for rational use of animals and approval is accorded after necessary modifications wherever necessary, in accordance to the norms of CPCSEA and accordingly animals are issued for the research work

7.5: MOTIVATION FOR RESEARCH PUBLICATIONS/ RESEARCH AWARDS/ BOOK CHAPTER/ PATENTS:

In order to motivate/ encourage the faculty for competing for national level awards and to publish original research papers in standard peer reviewed/ UGC approved/ Scopus Indexed/ referred journals having high impact factor, for the work done at this Institution mentioning the name of this Institution in the research publication, appropriate financial incentives as may be deemed appropriate shall be admissible. Faculty members who have filed Patents on the research work done at this institution and the faculty who have published Text Books/ have contributed the Book chapters shall be rewarded appropriately as per the merit of the matter.

7.6: ENCOURAGEMENT FOR INDUSTRIAL COLLABORATIONS/RESEARCH GRANTS

As an encouragement of Faculty for submission of original research projects in the domain of their respective thrust areas / Inter disciplinary research, to the various Government & Non-Government funding agencies, appropriate incentives as may be permissible shall be awarded.