



ESTD 2007

# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES



Approved by PCI, AICTE & Affiliated to JNTUH  
Gunthapally(V), Abdullapurmet (M), R.R. Dist., Near Ramoji Film City, Hyd.  
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## Service RULES OF STAFF

### 1. SERVICE CONDITIONS

#### 1.1 Cadres of Staff and Strength

**a. Teaching Staff :**

The Teaching Staff comprises of the following categories.

- Director / Principal, Professor
- Associate Professor , Assistant Professor

**b. Supporting Staff:**

This comprises of two categories.

Supporting Staff (Technical)

Computer Programmer

Computer Operator Grades I, II and III

Laboratory Technician    Laboratory Attendant

Supporting Staff (Non Technical)

Asst. Librarian

Stenographer

Library Assistant

Office Assistant / Clerk

Physical Director

Attender

Admn.Officer/Office

Driver

Superintendent

**c. Cadre Strength :**

The Cadre Strength i.e., the No. of Posts in each cadre shall be as approved by the Governing Body from time to time.

**1.2 QUALIFICATIONS FOR APPOINTMENT:**

These shall be as per Qualifications prescribed by J.N.T.U./AICTE. from time to time. The Qualification for the respective posts in force at present in J.N.T.U./AICTE are given below for ready reference only. Where there are no corresponding posts in J.N.T.U./AICTE the qualifications scale etc., as prescribed by the Governing Body of 'Avanthi Group of Colleges' shall be followed:

i) Principal

a) A Doctorate Degree in Pharmacy or a Post - Graduate in Pharmacy with published work with a minimum of 15 years experience out of which a minimum of 5 years should be with an Educational Institution teaching at University level.

b) Administrative Experience is desirable.

ii) Professor

a) A Doctorate Degree in the appropriate field with 10 years of experience, out of which 5 years in teaching or an eminent scholar with published work of high quality actively engaged in research. An outstanding Engineer/ Technologist with established reputation who has made significant contribution to the knowledge.

iii) Associate Professor a) Good academic record with a Doctor's Degree in the relevant field.

About 5 years experience or Teaching and / or research / Department.

OR

In the case of persons to be recruited from industry or Professional fields, candidates should possess good academic record which includes a Post Graduate Degree in Engineering and with recognized professional work of about 7 years which should include innovation and / or research and development.

iv) Assistant Professor

a) Master's Degree in Pharmacy/M.Phil in Sciences / Humanities in the appropriate branch.

b) consistently good academic record with a First class Bachelor's Degree/ in Engineering / Technology or Lecturers in Engineering

c) Having regard to the requirements of emerging fields of Engineering and of Developing inter - disciplinary programs, the requirements of Engineering/ Technology P.G. Degree may be waived in the case of otherwise well qualified/experienced candidates. He / She will acquire M.Tech/P.G. Degree with in a period of 5 years otherwise increment shall not be sanctioned.

v) Librarian/  
Assistant Librarian

a) First or Second Class M.Library Science Degree with a First Class B.A./B.Com., Degree from a recognized University, OR First or Second class Master's Degree with a First or Second Class B.Library Science Degree or one year Post – Graduate Diploma in Library Science.

b) Ability to read South Indian Scripts will be an Additional qualification.

NOTE: i) Second Class with each degree denotes that the candidates have secured a minimum of 50 percent marks in aggregate. Copies of memorandum of marks must be enclosed.

ii) Candidates with Post-Graduate Diploma in Library Science must have obtained the Diploma in Second Class with not less than 50 percent marks in aggregate.

iii) Candidates with experience as Librarian or in a responsible professional's capacity in running a University or a recognized Library will be given preference.

vi) Physical Director/  
Assistant Physical  
Director

a) A graduate from recognized University with Master's Degree in Physical Education.

b) Must be in the National Institute of Sports, Patiala or an equivalent Institute or possess a diploma in Sports Coaching.

c) Experience in organizing games and sports.

## **ADMINISTRATIVE / MINISTERIAL STAFF – QUALIFICATIONS:**

- i) Administrative Officer or Equivalent      A graduate from any recognized University with (10) years experience in a responsible position with knowledge of working of an Educational Institution. Must be well conversant with Accounts and Administration.
- ii) Office Manager      A Pass in Degree in 1<sup>st</sup> or 2<sup>nd</sup> Class or a Diploma in Commercial Courses or equivalent, pass in Part – I of Accounts Test for Sub-ordinate Officers is Compulsory. However, He / She should have normally put in 8 years of service as U.D.C / Accounts.
- iii) Accounts / U.D.C.      A Pass in Degree in 1<sup>st</sup> or 2<sup>nd</sup> Class or a Diploma in Secretarial Course in 2<sup>nd</sup> class or equivalent, with at least 5 years service in the lower category. Pass in Part – 1 of Accounts Test for Sub-Ordinate Officers is Compulsory.
- iv) Record Assistant      Intermediate or a pass in Degree or equivalent with experience to maintain stores / attend any office work with 5 years of experience in a recognized Institute of repute.
- v) Senior Stenographer      A pass in Degree or equivalent.  
Technical:  
i) Type Writing English Higher

