



VISWAMBHARA EDUCATIONAL SOCIETY

VAAGDEVI COLLEGE OF PHARMACY

{Approved by AICTE & PCI, New Delhi & affiliated to Kakatiya University, Warangal, T.S)
Ramnagar Dist. Hanamakonda- 506001, (T.S)}

STAFF SERVICE RULES



VAAGDEVI COLLEGE OF PHARMACY
RAMNAGAR, HANUMAKONDA – 506 001 (T.S)

Phone: (0870) 2455111, 9000716969



Principal
Vaagdevi College of Pharmacy
Hanamakonda, Warangal-506 001



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The Viswambhara Educational Society,(VES) Nainnagar, Warangal, Telangana was formed and got registered under Societies Act of Andhra Pradesh with Registration No.1305 of 1993. Under the aegis of the Society, Vaagdevi College of Pharmacy is established at Hanumakonda. The following are the service rules of the College.

1.0. ACADEMIC DEPARTMENTS:

- 1.1 The Institute has certain B.Pharm, M.Pharm and Pharm D programmes as approved by the relevant statutory bodies in addition to the Administration wing of the College:
- 1.2 The Governing Body shall have the authority to reorganize or abolish the existing departments or establish new academic departments under the rules of Pharmacy Council of India (PCI) with concurrences from Kakatiya University (KU).

The College will have the following cadres to assist the Principal in running the Administration.

1. Principal
2. Heads of the Departments
3. Faculty (Professor Associate Professor, Asst Professor)
4. Non Teaching Staff (Librarian, Physical Director, Office Superintendent, Assistant Registrar, Lab Assistants, Technical Assistants, Supervisors, Class IV employees etc)

All the above cadres are hitherto referred as Employees of the College.

2.0 PRINCIPAL:

The Principal will be appointed by the Governing Body as may be required from time to time. They perform the duties as prescribed to them.

2.0 HEAD OF THE DEPARTMENTS:

- 2.1 Each Department of the Institute will be operated through Head of the Department who shall be chosen by the Administrative Committee from amongst members of




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- the faculty of the Department and selection of HEAD is sole discretion of Management.
- 2.2 The Head of the Department shall be responsible for the entire working of the departments, subject to the general control of the Principal.
- 2.3 It shall be the duty of the Head of the Department to ensure that the decisions of the Institute and of the Principal are faithfully carried out. He shall perform such other duties as may be assigned to him by the Principal.

3.0 DUTIES AND RESPONSIBILITIES OF ACADEMIC STAFF (Faculty) AND Others:

3.1. Faculty includes Professors, Associate Professors and Asst Professors The following are the duties of the teaching staff

- 3.1.1 Class room and laboratory instruction, assessment of students, guiding undergraduate and Post Graduate student projects together with providing leadership in the specialization.
- 3.1.2 Curriculum Development including design and development of new programmes and providing leadership to the activity of learner-resource development and modernization of laboratories.
- 3.1.3 Interaction with industry and institution, leading to consultancy projects and extension activities and contributing to planning and organization education and research guidance.
- 3.1.4 Student counseling and career guidance.
- 3.1.5 Participation in policy planning as well as monitoring and evaluation of institutional activities including promotional activities when ever required and assigned by College Authorities.
- 3.1.6 Participation in administration and planning both at Departmental and Institutional levels when ever required and assigned by College Authorities.
- 3.1.7 Contribution to resource mobilization effort of the Institution.
- 3.1.8 Laboratory instruction comprising selection of experiments; Schedules of laboratory work; instructional manuals; working condition of the equipment; instruction; assistance and guidance; laboratory reports and their evaluation; Completion of all experiments and interaction with students.
- 3.1.9 Interaction with students involving supervision of hostels, sports, games, NSS and other co curricular activities; student counseling and career guidance.
- 3.1.10 Any other responsibility specifically assigned by the Management of the Institute.



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Note: *It is obligatory for all faculty to participate in the essential academic activities viz , Class room and laboratory instruction, guiding under-graduate and post graduate students projects, examination work, assessment of students and any other work assigned by college authorities. However, every Professor will have some flexibility, subject to the overall needs of the other duties.*


3.2. LIBRARIAN

- 3.2.1 General administration of the Library of the College under the general supervision of the Director / Principal
- 3.2.2 Preparation of the annual budget of the library as directed by the Director /principal and make it ready every year by 31st December.
- 3.2.3 Securing the suggestions of the Academic Departments regarding the Books, periodicals and video tapes to be procured for the Library, obtain the approval of the Principal and take action to acquire the selected library resources.
- 3.2.4 Organizing and supervising the cataloguing and indexing the library books, periodicals and video tapes.
- 3.2.5 Organizing and managing the safety and upkeep of the library books periodicals, video tapes, furniture and other assets.
Maintaining Digital Library and any other responsibilities assigned by Management.

3.3. PHYSICAL DIRECTORS

- 3.3.1 General administration of all the Physical Directors of the Institute are under the overall supervision of the Director/Principal.
- 3.3.2 Preparation of the annual budget of the Physical Education section consistent with the guidelines given by the Director/Principal and to prepare every year the annual budget by beginning of the academic year.
- 3.3.3 Undertake the work of laying new play fields and maintaining the existing play fields on a continuing basis.
- 3.3.4 Identification of the material required for the various sports items and games items, obtain the approval of the Director/Principal and procure them.
- 3.3.5 Preparation of the calendar for various games, sports, activities well spread over the entire academic year, secure the approval of the college administration for the same and implement them.
- 3.3.6 Conduct intramural matches in various games and sports activities and organize a Sports day function.




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- 3.3.7. Identify competencies of students, provide coaching wherever required and organize participation of the Institute in Inter-Collegiate tournaments conducted by the University.
- 3.3.8. Organize tournaments or friendly matches with neighboring Institutions on a regular basis.
- 3.3.9. Safety upkeep and maintenance of the assets and other games & sports material of the Physical Education Section.
- 3.3.10. Assisting the Principal in preparing the developmental plans for the Physical Education Section.
- 3.3.11. Assisting the Director/Principal in the efforts to generate resources for the Physical Education Section and general maintenance of discipline of the students.
- 3.3.12. Any other responsibility specifically entrusted by the Management of the Institution.

