



SRI ADICHUNCHANAGIRI SHIKSHANA TRUST (R.)

BGS GLOBAL INSTITUTE OF MEDICAL SCIENCES

(Affiliated to Rajiv Gandhi University of Health Sciences, Bangalore)

No. 67, BGS Health & Education City, Uttarahalli Road, Kengeri,

Bangalore- 560060, Karnataka

This hand book gives the standard procedure and practices for all the stakeholders of BSGIMS, Bangalore with in the college premises and their off campus behavior

Code of conduct for Dean Cum Principal

- Be inclusive in terms of imparting the education in the institution.
- Protect the collective interest of stakeholders
- Support and maintain the essence of social justice for all the stakeholders.
- Create a conducive environment for continuous improvement.
- Enforce discipline in the behavioral manifestation of all the stakeholders of the institution and maintain campus ambience required for academics
- Promote activities for holistic development among the students and faculty.

Code of conduct for faculty

- Perform their responsibility, assigned duties – teaching, tutorials, clinical and research work.
- Abide by the rules and regulations of university and BGS GIMS management.
- Guide the students who comes beyond the class hour.
- Maintain the decorum of profession and should not be biased.
- Motivate and create the conducive environment for research.

Code of Conduct for Librarian

- Issue library card to students and staff.
- Maintain documentation of library stocks.
- Display the new arrivals.
- Maintain the day wise visit record of students and staff.

- Provide the valuable inputs to the Dean from the library committee meeting.
- Ensure discipline of the students in the library.
- Make sure that damage books should be blinded,

Code of Conduct for Supporting staff

- Supporting staff should be adhering to the rules and regulation of the college.
- All should perform the assigned job from the higher-ups.
- They should not involve in political activities.
- They should behave properly with students and faculty.

Code of Conduct for the Students

- Admitted / Enrolled students should submit the required document in time.
- Student should be punctual to the class.
- Carry valid identity card in the campus and while representing outside the college.
- Student should be self-disciplined in the class and campus.
- Student should have at least 80% attendance for theory, practical's and clinical postings.
- If the student is found irregular in attendance, disciplinary action will be taken.
- Report to the mentor, Head of the department, Registrar and Principal to solve their problems.
- Maintain eco-friendly campus and infrastructure of the college.
- Park vehicles properly in the parking place.
- Student should not bring the outsiders in the college campus without the permission of the Dean Cum Principal.
- Students should actively participate in research projects of ICMR or RGUHS.
- All students should compulsorily wear white apron with BGS GIMS logo in campus and during the class without fail.
- Social gathering is not allowed which likely to disturb the academic atmosphere in the college.
- Ragging is strictly prohibited in the college campus and outside.

GOVERNING RULES AND REGULATIONS OF THE EMPLOYEES IN BGS GLOBAL INSTITUTE OF MEDICAL SCIENCES AND HOSPITAL

The objective of having a governing policy for an institution / Organisation is to ensure smooth running of the college, develop a good relationship between the organization and the employee. Knowing this importance, BSGGIMS has made the following guidelines under different Heads

CLASSIFICATION OF EMPLOYEES

a. REGULAR

Regular Employee is one who is employed against a regular post for an indefinite period and includes an employee initially appointed on probation and has satisfactorily completed the period of probation.

b. PROBATIONER

Probationer is an employee who is provisionally employed on a regular post and is required to complete the probationary period to the satisfaction of the management before regularization of his/her appointment.

C. PROBATIONARY PERIOD

The first twelve months of employment for teaching/non-teaching employees are considered as probationary period. During this time, work performance is regularly monitored and assessed in order to determine whether or not continued employment status should be granted.

CLASSIFICATION OF TEACHING & NON- TEACHING STAFF

Employees are further classified into the following categories:

a. TEACHING

The employee appointed by the organization on regular basis for teaching has to take the teaching work load as per university /statuary guide lines. They are the ones who are also given added responsibilities to ensure the growth of self, students and the institute as a whole. The employee is initially appointed on a standard probation period of 12 months. They can avail the benefits of a regular employee in the organization.

b. Non- Teaching

Non-teaching employee is a regular employee who works as per the directions and responsibilities stated by their superiors and management. They are also entitled to various benefits as of a regular employee.