ii) Shorthand English Lower

- vi) Junior Stenographer  
 A pass in Degree or equivalent.  
 Technical: i) Type Writing English Higher  
 ii) Shorthand English Lower
- vii) L.D.C./Junior Clerk  
 A pass in Degree in 1<sup>st</sup> and 2<sup>nd</sup>  
 class or equivalent, with two  
 years of experience in  
 recognized Institution of  
 repute.
- viii) Typist  
 A pass in Degree or equivalent.  
Technical: Type Writing English Higher  
 Grade
- ix) Driver  
 Preferably X th standard should be  
 above to read and write  
 English and Local Language  
 and  
 should possess Professional Driving License.
- x) Office Attender  
 Preferably X th Standard, able to  
 ride a bicycle in respect of male  
 members. Two years of experience  
 in any academic organization of  
 repute.
- xi) Attendant  
 language with Watchman / Sweeper / Mali good physique, in respect of male  
 members.  
 Two years of experience in any  
 academic organization of repute.

**SUPPORTING STAFF (TECHNICAL)**

- |   |  |
|---|--|
| a) Laboratory Assistant (Pharmacy)<br>Three | 1 <sup>st</sup> class Diploma in concerned Branch with<br><br>years of experience in a<br>recognized academic institution<br>or industry of repute.  |
| b) Laboratory Asst. (Science)               | 1 <sup>st</sup> Class B.Sc., in concerned branch<br>of Science with Three years of<br>experience in a recognized academic<br>Institution or a Research<br>Organization.  |
| c) Skilled Asst./                           | Studied up to Intermediate and well<br>conversant with the trade<br>supported by a Technical<br>Certificate, desirable. Five years<br>experience in a reputed Technical<br>Institute or Science college in<br>concerned subject. |
| d) Laboratory Attender                      | Studied up to 10 <sup>th</sup> and well<br>conversant with the trade/fields.<br>Two years experience in Technical<br>Institute/Science College.  |

N.B.:- In deserving cases, relaxation of experience and or age may be given by the Secretary subject to ratification by the Governing Body.



### **1.3 Scales of Pay**

a) The pay of Teaching and other Staff shall be on the Institute rules generally on the basis of scales adopted by University and AICTE. And also on the scales adopted by the State Government, However, the Governing Body can modify the above scales of pay or prescribe their own scales of pay to the various categories of posts depending on the availability of funds.

b) The employees shall be paid pay and allowances either on consolidated rates or on time scale of pay as may be decided by the Governing Body at the time of appointment and the employees shall be by such arrangement during their tenure in the posts concerned.

### **1.4 Modes of Selection**

Candidates shall be selected by one of the following methods, as decided by the Executive Committee.

- a. Direct Recruitment by open advertisement
- b. Invitation
- c. Promotions from amongst the Existing staff
- d. Selection Criteria is done with the following three methods
  1. Written Test
  2. Demo (Presentation by the Candidate)
  3. Personal Interview

NOTE: Teaching Staff shall be selected by adopting methods (a) or (b)

### **Selection Authority:**

Appointment of Teaching Staff & Staff Selection  
Committee

Appointment or Promotion of Supporting Staff

Promotion of supporting staff from the lower category shall be on the basis of merit and ability. Seniority shall be considered only when merit and abilities are equal.

The Selection Committee interviews the candidates and makes its recommendations in the order of merit. The Selection Committee may reject all the candidates, if they are found not suitable.

Selection Committee adopts suitable selection procedure which is not open to questioning. It is the prerogative of the appointing authority either to appoint or reject the selection list.

### **1.5 Nature of Appointments**

These appointments are made by regular selection and recommendation by the competent committees.

### **1.6 Appointing Authority**

All appointments are made by the HR-Director with the approval of the General Secretary based on the recommendations of various committees. The recommendations of appointment are submitted to Governing Body for information and approval before issue of orders. In case of urgency, HR-Director issues Appointment Orders and bring before Governing Body for ratification.

### **1.7 Faculty Recruitment**

#### **a. Reporting to duty :**

At the time of reporting to duty, the staff members have to submit an undertaking that they would serve the Institute for a minimum period of two years and abide by its conduct rules.

They should bring their original certificates of degree/diploma and marks sheets along with the undertaking.

Declaration of probation does not confer on the employee any special right of permanence to continue in the post.

#### **b. Seniority :**

Staff members in the higher cadre are senior to those in the lower cadre.

Staff members on scale are senior to those on consolidated salary with the same designation.

Two or more persons appointed in the same cadre

One, who is ranked higher in the selection list, provided it is prepared as per merit, is senior irrespective of the dates of joining.

One who joined in the college earlier is senior to the others recruited in subsequent Interviews.

If the list does not specify the merit order of selected candidates, then

- Internal person is senior to external ones
- Seniority in the lower cadre is upheld, in case of internal Staff Members, irrespective of their dates of joining.
- One who joins the institute earlier is senior to the rest, in case of External candidates

NOTE:

All the posts are filled by SELECTION and NOT BY PROMOTION.

Internal staff members also have to appear before the Selection Committee, along with external candidates, for selection to higher posts.

Existing seniority has no bearing on the recruitment to the higher cadre.