3.4. LAB TECHNICIANS, PROGRAMMERS, NETWORK ENGINEERS AND LAB ASSISTANTS

- 3.4.1. Assisting the faculty members in selection of laboratory assignments, preparation of schedule of laboratory work, preparation of instruction manuals, and conduct of internal tests, University examinations and Undergraduate project works.
- 3.4.2. Participation in the instructional and students guidance work in the Laboratories.
- 3.4.3. To keep all the systems, software and peripherals and other Lab material in proper working condition for the class work and to assist the Head of the Department on all matters related to maintenance of the equipment in the department Laboratories.
- 3.4.4. Safety and upkeep of the various manuals, reference material and other data kept in the Laboratories as well as the various items of equipments, software, furniture and fittings of the Laboratories.
- 3.4.5. Participation in the planning of development and extension of the Laboratories, preparation of proposals for all types of development, correspondence for purchase of equipments and spares, receipt, testing and installation of new equipment and organizing new assignments in the Laboratories.
- 3.4.6. Participation in the conduct of part-time courses including offering of theory and laboratory courses and in the consultancy work undertaken by the Institute.
- 3.4.7. Participation in college administrative office, Library and stores and to provide training to the college staff in connection with required skills.
- 3.4.8. Any other responsibility entrusted by the Management of the Institute.

In addition to the above College will have Administrative staff who looks after Admissions fees Collection and other clerical activities. They will be under direct control of the



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Principal and they have to work on the directions of Principal. Unless stated Employee of the college includes Faculty and Non- Teaching Staff.

4.0 APPOINTMENTS

- 4.1. All posts Administrative, Teaching, and Non Teaching at the Institute shall normally be filled by inviting applications through a press notification and by reporting to KU. However, the Management of the Institute shall have the power to decide the posts of Principal, Professors, Heads and other administrative officers. Further, the Management shall have the power to decide that specific posts of Technical Supporting Staff members of the staff taking into consideration the qualification, seniority and efficiency.

For the posts of Director/Principal, Professors, Associate professors and Assistant Professors the recruitment qualifications shall be the same as prescribed by the PCI from time to time in consultation with KU. In respect of all other posts the Management of the Institute shall have the authority to prescribe the recruitment qualifications.

- 4.2. If the post is to be filled by open advertisement, it shall be advertised by the Secretary & Correspondent. The applications received for the posts belonging to the categories Academic staff and Administrative officers in response to an advertisement shall be screened by the Administrative Committee to select the candidates and after due process will be presented to the concerned Staff Selection Committee of KU.

The applications received for the posts belonging to the categories of Technical Supporting Staff, Ministerial staff and class-IV staff in response to an advertisement or by spot shall be screened by the Secretary & Correspondent with the assistance of the Director/Principal.

- 4.2.1. For Faculty Positions (Professors, Associate Professors and Assistant professors): Selection Committee is as directed by KU.

- 4.2.3. The posts of Technical Supporting Staff, Ministerial Staff and Class-IV Staff will be selected by Secretary & Correspondent of the institute or his nominee in consultation with Director/Principal, respective Heads of the departments.

- 4.3. Where a post is to be filled temporarily for faculty and lower cadres, the Secretary & Correspondent may, at his discretion, constitute such adhoc committee whenever required. However the faculty recruited has to undergo KU selection process.



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5.0 TERMS AND CONDITIONS OF SERVICE OF EMPLOYEES:

Employees of the Institute shall be governed by the following terms and conditions:

- 5.1. Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for service by a Medical authority nominated by Management. In case of any appeal against the decision of such a Medical authority, the Management may refer the case to a Medical Board constituted by it for the purpose. The decision of such a Board shall be final. Provided that the Management may, for sufficient reasons, relax the medical requirements in any particular case or class of cases, subject to such conditions, if any, as may be laid down by the Management.
- 5.2. Subject to the provision of these rules, all appointments to posts under the Institute shall ordinarily be made on purely temporary basis. The appointing authority shall have the power to extend the period of employment of any employee of the Institute for such periods as may be found necessary. His services may be terminable on a month's notice or on payment of a month's salary in lieu thereof.
- 5.3. When an employee completes the period of probation or the extended period of probation, the appointing authority shall assess his performance during the said period, decide whether the probation can be extended.
- 5.4. The appointing authority shall have the power to terminate the services of any employee during the period of probation without assigning any reason. In the case of termination of the services of a probationer not holding a substantive post in a lower cadre one month's notice may be given in writing or one month's salary may be paid in lieu thereof. Unless otherwise stated specifically in the terms of appointment, an employee on probation can resign and leave the service of the Institute by giving one month's notice in writing to the appointing authority. However, the appointing authority may in specific cases waive the requirement of one month's notice or part thereof.
- 5.5. The probation of the employee will be declared only after assessing his performance by the duly constituted committee by the Management. The appointing authority shall have the power to terminate the services of any member of the staff whose probation is approved by giving 3 months' notice in writing or on payment of 3 months' salary in lieu thereof. The Management shall have the power to terminate the services of any member of the staff if the course is closed or intake is reduced or for economy by giving 3 months notice in writing or on payment of 3 month's salary in lieu thereof and after obtaining the approval of the authority.




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- 5.6. An employee may resign and terminate his engagement with the Institute by giving the appointing authority 3 months notice or on payment of 3 month's salary in lieu thereof, provided that vacation or leave availed by the employee during the notice period will not be counted. However, the appointing authority may for sufficient reasons either reduce this period or accept payment of lesser amount in lieu of the notice period.
- 5.7. An employee of the institute shall route his applications for appointment in any external organization through the Principal of the Institute.
- 5.8. If a member of the staff who had executed an agreement applies for appointment in any other organization his application may be forwarded and if he is selected for appointment in the external organization he will be relieved only after the conditions with the college are complied with. However, more than 2 applications shall not be forwarded in a calendar year.
- 5.9. The age of an employee is subject to the rules of PCI.

6.0 RULES OF CONDUCT OF THE EMPLOYEES OF THE COLLEGE:

- 6.1. An employee of the College shall devote his whole time to the service of the College shall execute such duties and functions and holds such responsibilities as allotted to him by the authorities of the College and the Principal from time to time.
- 6.2. Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee and perform such duties as may be assigned to him by the competent authority beyond the scheduled working hours and on holidays and Sundays.
- 6.3. An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his work in the College.
- 6.4. Except for valid reasons or unforeseen contingencies an employee shall not be absent from duty without prior permission of the controlling officer.
- 6.5. No employee shall leave the head quarters except with the previous permission of the controlling officer, even during leave or vacation. Whenever leaving the station, and employee should inform the Principal through the Head of the Department or the section the address where he would be available during the period of his absence from the head quarters.
- 6.6. Every employee of the College shall be devoted to his duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety.
- 6.7. No employee shall act in a manner which is unbecoming of such employee or derogatory to the prestige of the College or place his official position under any kind of embarrassment.




