

# **ADMINISTRATIVE MANUAL**

**Global College of pharmacy  
(Affiliated to JNTUH University and  
approved by PCI New Delhi)**

## **OUR VISION**

“To be the premier Institute of Pharmacy education and research, to educate and develop the next generation of skilled and competent pharmacists who will lead the discovery of drugs, , and allied disciplines of healthcare.”

## **OUR MISSION**

**MISSION 1.** To foster self-motivated, self-reliant, and socially responsible young pharmacists to fulfil the expectations of industry, academia, and research.

**MISSION 2.** To generate competent and skilled pharmacists by providing an optimal atmosphere and advanced infrastructure.

**MISSION 3.** To inculcate ethical practices in order to produce law-abiding citizens of India.

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## **1.0 INTRODUCTION:**

**1.1** Global College of pharmacy, Hyderabad, sponsored by Madina Education and Welfare Society and established in year 2007, is dedicated to the cause of imparting quality education in technical and professional areas.

## **2.0 PREAMBLE:**

**2.1** Title, application, and the authorities to interpret, clarify, modify and to amend

**2.1.1** The regulations contained in this ‘Administrative Manual’ shall be called “The Global College of pharmacy, Hyderabad – Administrative Regulations”.

**2.1.2** These regulations shall be applicable to all the employees of the College, including those appointed prior to adoption of these regulations by the management after approval of the Government.

**2.1.3** In the event of any doubt requiring clarification about the interpretation of these regulations, the matter shall be referred to the management and its decision shall be final.

**2.1.4** The management shall have the authority to modify, amend and repeal any of the provisions of these regulations with the approval of the Government.

## **3.0 DEFINITIONS:**

**3.1** In these regulations, unless there is anything repugnant in the subject or context

**3.1.1** “Academy” means “GCP, Hyderabad”, a Society registered with the Registrar of the Societies, Hyderabad with Registration Number 918 of 1980 dated 29th August, 1980 under the Andhra Pradesh (Telangana Area) Public Societies Registration Act, 1350 Fasli (Act No. I of 1350 F.).

**3.1.2** “College” means “GCP, Hyderabad”.

**3.1.3** “Employee” means a person who is employed by the College other than those who are engaged on part-time basis or on daily wages.

**3.1.4** “Government” means the Government of Andhra Pradesh.

**3.1.5** “Governing Body” means the Governing Body of the Academy constituted as per the Bye-laws of the Academy.

**3.1.6** “Head of the Department” means the Head of an Academic Department of the College.

**3.1.7** “Management” means the Governing Body of the Academy.

**3.1.8** “President” means the President of the Academy.

**3.1.9** “Principal” means the Principal of the College

- 3.1.11 “Treasurer”** means the Treasurer of the Academy.
- 3.1.12 “University”** means JNTUH University, Hyderabad to which the College is affiliated.
- 3.1.13 “Vacation Department”** means a Department or part of a Department to which regular vacations are allowed during which period employees serving in the Department are permitted to be absent from duty.

## **4.0 RECRUITMENT OF STAFF:**

### **4.1 Recruitment of Faculty**

- 4.1.1 Cadre structure for teachers in the College will be as follows:

<b>Level</b>	<b>Cadre as per PCI/UGC/OU</b>
1	Principal
2	Dean
3	Professor
4	Associate Professor
5	Assistant Professor

- 4.1.2 The appointments for all cadres are done by direct recruitment based on merit, through selection by duly constituted committees through open advertisement at national level. However, temporary vacancies at the level of Assistant Professor are filled through campus selection through Walk-in-Interviews, through advertisement in local dailies by constituting selection committee with the Principal, the Head of Department concerned and one or two external experts in the field of specialization concerned as members. A list of selected persons is prepared and used for one year from the date of selection. Some positions at Professor and Associate Professor level are filled in by inviting retired persons from teaching and/or industry on contract basis for specific periods.
- 4.1.3 Qualifications for faculty: The minimum qualifications and experience requirements for the various teaching posts are as prescribed by AICTE from time to time as given in **Appendix-I.**

### **4.2 Recruitment of Non-Teaching Staff:**

The cadre structure for recruitment of non-teaching staff, qualifications, experience etc., shall be as given in **Appendix-II.**

### **Classification of services:**

The following is the classification of employees of the College, other than those

employed on contract basis, adhoc basis or on daily wages:

Class	Category	Designation of the post
I	A	Principal; Professor
	B	Associate Professor; Administrative Officer; Systems Manager; Director of Students Welfare
II	A	Assistant Professor; Director of Physical Education; Librarian; Systems Analyst; Programmer; H.R. Manager
	B	Accounts Officer; Assistant Librarian; Library Assistant; Superintendent; Workshop Superintendent
III	A	Draughtsman; Laboratory Assistant; Laboratory Technician
	B	Stenographer; Senior Assistant; Junior Assistant; Caretaker; Data Entry Operator; Laboratory Technician.
IV	A	Attender
	B	Sweeper; Scavenger

### **Scales of Pay of teachers, other academic staff and non-teaching staff**

The Scales of Pay of teachers, other academic staff and non-teaching staff are as given in **Appendix-III**.

### **5.0 MODE OF RECRUITMENT:**

Appointment to various classes and categories of posts in the service of the College shall be made as follows:

Class & Category	Method of recruitment
I & II A	By appointment on Contract or direct recruitment
II B & III	By direct recruitment
IV A & B	By contract appointment/Outsourcing

### **Procedure of recruitment**

Through an open advertisement - one in an English daily and one in a vernacular daily.

#### **Adhoc:**

Has no fixed tenure. They are made whenever a specific need arises in a specific time and / or when a particular appointment takes some more time.

#### **Contract:**

This is made to have 'Focused Special Expertise' to add value to the Department. The appointment is made by the management of the College.

#### **Regular:**

Ratification by the management for all regular appointments of the faculty and the supporting staff is a must.

## **6.0 GENERAL CONDITIONS:**

A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with these regulations but it shall not include staff appointed on deputation or contract or temporary/adhoc basis.

Every appointee shall be subject to the conditions that he/she is certified as in sound mental health and physical fitness for service by a medical authority as specified by the management.

The pay of teaching staff shall be as fixed by the Selection Committee.

The employees shall be paid pay and allowances either on consolidated rates or on time-scale of pay as may be decided at the time of appointment and the employees shall be bound by such arrangement during their tenure in the post concerned.

### **Saving Clause:**

Nothing in these regulations shall adversely affect the interests of any person who was appointed to the service of the College before the commencement of these regulations, subject, however, to the condition that such person shall not be eligible hereafter for appointment to any other post in the College without possessing or acquiring such qualifications and experience as are prescribed for that post.

The seniority of an employee in any grade shall, unless he/she has been reduced to a lower rank on punishment, leave on loss of pay, be determined by the date of his/her first appointment and after declaration of probation.

The appointing authority shall, at the time of appointing two or more persons simultaneously to a grade, fix the seniority for them with reference to the rank fixed by the Selection Committee at the time of appointment, irrespective of date of joining within the time allowed for joining.

All appointments in the academic services shall be made by open competition by an advertisement and selection, where at all the in-service personnel who possess the qualification prescribed, shall also be permitted to apply. The management may however make adhoc appointments in specific cases or recruit by deputation.

There shall be a duly constituted Selection Committee for selection of candidates to academic posts and other posts. The Selection Committee shall be in accordance with the norms fixed by the Government and the University.

The composition of Selection Committee for various teaching faculty positions will be as per the rules and guidelines communicated by the Government/University from time to time.

Composition of Selection Committee for the post of Professor and Associate Professor:

1	The Vice Chancellor or his nominee shall be the Chairman of the selection committee	Chairman
2	President/Secretary of the Governing Body	Member
3	Principal, provided he/she is not holding a position below the position for which Selection Committee meeting is held.	Member
4	The Director of Technical Education or his nominee	Member
5	3 subject experts nominated by the University	Members

The quorum for the Selection Committee meeting shall be, Chairman, one of the members given at serial Nos. 2 & 3, member at Serial No.4 and at least two subject experts at serial No.5

Composition of Selection Committee for the post of Assistant Professor:

1	President/Secretary of the Governing Body or his nominee	Chairman
2	Principal	Member
3	One University Representative	Member
4	The Director of Technical Education or his nominee	Member
5	Two subject experts nominated by the University	Members

The quorum for the Selection Committee meeting shall be:

President/Secretary of the Governing Body, Principal, members at Serial No. 3, member at serial No. 4 and one subject expert at serial No.5. In the absence of the President/Secretary, one of the members present will act as the Chairman.

Composition of Selection Committee for the Non-teaching posts:

1	President/Secretary of the Governing Body or his nominee from the Governing body.	Chairman
2	Head of the Department concerned, of the College	Member
3	Principal	Member-Secretary

Whenever it is necessary, the Governing Body may appoint a person temporarily in any post for a period of six months. He/she should however appear before a regularly constituted Selection Committee when next held.

The appointment of persons selected shall be by the Secretary.

Probation

- i) All candidates appointed on regular basis shall ordinarily be on probation for a period of two years on duty in the case of direct recruitment. The period of probation can be extended, in the case of non-satisfactory performance.

On successful completion of probation period, the candidate will be declared that he/she successfully completed the probation. In the case of an employee whose services are not found to be satisfactory during the period of probation, such person will be discharged from service with one month notice or one month salary in lieu thereof.

- ii) If any candidate is appointed on purely temporary basis in a vacancy, such candidate shall have no right to claim a permanent post. However, the candidates appointed temporarily may also apply for permanent post following the regular procedure adopted for the candidates of open competition.
- iii ) If a person, having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date fixed for appointment on probation.

## **7.0 PROMOTION POLICY:**

### **7.1 Promotion of teaching staff**

The promotion policy in respect of teaching staff will be as per the regulations/guidelines communicated by the AICTE and the Government from time to time. Promotion of teaching staff personal to them is only through the Career Advancement Scheme, as per the AICTE guidelines given in **Appendix-IV**.

### **7.2 Promotion of non-teaching staff**

- i) Automatic Advancement Scheme of the Government is being followed. Promotion of non-teaching staff to a higher level of service shall be made subject to availability of the posts and eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all round development/improvement of the corporate life of the College. Other things being equal, seniority will be the deciding criterion.
- ii) With a view to annul the adverse effect of stagnation in service status of an employee, the College is implementing automatic advancement grades for 8/16/24 years.
- iii ) An employee who completes eight years of service and earns eight annual increments in a particular cadre carrying a particular scale is eligible for next higher scale (even though the special grade post does not involve assumption of duties and responsibilities of greater importance), subject to the stipulations mentioned hereunder:
  - a) Performance Review
  - b) That there are no adverse comments against him/her from superiors.
  - c) That he/she should not have gone on leave on loss of pay during the qualifying period, in which case the award of special grade gets postponed to the extent of LOP.



## **8.0 PERFORMANCE APPRAISAL FOR TEACHING STAFF:**

The performance appraisal for teaching staff will be as per the guidelines set out in **Appendix-V**.

## **9.0 PERFORMANCE APPRAISAL FOR NON-TEACHING STAFF:**

The performance appraisal for non-teaching staff will be as per the guidelines set out in **Appendix-VI**.

## **10.0 RETIREMENT:**

### Age of Superannuation

The age of superannuation for teaching staff will be 60 years, for Class-IV staff 60 years and for all other categories of staff 58 years. This age of superannuation will not apply to those on contract basis which will be decided by the management.

## **11.0 RESIGNATION:**

A member of the regular service shall give minimum of three months' notice in case he/she desires to be relieved on resignation or he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date on which the appointing authority accepts it and the employee is relieved. However, the appointing authority may reserve the right to waive the notice period or compensation thereof. Generally, the resignation will not be considered in the middle of the Course/Semester.

## **12.0 RETRENCHMENT:**

Where retrenchment of any employee is rendered necessary by the management consequent on any change relating to a course of instruction or any other matter, surplus staff if any, both teaching or non-teaching, can be retrenched with notice of three months or three months salary in lieu thereof. However they can be considered preferentially for appointment at any later stage, if there is a need. Staff structure shall be generally on the norms of the AICTE, the University and approved by the Governing Body, subject to availability of funds.

## **13.0 TERMINATION OF SERVICES:**

- 13.1 The services of a temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever.
- 13.2 The management reserves the right to terminate the service of an employee whether probationer or regular on giving 3 months notice or in lieu thereof three months salary.