**c. Resignation and Relief, Termination, Transfers:**

**Resignation and Relief :-**

The following procedure shall be adopted by the employees to resign from the post they are holding.

Teaching Staff : 3 months notice

Supporting Staff : 1 month notice

In case, applications are submitted through the Institution for seeking employment / pursuing higher education, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any inconvenience to the academic programme in the college.

**Transfers:**

Staff recruited for the College may be transferred to other Institutions or Organizations run by Avanthi Educational Society with no reduction in total emoluments at the discretion of Executive Committee with the approval of the Governing Body.

**d. Orientation**

Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.

The Principal shall take him/her to the department of his/her work and introduced to the Head of the Department.

The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and supporting members of his team.

He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.

The HOD will also ensure all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.

He will introduce the new faculty member in the first class he/she is going to handle in every section of his / her assignment.

**e. Promotions**

Eligibility norms for selection to higher scale/category of post are as laid down by AICTE.

A staff member is required to inform the Principal about his/her acquiring higher qualification as it may be useful for his/her promotion. While informing the Principal, the individual should also submit a copy of degree certificate or any other relevant document.

Internal staff members also have to appear along with external candidates before the selection committee for selection to higher posts.

**2. BENEFITS / INCENTIVES**

**2.1 Employees Provident Fund (EPF)**

The members of the supporting staff on permanent establishment are enrolled under EPF scheme and the contribution as fixed by the Government is deducted from their salary. The management makes an equal contribution.

**2.2 Incentives & Awards**

Awards are instituted for the faculty as well as supporting staff members. These awards are in the form of Promotions, increments, cash etc.

Staff members are selected for these awards based on their performance, conduct and commitment in their academic activities as well as their involvement in the developmental activities of the department and the college.

### **2.3 Faculty Development**

Since the development of good students depends on the quality of teachers, members of faculty are given necessary encouragement to improve their competence in various areas.

#### **The plan for such faculty development envisages**

- Deputing staff regularly for quality improvement programmes, Seminars, Conferences, Workshops, summer and winter continuing education courses.
- Providing opportunity to involve in research or developmental activities of their choice in the department and at the Institutional level.

Identifying teachers with special talents and competence and encouraging them by honoring them with awards, monetary benefits etc.

Encouraging teachers to conduct training courses for personnel in Industries / Educational Institutions.

Motivating teachers to organize Seminars, Conferences, Summer and Winter Schools etc.

## **3. LEAVE RULES**

### **3.1 General**

Leave of any kind cannot be claimed as a matter of right and will be granted only at the sole discretion of HOD/PRINCIPAL.

Any leave under these rules can be granted in combination with or in continuation of any other kind of leave, except casual leave.

No leave shall be granted beyond the date on which an employee must compulsorily retire.

They are deemed to have come into effect from the date, the class work is inaugurated.

Leave account of each employee is maintained separately by the Principal

Unauthorized absence from duty not only results in cut in the emoluments for the period but also considered as misbehavior inviting disciplinary action.

An employee, on leave, cannot take up any service or accept any other employment or remuneration.

Application for leave on Medical ground shall be accompanied by a Medical Certificate by a Registered Medical Practitioner.

Any employee on leave or on vacation can be called back to duty, in case of exigencies

All leaves can be availed only after due sanction by the sanctioning authority. Only in respect of casual leave applied due to sudden illness or such other emergency, it can be availed before sanction. As far as possible, it is obligatory to the employee to inform the sanctioning authority about his availability of casual leave.

### **3.2 Casual Leave**

12 days of casual leave in a year for the staff members who have completed 1 year service but proportionate to the Service put in by the employees during the year of initial recruitment.

### **3.3 Special Casual Leave**

Seven days in a calendar for teaching staff sanctioned only for attending to Ph.D.

Work, Seminars / Workshops, Examiner ships etc.

### **3.3 Earned Leave**

The Earned leave admissible to a permanent employee declared as eligible for vacation shall be 6 days in calendar year. The leave account of every permanent employee shall be credited with Earned leave every calendar year i.e., January -December.

The earned leave at the credit of an employee at the end of calendar year shall be carried forward to the next year, subject to the condition that the leave so carried forward plus the credit for the year does not exceed 120 days. An employee ceases to earn such leave when the leave reaches the limit of 120 days. Maximum leave that can be granted at a time is 120 days.

### **3.4 Half Pay Leave**

The half pay leave, admissible to a permanent employee, on Medical or Health grounds shall be 20 days for every year of completed service. Maximum limit of accumulated leave is 30 days.

### **3.6 Commuted Leave**

Commutated leave not exceeding half the period of half pay leave may be granted (to a non-vacation staff) on a medical certificate or on private affairs subject to the following conditions.

When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

The maximum commuted leave on private affairs that may be granted at a time shall be 120 days.

If commuted leave on private affairs is combined with Earned leave the total period shall not exceed 180 days.

### **3.7 Extraordinary Leave**

Extraordinary leave shall be leave without salary and may be granted when no other leave is by rule, admissible or when other leave is admissible the employee applies in writing for the grant of Extraordinary leave. The duration of extraordinary leave on any one occasion shall not exceed 3 months without medical certificate, 6 months where the employee has completed a continuous services of not less than one year on the date of expiry of leave and the request for such leave supported by a medical certificate and two years for the purpose of higher studies or undergoing any professional training, provided the employee has completed three years of continuous service. Prior approval of the Management shall be taken before sanctioning the study leave.