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- 6.8. Every employee should, at all times, be courteous in his dealings with other members of the staff, students and members of the public.
- 6.9. No employee of the College shall participate in any strike or similar activities like absence from duty or work without permission; neglect of duty with the object of compelling the College to take or omit to take any official action and any demonstration or fast like 'hunger strike' with the object of compelling action, or incitement thereto.
- 6.10. No employee shall speculate in any business nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- 6.11. No employee shall lend money for interest to any person nor shall he borrow money at interest from any person with whom he is likely to have official dealings.
- 6.12. An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who is involved in legal proceedings for insolvency shall forthwith report the full facts to the College.
- 6.13. An employee, who is detained in police custody, whether on criminal charges or otherwise for a period longer than 48 hours, shall not join his duties in the College unless he has obtained written permission to that effect from the principal.
- 6.14. No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments. Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to such condition as regards to acceptance of remuneration as may be laid down by the Management.
- 6.15. No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.
- 6.16. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he subscribe to aid or assist in any manner any political movement or activity.
No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority. Provided that an employee of the College qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.
- 6.17. No employee shall, except with the previous sanction of the competent authority, or in the bonafide discharge of his/her duties, participate in a radio/television



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broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any print/electronic media.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character and free from all political views.

- 6.18. No employee shall, in any radio/television broadcast or in any document published in his own name or in the name of any other person or anonymously or in any communication to the press/electronic media or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the Institute; between the Institute and the Central Government or any State Government or any other Institution or organization or members of the public.

- 6.19. No employee shall, except with the previous sanction of the competent authority, give evidence in connection with any enquiry conducted by any person, committee or authority.

Where such sanction has been accorded, no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any state Government.

Provided that these restrictions shall not apply in regard to evidence given at any enquiry before any authority appointed by the Institute, by Parliament or by State Legislature; or evidence given in any judicial enquiry; or evidence given in any departmental enquiry ordered by the Institute.

- 6.20. No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or an act done by him in his private capacity.

- 6.21. No employee of the Institute, shall bring or attempt to bring any political or other external influence to bear upon any superior authority for the furtherance of his interest.

- 6.22. If an employee, while on duty, evades attending to the class work or any other work or assigned work to him/ her, the same shall be treated as a misdemeanor on the part of the employee.

- 6.23. If an employee causes any dislocation of any class work, the same shall be treated as misdemeanor on his/ her part.

- 6.24. No employee, who has wife living shall contract another marriage without first obtaining the permission of the Management notwithstanding that a subsequent marriage is permissible under the personal and religious law, for the time-being applicable to him and violation of this rule will lead to immediate dismissal from the service of the Institute.



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- 6.25. Whenever an employee wishes to put forth any claim or seeks redressal of any grievances or of any wrong done to them, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than 3 months.
No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.
- 6.26. The decision of the Management of the Institute on all questions relating to the interpretation of these rules shall be final.

7.0 CLASSIFICATION, CONTROL AND APPEAL RULES:


- 7.1. A member of the staff of the Institute may be placed under suspension by the Secretary & Correspondent of the Institute where,
- A disciplinary proceeding against him is contemplated or is pending.
 - A case against him in respect of any criminal offence is under investigation, inquiry or trial.
- Provided that where a member of the staff is detained in custody for a period exceeding 48 hours, whether in connection with a criminal offence or under any law for time being in force providing for preventive detention, such member of the staff shall be deemed to have been placed by the Secretary & Correspondent under suspension with effect from the date on which he was so detained.
- 7.2. During the Period of suspension, no allowance or salary will be paid. Notwithstanding the above provision, it shall not be necessary to follow the procedure mentioned above in the following case.
- Where an employee is dismissed or removed or compulsorily retired or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge.

8.0 PROVIDENT FUND AND OTHER TERMINAL BENEFITS:

The College is governed by the Employees Provident Fund & Miscellaneous Provisions and the employees of the College shall be entitled for the terminal benefits as prescribed in the Act.

9.0 PERFORMANCE APPRAISAL:




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The Management shall be vested with the authority to prescribe a scheme of appraisal of the performance of the employees of the Institute and every employee is bound by the same.

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LEAVE RULES

1.0. GENERAL.

- 1.1. These rules shall be called the Vaagdevi College of Pharmacy, Hanumakonda Leave Rules.
- 1.2. These rules shall be applicable to all the employees of the Institute.
- 1.3. An employee shall be entitled for the following kinds of leave.
 - Maternity Leave
 - Casual Leave.
 - Special Casual leave.
 - Medical leave.
- 1.4. A leave account shall be maintained for each employee.
- 1.5. No leave, other than casual leave shall be granted during the notice period when an employee tenders resignation for his/ her post.
- 1.6. Leave is earned by "Duty only". Duty includes gazetted holidays, other holidays declared to be holidays by the Director/Principal.
- 1.7. Casual Leave can neither be prefixed nor suffixed to Maternity Leave and vacation.
- 1.8. Leave cannot be claimed as a matter of right. When the exigencies of services so require or when the authority empowered to sanction the leave is convinced that the employee is playing truant, discretion to refuse leave or revoke leave of any description is reserved with the leave sanctioning authority. Ensuring conduct of scheduled class work and examinations shall be treated shall be treated as one of such exigencies of services.
- 1.9. The nature of leave due and applied for by an employee cannot be altered at the discretion of the sanctioning authority.




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- 1.10. An employee on leave or on vacation shall not take up any service or accept any employment including consultancy or draw any scholarship without obtaining prior approval of the appointing authority.
- 1.11. An employee who remains absent after the end of his/her leave, is entitled to no leave salary for the period of such absence, and that period will be debited against his/her leave account unless his/her leave is extended by the Director/Principal. Willful absence from duty after the expiry of the leave may be treated as misbehavior and dereliction on duty and employee will be removed from service without any service benefit. No notice will be served to such employees in such cases.
- 1.12. No employee of the Institute who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness from the Registered Medical Practitioner. The sanctioning authority may require a similar certificate in the case of any employee who has been granted leave for reasons of health, even though such leave was not actually granted on medical certificate.
- 1.13. An employee intending to leave the head quarters during the period of leave or vacation must inform the administration of the Institute in writing his/ her address for correspondence during such period of absence.
- 1.14. Employees associated with class work and examination duties, while proceeding on leave, are ordinarily required to make alternate arrangements for their class work and examination work.
- 1.15. Employees who are on vacation can be called for any work or the Institute will not be eligible for any T.A.
- 1.16. If an employee of the institute, belonging to cadre of vacation staff, does duties during vacation and separately remunerated there for or will be given separate leave, he should not be considered as having been deprived of vacation.
- 1.17. The Director/Principal shall be the authority competent to grant all types of leave to all categories of employees except to himself. However, the Principal may, at his discretion, delegate some of these powers to an officer of the Institute. In case of Director/Principal, Secretary & Correspondent shall be the authority to sanction the leave.