- 13.3 The Governing Body may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity, or in a criminal case or in the event it is proved by a competent committee appointed for this purpose that the employee has failed to do his duty leading to moral turpitude or negligence of duties.

#### **14.0 MISCELLANEOUS:**

- 14.1 Annual increments will be sanctioned only on receipt of satisfactory performance report of the employee from the immediate superior in the format prescribed and on a review by a committee constituted by the Secretary.
- 14.2 No application of the employee, seeking employment elsewhere, shall be forwarded during the probationary period.
- 14.3 Every employee shall at all times maintain, absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the College, primarily in his relationship with the members of the Governing body, Principal, staff, students and visitors to the College.
- 14.4 No employee shall interfere in the affairs of the administration/ departments/library and other agencies, allied to the College directly or indirectly.
- 14.5 A service book shall be maintained in respect of each employee of the College and his/her service particulars recorded under the signature of the Principal or any other competent officer, who is duly delegated of the powers by the Principal.
- 14.6 Notwithstanding anything said anywhere, any of the regulations which involve financial commitments will be subject to availability of funds and decision of the management.

#### **15.0 CODE OF CONDUCT:**

- 15.1 An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the Principal.
- 15.2 Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the Institute, particularly in his relationship with the Principal, Staff, Students and Visitors to the College.
- 15.3 No employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the College.

- 15.4 No staff member of the College shall, engage himself/herself in coaching privately, students for any remuneration.
- 15.5 No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the College.
- 15.6 No employee shall, except with the previous sanction of the Principal, own, wholly or in part, conduct or participate in editing or management of any news papers or other periodical publications.
- 15.7 No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- 15.8 No employee shall take part in any act or movement, such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she resort to media with his/her grievances.
- 15.9 An employee shall not, without the knowledge and approval of the Principal & management, have recourse to any organization/authority, court, or to the press for vindication of his grievances.
- 15.10 The Governing Body in exercising the provisions of these regulations, shall exercise the power, after giving the employee concerned, an opportunity to explain/defend his/her case.
- 15.11 No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances which were beyond his/her control before rejoining duty.
- 15.12 Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/her superior.
- 15.13 No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to him.
- 15.14 Any employee of the College can give his representation to the Principal and if necessary to the management with written permission, shall not directly or indirectly approach/influence the members of the management, without the knowledge and permission of the Principal, in matters connected with his / her service or affairs of the College.

While in Office, all members of the establishment, must behave in a quiet and dignified manner. They must address other members of the establishment courteously. They must attend to their work and not waste their time. They must try to maintain perfect silence and if they have occasion to talk, they must do so in gentle voice, so as not to disturb others. They are particularly warned against the offence of divulging to outsiders or to other members of the

establishment, any information, (whether expressly marked confidential or not) that may have come to their knowledge in their official capacity. No employee shall, engage directly or indirectly in any trade or business.

15.15 The following acts of commission/omission shall be treated as misconduct.

- i) Failure to exercise efficient supervision on the subordinate staff
- ii) Insubordination or disobedience to any lawful Order of his/her superior officer.
- iii) Gross negligence in teaching or any other duty assigned.
- iv) Any act involving moral turpitude punishable under the provisions of the IPC
- v) Intemperate habits affecting the efficiency of the teaching work.
- vi) Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her superior officer.

## DISCIPLINARY PROCEEDINGS:

Authorities which may impose the penalties

Categories	Censure	Fine	With-holding increment or promotion	Recovery from pay of the whole or any part of the pecuniary loss to the College	Removal from service	Dismissal from service	Suspension	Appellate Authority
Teaching Staff	Principal	Principal	Appointing authority	Appointing authority	Appointing authority	Appointing authority	Appointing authority	Governing Body
Non-Teaching Staff Junior Asst. & above.	Principal	Principal	Principal	Principal	Appointing authority	Appointing authority	Appointing authority	Governing Body
Other Categories Below the Rank of Junior Asst.	Principal	Principal	Principal	Principal	Principal	Principal	Principal	Governing Body

### Disciplinary punishments and appeals:

The following penalties may, for sufficient reasons, be imposed upon the employees of the College namely.

#### Minor:

- a) Warning/Censure
- b) Fine
- c) With holding of increment(s) without cumulative effect

**Major:**

- a) Withholding of increments with cumulative effect or promotion.
- b) Reduction to a lower post or a lower stage in the time scale.
- c) Recovery from pay of the whole or part of any pecuniary loss caused to the College by negligence or breach of orders
- d) Suspension
- e) Compulsory retirement.
- f) Removal from service.
- g) Dismissal from service.

16.2.2 Before imposing any of the minor penalties specified above, an employee shall be informed in writing on the allegations on which action is proposed to be taken and be given an opportunity of making a representation, but it shall not be necessary to hold an oral enquiry into such allegations.

16.2.3 No major penalty specified above, can be imposed on any employee of the College, except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him/her any such penalty, until he has been given a reasonable opportunity of making a representation on the penalty proposed, but only on the basis of the evidence adduced during such enquiry.

16.2.4 In the case of teaching employees, the enquiry shall be made by a Board of Enquiry constituted for the purpose. The Board shall be constituted by the Governing Body and shall consist of Principal, one Professor from other Department and member(s) of the Governing Body. In the case of all other employees, the Board shall be constituted by the Principal and it shall consist of three senior teachers of the College.

16.2.5 Powers can be delegated by Secretary of the Governing Body to Principal or by Principal to Heads of Department or any other staff member in writing for specific purpose and duration.

16.2.6 All disputes arising between the management and the employees shall have the jurisdiction of twin cities of Hyderabad and Secunderabad.

16.2.7 Every employee of the College shall be entitled to one appeal from an order imposing on him any of the penalties specified above to the Governing Body.

In case of appeal the decision of Governing Body will be final.

16.2.8 Pending approval of these regulations by the Government all the employees of the College shall continue to be governed by "The Andhra Pradesh Private

Educational Institutions Employees (Conduct) Rules, 1985” and “The Andhra Pradesh Private Institutions Employees (Disciplinary Control) Rules, 1983” made by the Government under the relevant provisions of the Andhra Pradesh Education Act, 1982 in matters of code of conduct and disciplinary proceedings.

**17.0 DUTIES AND RESPONSIBILITIES OF STAFF (other than non-teaching staff):**

The duties and responsibilities of the teaching and other academic staff of the College (other than non-teaching staff) shall be as set-out in **Appendix-VII**.

**18.0 DUTIES AND RESPONSIBILITIES OF NON-TEACHING STAFF:**

The duties and responsibilities of the non-teaching staff of the College shall be as set-out in **Appendix-VIII**.

**19.0 LEAVE:**

- 19.1 These regulations shall be applicable to all the employees of the College, except for employees appointed on contract or temporary /ad hoc basis for a period less than one calendar year.
- 19.2 Leave shall not be claimed/availed as matter of right. The competent authority has the right to sanction leave or otherwise, based on exigencies of duties. When the exigencies of service so require or when the authority empowered to sanction the leave is convinced that the employee is playing truant, discretion to refuse leave or revoke leave of any description is reserved with the leave sanctioning authority. Ensuring conduct of scheduled class-work and examination shall be treated as exigencies of service.
- i) The teaching and non-teaching staffs are treated as vacation staff.
  - ii) In respect of each employee, a leave account shall be maintained in the prescribed format.
  - iii) Leaves of all kinds shall not be granted for a continuous period exceeding 5 years at a time in the entire span of service and subject to all the relevant conditionality in force.
  - iv) Either pre-fixing or suffixing of any kind of leave is allowed with vacation.
  - v) Any kind of leave may be granted in combination with or in continuation of any other kind of leave except Casual Leave.
- 19.3 Willful absence from duty, after expiry of a leave applied, may be treated as misbehavior and dereliction of duty.
- 19.4 An employee on leave or on vacation shall not take up any service or accept employment, including consultancy or draw any scholarship, without obtaining prior approval of the appointing authority.

The Principal shall be the authority competent to grant all kinds of leave to all categories of employees except to himself. However, Principal may at his discretion delegate some of these powers to an officer of the College.

In case of Principal, the Secretary shall be the authority to sanction leave.

An employee is entitled for the following kinds of leave, subject to the conditions as stipulated under different kinds of leave, as detailed hereinafter:

- i) Casual Leave
- ii) Compensatory Leave
- iii) Duty Leave
- iv) Academic Leave
- v) Examination Leave
- vi) Special Casual Leave
- vii) Earned Leave
- viii) Half Pay Leave and Commuted Leave
- ix) Maternity leave
- x) EOL (Extra Ordinary Leave/Leave on Loss of pay)

The kind of leave applied/sanctioned to the staff shall be marked in the attendance register under the direct supervision of HOD with the abbreviations, as given hereunder:

S. No.	Type of leave applied & granted	Abbreviations	Remarks
1.	Casual Leave	CL	Treated as Duty
2.	Compensatory Causal Leave	CCL	Treated as Duty
3.	Duty Leave	OD Leave	Remunerative
4.	Earned Leave	EL	Leave earned by duty
5.	Academic Leave	Acd.L	Remunerative
6.	Half pay Leave	HPL	Leave earned by duty/Leaves of all kinds
7.	Maternity Leave	ML	Leave not debited to leave account,
8.	Commuted Leave	Com.L	Leave on grounds of health.
9.	Special Casual Leave	SCL	Treated as duty
10.	Extra Ordinary Leave	EOL	Loss of pay

Leave Account Register shall be submitted to the Principal, as and when they are called for. HODs shall submit monthly CL account statement in respect of the respective staff under their control, to the Principal, by 20<sup>th</sup> of every month.

Posting of leave, tampering of entries i.e., corrections or over-writing by any staff member, in the attendance registers, shall not be permitted.

Applications by any staff member, may be refused for administrative reasons, by the Principal or the Governing body and their decision will be final.

**19.11 Casual leave:**

- i) All the regular non-teaching employees of the College shall ordinarily be entitled to 20 (inclusive of 5 optional holidays) days of Casual Leaves for calendar year i.e. from January to December, subject to any change from time to time, approved by the Governing Body.
- ii) Casual Leave for half-a-day can also be granted.
- iii) Normally not more than 2 days of Casual Leave can be availed in a month in respect of a regular employee. However, at the discretion of the Principal, with prior information by the employee and written permission from the Principal, Casual Leave in excess of two days in a month may be availed for very valid reasons.
- iv) The Principal, at his discretion, may also permit Casual Leave to be suffixed, prefixed or sandwiched with other public holidays, provided that the total duration does not exceed 10 days. In case, the above stipulation of total absence of ten days is exceeded, the entire period shall be debited to the leave account other than CL to which the employee is eligible. Casual leave granted to a temporary teacher under probation shall not exceed 12 for the 1<sup>st</sup> year of service and in the subsequent year they are eligible for 20 days Casual leave.
- v) In case of temporary non-teaching staff, Casual Leave will be granted to a maximum of 12 for the first year of service and the subsequent year, they are also eligible for 20 days inclusive of 5 optional holidays.
- vi) In respect of temporary/contract/adhoc non-teaching staff, Casual Leave will be granted in proportion to the length of service put in by them.
- vii) Leave Application for sanction of Casual Leave shall be submitted in prescribed format to the concerned HOD well in advance.
- viii) The applicant shall indicate the alternate arrangement for class-work/section work on his/her application form.
- ix) Further, the employee shall indicate his/her address during the leave period, contact phone number if any and in case he/she wants to leave the Head Quarters during the leave period, he/she shall also seek permission for leaving the Head Quarters besides indicating the address thereto.
- x) Casual Leave shall not be availed by any employee without prior information and sanction by the sanctioning authority. However under situations of emergency, wherein the employee may not be in a position to inform in advance and take prior permission, he shall immediately after the return to duty, submit the leave application.
- xi) Casual Leave cannot be combined with vacation and any other leave except with compensatory leave.



- xii) Casual Leave will lapse at the end of every year.

**19.12 Compensatory casual leave (CCL):**

- i) CCL will accrue for working on a general / public holiday
- ii) Not more than six days of such leave shall be accumulated
- iii) CCL cannot be sanctioned for any remunerative works such as examinations of OU, JNTU, CETS/GATE, etc., In other words CCL will be sanctioned only for non-remunerative works done during the holidays.
- iv) Heads/Coordinators of respective Department and Head of Functional Units are not eligible for CCL
- v) No CCL can be granted for the pending work done during holidays
- vi) The number of CCLs that can be availed during a calendar year should not exceed 6 days.
- vii) The CCL title left un-availed if any, shall lapse after six months.