### **3.8 Maternity Leave**

A female employee may be granted maternity leave with 5 years of service in the same college on full pay for a period of 60 days from the date of its commencement.

- o 2 Months maternity leave with full salary given for the staff members who have put in a minimum 5 years service in our society.
- o This benefit is given only once.
- o Staff members availing this leave have to give an undertaking before availing leave that they will work for a minimum period of 2 years after their return from leave.

Maternity leave not exceeding six weeks may be granted in case of miscarriage or abortion including induced abortion provided that the application for leave is supported by a medical certificate. Maternity leave shall not be admissible to a female employee who has two or

more living children. Maternity leave may be combined with vacation or any other kind of leave except casual. Such leave not exceeding 60 days may be granted without production of medical certificate. The Maternity leave shall not be debited against the leave account.

### **3.9 Vacation**

Out of the total number of 90 days (approx.) vacation declared at the end of odd and even semesters in each academic year, a staff member, under category 'Vacation staff' is eligible to avail up to a total number of 60 days (maximum) vacation in an academic year.

All the vacation staff are expected to be on duty during the rest of the 30 days as usual attending the college. However, the days on which the staff members attend to invigilation, evaluation, practical examination and such other works assigned by the College/University are treated as duty.

Detailed rules / guidelines governing eligibility and other details / conditions governing grant of leave are available for reference in the Institute office.

Staff members with one year's experience can avail a total vacation of 2 months including the summer and winter vacations. Those who have put in less than one year's experience will get proportionate vacation in a calendar year

## **4. CODE OF CONDUCT**

An employee shall be governed by the following rules:

### **4.1 DO's**

An employee at all times, shall

Maintain absolute integrity and devotion to duty

Attend the college regularly and punctually

Engage classes, both theory and practical's, punctually and effectively.

Correct the assignments and lab. Records systematically.

Be meticulous in submitting the question papers and marks of the internal tests.

Warn the students concerned for their irregular attendance and poor performance in the internal tests.

Be honest, impartial in dealings and courteous with others.

Abide by the rules and regulations of the institution.

Promote dignity and discipline among staff and students.

Institute devices & mechanisms to improve academic standards.



Acquire professional competence and enhance interpersonal competence among staff and students

Facilitate team work and reinforce the feeling of oneness.

Cooperate with the administration in complying with the imposed restrictions.

Behave like a true Academician.

#### **4.2 DON'Ts**

Knowingly or willfully neglect duties

Propagate communal or sectarian outlook or incite / allow any student to

Indulge in communal or sectarian activity

Discriminate against any person on the ground of caste, creed, language, place Of origin, social and cultural background.

Indulge in or encourage any form of 'malpractice' connected with examination or any other activity,

Leave the campus, while on duty in the institute, without prior permission of The Head of the Institution.

Remain absent from the institution, without leave or without the prior Permission of the Head of the Institution,

Undertake private tuition, either to students of other colleges.

Prepare or publish any books commonly known as Keys. However writing University level text books comes outside this purview.

Enter into any monetary transactions with any student or parent.

Cause, or incite any other person to cause, any damage to institution property,

Indulge in any violence or any conduct which involves moral turpitude,

Organize or attend any meeting without permission.

Pass comments on the students' religious, regional, personal or cultural Sentiments

Be a member of a political party or shall take part in politics

An employee who commits an offence or dereliction of duty or does an act detrimental to the interest of the college is liable for consequences.

### 4.3 Discipline

Any teacher who is violating the code of conduct will be subjected to appropriate disciplinary action.

If a teacher commits an act of misconduct or misdemeanor, anyone can report in writing to the Principal. The Principal shall hold a preliminary enquiry whenever the code of conduct is violated.

- If the Principal is satisfied with the facts on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- He shall proceed with issuing a Show Cause notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his / her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- The course of action for disciplining a teacher shall be under the following categories.

Memo and censure

Warning in writing, with recovery of amount, where financial loss is Involved

Suspension from work without remuneration

Dismissal or discharge from service

- Where the punishment proposed is Suspension/Dismissal, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his / her case, observing principle of natural justice.

The Principal shall report the proceedings periodically to the General Secretary.

### 4.4 Grievance Cell

The Principal shall constitute a Grievance Committee to redress the Grievances of the teaching and supporting staff.

The Grievance Committee shall be composed of three persons in the ranks of Head of the Department, or professor.

The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

Any teaching or supporting staff having a grievance shall make a representation to the Committee.

The coordinator of the Grievance Committee shall include such grievance as an item of the agenda in the next meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

The grievances shall be redressed immediately by the committee and the Principal shall be informed.

The coordinator shall record and maintain the minutes of meetings

## **5. FACILITIES & AMENITIES**

### **5.1 IPA, APTI & IPS**

Staff members are encouraged to become life members of IPA, APTI & IPS. The Management encourages by co-sponsoring some of its activities.

