

# MANUAL OF HUMAN RESOURCE POLICIES AND ADMINISTRATIVE PRACTICES

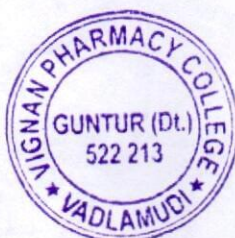


## VIGNAN PHARMACY COLLEGE

(Approved by AICTE, PCI & Affiliated to JNTU KAKINADA)

VADLAMUDI, GUNTUR DIST., ANDHRA PRADESH, INDIA, PIN:522 213

URL:[www.vignanpharmacycollege.in](http://www.vignanpharmacycollege.in), Contact: 0863-2347768, 69, 34



  
**Principal**  
Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



## Chairman's Message

**Dr. Lavu Rathaiah, Chairman**

**"Let your mind be led by the dreams in your heart"**

Educational Institution has policies and procedures as an integral part so as to define future goals and operational tactics. Amidst worthy infra structure facilities, well spacious ventilated classrooms and laboratories, over-all achievement in terms of academics and non-academics it is also the prime responsibility of the teaching and non-teaching staff to observe the set defined policies and procedures for the consistent and sustainable enhancement of the individual and the institution.

Having safer work place and quality service as the motto comprehensive Human Resource norms, guidelines, procedures, duties and responsibilities for various activities have been conceived and given shape by the combined efforts of the head of the institution and the management.

It is hoped that strict observance of these procedures and achievement of targets will eventually turn every teacher and employee into a role model to be emulated by every student of this Institution. It is also the earnest hope of the management that every member of the teaching faculty and all the employees will put in their right effort to give a positive direction towards synthesizing and imparting cost-effective quality technical education of an exceptionally high standard, for molding the personalities of future Pharmacists.

Dr. L. Rathaiah,

Chairman,

Vignan Group of Institutions.



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## **Principal's Message**

**“Education is not the preparation of life, Education is the life itself”**

I am delighted in welcoming to Vignan Pharmacy College as an employee of the institution. You are the driving force of the institution towards academic excellence, holistic enhancement and quality sustenance at the work place. VPC employees' are known for their dedication, creative ideas, expertise and teamwork. We are anxious for you to be successful in all you do.

The Human Resource Manual, while no all – inclusive, describes institution's purposes and strategic goals, as well as policies that govern employment and programs and benefits which are available to eligible employees. You are kindly informed to familiarize yourself with this information as soon as possible, and bring any questions to the head of the institution.

I hope your work at this college will be challenging, enjoyable and rewarding, and that you will be a part of this campus community for many years to come.

Dr. P. Srinivasa Babu,  
Principal.

## **Dean, IQAC Message**

Educational institution should maintain the momentum of quality consciousness for its ethical success in different array of fields. VPC has drafted policies and procedures to be followed by the teaching and non – teaching faculty for measuring the outcome of academic and administrative performance of the institution. Let's ,”Learn the art of self-esteem and self-empowerment”, by following the policies and procedures of the institution.

Dr. P. Sowjanya,  
Dean, IQAC.



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### **Dean, Academics Message**

Faculty, Teaching and Non - Teaching staff members play an influential role in building future India. It's our prime responsibility to adhere to the policies and procedures framed by the institution and the management to chisel and evolve better.

Dean, Academics,  
Mr. Sateesh S. Gottipati.

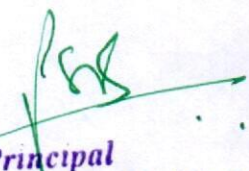
### **Dean, T&P Message**

**"A Successful institution is the group of many hands but one mind"**

Vignan Pharmacy College is one such institution which believes in team work and participative management. Policies and Procedures are coined consciously for the transparent management and effectiveness. Once we familiarize ourselves with the same we become more collaborative, and this leads to a more enjoyable work environment for everyone. A pleasant work environment leads to higher success, and this helps the institution realize their goals quickly.

Mr. A. Viswanath,  
Dean, T&P.



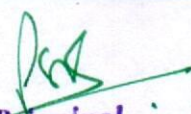
  
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## TABLE OF CONTENTS

| Section    | Name of the Content                                                         | Pg. No (s)     |
|------------|-----------------------------------------------------------------------------|----------------|
| <b>I</b>   | <b>INTRODUCTION</b>                                                         | <b>1 - 9</b>   |
|            | <i>1.1 About the Institution</i>                                            |                |
|            | <i>1.2 Vision, Mission</i>                                                  |                |
|            | <i>1.3 Quality Policy</i>                                                   |                |
|            | <i>1.4 Governing Body Council</i>                                           |                |
|            | <i>1.5 Human Resource Management Policy</i>                                 |                |
|            | <i>1.6 Extent of Application</i>                                            |                |
| <b>II</b>  | <b>HUMAN RESOURCE MANAGEMENT</b>                                            | <b>10 - 24</b> |
|            | <i>2.1 Planning for Human Resources</i>                                     |                |
|            | <i>2.2 Classification of Human Resource in VPC</i>                          |                |
|            | <i>2.3 Recruitment Policy &amp; Process</i>                                 |                |
|            | <i>2.4 Salary, Welfare Measures/ Allowances</i>                             |                |
| <b>III</b> | <b>DUTIES &amp; RESPONSIBILITIES</b>                                        | <b>25 - 42</b> |
|            | <i>3.1 Duties and Responsibilities of Administrative Authorities</i>        |                |
|            | <i>3.2 Duties and Responsibilities of Instructional/ Teaching Staff</i>     |                |
|            | <i>3.3 Duties and Responsibilities of Coordinators/In - Charges</i>         |                |
|            | <i>3.4 Duties and Responsibilities of various committees</i>                |                |
|            | <i>3.5 Duties and Responsibilities of Non – Teaching Staff - Academics</i>  |                |
|            | <i>3.6 Duties and Responsibilities of supporting Staff- Academics</i>       |                |
|            | <i>3.7 Duties and Responsibilities of Supporting Staff - Technical</i>      |                |
|            | <i>3.8 Duties and Responsibilities of Supporting Staff - Administration</i> |                |
|            | <i>3.9 Duties and Responsibilities of Supporting Staff – Maintenance</i>    |                |
| <b>IV</b>  | <b>SERVICE RULES AND REGULATIONS</b>                                        | <b>43 - 53</b> |
|            | <i>4.1 Service Conditions</i>                                               |                |
|            | <i>4.2 Custody of Certificates</i>                                          |                |
|            | <i>4.3 Withdrawal of Original Certificates</i>                              |                |
|            | <i>4.4 Resignation</i>                                                      |                |



  
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|             |                                                             |                |
|-------------|-------------------------------------------------------------|----------------|
|             | 4.5 Termination                                             |                |
|             | 4.6 Service Certificate                                     |                |
|             | 4.7 Working Hours                                           |                |
|             | 4.8 Attendance                                              |                |
|             | 4.9 Meeting with HoDs                                       |                |
|             | 4.10 Faculty Meeting                                        |                |
|             | 4.12 National and Festival holidays                         |                |
|             | 4.13 Provisions for Leaves                                  |                |
| <b>V</b>    | <b>STAFF APPRAISAL POLICY</b>                               | <b>54 - 59</b> |
| <b>VI</b>   | <b>PROMOTION POLICY</b>                                     | <b>60 - 65</b> |
| <b>VII</b>  | <b>MOTIVATIONAL INITIATIVES</b>                             | <b>66 - 76</b> |
|             | 7.1 Faculty Awards                                          |                |
|             | 7.2 Cash Awards for Good Academic Performance               |                |
|             | 7.3 Cash prizes for regular attendance and best performance |                |
|             | 7.4 Cash Benefits for In – House Trainers                   |                |
|             | 7.5 Research Incentive Policy                               |                |
| <b>VIII</b> | <b>EXIT POLICY</b>                                          | <b>77 - 79</b> |
| <b>IX</b>   | <b>CODE OF CONDUCT</b>                                      | <b>80 - 84</b> |
|             | <b>ANNEXURES</b>                                            | <b>85 - 91</b> |



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**SECTION – I****INTRODUCTION****1.1. ABOUT THE INSTITUTION**

Vignan Pharmacy College (VPC) is an educational institution established in the year 2006 at Vadlamudi under the flagship of Vignan Group of Institutions. Vignan group has 22 Schools, 7 Junior colleges, 1 PG & Degree college, 1 B.Ed. college, 1 Law College, 3 Pharmacy colleges, 6 Engineering colleges and 1 Deemed to be University in the states of Andhra Pradesh and Telangana. This Group of Institution draws people to pursue quality higher education. The campus has 3.69 acres of lush green land with 8868 sq. mts built up area. This constituent college is a prestigious institution located in a multilevel building with well-equipped research laboratories and good research facilities to meet the global needs. Vignan Pharmacy College (VPC) is administered by eminent expertise personnel's from academia and industry to enroute the mission of the institution towards achieving its vision. Institution provides 90-95% of academic results and always stands top 5 among the affiliated colleges of JNTUK. 80-85% campus placements, 35% higher studies and 3% of Entrepreneurs are from the institution. It is competing with well-established institutions in the state of Andhra Pradesh. We actively seek students who best personify our core values – innovation, leadership, excellence, integrity, respect and professionalism. The institution offers B. Pharmacy, M. Pharmacy (Pharmaceutics & Pharmaceutical Analysis) and Pharm.D. The college is recognized by government of Andhra Pradesh and Affiliated to JNTU Kakinada and approved by the Pharmacy Council of India (PCI) and All India Council for Technical Education (AICTE), New Delhi.



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## 1.2 VISION & MISSION

### 1.2.1 VISION

To be a center of excellence in Pharmaceutical Sciences to produce internationally accepted, competitive pharmacy professionals who are psychologically strong and emotionally balanced imbued with social consciousness and ethical values.

### 1.2.2 MISSION

To provide high quality academic programs, through innovative teaching-learning process, training activities, research facilities and opportunities supported by continuous industry-institute interaction aimed at promoting employability, leadership, research aptitude and entrepreneurship in the advanced areas of Pharmaceutical Sciences among students and contribute to the economic and health care development of the Region, State and Nation.

## 1.3 QUALITY POLICY

We aim to achieve holistic expansion among the stake holders with global and human outlook through

- ❖ Scholar practitioner and mentor approach
- ❖ Imparting academic integrity and quality research
- ❖ Self-evaluation and continuous improvement

## 1.4 GOVERNING BODY COUNCIL

VPC is governed by a Governing Body Council (GB). The Governing Body meets once in a year. For passing any resolution, the quorum should be 1/3 of the GBC strength.

### 1.4.1. Functions of GBC

1. The Governing Body Council is responsible for the management of the Institution.
2. To approve the proposed recurring and non- recurring budget estimates for the financial year.
3. To accept the yearly audited statement after thorough scrutinization.
4. To approve the workload and recommend for recruitment of the teaching and non-teaching (technical and administrative) staff.



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5. To consider the proposal of the principal for improving the academic atmosphere of the institution and the working conditions of the staff members.
6. To contemplate the proposals for upgrading the infrastructure facilities and approve the same.
7. To consider, make amendments and expand the educational activities according to the specific policies defined by AICTE, PCI, JNTUK and the State Government.
8. To consider the report of the Principal on status of admission and Academic Performance of faculty & students.
9. To set the standards for evaluating its own governance performance.
10. Frequency of meeting- Governing Body Council meets once in a year.

#### 1.4.2. Constitution of GBC

The Governing Body Council of VPC has 11 members including the Chairman and the Member Secretary. The Chairman of the Governing Body preferably be a technical person either an entrepreneur or an industrialist or an educationist of repute who is interested in the development of technical education and has demonstrated an interest in promotion of quality education in particular. The number of members can be increased by adding nominees and an equal number of educationists from the Region keeping in view the interest of the Technical institutions. The GBC of VPC consist the following.

**Constitution of Governing Body Council**

| S.No | Name                          | Designation                                                    | Position in Governing Body |
|------|-------------------------------|----------------------------------------------------------------|----------------------------|
| 1.   | Sri. D. Hanumantha Rao        | Former Director, State Drug Control Administration             | Chairman                   |
| 2.   | Dr. L. Rathaiah               | Chairman, Lavu Educational Society                             | Member                     |
| 3.   | Dr. B. Leela Kumari           | Assistant Professor, ECE Department, JNTUK, University Nominee | Member                     |
| 4.   | Sri L. Sri Krishna Devarayalu | Secretary, Vignan Pharmacy College                             | Member                     |
| 5.   | Dr. K.R.S. Sambasiva Rao      | Vice Chancellor, Mizoram University                            | Member                     |



*K.R.S.*  
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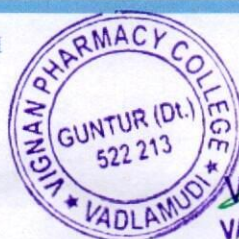
|     |                                               |                                       |                            |
|-----|-----------------------------------------------|---------------------------------------|----------------------------|
| 6.  | Dr. K. Bhanu Prasad                           | Director, Bhan Pharma Info Pvt. Ltd., | Member                     |
| 7.  | Nominee of AICTE                              | To be nominated                       | Member                     |
| 8.  | Nominee of State Government                   | To be nominated                       | Member                     |
| 9.  | Nominee of Directorate of Technical Education | To be nominated                       | Member                     |
| 10. | Dr. V. Naga Lakshmi                           | MD, IMIS Pharmaceuticals Pvt. Ltd.    | Technology / Industrialist |
| 11. | Dr. P. Srinivasa Babu                         | Principal, Vignan Pharmacy College    | Member Secretary           |

## 1.5 HUMAN RESOURCES MANAGEMENT POLICY

Human Resource is the heart of an institution and forms the lifetime and determines its destiny. The realization of the mission of the institution rests on the commitment of the personnel engaged for various assignments and tasks. Motivated and well trained human resources is necessary to fulfill the goals and objectives of the institution. VPC is committed to set high standards of personnel management with due place for efficiency and transparency. The management of the team of people who are called upon to assist in the implementation of the programs and projects demands a comprehensive. Human Resource Management Manual covering policies and procedures that will provide a healthy atmosphere for work.

### 1.5.1. Objective

The objective of this Manual is to lay down policies and procedures that will govern the management of personnel involved at different levels for the furtherance of the objectives of VPC. These policies and procedures extend from the recruitment of the different categories of staff, defining their roles and responsibilities, providing training and positioning them to execute the job they have been recruited for, in compliance with the values of the organization. This manual also defines the terms of employment and conditions of service of employees engaged by VPC. The manual covers provisions for improving the performance and effectiveness of the organization by maximizing the efficiency of the staff through





enhancing their knowledge, skills and attitudes with provisions for appropriate compensation & incentives and comfortable working conditions.

It is also the envisioned objective of this Manual to clearly outline the process of Human Resource Management and make the entire process a transparent one and minimize subjectivity in the process of handling any aspect of Human Resource Management.

The Manual is meant to institutionalize an organizational culture which respects basic human values and practices that promote team spirit, shared responsibility and participatory functioning. Though the manual cannot be considered to be exhaustive in covering every detail pertinent to Human Resource Management, should be able to create a congenial atmosphere for the staff to journey with the organization to respond to emerging needs of humanity.

VPC reserves the right to interpret the meaning of the Rules pertaining to the service conditions of its employees and the Supplementary Rules that may be issued hereinafter at any point of time by the legitimate authority.

### 1.6 EXTENT OF APPLICATION

**Name:** Rules disseminated in the administrative manual, shall be called as “Vignan Pharmacy College, Vadlamudi, Andhra Pradesh Rules – 2008” (Governing the service conditions of teaching and non-teaching staff)

**Application:**

- \* These rules shall apply to all the employees of Vignan Pharmacy College, Vadlamudi, and Andhra Pradesh.
- \* In respect of matters not specifically provided for in these rules, the Governing Body Council of the Institution shall be competent to issue such directions or orders as it may consider appropriate and such directions or orders shall be treated as part and parcel of and shall have the same effect as these rules.



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VADLAMUDI, GUNTUR (Dt.)-522 213



- \* Points requiring interpretation, or clarification, or any cases of doubt, shall be referred to the Governing Body Council, whose decision shall be final.

### 1.6.1 DEFINITIONS OF TERMS USED IN THIS POLICY

- 1.6.1.1 **"Institution or Institute or College or VPC"** means the institute known as "Vignan Pharmacy College, Vadlamudi, and Andhra Pradesh".
- 1.6.1.2 **"Governing Body Council"** means the Chairperson of Governing Body of the Institute.
- 1.6.1.3 **"Chairperson"** means the chairperson of the Governing Body Council of the Institute.
- 1.6.1.4 **"Chairman"** means the Chairman of the Lavu Educational Society cum Institution.
- 1.6.1.5 **"Vice Chairman"** means the Vice Chairman of the Institution.
- 1.6.1.6 **"Principal"** means the Principal of the Institution.
- 1.6.1.7 **"Employee"** means an Employee of the Institute.
- 1.6.1.8 **"Dean and Professors"** respectively means the authorities Deans and Professors of the institute.
- 1.6.1.9 **"Permanent Appointment"** means Appointment to a post on regular basis: A person is said to be "appointed regularly" to a post when (in accordance with these rules, or in accordance with the rules applicable at the time, as the case may be) he / she discharges for the first time, the duties of the post commencing the probation, instruction, or training prescribed thereof, after receiving an order from the Chief Executive Officer.
- 1.6.10 **"Appointment on Adhoc"** means Appointment to a post on a temporary basis: A person is said to be "appointed to a post on temporary basis" when he/she is appointed as such in the order appointing him/her.
- 1.6.11 **"Duty"**: A person is said to be on "Duty" for the purpose of service benefits, when He/She is performing the duties of the post to which he/she is appointed, or is undergoing probation, instruction, or training prescribed for the post, provided that the performance of such duties is followed by confirmation.

