




6.2.2. The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup appointment and service rules, procedures, etc.

PART	TITLE
	GOVERNANCE
	1 Introduction
	2 Vision
	3 Mission
	4 Strategy
	5 Institutional Management
	6 Organizational Chart
	ADMINISTRATION
II	1 Roles and Responsibilities
	2 Academic Council
	3 Board of Studies
	4 Finance Committee
	5 Admissions Committee
	6 Timetables and Schedules Committee
	7 Examination Cell
	8 Internal Quality Assurance Cell
	9 Industrial Tour and Placement Committee
	10 Anti Ragging Committee
	11 Disciplinary Committee
	12 Grievance Redressal Committee (GRC)
	13 Library Committee
	14 Alumni Committee
	15 Staff Welfare committee
	16 Purchase committee
	17 GPAT and Competitive Examination Committee
	18 Extra-Curricular and Sports committee
	19 Stores and Maintenance Committee
	20 Magazine Committee
	21 Seminar and Workshop Committee
	21 College Development Committee
	22 Women Protection Cell
	23 Health and Public Awareness Committee
	24 NSS Committee
	25 SC/ST committee
26 College Events	
	QUALITY ASSURANCE
	1 Quality Policy


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III	2	Quality Assurance
	3	Feedback System
HUMAN RESOURCES		
IV	1	General conditions
	2	Recruitment Policy
	3	Service Rules
	4	Provident Fund
	5	Conduct Rules
	6	Leave Rules
	7	Staff Welfare & Incentives
	8	Faculty Hand Book


OPERATION MANUAL – A VISION DOCUMENT

The role of higher education in nation building and facing the challenges of globalization is being discussed world over. As far as the developed nations are concerned, they have a well-developed system of higher education, capable of taking care of the twin problem of quantities and qualities of higher education. This vision of imparting higher education for our youth, if not implemented with a

missionary zeal we may not succeed in our endeavor of transforming our country to a developed economy.

Learning, Teaching and Assessing are integral parts of the process imparting education and they are to be interwoven and failure in any segment will be reflected in other segments too. If one attempts to improve the system, it is to be attempted in its totality. A reform here and a reform there will not serve the purpose. There is no substitute for a holistic approach to educational reforms, if the desired results are to be made.

It is in this context that our system of teaching, learning, assessing is to be redesigned to meet the challenges of the changing times. Our old system of teaching, learning and assessing based on rote memorization and other related objectives still dominate over cognitively more complex objectives like creativity. The need of the hour is to produce an academic community with more creativity and that is the only way to convert our economy to a knowledgebased economy.


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Need for paradigm shift in Teaching, Learning and Assessing: An outstanding education system empowers adults to be lifelong learners and problem solvers and imparts values that support good citizenship. However, most of the Universities in India design their pedagogy around an examination system which tests more the rote memory than the ability of students to apply, analyze, evaluate and create knowledge.

Three major steps can be taken up to enhance the effectiveness of the education system:

1. Teachers training

In the context of the proliferation of professional colleges in the self-financing sector, acute shortage of faculty is felt which in turn affect the quality of teaching, learning and assessing. These fresh graduates do not receive any formal training before facing the students. Consequently, they are not aware of even the fundamentals of pedagogy and depend on the obsolete examination system to prove their worth. They set question papers without having the objectives in mind.

The differentiating human factors in cognitive, affective, and psychomotor skills of the students are ignored, and they venture out to test them in areas where they were tested as students—memory and ability to work out standard problems with no relevance to reality. In this process objectives of the examination are forgotten.

2. Need for making the pedagogy student centered

Any education system should have a feedback process inbuilt for asserting that it is student centered. Instructional methods should not be confined to lecturing, but learning by doing and learning by insight should be encouraged. Again, the teachers should be given professional training to ensure that they are exposed to various innovative methods of teaching, other than the autocratic style such as—lecture, demonstration, tutorial style, project strategies, review, group discussion, discovery etc.