#### **b. Forums**

Apart from class room teachings, students need to get exposed to the latest developments in their disciplines. Keeping this in view, all departments have started Departmental Forums. Departments conduct seminars, lectures by experts, group discussions, arrange education tours and so on.

### **5.2 Staff Quarters & Medical care**

#### **a. Staff Quarters**

Quarters for the Principal and a few faculty members are available in the campus.

#### **b. Medical Care**

A health clinic with all basic facilities is functioning under the supervision of qualified Doctors. Under emergency condition, the staff members are taken to corporate hospitals in the town.

### **5.3 Canteen / Fast Food Centre**

The canteen is located in a spacious, well planned building to meet the needs of the students and staff and is equipped with modern cooking facilities. Hygienic and

delicious food items are offered at reasonable rates in the canteen and Fast Food Centre.

#### **5.4 Sports and Games**

The Department of Physical Education is providing sports facilities to the members of the staff of the college. They take part in shuttle, Table Tennis and Tennis whenever they are free. Apart from this, competitions are conducted for the staff and the winners are awarded with prizes on the college annual day.

### **6. Human Resource Planning**

#### **6.1 Working Days and Timings**

- The college works from 8.30 a.m. to 4.00 p.m. for six days in a week.
- The total instruction weeks are 17 in a semester as notified by Jawaharlal Nehru Technological University, Hyderabad.
- There are two spells of vacation in each academic year, one each at the end of odd and even semesters approximately of 60 days in an year.

#### **6.2 Job Responsibility**

The workload is allotted to the faculty members as per AICTE norms.

Teachers have to perform a variety of tasks which include

##### **a. Academic**

Teaching & Lab. Instruction

Development of Laboratory, Curriculum and Resource Material

Evaluation of students in the college and University Exams.

Participation in the curricular and co-curricular activities

Self development through upgrading qualification, knowledge and skills.

Publishing of various articles in journals and magazines.

##### **b. R & D and Consultancy**

R & D Activities including Guidance

Providing consultancy and Testing services

Promotion of Institute Industry Interaction

Promotion of innovative activities

**c. Administration**

Academic and Administrative Management.

Design and Development of new programmes & Promotional activities.

Mobilizing resources for the Institution.

**d. Extension**

Guiding the students in overall character development.

Extension services by interacting with Society & Community.

Providing technical support in areas of social relevance.

### **6.3 Salary & Disbursement**

Based on the experience / qualification, salary is fixed as per AICTE norms. Dearness Allowance (DA), House Rent Allowance (HRA) are paid to the staff members as adopted by the State Government. The latest State Government DA is implemented on first July of every year. Annual increments are sanctioned to the staff members provided their performance and conduct are satisfactory.

The salary of each staff member is directly deposited in the staff member's account in the nationalized Bank. Income tax if any and P.F. are deducted from the salary and paid to the Government.

### **6.4 Teaching Schedule**

All the staff members, plan their teaching schedule, for the whole semester as per the syllabus prescribed by the University before the semester commences and lectures are delivered as per schedule.

**a. Lesson Plan**

- Lesson plans in each subject prepared by the teacher concerned are provided to students in the beginning of each semester so that they attend classes prepared in advance. This helps in better understanding of the subject and makes the classes more interactive.
- A positive attempt is made to give extra knowledge to the student community in addition to the prescribed syllabus.

- The students are also exposed to the seminars by eminent experts from Industries / Institutions and workshops which cover advanced and industry related topics and also by faculty within the campus.

## **6.5 Evaluation of Faculty By Students**

At the end of every semester, the students evaluate the teachers handling their subjects covering various aspects of student-teacher interaction through a computerized structured format.

The computer on-line-evaluation pertains to various aspects such as

Ability to communicate effectively.

Innovativeness in teaching methods

Creating interactive environment in class room and encouraging probing questions from students.

Proper planning in teaching activity.