OR

He/She is absent from duties on authorized holidays, or on casual leaves taken in accordance with instructions regulating such leave issued by the Governing Body Council, having been on duty immediately after such absence.



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VADLAMUDI, GUNTUR (Dt.)-522 213



OR

He/She being a teacher, is absent during vacation.

OR

He/She is attending a conference of learned societies on deputation by the institution.

OR

He/She is absent from Head Quarters attending to work not connected with his/her usual routine but assigned to him/ her by competent authority.

1.6.12 **“Lien”** means the title of an employee to hold substantively either immediately or on Termination of a period or periods of absence, a regular post, including a tenure post to which he/she has been appointed substantively.

1.6.13 **“Pay”** means the amount drawn monthly by an employee as:

- \* The pay (other than special pay granted in view of his/her personal qualifications) which has been sanctioned for a post held by him/ her substantively, or in an officiating capacity, or , to which he/ she is entitled by reason of his/her position in a cadre, and
- \* Special Pay and Personal Pay, and
- \* Any other emoluments, which may be specially classified as pay by the Governing Body Council.

1.6.14 **“Regular Post”** means a post carrying a definite scale of pay sanctioned by the Governing Body Council , or in order of appointment.

1.6.15 **“Period of Probation”** means an employee who has not completed the period of his/her probation.

1.6.16 **“Tenure Post”** means a regular post, which an individual employee may not hold for more than a limited period.

1.6.17 **“Teaching Staff”**: The teaching staff shall comprise the following categories.

- a) Professors.
- b) Associate Professors.
- c) Assistant Professors.
- d) Any other category of post declared by the Governing Body Council as Teaching Staff.

1.6.18 **“Administrative Staff”**: The administrative staff shall comprise the following categories.



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- a) Principal
- b) Dean (T&P, IQAC)
- c) HoDs
- d) Committee In-Charges

1.6.19 **“Non-Teaching Staff”**: All employees who do not come under the category of teaching staff shall be deemed to be non - teaching staff.

1.6.20 **“Calendar Year”** means a period commencing from 1<sup>st</sup> day of January of the year and ending with 31<sup>st</sup> day of December in the same year.

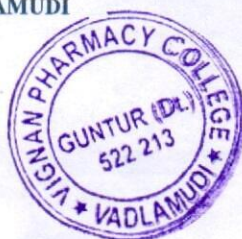
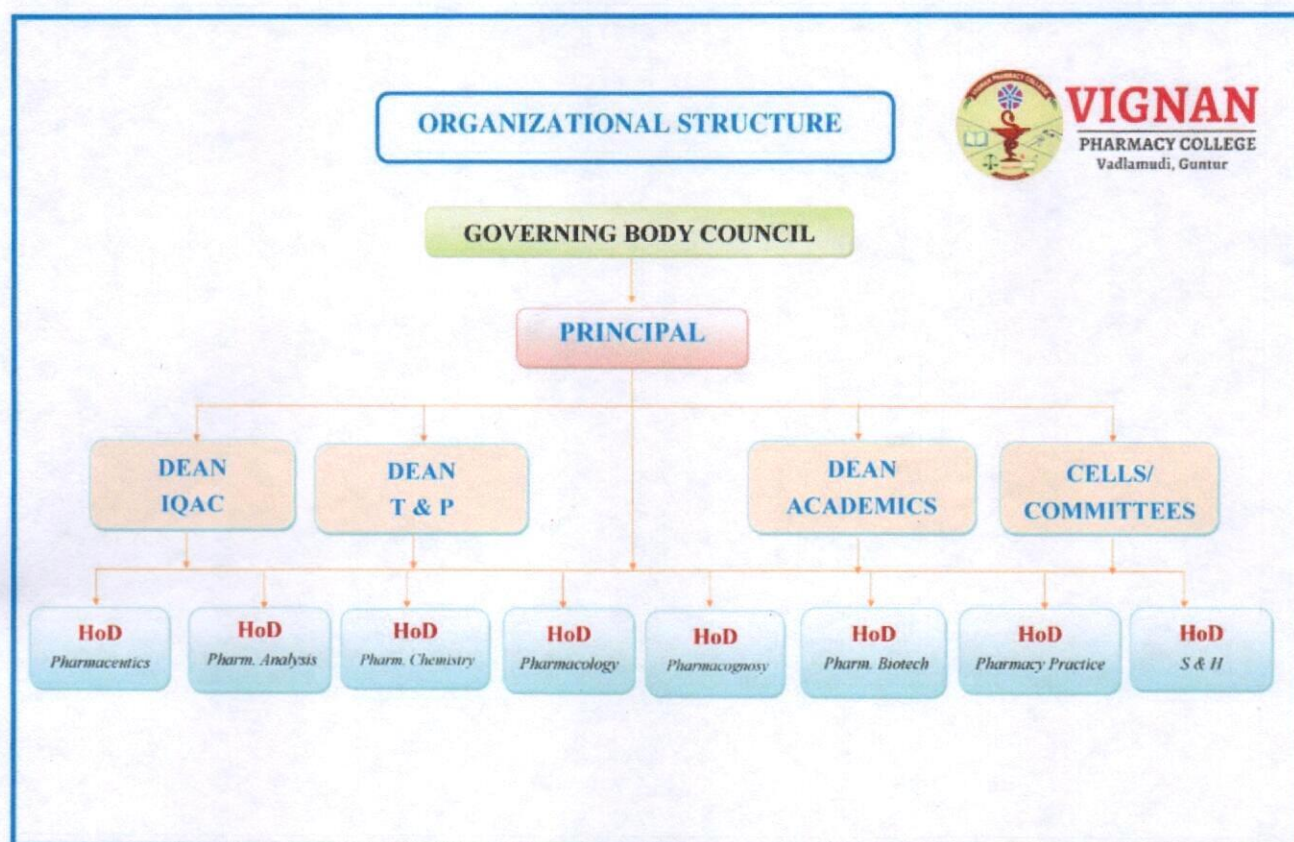
1.6.21 **“Academic Year”** means the normal period stipulated in the Academic Calendar for activities of an odd semester and even semester. In the present system it is stipulated from June to May.

1.6.21 **“Organogram”** means the overall organizational structure of Vignan Pharmacy College, Vaddlamudi, and Andhra Pradesh.



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**SECTION-II****HUMAN RESOURCE MANAGEMENT****2.1. Planning for Human Resources**

VPC believes in professional excellence and in employing competent persons for its academic and administrative functions. The organization is to plan the staff requirements sufficiently in advance taking into consideration retirement and new openings to enable the organization to respond to emerging human needs with estimation of resource requirements. The human resource estimation and the profile of personnel required will be important for estimation of the types of human resources required and the skill requirement. The assessment of the existing resources against the resources required will provide the net addition that needs to be made in the next years. The organization also needs to take into account the attrition rate of its employees annually based on the turnaround of the personnel in the last five years. The requirements arising out of these also need to be taken into account while planning for the human resources. Retirement of personnel after reaching the age of superannuation is an inevitable process and the attrition arising out of this also needs to be planned for and integrated with the plan.

**2.2. Classification of Human Resource in VPC**

VPC recognizes the following classification of its staff.

- i. Teaching Staff: Professors, Associate Professor, Asst. Professors and Librarian
- ii. Technical Support Staff: Lab Assistants and Lab Attendants
- iii. Administrative Staff: Principal, Office and Accounts staff and Library staff.

**2.3. Recruitment Policy & Process****2.3.1. Objective**

A competent staff is selected on the principles and practices of equal opportunities with due representation to all sections of people represented by the organization and with no discrimination on the basis of caste, creed, sex, race, or disability. All recruitment will be based on predetermined specific positions and competency.





### 2.3.2. General Criteria Governing Recruitment

For any post other than Asst. Professors, Associate Professors and Professors, the person recruited should fall under the following limitations:

- The minimum age for recruitment is 18 years. VPC does not permit child labor in any of its establishments nor does it encourage child labor in any of its partner institutions.
- Age limit of up to 70 (Seventy) years for teaching staff and 65 (Sixty-Five) years for non-teaching staff is recommended. If service is required beyond the recommended age limit, it may be extended on an annual basis.
- VPC reserves the right to do a background check on any person selected for employment.
- Persons selected for appointment should possess sound mental and physical health.

Faculty Members are recruited based on the qualifications prescribed by AICTE. All India council for Technical Education (Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulations, 2019 and subsequent amendments in these Regulations issued by AICTE from time to time and JNTUK, Kakinada, for various cadres. On-teaching faculty/Administrative staff is recruited as per the State Government's norms. At present the following criterion is being followed.

### 2.3.3. Minimum Qualification for Recruitments

- Minimum qualification, experience, research contributions, feedback differs as per the designation and cadre and they are as follows.
- Minimum Qualifications for direct recruitment as an Assistant Professor (15600-39000+ AGP 6000)
- M. Pharmacy and PharmD with first class and equivalent in any one of the degree. Aptitude and Attitude for Research is highly desirable.





**2.3.3.1 Minimum Qualifications for an Associate Professor (37400-67000+ AGP 9000)****I. For direct recruitment:**

- a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

AND

- b. At least total 6 research publications in SCI journals/UGC/AICTE approved list of journals.

AND

- c. minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

AND

- d. At least total 6 research publications in SCI journals/UGC/AICTE approved list of journals.

AND

- e. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

**2.3.3.2 Science and Humanities:**

Good academic record with first class or an equivalent CGPA at the Master's degree level in the relevant subject from Indian University.

- a. Ph.D. degree in the relevant field and First class or equivalent at Master's level in the relevant branch

AND

- b. At least total 6 research publications in SCI journals/UGC/AICTE approved list of journals.

AND

- c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.





**II. For Promotion of Incumbents**

AND

- a. Should have completed minimum training requirements as below:

Two week of Faculty Development Programme (FDP) in the relevant area recognized by AICTE / UGC / research organization / other institutes of National Importance (OR) One-week faculty development program as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE (OR) Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

AND

- b. Should have 3 years of experience in the cadre of Assistant Professor with a minimum of 2 Research publications in SCI journals UGC/AICTE approved list of journals and feedback score of minimum 5 out of 10

(OR)

Should have 3 years of experience in the cadre of Assistant Professor with a minimum of 1 Research publications in SCI journals UGC/AICTE approved list of journals and feedback score of minimum 8 out of 10.

**Science and Humanities**

- a. Should have completed minimum training requirements as specified above

AND

- b. Should have 3 years of experience in the cadre of Assistant Professor with a minimum of 2 Research publications in SCI journals UGC/AICTE approved list of journals and feedback score of minimum 5 out of 10 (OR) 1 Research publications in SCI journals UGC/AICTE approved list of journals and feedback score of minimum 8 out of 10.



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## 2.3.3.2 Minimum Qualifications for a Professor (37400-67000+ AGP 10000)

*I. For direct recruitment:*

Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

At-least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

Ph. D. degree in relevant field and First class or equivalent at Master's level in the relevant branch.

AND

minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.





**Science and Humanities:**

a. Ph. D. degree in relevant field and First class or equivalent at Master's level in the relevant branch.

AND

minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

**II. For Promotion of Incumbents**

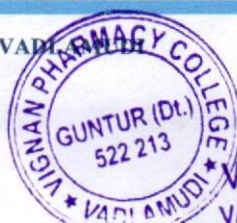
Ph.D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

a. Should have 15 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor with a minimum of 6 Research publications in SCI journals UGC/AICTE approved list of journals and 1 successful Ph.D. guided as Supervisor / Co-supervisor with feedback score of minimum 8 out of 10 (or) 2 successful Ph.D. guided till the date of eligibility of promotion and feedback score of minimum 5 out of 10

(OR)

Should have 16 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor with a minimum of 4 Research publications in SCI journals UGC/AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion and feedback score of minimum 8 out of 10.



*[Signature]*  
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VADLAMUDI, GUNTUR (D.I.)-522 213



**2.3.3.3 Librarian**

- a. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

**2.3.3.4 Physical Director**

- a. Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute.
- b. Record of having represented the University / College at the inter-University/ Inter-collegiate competitions or the state and / or national championships.
- c. Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.

**2.3.4. Internal Appointments**

In order to avoid stagnation of the competent employees and encourage career growth, Management should develop mechanism for creating avenues for growth/promotion.

When a vacancy arises, internal appointment may be promoted as far as possible. But this is purely at the discretion of Principal and the members of Staff Recruitment Board who may assess the situation objectively on the basis of the merits of the fresh requirements and actual staff position.

**2.3.5. Advertisement**

Chairman of Admission Committee will be responsible for initiating action such as advertising for the vacancy, enlisting Recruitment Consultants, and use of panel of past short-listed candidates as may be appropriate after



*Principal*  
Principal  
Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



acquiring requisite approvals. For regular and contract posts, it is mandatory to advertise the vacancies in the newspaper or VPC website ([www.vignanpharmacycollege.in](http://www.vignanpharmacycollege.in)). There should be a minimum of 10 days between the date of publication of the advertisement and interview.

### 2.3.6. Short listing

- All applications are scrutinized to ensure that they conform to the minimum requirements of the position.
- Persons given as reference in the application may be contacted to further refine the short list.
- For a single post, from the suitable applications received, an appropriate number will be called for the interview process.
- Intimation for interview is sent thereafter.

### 2.3.7. Assessment process

The assessment process for teaching staff recruitment shall have the following rounds.

**Round-1: Technical Round (Demo in front of the students/ Panel Members) – (70 Marks)**

**Round-2 Personal Interview**

The candidates who have scores a minimum of 40% in written test (Round-1) are eligible to face the technical round with subject experts/panel members constituted by Dean-Admin.

The interview panel must meet in advance in order to prepare and agree questions, tests etc. to be asked to candidates and to ensure that similar questions and the same range of topics will be covered for each candidate for the same position.

#### Documents to be submitted at the time of Interview:

1. Updated resume with 2 Passport size photos along with statutory ID Proof
2. Original certificates/Xerox copies of Qualification and Experience for verification.
3. Supporting documents of Paper Publications, Presentations and Conferences attended.



*Principal*  
Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



**2.3.8. Proceedings of Interview**

Detailed proceedings of the interview will be recorded by the Chairperson of staff Recruitment Board and will be attested by the Interview Board Members.

**2.3.9. The Offer Letter**

Upon satisfactory performance of the candidate, the Offer Letter is sent to the selected candidate. Candidates should confirm their acceptance in writing. A regret letter might be sent to candidates not found suitable during the interview.

**2.3.10. Letter of Appointment**

The selected candidate must bring the relieving order from the previous organization before joining duty. An appointment letter duly signed by the Appointing Authority is issued to the candidate at the time of joining.

The Appointment letter should contain:

- 1) The designation/ title of the job and responsibilities specific to the job
- 2) The level of commands / reporting to and taking responsibilities in the absence of supervisors.

The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.

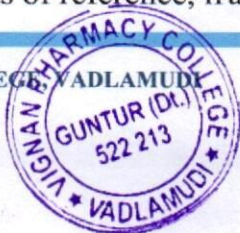
**2.3.11. Joining Report**

On joining, the candidate should give the joining report and signed by the Principal and forwarded to the Main Office. (Annexure-I)

**2.3.12. Personal File**

A personnel file shall be opened for all employees. The personnel file shall contain the following:

1. Application of the candidate
2. Resume
3. Certificates of all Qualifications
4. Written comments of reference, if any





5. Appointment letter / Contract letter
6. Joining Report (Annexure-I)
7. Job Description, Performance & Development Plan
8. Personal details of employees like permanent/ current address/blood group
9. Relieving letter or experience certificate from the previous employer or last employer
10. Letters of annual salary revisions & copies of performance appraisal
11. Two colour passport size photograph
12. Memos issued, reply to above, reports of enquiry committees / suspension order / termination on disciplinary grounds etc.
13. Any other personal memos
14. Any other information deemed appropriate by VPC.

Office of the Principal will maintain personnel files of all employees including those at office.

### 2.3.13 Probation and Confirmation

1. All new staff will initially be on a probation period. It shall be 12 months.
2. HoD in consultation with Principal will conduct monthly review on work plan regularly, which will duly be shared with probationer. At the end of probation period and on the basis of a final report by HoD, Principal will decide on the confirmation or termination of the probationer.
3. In exceptional circumstances, the probation may be extended for such further period depending upon the indications of likely improvement of the staff member. If, however after this period the staff member's performance is still not considered satisfactory, then his/her employment will stand terminated. A notice given to the staff member shall outline reason for non-confirmation, and/or extension of probation period.
4. Principal has the right to waive Probation period in the case of experienced staff chartered by the organization. Expertise/experience/competence of the staff and the reason for waiving probation should be documented.





5. Notwithstanding the above, the Management reserves the right to terminate an employee at any time during the probation period with due discretion.

#### 2.3.14 Recruitment Process for Non-Teaching Staff:

The recruitment of Non-Teaching staff is need based. Recruitment is considered through a selection Committee consisting of the following: Principal and HoDs.

The selection committee will review the academic qualification, academic performance and other capabilities of each candidate and personally interview the candidates. The Principal may recruit staff on adhoc basis for a given period depending on need.

### 2.4 Salary, Welfare Measures/Allowances

#### 2.4.1. Salary

##### 2.4.1.1 Basic Pay

- a. VPC shall pay adequate wages to its employees. All things being equal the salary promised in the appointment letter shall be paid to all employees with due periodic revision of salary for regular staff based on performance analysis. The revision of pay for contract staff shall be contiguous with the revision of contract and performance analysis.
- b. Total Monthly salary shall be directly deposited into employee's bank account or by cheque payment on the 1<sup>st</sup> working day of the following month.
- c. Payments of Monthly Salary shall be made after deductions under statutory provisions, such as Provident Fund, Income Tax, Professional Tax, other deductions as required by law from time to time and deductions for loan repayment or other dues.
- d. Ad-hoc faculty/Temporary employees shall receive their monthly remuneration as per the terms and conditions of their appointment. The payday of temporary employees shall be same as that of permanent employees or after completion of the period of temporary employment, whichever is earlier.