3. Exposure to Industry

This aspect of the education system is neglected so much that students coming out of pharmacy colleges are semi-finished products—they are overloaded with theories, but do not possess the ability to deliver to the industry. Projects and industry exposure are extremely important in this

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aspect. The projects generated by the student community are often unimaginative and repetitive, having no creative content. Again the remedy lies in teachers getting training in industries of their specialization, say at least one week in three years. The students should have minimum hours of industry visit. Guest faculty from industry should interact with the students periodically. AIPS is committed to incorporate the above value additions for our Academic Programs. It will serve the nation by moulding students as nation builders. Also we will continue to churn out Pharmacy graduates in large numbers, who will consume the scarce resources of the society, without giving back anything, and continue to be educated.

VISION

To develop highly skilled professionals with ethics & human values.

MISSION

To provide a positive and professional learning environment where all students are inspired to strive for excellence in order to achieve their potential as dignified and competent engineers, technology innovators, managers and leaders in global society through a cohesive network for the parents, students, college staff and industry.

The College ensures that its vision and mission statement clearly defines the institution's distinctive characteristics in the following manner:

i) Avanthi was set up with a mission to impart such knowledge as may be necessary for the all round development of the character of students thereby making them capable of being better employed and at par with the highly competitive job markets.

ii) The institution follows a three-fold system with academic, co-curricular and extra-curricular programs.

iii) The academic design is based on enhancing and empowering the knowledge base of the students. The focus is on the recent trends in technology.

iv) The college visualizes at facilitating young adult learners with opportunities to kindle their ethics and leadership potential thereby sensitizing learners towards inclusive social concerns, human rights, gender and environmental issues

v) The College has drawn a clear perspective plan for future development and to maintain competitive edge in quality and system.

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ADMINISTRATION


The day-to-day administration is carried out by the concerned Heads of the Departments under the leadership and guidance of the Principal. The Principal is supported by the two Vice-Principals, two Asst. Principals and Six Deans in his day to day activities.

Avanthi Institute of Engineering & Technology has well defined organization structure with greater employee participation in various academic and administrative roles and responsibilities.

1. 1 Roles and Responsibilities

The Roles and Responsibilities of the Administration team is given below:

PRINCIPAL	
<ul style="list-style-type: none"> To be reported by <ul style="list-style-type: none"> Vice-Principal Asst-Principals 	<ul style="list-style-type: none"> College Academic council Department Advisory Committee Grievance cell Disciplinary committee Alumni
Vice-PRINCIPAL (Academics)	
<ul style="list-style-type: none"> Faculty Leaves Library committee Time Table Committee Staff recruitments(faculty) Student feedbacks Faculty Attendance registers Exam cell 	<ul style="list-style-type: none"> Purchase committee Result analysis Academic awards for students Approvals to faculty to attend WS/Conferences etc
Vice- PRINCIPAL (Administration)	
<ul style="list-style-type: none"> Non-Teaching Staff-Leaves Transport Committee Anti- Ragging Committee Women Empowerment Cell 	<ul style="list-style-type: none"> Hostel committees-Boys and Girls Security Staff recruitments(NT Staff)
Asst. PRINCIPAL (Academics)	
<ul style="list-style-type: none"> Establishment Faculty Incentives JNTUH Affiliations NAAC Accreditations 	<ul style="list-style-type: none"> UGC, TSCHE & Technical Board Correspondences Yearly Faculty appraisals University Ratifications
(Administration)	


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<ul style="list-style-type: none"> • Electrical & general maintenance • Fabrications • Furnishings & furnitures • Campus networking • House keeping 	<ul style="list-style-type: none"> • Hostels Canteen • B category seats of UG courses • Land scaping
(Strategie Planning)	
<ul style="list-style-type: none"> • Autonomy • Internal Quality Assurance Cell (IQAC) • Service manual 	<ul style="list-style-type: none"> • To oversee strategic planning for the institute • Policy development
(Civil and Infrastructure)	
<ul style="list-style-type: none"> • Civil Constructions • Civil maintenance 	<ul style="list-style-type: none"> • House keeping • Sanitary/Plumbing/water
(Research & Development)	
<ul style="list-style-type: none"> • Projects Implementation • Record Consultancy • Publications & presentations 	<ul style="list-style-type: none"> • MoUs • Add-On programs • E-Learning material – utilization record
(Training & Placements and PG Courses)	
<ul style="list-style-type: none"> • Placement Cell B category seats of PG courses • GPAT Scholarships through 	<ul style="list-style-type: none"> • All PG Courses-Records of Minutes • Student Projects/Internships
(Student Affairs)	
<ul style="list-style-type: none"> • NCC, • Professional body activities Students • Coordination in organizing Guest lecturers, Workshops & Industrial Tours/visits for students 	<ul style="list-style-type: none"> • Cultural and sports committees • Approvals to students to attend WS/Conferences etc. • Public Relations • Press and Media Committee
(Faculty Development)	
<ul style="list-style-type: none"> • Professional body activities • Faculty Coordination in organizing Guest lecturers, Workshops for faculty 	<ul style="list-style-type: none"> • Induction Programs for faculty
(Examinations)	
<ul style="list-style-type: none"> • Conduct University 	<ul style="list-style-type: none"> • Review of the results