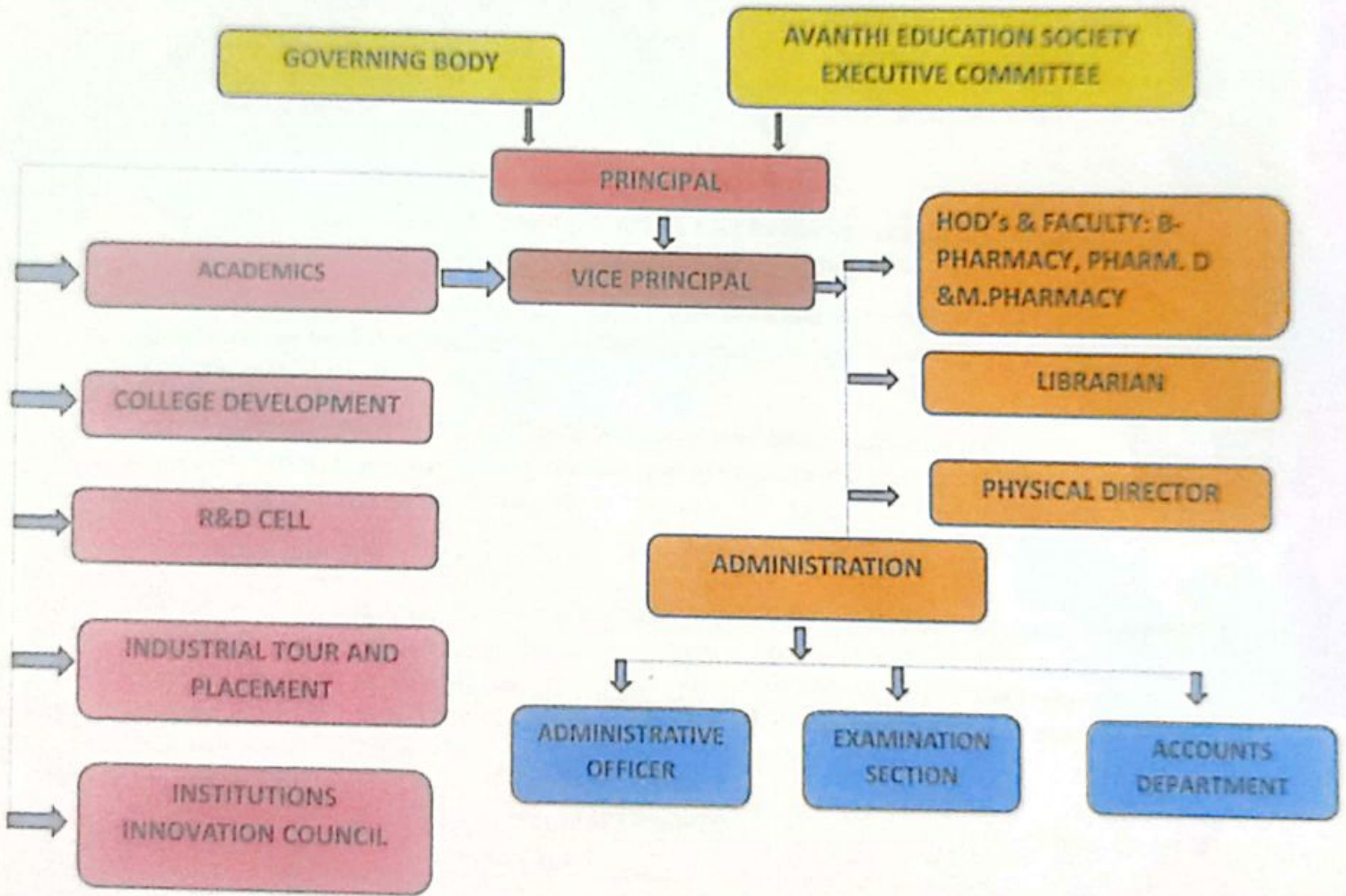
Absolute confidentiality is maintained to avoid any identification of the individual assessors.

After the evaluation process is completed, the teachers found to be deficient are advised to improve by a committee consisting of Principal, Deans and the HOD concerned. He administration has taken steps to encourage and reward teachers with excellent performance.



6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management:

## ORGANIZATIONAL CHART



*[Handwritten Signature]*

PRINCIPAL  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayathi Nagar (M),  
Ranga Reddy Dist.



## List of Various Committees for Decentralization and Participative Management

- The Principal, the Vice Principals, the Heads of the Departments, the IQAC co-ordinator, the Coordinators of various committees provide the effective leadership to the college.
- The IQAC has the freedom to formulate quality policy and its implementation.

• The HODs and Coordinators of various committees have freedom to plan, implement, finalize and shape activities in view of the available resources by conducting meetings.

• The college has always been in favour of participation of faculty, administrative staff and representatives from students, alumni, local society, industry, and other beneficiaries in the general administration of the college.

• All of them are encouraged to contribute in terms of their ideas, suggestions and recommendations towards identifying and setting organizational goals, problem solving and other decisions that promote good work culture.

### Committees and Cells:

The following cells and committees are in operation in the institution to implement various activities which are part of the strategic plan. The Members from the Management, the teaching and the administrative staff, the students and other stakeholders have been included in such committees and cells as per the needs and guidelines, in order to gain their expertise, knowledge and skills.

### List of Committees

Sr. No.	Name of Committee
1	Board of Governors (BoG)
2	College Academic Committee (CAC)
3	Internal Quality Assurance Cell (IQAC)
4	Anti Ragging Committee
5	Disciplinary Committee
6	Grievance Redressal Committee (GRC)
7	Research and Development cell (RDC)
8	Examination Committee
9	Library Committee
10	Alumni Committee
11	Staff Welfare committee
12	Purchase committee





# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)



Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.

13	Website and Press Publicity Committee
14	GPAT and Competitive Examination Committee
15	Industrial Tour and Placement Committee
16	Extra-Curricular and Sports committee
17	Stores and Maintenance Committee
18	Magazine Committee
19	Finance Committee
20	Admission Committee
21	Seminar and Workshop Committee
22	College Development Committee
23	Women Protection Cell
24	Health and Public Awareness Committee

Principal observes control on working of all the Vice Principals, HODs, Coordinators through frequent meetings thus the institute always promotes the culture of participative management by involving staff and students in various activities.

