

Service Rule and Policies


1. Vision and Mission of the Faculty of Pharmacy, VNS Group of Institutions, Bhopal

Vision

“Empower the students with strong pharmaceutical fundamentals and professional ethics”

Mission

- Impart quality pharmaceutical education enriched with contemporary knowledge
- Develop employability skills through corporate synergy activities
- Strengthen innovative thinking by facilitating healthcare research
- Nurture and confirm discipline and ethics through individual attention



Principal
VNS Group of Institutions
Faculty of Pharmacy
Bhopal

2. Vidya Niketan Samiti and composition of Management team

Sr. No.	Name	Designation
1	Mrs Sangeeta Singh	Chairperson
2	Mrs Anita Thakur	Vice Chairperson
3	Ms Shivalika Singh	Secretary
4	Mr Vijay Singh	Joint Secretary
5	Dr. D. K. Swami	Treasurer
6	Mrs Reeta Singh	Member
7	Mrs. Neha Singh	Member

3. VNS Group of Institutions and Faculty of Pharmacy

Vidya Niketan Samiti (VNS) was established in 1994 for imparting quality education to students in various technical and professional programmes. The VNS imparts education in the fields of Physical Education, Management Studies, Pharmacy, Engineering and Nursing through its colleges. The Pharmacy programme was initiated at VNS in 1996, with the D. Pharm degree offered at the college, which was then named the VNS Institute of Pharmacy. The first batch of the B. Pharm programme commenced in 1998, with the vision of empowering students with a strong foundation in pharmaceutical fundamentals and professional ethics. VNS initiated M. Pharm programme in three specializations namely, Pharmaceutics, Pharmacchemistry and Pharmacology in the year 2006.

In the year 2010, VNS grouped all constituent colleges under the umbrella of VNS Group of Institutions, Bhopal, availing of the scheme proposed by AICTE, New Delhi, to foster multidisciplinary interaction among various technical and professional programmes. VNS always promoted a multidisciplinary approach for its constituent institutions and adopted the scheme in 2010, wherein the Institute of Pharmacy was renamed as the Faculty of Pharmacy as per the



AICTE mandate. However, in the year 2021 Pharmacy Council of India (PCI) conveyed that all Pharmacy colleges will be hereafter regulated by PCI, and the approval from AICTE can be considered optional for Pharmacy colleges. Hence, VNS opted for PCI approval, but the name of this standalone Pharmacy College continues to be VNS Group of Institutions, Faculty of Pharmacy, Bhopal, as approved by PCI and it is affiliated to Rajiv Gandhi Praudhyogiki Vishwavidyalaya (RGPV).

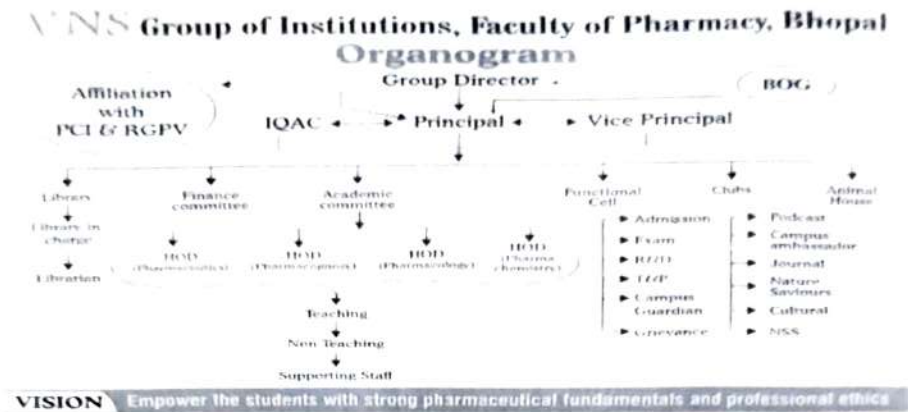
VNS aims to develop employability skills through corporate synergy activities and involving students in applicable technical skill learning. This institute strives to strengthen innovative thinking by facilitating research and ethical values through individual attention.