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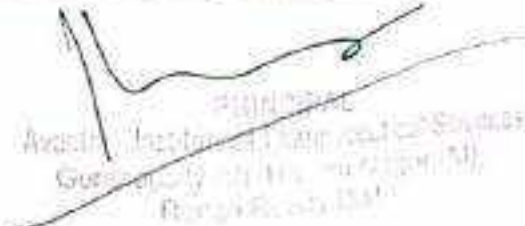


Examinations <ul style="list-style-type: none"> • Conduct and/or facilitate internal examinations • Conduct External National /State competitive examinations • Facilitate internal paper setting processes 	<ul style="list-style-type: none"> • Convene College Examinations Committee • Prepare annual budgetary proposals for Exams section and submit audited statements
FINANCE OFFICER	
<ul style="list-style-type: none"> • Accounts • Fee receipts • Social Welfare processing • Auditing related activities • Budget implementation/compliance 	<ul style="list-style-type: none"> • Payments Statutory deductions • Advances • Reimbursements-TA, DA & Others

1.2 Committees :

For smooth administration and delegation of responsibilities various committees and their Functional Heads are given below:

Committee Name	Headed-by
Academic Council	Principal
Board of Studies	Principal
Finance Committee	Principal
Admissions Committee	Principal
Timetables Committee	VP(AC)
Examinations Committee	VP(Examinations)
Quality Assurance Cell	VP
Training and Placement Committee	Principal
Research and Development Cell	VP
Library Committee	VP
Women Development Cell	
Purchase Committee	AD
Press and Media Committee	AD
Website Maintenance Committee	AD
Canteen Committee	AD
Transport Committee	AD
Grievance Redressal Committee	Principal


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Anti-Ragging Committee	Principal
Other Committees	
Hostel Committee	AD
Cultural Committee	AD
Sports Committee	AP(AD)
Construction and civil maintenance Committee	(Civil Infra)
General Maintenance committee	AP(AD)

2. Academic Council Structure and Functions:

2.1 Structure:

Presently the college is affiliated to JN Technological University- Hyd, and therefore Academic Regulations & Schedules prescribed by the affiliating University are being followed by the College. The college has an Academic Council comprising of Principal, Vice Principals, all HODs and faculty. In view of the present proposal for autonomy of the college, a separate Academic Council is to be formed in line with Autonomous regulation and the structure & functions of the Academic Council are to be drafted.

The following is the tentative draft version of the same.

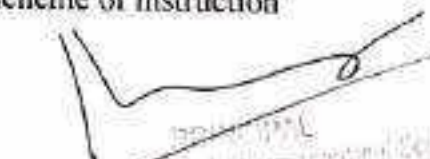
The construction of the Academic Council is as follows :

- Principal (Chairman)
- All Heads of the Departments
- Four teachers of the college representing different levels of the teaching staff by rotation(2 Years) based on the seniority
- Not less than four experts from outside the college from industry, education, and community activist etc. to be nominated by the Governing Body
- Three nominees of the University
- Controller of the Examinations, and
- Senior faculty nominated by the Principal
- Member Secretary

2.2 Functions:

The Academic Council

- Frames, modifies or repeals the regulations for various courses and curricula, instructional methods, scheme of instruction