**19.12.1 Other Terms & Conditions for availment of CCL:**

- i) For getting the work to be done during the holidays, prior approval of the Principal is to be obtained.
- ii) CCL should be availed only on prior sanction of Principal.
- iii) CCL should be availed only during non-instructional days
- iv) CCL cannot be combined with any other leave including vacation except CL. However, the total duration of absence including holidays should not exceed ten days.
- v) CCL for half-a-day (1/2 day) is not permissible.

**19.13 ‘‘On Duty’’ Leave (OD)**

Granted when deputed on office work, with prior permission

**Duty leave:**

Duty leave will be granted to faculty for a maximum number of 15 days per calendar year for the following purposes:

i)	For attending Seminars, Conferences, Symposia, etc., conducted by reputed institutions.	(5 days)
ii)	For delivering expert lecture on an invitation from reputed institutions.	(10 days)
iii)	Examination work and spot valuation work entrusted by affiliating University (Osmania University) only will be considered for duty leave.	
iv)	Laboratory examination work to be attended by the faculty at various other colleges	
v)	Meetings organized by Board of Studies (University), Seminar, Workshops and training programs etc., organized by Universities in TS, P C I, and such other faculty meetings for a period of 5 days in an academic year on production of the invitation letter from the concerned.	

**Other Terms & Conditions for availment of Duty Leave:**

- i) Attending Seminar, Conferences, Symposia, etc., is restricted to two times in a year, subject to a limit of five days in an academic year. Duty Leave, on request, will be considered by the principal if the topic of the seminar is relevant to the specialization of applicant and on recommendations of HoD subject to alternate arrangements of class-work.
- ii) Duty Leave is restricted to 5 (five) days in an academic year for guest lectures. Further, not more than one faculty at a time in the Department will be permitted.
- iii) Refresher Courses/Orientation Programmes should be attended only during vacation period for which no Duty Leave will be granted. However, if the Refresher Courses/Orientation Programmes falls during the period other than the vacation period Duty Leave will be granted subject to the condition that the classwork is not affected.
- iv) Spot valuation work is restricted to three days per subject per semester and on submission of attendance report issued by the Controller of the

Examinations /Chief of the spot valuation.

- v) Laboratory Examination Duty will be granted to the extent of the days attended as per the letter of invitation from the respective Heads of the Institutions and on submission of attendance certificate issued thereof.

**Earned leave (EL):**

- i) All staff members – teaching and non-teaching – earn 6 days EL per year of service.
- ii) Accumulation of EL to a maximum of 240 days at any given point of time in respect of regular employees, shall be permitted, whereas in respect of temporary employees, the maximum EL permitted to be accumulated is 30 days. Minimum of one EL can be availed.
- iii) In G.O M.S. No. 208 Higher Education (UF.II.I.) Department dated 29<sup>th</sup> June, 1999 wherein the revised pay scales are sanctioned, it is ordered that the teaching staff members will not be permitted to surrender EL and claim cash bonus in lieu of the ELs surrendered.
- iv) However, in respect of non-teaching staff members, the surrender of EL is permitted to a maximum of 15 days per year or 30 days in alternative year. The non-teaching regular staff is permitted to surrender 15 days of EL, in a year and apply for encashment of the same. In respect of regular teaching and non-teaching staff members, the cash equivalent to a maximum of 240 days will be allowed at the end of service/retirement on attaining age of superannuation. However, the staff who tender resignation or whose services are terminated will not be eligible for encashment balance of EL, to their credit.
- v) For the purpose of computation of period of active service, all periods of leave, except casual, special casual and duty leave shall be excluded.
- vi) Earned leave, at the credit of a teacher shall not accumulate beyond 240 days. The maximum earned leave sanctioned at a time shall not exceed 60 days. However more than 60 days of EL may be sanctioned in case of higher studies or training or leave with medical certificate or when the entire leave or portion thereof is in respect of stay outside of India.

Note-1:

When the teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating maximum amount of leave on average pay, which may be included in the particular period of leave.

Note-2:

In case, where a portion of leave is spent outside India, the grant of leave in excess of 120 days shall be subject to condition that the portion of leave spent in India, shall not aggregate exceed 120 days.

Note-3:

Encashment of earned leave shall be allowed to all staff members at the time of retirement.

19.16

**Maternity leave:**

- i) All women employees, irrespective of the cadre, and appointed on a regular basis on a time scale, including probationers, who have put in at least one year of regular service, are eligible for 120 days Maternity leave on full pay, and only for the first two pregnancies, and limited to the two living children. This leave is not debited to any leave account.
- ii) Maternity leave may also be granted in cases of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this nature of leave to a woman employee, in her career is not more than six weeks and the application for leave shall be accompanied by a Medical Certificate from a registered Medical Practitioner.
- iii) Payment to the employee, granted maternity leave, will be at the rate of pay last drawn before proceeding on leave.
- iv) Maternity leave, combined with earned leave, half pay leave or extraordinary leave or any other admissible leave may be granted, supported by a Medical Certificate.

19.17

**Half pay leave (HPL):**

- i) Employees appointed on regular basics will earn 20 days of HPL for every year of completion which includes all periods of duty, leave including EOL.
- ii) Employees for the first time can avail HPL after putting of 2 years service. This can be availed for private purposes on half pay earnings.
- iii) HPL can be availed as commuted leave on production of Medical Certificate. A maximum of 240 days can be availed in the entire service.
- iv) Provided that where leave is proposed to be commuted, the application should state the fact and should be accompanied by a Certificate from an authorized Medical Officer. Twice the number of commuted leave applied will be debited against the Half Pay Leave due.
- v) Commuted leave may not be granted unless the competent authority to sanction this leave has reasons to believe that the employee will return to duty on its expiry.

19.18

**Extra ordinary leave (EOL):**

- i) Extraordinary Leave may be granted to an employee of the College holding a substantive post in special circumstance given below:

When no other leave is admissible under these regulations.

When other leave being admissible, the employee concerned applies in writing for the grant of Extraordinary Leave.

- ii) Extraordinary Leave beyond one month at a time shall not be sanctioned unless when it is supported by a Medical Certificate from the Superintendent, Govt. Head Quarter Hospitals or Super Specialty hospitals like Nims, Appolo, Care Hospitals etc.

**19.19 Vacation:**

- i) All the teaching and non-teaching staff members belong to vacation category. The principal and the teaching staff members involved in conduct of University and Internal Examinations and who do not avail vacation can avail vacation during the current calendar year and on non-instructional days.
- ii) Vacation generally as stipulated by JNTUH University and approved by the Principal may be availed of in combination with or in continuation of any kind of leave, except CL, provided that the total period of Earned Leave/ Half Pay Leave/ Commuted on Medical ground and on private affairs shall not exceed 180 days.
- iii) Staff members with less than 6 months of service, whether of Regular or Ad hoc service are not eligible for availment of vacation.
- iv) If vacation has to be suffixed (or) prefixed prior permission of the principal shall be obtained. Any public holidays intervening the vacation shall be counted as vacation availment.
- v) All the Heads of the Departments, Co-ordinators and Functional Heads shall plan well in advance and submit proposals for vacation availment of the staff under their respective control to the principal at least one week in advance and get the same approved. Care shall be exercised that the availment of the vacation by the Staff may be suitably planned out in an academic year so as to ensure that at any point of time during the vacation period at least one (1) or two (2) staff members in the Department shall be made available to help the Head of the Department to take up urgent and expedient departmental related activities.

**20.0 STAFF WELFARE MEASURES:**

Staff welfare measures i.e., payment of gratuity, extension of Provident Fund and Employees State Insurance (ESI) to the eligible employees will be regulated as per the relevant provisions of the Payment of Gratuity Act, 1972, the Provident Fund and Miscellaneous Act, 1952 and the Employees State Insurance Act, 1948 respectively.

## APPENDIX – I

### MINIMUM QUALIFICATIONS ETC., PRESCRIBED BY THE PCI FOR RECRUITMENT OF FACULTY (REGULATION 4.1)

#### i) Pharmacy and

Cadre	Qualification & Experience
<b>Assistant Professor</b>	<p><u>Qualification &amp; Experience for candidates from Teaching</u></p> <p>First Class Master's Degree in the appropriate branch of Pharmacy (No minimum experience required).</p> <p style="text-align: center;"><b>(OR)</b></p> <p>First Class Bachelor's degree in the appropriate branch of Pharmacy or equivalent, valid GATE score, minimum 75 percentile; to complete M.Pharm within 5 years failing which the increments will be stopped until the postgraduate degree is earned. The institutions to provided adequate opportunity to its teaching staff to complete this requirement</p>
	<p><u>Qualification &amp; Experience for candidates from Industry &amp; Profession</u></p> <p style="text-align: center;"><b>Same as above</b></p> <p>(In addition to Basic Pay, candidates will also be eligible for DA, H.R.A, &amp; C.C.A as admissible)/adopted</p>
<b>Associate Professor</b>	<p><u>Qualification &amp; Experience for candidates from Teaching</u></p> <p>Ph. D degree with first class at Bachelor's or Master's level in the appropriate branch of Pharmacy with 2 years experience in Teaching / Industry / Research at the level of Lecturer or equivalent.</p> <p style="text-align: center;"><b>OR</b></p> <p>First class at Master's level in the appropriate branch of Pharmacy / with 5 years experience in teaching / Industry / Research at the level of lecture or equivalent. Such candidates will be required to obtain Ph.D degree with in a period of 7 years from the date of appointments and those institutes offering PG programmes / Research, Ph.D is a must. For candidates from Industry / Professional experience in R &amp; D and patents would be desirable requirements failing which the increments will be stopped until Ph.D is earned.</p> <p>Candidates form Industry / Professional with First Class Bachelor's degree in the appropriate branch of Pharmacy or First Class Master's Degree in the appropriate branch of Pharmacy.</p>

	<p style="text-align: center;"><b>And</b></p> <p><u>Qualification &amp; Experience for candidates from Industry &amp; Profession</u></p> <p>Professional work, which is significant and can be recognized as equivalent to Ph.D Degree and with 2 years experience at a position equivalent to lecturer level would also be eligible.</p> <p>(In addition to Basic Pay, candidates will also be eligible for DA, H.R.A, &amp; C.C.A as admissible/adopted</p>
<b>Professor</b>	<p><u>Qualification &amp; Experience for candidates from Teaching</u> Ph. D Degree with first class degree at Bachelor's or Master's level in the appropriate branch of Pharmacy with 10 year experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor and / or equivalent.</p> <p><u>Qualification &amp; Experience for candidates from Industry &amp; Profession</u> Candidates from Industry / Profession with Master's degree in Pharmacy and with professional work which is significant and can be recognized as equivalent to Ph. D Degree and with 10 years' experience of which at least 5 years should be at a senior Level comparable to that of an Assistant Professor would also be eligible.</p> <p>(In addition to Basic Pay, candidates will also be eligible for DA, H.R.A, &amp; C.C.A as admissible/adopted</p>
<b>Principal</b>	<p><u>Qualification &amp; Experience for candidates from Industry &amp; Profession</u> Ph.D. with First Class Degree at Bachelor's or Master's Level. In addition, the candidate should be an eminent person in the field. At least 15 years' experience in teaching/industry/research/ out of which 5 years must be at the level of Professor or above in Pharmacy/.</p>



**ii) Humanities & Sciences**

<b>Cadre</b>	<b>Qualification &amp; Experience</b>
<b>Assistant Professor</b>	<p>Good Academic record with First Class at M.Sc. level (for science) or at M.A. level (for Humanities).</p> <p><b>OR</b></p> <p>Good Academic record with at least 55%, marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an Indian University or an equivalent Degree from a Foreign University. Besides fulfilling these qualifications, candidates should have cleared the National Eligibility Test (NET) conducted by UGC, CSIR or similar test accredited by the UGC.</p> <p>No minimum experience required</p> <hr/> <p>(In addition to Basic Pay, candidates will also be eligible for DA, H.R.A, &amp; C.C.A as admissible/adopted</p>
<b>Associate Professor</b>	<p>Good academic record with a least 55% marks or an equivalent CGPA at the Master's Degree level and Ph.D degree in the in the relevant subject.</p> <p>5 Years experience in teaching and / or Research excluding the period spent for obtaining the degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.</p> <hr/> <p>(In addition to Basic Pay, candidates will also be eligible for DA, H.R.A, &amp; C.C.A as admissible/adopted</p>
<b>rofessor</b>	<p>Good academic record with at least 55% marks or an equivalent CGPA at the master's degree level and Ph.D. in appropriate branch of Humanities and Sciences</p> <p>Desirable: Post-Doctoral work in appropriate branch of Humanities and Sciences.</p> <p>Experience: 10 years' experience of which at least 5 years should be at a senior level comparable to that of a Associate Professor in Postgraduate teaching, and/ or experience in research at the University / National level institutions, including experience of guiding research at Doctoral level.</p> <hr/> <p>(In addition to Basic Pay, candidates will also be eligible for DA, H.R.A, &amp; C.C.A as admissible/adopted</p>

**iv) Librarian:**

Minimum Qualifications:

- i) Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- ii) Master's degree in library science/ information science/ documentation or an equivalent professional degree with at least 55% of the marks or its equivalent CGPA and consistently good academic record, computerization of library.

