



-: Jai Sri Gurudev :-

SRI ADICHUNCHANAGIRI SHIKSHANA TRUST (R.)

BGS GLOBAL INSTITUTE OF MEDICAL SCIENCES

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

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Rules & Regulations of the Institution

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RULES & REGULATIONS OF THE INSTITUTION

The objective of having a governing policy for an Institution / Organization is to ensure smooth functioning of the college, develop a cordial working relationship between the organization and the employee. Knowing this importance, BGS GIMS has made the following guidelines/ rules and regulations under the following headers:

CLASSIFICATION OF EMPLOYEES

a. REGULAR

A regular employee is one who is employed for the designated post as prescribed by the trust policy. He/She will be initially considered as probationer and later will be granted regular employee status, upon satisfactory completion of one year 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.

PROBATIONARY PERIOD

The first twelve months of employment for teaching/non-teaching employees is considered as probationary period. During this time, work performance is regularly monitored and assessed so as to determine continuity of employment status for recognition as regular staff.

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 /regulatory authority guidelines. The faculty are hereby given additional 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 upon satisfactory completion of probation.

b. Non- Teaching

Non-teaching employee is a regular employee who works as per the directions and responsibilities stated by their superiors and management in respective departments. This category includes employee other than doctors that includes staff nurses, technicians, attenders, stenographers, paramedical staff and others.

FORMALITIES DURING JOINING THE INSTITUTION (After completion of interview process)

On the day of joining, employee is required to fill the requisite forms as part of joining formalities. The check-list regarding the documents to be submitted at the time of joining (vide infra) will be provided to the employee by Human Resource Department (HRD). The hardcopies of the same has to be provided / submitted to the HRD. Once the above formalities have been completed, the other requirements like the appointment letter, ID card, Biometric ID and login credentials will be generated and handed over to the employee within 48 hours of their joining.

SN	DOCUMENT NAME/ PARTICULARS	REMARKS
1	SSLC Marks Card	Age Proof
2	Aadhar card/Pass Port/Voter ID	ID/ Address Proof
3	PAN Card /Driving Licence	Age/ ID/ Address Proof
4	Electric Bill	Address Proof
5	Service certificate	Proof for working experience
6	Experience certificate	Proof for working experience
7	Relieving order	Proof for not associate with previous organization
8	Photo	Proof for ID
9	Degree certificate	Proof for Degree Qualification
10	Master Degree certificate/Ph.D.	Proof for Master Degree Qualification /Additional Degree

EMPLOYEE RECORD AND INFORMATION (Service Register)

The Department of Human Resources/ Establishment Section maintains a record of every BGSIGIMS employee. It includes information such as education, experience, work performance, and progress/promotions, leaves and any other remarks. These records are carefully reviewed when an employee is being considered for promotion/ increment.

The HRD maintains personal information of the employee with strict confidentiality. Under required circumstances, such data will be released only with prior permission from the employee. When the HRD 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 divulged. Confidential information such as pay scale, past earnings, residential address or phone number will not be furnished unless authorized in writing by

the employee. The employee can also make changes in personal data by providing proper supporting document to the HRD

MEDICAL FITNESS

The employ should produce medical fitness certificate at the time of joining. The continuance of appointment is subject to the employee's well-being (physical and mental fitness status). In case, an employee is deemed unfit due to any medical illness, accident or any other cause and is unable to perform his/her duties, the management may, at its sole discretion, grant leave for a reasonable period on full pay/ half pay/ 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/ cumulative record will be the conclusive proof of date of birth. After the declaration of age and acceptance of the same by the organization, it shall be a legal 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 furnish his/her residential address at the time of entry and there-after promptly communicate any change in the said residential address accordingly.

VERIFICATION OF EMPLOYEE PARTICULARS

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

TERMS AND CONDITIONS OF SERVICE

All employees of the Institute shall be bound by the rules and service regulations of the Institution and trust policy.