*Principal*  
Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



#### 2.4.1.2 Wage Fixation

- a. **Faculty:** The Management shall respect the practice of Grades and varying Scales for regular staff, their qualification and experience. As a matter of principle, the faculty with prescribed qualification are governed by the AICTE/UGC Scales and Academic Grade Pay. Please refer to <http://www.aicte-india.org/> for more details. The Dearness Allowance and HRA are fixed periodically by the Management as per the policy adopted by it.
- b. **Non-Teaching Staff:** Different Scales of Pay are sanctioned for the Non-Teaching Staff considering their qualification and Grade. Dearness Allowance and HRA are also granted to them more or less on the same principle adopted in the case of Faculty.

#### 2.4.1.3. Salary Advance

VPC discourages the practice of salary advances. Exceptions for genuine cases like personal illness, death of dearness etc. can be made with the special approval by Principal.

#### 2.4.1.4. Loan

An employee may avail of a loan as and when the Management deems it fit to grant the same. It is a facility extended to the permanent employee. It is not a right vested in the employee to demand it. Loans can be availed subject to the condition that after all deductions are calculated, the employee may grant a maximum loan amount of fifty percent of the gross salary. Normally an employee is eligible to get only one loan at a time. The sanctioned loan amount will be disbursed through Demand Draft and it shall be recovered by deducting in six equally installments from their monthly salary starting from the next salary due.

#### 2.4.2. Welfare Facilities for Staff

##### 2.4.2.1 Travelling Allowance:

Travelling allowance is in the nature of reimbursement of reasonable expenses incurred by the employee while travelling and halting at an outstation on official duty. All journeys shall be authorized by the competent authority i.e. Principal and necessary approval shall be obtained prior to proceeding on an



*[Signature]*  
Principal  
Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



official tour.

Principal may sanction TA advance subject to the maximum of 75% of the expected expenditure. The mode of travel applicable, the daily allowance payable and the rates of local conveyance and accommodation charges reimbursable to various categories of employees are as follows.

**Mode of Travel:**

|                                      |                     |
|--------------------------------------|---------------------|
| 1. Director/Principal/Vice Principal | - Airfare/First A/c |
| 2. Professor/HOD                     | - Second A/c        |
| 3. Associate Professor               | - Third A/c         |
| 4. Assistant Professor               | - Sleeper           |

Reservation charges, AC/Super-fast surcharge, cancellation charges, bedroll charges are reimbursable. Normal service charges for booking of tickets by travel agent are admissible.

The institution may reserve and book to and fro air tickets through local travel agents. For rail and bus tickets, the person intending to travel may take necessary advance for booking such tickets.

**2.4.2.2 Daily Allowance**

|                                      |                 |
|--------------------------------------|-----------------|
| 1. Director/Principal/Vice Principal | -Rs.500 per day |
| 2. Professor/HOD/Associate Professor | -Rs.300 per day |
| 3. Assistant Professor               | -Rs.200 per day |

**2.4.2.3. Reimbursement of Accommodation**

|                                  |                             |
|----------------------------------|-----------------------------|
| 1. Director/Principal/Deans      | -Maximum of Rs.2000 per day |
| 2. Professor/Associate Professor | -Maximum of Rs.1500 per day |
| 3. Assistant Professor           | -Maximum of Rs.800 per day  |

*Note:*

A. Accommodation charges will be reimbursed on production of the original receipt from Hotel/Guest House.

B. Wherever the management or the institution arranges for common accommodation and transport, the faculty members will utilize the same.

**Other terms & conditions:**

✓ TA/DA & Accommodation charges shall be provided on the submission of





original bills only.

- ✓ If the registration fee is inclusive of accommodation/travel/boarding, then the faculty is not entitled to claim TA, DA& Accommodation Charges
- ✓ AllTA calculations will be based on regular (Non-Tatkal, Non-Premium) fares in the given route of travel. Even if a faculty submits original tickets for a higher fare, it will be adjusted to regular fare.
- ✓ If the travel distance is less than 750 K.M, then the days of conference/seminar will be considered as on duty.
- ✓ If the travel distance is more than 750 K.M, one extra day in addition to the duration of the event will be considered as on duty.
- ✓ The staff should get prior approval from concerned authorities to avail above incentive.
- ✓ A staff member can avail for a maximum of two external events in a current academic year.
- ✓ Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.
- ✓ Therefore, mentioned policy may change from time to time in accordance with the Institute policy.

#### 2.4.2.4. Local Conveyance:

Local Conveyance is applicable to the faculty who wish to attend Work Shop /Conference/ FDP or any other duty assigned by Principal within the limits of the city. Travelling Allowance, DA and accommodation not applicable.

- |                                      |                             |
|--------------------------------------|-----------------------------|
| 1. Director/Principal/Vice Principal | -Maximum of Rs.1000 per day |
| 2. Professor/HoD/Associate Professor | -Maximum of Rs.500 per day  |
| 3. Assistant Professor               | -Maximum of Rs.300 per day  |

#### 2.4.2.5. Provident Fund

VPC is committed to comply with statutory provisions of Employees Provident Fund Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization as per the provisions of the said Act. Employees must comply with the statutory requirements like nomination and can avail of such ensuing





benefits as prescribed by law.

#### 2.4.2.6. Employees State Insurance (ESI)

For Non-teaching Technical and Admin Staff - Employees State Insurance benefit (ESI) is covered for those employees who are coming under the purview of the ESI Act, 1948. The ESI benefits are Medical benefit, Sickness benefit, Maternity benefit, Disablement benefit, Dependents benefit, funeral expenses and other benefits.

#### 2.4.2.7. Group Medical Insurance

- ✓ All regular and contractual employees of the Institute, including probationers will be covered.
- ✓ Tata AIG General Insurance Company, Insurance coverage is applicable for the employee and her/his Spouse only to the extent of Rs.3,00,000 per annum.

#### 2.4.2.8. Subsidized Transport Facility

The institute buses are running on “No profit – No loss” basis.

- All the staff members who are drawing a salary of less than Rs.10,000 will be provided a free transport facility.
- The staff who are drawing a salary of above Rs.10,000 but less than Rs.20,000 will be given 50 percent concession in transport charges.
- The staff who are drawing a salary of above Rs.20,000 will be given 40 percent concession in transport charges.
- The applicable bus fees will be deducted from the salary of faculty.

#### 2.4.2.9. Free boarding and Lodging

Free boarding and lodging for certain faculties, Staff holding students hostel coordinator/student hostel sports coordinator/Assistant Warden Post.

#### 2.4.2.10 Free Tea / Coffee is provided to the Teaching, Non-Teaching and Administrative staff during both the sessions.

#### 2.4.2.11 Non-Teaching staff and Maintenance Staff are given free gifts, sweets and cloths during Deepavali festival.



**SECTION-III****DUTIES AND RESPONSIBILITIES****3.1 DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE AUTHORITIES****3.1.1. PRINCIPAL**

Principal is the administrative head for all the activities of the Institution. He is responsible for implementation of all the policy decisions of the management with a view to achieve the set targets.

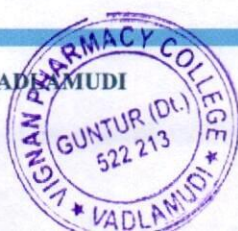
As a head of the Institution, Principal is a leader who inspires the students and the staff and motivates them for cordial working atmosphere. The following are the important functions:

**3.1.1.1 ACADEMIC**

1. Principal shall make arrangements for planning of content delivery using pedagogical ideas and to prepare course materials
2. Principal shall supervise the course timetable, staff allocation, staff attendance and syllabus coverage.
3. He/She shall ensure the conduct of internal continuous assessment examinations at appropriate periods.
4. He/She shall provide arrangements for industrial visits and guest lectures for students.
5. He/She shall monitor the student projects, progress and the University examinations (theory and practical).
6. He/She shall review the reports of the analysis of test marks of the students and arrange for special coaching etc for academically poor students.

**3.1.1.2 GENERAL ADMINISTRATION AND FINANCE**

1. Principal shall convene the Governing Body Council meeting at least once in every semester.
2. Principal shall make recommendations regarding plans for the development of the institution in the years to come.
3. He shall help the creation of necessary infrastructure for a conducive atmosphere for education in the campus.



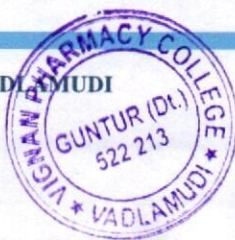
*Principal*  
**Vignan Pharmacy College**  
 VADLAMUDI, GUNTUR (Dt.)-522 213



4. He shall participate in the development of campus in terms of sports and extracurricular activities.
5. He shall ensure the appointment of qualified staff (both teaching and non - teaching)
6. He shall recommend necessary welfare measures for the benefit of the staff and students.
7. He shall monitor the allocation of duties to various staff. He is responsible for administration of teaching and non-teaching staff and maintenance of discipline and harmonious relations.
8. All correspondences within the campus and to outside organizations and the University will be done through the Principal with the approval of the Chairman
9. Principal shall ensure that the policies and rules of the Government and the University are strictly adhered by the institution.
10. Principal shall convene HODs meeting on necessity basis.
11. Principal is assisted by the Finance committee in financial administration.
12. Subject to the budget allocations for a specific area of expenditure, Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body Council from time to time.
13. Principal shall counter sign all kinds of scholarship bills in respect of students of the college.
14. 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 respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

### 3.1.1.3 Student Affairs:

1. Principal, Course Coordinators and HoDs shall plan for offering value-added courses, training and placement opportunities and educational tour to the students.
2. He shall provide avenues for co-curricular, extra-curricular activities, professional societies, and counseling and guidance programs to the students.
3. He shall arrange for the periodical monitoring of student's attendance and



*Principal*  
Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



their progress in studies and arrange for parent-teacher meetings as and when necessary.

4. He shall take appropriate action to ensure that the rules and regulations are strictly followed by the students.
5. He is authorized to take disciplinary action such as calling the parents for discussion, suspension / dismissal or expulsion of the students from the college and hostel in the event of any breach of rules and regulations, in consultation with the management.
6. He is authorized to take disciplinary action on teaching / non-teaching staff such as calling for explanation, issue of memo, stoppage of incentives / increment and dismissal from service in the event of non-performance of basic duties and functions or indulging undesirable activities in the college or non-compliance of instructions of the Management / Principal / H.O.D. in consultation with the Management.
7. The Management expects the Principal to be a coordinating point to ensure that all the policies of the management are implemented and promote the college as an excellent educational institution.

#### 3.1.1.4 Research and Extension Activities:

1. The Principal shall encourage conducting of seminars and symposia and such research – oriented activities in the campus.
2. He shall encourage the staff to become members of professional bodies, carry out consultancy works, mini projects and other extension activities.

#### 3.1.2. HEAD OF THE DEPARTMENT

A good Departmental head is a well disciplined and dedicated person with leadership qualities. He motivates the Students and Staff to perform their respective academic / administrative duties and responsibilities. His/Her duties are as under:

1. Check the attendance register every week and sign after verification.
2. Preparation of (i) academic schedules and its implementation, (ii) academic time table, (iii) laboratory log books, manuals, registers, through the concerned faculty member.
3. Prepare the list of laboratory requirements as necessary and initiate procurement



*[Signature]*  
Principal  
Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



action to facilitate smooth conduction of the lab experiments.

4. Carryout the stock verification, maintenance of the lab and its equipment.
5. Recommend the leaves / permissions of the staff within the department only after ensuring the work adjustments and maintain the leave record.
6. Conduct regular staff meetings to monitor the progress and preserve the minutes of the meeting.
7. Monitor the day to day student discipline, attendance and lab evaluation.
8. Students having shortage of attendance must be counseled and their parents are informed.
9. Meet the Principal and discuss about the progress during the day and plan the next day activity.
10. The overall distribution of the faculty work load should be unbiased.
11. Monitor the syllabus completion at regular interval and prepare fortnightly reports for submission to the Principal.
12. Ensure and maintain the record of the sessional and practical marks awarded is as per university regulations.
13. Conduct the practical examinations as per the academic calendar of the university and the sealed answer scripts are stored for scrutiny by university authorities.
14. The student's permission/Leave letters are approved only after evaluating the complexity.
15. Enforce discipline among the students and prepare the list of indiscipline students and keep a close watch on them.
16. Participate in any additional activities entrusted by the Principal

### **3.2 DUTIES AND RESPONSIBILITIES OF INSTRUCTIONAL STAFF /TEACHING STAFF**

#### **3.2.1 TEACHERS**

"Teachers" comprises of the following categories:

- A. Professor
- B. Associate Professor
- C. Assistant Professor





### A. Professor

Professor shall provide academic leadership in creating an effective learning environment for students. His/Her duties are as under:

1. Deliver lecture, practical skills, methods and techniques to students using innovative methods and technology.
2. Prepare course material, lesson plans for the courses assigned.
3. Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc.
4. Conduct Internal Tests, Semester End Examinations & University Examination with utmost integrity.
5. Monitor [Proctoring] students.
6. Supervise [innovative] student projects.
7. Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic/administrative activities).
8. Involve in the process of procuring course materials/textbooks, laboratory equipment's.
9. Participate in all departmental and College activities as prescribed.
10. Publish at least one paper in conference [National/International] in a year.
11. Any other responsibilities assigned by the HOD/Principal/Management from time to time.
12. Continue research work/Postdoctoral fellowship at reputed Universities /Organizations.
13. To prepare and submit proposals for external funding agencies like AICTE, DST, SERB etc.
14. Guide students for PhD.
15. To make presentations at National and International conferences and similar events.
16. Writing Text Books/Manuals/Monographs etc.
17. Developing products & applying for patents.
18. Undertake consultancy works.

### B. Associate Professor

1. Involve in Design/revision and up-gradation of courses.
2. Deliver lecture using innovative methods and technology and also transfer knowledge like practical skills, methods and techniques.





3. Prepare course material, lesson plans for the courses assigned.
4. Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc.
5. Conduct internal tests, semester end examinations & university examination with utmost integrity.
6. Submit annual performance commitment before the commencement of the academic year and deliver the same.
7. Monitor [Proctoring] students.
8. Supervise student projects.
9. Publish at least one paper in conference [Ntl/Intl] in a year. [In case of joint authors only fractional weightage will be considered].
10. Participate in all departmental and College activities as prescribed.
11. Any other responsibilities assigned by the HOD/Principal/Management from time to time.
12. Pursue research & Consultancy works.
13. To prepare and submit proposals for external funding agencies like UGC, AICTE, DST etc
14. To make presentations at national and international conferences and similar events.
15. Keep abreast of current developments in their respective fields

### C. Assistant Professor

Assistant Professors are freshly appointed tenure track staff at Universities and Colleges who are responsible to educate students, publish their individual academic effort in scholarly papers or journals, electronic media and books. His/Her duties are as under:

1. Develop and execute inventive instructional methods.
2. Build up professional logistics which helps in improvising the performances of the student.
3. Guide, direct and mentor research scholars in their research projects.
4. Assess, supervise and mentor the academic progress in students.
5. Create, innovate and implement some activities and programs that help in career-enhancement.





6. Manage and support all the teaching assistants.
7. Take part in all activities of the department and college.
8. Support and serve up for various functional activities conducted by departmental committees.
9. Review, assess and evaluate the activities and progress of students.
10. Lend a hand, support and aid the superior professors in their everyday functions and tasks.
11. Publish their research works or findings in academic books or journals.
12. Grade papers and tests; prepare exercises, lessons and lab experiments for the students.
13. Teach graduate as well as the undergraduate students within their field of expertise.

### 3.2.2 LABORATORY Technicians/Assistants:

1. To maintain the permanent and consumable stock Registers.
2. To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
3. To plan for the procurement of equipment for the coming term well in advance.
4. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
5. To organize the laboratory for oral and practical examinations.
6. To hold those responsible for any breakage / loss etc. and recover costs.
7. To ensure the cleanliness of the lab and switch off all equipment after use.
8. Requisition of consumables shall be submitted to HoD, who in turn shall verify the same and forward to the Principal for necessary action.
9. Any other duty as may also be carried out as assigned by the HoD/Principal from time to time.

**In order to prevent theft/damage, the Lab assistant shall take the following action:**

- i. Lab Assistants are to report the matter in written immediately to the HOD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the



missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.

- ii. Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- iii. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

### **3.3. DUTIES AND RESPONSIBILITIES OF COORDINATORS / IN-CHARGES**

**3.4.** Faculties are entrusted with an additional responsibility as Chairman/Member Secretary of different committees for smooth and effective functioning of various intradepartmental processes.

#### **3.4.1. COORDINATOR STUDENT AFFAIRS**

1. To monitor the discipline of the students.
2. To receive the fresher's and organize orientation programs.
3. To form various sections for the 1st year classes and to coordinate class time tables.
4. To coordinate the activities connected with the fresher's day, annual day celebrations and such other functions.
5. To prepare a record of different categories of students like pro-ragging, notorious, mischievous, problematic, irregular and lazy from the concerned faculty to keep a close watch on them.
6. To suggest corrective actions to be taken to curb indiscipline causing harm to the institutional reputation. Towards this end, the coordinator along with his team submits recommendations to the Principal. Principal reviews the recommendations and issues an order which will be executed by the coordinator.
7. To maintain and coordinate the data of the students requiring psychological counseling or medical attention.
8. The coordinator in conjunction with the coordinators of all other committees (specifically with the cultural and sports committee coordinators) carries out





management of all events.