JOINING FORMALITIES (After completion of interview process)

On the day of joining, the employee is requested to fill the requisite forms as the part of the joining formalities. The check list as to what all documents are to be submitted while joining the organization will be provided to the employee by H.R. Department. The hardcopy of the same has to be provide / submitted to the HR Department. Once the details have been providing to the H.R department, the other formalities including the appointment Letter, ID card, Biometric ID and other logins will be generated and given to the joined employee within 48 hours of their joining.

EMPLOYEE RECORD AND INFORMATION

The Department of Human Resources maintains a record of each BGSIGMS employee H.R. office. It includes information such as education, experience, work performance, and progress. These records are carefully reviewed when an employee is being considered for promotion, salary increase.

The Department of Human Resources keep personal information of employee as confidential and will release it only with the written permission of the employee.

When the Department of Human Resources receives a request for information from agencies, banks, or other institutions, only non-confidential information such as date of employment and name of department will be released. Confidential information such as pay rate, past earnings, home address or phone number will not be released unless authorized in writing by the employee. The employee can also make changes in personal data by providing proper supporting document to Human Resources Department.

MEDICAL FITNESS

The continuance of appointment is subject to the employee being found and remaining medically (physically and mentally) fit. In Case an employee is weakened by reason of illness, accident or any other cause and cannot perform his/her duties, the management may, at its sole discretion, grant leave for a reasonable period on full pay, or half pay or without pay, or terminate his/her services.

DATE OF BIRTH

Every employee will indicate his/her exact date of birth at the time of entering service of the organization. The date of birth mentioned in the SSLC marks card will be the conclusive proof of the date of birth. After the declaration of age and acceptance of the same by the organization, it shall be legally binding on the employee and no reconsideration of age shall be allowed to be made, at a later date for any reason or purpose whatsoever.

RESIDENTIAL ADDRESS

Every employee is required to indicate his/her residential address at the time of entry and thereafter promptly communicate any change in the said residential address. Accordingly, for service of any notice or communication.

VERIFICATION OF EMPLOYEE PARTICULARS

An employee is offered appointment on the belief that the particulars furnished in his/her application/personal data. In case it is subsequently found that material information furnished therein is false. In that consequence, the management may terminate the employee's service, forthwith without any notice and may recover the payment made towards his/her remuneration during employment.

TERMS AND CONDITIONS OF SERVICE

All employee of the institute shall be bound by the Orders, Rules and service regulations for the time being in force in the institute.

WORK TIMINGS

Working hours of Hospital and College – 9.00 AM to 4.00 PM

The teaching faculty have to sign in the register and log in into the biometric system in the morning between 8:30 to 9:15 AM and in the evening on or after 4 PM. Non-teaching faculty should sign between 8:30 to 9:05 AM in the morning and after 4:15 PM in the evening. MS, Principal/Dean office and Insurance office staff must work up to 4:30 P.M in the evening.

Saturdays are half days for teaching staff 9.15 A.M to 1.00 P.M and Non-teaching staff 9.05 A.M to 1.15 P.M

Lunch Break- All the employees will be provided with one-hour lunch break.

TEACHING LOAD: The workload of head of the institution and faculty is as per the statutory guidelines. Along with the teaching load faculty also has to take other administrative work/NAAC, NABH, NABL other accreditation work assigned by the higher-ups.

LEAVE RULES /POLICY

LEAVES: The decision of granting leaves is reserved to the authority empowered (Head of the institution) to sanction leaves. The concerned authority reserves the right to refuse or revoke leave at any time according to the needs of the organization work.