2.0 VACATION:

- 2.1. The following posts in the service of the Institute shall belong to the vacation cadres.
 - Director/Principal
 - Professor
 - Associate professor
 - Assistant professor
 - Teaching Assistant




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- 2.2. Employees of the Institute belonging to the vacation cadre shall be eligible for the following vacation in an academic year as decided by Management only.
- 2.2.1. An employee, who had been in continuous service of the Institute for 12 months or more, shall be eligible for 30 days of vacation in an academic year. In case the employee is prevented from availing vacation due to him, either in part or full, the employee will be eligible for compensatory leave at the rate for 1/3rd of the period by which the vacation actually availed falls short of the entitled vacation. However, for purpose of determining the compensatory leave entitlement the vacation period during which the employee undertaken assignments for which he is separately remunerated shall not be taken into account.
- 2.2.2. An employee who had not completed 12 months of continuous service in the Institute shall be eligible for vacation at the rate of as fixed by Management in an academic year for the period he/she was in service during the year provided the employee had served the Institute for more than 6 months in the academic year.
- 2.2.3. An employee whose continuous service in the Institute in the academic year falls short of 6 months is not eligible for any vacation. However, the Director/Principal of the Institute may at his discretion, permit such employee to avail vacation and decide the number of days of vacation.
- 3.0 The grant of Maternity Leave to a married women employee in the Institute shall be governed as given here under:**
- 3.1. Maternity Leave on full pay may be granted to married woman employee of the Institute in case of confinement for a period which may extend up to 120 days provided she has less than two surviving children.
- 3.2. Maternity Leave on full pay up to 6 weeks may be granted to a married woman employee of the Institute in cases of miscarriage or abortion subject to production of a Medical certificate from a Registered Medical Practitioner provided she had less than two surviving children.
- 3.3. Maternity Leave may be combined with leave of any other kind, but any such leave applied for in continuation of the Maternity Leave may be granted only if the request is supported by a Medical Certificate from a Registered Medical Practitioner.
- 3.4. Any type of leave, in continuation of Maternity Leave, may also be granted in case of illness of the newly born baby, subject to the production of a Medical Certificate from a registered medical Practitioner to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary and all these facilities are at the discretion of the Management..




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4.0. The following shall be the limitations on combinations of leave and continuous period of absence on leave:

- 4.1. Vacation can either be prefixed or suffixed to Casual Leave.
4.2. Subject to the restrictions specified here in after, any kind of leave and vacation admissible, except Casual Leave, can be granted in combination with any other kind of leave so admissible, or in continuation of leave taken, whether of the same and or any other kind.
4.3. The total duration of vacation shall not exceed 180 days.
4.4. In exceptional cases the Governing Body of the Institute may permit absence on different kinds of leave in conjunction for a continuous period up to a maximum of 3 years.


5.0 The Salary entitlement of an employee who is sanctioned leave shall be as given here under:

- 5.1. An employee, while on leave is eligible to leave salary equal to his/her substantive pay on the day before the commencement of leave together with the permissible allowances.

6.0 The grant of casual leave to employees shall be governed as given hereunder:

- 6.1. Casual Leave is a concession given to enable an employee in special circumstances to be absent from duty for short periods without such absence being treated as leave under the applicable leave rules.
6.2. No employee may, in any case, be absent on casual leave for more than 20 days in the course of one calendar year.
6.3. Casual Leave cannot be taken along with any leave or vacation.
6.4. Casual Leave may be combined with Sundays or other authorized holidays provided that the resulting period does not exceed 10 days.
6.5. The fact that a maximum number of days has been fixed for the amount of casual leave which may be taken within a calendar year does not mean that an employee is entitle to take the full amount of casual leave as a matter of courses.
6.6. In case of grant of casual leave to a newly recruited employee, the sanctioning authority shall use its discretion having regard to the length of service put in by such employee.
6.7. An employee may be granted casual leave for a half-a-day either from 9:00 A.M. to 1:00 P.M. or 1:00 P.M. to 4.30 P.M. on all working days.
6.8. A Record of casual leaves taken by the employees shall be maintained.




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- 7.0 The grant of Special Casual Leave to employee shall be governed as given Here under.
(Applicable to employees whose probation period is declared or those who have put in at least 1 or more years of continuous service in the Institute)**
- 7.1. Special Casual Leave, not counting against casual leave, may be Granted to an employee in the following circumstances.
- 7.1.1. A male employee who undergoes sterilization operation under family welfare programme may be granted special casual leave not exceeding 6 working days commencing from the date of operation once during the service subject to the production of a Medical Certificate from the Doctor who performed the operation.
- 7.1.2. A Female employee who undergoes tubectomy operation under the family welfare programme may be granted special casual leave not exceeding 14 days commencing from the date of operation once during the service subject to the product of a Medical Certificate from the Doctor who performed the operation.
- 7.1.3. A regular male employee whose wife had undergone a tubectomy operation under the family welfare programme may be granted special casual leave not exceeding 7 days commencing from the date of operation subject to the production of a Medical Certificate from the Doctor who performed the operation to the effect that the presence of the employee is essential for the period of leave to look after his wife during convalescence of after operation.
- 7.2. Special Casual Leave, not counting against casual leave may be granted to an employee for a period not exceeding 30 days in a calendar year without detriment to the class work and examination duties for the following purpose:
- 7.2.1. To attend academic conferences, seminars and workshops to which he/she is sponsored by the Institute.
- 7.2.2. To attend summer schools, winter schools and other short term continuing education programmes to which he/she is deputed by the Institute.
- 7.2.3. To attend meetings of academic bodies of Universities and Institutions on which he/she is nominated as a member.
- 7.2.4. To attend meetings of committees constituted by Government of India, Government of a State, UGC, PCI, Universities and other Central and State organizations on which he/she is a member.
- 7.2.5. To attend meetings of Staff Selection Committees of UPSC, State P.S.C., Universities, Institutions and Public Sector undertakings on which he/she is nominated as a member.
- 8.0 The grant of Compensatory Holiday shall be governed as given here under:**



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- 8.1. An employee belonging to Technical Supporting Staff or Ministerial Staff or Class-IV staff, who is called on to attend office on a holiday, except as a punishment, may be granted another day in its place when opportunity offers.
- 8.2. Compensatory holiday shall not be admissible when an employee is called on to perform duties on a holiday in connection with university examination for which he is paid remuneration separately.
- 8.3. Compensatory holidays shall not be availed by employee without the previous permission of the authority who is competent to grant him Casual Leave.
- 8.4. Not more than 10 compensatory holidays in all may be taken in a calendar year and no such holiday will be taken after expiry of six months from the public holiday for which it is substituted.
- 8.5. Not more than 7 such holidays may be accumulated.
- 8.6. Compensatory holidays may be combined with Casual Leave or other authorized holidays provided that the total period of absence from duty does not exceed 10 days.

- 9.0 The leave entitlement of employees appointed on adhoc or temporary basis for a period of one year or less shall be as given here under:**
- 9.1. He/she may be granted casual leave proportionate to his period of appointment at the rate of 20 days per 12 months.
- 9.2. A probation employee belonging to the vacation cadre will not be eligible for any vacation. However, the Director/Principal of the Institute may, at his/her discretion, permit such employee to avail vacation not exceeding 15 days in an academic year.