9. To gather information about student grievances through a suggestion box and inform the Principal.
10. To conduct awareness program among the students by displaying anti-ragging posters issued by Commissioner of Police/ JNTU/Listing all the actionable Laws and their consequences and to keep a close watch on all such activities.
11. To advise the girl students to be in continuous communication with the Principal and the faculty with regard to any sort of ragging.

#### **ASSISTANT CHIEF SUPERINTENDENT OF EXAMINATION CELL**

1. To coordinate the conduct of various examinations.
2. To inform the Principal regarding the scheduling, material requirement, procedures, invigilation status well in advance.
3. To coordinate with the administrative staff with regard to requirement of stationery, printing and other material required for the conduct of examinations.
4. To maintain total confidentiality and ethics in the conduct of the examinations.
5. To maintain all the records and information pertaining to the examinations.
6. To conduct regular results analysis with the help of administrative staff and inform the Principal.
7. To prepare a monthly, quarterly, half yearly and annual report and submit to the Principal.

#### **3.4.2. DEAN TRAINING & PLACEMENT**

The activities of this coordinator comprise of (i) Training (ii) Placement

##### **(i) Training**

1. To create an awareness among the students about the requirements of various recruiting organizations.
2. To create awareness and train the students in communication skills.
3. To organize professional counseling by experts in career opportunities.

##### **(ii) Placement**

1. To maintain the data base of various companies / prospective recruiters and recruiting agencies and correspond with them.
2. To coordinate with the HOD's, Exam Cell, and the Principal to procure a list of eligible students for jobs, projects, further studies and desirous of



becoming entrepreneurs and guide them in the respective areas.

3. To organize regular mock interviews and group discussions in association with the language faculty.
4. To intimate the students about the placement campaign in various major cities in the country.
5. To correspond with various prospective employers with respect to Project Works, Seminars, Industry Visits and Job recruitment
6. To gather the information about further studies of various universities and display the same for higher studies.
7. Prepare a monthly, quarterly, half yearly and annual report of trainings given, workshops organized, seminars conducted, guest faculty invited to campus, companies visiting the campus, list of students selected, alumni contacted and number of leads generated in the month, and finally submit a copy to the Principal, and maintain a record of the same for AICTE/ UGC/ JNTU,K etc.

#### CHAIRMAN RESEARCH & DEVELOPMENT

1. To constitute a project screening committee – to process any project selected by the Staff & Students.
2. To maintain a database of the research activities carried out by the Staff & students.
3. To liaise with the outside institutions of repute for carrying out research and consultancy activities.
4. To ensure and encourage development of in-house projects.
5. To help the students in selecting live projects in their respective areas.

#### 3.4.3. DEAN INTERNAL QUALITY ASSURANCE

1. To coordinate and disseminate information on various quality parameters of higher education.
2. To coordinate in documentation of the various programs / activities leading to quality improvement.
3. To coordinate the quality-related activities of the institution
4. To coordinate in preparation of the Annual Quality Assurance Report



(AQAR) to be submitted to NAAC based on the quality parameters.

5. To coordinate the timely and efficient execution of the decisions of IQAC committee.

#### 3.4.4. PHYSICAL EDUCATION DIRECTOR

1. To ensure the availability sufficient quantity of sports equipment through purchase as and when required by following the establish purchase procedures.
2. To train and motivate students to participate and win prices.
3. To coordinate the maintenance of records of the purchase i.e. quotation, purchase order, bills and stock register.
4. Any issue deemed fit must be brought to the notice of the Principal.

#### 3.5. DUTIES AND RESPONSIBILITIES OF VARIOUS COMMITTEES

Institution has internal committees for the effective functioning of the same. Responsibilities of some hierarchical committee are mentioned below

##### 3.5.1. ACADEMIC COMMITTEE

1. The committee serves as the highest decision making body regarding all academic affairs of the institution.
2. The committee implements the academic schedule strictly in accordance with JNTUK & PCI.
3. It prepares and executes the class time tables for all the programs and discusses the problem pertaining to completion of syllabus and conduct of classes.
4. It keeps the vigilance on the attendance of teachers and regularity in taking the classes.
5. The committee monitors the attendance of the students.
6. It monitors the syllabus completion status and supports the examination cell to conduct theory and lab examinations.
7. It communicates the important circulars and notices regarding the academic affairs to the faculty and students.
8. The committee submits the report to IQAC



### 3.5.1 INTERNAL QUALITY ASSURANCE COMMITTEE (IQAC)

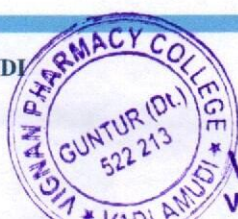
1. Internal Quality Assurance Cell (IQAC) organizes various programs pertaining to academics and interpersonal skills to lead the institute for quality improvement.
2. It also disseminates the current affairs on various quality parameters of higher education.
3. It creates learner centered environment for quality education by receiving feedback from various stakeholders.
4. Builds an organized methodology for the proper documentation process.
5. Organizes inter and intra workshops, seminars on the importance of accreditations for outcome based education.
6. Acts as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
7. Develops the Quality Culture in the institution.

### 3.5.2 EXAMINATION COMMITTEE

1. The committee is empowered to take all the necessary steps to conduct the examinations in accordance with the rules and regulations of JNTUK.
2. The committee finalizes the internal exam schedules, collection of question papers and allots exam duties.
3. Consolidates and finalizes the internal marks.
4. Discharge the duties as nodal centre for examination in strict compliance with the instructions of JNTUK.
5. Monitors the monthly attendance and finalizes % of attendance of the students at the end of the semester.
6. Submits the final aggregate % of attendance of individual students to the Chief Superintendent of examination, with the list of students to be detained due to shortage of attendance.
7. Maintains all records pertaining to examination section.

### 3.5.3 LIBRARY ADVISORY COMMITTEE

1. The committee has to supervise the maintenance of the books, Registers, files, Elegance and necessary rules to be implemented and by creating the necessary files for the smooth functioning of the library without even single loss of the book. Adding more Number of





- references and issue books for the benefit of students without any complaints from students.
2. The committee works to streamline the activities of Library.
  3. Promotes the effective functioning of Vignan Pharmacy College library.
  4. Maintains a data-base of all the Publishers and Book suppliers.
  5. Consolidate the requirements of books and journals by all the departments, and invite the quotations for the same. Prepare the purchase order copy after obtaining the approval from purchase in charge.
  6. Ensures proper entry of books in accession registers.
  7. Maintains the back volumes of all soft and hard copies of journals.
  8. It audits the library books annually in association with other faculty members.
  9. Initiation and completion of the digitalization of whole library.
  10. Responsible for the effective utilization of library resources.
  11. Motivate the students about the importance of library reading and the journal reading.
  12. Collects and sorts the internal and University end examination question papers from the examination section for reference in library.
  13. Maintains all records pertaining to activity and documents the same.

#### 3.5.4 GRIEVANCES REDRESSAL COMMITTEE

1. The committee would strive to create a healthy on-campus atmosphere, where the stakeholders work as a team.
2. An aggrieved individual can approach the committee for proper redressal of his/her grievances.
3. It ensures the required infrastructure and promotes active participation of the students in social, cultural and leisure activities.
4. It conducts an Interactive session with the faculty and students to discuss the problems faced by them and take necessary measures to solve the problems.
5. The committee submits the report to IQAC.

#### 3.5.5 ANTI-RAGGING COMMITTEE

1. This committee ensures that the institute is ragging free campus.
2. It constitutes anti-ragging squad to monitor the students' activities in the campus.
3. It takes appropriate decisions during crisis.



4. It implements all government directives against ragging.
5. Documentation of action taken by the committee.
6. The committee submits the report to IQAC.

### 3.5.6 ALUMNI COMMITTEE

1. The committee has to setup the student data from inception of the college and has to maintain the files of soft copy with their designations / positions, full address & Phone no's as well as slam book for all the courses (B.Pharm, Pharm.D & M.Pharm Final Year Students).
2. All the records to be updated as per the Alumni Association Regulations in our college website.
3. Make arrangement for alumni meet every year in regular basis and prepare document for the activity.
4. Intimation of college activities through online and encourage them to participate.
5. Request should make for financial assistance through principal for developmental activity in the college in every alumni meet.
6. During the alumni meet demand the suggestions from our alumni for development and growth of the college.
7. Maintenance of all records pertaining to activity and storage of documents for ever.
8. Committee wise activity report or news report have written responsibly and submit to the IQAC then and there if any.

### 3.5.7 INDUSTRY-INSTITUTE, TRAINING & PLACEMENT COMMITTEE

1. Accomplishes and enlightens the student's betterment by upgrading their academic activities and higher education.
2. Conducts competitive exam oriented classes, mock tests regularly for the Final year students and provides them professional guidance to develop their leadership qualities, communication skills and resume writing.
3. Provides a complete guidance to the students pertaining to their career opportunities after their graduation and post-graduation.
4. The committee arranges for industry-institute interaction often to meet out the current global needs.
5. Designs and conducts Add-On Courses (Certified courses) like PMKVY, INTERANSHALA, APSDPC, LSSDC.
6. The committee submits the report to IQAC.





### 3.5.8 INCUBATION & ENTREPRENEURSHIP CELL

1. Organizes Entrepreneurship awareness and development programs.
2. It builds innovation network with stakeholders.
3. Guides & assists prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support systems and information on various technologies.
4. Organizes guest lectures, webinars, seminars etc. for promotion and growth of Entrepreneurship.
5. It plays an instrumental role in creating roadmap and action plans for better incubation process.
6. Arranges visits to industries for prospective entrepreneurs.
7. Special focus on early stage ideas and innovations which can be definitely converted to the products.
8. Arranges interaction with entrepreneurs and business incubators to create a mentorship scheme for students.
9. The committee submits the report to IQAC.

### 3.5.9 STUDENT ACTIVITY COUNCIL (SAC)

1. To make the students participate in the development of the Institute and develop their career, personality and organization skills through interactive programs.
2. Suggesting the administration in smooth conduct of the student activities on the campus
3. Helping the administration to improve the student activities on the campus.
4. Guiding the junior and needy students to improve their technical organizational and managerial skills.
5. Encouraging innovative and creative skills of the students.
6. Maintenance of peace and harmony among campus community in general and students community in particular.

### 3.5.11 RESEARCH AND DEVELOPMENT CELL

1. It promotes and encourages interdisciplinary Research.
2. It conducts "Knowledge transfer meet".



3. It encourages the faculty and students in the preparation and publication of review/ research articles in SCI / Scopus / Web of Science / UGC journals with good impact factor.
4. It files the paper publications of faculty members and students.
5. It motivates the faculty and students to attend / publish papers in various National/ International conferences.
6. It encourages the faculty members to register for Ph.D.
7. It encourages the faculty members to apply for research grants to various funding agencies like UGC, AICTE, DBT, DST, SERB, ICMR etc.
8. It assists to apply and get funds for conducting Seminars / Workshop / FDP from various available funding agencies.
9. It establishes collaboration with other industries for consultancy services.
10. It strives to establish research center so that M.Pharm /Ph.D can avail the facilities.
11. It organizes Workshops, Seminars, and Conferences at National or International level.
12. It encourages students and faculty to write and publish patents on their research work.
13. The committee submits the report to IQAC.

### 3.5.12 FINANCE & PURCHASE COMMITTEE

1. The committee identifies and monitors the purchases necessary for academic and institutional activities.
2. It considers the periodical statements of accounts, audit reports and make necessary recommendations to the management.

### 3.5.13 DISCIPLINE COMMITTEE

1. Committee prohibits, prevents and eliminates the scourge of ragging within the campus and in officially affiliated boys' and girls' hostels.
2. Committee watches individual student discipline, in and out time during academic events and special programs in the college.
3. Maintains all records pertaining to the committee.
4. Submits activity report of the committee to IQAC.

## 3.6. DUTIES AND RESPONSIBILITIES OF NON-TEACHING STAFF-ACADEMICS

### LIBRARIAN

- Responsible for the overall in charge of the library.





- Maintains documentations of books, journals, magazines, newspapers, CD's & library materials
- Prepares a periodical requirement of books and journals to students and Faculty Member.
- Responsible for maintaining and updating e-journals and all teaching aids
- Keeps record of library materials and report to the Principal for any discrepancy.
- Arranges periodic inventory of library materials.

### PHYSICAL DIRECTOR

1. He/She shall be the member of the disciplinary committee and the committee shall be constituted by him in consultation with the Chairman of the disciplinary committee.
2. She/He shall daily monitor the general discipline of students during the working hours and report to the Chairman if any breach has been noticed.
3. The disciplinary aspects to be monitored include adherence to dress code, maintenance of silence, promptness in attending classes, engagement of classes by faculty members preventing the students from loitering in the corridors, damaging the property, defacing walls or teasing of girl students in the Verandah.
4. She/He shall take adequate measures to prevent any misbehavior, misconduct, especially during extra curricular activities and other college functions.
5. She/He shall prepare the annual budget for the sports and games accessories such as nets, balls, etc. and submit them to the Principal.
6. She/He shall train students for participating in various tournaments and also organize University Tournaments in our college.
7. She/He shall arrange intramural sports and games for our college students.
8. She/He shall employ the security personnel for periodical inspection of the verandas and class rooms in the main building and get reports on disciplinary aspects.

### 3.7 DUTIES AND RESPONSIBILITIES OF SUPPORTING STAFF

#### LAB ASSISTANT

- Lab. Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.





- Lab Assistants shall be available for maintenance and care of resources/services of the institute.
- All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.
- Lab Assistants in coordination with Lab In-charge should display (i) List of Equipments/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- Any other assignments as given by HOD/Principal/Dean to be carried out by them.





**SECTION-IV****SERVICE RULES AND REGULATIONS**

The employees in the institute are governed by the service rules and regulations stipulated hereunder.

**4.1 Service Conditions**

- a. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE and PCI norms (but it shall not include staff appointed on deputation or contract or temporary / ad - hoc).
- b. The seniority of and Employee in any grade shall, unless he/she has been reduced to lower rank on punishment, leave of LWP, be determined by the date of his/ her first appointment of probation.
- c. 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 Staff Recruitment Board at the time of appointment, irrespective of date of joining.
- d. All appointments in the academic services shall be made open by an advertisement and selection where in all the in-service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad- hoc appointments in Specific cases or recruit by deputation.
- e. Same as otherwise provided every employee of the college shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with Director and copy thereof shall be furnished to employee concerned.
- f. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.
- g. Initially the appointment of the selected candidate will be temporary and placed on probation for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The period of probation can be extended by management in case of non- satisfactory performance.
- h. If a person, having been appointed temporarily to post is subsequently



Principal

Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



appointed regularly: he / she shall commence probation from the date of regular appointment.

- i. Any candidate appointed on temporary / ad-hoc basis, his / her services can be terminated without any notice and without giving any reason.
- j. Faculty information sheet duly signed to be submitted along with joining report the same will be forwarded by the authorities concerned.
- k. The service conditions of the incumbent will be governed by the rules and regulations of the college issued from time to time.

#### 4.2 Custody of Certificates

The employee requires depositing the original certificates (SSC/ Intermediate / UG/ PG)(convocation) with the establishment section prior to or at the time of reporting duty, besides, the copies of experience certificate, relieving letter, salary certificate, PAN, Voter – ID and 4 passport size photographs require submitting.

#### 4.3 Withdrawal of Original Certificates

- a. Withdrawal of educational certificates (all or part) for any purpose i.e. higher studies or any other purpose, a proof copy has to be enclosed along with the request letter.
- b. Two signed cheques should be submitted in case of regular employee after approval. However, salary for the current month will be kept as security deposit.
- c. An undertaking letter should be submitted stating that she / he will return the certificates within the stipulated time or else salary will be held up for the concerned month till the submission of certificates.
- d. Those who are withdrawing certificates for higher studies should submit a copy of custodian within one week of date of issue of custodian, failing which salary during the month will be held up till submission of custodian.

#### 4.4 Resignation:

If any staff member wants to resign the job, the concerned staff member shall give a minimum of three months' notice / 30 days advance notice or as per the conditions specified in the appointment order about his / her intention of leaving job, only at the end of the academic year to the Principal in writing.

In case, where the end of notice period falls during the course of a





semester, he / she may be relieved only at the end of the semester.

- a. In case, if the staff member does not give notice in advance, then the staff member owes to the institution his / her earning for the period as stipulated already in the appointment order before he / she is relieved.
- b. The un-availed leave at the credit of the staff member shall not be adjusted towards the notice period.
- c. In case if, he / she takes leave for a day, then the leave availed will be treated as on loss of pay with the cut in the salary for the day during the notice period.
- d. While getting relieved, files, materials and documents, etc., entrusted to him / her shall be handed over to the person nominated by the HOD under proper acknowledgement.
- e. The staff member can apply for his/her the relieving order from the Institution only after the submission of "No Dues Certificate" in the prescribed form along with a copy of handing over charge record in case if he/she happens to be in- charge of the laboratory.
- f. Any staff member may be relieved immediately if he / she gets a Government Job or the concerned individual's spouse is transferred or he / she is getting married. But this is subject to the discretion of the management after assessing the merit of the request.
- g. The Principal reserves the right to waive – off / reduce the notice period.

#### 4.5 Termination

- a. The Institution may terminate the services of an employee under special circumstances, such as reduced workload, performance not satisfactory as seen from the feedback and report of HODs, or if found medically unfit, after giving one-month notice or pay in lieu thereof.
- b. No such Notice shall be necessary, if the termination is as a result of proven misconduct after an enquiry conducted in accordance with the college Rules.

#### 4.6 Service Certificate

Every permanent employee shall be entitled to a Service Certificate at the time of leaving the service of the Institution. Such Certificate shall be valid if it is issued and signed by the Principal.