The institute promotes the use of advanced information and communication technology (ICT) tools to enhance the teaching and learning process of the students and the teachers. The availability of good infrastructure and well-equipped labs, adequate classrooms, and comfortable amenities makes the learning experience of the students comfortable and enjoyable. The institute promotes the overall development of the students through an array of co-curricular and extracurricular activities through various clubs and student cells. Teachers and students coordinate to design and execute various activities that could contribute to grooming the student to become a professional.

The Faculty of Pharmacy, VNS Group of Institutions, is driven by a research orientation, wherein experienced and motivated faculty members carry out research in the fields of pharmaceuticals, pharmacology, preclinical studies, general toxicology, pharmacognosy, and analytical chemistry. Pharmaceutical sciences deal with various in-vitro and in-vivo experimentations, which are extensively practiced at the Faculty of Pharmacy. A qualified multidisciplinary team of faculty members and motivated students is our core strength. An excellent animal house facility complying with all regulatory, ethical, and scientific requirements complements various research activities at the institute.



4. Organogram



5. The human resource (HR) manual of the Faculty of Pharmacy, VNS Group of Institutions, Bhopal

This HR manual provides a set of guidelines for conducting various administrative operations within the ambit of VNS Group of Institutions, Bhopal. It provides the guiding principle for the best practices for management of human resource in the institute. The manual provides the procedural information for the recruitment, induction and other relevant support systems for the teaching and non teaching staff members of the institute. The manual must be kept contemporary and hence it is periodically reviewed and necessary changes are made upon suggestions and recommendation received through various means of communication.

6. Faculty recruitment policy

6.1. Objective

To recruit qualified and eligible teaching and non teaching faculty in the institute for various responsibilities.

6.2. Coordinating and Decision making Authorities

6.2.1. The Principal and Vice-Principal in coordination with the Group Director and Management of VNS.

6.2.2. Respective Department Head (HOD)

6.2.3. Deputy Registrar (for non teaching faculty members)

6.3. Procedure to be followed

Following procedure is followed during the selection procedure and appointment of the faculty members

6.3.1. Upon requirement of the manpower in the department, The Head of the Department shall raise the requirement with Principal for approval.

6.3.2. The Principal upon due deliberation shall get the approval from Group Director for the vacancies within a week.

6.3.3. The advertisement for approved vacancies shall be raised using any of the communication mode including social media or newspapers to reach out to the prospective candidates.

6.3.6. The candidates would be screened from the received profiles based on their educational qualification, relevant industry or academic experience, age and various other job specifications.

6.3.5. The shortlisted candidates shall be informed for a prospective date for an interview.

6.3.6. The candidates will undergo a personal interview and a demonstration class with a duly constituted committee comprising of the Principal, Vice-Principal, subject expert, a management representative and other members as required.

6.3.7. The interviewing Panel reviews the candidate for the subject knowledge, delivery of content, stability and attitude of the individual to align with organizational objectives.

6.3.8. If found suitable, other terms of employment are discussed with the candidate and Date of Joining would be scheduled. Appointment letter and administrative formalities would be done upon joining of the candidate in the institute.

6.3.9. The interviewing and decision making process shall be completed with 60 days of intimation of the vacancy.



6.4. Faculty Recruitment Process Timeline

S.N.	Description	Responsibility	Time Period
01	Calculation of faculty requirement for next academic year	HOD / Academics Incharge	Day 1
02	Approval to the Vacancy calculation and forwarding the same to the management	Principal	Day 6
03	Approval to the Vacancy for filling from Group Director	Group Director	Day 10
04	Advertisement by other means to seek the applications from the candidate	Principal and Deputy registrar	Day 11
05	Collection of the applications and preparation of data in format	Registrar / Office Superintendent	Day 12- 25
06	Screening of the applications and preparing list of eligible candidates	Principal and Vice-Principal along with HOD and Deputy registrar	Day 30
07	Inviting candidates for interview	Deputy Registrar	Day 35
08	Conducting interviews of the eligible candidates	the Principal, Vice-Principal, subject expert, a management representative and other members as required	Day 35-40
09	Preparing a list of selected candidates in the format	Principal and Deputy Registrar	Day 42
10	Joining of the selected faculty	Principal / HOD / Registrar	Day 45
11	Preparing appointment orders and forwarding the same to the Group Director office	Deputy Registrar	Day 47
12	Issuing appointment order to the candidates	Principal	Day 50

7.0. Joining Formalities

7.1. **Objective:** To ensure smooth and amicable joining process for the selected candidate for the job which the institute has offered to the candidate.