- 10.0 Absence from normal duty of an employee shall be treated as 'on other duty' under the following circumstances:**
- 10.1. When an employee is required to give evidence on behalf of the Institute in a court case.
- 10.2. When an employee is deputed to attend the work of the Institute in a court case.
- 10.3. When an employee is required to conduct a practical examination of Kakatiya University, Warangal as an external examiner.
However, absence of faculty members in connection with the practical examinations of universities other than Kakatiya University shall not be treated as absence on other duty.
- 10.4. When an employee is required to appear before a Staff Selection Committee of the Institute in connection with his application for a higher post in the Institute.
- 10.5. When an employee is deputed on the basis of a request received from a member of the Viswambhara Educational Society.




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- 10.6. Absence on other duty of employees, other than those belonging to the Class-IV cadre, shall be limited to 15 days in a calendar year unless specifically permitted by the Secretary & Correspondent.
- 11.0 In case any doubt arises about the interpretation of these rules, the matter shall be referred to the Administrative Committee of the Institute and its decision shall be final.
- 12.0 The Governing Body of the Vaagdevi College of Pharmacy, Hanumakonda shall have the authority to modify, amend and delete any of these rules.

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6.3 Staff Appraisal Policy

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Response:

Effective welfare measures:

- Teaching Staff is provided to participate in various professional programs viz., attending national and international Conferences, Seminars, Workshops and FDPs.
- Providing facilities to Faculty Member attaining Ph.D Qualification and to carry out research work.
- Various leave facilities for both teaching and Non-teaching staff: Staff members can avail the leave facilities as per the eligibility criteria and college norms.
- Casual Leave: Employee shall be entitled to 15 days casual leave in an academic year.
- Maternity Leave: Conceived Female faculty with the minimum two years continuous service shall be entitled to maternity leave.
- Permission/Movements: Principal/Faculty/Staff may leave the campus for personal reasons Depending on perseverance of the mater.
- Group Insurance facility: The Institute Management has obtained Group Insurance for teaching and non-teaching staff members from Insurance Company Limited.
- Canteen facility is available for students and staff and a dedicated area for staff.
- Additional increments are given based on the performance
- Provision of RO water
- Transport facility for Employees is available with nominal fees from town to Institute.
- Uniforms are provided to all security staff.
- Provides hostel facility for female teaching staff.

Additional benefits:

- If the non-teaching staff uses their personal vehicle for College work, conveyance allowance is paid
- Appropriate Skill development programs are organized to upgrade the skills of both teaching and non-teaching faculties.
- Encourages training on laboratory handling, fire safety and first aid



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Performance Appraisal System:

Faculty members of Institutions today have to perform a variety of tasks pertaining to diverse roles. In addition to classroom instructions, Faculty members need to innovate and conduct research for their self-renewal, keep abreast with changes in technology, and develop expertise for effective implementation of curricula. Another role relates to the shouldering of administrative responsibilities and co-operation with other faculty, Head-of-Departments and the Head of the Institution. An effective performance appraisal system for faculty is vital for optimizing the contribution of individual Faculty to institutional performance. The goal of the Annual Faculty Performance Review process is to provide a meaningful assessment of faculty productivity, promote the development of goals and expectations, foster and support faculty development and mentorship. In addition to this, the transparent procedure adopted by the college will enable faculty to have set goals for the next year of service at the organization.

The appraisal system will follow the rules and evaluation system which define the evaluation areas to be:

1. Teaching Learning related activities: (i.e., Classes taught, syllabus covered, pass percentage and student responses.)
2. Additional responsibilities: (i.e., administrative responsibilities, examination and evaluation duties, organizing works/ conferences/symposia)
3. Research Publications and academics: (i.e., Research paper publications in journals and conferences, sponsored projects, consultancy, research guidance, fellowship/awards etc.)



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QUALITY POLICY:

The quality policy of Vaagdevi College of pharmacy is derived from the vision of the college, which aims at to achieve academic excellence by providing Skill enhancing and value enriching education, which helps not only the growth of the individual student but also enable us to become a rich source for the Nation building by offering for talented youth to the society.

Our Institution strives hard to provide a perfect platform to meet world class challenges. By inculcating the innovative learning methods with a unique diversified curriculum and also by adopting a need-based approach in academics while giving priority to moral and ethics which shapes the individual to be fit for ever-changing global environment.

We work hard to Empower women through all-rounded and integrated education and preparing them for excelling in leadership and functional roles at home, society, organizations and country and enabling them to live up to their full potential.

In compliance with the UGC guidelines, which emphasize the necessity of an internal mechanism for sustenance, assurance and enhancement of the quality in education by Higher Education Institutions, this quality policy document is set by the Internal Quality Assurance Cell (IQAC) of the college.

This policy also acknowledges the significance of the National Assessment and Accreditation Council (NAAC), which emphasizes that "students have a unique role to play in ensuring the quality of Higher Education Institutions. " The institutional quality policy upholds the guarantees of students' "right to quality education" and places a high value on the instruction that students "demand quality education and demonstrate their commitment to quality education by accepting their responsibilities."

The Internal Quality Assurance Cell (IQAC) of the college framed this quality policy, and the institutional Governing Body approved it and gave their unwavering support to it.

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OBJECTIVES OF THE QUALITY POLICY

- To support, foster, and uphold the institutional culture that is in line with the Institution's mission and vision and capable of adopting ethical practices and conducting an honest, open, and critical self-evaluation.
- To put in place and maintain a Quality Management System (QMS) that will guarantee the adherence to guidelines.
- To establish the conditions that will encourage and facilitate a raise in the standard of instruction through professional development opportunities and programs, human resource management initiatives, etc.,
- To empower faculty and staff by encouraging them to refresh their knowledge periodically in order to match the demands of the real world in teaching and learning perspectives.
- To establish the framework for enhancing the standard of instruction by ensuring the best possible use and availability of learning resources and by regularly assessing and evaluating co-curricular, extracurricular, and teaching-learning activities.
- To offer assistance and a dynamic environment for teaching and learning that promotes student success and retention.
- To offer channels for student and stakeholder feedback so that it can enhance its services.
- To create and uphold a quality assurance system that guarantees the Institution's ongoing enhancement of its instruction, learning, and support systems.
- To create a management information system that encompasses quantifiable quality improvement parameters in order to facilitate the efficient administration of quality assurance.
- To create, execute, and keep an eye on benchmarks, standards, and/or targets for every activity area as deemed suitable.
- To create a cycle of integrated planning and quality assurance that serves as a roadmap for all institutional operations and is successfully communicated throughout the organization.



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- Arranging and delivering instruction and training to increase employees' ability to sustain continuous improvement systems.
- To uphold accountability and responsibility in all interactions with the government, students, teachers, staff, and local communities.