#### 4.7 Working Hours

- a. All employees are required to work for a minimum of 7 hours a day from





Monday to Saturday.

- b. Working hours in different Departments and Sections of the Institution are to be followed as notified from time to time.
- c. Working hours notified may be changed as per the requirement of the Institution from time to time and the employees shall comply accordingly.

#### 4.8 Attendance

- a. All employees shall mark their attendance through biometrics and in respective Attendance Registers maintained in the office of the College.
- b. Employees reporting for duty more than 20 minutes late shall obtain permission from the Head of the Department / Principal. Without a formal permission they are deemed to be absent and will apply for leave.
- c. All employees are expected to be at their allotted place of work throughout their duty timings.
- d. Any employee found absent from his/her place of work during working hours without prior permission of the Principal/Head of the Department or section is liable to be treated as absent for the day.

#### 4.9 Faculty Meeting

Total faculty meeting is conducted once in a semester. The agenda of the meeting is circulated among the faculty at least two days in advance to enable the participants to come prepared for a fruitful discussion without loss of time. The minutes of the meeting are recorded and circulated immediately after the meeting. Emergency meeting could be called for whenever required.

#### 4.10 National & Festival Holidays

Institution will notify list of holidays at the beginning of calendar (year) as per the National and Festival Holidays Act.

#### 4.11 Provisions for Leaves

VPC provides different kinds of leave to meet with the various eventualities of its employees. Availing of leave should be with proper notice so that the work of the organisation does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the college.



**General Information:**

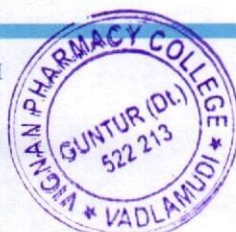
These rules shall be called the “Vignan Pharmacy College, Leave Rules”.

- a) A leave account shall be maintained for each employee in the appropriate form.
- b) Leave cannot be claimed as a matter of right.
- c) The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.
- d) The sanctioning authority may recall an employee to duty before the expiry of his / her leave.
- e) Unauthorized absence from duty may be treated as misbehavior involving disciplinary action.
- f) For casual leaves, HOD shall be the competent authority to grant leave to staff, the Principal shall be the competent authority to grant leave to all Heads. In the case of the Director and the Principal, the Secretary or the Chairman of the Governing Council will be the authority competent to sanction leave.

The following types of leaves are available for staff:

**1. Casual Leave**

- 1.1 Every employee is eligible for 10 days of casual leave in a calendar year.
- 1.2 Casual leave cannot be availed without obtaining prior approval. Sanction of casual leave shall be subject to work adjustment.
- 1.3 The total period of absence on casual leave at a time, with or without combination of public holidays and compensatory casual leave shall not exceed 8 days.
- 1.4 Casual leave can be combined with public holidays and compensatory casual leave, but not with any other kind of leave or vacation.
- 1.5 Casual leave up to Two Days shall be sanctioned by HOD subject to prior notice i.e. at least before one day.
- 1.6 CL for more than Two Days shall be sanctioned by t HOD subject to prior intimation of at least one Week.
- 1.7 Casual leave for more than two days where sufficient notice period of one week is not provided by the employee may only be sanctioned by the Principal under extraordinary situations subject to prior intimation of at least one day.





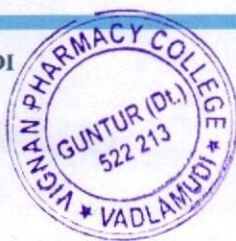
- 1.8 Un-availed leave shall not be carried over to the next calendar year. It means that the casual leave may not be accumulated.
- 1.9 In case of employees still serving the probation period, Casual Leave shall be sanctioned on pro-rata basis. It means that they shall be eligible for a maximum of one day of casual leave for every  $1\frac{1}{3}$  month of completed service subjected to a maximum of 10 days in a calendar year. This condition shall not be applied to permanent employees.
- 1.10 Casual leaves for half day can be granted to an employee for the Forenoon or Afternoon session.

## 2. Earned Leave

- 2.1 All the permanent employees are eligible for 6 days of earned leave per every calendar year of completed service
- 2.2 EL for a given calendar year shall be credited on the 1<sup>st</sup> of January of the following year provided that the staff should have completed **Two years** of uninterrupted service at VIEW by that time.
- 2.3 Earned Leaves can be accumulated up to 120 days.
- 2.4 Earned leave cannot be combined with casual leave or compensatory casual leave, but can be combined with pre-vacation and all other kinds of leaves. The maximum availability of earned leave utilization at a continuous stretch is 50% of overall ELs or 15 leaves whichever is less subject to a minimum of 3 ELs sanctioned by the HOD subject to prior intimation of at least one week. There should be a minimum 1 month gap between one slot to another slot for usage of ELs.
- 2.5 However, if such maximum exceeds the available EL count, then the eligibility is the total available EL count.
- 2.6 Accumulated leaves cannot be encashed at the time of working but can be encashed at the time of leaving the Institution.
- 2.7 Principal is the authority to sanction earned leave to all faculty members.

## 3. Maternity Leave

- 3.1 All the women permanent employees are eligible for 120 days of paid maternity leave provided that they have completed probation service by the date of application.
- 3.2 A woman permanent employee is eligible for maternity leave only twice in her entire service.





3.3 Principal shall sanction maternity leave to all the women employees provided that the staff should apply with the prior notice of at least one Month.

3.4 The salary for the period of maternity will be paid out in six equal installments after six months uninterrupted service from the date of rejoining. The employee should submit the Birth Certificate of the child at the time of rejoining.

No leave beyond the expiry of maternity leave will be granted. However in exceptional cases where the female employee is not in a position to join duty immediately on expiry of maternity leave due to weakness or other illness, Leave without pay not exceeding 30 days may be granted on production of medical certificate.

#### 4. Academic Leave

4.1 All teaching staff members are eligible to attend two reputed conferences per year.

4.2 Academic leave may be sanctioned for attending Conferences, Seminars and Workshops etc. which help the faculty to achieve professional growth.

4.3 Principal shall sanction academic leave to all the faculty members. However, the staff should submit necessary proofs such as the event invitation along with the application.

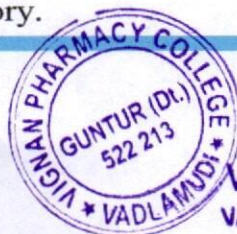
4.4 All permanent staff members, who are at the verge of submitting their Ph.D thesis, may apply for one month of academic leave after pre-talk. However, such candidates should submit a proof of pre-talk proceedings for availing leave and proof of submission of thesis within three months from the date of application of the leave failing which the academic leave will be deducted from all other eligible leaves.

The salary for the period of such doctorate thesis submission based academic leave will be paid out after submitting the proof of thesis submission.

#### 5. On Duty

5.1 On duty for spot valuation shall be sanctioned only twice in a semester or a Maximum of 15 days per year whichever is applicable.

5.2 On duty for any other Examination related works like observer, Lab external duties should not exceed 5 days in a year. If, exceeds 5 days the approval of Principal is mandatory.





- 5.3 In addition to the above, “on duty” for any works assigned by HOD/Principal/Management may be approved by Principal. However, the staff should submit necessary proof of evidence along with the invitation/work/assignment.

## 6. Emergency/Medical Leave

- 6.1 Every permanent employee is eligible for 8 days of Emergency/Medical leave in a calendar year.
- 6.2 Un-availed medical leave shall not be carried over to the next calendar year. It means the Medical leave shall not be accumulated.
- 6.3 Medical leave cannot be claimed as a matter of right and sanction of Medical leave shall be subjected to severity of Health condition. That means prior approval/sanction is required or Evidences can be submitted within one week of reporting to the institute post the illness.
- 6.4 Medical leave up to One Day shall be sanctioned by the Principal after completion of all casual leaves.
- 6.5 Medical leave for more than one day shall be sanctioned by Principal only. However, the staff should intimate in-advance to the HOD & Principal wherever possible and also submit the necessary proof of evidences for medical illness within one week of reporting to the institute post the illness.
- 6.6 Medical leave for a period exceeding 8 days shall be approved at the sole discretion of the principal in consultation with the management.

## 7. Compensatory Casual Leave

- 7.1 All the employees are eligible for compensatory casual leave if they have approved “OTs”.
- 7.2 The staff who has worked at least 6 continuous stretch or cumulative hours assigned/authorized by HOD/Principal/Management in holidays shall be sanctioned “OT”. The approved OT shall be compensated with CCL during the same calendar year.
- 7.3 Principal is the sole approving authority for OTs in consultation/approval of the HOD.

## 8. Extra-ordinary Leave

- 8.1 Extra-ordinary leave may be granted to the employees on the





recommendation of the Governing body on private affairs or academic affairs like short / long term assignments in India or abroad/Higher studies/Fellowship etc. They will not be entitled for any pay or allowance during this period.

### 9. Special Casual Leave

- 9.1 All permanent employees are eligible for special casual leave not exceeding 6 days for the purpose of undergoing Family Planning Operation. He/she is required to produce proof of having undergone the operation for regularizing the leave availed.
- 9.2 Any humanitarian grounds issues such as miscarriage/loss of immediate family members may be also considered for special casual leave.
- 9.3 Principal, in consultation of the management, shall be the sole authority to sanction Special Casual Leave.

### 10. Study Leave

- 10.1 An employee may be granted study leave to enable him to undergo part time higher studies or course work or specialized training in a professional or technical subject and close connection with the branches of study relevant to the College and has bearing on the candidates' area of specialization.
- 10.2 Study Leave shall not be granted to one, whose absence will cause cadre-difficulties, besides dislocation in the regular work of the college.
- 10.3 In case candidate pursues Ph.D. on part – time basis, study leave will be granted to fulfill the mandatory course work as stipulated by the University. The candidate may be given half pay during the study leave.
- 10.4 An employee availing himself of study leave for pursuing higher studies, shall furnish a bond in the prescribed form and on stamped paper to serve the College on return to duty they must serve in the College for a minimum period of one year. Otherwise, they have to pay double of salary received during the study leave.
- 10.5 They should make alternative arrangements for their theory and lab classes with prior approval. SL permission will be granted only if they make alternative arrangement for their classes, through a teacher





handling subject for the same class.

### 11. Summer Vacation

- 11.1 Principal will be the competent authority to fix/suffix the summer vacation schedule in accordance with JNTUK schedule wherever applicable.
- 11.2 Each department has to maintain a skeletal staff to attend department works like invigilation duties, class work and other works assigned by HOD/Principal during the vacation as determined by the Principal.
- 11.3 Schedule of vacation for all the employees in a department is to be approved by the HOD.
- 11.4 By the time of declaring vacation, the staff should have at least 1 year of uninterrupted service at VPC to avail summer vacation.
- 11.5 If any faculty attend spot valuation or engaged with any other examination related duties during the vacation, all those days will be included in summer vacation. No extra days will be allowed.

### 11.6 Vacation Eligibility criteria for Permanent Teaching staff:

|                           |                                                                                      |
|---------------------------|--------------------------------------------------------------------------------------|
| <b>One-week Vacation</b>  | The staff members who have $\geq 1$ and $< 2$ years of uninterrupted service at VPC. |
| <b>Two-week Vacation</b>  | The staff members who have $\geq 2$ and $< 3$ years of uninterrupted service at VPC. |
| <b>Four-week vacation</b> | The staff members who have $\geq 3$ years of uninterrupted service at VPC.           |

### 12. Other terms & conditions

- 12.1 Permanent Employee: An employee is considered to be permanent on completion of one year of uninterrupted service in the institute.
- 12.2 Temporary employees are not eligible to avail any kind of extraordinary leaves except casual leaves, academic leaves and On-duty.
- 12.3 The total number of staff availing "CL" of any department at any given point of time should not exceed  $\frac{1}{3}$ <sup>rd</sup> of the total staff of the same department at such instance.
- 12.4 If any employee would like to leave the organization by giving one-month notice, they will not be allowed to avail any type of leave except available





CL as per pro- rata. If they use extra leaves, loss of pay will be implemented. They can compensate the extra leaves by working extra days to avoid loss of pay. One- month notice can be exempted by the Principal if staff resigned at the end of semester/academic year.

- 12.5 The staff members who may be found not adhering to the above policies are liable for punishment as per HR policy of the Institute.
- 12.6 Employees are advised to contact office to know the leave record and then apply for leave.
- 12.7 Prefixing and Suffixing of Holidays: The leave under these rules (except casual leave) may be either prefixed or suffixed or both by Sundays/holidays but the intervening Sundays /holidays shall be included in such leave.
- 12.8 Over Staying After Leave: An employee who remains absent after the expiry of his/her originally granted or subsequently extended leave is not entitled to salary for the period of absence including sanctioned leave period. Absence from duty after the expiry of leave will render the employee liable for disciplinary action for misconduct except where the employee establishes to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control and the same shall be reported to the sanctioning authority before the completion of the sanctioned leave.





**SECTION-V****STAFF APPRAISAL POLICY**

In an effort to recognize and reward the performance of employees, it is the organization's philosophy that the principal component to enhance compensation shall be through annual increment based on performance evaluations. Institution follows AICTE 360 degree appraisal.

**5.1 Application of the Policy**

- a. The policy applies to all teachers, including the Head of the Departments, employed by the Institution except those on probation of less than one year as on 31<sup>st</sup> July of the assessment year.
- b. All regular employees are eligible for yearly increment based on the results of their Performance Appraisal conducted annually.
- c. All employees will be informed in writing about their annual increments after the Performance Appraisal.
- d. All employees will be asked to submit performance appraisal form (Annexure-III) through proper channel in the month of August and submit to Principal for further process.

**5.2 General Principles Underlying this Policy**

The performance of staff are assessed through **3 criteria's** for the purpose of annual increment.

- |                                                                        |                               |                |
|------------------------------------------------------------------------|-------------------------------|----------------|
| e. Criteria-1                                                          | : Academic Results & Feedback | <b>4 Marks</b> |
| f. Criteria-2                                                          | : Research & Development      | <b>3 Marks</b> |
| g. Criteria-3                                                          | : Supplementary Activities    | <b>3 Marks</b> |
| h. The detailed evaluation procedure of each criterion is given below. |                               |                |

**A. Criteria-1 : Academic Results & Feedback (Max:4 Marks)**

- a. This criterion is mainly focused on the academic performance of an employee which covers the semester results and students feedback in an academic year.
- b. The Max. Score shall be awarded in 4 including 3 Marks for academic results and 1 Mark for student's feedback.
- c. Best of two subjects will be considered if the faculty deals more than 2 subjects





in a semester.

- d. The computation of overall score is based on the average of the semester 1 and 2 in an academic year.
- e. The allocation of scores vary from Pharmacy stream subjects to non-Pharmacy stream subjects.

**I. Score Allocation for Pharmacy** (Common for Professor\*, Associate Professor#, Assistant Professor with > 5 Years Experience@ & Assistant Professor with < 5 Years Experience@)

| Results      |           |
|--------------|-----------|
| >=95%        | 3 Marks   |
| <95% & >=90% | 2.5 Marks |
| <90% & >=85% | 2 Marks   |
| <85% & >=80% | 1.5 Mark  |
| <80%         | 0         |

| Feedback |            |
|----------|------------|
| >=9      | 1 Mark     |
| <9 & >=8 | 0.75 Marks |
| <8 & >=7 | 0.5 Marks  |
| <7 & >=6 | 0.25 Mark  |
| <6       | 0          |

**II. Score Allocation for Non-Pharmacy Stream** (Common for Associate Professor, Assistant Professor with > 5 Years Experience & Assistant Professor with < 5 Years Experience)

| Results      |           |
|--------------|-----------|
| >=95%        | 3 Marks   |
| <95% & >=90% | 2.5 Marks |
| <90% & >=85% | 2 Marks   |
| <85% & >=80% | 1.5 Mark  |
| <80%         | 0         |

| Feedback |            |
|----------|------------|
| >=9      | 1 Mark     |
| <9 & >=8 | 0.75 Marks |
| <8 & >=7 | 0.5 Marks  |
| <7 & >=6 | 0.25 Mark  |
| <6       | 0          |

- Those who are getting salary as per VI Pay of Professor Scale.
- All doctorates those who are getting salary as per VI Pay of Associate Professor Scale

(i) **Communication Skills, Environmental Science and Computer**

| Results       |           |
|---------------|-----------|
| 100%          | 3 Marks   |
| <100% & >=97% | 2.5 Marks |
| <97% & >=94%  | 2 Marks   |
| <94% & >=91%  | 1.5 Mark  |
| <91%          | 0         |

| Feedback |            |
|----------|------------|
| >=9      | 1 Mark     |
| <9 & >=8 | 0.75 Marks |
| <8 & >=7 | 0.5 Marks  |
| <7 & >=6 | 0.25 Mark  |
| <6       | 0          |

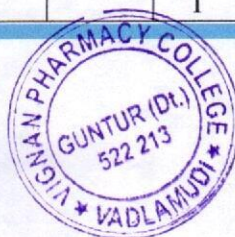


**B. Criteria-2: Research & Development****(Max:3Marks)**

- This criterion is mainly considering the faculty output in Research and Development in an academic year.
- Based on cadre of faculty; the expected output of R & D shall be categorized.
- R & D Includes Research articles published in National and International Journals, Articles published in International Conference proceedings, Articles presented in National and International conferences/seminars, Workshops and FDPs organized or attended by the faculty, Book publication of faculty etc.,

Allocation of marks based on cadre of faculty is summarized below.