7.2. Operating authorities:

The principal

Deputy Registrar

7.3. Operating Procedure:

The new comer will be provided with few documentations and support system on day in the institution. The details are as follow,

7.3.1. Joining form:

This form collects employee information like marital status, family details, address and other personal information.

7.3.2. List of documents to be submitted:

A checklist for new employees so that he/she does not miss submitting relevant documents for personnel files. The photocopy of the documents must be submitted are Address proof, ID Proof, Age proof, education proof, relieving letter and experience certificate from the last organization, photographs and acceptance of appointment letter. However, relieving letter from the previous organization shall be submitted in original.

7.3.3. Bank Account opening form:

The bank has already provided their account opening forms to the institute for assisting a new employee to fill the form and open an account in which salary will be disburse.

7.3.4. ID card application form:

The information required to be included in the ID card will be collected through this form and a passport size photo, required for the identification, needs to be submitted herewith.

7.3.5. Library membership form

The new employee, if teaching faculty, would be encourage to use library facilities upon completion of administrative process through this form.

7.3.6. Sitting arrangement

The employee will be accustomed to the premises of the institute and the colleague in the department and a suitable sitting arrangement will be provided to ensure a comfortable working environment.



8.0. Induction Policy:

Upon completion of the administrative and documentation related formalities the new employee will be assisted with academic and teaching learning support system through respective HOD of the department. The induction process include following activities,

- General information and updates about VNS and Faculty of Pharmacy
- Availability of the facilities for the teaching learning activities
- Orientation about the academic responsibilities and teaching learning methodologies and technical tools by meeting with the Principal, Vice-Principal, Group Director and the management of VNS.
- Information about the probable areas of expected contribution in the process of accreditations and the procedure undertaken by various agencies.
- Counseling and training by HOD for the academic activity and the responsibilities allotted: this training could be a short term (1-2 days) or could be phase wise based on the nature of work and the response of the new entrant.

9.0. Employment Guidelines:

It is a set of information and guidelines which governs the employment activities of the institute: it includes terms and conditions in transparent and clear manner to be shared with employees.

9.1. Operating authorities:

- The Principal
- HR officer
- Deputy Registrar/ Office Superintendent

9.2. Operating Procedure

The guidelines are shared with all employees at the time of joining and HR officer interacts with regard to guidelines given below.

9.2.1 Classification of Employees based on the Nature of the Job

9.2.1.1 Teaching Staff

Faculty members who are directly involved in giving lectures/tutorials or imparting hands-on technology knowledge/skills to the students are categorized as Teaching Staff.

9.2.1.2 Non-Teaching Staff

Staff members who support the academic activities but are not directly involved in the teaching/training of the students are categorized as Non-Teaching Staff.



The Non-Teaching Staff can be any one of the following roles:

- Office Superintendent
- Office Staff
- Lab Technical Assistants
- Housekeeping Staff
- Store Purchase Officer
- Library Staff
- Drivers
- Peons / Attendants
- Daily-wage Employees

9.2.2. Probationary Policy (Employment Policy including non-teaching staff)

Nomenclature and modes of Employment

- **Regular Employee**

The eligible individual employed on a regular post shall have successfully completed probation period of one year.

- **Probation period of the Employee**

It is the period of the employment which every employee to understand and adapts working culture, guideline and responsibilities in the institute. A person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the Institute shall complete this probationary period. The period of probation, however, will be stipulated in the letter of appointment, which may be extended at the discretion of the Management. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged and evaluated by the authorities, who recommend his/her service to confirm/extend probation or even for termination, if not found suitable.

- **Daily Wages**

A person employed for work of a casual or occasional nature.