POLICY STATEMENT:

This policy is an expression of the Institution's desire and commitment to achieve excellence in education through ongoing service quality improvement and constant improvement of performance standards in line with the Institution 's vision and missions. The Institution will accomplish this by fostering quality including management, teaching faculty, and all staff, with the aid of a transformational approach that will allow students to realize their full potential and by providing the best possible care for them and other stakeholders.

Vaagdevi guarantees that the caliber of its operations, services, and the practices and procedures it employs are "fit for purpose" and adhere to and maintain the appropriate academic standards. Processes, practices, resources, and services pertaining to teaching, learning, and research; assessment and evaluation; academic support and student advancement; interactions with stakeholders and the community; governance and leadership; and the adoption of innovations are among the specific areas of quality assurance commitment.

To ensure that the Institution 's vision and missions are fulfilled, Vaagdevi college of pharmacy employs evaluative mechanisms to track, examine, measure, and enhance the quality of delivery in all areas, including the academic and administrative sectors. The formal scheduled periodic review for continuous improvement will also apply to these mechanisms.

The college will actively take part in the initiatives the university takes regarding curricular aspects as an affiliated college of the university.

IMPLEMENTATION OF QUALITY POLICY

In order to help and fulfill the promises made in the quality assurance policy statement, the Institution established an Internal Quality Assurance Cell (IQAC) to serve as the driving force



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for achieving excellence through continuous quality improvement in compliance with University / UGC guidelines.

IQAC has been set up with the following composition:

S. No.	Name of the Member	Designation	Position
1.	Dr. C. Srinivas Reddy	Principal	Chair Person
2.	Dr. B.S. Sharvana bhava	HOD, Pharm D and Clinical pharmacy	Coordinator
3.	Dr. Ch. Vahini Devi	Director Academics, Vaagdevi Colleges	Management Representative
4.	Mr. P. Narayana	Administrative officer	Administrative Member
5.	Mr. N. Komura Reddy	Administrative officer	
6.	Dr. D. Kumaraswamy	HOD, Ph. Analysis	
7.	Dr. Y. Shravan Kumar	HOD, Pharmaceutics	Teacher Representatives
8.	Dr. K. Srinivas Reddy	Professor, Pharmacognosy	
9.	Dr. S. Pavani	Professor, Pharmaceutics	
10.	Dr. P. Girija	Professor, Pharmacology	
11.	Dr. E. Venkateshwarlu	HOD, Pharmacology	
12.	Ms. Bushra Firdous khan	Nominees form Students/ Student Representative	M. Pharmacy II Semester
13.	Mr. K. Sai Vamshi		
14.	Dr. R. Shiva Kumar	Asso. Professor in Pharmaceutics	Nominees form Alumni
15.	Mr. V. Sathyavardhan	Lead-portfolio EM, Dr Reddy's laboratories	Nominees form Employers/Industrialists
16.	Dr. V. Rajesh	Head, R&D-formulations, Aurigene Pharmaceuticals	
17.	Mr. Md. Saifuddin	Parent	Nominees form Parents




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IQAC may be expanded as needed by adding additional members. In order to facilitate improvements in particular areas or functions, IQAC may also establish and promote quality circles. The Institution's internal system for organizing, directing, and overseeing its Quality Assurance (QA) and Quality Enhancement (QE) initiatives will be the IQAC. It will be a participative and facilitative organ that, by developing intervention strategies to eliminate flaws and improve quality, becomes a catalyst for bringing in quality. Its initiatives will be focused on the future and will build the required organizational culture through the implementation of transformations needed for change.

The Primary functions expected of IQAC according to NAAC.

- Development and application of quality bench marks.
- Parameters for various academic and administrative activities of the Institution.
- Collection and analysis of feedback from all stakeholders on quality related institutional processes.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participating teaching and learning process.
- Dissemination of information on various quality parameters to all stakeholders.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion.
- Documentation of the various programmes / activities leading to quality improvement.
- Acting as a modal agency of the institution for coordinating quality related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS to maintain / enhancing the institutional quality.
- Periodical conduct of Academic and Administrative Audit and its follow up.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per Guidelines and parameters of NAAC.



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PROFESSIONAL ETHICS:

CORE VALUES OF COLLEGE:

To build a vibrant society, mutual trust, teamwork, and the easy sharing of information, skills, and resources are all necessary. We value, respect, and uphold the rights, perspectives, and dignity of every individual.

TEACHING STAFF:

- It is the responsibility of each faculty member to adhere to the institutional policies and procedures in order to fulfill the college's vision and mission.
- Acts, Statutes, Ordinances, and Service Rules of the University primarily regulate the Code of Conduct for Teaching.
- A lesson plan should be created by each faculty member well in advance of the start of classes.
- Under the Principalship of the Head of the Institution, each member of the teaching staff is expected to work honestly and efficiently during their tenure.
- On the campus of the college, no employee is permitted to participate in political activities.
- Every member of the teaching staff is expected to arrive on time for classes and to follow the schedule for other events and activities.
- Every employee, including non-teaching staff, is required for an biometric authentication for attendance on a regular basis. The head of the institution is responsible for keeping this record updated.
- Lectures, practicals, and tutorials are all part of the responsibilities given to teachers, depending on their individual workload. They must also take on the duties of conducting invigilation and evaluation, handling administrative tasks, offering guidance to students, and taking part in extracurricular and institutional support activities as needed.



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- The teaching staff's working hours must align with the established schedule and any additional responsibilities delegated to them.
- Every teacher must adhere to the mentor-ward system, and they are responsible for providing guidance, motivation, counseling, and supervision to their particular group of students.
- All faculty members are expected to treat students with impartiality, regardless of their physical identity, religion, caste, economic status, or social standing.
- No faculty member may behave in a way that compromises morality or decorum on campus.
- Staff should refrain from taking on any jobs or commitments that might conflict with their professional obligations, such as private tutoring or coaching classes.
- Staff should take a leave of absence in accordance with the guidelines after giving advance notice, keeping in mind their specific obligation to finish the academic schedule.
- Should strive for ongoing professional development via research and study.
- Participate in seminars, conferences, etc. to contribute free and honest opinion to the advancement of knowledge.
- Honor the student's right and dignity to voice their opinions.
- Treat students fairly and impartially, taking into account their physical, social, political, economic, religious, and caste characteristics.
- Motivate students to enhance their academic performance, grow as individuals, and simultaneously make a positive impact on the community.
- Instill in students a respect for hard work, a scientific mindset, and the values of democracy, nationalism, and peace.
- Avoid inciting pupils to act out against teachers, administrators, or other students.
- It is required of all staff members to abstain from any illegal discrimination against their coworkers, teaching staff, students, or based on their gender, sexual orientation, age, or marital status.




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- All staff members are expected to abstain from any sexually suggestive words, gestures, or physical acts when interacting with students, other college employees, or guests. Sexual harassment is not tolerated at all at the college.