|                                  | Professor           | Max Mark | Associate Professor    | Max Mark | Asst. Prof with<br>=>5 Years Exp. | Max Mark | Asst. Prof with<br><5 Years Exp. | Max Mark |
|----------------------------------|---------------------|----------|------------------------|----------|-----------------------------------|----------|----------------------------------|----------|
| GROUP-A                          |                     |          |                        |          |                                   |          |                                  |          |
| SCI Journals                     | One Journal = 0.75  | 1.5      | One Journal = 1        | 1        | One Journal =1.5                  | 1.5      | One Journal = 1.5                | 1.5      |
| Unpaid Scopus Journal            | One Journal = 0.25  | 0.75     | One Journal =0.5       | 0.5      | One Journal= 0.75                 | 1.5      | One Journal = 1                  | 1        |
| Paid Scopus Journal              | Not Applicable      | 0        | Not Applicable         | 0        | Not Applicable                    | 0        | One Journal = 0.75               | 1.5      |
|                                  |                     |          | Max. Cutoff: 1.5 Marks |          |                                   |          |                                  |          |
| GROUP-B                          |                     |          |                        |          |                                   |          |                                  |          |
| Int. Proceedings                 | One Proc.= 0.15     | 0.50     | One Proc.= 0.20        | 0.50     | One Proc.= 0.50                   | 0.50     | One Conf. Pro.= 0.50             | 0.5      |
| Conf./WS/FDP organized           | One Conf./WS = 0.30 | 0.50     | One Conf./WS = 0.30    | 0.50     | One Conf./WS = 0.50               | 0.5      | One Conf./WS =0.50               | 0.5      |
| Conf. attended & Submitted Paper | Not Applicable      | 0        | Not Applicable         | 0        | Not Applicable                    | 0        | One Conf. = 0.5                  | 0.5      |
|                                  |                     |          | Max. Cutoff: 0.5 Marks |          |                                   |          |                                  |          |
| GROUP-C                          |                     |          |                        |          |                                   |          |                                  |          |
| Books                            | One Book = 0.5      | 0.5      | One Book = 1           | 1        | One Book = 1                      | 1        | One Book = 1                     | 1        |





|                                       |                |          |                            |          |                |          |               |          |
|---------------------------------------|----------------|----------|----------------------------|----------|----------------|----------|---------------|----------|
| R&D Project (Sanctioned/Submitted)    | One R&D = 1    | 1        | One R&D = 1                | 1        | One R&D = 1    | 1        | One Book = 1  | 1        |
| WS attended                           | Not Applicable | 0        | Not Applicable             | 0        | Not Applicable | 0        | One WS = 0.5  | 1        |
| FDP attended                          | Not Applicable | 0        | Not Applicable             | 0        | Not Applicable | 0        | One FDP = 0.5 | 1        |
|                                       |                |          | <b>Max. Cutoff: 1 Mark</b> |          |                |          |               |          |
| <b>Total Max. Marks (Group A+B+C)</b> |                | <b>3</b> |                            | <b>3</b> |                | <b>3</b> |               | <b>3</b> |

**C. Criteria-3: Supplementary Activities****(Max: 3 Marks)**

Faculty Supplementary activities are measured mainly consider the following **four** core areas carries the maximum marks specified below.

- (i) Awards/Certifications - 0.5 Marks
- (ii) Counseling of Students - 1 Mark
- (iii) Roles and contributions in Institutional Governance and administration -1 Mark
- (iv) Review of Principal & HoD - 0.5 Marks

**(i) Awards/Certifications**

- (ii) The faculty who possess the qualification of NET/SLET/M.Phil/Ph.D (or) acquire the certificate of IUCEE/NPTEL (or) honor with a National Awards during the assessment year shall carry the maximum mark (0.5).

**(iii) Counseling of Students**

- a. 15-20 students assigned to every faculty which includes 2-3 backlog students to normalize each batch.
- b. If all the assigned students cleared all the subjects of current year 2 semesters with efforts of faculty (100% achievement), the faculty will be awarded the maximum marks (1 Mark)
- c. <100% & >=90% of all the assigned students cleared all the subjects of current year 2 semesters the faculty will be awarded 0.75 Marks



- d.  $<90\%$  &  $\geq 80\%$  of all the assigned students cleared all the subjects of current year 2 semesters the faculty will be awarded 0.5 Marks
  - e. No marks will be awarded to the faculty who achieved less than 80% results in current year 2 semesters from the assigned students. A onetime special incentive will be given to the faculty who undertake to counsel & teach the subject wise backloggers and clear 90% of assigned students during the current academic year.
  - f. Head of the Department will be given 1 Mark if the overall result of the branch comprising II, III & IV Years is  $\geq 75\%$  on an average in assessment year.
  - g. In case of BS&H Department the HoD will be given 1 mark if the overall results of all branches of I Year is  $\geq 75\%$  on an average in assessment year.
- However the decision of Principal is final while awarding marks to Head of the Departments.

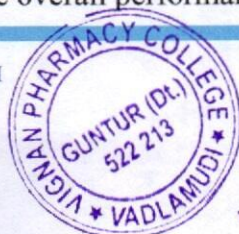
**(iv) Roles and contributions in Institutional Governance and administration**

- a. It covers the role of teaching faculty as Head of the Departments/Deans/Committee Chairman's/ or any other Institutional Level Coordinator role assigned by Principal)
- b. The faculty should render at-least 6 months (1 semester) service in the above role to claim the roles and contributions in Institutional Governance and administration.
- c. The faculty who are not involving in the roles and contribution in Institutional Governance and administration they need to do course attainments of 2 subjects for a batch to claim **1 Mark**. However, faculty who are involved in one role they need to do course attainments of at-least 1 subject for a batch to claim other 0.5 Mark.
- d. Audit committee will scrutinize the course attainments of all the faculty and based on the recommendation of committee the above marks will be awarded.

**Note:** It is mandatory to give presentation on course attainments by all the faculty on their course attainments as scheduled by the Principal time to time.

**(v) Review of Principal & HoD**

The Principal and HoD will review the overall performance of faculty at the end of the





academic year to award the maximum **marks of 0.5** under this category.

### 5.3 Annual Increment Norms

Increments shall be sanctioned by the Management as recommended by the Principal, if the faculty meets the performance indicators specified in above three criteria's. The number of increments is based on the score secured by the faculty out of the total score of 10 Marks.

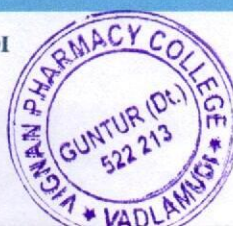
|                                                   |              |
|---------------------------------------------------|--------------|
| When secured Score is $\geq 7.5$                  | 3 Increments |
| When secured Score is $<7.5 \text{ \& } \geq 6.5$ | 2 Increments |
| When secured Score is $<6.5 \text{ \& } \geq 5$   | 1 Increment  |
| When secured Score is $<5$                        | No Increment |

### 5.4 Special Allowance

Teaching Staff with a cadre of Assistant Professor secured  $<6.5 \text{ \& } \geq 5$  marks (1 increment) and secured full marks in results as per Criteria-1 (3 out of 3), the faculty will be given a onetime special allowance of Rs.5,000/-

### 5.5 Termination/Serving Notice to Teaching Staff

- If a teaching staff securing  $<6.5 \text{ \& } \geq 5$  marks (1 increment) in 2 continuous years, the Management/Principal have right to terminate or service one month notice to staff for termination due to lack of improvement in performance.
- If a teaching staff securing  $<5$  marks, the Management/Principal have right to terminate the faculty immediately or service one month notice to staff for termination. In special cases, the Principal shall allow an opportunity to improve the performance with in one academic year.





**SECTION-VI****PROMOTION POLICY****6.1. Preamble**

Any progressive institution should make sufficient provision for the satisfactory promotion of personnel to higher positions. Opportunity for promotion to higher positions within an organization gives personnel an opportunity to fully utilize their abilities and therefore serves as a basis for motivation.

**6.2. Application of the Policy**

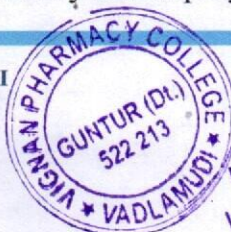
The policy applies to all regular teaching faculty who are seeking for the promotion from the post of **Assistant Professor to Associate Professor & Associate Professor to Professor.**

**6.3. Objectives**

- ✓ This policy governs the promotions for the faculty so as to encourage scholarship through high quality teaching, research and Institutional commitment.
- ✓ The policy is expected to generate interest in the faculty to undertake their roles to the highest standard, besides developing a sense of belonging to the organization as reflected in their commitment and loyalty to the organization.
- ✓ It adopts the principles of transparency, openness and equality of opportunity, responsiveness, good management and efficiency.

**6.4. General Principles underlying this Policy**

- ✓ The promotion of an employee is purely based on the merit cum seniority basis and vacancy position in the concerned department.
- ✓ All promotions shall be subject to completion of minimum qualifying period and other requirements such as employee's current academic performance, their research work, number of publications, commitment of the staff to the improvement of the institution etc.
- ✓ Promotion shall not be influenced by the employee's race, religion or gender.



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- ✓ The promotion from Assistant professor to Associate Professor and Associate Professor to Professor Post are purely vacancy based.

**Promotion are considered by a Committee consisting of the following:**

- Principal of the college concerned
- Principal of another college within the group
- HoD of the Department concerned
- One Senior Professor of the Department and college concerned
- HoD/Two Senior Faculty of concern Department of another college within the group
- ✓ Performance Appraisal Committee will review the performance appraisal, academic performance and other capabilities of each candidate and personally interview the candidates.
- ✓ The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval. The list will be placed before the Governing Body Council along with the Service Register of the individuals for approval. The approved candidates shall be promoted from the rank of Assistant Professor to Associate Professor or Associate Professor to Professor.
- ✓ Those who are promoted shall be placed in the pay scale applicable to that category.
- ✓ All decisions on promotions shall be taken up in the month of June-July every year .However, the revised pay will be implemented with effect from the date of acquired Doctorate Degree/Submission of Provisional Certificate in case of Associate Professor and date of next increment due in case of Professor.
- ✓ Filling up of any posts consequent to retirement, resignation, termination, cessation of employment, transfer, demotion, promotion etc. of permanent incumbent shall not be automatic and will be done at the discretion of the Principal.

**6.5. Eligibility & Pay Scales**

Promotions to higher positions are based on competencies, past performance and on merit. Hence, on promotion the individual's work profile



and responsibility will change. VPC will follow a certain criteria for determining the promotion.

#### 6.5.1. For the post of Associate Professor

The category wise eligibility criteria and pay scales for the post of **Associate Professor** are being listed below

#### Category-1

##### *Eligibility Criteria:*

1. The candidate should lay down the eligibility criteria as per 2.3.3.2 in Section-II of the manual.
2. The candidate should also satisfy the following in addition to the above.
  - a. Should be ratified by the Affiliating University (JNTU, Kakinada)
  - b. Research publications should be from unpaid journal of Scopus/SCI or UGC Care list (with not more than two co-authors); Leading role in sponsored research projects will add significantly to the credit)
  - c. Acceptable pass-percentage i.e. not less than 85% on an average during the last 2 academic years.
  - d. Demonstrated academic administration (Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management)

##### *Pay Scale:*

| Pharmacy            |                |
|---------------------|----------------|
| Basic Pay           | 37,400         |
| DA (87% of BP)      | 32,538         |
| HRA (15% of BP)     | 5,610          |
| <b>Gross Salary</b> | <b>75,548+</b> |

| S&H                 |                |
|---------------------|----------------|
| Basic Pay           | 37,400         |
| DA (18.5% of BP)    | 6,919          |
| HRA (15% of BP)     | 5,610          |
| <b>Gross Salary</b> | <b>49,929+</b> |

+No. of Increments equivalent to  $\frac{1}{2}$  of the teaching experience with PG will be additionally added to the Gross Salary.

#### Category-2

##### *Eligibility Criteria:*

1. The candidate should lay down the eligibility criteria as per 2.3.3.2 in Section-II of the manual.





2. The candidate should also satisfy the following in addition to the above.

- (a) Faculty need to appear before the selection committee (for promotion) and should be recommended by the Committee consisting of the following
  - ✓ One Management Representative
  - ✓ Principal of the Institution (will be acted as Chairman of committee)
  - ✓ Two subject experts from any other Institutions within the group.
  - ✓ Head of the Department of the college concerned
  - ✓ Two senior professors of respective Department of the college concerned
- (b) Research publications should be from unpaid journal of Scopus/SCI or UGC Care list (with not more than two co-authors); Leading role in sponsored research projects will add significantly to the credit)
- (c) Acceptable pass-percentage i.e. not less than 85% on an average during the last 2 academic years.
- (d) Demonstrated academic administration (Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management)

**Pay Scale:**

| Pharmacy            |               |
|---------------------|---------------|
| Basic Pay           | 37,400        |
| DA (87% of BP)      | 32,538        |
| HRA (15% of BP)     | 5,610         |
| <b>Gross Salary</b> | <b>75,548</b> |

| S&H                 |               |
|---------------------|---------------|
| Basic Pay           | 37,400        |
| DA                  | 0             |
| HRA                 | 2,600         |
| <b>Gross Salary</b> | <b>40,000</b> |

**Category-3**

If the faculty neither ratified by the affiliating University nor recommended by the selection committee, the faculty is eligible to the following fixed allowance to their existing gross salary.

| Pharmacy  |
|-----------|
| Rs.10,000 |

| S&H      |
|----------|
| Rs.5,000 |

**6.5.2. For the post of Professor**

1. Promotion from Associate Professor (ASP) to Professor Cadre is considered



based on vacancy.

2. The candidate should lay down the eligibility criteria as per 2.3.3.3 in Section-II of the manual.
3. The candidate should also satisfy the following in addition to the above.
  - (a) Research publications should be from unpaid journal of Scopus/SCI or UGC Care list (with not more than two co-authors)
  - (b) Leading role in sponsored research projects will add significantly to the credit)
  - (c) Acceptable pass-percentage i.e. not less than 85% on an average during the last 2 academic years.
  - (d) Demonstrated academic administration (Proactive and enthusiastic participation in such tasks of academic administration may have been asked, required or expected of the faculty by the Management)
  - (e) They also need to appear for self-appraisal interview with screening committee.
4. Based on the recommendation of the screening committee, those who are promoted shall be placed in the VI pay scale applicable to that category.

#### 6.6. Promotion Process

The process governing the promotion cycle is as under:

##### List of Eligible Employees (LEE)

Performance Appraisal Committee shall prepare List of eligible employees by 30<sup>th</sup> May.

##### Communicate LEE to HODs

The LEE shall be sent to the respective HODs for their Recommendation Promotion Recommendation Form (PRF):

The HOD shall fill in the PRF for the employee recommended for promotion and send it to the Dean-Admin by specified timeline.

##### Verification and submission of PRFs by Performance Appraisal Committee to Principal

In order to ensure due justification for a promotion, new job description shall be entered in the PRF. Committee shall submit PRFs to the Principal.



### Review of PRFs

A duly constituted Promotion Recommendation Committee (PRC) shall review all the LEE cases and submit their final recommendations to the CEO for approval.

### Approving Authority

Principal will be the approving authority for all promotions. A proper statement giving all the details of the employee being recommended for promotion, together with the justification for the promotion, shall be submitted to the Performance Appraisal committee. All the promotion letters will be then be signed and issued by Principal.

### Implementation

Promotions shall be taken up only once in a year during the Promotion cycle. As a rule, all promotions shall be effective from 1<sup>st</sup> August. Exceptions, if any, shall be approved by Principal. Promotion letter shall be prepared by Chairman of Performance Appraisal Committee and handed over to the Principal. All promotions letters shall be handed over to the employee by the Principal.

In case a sudden vacancy at a higher level needs to be filled immediately with an internal candidate from a lower level, he/she may be given an 'acting' responsibility by Principal till normal recruitment to the position can be held.

### 6.7. Promotion of Non-Teaching Staff

For Non-Teaching staff, time-bound Grade Promotions as stipulated in the Pay Revision will be granted.





**SECTION-VII****MOTIVATIONAL INITIATIVES**

Incentive is an act or promise for greater action. It is also called as a stimulus to greater action. Incentives are something which are given in addition to wages. It means additional remuneration or benefit to an employee in recognition of achievement or better work. Incentives provide a spur or zeal in the employees for better performance.

It is a natural thing that nobody acts without a purpose behind. Therefore, a hope for a reward is a powerful incentive to motivate employees. Besides monetary incentive, there are some other stimuli which can drive a person to better. This will include job satisfaction, job security, job promotion, and pride for accomplishment. Therefore, incentives really can sometimes work to accomplish the goals of a concern. Therefore, management is offering the following categories of incentives to motivate employees

**7.1 FACULTY AWARDS**

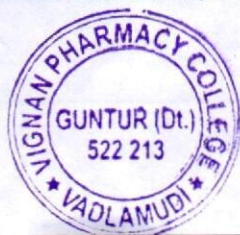
The institute shall offer incentives in the form of Cash awards, Mementos, Certificates to staff. The policy of incentives and the eligibility conditions should be made known to all the concerned and all announcements in this regard will be made public. The following incentives shall be operative.

**7.1.1. Pratibha Award**

“Academic Excellence Awards is a very commendable initiative”. It is very positive to have this common organization at VPC at to award all-round efforts in academic excellence. Staff who makes an outstanding contribution to teaching & learning are awarded with “Pratibha (The Best Teacher) Award”. The award winners will be honored with a certificate and a cash award of Rs. 4,500/-each.

**Parameters considered for assessment:**

- ✓ It will be rewarded subject wise i.e. the subject result during the academic year should be more than 5% of the last 3 years average result of the same subject (Or) the subject result must be 100% during the present academic year.



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- ✓ Students feedback should be above 90%

#### 7.1.2. Sastra Award:

To encourage and appreciate research, Sastra Awards are presented to VPC faculty who make a mark in research publications and presentations. Faculty research work is honored with cash awards for their outstanding contributions.