1. **Casual Leave:** The faculty can avail one-day casual leave on completion of 30 working days in case of fresh appointment. He / she is entitled to 15 days of casual leave after successful completion of one year of service for all future years of service. A maximum of 5 days casual leave can be availed in a month. No

leave will be sanctioned during first month of service in the institution. In probation period, maximum of 3 CLs can be availed per month

2. **Compensatory Casual Leave (CCL):** The hospital staff (Teaching and non-teaching) can avail a maximum of 10 days CCL. One CCL will be granted if the faculty has worked for 1 general holidays (excluding Sundays and working hour 9.a.m.to 2.p.m) The CCL forms will have to be signed by the Medical Superintendent and forward to the HR section.

On Sundays, one staff of each unit of clinical departments will have to complete the rounds.

4 CMOs will cover all the casualty duties and they will not be eligible for any CCLs.

3. CL applications of the college staff (Teaching and non-teaching) should be submitted to the Principal/Dean office/ Registrar through the concerned Head of the Department. The approved C.L from the Principal/Dean is filed /documented in the H.R. Department.
4. CL / CCL applications of the hospital staff (Teaching and non-teaching) should be submitted to the Medical Superintendent's office through the concerned department HOD and forwarded to Principal/Dean office. CCL in the hospital will be sanctioned by the Medical Superintendent along with proper documentation and forward to the HR section.

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5. **Emergency CL:** In case of emergencies, the concerned staff will have to send a message to Principal/Dean, Registrar(College)/ MS(Hospital) and HR department within 9:15 AM to avail emergency CL. The CL form will have to be produced to HR department the next day.

CL forms which have been signed in advance will not be entertained and will lead to the leave being considered as leave without pay.

6. No hourly permissions will be granted during working hours. If any emergency arises, the concerned staff can make an exit and entry timings in the movement register. Principal/Dean/ MS will consider at the end of the month whether these entries can be considered or will have to be leave without pay.

No permission for parent teacher's meetings will be granted. CL will have to be availed

7. **Earned Leave (EL):** Sanctioning EL is under the discretionary power of the Principal/Dean. EL applications should reach the Principal/Dean minimum 1 week prior to the start of the leave.

The faculties are eligible to avail EL only after completion of one year service in the institution. 30 days of EL will be credited every year (15 on 1st January and 15 on 1st July). A maximum of 20 days of EL for teaching staff and 15 days for non-teaching staff can be availed at a stretch. EL more than the prescribed period can be sanctioned only under extra-ordinary situations like marriage, maternity leave or health grounds after producing necessary documents as proof. Minimum period of availing EL will be 5 days without post fixed and prefixed general holidays. The next EL can be availed only after **a gap of 4 months**. However, the Principal/Dean has the rights to sanction E.L within 4 months gap condition for special cases like Medical grounds, critical issues, important reason etc. The EL should not exceed 30 days per year.

Eg: We can avail EL starting from Monday or the day after a General Holiday (Sunday/ General Holiday will not be counted as part of EL but we cannot end

the EL on a Saturday. If you end your EL on a Saturday/ Government Holiday, Sunday/ Government Holiday will be counted as part of the EL.

E.L can be availed only after prior approval / sanction by the Principal/Dean. EL can be availed only after giving valid reasons and should furnish the contact address and telephone / mobile numbers so as to be contacted during emergencies. EL and CL cannot be clubbed together.

8. **Encashment of surrendered Earned leave:** Surrender for encashment of the accumulated EL can be considered only after 5 years of service in the institution.

Calculation: Basic + Dearness allowance + 50% of Special Allowance

For Non-teaching staff with consolidated pay – 75-80% of the pay will be paid

Maximum EL surrender per staff: 300 days in his/her whole career at BGSIMS

Maximum EL which can be surrendered per year: 30 days per staff.

EL not used in the year gets added to the pool of EL of the concerned staff.

9. **Special Casual Leave (SCL):** The faculty is eligible for 10 days of SCL per year. The faculty can attend CME, Workshops, and Conferences and can accept examiner ship outside RGUHS University with prior permission from the Principal/Dean. The necessary substantiating documents for the same need to be submitted. The examination duty from the external university should be accepted or agreed only after permission from the Principal/Dean.