**v) Director of Physical Education**

Minimum Qualifications:

- i) A Master's degree in Physical Education (two-year course) or Master's degree in Sports or an equivalent degree with at least 55% of the marks or its equivalent CGPA and consistently good academic record.
- ii) Record of having represented the university/ college at the inter-university/inter-collegiate competitions or the State in National Championships.
- iii) Passed the physical fitness test/State level test.
- iv) Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC/State Government.

**vi) Percentage Equivalence of Grade Points for a Ten Point Scale:**

<b>Grade Point</b>	<b>% of Marks</b>
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

## APPENDIX-II

### CADRE STRUCTURE FOR RECRUITMENT OF NON-TEACHING STAFF, QUALIFICATIONS, EXPERIENCE ETC. (REGULATION 4.2)

#### **Cadre Structure:**

##### **a. Administrative staff**

Administrative Officer /Systems Manager/ D.S.W./H.R. Manager  
/Accounts Officer /Systems Analyst/Programmer

##### **b. Ministerial staff**

Assistant librarian; Superintendent; Library assistant; Senior assistant  
Stenographer

Junior Assistant / Care Taker

Steno Typist

Data Entry Operator

Attender

**supporting staff**

Mali

(Gardener)

Sweeper

Scavenger

##### **c. Technical staff**

Lab Assistant / Assistant Programmer

Lab Technician

##### **d. General Technical Services**

Works Supervisor; Mechanic; Electrician; Welder; Plumber

#### **Qualifications for Non-teaching Staff:**

##### **i) Administrative Officer:**

A Graduate or a post Graduate from any recognized University with (10) years' experience in a responsible administrative position, preferably in an Educational Institution.

##### **ii) Director Student Welfare:**

A Post graduate from any recognized University with (10) years of experience in a responsible administrative position in an Educational Institution of repute at a degree level, preferably as a Principal.

##### **iii) Dean – HR:**

A Postgraduate from any recognized University with M.B.A / Personal Management and a minimum of 15 years of experience in Personal Management / Human Resource development. Preferably with knowledge of working in an Educational Institution at Degree level. A stronghold in industry interface will be an advantage.

##### **iv) Manager – Human Resources Development:**

A Postgraduate from any recognized University with M.B.A / Personal Management and a minimum of 5 years of experience in Personal

Management / Human Resource development. Preferably with knowledge of working in an Educational Institution at Degree level.

- v) Systems Manager:  
First class Masters Degree in any branch of Science / Pharmacy with first class degree at Bachelor's or master's level in Computer Science. Shall have at least 3 years' experience in advanced software development institution, working at managerial level. Shall have experience in organizing a large networked computing system.
- vi) Accounts Officer:  
First class Bachelor's degree. At least 10 years experience in an educational institution or large industry out of which a tleast 5 years at senior level in the Accounts Branch.
- vii) Systems Analyst:  
First class B.E/B.Tech in computer science & Pharmacy or first class MCA. Desirable: Experience as programmer in a large software development institution.
- viii) Programmer:  
First class B.E/B.Tech in computer science and Pharmacy or first class MCA desirable: Experience as programmer in a large software development institution and software development under any independent Project.
- ix) Assistant Librarian:  
Master degree in Library and Information Science / documentation or an equivalent professional degree with atleast 55% marks or its equivalent CGPA and consistently good academic record. Knowledge of computerization of Library desirable.
- x) Superintendent:  
A Bachelor's degree or equivalent and put-in 5 years of service as Senior Assistant.
- xi) Senior Assistant:  
A Bachelor's degree or equivalent with at least 5 years' service in the lower category (Junior Assistant).
- xii) Stenographer:  
A Bachelor's degree or equivalent.
  - a) Typewriting English Higher Grade
  - b) Shorthand English Higher Grade and
  - c) Knowledge of MS-Office
- xiii) Junior Assistant:  
A Bachelor's degree or equivalent and knowledge of MS Office.
- xiv) Caretaker:  
Bachelor's degree and ability to organize workforce for accomplishing various activities in the institution – should have initiative and drive.

- xv) Computer Assistant:  
B.Sc. Computer Science/MCA/B.Sc. (MPC) with PGDCA and at least one year experience in C, C ++, Java, Oracle.
- xvi) Data Entry Operator:  
Bachelors Degree and Diploma / Certificate from a recognized Software Institute and a thorough knowledge of M.S. Office, dbase III plus and a speed of 40 – 50 wpm on the Computer system.
- xvii) Library Assistant:  
First Class Bachelor Degree and Diploma / Certificate course in Library and Information Science or its equivalent knowledge of classification of books and ability for organizing reprography section desirable.
- xviii) Attender:  
A passed S.S.C. Able to ride a bicycle in the case of male-members.
- xix) Sweeper:  
No minimum qualification. In respect of male-members able to ride a bicycle.
- xx) Scavenger:  
No minimum qualification. To clean toilets
- xxi) Laboratory Assistant (Pharmacy)  
First class Diploma in Pharmacy.
- xxii) Laboratory Assistant (Science)  
First class B.Sc in branch of Science concerned with 3 years of experience in a recognized Academic Institution or a Research Organization.
- xxiii) Assistant Programmer:  
First class MCA. Previous experience in developing software programs desirable.
- xxiv) Laboratory Technician:  
A certificate from I.T.C. in relevant Trade with three years of experience in recognized Academic Institution or Industry of repute.
- xxv) Works Supervisor:  
a) Diploma in Pharmacy and minimum 3 years experience

N.B:

In deserving cases relaxation in qualification and age may be given by the management subject to ratification by the Governing Body.

### APPENDIX-III

#### SCALES OF PAY OF TEACHERS, OTHER ACADEMIC STAFF AND NON-TEACHING STAFF (REGULATION 4.4)

Category	Scale of pay
Principal	PCI Scale of pay of a professor Rs. 37400-67000, with the applicable AGP of Rs. 10000,plus a Special Allowance of Rs. 3000 per month
Professor	Rs. 37400-67000, with the applicable AGP of Rs. 10000.
Associate Professor	Rs.37400-67000 with AGP of Rs. 10000.
Assistant Professor	Rs. 37400-67000 with AGP Pay of Rs. 9000
Workshop Supdt.	8000-325-15200
Physical Director	Rs.15600-39100 with AGP of Rs. 6000.
Librarian	Rs.15600-39100 with AGP of Rs. 6000.
Systems Mgr.	12000-420-18300
Lab Assistants	7200-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-15025-475-16925
Comp. Programmer	7385-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-15025-475-16925-550-17475
Lab Assistants	7200-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-15025-475-16925
Library Assistants	7385-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-15025-475-16925-550-17475
Superintendent	7385-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-15025-475-16925-550-17475
Web Designer	6195-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-14175
Lab Technicians	5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-11755
Sr. Assistants	6195-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-14175
Stenographer	6195-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-14175
Accounts Assts.	4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-10845
Junior Asst.	4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-10845
Care Taker	4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-10845
Attender	3850-100-4150-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8600

## APPENDIX-IV

### PROMOTIONAL POLICY IN RESPECT OF TEACHING FACULTY (CAREER ADVANCEMENT SCHEME OF AICTE) (REGULATION 7.1)

#### i) **Assistant Professor to Assistant Professor (Sr. Scale)**

An Assistant Professor will be eligible for placement in a senior scale through a procedure of selection if she/he has:

- a) Completed 6 years of service after regular appointment with relaxation of one year and two years respectively, for those with M. Pharm and Ph. D.
- b) Participated in summer / winter schools of total duration of 4 weeks, or engaged in other appropriate continuing education programme of comparable quality as may be specified or approved by the PCI.
- c) Consistently satisfactory performance appraisal reports.

#### ii) **Assistant Professor (Sr. Scale) to Assistant Professor (Selection Grade)**

Assistant Professors in the Senior Scale who do not have Master's degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfils the other criteria given below for the post of Associate Professor, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through Research & extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Associate Professor. They will be designated as Assistant Professors in the Selection Grade. They could offer themselves for fresh assessment after obtaining Master's degree and Ph.D / or fulfilling other requirements for promotion as Associate Professor and if found suitable, could be given the designation of Associate Professor.

- a) Assistant Professor with Ph. D will get senior scale on completion of 4 years of service.
- b) Assistant Professor in the senior scale having Ph.D degree with three years of Experience in Teaching / Industry / Research at the level of the lecturer (including the period passed eligible to be called for interview for promotion to the post of Associate Professor. In other words, Assistant Professor (Sr. Scale) having Ph.D with total experience 7 years will become eligible for promotion as Associate Professor.

#### **OR**

Assistant Professor in senior scale having Ph. D with total experience 7 years is eligible to become an Associate Professor.

Assistant Professor Senior Scale having MPharm with total experience of 10 years will be eligible for promotion as Associate Professor. Such candidates will be required to obtain Ph.D Degree within a period of 7 years from the date of his / her promotion to the post of Associate Professor.

**iii) Eligibility norms for promotion from Associate Professor to Professor:**

- a) Minimum 8 years of service as Associate Professors
- b) Ph. D Compulsory
- c) 5 best publications, out of which two could be books reviewed by experts

**iv) Career Advancement – Sciences**

**a) General:**

- 1) Minimum length of service for eligibility to move into the grade of Assistant Professor (Senior Scale) would be four years for those with Ph. D., five years for those with M. Phil, and Six years for other at the level of Assistant Professor, and for eligibility to move into the Grade of Assistant Professor (Selection Grade)/ Associate Professor, the minimum of length of service as Assistant Professor (Senior Scale) shall be uniformly five years.
- 2) For movement into grades of Associate Professor and above, the minimum eligibility criterion would be Ph. D. Those without Ph. D. can go up to the level of Assistant Professor (Selection Grade).
- 3) Associate Professor with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.
- 4) The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.

**v) Assistant Professor to Assistant Professor (Senior Scale)**

Assistant Professor will be eligible for placement in a senior scale through a procedure of selection, if she/he has:

- a) Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M. Phil. and Ph. D.
- b) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality and may be specified or approved by the University Grants Commission. (Those with Ph. D. degree would be exempted from one refresher Course)
- c) Consistently satisfactory performance appraisal reports.

**vi) Assistant Professor (Senior Scale) to Assistant Professor (Selection Grade)**

Assistant Professor in the Senior Scale who do not have a Ph.D. Degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfill the other criteria given above for the post of Reader, and have a good record in teaching and preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the selection committee which is the same as for promotion



to the post of Associate Professor.

They could offer themselves for fresh assessment after obtaining Ph.D and /or fulfilling other requirements for promotion as Associate Professor and if found suitable could be given the designation of Associate Professors.

Should have participated in two refreshers course of approved duration

vii) **Associate Professor:**

Assistant Professor in the Senior Scale will be eligible for promotion to the post of Associate Professor if she/he has:

- a) Completed 5 Years of service in the Senior Scale.
- b) Obtained a Ph. D degree or has equivalent published work
- c) Made some mark in the area of scholarship and research as evidenced e.g., by self Assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities.
- d) After placement in the Senior Scale participated in two refreshers courses / summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission, and
- e) Possesses consistently good performance appraisal reports.

Promotion to the post of Reader will be through a process of selection by a selection committee to be set up under the Statutes / Ordinances of the concerned University or other similar Committees set up by the appointing authorities.

viii) **Professor:**

Promotion may be made from the post of Associate Professor to that of Professor after 8 years of service as Associate Professor.