9.2.3. Proof of Age

At the time joining the institute, everyone is required to submit documented proof and. Employee for this purpose shall provide any of the following documents for proof of age:

- Birth Certificate



- Transfer Certificate / School Leaving Certificate
- High School Certificate
- PAN Card
- Certificate issued by the registrar of births or any other local authority
- Pharmacy council registration certificate (Teaching staff)

9.2.4. Proof of Address

The proof of address (permanent and temporary) on the date of joining must be submitted in case of any communication required. It is expected that employee must provide information and update address upon any change in residence.

Relevant document proof could be:

- Aadhar Card / Voter ID Card/ Driving License

9.2.5. Hours of Work

The working of the institution is for six days a week on 8 hours (9:00 AM -5:00 PM) shift, with a lunch break for forty minutes and a tea break as and when teacher need refreshment.

9.2.6. Official Leaves

- A leave calendar is shared in the month of January every year wherein all approved leaves by the management will be shared to all employees. In addition to these leaves 17 leaves (consolidated) will be provide for everyone.
- An application (given format) shall be filled to avail these leaves.
- Sundays will be holiday in every week, however incase of urgency institute may ask one to report on duty.
- First Saturday of every month will be holiday.

9.2.7. Special Leaves:

The staff members are entitled to have special leaves after completion of their probation period.

- Self Marriage: One week (07 Days)
- Sad demise of Parents or any family member with blood relation: One week (07 Days)
- Maternity Leave: Three months (90 Days)
- Sick Leaves: One week (07 Days)
- Duty Leaves (for Scientific conference, FDP, Research training or other): 10 Days

The leaves will be grated after due discussion with the Principal.

9.2.8. Shift Timing

The institution operates only in general shifts; the college time starts at 9:00 AM and working hours completes at 5:00 PM. Employees shall report to College before 10 Minutes i.e., on or before 8.50 AM and leave the Institute after 10 Minutes of the College Time i.e., 5.10 PM.

9.2.9. Attendance record

- All employees shall punch in and given time and put signature in the official muster book of the institute for the day.
- A period of fifteen (15) minutes late coming after college time start is provided for employees who are unable to come in time due to unavoidable circumstances, however, a prior permission can be sought if need arises.
- In any case the employee cannot take more than three (3) such occasions in a month; else HR shall discuss the matter with respective employee.

9.2.10. Salary Disbursement

The salary disbursement will be done on a monthly basis.

9.2.11. Dress code or Cloths for staff

The employees are allowed to wear formal cloths which maintain the dignity of the individual and the institute. The objective of providing this liberty is ensuring comfortable environment for every employee for putting best of the efforts in their work.

9.2.12. Code of Conduct and integrity of the employee

The institution functions as a team for various activities aimed towards providing quality education to the students and to provide conducive environment for learning. We, the institute, expect all employees to maintain fair and ethical conduct and strive for excellence with maximum moral values and integrity.

9.2.13. Internet use

Leased line internet connectivity is available in the institute for fast and seamless use. The internet facility provided by the institute is expected to be utilized responsibly and professionally keeping the organizational and societal values in mind. The internet is a facility provided to communicate and upgrade every employee's professional ability in the institute. However, some of the activities are prohibited to ensure responsible use of the facility.

- Browsing sites, accessing emails which portray obscene, inappropriate or violent content
- Conducting any personal business activity in the campus through internet use



- Any download which is deemed unacceptable in educational institutions
- Prolong and repeated used which is irrelevant and disturbing to other employees in the institute.

Institute holds the right to investigate the inappropriate use of any employee and entitled to take necessary disciplinary action.

9.2.14. Outside employment and financial remuneration

The employee is not entitled to do any personal business inside the campus and cannot sale the products, services or resources generated in institutional campus for personal monitory gains unless it comes under the official recognition of consultancy services. If any member is involved in any of these activities shall bring it to the notice of management to decide the nature of activity and verify if it falls within the mandate of the institute.