10. **On official duties (OOD):**

The faculty is eligible for 10 days of OOD. OOD can be utilized for RGUHS duties like squad / observer / internal or external examiner / question paper setting / answer script valuation / LIC Inspections / RGUHS committee meetings (BOS,

Academic council members, etc) / any other confidential work of RGUHS. OOD can also be availed for attending court summons. OOD has to be availed with prior permission of the Principal/Dean. They should submit the documents of registration and attendance failing which it will be considered as absence from duty.

11. The faculty who is presenting papers in the conference is suitably encouraged in the form of part payment TA/ DA/ Registration fee after obtaining permission from Secretary through Principal/Dean.

12. The faculty can attend the court summons / duties with respect to medical legal cases pertaining to BGS Global Institute of Medical Sciences. This will be treated as OOD. For summons of other institutional cases, OOD is not applicable; however, they can attend the same applying CL. The institution is not responsible for the applicable TA / DA charges.

13. It is essential that the faculty will make necessary alternate arrangements for their duties in the department (Theory and clinical) during their absence when on exam duty or other leaves in co-ordination with the Head of the Department.

14. **Maternity Leave:** Permanent employees, teaching and non-teaching are eligible to avail six months' **maternity leave** for the one pregnancy only. The maternity leave will be considered only after completion of one-year probation period. 30 days EL can be availed before availing maternity leave.

Pregnancy after completion of probationary period can avail -6 months leave with salary.

15. Paternity leave of 10 days will be granted by the institution for one child.

PATIENT CARE

16. The out patients are attended by a staff member with interneees whenever the department is going through UG / PG teaching schedule. Theory / Practical classes for UG / PG should be taken on time, any postponement or cancellation

of classes should be informed to concerned HOD's to make proper arrangement.

17. Assistant professors should be available in the OPD while others of the unit are engaged in the morning ward rounds. The OPD timings are 9.00 AM – 1.00 PM and 2.00 PM – 4.00 PM. They must attend the casualty calls also during the OPD working hours. The staff members must co-operate to conduct the health camps, maintaining NMC records, insurance matters and other curricular and extra-curricular activities of the hospital.

18. Associate professor / Assistant Professor / Sr. Resident will take up their hospital duties and call duties regularly. Cases attending / admitted in casualty after 4.00 PM must be looked after by the respective duty doctors. They must make necessary entries of the details of the cases in the casualty register maintained separately. Referral of a particular case to a higher center is made only after being attended by the Assistant Professor / Sr. Resident. The Associate Professor / Assistant Professor / Sr. Resident will be eligible to avail post duty off the next day after attending the morning clinical rounds and signing the register at 10: 30 AM.

19. HODs should arrange the PG teaching programs in the afternoon only and if it is conducted during the morning hours, prior permission from the Principal/Dean should be sought so that OT and OPD activity are not hampered.

HOLIDAYS

The list of National and other holidays as per RGUHS will be intimated at the beginning of the year. No other holiday will be sanctioned beyond the list approved

by the head of the institute. Any holiday with regards to bandh, elections, cultural functions, local holiday etc. can only be availed only after the approval from secretary through the head of the institute.

ANNUAL APPRAISAL

Annual increment is sanctioned as per the rules of the institution after obtaining confidential report from the concerned Head of the Department. Date of joining is considered for increment and arrears of increment will be provided, if annual increment not provided at actual time. However, the increment can be stopped if the work efficiency is not satisfactory or any misbehavior on part of the employee is noticed by the Principal/Dean, as we are following Performance Base Appraisal system (PBAS) for teaching staff.

Provided that over and above the normal annual increment, the management may grant special pay/allowance or perks based on exceptional performance appraisal report of the employee.

Principal/Dean has the power to withdraw special allowances if the employee's work is not satisfactory or he/she is involved in any kind of malpractice in the institution. However, it can be reintroduced after the employee shows good improvement in his / her behavior and work.