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& examinations and other academic regulations on the advice of the Board of Studies

- Designs the scheme of evaluation and revises the same whenever necessary
- Frames the rules for student attendance criteria for writing the end examination
- Establishes the procedures for Condonation, re-examination, reevaluation, supplementary examinations and grading on the recommendation of the Boards of Studies
- Stipulates the conditions for award of the degree
- Advises the Governing Body on all academic matters
- Forwards the proposals of developmental activities like infrastructure, staff recruitment, library books and equipment etc. to the Governing Body
- Mediates the industry Institute interaction
- Delegates the standing committee such of its powers as it may deem fit.
- Recommends the Governing Body regarding the Institution of scholarships, studentships, fellowships, prizes, and medals to be awarded to the students. It also frames the guidelines for the same
- The Academic Council may delegate any of its powers to its Chairman. It may also appoint ad-hoc committees and delegates any of its power to the adhoc committee. • Performs other functions as may be assigned by the Governing Body


The quorum for the meeting is 50% of the total members of the Academic Council.

2.3 Standing Committee of the Academic Council Constitution:

- Principal - Chairman
- Vice-Principal(Academic) – Member
- Asst. Principal(Academic) – Member
- Heads of the Departments – Members

Functions:

- To scrutinize and recommend draft regulations and syllabus framed by the Boards of Studies to the Academic Council


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- To consider various issues and finalize the agenda for Academic Council meeting
- To make provisions of such aspects of assessment and examinations falling within the competence of the Academic Council subject to the ratification by the Council
- To review the student attendance and to determine the eligibility or otherwise of any student to appear for the end examinations

The minutes/proceedings of the Standing Committee meetings are placed before the Academic Council for ratification. The Standing Committee meets at least two weeks before the end examinations and also at least one month before the Academic Council meeting.


3. Board of Studies Structure and Functions:

Presently the college follows the academic syllabi and course structure as recommended by the Chairman Board of Studies (BoS) under I3 Jawaharlal Nehru Technological University-Hyderabad, the affiliating University. In view of the present proposal, separate Board of Studies (BoS) is to be constituted for each discipline.

3.1 Structure:

The following is the tentative structure of Board of Studies (BoS) of any discipline:

- Head of the Department – Chairman
 - All Professors in the Department
 - All Associate Professors
 - All Assistant Professors with a minimum of 5 Years of experience
 - Two experts from other colleges nominated by the Academic Council
 - One expert to be nominated by the Vice Chancellor from the panel of six recommended by the college Principal.
 - One representative from Industry/Corporate Sector/Alined area relating to Placement.
 - One Post Graduate Meritorious Aluminous to be nominated by Principal
- The term of each nominated member is Two Years.


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The quorum for the meeting shall be 50% of the total members of the Board of Studies.

3.2 Meeting

The Principal of the college prepares the schedule for the meetings of the Boards of studies of different Departments. Usually the meeting is scheduled once in a semester or twice in any Year. However, the meeting may be called for as and when necessary.

3.3 Functions

- To propose new courses, syllabi, modifications in syllabi to the Academic Council.
- To advise the Academic Council on the academic matters referred to them by the Council or on their own.
- To Co-opt members from other Boards of Studies or other experts as special invitees whenever it is required.
- To form sub-committees as and when required, with the approval of the Chairman of the Academic Council.


The Academic Council may direct the Boards of Studies to hold a joint session for deliberations on emerging trends to include in the inter-disciplinary programmes.

Whenever the proposals of a Board of Studies involve views of other boards, the same may be entertained with the permission of the respective Chairman of the Board.

4. Finance Committee

The Finance Committee will be an advisory body to the Governing Body, and will meet at least twice an year to consider:

- (a) budget estimates relating to the grant received/receivable from UGC, and the income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- (b) audited accounts for the above.
- (c) budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- (d) audited accounts for the above.


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Composition:

- The Principal.
- One person to be nominated by the Governing Body of the college for a period of two years.
- One senior-most teacher of the college to be nominated in rotation by the principal for two years.