Name of Committee /Activity	Purpose/ Function of committee/ Activity
BOG Committee	<ul style="list-style-type: none"> <li>• To review the smooth running of the administrative activities of the college, discussing approval of new programs.</li> <li>• To review the examination results (Internal as well as External) of all programs; reasons of poor result and their improvement strategies.</li> <li>• To approve the up gradation &amp; maintenance of the Infrastructure of the Institute.</li> <li>• To review the budget allocated for different purposes and their expenditure etc.</li> <li>• Promotion of various faculty career advancement programs, Approval for posts, Study leaves etc.</li> <li>• To review the Placement activities, Collaborations with Industry and R&amp;D programs.</li> <li>• Reviewing the Performance appraisal of faculty and discussing suggestions given by Faculty for improvements in the college.</li> <li>• To provide support for conducting all kinds of activities: - Co-curricular and Extra-curricular.</li> <li>• To review the awards and scholarships for students based on the performance in co-curricular and Extra-curricular activities etc.</li> </ul>
IQAC Committee	<ul style="list-style-type: none"> <li>• The Internal Quality Assurance Cell is started to monitor the quality of services being provided by the institution to its stakeholders.</li> <li>• An IQAC committee is formed and approved by the governing body to take care of quality assurance strategies and processes.</li> <li>• AVIH College of Engineering and Research Centre is committed to continually improve the infrastructure, enhance the faculty competencies and empower the students for self-learning.</li> <li>• Reviewing of the quality policy is done once in every semester and their vision is placed when required by the IQAC committee.</li> </ul>

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Rajeev D. St.



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	<ul style="list-style-type: none"><li>Parameters related to enhance the quality the institution like workshops, conferences, FDP's, paper publications, innovations in teaching and more are considered after the approval of IOAC Committee.</li></ul>
Academic Committee.	<ul style="list-style-type: none"><li>To formulate schemes for students development, training etc.</li><li>For counseling of a group of student's including slow learners &amp; implementing schemes for them.</li><li>Monitor different Quality Initiatives such as academic audits, Faculty Development schemes, student's performance etc</li></ul>
Industrial tour & Placement Committee	<ul style="list-style-type: none"><li>The Central T &amp; P Committee plays a very important and key role in getting students their dream placement through on campus drives and guiding the students for their successful Career Placement.</li><li>It is a crucial interface between the stages of completion of academic program of the students and their entry into avenues of suitable employment.</li></ul>
Grievance Committee	<p>The grievance committee functions with the following purposes;</p> <ul style="list-style-type: none"><li>To make women, students, faculties &amp; staff members aware about their rights.</li><li>To help them in realizing the importance of good health and nutrition and facilities available for them.</li><li>To help them in developing decision making abilities and be selfdependent.</li><li>To help them in raising their voice in appropriate manner against all kinds of discrimination.</li><li>To help them in changing their mind setup positively.</li><li>To assist them in overall development of their personality.</li><li>To help them (community women) in knowing about reproductive health care and child care.</li><li>The Student Representatives have the responsibility towards students to: be available and listen to student's views and concerns, and actively represent them in an objective and accurate manner.</li></ul>
Discipline Committee	<ul style="list-style-type: none"><li>Recommends Installation of CCTV cameras at desired places and other measures to maintain the discipline.</li><li>Responsible for the entry of the students only with I-cards and proper uniforms.</li><li>Keep an eye on every possible activity in college to maintain proper discipline in the college</li></ul>
Extra-Curricular & Sports Committee	<ul style="list-style-type: none"><li>Manages all the cultural events from their planning to their execution throughout the year.</li><li>Prepares database of students interested in various activities.</li><li>The principal clearly demarcates the responsibilities assigned and maintain a track of functioning and progress of various activities.</li><li>Responsibility of procuring all types of sporting inventory as per requirements.</li><li>Maintaining the inventory of distribution sports stuff to the students on daily basis</li></ul>
Alumni Committee	<ul style="list-style-type: none"><li>Alumni Committee functions to strengthen the relationship between the institute and its alumni.</li><li>Well-built Alumni base is one of the formidable strengths for any institute.</li><li>Thereby, committee acts as a platform where the existing students and the alumni can interact for healthy &amp; meaningful careers.</li></ul>

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	<ul style="list-style-type: none"> <li>• The prime objective of this committee is to foster relations between the Alumni and the Institute and strengthen the bond between Alumni and current students.</li> <li>• The committee also tracks and highlights the achievements and successes of alumni so as to provide impulsion to the institute and its students.</li> </ul>
Library Committee	<ul style="list-style-type: none"> <li>• The committee looks after the up gradation of the library resources for providing benefits both to the faculty members as well as students.</li> <li>• It also gives its recommendations for purchasing of journals, software, books etc.</li> </ul>
Anti Ragging Committee	<ul style="list-style-type: none"> <li>• To overview and ensure that there is no ragging in the campus including hostels (inside &amp; outside) and during transportation for the Institute.</li> </ul>

### 6.1.2 Case Study Showing Decentralization and Participative Management

The Institution has adopted the decentralization and participative management in the process of academic and administration. The Top management gives generous freedom and flexibility to the Principal together with the academic council to lead all the academic activities of the college.

They regularly meet and take necessary steps to formulate and implement the perspective plan of the institution. As part of quality improvement and quality initiative the institution and its concern IQAC and College Development Committee and other statutory Committees continuously work on quality improvement.