PROMOTIONS

Promotions are as per the NMC norms. For promotion the following points are observed 1) vacancy 2) experience 3) publications as per NMC guidelines 4) academic qualification & efficiency. All promotions are recommended and forwarded to the Principal/Dean for discussion and approval from Secretary. The finalization of promotion will be done by the Secretary

To be eligible for a promotion, a person must have completed at least the Probationary period and it is not applicable case to case.

As per Principal/Deans instructions, DNB graduates cannot hold the post of Unit Chief or Head of Department. The post of Unit Chief for DNB graduates can be considered under exceptional situations after permission from the management.

The teaching staff who have non medical qualification like M. Sc, Ph.D in the department of Anatomy / Physiology / Biochemistry / Microbiology / Pharmacology can be appointed and promoted as per prevalent NMC norms. Non medical faculty in these departments may be promoted up to the designation of Associate Professor in the appropriate subject. Further promotion to the post of Professor / HOD is under the discretion of the Secretary. Non Practicing Allowance (NPA) will be not given to them, however it is the discrimination of the Secretary to sanction NPA to these faculties. The percentage of recruitment of such faculty shall be maintained as per prevalent NMC norms at that time. They are eligible for examiner and student guide ship as per the university norms.

RESIGNATION & TERMINATION POLICIES

Notice by the Staff/ Employee

The teaching /Non-teaching staff should submit adequate written notice to his/her supervisor before voluntarily leaving BGSIGIMS.

Teaching staff have to fulfill their professional commitments before leaving the institute. Employees who have completed one year of service are expected to provide a minimum of 3 months' notice. If he / she decides to leave the institution forthwith, he/ she should remit three (3) months salary to get the relieving order. However, a

teaching staff cannot be relieved during any impending inspections by statutory bodies such as RGUHS or NMC. Faculty can be relieved of his duties if the number of staff is in excess as per NMC stipulations. The Principal/Dean reserves the right to relieve a particular faculty on finding a suitable replacement / excess without necessitating payment of three (3) months' salary.

NOTICE BY THE BSGGIMS /TERMINATION

The termination of an employee for any cause by the institute is generally the result of an individual's inability to attain the required level of performance in the job, failure to comply with required policies and procedures or standards of professional behavior applicable to employment, or repeated failure to perform required duties. Any termination must be approved by the head of the institute and head of HR

1. Management has got the right to relieve the employee from his/her duties immediately after or during probation period without stating any reasons after issuing 3 months of notice.
2. No long leaves will be given during probationary period. If the staff applies for long leave, then they can resign and reapply and will be considered if there is vacancy.
3. The management holds the right to relieve any employee by giving a three-month notice with or without giving any reason.

AUTOMATIC TERMINATION:

1. The employee can be terminated of his duties if found to be unsatisfactory in work or if he is involved in any acts of malpractice and indiscipline

towards the institution. Such action will be taken by the disciplinary committee headed by the Principal/Dean with final approval of the Secretary.

2. Unauthorized leave by the employee will be viewed seriously, if he / she remains absent for a period of seven days or more continuously without prior notice. The management reserves the right to terminate him / her from the institution without any prior notice.
3. It is the responsibility of the faculty to attend the statutory body (RGUHS and NMC) inspections. Failing which the management reserves the right for disciplinary actions toward the faculty to an extent of termination from the duties immediately or by issuing 3 months' notice

RELIEVING FORMALITIES

1. The employee will hand over the charge with all the property/ material of the organization in his/her possession, custody or charge at the time of termination of employment, such as identity card, data-bases, files, books, magazines, reports & records, Documents, manual, audio/video , ppts instruments, etc, before the last payment of outstanding salary is released. The value of all shortages and/or damages to any property shall be recoverable from him/her, including adjustment against whatever dues are payable to him. The employee will be required to compensate the management for all losses/damages caused by him to the official promises and all movable property therein.
2. At the time of leaving services, the employee shall have to obtain a “No Dues Certificate” from the concerned department and Principal/Dean. Accounts department will finally settle his/her account Only after submission of this certificate.

