



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)

### 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.

**Principal**  
**Vaagdevi College of Pharmacy**  
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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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