5. Admissions Committee:

In order to ensure transparency in various processes pertaining to 'B' Category admissions in B.Pharm, Pharm.D and M.Pharm namely Admissions Committee has been constituted. The said committee shall comprise of the following members:


S.No.	Designation	Position
1	Correspondent	Chairman
2	Principal	Convener
3	Vice-Principal – Administration	Co- Convener(UG Programs)
4	Placements &PGcourses	Co- Convener(PG Programs)
5	Vice-Principal – Academics	Member

The Committee will review all the issues related to 'B' category admissions in the institutions in its totality taking into consideration various resolutions / Government Orders passed / issued by regulatory bodies like JNTUH, PCI etc., as well as the orders passed by various Judiciary Courts and make recommendations to the Principal for action in the matter.

6. Time Tables and Schedules Committee:

A College level Time Tables and schedules committee is constituted which is headed by Vice-Principal (Academics) and having one member from each branch to prepare Time Tables and schedules for the Academic Year.

6.1 Operating Procedure


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The following are the major points and their order for consideration in preparing a Successful schedule.

- (a) Finalise the number of sections Branch wise
- (b) Finalise the laboratories as per current syllabus.
- (c) Finalise the time-table for labs/workshop, i.e. all those which require duration of three hours/three periods at a stretch Make sure that same labs or not put continuously i.e. at least some theory is covered between two consecutive labs and also on one day there should not be two of labs/workshop or combination.
- (d) Each branch should depute a representative who should be available with the list of subjects, faculty for the subjects, along with the existing load of faculty and their preferences (like inabilities for some medical reasons etc.)
- (e) Time-Table should be finalized giving preference to HOD, senior faculty.
- (f) Always arrange classes diagonally so that time of the day is evenly distributed, some in the beginning of the day, some in the middle and some at the end of the day. Where ever possible give at least one day as free day to all the faculty.


7. Examination Cell (EC):

The Examination cell (EC) is set up to coordinate all aspects of the examinations conducted in the college. The responsibility of the EC is to ensure that all the internal examinations and external theory and laboratory examinations set forth by JNTUH for the conduct of the B.Pharm, Pharm.D& PG courses are being properly executed

7.1 Duties And Responsibilities:

The following are the primary responsibilities of the EC:

1. Prepare examination schedules for Mid exams
2. Distribute answer scripts to teachers for correction and collect back for internal examinations
3. Consolidate award lists for Mid exams for uploading to university website
4. Prepare schedules for University Laboratory examinations including examiners list

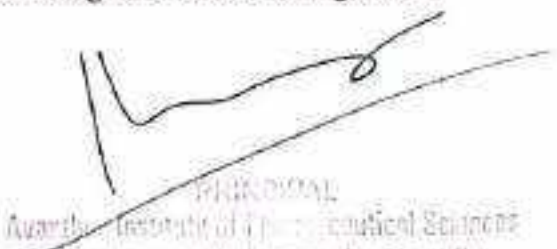

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Manjus Reddy (HOD)



5. Download, decrypt and multiply copies of question papers
6. Coordinate conduction of the above exams and ensure that scripts and award lists are sent to University in time.
7. Compile results of University exams and prepare result analysis

7.2 Operating Procedure:

- ♣ The Cell collects the list of students enrolled for all years and sends a request to the University for the stationary required for the conduct of external examinations for the academic year
- ♣ The Cell prepares the examination schedules for MID for internal examinations.
- ♣ The required stationary for the MID exam is issued to the department and collected back from the department after completion of examination
- ♣ The award lists are consolidated for the MID examinations for all subjects from the departments and uploaded in the university website. Simultaneously, the overall results of the students in the internal exam are compiled and the performance analysis of the students in the MID and lab exams in individual subjects is computed and recorded
- ♣ At the end of year / semester, the schedules for University External theory and laboratory examinations is prepared including the examiners list
- ♣ Conduct of external examinations as per JNTUH.
- ♣ The University results of the students is given to all departments and the consolidated award list for the students is prepared
- ♣ The performance analysis of the students in the university exams (RESULT analysis) in individual subjects both in theory and laboratory is prepared
- ♣ Data is submitted to all departments to prepare a report on the number of students who have obtained their degrees for preparing Consolidated Marks Memo
- ♣ Forwarding the Consolidating CMM to University for award of degree