## APPENDIX-V

### PERFORMANCE APPRAISAL FOR TEACHING STAFF

#### **i) PERFORMANCE APPRAISAL:**

##### **a) System:**

Performance Appraisal of the faculty is carried out once in a year/semester. This is based on Quality of Teaching. Performance in Administrative Assignments, Consultancy and his/her interest in Research work. The feedback received from students assessed by the Principal and the results achieved by the students in the University exams of the subjects taught are given due weightage in the assessment of a Faculty member. Individual Faculty member will be appraised of their strong / weak points by the HOD / Principal at the end of the semester in writing

##### **b) Effectiveness, Follow-up Action:**

Based on the performance appraisal report an appreciation letter should be issued to the concerned teacher once in a year/semester if his/her performance is good during that year/semester. Teachers whose performance is not up to the mark are counseled, memos and letters issued. Rewarding or counseling is done basing on the average of two semester performance reports. If a regular teachers performance report is poor for four consecutive semesters, he/she will be recommended for retrenchment. For ad hoc and temporary staff and also for probationers, they will be counseled and warned for the first time, and they may be terminated if their performance is found to be poor consecutively second time. The HOD will submit the feedback after the stipulated period about the consequences of the memos issued.

##### **c) Commendations / Initiatives:**

Good teachers in each department are selected basing on their average performance appraisals for the two semesters and rewarded every year on the annual day celebrations. Commendations / Incentives are also to be awarded based on overall performance crossing 80% in performance appraisal reports.

A central committee will be formed to evaluate individual performance appraisal and decide upon good teachers. HODs will complete the concerned forms and submit to principal on the same lines as applicable to the faculty.

##### **d) Student Feedback:**

Feedback is taken on printed feedback forms from the students. Student identity is not shown on the form. Students will give feedback of each subject teacher. Then feedback analysis is done and analysis report will be shown to the teachers and acknowledgement of the teacher concerned is taken on the report and a copy of it is filed in his/her personal file. This feedback is conducted centrally by the Principal through the teachers not connected with the department in any way in the middle of every semester. In the feedback form student will given grades of A, B, C, D for each subject teacher. A for Excellent, B for Good, C for Satisfactory and D for Poor. 75% and above A + B is considered as a good teacher and 50% and above of C + D will be considered as a weak teacher.

## APPENDIX-VI

### PERFORMANCE APPRAISAL FOR NON-TEACHING STAFF (REGULATION 9.0)

#### **i) SUPPORTING STAFF PERFORMANCE APPRAISAL:**

##### **a) System:**

Performance Appraisal is carried out once in a year/semester for all the supporting staff. In case of technicians feedback from 10% of the student strength is also taken. Performance of Supporting staff are measured on their punctuality, dedication to the work assigned, contribution to the department and individual skills. Appraisal sheet completed every month by the HOD and filed. Supporting staff are assessed as per the following parameters.

- |   |   |    |
|---|---|----|
| 1. Attitude and involvement report  | : | 30 |
| 2. Lab maintenance/upkeep of lab equipment  | : | 30 |
| 3. Upkeep of lab in respect of cleanliness, ambience and hygiene  | : | 10 |
| 4. Report from Lab in-charge (confidential)   | : | 20 |
| 5. Maintenance of a logbook. (All damages to the equipment by the students are to be recorded in this logbook). | : | 10 |

Based on the above factors, HOD shall fill a performance appraisal form for each of the supporting staff under his control and will be preserved in the personal files.

##### **b) Effectiveness and Follow-up Action:**

Performance Appraisal is done once in a semester and the appraisal sheet to be counter signed and the same is filed in the individual files maintained. If the performance of the ad hoc, temporary and regular staff is found poor for two consecutive semesters his/her appointment may be terminated. For regular staff if the performance is found to be poor for four consecutive semesters he/she may be recommended for termination.

Commendation / Initiative: Basing on the performance appraisal report of the both semesters in a year Best Supporting Staff from each department is selected and awarded on the College Day Celebrations.

## APPENDIX-VII

### DUTIES AND RESPONSIBILITIES OF TEACHING AND OTHER ACADEMIC STAFF (OTHER THAN NON-TEACHING STAFF) (REGULATION 17)

#### i) **Principal**

The Principal is the Head of the Institution and is the central figure in the organization of the institution and therefore, his duties, responsibilities and the activities, thereto are multi-divergent.

He is responsible for policy planning while providing the much required academic and administrative leadership and direction besides the financial management, in line with the policies of the management, university and the government.

- ☐ To Coordinate, motivate and inspire the faculty and the administrative and supporting staff :
  - o To play their respective roles suitably
  - o Work for the common goal of providing and disseminating effective Technical Education in guiding and enabling the students to carve out promising career and life profiles.
- ☐ The Principal happens to be the spokesperson of the institution and has the professional obligation to participate at regional and national levels, in the cause of development of Technical Education.
- ☐ The Principal along with all the staff working under him, is singularly and collectively responsible to the
  - o Management
  - o University
  - o Government at different levels
  - o Students and their parents for the smooth and effective functioning of the institution

The duties of the Principal may be suitably categorized as

- ☐ Academic administration
- ☐ General Administration
- ☐ Financial Administration

#### **Academic Administration by Principal:**

- a) On academic matters, Principal is in general guided by the rules and regulations as well as the norms laid down by PCI, JNTUH University and the Academic Committee constituted by the college Management. In addition to the above, he is assisted by various Heads of Departments, the Dean (Acad. & Admn.) and the Senior faculty, the Coordinator Academic & Examination Section, Librarian and the Director of Physical Education, besides the number of committees constituted by the Principal and as listed below:

S. No.	Committee	Convener
1.	Discipline Committee	Dean, Academic & Admin.
2.	Library Users Committee	Librarian
3.	Games & Sports Committee	Physical Director
4.	Computer Centre User' Committee	Systems Manager / Comp. Centre Co-Ordinator
5.	Internet user's Committee	Systems Manager / Comp. Centre Co-Ordinator

In all matters related to Academic and Examinations, he is assisted by the Dean (Academic/Admin.) and the Coordinator Academic and Examination Branch.

The timetables of different classes/sections are prepared by a senior Head of Department as "Coordinator of I year timetable" appointed by Principal.

Principal also appoints C.R. Cs Faculty-wise, class-wise, department-wise.

An integrated timetable of the entire institution is prepared and submitted to the Principal for approval.

Principal shall closely watch and supervise various academic activities as per time table and the almanac.

Attending Departmental Review Committee meetings.

Holding meetings with H.O.Ds for reviewing the progress of academic work.

Watching the performance of the faculty.

Arranging special (Remedial) classes for academically backward students.

Effective measures, to achieve desired academic standards.

He should evince keen interest in matters related to admissions, detained candidates, dropouts, students' attendance, and conduct of internal tests and university examinations, students, grievances if any, student friendly and student welfare activities.

The Principal should plan, schedule and coordinate training programmes, refresher/orientation courses for the benefit of faculty, sponsor the staff for higher studies, seminars, workshops and conferences and other quality improvement and faculty Development programmes.

Monitor and evaluate the academic and research activities.

Promote

- o Industry-Institute Interaction
- o Research and Development
- o Extend consultancy services through Consultancy Cell as the Chairman of the Cell.
- o I.R.G. activities, with the active assistance of staff and students.

- p) Arrange for the Training and Placement of the pass outs, with the active assistance of Dean-HR the Training and Placement officer and the staff of the Placement Cell.
- q) He should put up sincere efforts to look after the overall welfare of the staff and students.
- r) He shall see that there is an effective rapport between the staff and students, between the different cadres of staff, and between the staff and the management.
- s) He shall ensure perfect order and discipline among all concerned and ensure a serene academic environment in the campus, free from restive situations and commotion, with the assistance of Director, Student Welfare.
- t) He shall maintain regular, right and appropriate contacts and interaction with various government and university authorities like
  - o PCI. & National Board of Accreditation.
  - o TS. Stare Council of Higher Education, Commissioner of Technical Education, Registrar, Chairman Board of Studies, Dean Faculty of Pharmacy, Controller of Examination.
- u) He shall maintain through Dean R&D regular, right and appropriate contacts and interaction with various Industries, Organizations and sister institutions which contribute to the development of the Institution.
- v) The Principal shall, by involving the faculty at different levels, ensure the implementation of all the student welfare activities, such as issue of identity card, bus pass, railway concession, scholarships, educational tours, visit to real Pharmacy and industrial situations, seminars, organizing freshers' day, college day functions, implementation of Proctorial systems and function of anti-ragging, disciplinary committees, student chapters of professional bodies, N.S.S activities, etc.

#### **General Administration by Principal:**

On administrative matters, Principal is assisted by the Officer on Special duty, the Dean (Admin.) and the Heads of the Departments, Coordinators and the officers of the functional units.

- a) The Principal makes the proposals for appointment of all posts of cadres (including contract, part time, adhoc and daily wage employees).
- b) Regularization of services, declaration of probation, release of increments, promotions including automatic advancement (NTS) and career advancement schemes of the supporting staff and teaching staff.
- c) Arrange for performance appraisal of the faculty and the supporting staff.

- d) The Principal is empowered to sanction EL, HPL, ML, EOL upto the level of the Heads of the Departments except himself. However, he may delegate powers to the Heads of the Departments to accord sanction of casual leaves to the staff under their respective control and the other leaves to any of the Deans.
- e) The Principal is empowered for initiating disciplinary proceedings and impose punishment of minor or major character, such as
  - o Warning
  - o Censure
  - o Fine
  - o Withholding of increments, promotion
  - o Effect recovery from the pay, of the whole or part of the pecuniary loss to the college.
- f) All such cases requiring arrangements such as suspension, removal, dismissal from services, shall be referred to Management Committee by the Principal.
- g) The Campus maintenance cell works under the instructions of the Principal

Financial Administration by Principal:

- a) Principal is assisted by Chief Finance Officer / Accounts Officer and Accounts section in the area of Finance Administration.
- b) Subject to the budget provision made for a specific area of expenditure, the Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedures, as laid down by the Governing Body from time to time.
- c) Principal is delegated powers to incur recurring contingent expenditure as per the norms prescribed by the Governing Body.
- d) All contracts for and on behalf of the College (except the one between himself and the college) when authorized by a resolution of the Governing Body, passed in that behalf in writing and expressed to be made in the name of the college and even such contract shall be executed on behalf of the college, by the Principal. However, Principal shall not be liable in respect of anything under such contract.
- e) Principal shall forward monthly salary bills of all the staff of the college to the management for necessary action and also the members of the Governing Body and its sub committees.
- f) The Principal or any officer delegated with such powers by the Principal shall countersign all kinds of scholarship bills in respect of the students of the college.
- g) Principal has the power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops, etc., subject to the limit of powers delegated in the respective areas and subject to the prescribed procedures, budget provision under the respective heads.

- h) Principal shall countersign the T.A. bills of the staff of the College.
- i) Principal is empowered to sanction advances and final withdrawal of EPF of the staff.

**ii) Dean (Academic)**

In addition to his teaching assignment Dean (Acad.) is assigned with the following:

- a) Monitoring academic programs of the institution & examination and evaluation programs
- b) Keep correspondence with university on all academic matters.
- c) Assist staff in performance of teaching and instruction in labs and student assessment and evaluation.
- d) Assist in Consultancy and R&D programs of the institution
- e) Helping in research activity at department level and curriculum development and development of resource materials.
- f) Monitoring academic programs like subjects allotted to teaching staff, their lecture plans, course plans, and usage of modern educational aids.
- g) Also monitoring staff performance, continuous testing for learning (assignments, quiz programs etc.,)
- h) Carry out result analysis and suggest conduct of remedial classes and additional classes in tutorials
- i) Monitoring attendance of students and informing parents about progress of their wards.
- j) Monitoring staff and student participation in conferences, seminars, workshops, and provide guidance if necessary.
- k) Make correspondence with university with regard to schedule of examinations, conduct of exams and formulate schedule for midterm examinations.
- l) Verify the standard of internal question papers, discrepancies in university question papers, identifying weak students and arranging additional coaching to them.
- m) Maintain examination records, registers, etc.,
- n) Assist HoDs in incorporating training programs in the curriculum, arrangement of extension lectures and expert lectures, organizing conferences etc.,
- o) Assist the principal in finalization of college prospectus, academic calendar, timetables, classroom, arrangements and all other requirements for proper conduct of class work.