#### Parameters considered for assessment:

##### 1 External funding projects:

| Project Value | Reward (INR) |
|---------------|--------------|
| <10 Lakh      | 10000        |
| 10 – 20 Lakh  | 15000        |
| >20 Lakh      | 20000        |

##### 2 Conference grant:

Honored with a reward of INR 10000/- for conference grant > 5 Lakhs and INR 5000/- for conference grant at least more than 1 Lakh

##### 3 For Patent Publication:

|                     |       |
|---------------------|-------|
| International Level | 10000 |
| National Level      | 5000  |

##### 4 Journal Publications:

| Paper                                  | Reward |
|----------------------------------------|--------|
| Unpaid SCI paper                       | 7,500  |
| Un paid Scopus/Springer/Elsevier paper | 5,000  |

#### 7.1.3. Vishista Seva Award

Employee's retention is one of the strengths of VPC. All teaching and non-teaching staff of VPC who served the organization for about **Ten years and more** in Vignan Group are recognized for their service and are presented with Vishista Seva Award with a cash award of Rs.4,500/-.

#### 7.1.4. Vijetha Award

Faculty at VPC are recognized and honored for their individual academic and related achievements in their respective domains. Vijetha awards are



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presented to those faculties who have achieved awarded and recognitions in State/University/National/International Level are presented with Vijetha Award.

### **7.2 CASH PRIZES FOR GOOD ACADEMIC PERFORMANCE**

The faculty members are given cash prizes for their academic achievements in the University Examinations for theory subjects as below:

#### **Cash Prize for Academic Performance**

##### **B. Pharmacy Courses\***

- i. Staff members who produced 100 % results in the theory subject will be awarded Rs. 4,000/- per subject.
- ii. Staff members who produced 95% and above but less than 100 % results in the theory subject will be awarded Rs.3,000/- per subject
- iii. Staff members who produced 90% and above but less than 95 % results in the theory subject will be awarded Rs.2000/- per subject

##### **PharmD Courses\***

- i. Staff members who produced 100 % results in the theory subject will be awarded Rs.3000/- per subject.
- ii. Staff members who produced 95% and above but less than 100 % results in the theory subject will be awarded Rs.2000/- per subject.

### **7.3 CASH PRIZES FOR REGULAR ATTENDANCE AND BEST PERFORMANCE**

The management encourages the faculty members by giving three days salary as cash prize for those who not availing CL during semester working days. Further, the HODs and the faculty members will be rewarded for their best performance in every academic year.

### **7.4 CASH BENEFITS FOR IN-HOUSE TRAINERS**

Faculty members are encouraged to train the students in value added courses. The Management will give incentives to the in-house trainers based on the number of hours taken in each course.



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Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



## 7.5 RESEARCH INCENTIVE POLICY

### 7.5.1. Preamble

One of the important limbs of any Technical Institution is research. For a successful progress of the Institute, it has to focus on both academics and research. At Vignan Pharmacy College, Research is an integral part of the academic activity carried within various undergraduate and postgraduate programs. Research is performed to understand the scientific mysteries, to fathom the truths hidden in nature, to develop methods to solve certain specific problems; to invent new devices that make life easy and to meet more such objectives.

VPC promoted and implemented a wide range of policy actions since its inception in 2006 to promote research. The promotional initiatives of VPC include capacity building in terms of human resources and facilities, encouragement and incentives to faculty to carryout research, organization of conferences and workshops to disseminate the new knowledge, and a strong doctoral program for award of Ph.D on completion of quality research work.

These different activities and initiatives over the last one decade are consolidated to prepare this Policy of VPC on Promotion of Research & Innovation, Consultancy & Extension Services.

### 7.5.2. Application of the Policy

The policy applies to all regular teaching faculty members of all department of the Institute.

### 7.5.3. Vision

To achieve excellence in research and create an outstanding climate of support for researchers, broadly enabling research advances to meet National and International needs.

### 7.5.4. Objectives

- ✓ The primary objective of the proposed incentive scheme is to motivate the faculty members of our college to undertake quality research, consultancy and other research related activities.
- ✓ To pursue efforts to write books, monographs for publication by



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Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



International and National publishers of repute.

- ✓ To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
- ✓ To undertake consultancy projects sponsored by Government & Private, Industrial and other organizations.
- ✓ To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

#### 7.5.5. General Principles underlying this Policy

- ✓ The incentive/sponsorship for research to an employee is purely based on the submitted evidence along with the prescribed application.
- ✓ The policy shall not be influenced by the employee's race, religion or gender.
- ✓ The R&D Chairman will review the incentive claim applications, based on that Dean-IQAC shall prepare a list of candidates recommended for incentives to the approval of Principal.
- ✓ If more than one faculty member is involved in paper publication, Research and consultancy project, the amount will be shared among them.
- ✓ It is the responsibility of the faculty member to produce evidence of having published paper in the refereed journal and the impact factor of the journal. He/She has to produce a printed copy of the SCOPUS or other evidence and the HOD should attest the same.
- ✓ An application form is already prescribed for the purpose of research incentive/sponsorship and the faculty member is expected to submit the same duly filled and attaching copies of evidence counter signed by the HOD and R&D Coordinator.
- ✓ After checking the claim and approval by the Principal, the Accountant will claim and disburse the amount following the usual procedure.
- ✓ As this being a tentative scheme, the criteria and modalities will be amended then and there, by the Institution.
- ✓ All decisions on incentives shall be taken up twice in a year in the month of



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Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



September & April. However, the incentive will be paid during Teachers Day Celebrations.

- ✓ Principal will be the competent authority to sanction/stop any incentive.

#### 7.5.6. R& D Incentive Policies

##### 7.5.6.1 Incentive for book publications

1. Full text book with single author : INR 20000
2. Full text book with two authors : INR 10000 each author
3. Full text book with multiple authors : INR 5000 each author
4. Chapter Contribution : INR 3000

*Note:* Published book or chapters or monographs must have "VPC" as the affiliation.

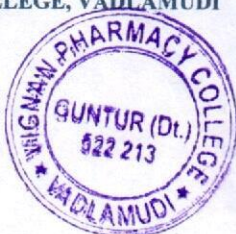
##### 7.5.6.2 Incentive for Research Publication:

If a research paper is published based on his/her work in hard copy or in electronic form in a refereed journal, he / she will pay an incentive as indicated below.

| Paper                                  | Reward |
|----------------------------------------|--------|
| Unpaid SCI paper                       | 7,500  |
| Un paid Scopus/Springer/Elsevier paper | 5,000  |

- The publications will be considered only if they are indexed in Web of Science or in Scopus.
- If the paper is contributed by more than one author the incentive will be shared as follows:

|         |           |            |            |           |
|---------|-----------|------------|------------|-----------|
| Case-1  | VPC       |            |            |           |
|         | 7500/5000 |            |            |           |
| Case-2* | VPC       | Ph.D GUIDE | Ph.D GUIDE |           |
|         | 7500/5000 |            |            |           |
| Case-3  | OTHER     | VPC        | OTHER      | OTHER     |
|         |           | 4000/3000  |            |           |
| Case-4  | OTHER     | OTHER      | VPC        | OTHER     |
|         |           |            | 3000/2000  |           |
| Case-5  | OTHER     | OTHER      | OTHER      | VPC       |
|         |           |            |            | 2000/1500 |
| Case-6  | VPC       | VPC        | OTHER      | OTHER     |
|         | 4000/2500 | 3000/2000  |            |           |
| Case-7  | OTHER     | VPC        | VPC        | OTHER     |
|         |           | 2500/2000  | 1500/1000  |           |



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Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



| Case-8 | VPC       | VPC       | VPC       | VPC      |
|--------|-----------|-----------|-----------|----------|
|        | 3000/2000 | 2000/1500 | 1500/1000 | 1000/500 |

\*Applicable to Ph.D pursuing faculty only.

- Faculty of sister concern colleges of VPC also includes in OTHERS category.
- Faculty members are encouraged to publish papers only in reputed journals and avoid publications in paid journals.
- Faculty members should also submit a "Self Declaration" stating that publication fee was not paid to the Journal.
- Published paper must have '**Vignan Pharmacy College**' as the affiliation.
- On-line date is to be considered as the date of publication.
- Authors outside VPC fraternity are not entitled for this scheme.
- Research Paper publication through Conference will be treated as paid publication. The faculty supposed to apply incentive under 7.5.6.3 or 7.5.6.4 whichever is applicable.
- Publication claim under Research Incentive Schemes (RIS) of VPC must be made within a month of publication in the prescribed form.

#### 7.5.6.3 Incentives for Presentation of Research Papers in Conferences/Seminars in India

- The International/ National conference organized by APTI/ IPA and the hosting Institutions must be of Institutes of repute- NIPER/ Universities/ Deemed Universities etc.
- The paper/article must be published in any National/International Journal/Conference proceedings.
- The faculty would be allowed OD + Registration fees on actual basis or Rs. 5,000/- whichever is less.
- TA/DA will be paid as per the Institute norms.
- In case of joint authorship only one faculty can avail the facility.
- Each faculty can present research papers in Conferences of repute twice in an academic year with financial assistance (limited to Rs. 10,000/- only).



*[Signature]*  
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Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



- Maximum number of ODs is limited to one week during lean period. Number of ODs during the academic period is subject to prior approval of Principal.
- Only Oral presentation of research papers is acceptable.

**7.5.6.1 Incentives for Presentation of Research Papers in Conferences outside India/Abroad.**

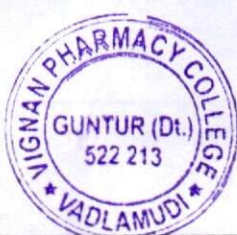
- The faculty has to approach AICTE (which provides 100% funding subject to meeting their norms) for Travel Grant or other Funding Agencies of Govt. of India.
- It has been observed that some of the proposal may not meet AICTE norms besides paucity of funds with them because of their All India Scope. Therefore VPC may also consider funding for International Conferences on case to case basis, subject to 60% to be paid by the candidate and 40 % by VPC with the candidate having at least 5 years" service in VPC. Also the candidate should register for Ph.D after coming as soon as possible.
- The staff who wish to apply for incentives for paper presentation in the International conferences abroad need to get approval from Chairman at least one Month in advance.

**Note:**

1. The Incentive under the category of Presentation of Research Papers in Conferences in India/Abroad (7.5.6.3 & 7.5.6.4) will be paid only after submission of duly filled application and attaching copies of evidence countersigned by the HOD and R&D Coordinator.
2. However, the faculty can apply for travel advance to the maximum of 75% of the expected expenditure subject to approval of the Principal.

**7.5.6.4 Incentives for attending Workshops/FDPs**

- The Workshops/Symposium/FDPs hosting Institutions must be Institutes of repute- NIPER/Universities/Deemed Universities etc.
- The faculty would be allowed OD+ Registration fees on actual basis or Rs. 5,000/-



*Principal*  
**Vignan Pharmacy College**  
 VADLAMUDI, GUNTUR (Dt.)-522 213



whichever is less, when the Workshops/Symposium/FDPs have minimum of 3 days duration.

- The faculty would be allowed OD+ Registration fees on actual basis or Rs. 3,000/- whichever is less, when the Workshops/Symposium/FDPs have less than 3 days duration.
- TA/DA will be paid as per the Institute norms.
- Each faculty can attend Workshops/Symposium /FDPs of repute twice in an academic year with financial assistance. However, financial assistance is limited to Rs. 10,000/- only.
- Maximum number of ODs is limited to one week during lean period. Number of ODs during the academic period is subject to prior approval of Principal.
- Minimum service clause is not applicable to attend conference/symposium/FDP
- Faculties going for attending FDPs outside need to disseminate knowledge / information by organizing faculty Development Program (FDP)/ Student Development Program (SDP)/ Student Workshop/ Summer etc for the benefit of Faculty and Students in their respective departments.
- The OD and Registration claim under Research Incentive Schemes (RIS) of VPC must be made within a month in the prescribed form.

#### 7.5.6.6 Incentive for Generation of Research Grants

- Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely, that these projects may involve modernization of laboratories, acquiring of equipment required specific to the research study or conducting of surveys etc.
- The incentive will be linked to the total amount of research grant sanctioned by the sponsoring agency. The incentive will be 20% of the research grant received from the funding agency.



*[Signature]*  
Principal  
Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



- Since the amount being released in phases, the incentive(s) paid is also proportional to the amount received by the Institute.

#### 7.5.6.5 Incentive for Consultancy work:

To encourage genuine consultancy work from the faculty, VPC announces a policy whereby the faculty can claim 100% of the amount charged under the consultancy work. This is subject to the following conditions:

- Faculty should be the sole in-charge of the consultancy work
- The said consultancy work should be undertaken post the approval of the principal and the agreement should be undertaken between VPC and the concerned third party
- The payment for the consultancy work should be credited to VPC which will further be passed on to the faculty.

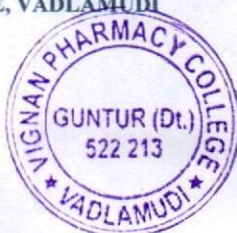
#### 7.5.6.6 Incentives for Professional Body Membership:

1. All faculty members on roll of VPC having more than Five SCI/ SCOPUS research papers, acquiring membership for National and International professional societies are eligible for reimbursement of 50% of cost of membership registration fee subject to Maximum of Rs.10,000.
2. Maximum of Rupees Ten Thousand (Rs. 10,000) will be paid for International society membership and Rupees Five Thousand (Rs. 5,000) for National society membership and Rupees Two Thousand (Rs. 2,000) for State Level Membership.

**7.5.6.7** Incentive claim under Research Incentive Schemes (RIS) of VPC must be made within a month of registration with the professional bodies.

**Incentives for Research Awards/Any recognition received by the faculty from reputed Professional Bodies and Agencies (For which Vignan has not provided any funding):**

| Awards Received from Agencies | International Level | National Level | State level | University Level |
|-------------------------------|---------------------|----------------|-------------|------------------|
| Incentive (INR)               | 10000               | 5000           | 2000        | 1000             |



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Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



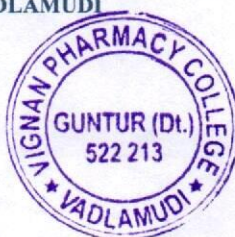
**7.5.6.8 Incentive for Doctoral Research Guidance**

|           | Ph. D      |               |
|-----------|------------|---------------|
|           | Supervisor | Co-Supervisor |
| Incentive | 10000      | 5000          |

***Special Note:***

In order to claim the incentives, the following documents should be submitted to Dean-Admin along with duly filled application for claiming Research Incentive with countersign of HoD & verification sign of Coordinator-R&D

- i. A copy of notification of Conference/Seminar/Workshop/FDP
- ii. Copy of the mail submitting the draft copy of the paper
- iii. Copy of the acceptance mail in case of Conferences/Seminars
- iv. Copy of the Evidence of participation (Certificate of Participation)
- v. Original receipt towards payment of registration Fees
- vi. Copy of the paper published in proceedings of the Journal/Conference
- vii. Copy of the index page of Journal/Conference/Seminar proceedings
- viii. Original Travel Tickets (When claiming TA/DA)



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 Vignan Pharmacy College  
 VADLAMUDI, GUNTUR (Dt.)-522 213



**SECTION-VIII****EXIT POLICY****8.1. Preamble**

The purpose of this policy is to identify academic, organizational or human resource factors that have contributed to an employee's decision to leave the employment. This also helps to enable the management to identify any trends requiring attention or any opportunities for improving the management's ability to respond to employee issues. It enables the Institute to improve and continues to develop recruitment and retention strategies aimed at proper talent nurturing/management.

This policy covers the procedures to be adopted when any employee of the Institute leave employment for whatever reason.

**8.2. Scope**

This policy applies in the case where in the employees who resign and get relieved after serving or getting the notice period served.

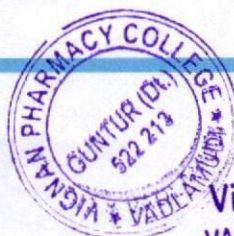
**8.3. Objectives of the Policy**

The purpose of conduction of the exit interview is to:

- a) Try and retain the employee by addressing his/her grievance and expectations
- b) Try and find out exact reasons for resignation and
- c) To suggest to Management remedial measures to reduce further attrition.

**8.4. Voluntary Participation and Confidentiality**

Employees are responsible for participating in the exit interview process on a voluntary basis. If an employee chooses to participate in an exit interview, he/she will be encouraged to be honest, candid, and contractive in their responses. The information received through Exit Interviews will be confidential. No specific information that could possibly be traced back to an ex-employee will be disseminated or discussed.





**8.5. Exit by Resignation**

- a) If any staff member wants to resign from the job, the concerned staff member shall give a minimum of one month / 30 days advance notice or as per the conditions specified in the appointment order about his / her intention of leaving job, only at the end of the academic year to the Principal in writing.
- b) In case, where the end of notice period falls during the course of a semester he / she may be relieved only at the end of the semester.
- c) The un-availed leave at the credit of the staff member shall not be adjusted towards the notice period.
- d) In case if, he / she takes leave for a day, then the leave availed will be treated as on loss of pay with the cut in the salary for the day during the notice period.
- e) While getting relieved, files, materials and documents, etc., entrusted to him / her shall be handed over to the person nominated by the HOD under proper acknowledgement.
- f) The staff member can apply for his/her the relieving order from the Institution only after the submission of "No Dues Certificate" in the prescribed form along with a copy of handing over charge record in case if he/she happens to be in- charge of the laboratory.
- g) Any staff member may be relieved immediately if he / she gets a Government Job or the concerned individual's spouse is transferred or he / she is getting married. But, this is subject to the discretion of the management after assessing the merit of the request.
- h) The Principal reserves the right to waive – off / reduce the notice period.
- i) The Principal will arrange an Exit interview with the staff after the acceptance of his/her resignation with a view to obtain a candid feedback.