NON-TEACHING/ADMINISTRATIVE STAFF

- Those classified as non-teaching staff will typically work from 8.30a.m., to 5.00 p.m., with a one-hour lunch break every working day.
- Every employee ought to conduct themselves in the most professional manner possible. They ought to be disciplined in their approach to work and on time.
- Each employee is required to uphold the proper standards of confidentiality when it comes to examinations, staff and student records as well as other delicate topics.
- It is required of all staff members to abstain from any illegal discrimination against their coworkers, teaching staff, students, or based on their gender, sexual orientation, age, or marital status.
- All staff members are expected to abstain from any sexually suggestive words, gestures, or physical acts when interacting with students, other college employees, or guests. Sexual harassment is not tolerated at all at the college.

STUDENTS:

- When it comes to attending lectures, tutorials, practicals, and other extracurricular activities, students are expected to follow the schedule.
- According to university regulations, a student cannot take the university examination if they do not maintain 75% of attendance in lectures and practicals given separately.
- According to university regulations, all athletes competing at any level—state, national, or international—must meet a minimum attendance requirement.
- There will be no exceptions to the attendance requirement for students admitted under the Sports Quota, unless there are exceptional circumstances. Any Celebrations like the Annual Cultural Festival, Sports Day, NCC Day for NCC Students, the Annual



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Function, and other College events require student attendance. Based on their attendance record and involvement in college events, students are expected to receive clearance from the college prior to the university examination.

- If a student misses more than one week of class without attending, they must notify the principal or Class teacher in writing.
- In case of illness, the principal / class teacher must receive a request for leave that is submitted in advance and a leave request letter must be submitted after returning to the college, together with a medical certificate (issued by a registered medical practitioner) that has been countersigned by concerned teachers and signed by a parent.
- Inside the campus, students are required to carry their identity card.
- The campus needs to be kept tidy and clean.
- Using a mobile device while attending lectures is not permitted. Any infraction of this will result in disciplinary action.
- Students must read the notices and circulars posted on the notice board.
- It is best to refrain from smoking, spitting, and throwing bits of paper around the campus.
- It is not acceptable for students to utilize college property improperly or without permission.
- Students should refrain from engaging in any form of ragging, bullying or other forms of harassment towards their fellow students.

PLAGIARISM IN ACADEMIC WORK:

- Vaagdevi college of pharmacy is a prominent institution in Telangana. Since its inception in 1997, it has worked to give its students the best possible academic preparation and has produced a number of the country's most eminent scholars.
- The college has a zero-tolerance policy for plagiarism. Academic plagiarism is not a new problem, and it is unlikely to go away unless universities educate researchers and students about the need of abstaining from plagiarism.
- In order to deter plagiarism, Institution strives to have an efficient system in place for identifying and punishing it.




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ADMISSION ELIGIBILITY FOR UG:

- A candidate must have passed 10+2 or equivalent in Physics, Chemistry and Biology with the aggregate of 45% (in case of unreserved category) and 40% for reserved category candidates. Apart from this, the age of the applying students must be more than 16 years at the time of application.
- **Selection Process:** The admission policy of the institution complies with the rules and regulations laid down by the Government of Telangana for the different categories.
- **Category "A":** The EAMCET Convener fills up 70% of the seats in the Institute by allotting the candidates to this Institute on the basis of their choice, their EAMCET ranks and the reservation policy of the Govt. of Telangana, with 75% weight age to the Common Entrance test, 25% weightage to the marks obtained at the qualifying examination, via the intermediate examination
- **Category "B":** The remaining 30% of the seats are filled up by the Institute under the Management/NRI quota as per the guidelines given by the TSCHE and the Govt. of Telangana
- **Lateral Entry:** The Convener of ECET admits 10 % of sanctioned intake for each program for admission directly into the II year of the 4-year B. Pharm program from among the diploma holders, based on their rank in ECET, their choice of the Institute and the reservation policy of the Govt of Telangana, under the lateral entry scheme.
- **EWS:** (Economically Weaker Sections) is a new category for which 10% of seats will be reserved in B. Pharm colleges across Telangana from the academic year 2020- 21 onwards.
- **Admission Eligibility for PG Programme:**
- **Category 'A':** The PGECET Convener fills up 70% of seats in the Institute by allotting the candidates to this Institute on the basis of their choice, their PGECET/GPAT ranks and the reservation policy of the Govt. of Telangana.
- **Category 'B':** The remaining 30% of the seats are filled up by the Institute under then Management/Sponsored quota as per the guidelines given by the TSCHE and the Govt. of Telangana for this purpose.



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Date:4-07-2016

POLICY DOCUMENT FOR FINANCIAL SUPPORT TO TEACHERS

The core value of our Institution is to focus on quality. Thus, emanates the quality policy that encompasses about enhancing competence of the faculty by encouraging them to adopt innovative and updated methods of teaching based on latest technology. In this pursuit, the Organizing Board of our College provides financial support to teachers for professional development. A budgetary provision is made by the Board for every financial year.

Scope of Financial Support

The teachers are provided with financial support for professional development activities like:

- Participating in seminars, workshops and conferences
- Being awarded Ph. D. degree

All the full-time teachers can avail the financial support.

Forms of Financial Support

The financial support to the teachers can be for:

- Registration fees for seminars, workshops and conferences
- Traveling and accommodation allowances in case of outstation seminars, workshops and conferences
- Financial appreciation of Rs. 5,000/- for being awarded with Ph. D. degree from a recognized University
- Membership fee of professional bodies
- Enrolling for a professional development course

Procedure for Application and Approval

The teachers need to follow the following procedure for application and approval for availing the financial support:

1. Teachers are deputed for seminars, workshops or conferences by the department/ committee. The Head of the Department/ Committee Convenor makes an application to the principal about the teacher participation, their registration fees and any allowances, if applicable. After the approval of the principal, the funds are released for the same by the Accounts section.
2. In case, when the fee is paid by the teacher, the amount is reimbursed after following proper application and approval procedure.





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Hanamakonda, Warangal-506 001



VISWAMBHARA EDUCATIONAL SOCIETY


VAAGDEVI COLLEGE OF PHARMACY

(Approved by AICTE & PCI, New Delhi & affiliated to Kakatiya University, Warangal, T.S)
Ramnagar Dist. Hanamakonda- 506001. (T.S)

3. The depute teacher needs to submit the relevant receipts and a copy of the attendance certificate to the Accounts section for their record.
4. In case of financial appreciation for Ph.D. award, the Convenor of Research & Publication Cell makes a recommendation about the same to the principal at the end of every academic year. The copy of the degree certificate of Ph.D. award is maintained by the Cell for their record and reference. After the approval of the principal, the approved application is forwarded to Accounts section for the release offunds.
5. The teachers may be interested to become members of professional bodies. The College sanctions the membership fees upon the application of the concerned teacher for the same. The receipts and records are maintained by the Accounts section.
6. There are teachers who may be interested in enrolling for any course to enhance their professional skills. The College sanctions the course fee to the teachers. The receipts and records for the same are maintained by the Accounts section.