9.2.15. Consultancy Services

VNS promotes the faculty members to utilize their scientific expertise and develop research orientation among students and colleagues. The faculties are encourages to bring industrial projects and contractual works to the institute and utilize facilities of the institute to conduct research work. The revenue generated through these consultancy works is generously (80%) distributed amongst the faculties involved in respective consultancy work. A policy has been designed to distribute the amount is as follow.

The amount, after expenditure of the project, will be distributed among institute and executors of the project according to the following suggestive break-up.

S.NO.	Stakeholder	The funds left after expenditure allocated (%)
1.	VNS Group of Institutions	20
2.	Principal Investigator	25
3.	Associate Investigator (s)*	35
4.	Research Assistant (s)*	20

*Funds will be shared based on the expertise in case of more than one person working in the project.

i. **Principal Investigator:** Person who gets the consultancy work to be done at Faculty of Pharmacy, VNS Group of Institutions.

ii. **Associate Investigator:** The person/s who have expertise in the area and will guide/accountable for the completion work.

iii. **Research Assistant:** Any student/employee involved in the actual project related work.

9.2.16. Grievances

At work place, every employee is entitled to work with dignity and if he/she faces any inconvenience it can be reported through various modes of grievance redressal in the institute. Any behavior, gesture, action or decision deemed unfair to an individual can be reported to reporting authority or directly to management through scanners placed at various places in the campus. The complaint can be resolved through establish mechanism to address these cases as early as possible. A grievance redressal committee is in place for hearing, analyzing and resolving these complaints. Necessary action will be taken as per the recommended actions of the committee. The model code of conduct is expected to be followed by every employee of the institute to avoid any unnecessary and unacceptable incidences in the institute.

9.2.17. Overtime

The teaching and non-teaching staff is free to put extra effort for their development and official works, if needed, in their own capacity. The institute does not provide any financial remuneration for extra work hours by any of the employee. However, research orientation and scientific inputs are highly encouraged for the overall empowerment of students and teachers.

9.2.18. Visitors in the campus

The institute has a secured campus wherein students and staff members are expected to carry out their duties without any inconvenience. The visitors to the college campus are allowed upon verification of their identity and purpose of the visit. The entry and exit is restricted with a well established security setup available at main gate. It ensures safe, conducive and secured atmosphere in the campus; the restricted unauthorized entry avoids theft and unruly behavior from any outside individual.



The security personnel at gate will direct the individual to respective office upon confirmation on intercom telephone or other verbal communication. If needed, a staff can escort the visitor to the desired location in the campus.

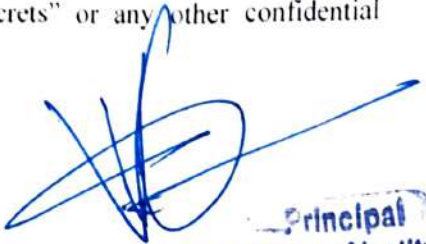
9.2.19. **Violence at working place or in the campus**

The institute is very sensitive towards the dignity and safety of every stakeholder in the campus; the guidelines are in place to prevent any incidence of intimidation, physical and mental harm to anyone in the campus. Such cases are immediately and effectively dealt with to prevent recurrence. Various committees and authorities are empowered to implement guidelines and ensure an amicable and conducive environment in the institute.

- The conduct and activities threatening any student/employee in campus during the office time or after that are strictly prohibited.
- Act of violence, threat or coercion is not tolerated at any level and will be addressed immediately upon notice.
- A thorough investigation will be initiated and just decision will be taken to address the root cause of the incidence.

9.2.20. **Activities deemed unacceptable from the employee**

- Breach of moral integrity, indecent or disruptive activity in the workplace.
- In appropriate behavior associated with students or colleagues in the campus
- Any theft, inappropriate removal, possession of institutional property.
- Any manipulation of record keeping or lack of data integrity.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sales, transfer, or use of alcohol or illegal drugs in the workplace. while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Negligence or improper conduct leading to damage of employer-owned or customer owned property.
- Violation of safety or health rules that endangers personal or group safety.
- Excessive absenteeism or any absence without notice; negligence of repeated office instructions. Unsatisfactory performance or conduct.
- Unauthorized disclosure of business or institutional "secrets" or any other confidential information.



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