- p) Any other duties that may be assigned to him from time to time.
- q) He will assist principal in spending recurring and non-recurring grants by the Academic department and assist in purchase of furniture and stationery.
- r) He is empowered sign against all entries in the service registers of non-teaching staff members.
- s) He will be assisting principal implementing service rules and leave rules all teaching and non-teaching staff.
- t) He will arrange to make to appointments to various posts, conducting reviews, sanction of increments.
- u) He will be in charge of maintenance of the campus.
- v) He will assist Principal in faculty performance reviews
- w) He will co-ordinate and arrange faculty development programmes
- x) Any other duties assigned by Principal and Management from time to time.

**iv) Dean (R & D)**

Research & Development Cell was set up to provide support to the administration for the operation of sponsored research, and other related R& D activities of the college. It facilitates interaction with external agencies. It also promotes and manages Institute Industry interaction and all externally funded research and development projects. The key role is to provide rapport in research and development activities.

**Duties of Dean R & D**

Dean R & D is Responsible for management of all R&D activities via interaction with the various Departments. In detail, functions and responsibilities include.

- a) Development of internal R&D strategy
- b) Promotion of Institute-Industry interactions through MOUs
- c) Promoting organization of Specialized Workshops/Conferences/Lectures
- d) Promoting Joint collaborative programmes
- e) Administration of research projects of external agencies
- f) Promoting research capability and capacity through sponsored projects and external funding.
- g) Maintenance and development of R&D Cooperation with industries and outside organizations.
- h) Developing details of projects on common R&D database
- i) Processing and monitoring R&D approvals

- k) Providing guidance, support and resources to help protection of intellectual property, by creating awareness of the importance of IP Rights.
- l) Any other duties that may be assigned to him/her from time to time.
- m) He is responsible for evolving designing and developing the Human resources policy formulation and implementation of the same in respect of the staff as well as students.
- n) He shall, in consultation with the Principal, Dean, Head of the Departments and the staff, identify the needs of various staff development programmes for the faculty and the non-teaching staff including the administrative, ministerial, other technical and non technical supporting staff etc., including quality improvement through continuing education, training intervention, exposure to the ever changing technologies etc.
- o) He will be acting as Convener of Staff Development committee.
- p) Design and develop the Human Resource Policy formulation and Implementation of the HRD policies in the areas of Training, pre-placement and Placement of students.
- q) Designing the formats related to performance appraisal of Teaching and Non-Teaching staff including :
  - o Student feedback forms
  - o Self Assessment
  - o Performance Review by the Head of the Department or Officer In charge of the Functional unit
  - o Performance Review by the Principal
  - o Performance Review by the management
- r) Administering the process of Performance appraisal of staff and submission of reports thereto based on realistic, factual and objective assessment .
- s) Preparation of Administrative Manual.
- t) Any other duties assigned to him by the Principal and Management.

**vi) Head of the Department**

Each department will be under the overall control of a Head of the Department (Generally a Professor). Besides his teaching assignments, the Head of the Department is responsible for the following activities.

- a) The Head of the Department is responsible for coordination of all the activities of the Department while involving himself in all spheres of activity. He recommends for the provision of the necessary academic and administrative space, equipment and machinery, stationery & furniture, the financial requirements of the departments, besides the requirements of the faculty, non-teaching, ministerial and other supporting staff.

- b) The Head of the Department ensures the effective utilization of all the resources of money, men, material, machinery and other infrastructural facilities provided to the department, to the maximum advantage in smooth and effective functioning and development of the department as a whole.
- c) He is responsible for the discipline of the students and staff of his department.
- d) The Head of the Department will be a member of Academic Council of college level and is involved in policy planning, policy monitoring and evaluation at departmental level in particular and institutional level in general.
- e) Taking in to account of the diversities and specialization requirements of the subjects of the department he shall enunciate the objectivities of the department. Further the Head of Department takes adequate and appropriate measures for consolidation review, development and possible expansion of the teaching programmes of the department.
- f) Distribution of academic work fairly among the teaching staff while fixing-up the number of theory and practical classes for each category of staff as per the A.I.C.T.E. / University norms. He shall arrange meeting with the staff of his department to have a critical review of the progress of the academic work and to ensure prompt completion of syllabus as stipulated in the academic schedules.
- g) He shall make continuous and effective measures for promoting interaction among the staff of his section, technicians, users system, allied agencies, regarding the marketability of the students, passing out from the department and help the institution in Training and Placement activities.
- h) He is responsible for planning of educational tours, visits to places of Pharmacy interest and training programs for the benefit of the students.
- i) He shall also make efforts for staff development, both in respect of teaching and non-teaching staff.
- j) He shall constitute various committees such as class review committee (time table and syllabus review), departmental advisory committee etc.
- k) He shall arrange for maintenance and updating of the records of students attendance, Sessional marks, project works, carried out by the students of his department.
- l) He shall finalize monthly attendance and display the names of eligible candidates to appear for the University examinations based on percentage of attendance well in advance on the departmental notice board.
- m) The Head of the Department shall plan monitoring and supervising, research, research guidance, consultancy services while maintaining regular interaction with industries, research and educational institutions, Government and non-Government agencies and for securing research grants for specific departmental projects from UGC, AICTE and Department of Science &.

- n) He shall attend to any other works assigned by the Principal and the Management from time to time for the healthy growth and development of the department and the institution.

**vii) Professor**

- a) Teaching
- b) Development of the Curriculum. Developing Learning Resource Material & Laboratory Development.
- c) Students Assessment & Evaluation including examination work of University.
- d) Participation in the Co-curricular & Extra-curricular Activities.
- e) Students, Guidance & Counselling.
- f) Helping the student in personal, ethical, moral and overall character development.
- g) Continuing Education Activities.
- h) Keeping abreast of new knowledge and skills and help dissemination of such knowledge through books publications seminars etc.
- i) Self development through upgrading qualification, experience & Professional activities.
- j) Providing Industry sponsored projects, consultancy testing services and Industry – Intuition Interaction.
- k) Involving in the Academic and Administrative Management of the institution.
- l) Policy-Planning, Monitoring & Evaluation which are connected to the Department.
- m) Promotional activities both at Departmental and institutional level.
- n) Involving and Assisting the HOD in the Design and development of new programmes.
- o) Preparing project proposals for funding in areas of R & D Work.
- p) Laboratory Development, Modernization, Expansion, etc.
- q) Monitoring and Evaluation of academic and research activities.
- r) Participation in policy planning at the Regional/National level for development of technical education.
- s) Develop, update and maintain MIS.
- t) Assisting the HOD in Planning and implementing Staff Development activities.
- u) Maintain accountability Conduct performance appraisal.
- v) Guiding Research
- w) Any other work assigned by the Principal/Management from time to time.

**viii) Associate Professor**

- a) Teaching including laboratory work.
- b) Evaluation including administering tests, invigilation during conduct of tests
- c) Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.
- d) Leading consultancy projects and extension services.
- e) Research activities and research guidance.
- f) Assisting in conduct of and organising seminars/workshops/guest lecturers etc.
- g) Development of the Curriculum and Learning Resource materials.
- h) Guiding research
- i) Any other work allotted by HOD/Principal /Management from time to time.

**ix) Assistant Professor**

- a) Teaching including laboratory instruction and academic related activities such as acting as Class Review Committee, invigilator, Lab In charge, Coordinator (Attendance), Assistance in conduct of seminars, symposia, guest lecturers.
- b) Students assessment and evaluation, while acting as paper setter, examiner
- c) Assisting in consultancy and R & D Activities.
- d) Developing resource material and laboratory development.
- e) Co-curricular and extracurricular activities / student welfare activities.
- f) Assisting in departmental administration.
- g) Involvement in departmental / institutional developmental activities.
- h) Be a member in such student welfare committees as Anti Ragging Committee, Discipline Committee and a proctor.
- i) The Lecturers shall attend to the work allotted by HOD/ Principal / Management from time to time, helping in the cause of corporate life of the institute.

**x) Librarian**

- a) Budgeting for the Library, its books, magazines, journals, news papers etc., besides the other related activities such as binding, photo copying and the procurement of stationery.
- b) Dealing with the old news papers, magazines etc., writing off the damaged and loss of books due to non-return by the students or staff or due to theft etc., and maintenance of related records.
- c) Upkeep and maintenance and ensuring cleanliness absolute silence, neat and tidy and congenial ambiance in the reading room.
- d) The Librarian under the direction of Chairman and other members of the Library Committee shall ensure to streamline and tone-up the functioning of the library so as to make the library and the reader services available thereto, to be relevant and matching with the needs of the users.
- e) Shall conduct a Periodic Physical verification of the status of the Books, Journals, technical & general literature.
- f) Shall prepare a statistical record of books, journals and periodicals frequently used and demanded by students, periodically.
- g) The librarian shall attend the work allotted by HOD/Principal/Management from time to time.
- h) Books given to the staff at a time are limited to 8 books only and for a period of two weeks.
- i) Books given at a time for students is limited to 2 only for a period of two weeks. Books supplied by the SC/ST Welfare Department will be given to the students and taken back when they leave the institution.
- k) In case of books from SC/ST Book Bank, each of the SC/ST students will be given 4 books only.
- l) A suggestion Box shall be placed in a prominent position inviting suggestions from students, staff and all concerned to extend for successful and effective management of the Library.
- m) A visitors book, inviting their remarks with regards to the library, shall be kept by the side of the Suggestion Box.

**xi) Director of Physical Education**

- a) Physical Director motivates and imparts intensive instructional and Physical Training, Organizes various Sports and Gym activities and helps the students to take Physical exercises including aerobic so as to enable them to maintain.

good physique, develop the most needed psychological resilience, besides, achieving the much desired Psycho-Muscular Balance, the competitive and combative skills, Sportsman spirit, the ability to aim at and work to well determined goals and objectives, strive hard for personal excellence as well as the cause of the team and institution, think beyond self (by way of developing healthy inter personal relations).

- b) Above all a Physical Director shall be committing himself for the cause of whole some personality development of the students of teenage and post-teenage groups by way of channelizing their abundant energy and emotions towards constructive and positive character building of future citizens.
- c) He shall act as a Liaison Officer between the students of different classes and branches, between his students and the students of other institutions, between the students and the Principal in all the matters related to Games and Sports.
- d) Propose, Initiate and facilitate the process of constituting Sports and Games Committee and then convene the meetings there to discuss and decide and plan out Games and Sports activities for the entire year and thereby to make a viable estimate, proposal and get the approval of the games and sports budget from the authorities.
- e) He shall organize Games and Sports programmes and events to be evenly and uniformly spaced and phased over the entire academic year for all the students of all disciplines and also fix up Matches and Games with other institutions and teams within and outside the State including at National and International Levels.
- f) Involve himself during all the stages of the process of procurement of Games and Sports equipment, articles, materials and other ancillary requirements by
  - o Short listing the reputed supplying firms,
  - o Floating quotation,
  - o Preparation of consolidated comparative statements,
  - o Place purchase orders,
  - o Check the delivered equipment, articles and materials,
  - o Cause entries in the relevant registers
  - o Place the bill for passing and final settlement.
  - o Prevent pilferage, preserve and up keep of the equipment etc., procured for running the Games and Sports activities.
- g) Making suitable arrangements for issue and receipt of the Sports and Games materials.
- h) conduct effective annual physical verification of Games and Sports material,
- i) Arrange for the auction of semi condemned articles
- j) Condemn and write off the unserviceable items from the records.
- k) prepare and upkeep of playgrounds in respect of Games such as Cricket, Foot Ball, Basket Ball, Volley Ball, Hockey, Ball and Shuttle Badminton.
- l) Arrange facilities for indoor games such as Table Tennis, Chess, Caroms etc., besides laying field tracks for heats and such events like High Jump, Long Jump, Triple Jump and Relay Race.
- m) During the leisure periods, or whenever the students are free from class work particularly, beyond 3 p.m., the Physical Director has to train the students in Games, Sports, Events.