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8. IQAC (Internal Quality Assurance Cell):

With an objective to increase efficiency, transparency, clarity and accountability in the preparatory works leading to accreditation/recognition/approvals from NAAC, PCI, JNTUH and UGC (in the context of Autonomous status) and such other regulating bodies, department wise Internal Quality Assurance Cell was constituted. Other particular terms and references for the committee will be as follows:

- To be fully informed about the Quality Assurance standards and peer review processes with reference to NAAC in particular
- To serve as knowledgeable resource for other faculty members of their respective departments on the matters related to accreditation Quality Assurance process
- To conduct awareness meetings at regular intervals to faculty,
- The Committee shall meet as frequent as possible as per the requirement and record minutes of the same and submit a copy to the administration for approval
- To provide feedback and recommendations to the authority with regard to all issues related to Quality Assurance processes from time to time
- Any other duty as is assigned by the authority or any other activity that compliments the said objectives

9. Training & Placement Committee:

With an objective to look after various processes pertaining to Industrial Tour & Placement activities in the institution, a committee namely Industrial Tour & Placement Committee was constituted.

This committee shall take the overall responsibility of developing and implementing the strategies for the effective conduct of Industrial Tour & Placement activities in the institution. Other particular terms and references for the committee will be as follows:

- To promote career counseling and other related processes with regard to Central, State and Private Sector jobs


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- To administer smooth conduct of campus recruitment trainings(CRTs), aptitude tests, group discussions, preparations for Technical and HR interviews through professional trainers and such other related process so as to make them employable
- To provide guidance on Higher Education opportunities in highly reputed educational institutions in INDIA or outside
- To facilitate the conduct in awareness and training programs for competitive examinations including GPAT, GRE and other such examinations
- To administer smooth conduct of on and off campus drives for placements into Central, State and Private Sector companies of repute.
- To chalk out action plans for student internships and accordingly grooming the them
- To obtain contacts and do correspondence with HR of reputed companies through networking based on the department wise requirements.
- To provide feedback and recommendations to the authority in making nominations of students for Entrepreneurship workshops.
- To maintain branch wise and category wise directory of alumni for all the references of the institute
- To provide time to time feedback and recommendations on any activity of training & placement to the Principal in general and the head of the department concerned through its member
- Any other activity that compliments the said objectives

10. Research And Development Cell :

With an objective to look after various processes pertaining to Research & Development activities in the institution, a committee namely Research And Development Cell has been constituted.


This committee takes the overall responsibility of developing and implementing strategies for outreach of the Institution with other reputed institutions and organizations for fostering culture of Research and Development in the institution.


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Other particular terms and references for the committee will be as follows:

- To promote and inculcate spirit of research among the members of the faculty by planning and organizing courses on Research Methodology for all eligible faculty members
- To promote awareness among faculty with regard to various funding agencies, their procedures, areas of research etc. and facilitate submission of proposals for possible funding
- To identify potential industry partners to network leading to signing of MOUs for the overall development of the department or for collaborative work or for value-added training programs for students or for setting up specialized laboratory or testing facilities
- To investigate possibilities of consultancy work with the networked organizations and identify areas of consultancy
- To identify potential value-added training programs for students leading to industry certifications through networking with the organizations already developed
- To identify and report on periodic basis the publications in the respective departments that can be linked to research incentives as well as the report on the presentations made by faculty in conferences duly briefed in the departments and to maintain a data of such research achievements of the departments
- To evolve research strategy of the departments and propose budgetary requirements for the same in order to intensify research and developmental activities
- To involve the students with the support of the department to come up with viable initiatives in collaboration with major organizations as part of the Innovation
- To meet periodically with the members of the R&D Board and discuss strategic approaches and achievements so as to widen the industry- institute network of each department and thus the overall reputation of the institution
- To engage faculty to undertake research leading to award of Ph.D. and also periodically monitor the progress there upon.