**8.6. Exit by Termination**

- a. The Institution may terminate the services of an employee under special circumstances, such as reduced workload, performance not satisfactory





as seen from the feedback and report of HODs, or if found medically unfit, after giving one month notice or pay in lieu thereof.

- b. No such Notice shall be necessary, if the termination is as a result of proven misconduct after an enquiry conducted in accordance with the college Rules.

#### 8.7. Procedure and Reporting of Policy:

1. A committee comprising of Principal, Dean of Academics, Dean of IQAC should conduct the exit interview after the confirmed leaving date has been received by HR Department of any particular staff member.
2. The employee will be asked a standard set of question and given a chance to discuss additional information they feel would be beneficial for the Institute working.
3. Dean of Academics, Dean of IQAC and Principal will fill the exit interview form in prescribed format (Annexure- II).
4. The information will be analyzed regularly by Human Resources Department to identify areas or determine trends that may need to be addressed. Periodically, human resources Department will share their analysis and recommendations with designated members of the Staff/Principal/Dean Academics/ Dean IQAC.
5. The analysis and review will include
  - Appropriate statistical information regarding the number and distribution of employee departures during the preceding year and her/his reasons for leaving.
  - An analysis and discussion of any trends or common themes which are suggested by the exit interview feedback.
  - A summary of any actions or interventions taken during the year on the basis of exit interview information.



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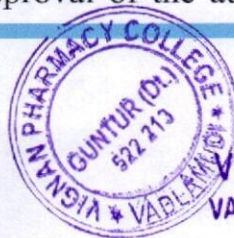
## **SECTION-IX**

### **CODE OF CONDUCT**

*The faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. **Non- adherence or non-compliance to the rules, regulations & responsibilities** will be treated as **dereliction of duties** and suitable disciplinary action will be initiated against such employees/faculty members.*

#### **9.1 GENERAL**

- 9.1.1 The faculty members must be punctual to duty.
- 9.1.2 He/she shall stay within the campus during the working hours of the College.
- 9.1.3 He/She shall discharge the responsibilities assigned in teaching / research/ consultancy and administrative diligently in honest and un-biased manner with total commitment.
- 9.1.4 The faculty members are expected to conduct themselves in a professional and co- operative manner.
- 9.1.5 Take precautions to protect equipment, materials and facilities of the college.
- 9.1.6 Attend and participate in the meetings, activities called/assigned by the HOD and Principal.
- 9.1.7 To take up other duties and responsibilities prescribed by the Principal/Management not limited to Academic and Evaluation duties.
- 9.1.8 To undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor.
- 9.1.9 They are required to conform to & follow the rules & regulations in force and brought in force from time to time.
- 9.1.10 He/She shall not engage/take private tuitions.
- 9.1.11 He/She shall wear a decent and formal dress.
- 9.1.12 He/She shall finish the evaluation work of Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) on priority without causing any inconvenience to the evaluation process.
- 9.1.13 He/she shall not accept/proceed to undertake any duties/works outside the college without prior approval of the authorities concerned namely





HOD and Principal (limited to a total of 15 days in a year).

- 9.1.14 Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department.

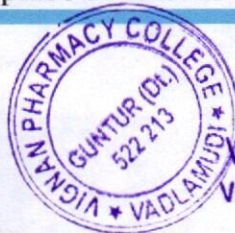
## 9.2 BEHAVIORAL

The teaching profession expects high standards of ethical behavior. The faculty members are expected to conduct themselves in professional and befitting manner. The faculty member shall adhere to ethical codes of conduct listed below

- 9.2.1 The faculty shall not indulge in rude or abusive behavior, comment against superiors, and make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct.
- 9.2.2 The faculty shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents.
- 9.2.3 The faculty shall desist from getting involved in un-authorized activities leading to financial benefit.
- 9.2.4 The faculty shall desist from exhibiting non-ethical behavior that jeopardizes the moral standards of the Institution.
- 9.2.5 The faculty shall comply with rules, regulations, and policies of Management from time to time.

## 9.3 ACADEMIC

- 9.3.1 To conduct the assigned classes as per schedule.
- 9.3.2 To maintain the record of lesson plans and other relevant documents of the courses handled by them.
- 9.3.3 To implement designated curriculum with the said objectives.
- 9.3.4 To participate in professional development opportunities/ activities and apply the concepts in academic activities such as class room delivery & also in practical sessions.
- 9.3.5 The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities

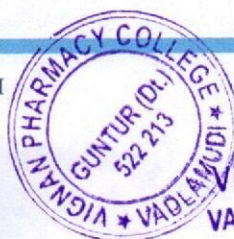




thereby help in improving Teaching and Learning Process.

#### 9.4 CLASSROOM MANAGEMENT

- 9.4.1 To come well prepared for the class and stay focused on the topic/content.
- 9.4.2 Be present in classroom right in time [near the classroom five minutes prior to the scheduled commencement].
- 9.4.3 To mark attendance within the first ten minutes of the scheduled class hour.  
The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance.
- 9.4.4 To commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas.
- 9.4.5 To share knowledge in a manner that encourages effective two-way communication.
- 9.4.6 Be organized and in order to make efficient use of time and move in a planned and systematic direction.
- 9.4.7 To be self-confident and facilitate quality delivery of the subject.
- 9.4.8 Involve visual and activity based learning wherever possible, make power point presentations (PPT) in addition to conventional use of black board depending on the subject & necessity.
- 9.4.9 Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve desired objective of learning.
- 9.4.10 To pose questions to the students which inculcate out of box thinking.
- 9.4.11 To summarize the concepts at the end of every class.
- 9.4.12 After every test, the faculty shall discuss about the common mistakes made by students and explain how to overcome it.
- 9.4.13 To evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent.
- 9.4.14 The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time.
- 9.4.15 Shall not pre-pone, post-pone, let-off or suspend a scheduled class without authorization from the concerned HOD/Principal.





- 9.4.16 Shall handle the assigned practical classes and be available in the designated place for the full time.
- 9.4.17 A class be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class.
- 9.4.18 Absence from duty without authorization is not permitted and will be viewed seriously.

## 9.5 STUDENT RELATED

- 9.5.1 To motivate students to show interest and learn the most.
- 9.5.2 To be available for the students even after class hours to clarify their doubts, if any.
- 9.5.3 To provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the examinations confidently.
- 9.5.4 To treat students with respect, and teach them to treat others with respect.
- 9.5.5 To motivate and help students to do minor educational projects in related area/topics (suggested by you & chosen by the Student himself/herself), so that their analytical and self-learning skills improve;
- 9.5.6 Feel comfortable working with exceptional learners/slow learners and learners with diverse needs;
- 9.5.7 To handle gently but firmly, any misbehavior of students and weed out the cause.

## 9.6 ROLE AS PROCTOR/COUNSELOR/MENTOR

- 9.6.1 As a proctor, the faculty shall advise/counsel the student on all the academic matters (like registration/re-registration for the courses, dropping of courses and/or withdrawing from courses).
- 9.6.2 He/she must meet the assigned students at least once in every fortnight. Shall report to the HoD/Principal about those students who avoid meeting the Proctor.
- 9.6.3 He/she shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed.



- 9.6.4 Keep the parents appraised about the academic progress and general behavior of their wards.
- 9.6.5 To demonstrate communication and interpersonal skills as they relate to interaction with students, Parents, Colleagues, Staff, and Administrators.
- 9.6.6 To ensure maintenance of proctor diary in accurate, complete, and appropriate manner. The proctor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification.
- 9.6.7 The proctor should serve as a friend, philosopher and guide.







**ANNEXURE-I**  
**VIGNAN PHARMACY COLLEGE**  
**JOINING REPORT**

Date:

To  
The Principal,  
Vignan Pharmacy College, Vadlamudi

Respected Sir,

**Subject:** Joining Letter

In response to your appointment letter vide letter No. \_\_\_\_\_  
dated \_\_\_\_\_, I would like to report myself on duty in the  
forenoon/afternoon of \_\_\_\_\_.

I thank for providing me the opportunity to serve the institute. I will perform my  
duties sincerely, honestly and to the best of my abilities. I therefore, request you  
to accept my Joining Letter.

Yours sincerely,

(Signature)

Name.....

Designation.....

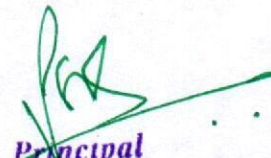
Department.....

Date of Birth.....

HoD

Principal



  
**Principal**  
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**VADLAMUDI, GUNTUR (Dt.)-522 213**



**VIGNAN PHARMACY COLLEGE****EXIT INTERVIEW FORM**

|                                                                                                         |  |
|---------------------------------------------------------------------------------------------------------|--|
| <b>Name of the employee</b>                                                                             |  |
| <b>Department &amp; Designation:</b>                                                                    |  |
| <b>Date of Joining</b>                                                                                  |  |
| <b>Reason of Resignation, as told by employee:</b>                                                      |  |
| <b>Name of the new employer:</b>                                                                        |  |
| <b>Salary offered by the new employer:</b>                                                              |  |
| <b>Positives in the Environment and Employment Conditions of VPC, mentioned by resigning employee:</b>  |  |
| <b>Negatives in the Environment and Employment Conditions of VIEW, mentioned by resigning employee:</b> |  |
| <b>Reason of resignation as understood by Interviewer:</b>                                              |  |
| <b>Would you like to re-employ this employee in future?</b>                                             |  |
| <b>Any other feedback:</b>                                                                              |  |
| <b>HOD's feedback:</b>                                                                                  |  |

Faculty

Signature of the Principal



*[Signature]*  
Principal  
Vignan Pharmacy College  
VADLAMUDI, GUNTUR (DL)-522 213



**VIGNAN PHARMACY COLLEGE**

**FACULTY PERFORMANCE EVALUATION FORM (FOR THE PERIOD AUG-20\_\_\_\_ TO  
JULY-\_\_\_\_ 20\_\_\_\_)**

**Part A: General Information**

1. Name (In Block Letter) :
2. Employee ID :
3. Designation & Department :
4. Date of Joining :
5. Month of Increment Due :

**Part B : Academic Performance Indicators**

**Category I Instructional/Academic Element**

**(a) Teaching Engagement - Semester-I**

| Course<br>(UG/PG) | Year &<br>Branch | Sec | Class<br>Strength | Subject | No of<br>Classes<br>Taken | No of<br>Units<br>Covered | % of<br>Syllabus<br>Covered | Pass<br>% | Feed<br>back |
|-------------------|------------------|-----|-------------------|---------|---------------------------|---------------------------|-----------------------------|-----------|--------------|
|                   |                  |     |                   |         |                           |                           |                             |           |              |
|                   |                  |     |                   |         |                           |                           |                             |           |              |

**Teaching Engagement - Semester-II**

| Course<br>(UG/PG) | Year &<br>Branch | Sec | Class<br>Strength | Subject | No of<br>Classes<br>Taken | No of<br>Units<br>Covered | % of<br>Syllabus<br>Covered | Pass<br>% | Feed<br>back |
|-------------------|------------------|-----|-------------------|---------|---------------------------|---------------------------|-----------------------------|-----------|--------------|
|                   |                  |     |                   |         |                           |                           |                             |           |              |
|                   |                  |     |                   |         |                           |                           |                             |           |              |

**(b) Laboratory:**

| Semester | Year &<br>Branch | Sec | Strength | Name of<br>Laboratory | No of<br>Sessions<br>Taken | No of Exp.<br>Prescribed as<br>per syllabus | No of Exp.<br>Completed |
|----------|------------------|-----|----------|-----------------------|----------------------------|---------------------------------------------|-------------------------|
|          |                  |     |          |                       |                            |                                             |                         |
|          |                  |     |          |                       |                            |                                             |                         |

**(c) No. of Project Supervised:**



  
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**VADLAMUDI, GUNTUR (DL)-522 213**



## Category II

### **Research, Publication & Professional Development Activities (Proofs to be attached)**

(a) Publications/Books/Patents/Copy Rights (From 08/20\_\_ to 07/20\_\_ )

|                                                |                             |           |
|------------------------------------------------|-----------------------------|-----------|
| No. of Publications in SCI Journals-           | Paid :                      | Unpaid:   |
| No. of Publications in Scopus Journals-        | Paid :                      | Unpaid:   |
| No. of publications in Conference Proceedings- | Int. National:              | National: |
| No. of Books Authored/Contributed:             | No. of Patents/Copy Rights: |           |

(b) No. of Conferences/Workshops/FDPs attended:(From 08/20\_\_ to 07/20\_\_ )

| International Conferences | National Conferences | International Workshops | National Workshops | FDPs |
|---------------------------|----------------------|-------------------------|--------------------|------|
|                           |                      |                         |                    |      |

(c) No. of Conferences/Workshops/FDPs Organized: (From 08/20\_\_ to 07/20\_\_ )

| International Conferences | National Conferences | International Workshops | National Workshops | FDPs |
|---------------------------|----------------------|-------------------------|--------------------|------|
|                           |                      |                         |                    |      |

(d) Research Funding Projects:

| Year | Title of the Project | Type of Project | Funded Agency | Project Value |
|------|----------------------|-----------------|---------------|---------------|
|      |                      |                 |               |               |

## **Category III**

### **Supplementary Activities (Attached Additional Sheet, if required)**

a) Awards and acknowledging certificates (*kindly attach supporting documents*):

(NET/SLET/M.Phil/Ph.D/INPTEL/Other \_\_\_\_\_)

b) Counseling of Students:

(i) Total no. of Regular students Allotted :  
the subjects:

(ii) Total no. of students cleared all

(iii) No. of Backlog Students Allotted :

(iv) No. of Students cleared Backlogs:



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VADLAMUDI, GUNTUR (Dt.)-522 213



- c) Roles and contributions in Institutional Governance and administration (Tick whichever is applicable)

Head of the Department/Department T&P Coordinator/ NSS Coordinator/Women Grievance Cell Coordinator/ Assistant Head of the Department/ Website Coordinator/ Institutional Criteria Coordinator of NBA & NAAC / College Level Admissions/Time-Table Coordinator/IQAC Coordinator/ Alumni Association Coordinator/ CoE/Exam Cell Staff/Any other Institutional Level Coordinator role assigned by Principal (Please specify .....)

Regularity assessment of Faculty/Leave Details (From 08/20\_\_ to 07/20\_\_ )

| CL | ML | CCL | EL | Other Leaves<br>(Academic/Mat.<br>Leave/Paternity<br>Leave | Loss<br>of Pay due<br>to excess<br>Leaves | Loss of Pay due to<br>biometric<br>deviations |
|----|----|-----|----|------------------------------------------------------------|-------------------------------------------|-----------------------------------------------|
|    |    |     |    |                                                            |                                           |                                               |

- e) Other activities Inside/Outside the campus towards development of self & students:
- f) Contribution to Department:
- f) Contribution to Institution:
- h) Any other Information

Signature of Faculty

Remarks of HoD

Signature of Head of the Department

Remarks/Recommendations of Principal

Signature of Principal



*[Signature]*  
Principal  
Vignan Pharmacy College  
VADLAMUDI, GUNTUR (Dt.)-522 213



**Annexure-IV**

Subject: Joining Letter

**VIGNAN PHARMACY COLLEGE**

Subject: Joining Letter

**Oath of Secrecy**

Date:

I, .....have been appointed  
as.....at VIEW, do swear in the name of  
God/solemnly affirm that I will bear true faith and allegiance to the Official secrets  
Act/Statutes and Central Civil Services (CCS) conduct rules, and that I will discharge  
and perform the duties of my office to the best of my ability, knowledge and  
judgement, without fear or favour, affection or ill will, and that I will not directly or  
indirectly communicate or reveal to any person any matter which shall be brought  
under my consideration.

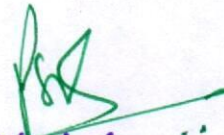
Signature.....

Name.....

Designation .....

Department .....



  
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Annexure-V

**VIGNAN PHARMACY COLLEGE**

APPLICATION FORM FOR TRANSPORT FACILITY FOR EMPLOYEES

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Emp. Code: \_\_\_\_\_

Department: \_\_\_\_\_

Pickup Point \_\_\_\_\_ Route No. \_\_\_\_\_

1. Father's / Husband's Name: \_\_\_\_\_

2. Present Address: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ E-mail ID: \_\_\_\_\_

I \_\_\_\_\_ S/o / D/o / W/o /

\_\_\_\_\_ do hereby undertake to abide by the rules and regulations framed by the *Vignan's Institute of Engineering for Women* from time to time for availing transport facility. I shall avail this facility during my service in Institution. In case I decide to discontinue, I shall inform to concern authorities in advance.

Date \_\_\_\_\_

Signature of Employee \_\_\_\_\_

**UNDERTAKING BY FACULTY / STAFF MEMBER**

I \_\_\_\_\_ do hereby undertake that I am availing transport facility provided by the *Vignan Pharmacy College* at my own risk. In case of any mishap / accident or any damage / loss of life due to accident, Vignan Pharmacy College shall not be held responsible.

Date \_\_\_\_\_ Place \_\_\_\_\_ Signature of Employee \_\_\_\_\_

**Office Use**

Mr. / Ms. \_\_\_\_\_ is permitted to avail transport facility arranged with a monthly cost of \_\_\_\_\_ w.e.f. \_\_\_\_\_



*[Signature]*  
**Principal**  
**Vignan Pharmacy College**  
VADLAMUDI, GUNTUR (DL)-522 213

Signature of Transport I/c \_\_\_\_\_