Secretary & Correspondent
Viswambhara Educational Society
Kishanpura, Hanamkonda,




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Date: 22/01/2024

E-Governance Policy

To be recognized nationally and internationally, every educational institution must have a good E-Governance Policy, a good Governance Document, and good Governance Initiatives. VCOP has established an excellent E-Governance Document and has been implementing several good E-Governance initiatives to maintain and make its mark as one of the country's Institutes of Excellence among the Higher education institutions. For the system to run smoothly, governance must be made inclusive, participatory, accountable, and transparent.

Objectives:

- Incorporate e-governance into several departments of the organization.
- To enhance the effectiveness of operations
- To encourage transparency and accountability.
- To eliminate the use of paper in office administration
- To facilitate internal and external communication among the various departments of the institute connected through internet.
- To Ensure easily accessible information.

Policy:

- E governance policy is implemented in the following areas:
- Planning and development
- Administration
- Finance and Accounts
- Student Admission and Support



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➤ Examination

E-governance must be followed in order to create an honest and effective governance system within the institution.

Website: The website must be functioning and reflect the operations of the institution, Offers an easy access to information on all activities, changes, and other important information to the visitors. For updating information, maintaining and working of website, the institution needs a service provider and a system administrator.

Student Admissions: on tseamcetb.nic.in is a college admissions portal that is used to handle admissions. Only this portal will be used to manage the number of students applying for each course, withdrawals, and fee submission. The administrative officer updates the site with the students' admission information.

Accounts: Cams software is used to keep track of finances and accounting. Appropriate security measures should be adopted to ensure transaction confidentiality. Existing workers must be trained, and existing software must be updated on a regular basis. For financial management, the office will continue to use Tally solutions.

Library: For the benefit of students, the institution has a large library with more e-learning facilities. Teachers and students are also involved. The NewGenLib library Automation Software requires that the library be updated on a regular basis. Its web-based services must be used to gain easy access to library services. In a same vein, newer E-resources like DELNET, MICROMEDIX, NDL, Z-LIBRARY BOOKS, DOAJ, SWAYAM, PDF drive E-Books for learning materials and journals are using as per the Library Committee's recommendations.

Examination: VCOP is an affiliated to KU. Hence all examinations are conducted as per the notifications given by KU. Admissions, attendance, exam registrations, hall tickets, and marks uploading will all be completed via KU website. The College Exams in charge is responsible for managing the entire examination process under the supervision of the principal, and while



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handling examinations, secrecy and confidentiality is maintained, and work will be completed with great care and attention. On CampX is a private portal maintained by college for the purpose of student details, attendance and internal marks.

The Principal has the authority to make reasonable choices and appoint people to carry out the policy.



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ANNUAL E-GOVERNANCE REPORT: 22002223- 22002234

E-Governance in the field of the educational sector has changed the way of administration with the data and processes model of an educational institution, makes the process easy, well-organized and error free. This is designed to make the system user-friendly, time saving and cost saving also. It helps in improving transparency, providing speedy information dissemination, improving administrative efficiency and public service in all the aspects of education. The institution was successful in implementing the following services in this year

S.No	Name of the Service	Area of Operation
1.	College Automation Package (CampX)	This CampX is a cutting-edge robust digital campus automation management platform designed to revolutionize the way to manage and operate the higher education institution. It is flexible and leverages the latest cloud-based technologies to ensure secure storage, robust data protection, and real-time analytics and provides an integrated digital ecosystem for all the students, teachers, administration and other staff members. It is robust data security measures are designed to protect sensitive data from unauthorized access, breaches, and cyber threats.
2.	Website Developing and Maintenance	Institution has a website to share the infrastructural academics and placement information with its stakeholders Results shall be uploaded to the website directly

The total expenditure towards e-governance during the year 2200 2 32 - 2023 Rs.

44,940/-



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S.No.	COMMITTEE NAME	CONVENOR
1	Governing body Council	Sri. Ch. Narasimha Reddy
2	Academic Monitoring Committee	Dr. B. S. Sharvana bhava
3	Internal Quality Assurance Cell	Dr. B. S. Sharvana bhava
4	Examination Committee	Dr. K. Srinivas Reddy
5	Grievance and redressal Cell	Dr. C. Srinivas Reddy
6	Finance and Purchase Committee	Dr. C. Srinivas Reddy
7	Anti Ragging Committee	Dr. C. Srinivas Reddy
8	Research and Development Committee (VIPRA)	Dr. Y. Shravan Kumar
9	Training and Placement Committee	Dr. S. Pavani
10	Internal Complaint Committee	Dr. S. Pavani
11	Library Committee	Dr. Y. Shravan Kumar
12	Gender Sensitization Committee	Dr. S. Pavani
13	Sports Council	Dr. E. Venkateshwarlu
14	Entrepreneurship Development Cell	Dr. K. Srinivas Reddy
15	Institutional Innovational Council	Dr. E. Venkateshwarlu
16	Institutional Animal Ethical Committee	Dr. E. Venkateshwarlu
17	Women Empowerment cell	Dr. S. Pavani
18	Skill Development Committee	Dr. Y. Shravan Kumar
19	Committee for SC/ST	Dr. D. Kumaraswamy
20	Alumni Association	Dr. C. Srinivas Reddy
21	NSS Unit (Vaaganubandh)	Dr. K. Srinivas Reddy
22	Co & Extracurricular Activities Committee	Dr. B. S. Sharvana Bhava
23	OBC Cell	Dr. D. Kumaraswamy
24	Admission Committee	Dr. C. Srinivas Reddy




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25	Institutional Academic Calendar Committee	Dr. C. Srinivas Reddy
26	Time Table Committee	Dr. B. S. Sharvana Bhava
27	Student Welfare Committee	Dr. K. Srinivas Reddy
28	Cultural Committee	Dr. B. S. Sharvana Bhava
29	Laboratory & Equipment Committee	Dr. E. Venkateshwarlu
30	Disaster Management committee	Dr. C. Srinivas Reddy
31	Student Scholarship Committee	Dr. E. Venkateshwarlu
32	Intellectual Property Rights Cell	Dr. Y. Shravan Kumar
33	Electoral Literacy Club	Dr. C. Srinivas Reddy
34	Right To Information Committee	Dr. C. Srinivas Reddy
35	Student Council	Mr. P. Vikram (Student)
36	Minority Cell	Mrs. Sameena Afreen
37	Website Committee	Dr. A. Makarandh
38	Anti- Drugs Committee	Dr. C. Srinivas Reddy
39	Vaagdevi Adverse Drug Reaction Monitoring Committee	Dr. C. Srinivas Reddy
40	Code of Conduct Committe	Dr. B. S. Sharvana Bhava




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