- n) Make available the facilities to enable the students to enthusiastically participate every day in Games and Sports.
- o) Organize Sports meet and Matches with Sister Educational Institutions, with permission from the authorities.
- p) Organize annual Sports and Games meet.
- q) Organize Interclass Matches for the Students of different classes and branches and also for the Staff members, on the occasion of the college day celebrations.
- r) Arrangements for intensive training camp in the event of participation of College team in University Competitions, State and National wide as well as International Competitions will be made by him. He shall act as a coach and Manager of the team.
- s) It is desirable that the newly recruited Physical Directors shall attend the orientation courses and the experienced Physical Directors shall attend refresher courses.
- t) By virtue of his close and intimate relations with all the students of the College, a Physical Director is more suited to be a member in all such Student Welfare Committees such as Anti-Ragging Committee, Discipline Committee etc.,
- u) Physical Director shall also be a member of the NSS activities co-curricular and extracurricular activities and the like.
- v) He would be an ideal proctor to be engaged on priority count in the Proctorial system
- w) He shall discharge any other duties as required by the Principal and the Management.

## APPENDIX-VIII

### DUTIES AND RESPONSIBILITIES OF THE NON-TEACHING STAFF (REGULATION 18)

#### **i) Administrative Officer**

- a) Shall deal with routine correspondence with sister educational institutions, Department of Technical Education, Universities, Industrial organizations, AICTE, NBA etc.
- b) Shall open and mark mail (except letters addressed to Principal by name) to departments. He shall deal with important correspondence in the absence of Principal, unless any other officer is appointed, specifically by the Principal for that purpose concerned.
- c) Is empowered to write performance appraisal reports of the employees working under his control.
- d) Is empowered to attest the entries in the Service Registers of all non-teaching employees.
- e) Is empowered to issue and to sign administrative orders 'for Principal' after obtaining the approval of Principal.
- f) Is a member of Grievance Redressal Cell for non-teaching staff
- g) Is a member of Games & Sports and Library Committees.
- h) Shall assist the administration in purchase and procurement of furniture and stationery.
- i) Is empowered to sanction all kinds of leaves (except LOP) in respect of all the non-teaching staff except the Officers incharge of functional units.
- j) Shall be responsible for preparation of the Agenda together with necessary information and making all the required arrangement for the meetings of the governing body and other committees as per the directions of the Principal.
- k) Shall be responsible for implementation of all the decisions of the governing body other committees, the Secretary (Chief Executive) and the Principal.
- l) Shall supervise the work related to recruitment, regularization, probation declaration, release of annual increments, pay and allowances, implementation of service rules, sanction of terminal benefits, maintenance of service records.
- m) Shall attend to all legal cases of establishment and
- n) any other duties assigned by the Principal/Management from time to time.

#### **ii) Director – Student Welfare**

It is with the primary objective of creating a mechanism to effectively take care of the welfare of the students of the College in a comprehensive plan, from the very stage of admission of students to the stage of their exit out of the portals of the Institution, and to carry out a wide range of student-centric and student-friendly activities, the post of director Students-Welfare is created.



Keeping in view the above objective the following are the duties and responsibilities assigned to the Director Students Welfare:

- a) He shall organize orientation programme for the freshers i.e., the students admitted into the first year of the 4-YDC, 3-YDC (MCA) programmes while co-ordinating with the Heads of the Departments and the Officer-in-charge of Admissions, while also arranging for Identity Card, Library Card, Bus Pass, for all the freshers, under consultation with office and admission section.
- b) He shall organize freshers' day function in co-ordination with the faculty members and the senior students.
- c) He shall be the overall Incharge of organising Annual Day Function, celebration of national festivals in co-ordination with Heads of the Departments, senior faculty, physical Director and Caretaker.
- d) He shall be the Convener of the Anti Ragging Committee, and effectively curb the menace of ragging within and outside the campus, under consultation with Dean (Acad. & Admin.), Heads of the Departments.
- e) He shall act as the Chief Proctor and shall be responsible for effective implementation of Proctorial System under consultation with the Principal, Dean (Acad. & Admin.), Heads of the Departments and the Proctors. He shall correspond with parents and guardians of students about their progress and individual problem and welfare.
- f) He shall be associating himself and coordinate with the Chairman, members of various committees related to cultural, Extra and Co-curricular activities, NSS activities, Discipline Committee Games & Sports Committee and such other committees dealing with student related activities, besides organizing the students-counseling and advising activities.
- g) He shall oversee the arrangements related to drinking water, conservancy facilities and other student amenities and other student welfare activities undertaken by Caretaker and other staff and the faculty.
- h) He shall oversee the recovery of the belongings of students undertaken by security personnel.
- i) He shall act as the Convener of Grievance Redressal Committee for students.
- j) He is empowered to issue no dues certificate to the students in respect of his Department.
- k) He will attest Railway and Bus Pass Concession Forms.
- l) He monitors the functioning of Students Clubs.
- m) He shall also attend to any other duties as assigned by the Principal and the management.

### iii) **Training & Placement Officer**

Besides his/her teaching responsibilities, the Training and Placement Officer extends his/her services:

- a) By organizing practical training for the benefit of the students.
- b) By arranging campus interviews and other possible modes of placement of students.

- d) By identifying the deficiencies pointed out by the prospective employers and coordinate with the academic departments for possible improvements in evolving remedial measures.
- e) By assisting the Principal in preparing statistical information regarding the placement and in establishing linkages with the National Technical Manpower System.
- f) By interacting with industries for assessing industrial needs and promoting “Joint Research Activities”.
- g) By organizing curriculum planning workshops and seminars.
- h) By organizing entrepreneurship awareness camps and carrying out entrepreneurship development activities in the college.
- i) By arranging continuing education and short term programmes for industries and government agencies.
- j) By taking up any other work allotted by HOD / Principal / Management from time to time.

#### iv) **Systems Manager**

System manager is responsible for making the computer systems to work in the entire institution. He shall see that the systems are installed. He shall arrange for backing up data. Further he shall find and resolve the problems associated with the main and departmental computer centers.

His activities shall directly support the operations and integrity of supporting systems and their use and shall manage with their intricacies. These activities mainly include system installation, configuration, integration, maintenance, performance, data management, security management, failure analysis, and recovery and user support. In an internet computing environment, the computer network is included as part of the computing system.

- a) The System manager is one, who draws rules and implements the same to govern the operating systems. System manager handles the following six major tasks of network management.
- b) User administration, involves creation and maintenance of user accounts, setting permissions for users to access the network resources.
- c) Resource management, includes implementation and support of hardware and software network resources. For example configuration management, consisting of planning the original network configuration before installation.
- d) Further expansion of the network and documentation of network configuration are also the responsibilities of the system manager.
- e) System administration involves monitoring and tracking network activity to maintain and enhance the network performance effectively.
- f) Maintenance of network management also involves prevention, detection and solution of network problems.

The following are the other but equally important activities to be carried out by the System Manager and his team -

- a) Monitoring the functioning of the network, the main Computer Centre and the Departmental Computer Centers.
- b) Periodical developmental activities and expansion of the Main Computer Centre and the departmental computer centers.

- c) Making timely proposals for the system requirements, stationery and consumables including electrical requirements, scanner equipment in respect of the internet.
- d) Ensuring effective conduct of Instructional Programs in Laboratory Computer Programming Laboratories.
- e) Supervising all the activities of all the employees working under him viz. System Analyst, Programmer, Assistant Programmer and Data Entry Operators.
- f) Taking up any other activity as Assigned by the Principal and the management from time to time.

**v) Chief Finance Officer**

Chief Finance Officer is over all in charge of finance administration and accounts and shall carry out the following activities.

- a) Responsible for formulation of procedures and guidelines in respect of various financial transactions pertaining to Vasavi College of Pharmacy and he monitors and supervises the activities of all the persons working in the accounts section.
- b) Preparation of budget estimation and revised estimates for the approval of the management.
- c) Verification of records, receipts and payments, income and expenditure, quarterly budget control statement, and statements related to cash and funds flow statements and preparation of balance sheet.
- d) Ensuring smooth and effective conduct of annual audit by the internal as well as the statutory auditors, and also the necessary follow-up action.
- e) Any other duties as assigned by the Principal and the Management.

**vi) Accounts Officer**

- a) Works under the overall control of the Chief Finance Officer.
- b) Responsible for all the financial transactions of the Institution.
- c) Regulation of the advances sanctioned, and its clearance from time to time.
- d) Responsible for the proper maintenance of the cash book and the reconciliation of accounts with Banks periodically and other related records and documents of various financial transactions.
- e) Shall be the sole custodian of cash / cheques / demand drafts / cash memos etc.
- f) Responsible for filing and submission of various types of returns and payment of taxes etc to various authorities concerned.
- g) Responsible for preparation and submission of receipts and payments, income and expenditure, balance sheet to the management.
- h) Shall take up any other works allotted by the Principal/management from time to time.

**vii) Systems Analyst**

- a) Assists the System Manager in all his activities.
- b) Attend to routine duties of the Systems Manager, during the absence of the later.
- c) Guide the other subordinate staff of the Computer Centre.

- d) Take up any other activities as assigned by the System Manager, the Heads of the departments, the Principal and the Management from time to time.

**viii) Programmer**

- a) Assists System Manager in system administration,
- b) Monitoring the functioning of Network,
- c) Hardware and Software loading in the main Computer Centre and the Departmental Computer Centers.
- d) Take care of the system requirements, stationery and consumables (including electrical items) requirements.
- e) Attend to functioning, up-keep and maintenance of Printers, and Scanner equipment pertaining to Internet (machine-wise log books shall be maintained).
- f) Undertake with the assistance of Assistant Programmer and under the instructions of System Manager, the rectification of Hardware and Software problems of the Main Computer Centre as well as the Departmental Computer Centers.
- g) Handle laboratory instructional classes in computer programming laboratory.
- h) Attend to the work allotted by HOD/Principal/management from time to time.

**ix) Assistant Librarian**

- a) Assist the Librarian in organizing the smooth functioning of the library.
- b) Responsible for procurement of books journals, magazines and passing of bills of purchases.
- c) Look after the reprographic section of the library.
- d) Assist the librarian in computerizing all transactions in the library.
- e) Attend to any other work allotted by Librarian / Principal / management from time to time.

**x) Library Assistant**

- a) Stamping, Numbering, Grouping and Preserving of Books, Magazines, Journals and such other literature which were donated.
- b) He/She is responsible for Catalogue numbering of books, journals, magazines, etc.
- c) He/She shall organize the proper shacking books journals etc. With the help of book bearers.
- d) He/She shall look after the reprography section under the supervision of Assistant Librarian.
- e) He/She shall assist in preparation of orders for supply of books, journals etc. and passing of bills.
- f) He/she shall attend to any other work allotted by Systems Manager/Principal/Management from time to time.

**xi) Superintendent**

- a) Supervises the work of Senior Assistant and Junior Assistant working under his/her control.

- b) He will assist the Principal/Dean (Acad.)/Dean (Admin.)/Administrative Officer/Librarian/Chief Coordinator (Acad. & Examinations Branch) in various administrative matters under his charge.
- c) Organizes the work in the section concerned.
- d) Monitors the origination of files and their moment and final disposal.
- e) He is the custodian of confidential and vital files and records.
- f) Attend to any other work allotted by his Officer-in-Charge and the management time to time.

**xii) Senior Assistant**

Issuance of notification and related processing bringing out proceedings in respect of:

- a) Appointment/recruitment/Promotions/Career Advancements of teaching and non-teaching staff.
- b) Declaration of probation.
- c) Release of increments and maintenance of increment watch register.
- d) Sanction of encashment of surrendered earned leave (in r/o of NTS).
- e) Issuance of circulars, notices, memos/circular memos.
- f) Issuance of disciplinary proceedings
- g) Opening, upkeep and updating of personal files, service registers of staff on rolls.
- h) Preparation of monthly attendance and absentee statements.
- i) Fixation of pay either on promotion or at the time of pay fixation.
- j) Processing issues related to retirement, resignations, removal/retranchment etc., of in-service employees and also processing of terminal benefits of those who expire, while being in service.
- k) Maintenance of register of probationers etc.
- l) Maintenance of stock file (Government, University, PCI Orders, Circulars, Memos etc.).
- m) Preparing, maintaining and preservation of the staff attendance registers.
- n) He is the custodian of all the files and records pertaining to his section.
- o) To prepare proposals for all types of scholarships fresh and renewals to be sent to various sanctioning authorities before the due date.
- p) Will maintain cash book for scholarships and will be solely responsible for all the transactions.
- q) Will prepare cheques for sanctions and amounts received to be disbursed/issued to the students, towards scholarships, pocket money, book grant etc.
- r) Will prepare two acquaintances one for the office records and the other for the sanctioning authority, along with the challan of remittance of un-disbursed amount if any, by means of crossed Demand Draft.
- s) Will maintain the records as required by the sanctioning authorities.
- t) He is solely responsible for any amounts under National Merit Scholarships are lapsed on the last working day or the closure of the financial year.
- u) He is the custodian of all the files and records pertaining to his section.
- v) Any other duties entrusted by the superiors from time to time.