3. Failure to comply with any of the above provisions shall entitle the management to withhold the employee's payment due to make appropriate deductions there from, and to take such other action as may be deemed fit, which also includes the initiation of legal proceedings in the court of law.

Retirement Age – Teaching: As per NMC guidelines teaching faculty can work up to the age of 70 years. However, institution stipulates that the superannuation age for clinical staff will be 65 years and will be considered up to 68 years if the institution decides that their clinical skills is required for betterment of the hospital and student teaching. The superannuation age for Pre and Para Clinical teaching faculty will be 60 years and will be considered upto 62-65 years based on Managements requirements. The Management holds the rights for continuation of services beyond the set age limit depending on the faculty's efficiency.

Retirement Age – Non- Teaching : The age of retirement for the non – teaching staff is 58 years. Secretary has got rights to re-employ them with a recommendation report of Principal/Dean up to 60 years on contract basis. During this contract period salary will be paid on a consolidated basis at 50 % to 70 % of the last pay drawn or as per decision of The Secretary.

Gratuity:

Teaching and Non-Teaching staff: It is required to give gratuity for teaching and non -teaching staff as per the government rules which can be implemented after completion of probationary period till the age of 58 years. The calculation of gratuity is as per the Government rules. The employees should serve minimum five

continuous years to be eligible for the gratuity. This gratuity can be given either by the institution directly or via insurance scheme adopted by institution.

Gratuity will be as per the government rules:

[(Basic + DA) of last drawn salary X15 days X the number of years of continuous service] / 26.

Provident Fund: Provident fund is applicable for non teaching staff who agrees to execute minimum 3 years bond of service and whose salary is below Rs. 15,000. In case if he / she leave the institution within 3 years he / she has to repay the provident fund amount paid by the employer. PF is applicable for those who are getting basic pay of less than 6500 per month. Implementation of provident fund for teaching faculty and non-teaching those who are getting above 6500 basic pay per month is at the discretion of the management.

MISCONDUCT

If during the period of service, the management comes to the conclusion that an employee has committed any misconduct, his/her services are liable to be terminated. Without partiality to the generality of the term misconduct, the following acts of omission and commission shall be treated as misconduct

1. No staff should get involved in clinical practice outside the BSGGIMS Hospital premises during working hours i.e .9 A.M to 4 PM. Strict disciplinary action will be initiated against those who violate this rule.

2. Aprons and ID cards are to be compulsorily worn by teaching faculty during working hours. IDs cards and uniforms if applicable should be worn by non-teaching faculty.
3. Birthday parties/ Interdepartmental coffee/ Tea clubs are not allowed
4. If any teaching and non-teaching faculty are found to be involved in malpractice during examination / normal duties, will be viewed very seriously and suitable disciplinary action will be taken against them after an enquiry by the committee.

LEAVE SUMMARY

SI No	Type of leave	No. of days	Sanctioning authority
1	Casual leave	15	Principal/Dean (College) / Medical Superintendent (Hospital)
2	CCL	10	Medical Superintendent
3	Special casual leave	10	Principal/Dean
4	OOD	10	Principal/Dean
5	Earned leave	30	Principal/Dean
6	Maternity leave	6 months	Principal/Dean
7	Paternity leave	10 days	Principal/Dean
8	General holidays	As per RGUHS / Institutional guidelines	Principal/Dean

- ON EMERGENCY BASIS, PRINCIPAL/DEAN HAS THE RIGHTS TO SANCTION EL IN ADVANCE CONSIDERING VALID REASON WITH PROOF
- ANY OTHER MATTERS WILL BE DICUSSED BY THE PRINCIPAL/DEAN WITH THE SECRETARY FOR APPROVAL AND NEEDFUL ACTION
- THE DECISION OF THE SECRETARY, BGS GLOBAL INSTITUTE OF MEDICAL SCIENCES WILL BE BINDING AND FINAL ON ALL ASPECTS OF THE RULES AND REGULATIONS


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