WORK TIMINGS

Working hours for doctors of Hospital and College is 9.00 AM to 4.00 PM. Under required circumstances the teaching may start at 8:00 AM and may continue up to 5.00 PM in the evening.

The teaching faculty will have to sign in the register and log-in to the biometric system in the morning between 8:30 to 9:15 AM and in the evening on or after 4:00 PM. Non-teaching faculty should sign in between 8:30 to 9:05 AM in the morning and after 4: 20 PM in the evening. Office of the Medical Superintendent (MS), Dean/ Principal's office and Insurance office staff must work up to 4:30 PM in the evening.

Saturdays are half-days for teaching staff; working hours between 9:15 AM to 1:00 PM and for non-teaching staff between 9:05 AM to 1:20 PM

Lunch Break- All employees will be provided with one-hour lunch break between 1:00 PM to 2:00 PM

WORK LOAD:

The workload of Head of the Institution and faculty is as per the regulatory bodies' guidelines. Along with the teaching duties, faculty will be required to take up other administrative works/NAAC/NABH/NABL or other accreditation works assigned by the higher-ups. They should also be involved in sports and other extracurricular activities during working / beyond working hours.

POLICY FOR LEAVES:

The decision of sanctioning leaves is reserved to the authority empowered - Head of the Institution. The concerned authority reserves the right to refuse or revoke leave at any time according to the needs of the organizational work.

1. **Casual Leave:** The faculty can avail one-day casual leave (CL) upon completion of 30 working days, in case of fresh appointment. During probationary period, a maximum of 2-3 CLs can be availed per month, as per need, only at the Dean's discretion. The maximum CL that can be availed is 15 days during the probationary period. A regular employee is entitled to 15 days of casual leave after successful completion of one year probation. A maximum of up to 5 days CL can be availed in a month. CL and Earned Leave cannot be combined at any point of time.

CL applications of the college staff (Teaching and non-teaching) and hostel staff should be submitted to the Dean/Principal's office/ Academic Registrar through the concerned Head of the Departments. The approved CL from the Dean/Principal is to be filed /documented in the HRD.

CL applications of the Hospital staff (Teaching and non-teaching) should be submitted to the MS office through the concerned Head of the Departments. The approved CL from the MS office is to be filed /documented in the HRD.

CL forms have to be submitted prior to availing leave.

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. At the end of every month, Dean/ Principal/MS will consider whether these entries can be considered or will have to be considered as leave without pay.

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

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 on one general holiday (excluding Sundays) and between working hours 9:00 AM to 2:00 PM. The CCL forms will have to be signed by the Medical Superintendent and forwarded to the HRD. The CCL should be taken within one month of duty.

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

Casualty Medical Officers (CMO) will cover all the casualty duties and they will not be eligible for any CCL.

3. Emergency CL: Any emergencies like accidents or uneventful events, medical illness or any other reasons are subject to approval by Dean. In case of emergencies, the concerned staff will have to send a message to HOD, HRD, Registrar (College)/ MS(Hospital) within 9:15 AM to avail emergency CL. The leave form will have to be produced to HRD at the time of reporting, through proper channel. In case of an e-mail sent, additional CL form may not be required.

4. Earned Leave (EL): Sanctioning EL is strictly under the discretion of the Dean/ Principal. EL applications should reach the Dean/ Principal minimum 1-2 weeks prior to the commencement of leave.

The faculties are eligible to avail EL only after completion of one year service in the Institution. Thirty days of EL will be credited every year (15 days on 1st January and 15 days 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 special circumstances 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 pre-fixed general holidays. The next EL can be availed only after **a gap of 3 months**. However, the Principal/Dean has the rights to sanction EL within the 3-month period only in emergency cases like medical grounds, critical issues, or other important reasons. The Dean has the power to consider/ sanction leave based on the need and criticality of the situation. The EL should not exceed 30 days per year under any circumstance.

EL can be availed only after giving valid reasons and the contact address, telephone / mobile numbers should be furnished so as to be contacted during emergencies. CL and Earned leave cannot be combined at any point of time.