**xiii) Junior Assistant**

- a) Will maintain inward and outward register.
- b) He/she will maintain local delivery register.

- c) He/she will maintain register of tappals received by the registered post, with particulars of enclosures etc.
- d) He/She shall be the case worker who shall initiate files on the subjects relating to his/her desks.
- e) He/She shall monitor a moment of files relating to his/her cases and ensure timely disposal of the same.
- f) He is the custodian of all the files and records pertaining to his/her unit.
- g) He/She shall attend to any other work allotted by his superior officer/ Principal / management from time to time.

**xiv) Stenographer**

- a) He/She should bring to the notice of the Principal the programme of the day and take instructions from the Principal about his special activities/ programme/visits/meetings etc. He would remind the Principal of any pending file, issues, programme etc., at the right time earlier than the specified hours or dates.
- b) He/She should receive and answer phone calls on behalf of Principal and connect to him, at his instructions. He should contact the staff in the College through phone and pass on instructions of the Principal or pass on information, seek information from outside on behalf of the Principal and record the same and submit to the Principal.
- c) He/She should record the incoming files to the Principal from the office, departments, outside and also record the outgoing files from the Principal's Chamber, should see that the files are placed for the perusal of the Principal, as per the urgency and expediency and the requirement of the issue depending on whether they are immediate/urgent/ ordinary/pending files.
- d) In respect of letters, orders, circulars, memos, notices and confidential letters, he would take dictation from the Principal, get the draft copy printed for approval and the fair copy signed by him and then shall ensure that the said printed letter/circular/order is communicated to the employees only to the addressee concerned.
- e) He has to preserve important files to be maintained by the Principal besides circulars, routine and special orders so as to get them to the perusal of the Principal as and when required. He shall not divulge any confidential information to any others in the institution or outside.
- f) He is the custodian of all the files and records pertaining to his/her section
- g) He/She shall attend to any other duties assigned to him/her by the Principal/management from time to time.

**xv) Caretaker**

- a) He will be responsible for general upkeep of the entire campus.
- b) He shall be incharge of all the Class-IV employees, look after their discipline and supervise the work done by them.
- c) He shall assist the Principal in organizing various meetings, seminars etc by mobilizing the required work force and also arranging for stage decoration.
- d) He shall ensure neatness of the entire campus.
- e) He shall attend to any other work allotted by the Principal/management from time to time.

**xvi) Data Entry Operator**

- a) He/She shall take up the data entry work of the Office, Accounts Section, Examination & Academic Branch and Computer Centre as the case may be and give the printouts of the same.
- b) He/She shall attend to the data entry work related to Library and all other departments as and when needed by the Heads of the Departments.
- c) He/She shall help the students in taking printouts of Lab Reports and Project Works.
- d) He/She shall look after Air Conditioners, Voltage Stabilisers etc., in the Computer Centre.
- e) He/She shall attend to any other related works, as assigned by the administration in the interest and exigencies of the institutional works.
- f) He/She shall attend to any other work allotted by Systems Manager/ Principal/management from time to time.

**xvii) Laboratory Assistant**

- a) To assist the teaching staff in taking a lab class.
- b) He will be supervising the conduct of practical classes, as per the instructions of the faculty concerned and the guidelines given by the lab manual.
- c) He will set up the experiments and make available all accessories and samples for conducting experiments and investigations.
- d) He will check-up the orderly and correct functioning of the machinery/equipment/system of experiment.
- e) He would prepare drawings, charts, etc., as per the time table and as per the syllabus.
- f) He will maintain the accession register, consumable and non-consumable stock registers.
- g) All the catalogues, charts, manuals, all the correspondence will be appropriately filled.
- h) Any major repairs, replacements will be taken-up with the suppliers within the warranty period.
- i) Beyond warranty period, he would contact the local agency and get the equipment and get repaired and spare parts listed and submit proposal for the same, through proper channel to the Principal.
- j) He would help in maintaining attendance and experiment and also conduct of the performance by the students and record the same.
- k) The nature of job done by the student will be checked and corrected by Lab Assistant / Lab Technician.
- l) He will also indicate the requirements, the materials required for experiments. Besides, various tools, fittings, fixtures such as fans, tube lights, furniture required will be brought to the notice of Lab-in-Charge and the HOD.
- m) He shall attend to any other work allotted by the HoD/Principal/ Management from time to time.

**xviii) Assistant Programmer**

- a) He/She assists the Programmer in all his/her activities either at the level of Main Computer Centre or at the level of Departmental Computer Centre.

- b) He/she shall under the supervision and guidance of the Programmer, undertake the activities related to hard & software problems of the Main Computer Centre as well as departmental Computer Centres.
- c) He/She shall handle laboratory instructional classes in computer programming laboratory.
- d) He/She shall attend to any other work allotted by the System Manager/ Principal/management from time to time.

**xix) Lab Technician**

Laboratory Technician is responsible to Laboratory Assistant, in all matters connected with laboratory instructions, up-keep and maintenance of equipment, tools, materials fixtures and furniture in the laboratory.

In case of a Lab Assistant not being posted to a laboratory or absent or on leave, the Lab Technician will hold and discharge the duties of Lab Assistant.

The following is the detailed list of duties to be discharged by a Lab Technician:

- a) Assist the Lab Assistant in all his work.
- b) Guide the students in completion of an exercise with appropriate finishing, shape and dimensions.
- c) Shall help the faculty/Lab-in-Charge in fabrication related activities of a project taken-up.
- d) Shall help the students in fabrication related activity of a student project work.
- e) Assist the Laboratory Assistant in periodical maintenance of equipment and materials of the laboratory and extend assistance to the other laboratory staff.
- f) Preparation of drawings, charts, models, teaching aids, maintenance of stock registers and product annual physical verification.
- g) He shall attend to any other work allotted by HoD/Principal/management from time to time

**xx) Works Supervisor**

- a) He shall assist the Project Engineer/Faculty member I/c. of civil works in preparing estimates for minor works, and supervise the execution of works of all types in campus.
- b) He will act as liaison between the Project Engineer and the contractor with record to day-to-day progress of on going works.
- c) He shall be responsible for initial check measure of works completed.
- d) He shall maintain works registers and pass bills of works.
- e) He shall be responsible for supervising and checking on the quality of works as per the original contract between the college and the contractor.
- f) He shall attend to any other work allotted by the Project Engineer/ Principal/management from time to time.

**xxi) Mechanic/Electrician/Welder/Plumber**

- a) He shall attend to various developmental works of the college connected with trades concerned under the control of Project Engineer.



- b) He shall attend to any other work allotted by the Project Engineer/ Principal/management from time to time.

**xxii) Attender**

- a) On all working days, he shall come to the college half an hour in advance of the schedules starting time.
- b) He shall take the key/keys of the room of HoD/centre/section/library/ laboratory to which he is allotted and open the same.
- c) He shall open all the doors and windows, switch on fans, lights etc.
- d) Get the area swept by the concerned sweeper.
- e) He shall clean the office tables etc., with dusting / cleaning cloth. Set the tables, chairs, books, registers, records etc., in order.
- f) He shall fetch drinking water and keep the water pot, drinking jugs and water glasses in appropriate place.
- g) Circulate the attendance register to all the concerned staff of the department/section for their signatures and then take the attendance register to the office before 10.15 a.m., and the same shall be brought back to the section and handed over to the HoD/Section Incharge.
- h) He shall deliver official papers, files etc., from HoD to the staff, within the department/section and from the section to the office of the Principal, except during the lunch hours.
- i) He should not move out of the department/section, unless asked to do so by the officer/officers in charge on official work.
- j) Shall fetch chalk pieces, dusters, stationery, equipment etc., from the stores and assist in preserving them in the department/section at an allocated place.
- k) He shall affix the notices, of the section/department or from the office of the Principal on the Departmental Notice Boards.
- l) At time of closing, he shall switch off power to fans, lights etc., set in order and the furniture, equipment, books, files, records etc.
- m) He shall ensure that all the doors and windows of the room/rooms etc., are closed and hand over the keys to the department/section-in-Charge/Staff-in-Charge.
- n) He shall affix the paper seal, initialed by Staff-in-Charge, on the door.
- o) He shall carry out any other duties works in the case of the department/college as assigned by the Principal/HoD/Staff-in-Charge from time to time

**xxiii) Sweeper**

- a) He/She shall come to the college at 9.00 a.m. and leave the college at 5.00 p.m.
- b) Shall sweep the allotted area/rooms/verandahs/labs.
- c) Clean the walls, removing cobwebs etc., clean the room, tables, chairs while doing their duties, they will help in switching off the power to fans, bulbs, tube lights as and when they find that teachers and students are not there and there is no classwork in any classroom or laboratories etc.
- d) As and when required, sweepers may have to attend to works of sweeping, work as water carriers to examination halls and supply drinking water to the staff and students in the examination halls, during university examination and internal examinations.
- e) They will be under the immediate supervision of the Caretaker and overall supervision of Administrative Officer.

- f) They may have to attend to any other duty as assigned by Administrative Officer, HoDs or Principal in the exigencies of urgent institutional works.

#### **xxiv) Security Personnel**

Security Personnel: deployed in each of the 3 shifts

Persons other than staff getting entry into the campus/compound/premises maybe enquired as to establish;

- a) Who they are
- b) Whom they want to meet, what work they have, in the event of any doubt about the person seeking entry, they shall contact  
Care  
Taker/Administrative Officer/HoD concerned/Principal and entry shall be allowed only after ascertainment/confirmation/ permission from the above.
- c) Persons with lethal weapons, or in a drunken condition, or shouting or making slogans or running in/chasing/riotous mood, shall be stopped, gate to be closed, superiors shall be informed or if it warrants intimate police by phone while seeking help.
- d) Vehicles, such as lorries, trucks or vehicles not belonging to the college, or the staff, shall be stopped, enquired, the number; make etc., shall be recorded. If carrying any material, equipment tool/machinery/ equipment/shall be suitably recorded, shall be allowed in after seeking permission from superiors.
- e) Whether any material, equipment, tools/equipment either loaded in the vehicle or carried manually shall be checked/verified apart from asking for the way bill/gate pass, duly signed by the authorized persons and only then permission to be given for carrying out the said items after suitably recording the same.
- f) The keys of various classrooms, laboratories, workshops, shall be preserved in a suitably fitted and protected keyboard. The concerned security shall keep watch of the record where the deposition and receiving of the keys are recorded in the appropriate pages and columns.
- g) Shall check-up that no classrooms/labs, etc., are left open beyond the college timings or office hours unless authorized by the concerned superior authorities.
- h) After the class hours, they shall close the classroom/laboratories and lock the same. They shall check-up whether laboratories, workshops, computer centre, office, etc., are closed and locked, if not they shall be locked with the available locking system, seal them and bring the same to the notice of the concerned superior authorities/Principal.
- i) They shall see whether the fan points and light points are switched off or otherwise before the closure, particularly when they are not required to be 'ON'.
- j) During all the times of the day, they shall see that no damage or theft occurs to the laid-out pipe lines, electrical fixtures, sanitary fittings, cocks/valve taps of drinking water or other water supply systems. They shall take rounds at closer intervals in batch of 2 or three all around the campus, buildings, etc., during vulnerable hours of night, and that no damage is done to the structures and fixtures, doors, windows, ventilators, trees, campus garden, lawns and such other protected/nurtured vegetative systems.

- k) Property of the institute/staff/students like registers, records, keys, locks, files, note books and any other furniture, material, tools equipment, machinery found outside the rooms, laboratories, open ground, verandahs, corridors, in places other than the places determined shall be suitably preserved, brought to the notice of the Principal/concerned supervisor authorities and see that they are given back to the appropriate location, fulfilling the prescribed procedures and the same shall be recorded suitably.
- l) They shall always be in prescribed uniform cap & get-up. They shall not sleep during the working hours. They shall have a whistle to alert/alarm other security personnel/concerned person during the period of riot, theft, rampage or any similar situation or unwanted happening.
- m) Their day-to-day activities, findings, incidents, movement of men, material and vehicles, shall be subject to the scrutiny by the authorized superiors.
- n) He shall attend the work allotted by Management from time to time.