In the beginning of academic year all faculty members conduct a meeting and discuss the smooth functioning of the institution. Various committees are constituted and responsibilities are assigned to them. Committee Chairman and members of the committee report to the principal and IQAC about the planning and implementation of the decision.

They get the feedback from all the stakeholders of the institution and take steps for further improvements as far as they are within the capacity and recommend the management for further corrective action.

The Administrative and academic duties are controlled by the Principal of the Institution. Head of the department works under the guidance of the Principal and Internal Quality Assurance Cell. The Heads of the Department are given specific duties and responsibilities to attend the day to day routine work.

Every faculty member is involved in the various academic and administrative or other statutory and non-statutory committee. Internal Quality Assurance Cell monitors the academic and administrative activities. Mentorship is introduced in all and it is effectively monitored by the Principal.

Conducted Guest lectures

- Organizing guest lectures by prominent personalities from osmania university
- Organizing guest lectures by prominent personalities from osmania university

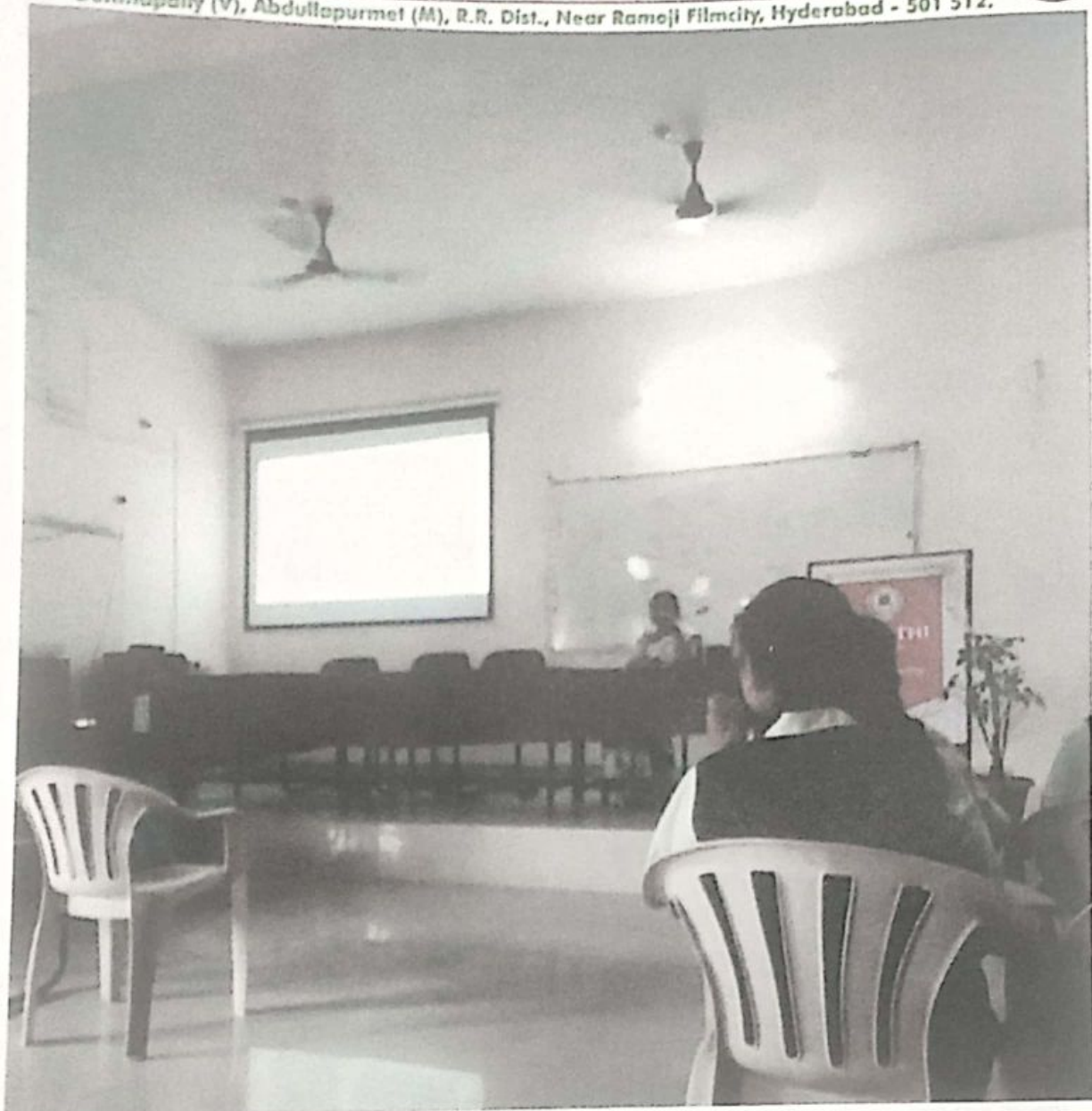
Principal  
Avanthi Institute of Pharmaceutical Science  
Gunthapally (V), Rajahmundry (M),  
Ranga Reddy Dist



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- PRINCIPAL  
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Guest lecture for MEDICINAL CHEMISTRY

- PRINCIPAL  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.