ENCASHMENT OF SURRENDERED EARNED LEAVE:

Surrender for encashment of the accumulated EL can be considered only after 5 years of continuous service in the Institution.

Calculation

Leave encashment is calculated with the following formula =

$[(\text{Basic Salary} + \text{Dearness Allowance}) / 30] * 15$

Maximum EL that can be surrendered: 300 days in whole career during the Institutional tenure. Maximum EL encashment per year is 15 days.

5. 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 examinership outside RGUHS with prior permission from the Dean/Principal. The necessary substantiating documents for the same need to be submitted. The examination duty from external university can be accepted or agreed only after permission from the Dean/Principal.

6. 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 Dean/Principal. They should submit the documents of registration and attendance, failing which it will be considered as absence from duty.

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, the same can be attended by applying CL. The Institution is not responsible for the applicable TA / DA charges.

FACULTY ENCOURAGEMENT FOR RESEARCH & PUBLICATIONS

Faculty will be encouraged to do paper presentations in National & International Conferences in the form of provision of part payment of TA/DA/Registration fee. Paper publications in peer-reviewed journals/ NMC approved journals will be encouraged by providing part-payment of publication fee (INR 10,000- 20,000/-)

Note: Faculty must produce bills / approximate estimate for the same, which will be discussed with the management by Dean.

It is imperative 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 any other leaves in co-ordination with the Head of Department.

7. Maternity Leave: Permanent employees (teaching and non-teaching staff) are eligible to avail six months maternity leave with pay for only one pregnancy during their entire service period in the Institution. They are eligible for increment; service will be counted. For further pregnancies during their tenure, the faculty would be eligible for only leave without pay.

They would be permitted to extend their maternity leave without pay during any order of pregnancy for two to three months. Annual period for increment will be postponed for the period of absence.

During probationary period employee is permitted to avail maternity leave without pay. The continuation of non-teaching staff service, after leave completion is subjected to availability of vacancy.

For teaching faculty who are in probationary period can avail leave without pay and service can be considered. The continuation or relieving from services after maternity period is subject to demand or need as per NMC requirements, which will be decided by Dean.

PATIENT CARE AND TEACHING

The out patients are attended by a staff member with interneees & PGs; 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 the concerned HODs to make proper arrangement.

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. Any casualty calls during the OPD working hours must be duly attended. The staff members must co-operate to conduct health camps, maintain NMC/ NAAC/ NABH/ NABL records, insurance matters and other curricular and extra-curricular activities of the hospital.

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.

HODs should arrange PG teaching programs in the afternoon only and if it is conducted during the morning hours, prior permission from the Dean/Principal should be sought, so that OT and OPD activities 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 beyond the list approved by the head of the Institute will be sanctioned. Any holiday with regards to bandh, elections, cultural functions, local holiday etc. can only be availed after approval from Secretary through the head of the institute.

ANNUAL APPRAISAL

Annual increment is sanctioned as per the rules of the Institution after obtaining confidentiality report from the concerned Head of the Department. Date of joining is considered for increment. 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 Dean/Principal. This regulation is in accordance with the Performance Base Appraisal system (PBAS) for teaching and non-teaching staff. Confidentiality reports include discipline, punctuality,

attitude, knowledge, skills, willingness to accept additional duties & commitment towards Institution

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.

Dean/Principal 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. Nevertheless, 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 5) Discipline and Punctuality. All promotions are recommended and forwarded to the Dean/Principal for discussion and approval from Secretary. The finalization of promotion will be done by the Secretary

As per the Institutional Policy, DNB graduates cannot hold the post of Head of Department. The post of Unit Chief for DNB graduates can be considered.

The teaching staff who have non-medical qualification like MSc, PhD in the departments 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.

SENIOR RESIDENT TO ASSISTANT PROFESSOR

He/ She has to work as SR for a minimum of 1 year. He/ She will be eligible for Assistant Professor after completion of one year. Basic Course in Biomedical Research (BCBR), Revised Basic Medical Education Technologies (RBMET) and publications are optional and not considered for promotion. Promotion is subject to vacancy.

ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR

He / She has to work as Assistant Professor for a minimum of 4 years. Minimum two publications are required for Assistant Professor in accordance with NMC guidelines. Training of BCBR & RBMET is **Compulsory**, Promotion is subject to vacancy.

ASSOCIATE PROFESSOR TO PROFESSOR

He / She has to work as Associate Professor for a minimum of 3 years. Minimum two publications required as Associate Professor in accordance with NMC guidelines. BCBR & RBMET is Compulsory and Promotion is subject to vacancy.

PROFESSOR TO HEAD OF DEPARTMENT

Any Professor can be head the department. He/She will be given one increment at the time of appointment / promotion to the post of HOD. It is at the discretion of Secretary to appoint HOD, considering the knowledge, skill, attitude & commitment towards Department.

RESIGNATION

Faculty can apply for resignation with 3 months' notice through proper channel.

Non-teaching faculty can give one to two months' notice through proper channel depending on place of working and skill.

Teaching staff will have to fulfill their professional commitments before leaving the institute. Employees 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 regulatory bodies such as RGUHS or NMC.

ACCEPTANCE OF RESIGNATION AND RELIEVING FORMALITIES

The relieving of faculty will be as follows: -

Three months' notice or to surrender three months' salary. The faculty can be relieved immediately if he replaces efficient hand. The faculty can be relieved immediately, if excess as per NMC norms. The faculty can be relieved immediately if he/ she is indisciplined and irregular.

TERMINATION

The termination of an employee for any reason 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 and/or standards of professional behavior applicable to employment, or repeated failure to perform required duties. Any termination must be approved by the Secretary

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. The management holds the right to relieve any employee by giving a three-month notice with or without giving any reason.
3. 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.
4. 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 by issuing 3 months' notice

PROCEDURE FOR HAND OVER OF CHARGE / 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, presentations, 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 Dean/ Principal. 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 teaching staff will be 65 years and may be considered up to 68 years, if the institution decides that their knowledge, skills & attitude are required for betterment of college, hospital and student teaching.

RETIREMENT AGE NON-TEACHING: The age of retirement for the non – teaching staff is 58 years. However Secretary has got rights to continue the service based on efficiency, discipline, skill and obedience.

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:

Gratuity =

[(Basic + DA) last drawn salary X 15 days X Number of years of continuous service]

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PROVIDENT FUND (PF):

PF is applicable for non-teaching staff whose salary is below Rs. 15,000 per month. Implementation of PF for teaching faculty and non-teaching those who are drawing more than Rs. 15,000 gross salary per month is at the discretion power of management.

MISCONDUCT / MALPRACTICE

If during the period of service, the management comes to the conclusion that an employee has committed any misconduct or malpractice, 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 BGSGIMS Hospital premises during working hours i.e .9:00 A.M to 4:00 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 is found to be involved in malpractice during examination / normal duties, it will be viewed very seriously and suitable disciplinary action will be taken against them after an enquiry by the committee.

LEAVE SUMMARY

SN	Type of leave	No. of days	Sanctioning authority
1	Casual leave	15	Dean/ Principal (College) / Medical Superintendent (Hospital)
2	CCL	10	Medical Superintendent
3	Special casual leave	10	Dean/ Principal
4	OOD	10	Dean/ Principal
5	Earned leave	30	Dean/ Principal
6	Maternity leave	6 Months	Dean/ Principal
7	General holidays	24 days as per RGUHS / Institutional guidelines	Dean/ Principal
8	Restricted Holiday	2 days	Dean/ Principal

Note: All leaves availed should be updated in the NMC dashboard by the concerned faculty

- Any other matters will be discussed by the Dean/ Principal with the secretary for approval and needful action, which may be included in the rules policy, as and when required.
- The decision of the Secretary, BGS Global Institute of Medical Sciences will be binding and final on all aspects of the rules and regulations.

DEAN/ PRINCIPAL

SECRETARY