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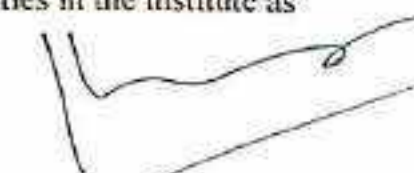
- To review representations and recommend the same for consideration of Academic leaves full time research/part time ,week end academic engagement leaves etc.
- Any other activity that compliments the said objectives

11. Library Committee:

With an objective to look after the various processes pertaining to the maintenance of Library activities of the Institution, a committee namely Library Committee was constituted.

This committee shall take the overall responsibility of developing and implementing strategies for the effective maintenance of central & department libraries of the institution so that the students, staff and all other stake holders will get more access & benefit of all the services extended by library. Other particular terms and references for the committee will be as follows:

- To play an advisory and advocacy role regarding the library in its support of teaching, learning, research and other such academic activities in the institute
- To initiate in administering various processes such as identification of learning resources, evaluation of available resources on its use and procurement of identified resources.
- To facilitate in conduct of awareness and sensitization programs for students on the matters related to library resources availability including e-content.
- To obtain contacts and do correspondence with reputed book and e- content distributors through networking, based on the department wise requirements
- To analyze quotations submitted by the book/e-content suppliers and provide recommendations to authority for approval and seek clarification from them wherever necessary
- To facilitate the administering procurement process so as to maintain uninterrupted supply of book/e-content materials to support the teaching, learning, research and all such academic activities in the institute as per it's plan/schedule


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- To ensure whether all the necessary procurement procedures are properly followed or not including documentation
- To provide feedback and recommendations to the authority with regard to all activities of the library from time to time
- To chalk out action plans for all round development of the library and administering implementation of such plans
- Any other duty as is assigned by the authority or any other activity that compliments the said objectives.

12. Women Empowerment Cell:

The college has a Women Empowerment Cell which addresses the grievances of girl students regarding sexual harassment. The composition of the cell comprises one senior lady faculty member as convener and one lady faculty member from each department. The composition of the cell is as follows:

This cell looks after the welfare of the girl students and the lady staffmembers.

Objectives :

1. To motivate and inspire the girl students in their pursuit for excellence
2. To Promote awareness among girl students on occupational, legal and constitutional rights.
3. To educate girl students on women specific health issues and measures to be taken.
4. To sensitize girl students on gender equality and to further encourage them to advocate gender equality within the community.
5. To make girl students realize their strengths and be empowered.

Role and responsibilities of WEC:

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Ever since the inception of the committee, WEC as a team has been striving to promote awareness among girl students and educate them on gender specific issues in the areas such as health, legal, career and social.

To realize the above mentioned objectives, the committee with its members strive to:

1. Periodically organise guest lectures in the concerned areas such as health, legal, career and social aspects.
2. Monitor and counsel girl students of their department, in the case of requirement.
3. Advise and support any girl student, if faced by any gender specific problem.
4. Conduct competitions such as presentations, elocution, essay writing and painting to encourage girl students to express their ideas.
5. Above all, ensure a secure and progressive learning environment for the girl students.


13. Purchase Committee:

With an objective to look after various processes pertaining to purchase related activities in the institution, a committee namely Purchase Committee has been constituted .

This committee shall take the overall responsibility of developing and implementing strategies to bring in more proportionality, transparency and accountability in the procurement process in the institution.

Other particular terms and references for the committee will be as follows:

- To analyze quotations submitted by the suppliers/ service providers and provide recommendations to authority for approval. And seek clarification from the suppliers/service providers where necessary.
- To provide the necessary expertise, advice, information to the authority with regard to the best quality of material(s) available in the market, supplier's capability and performance etc.


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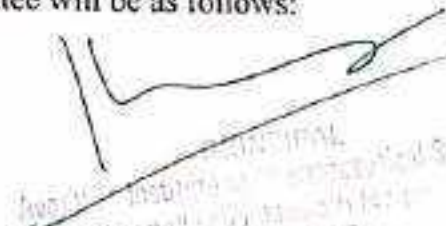
- To obtain contacts and do correspondence with reputed material & equipment suppliers/ service providers through networking, based on the department wise requirements.
- To facilitate in administering procurement process so as to maintain uninterrupted flow of materials/services to support the academic & development activities in the institute as per it's plan/schedule.
- To initiate negotiations with suppliers/ service providers so as to procure materials economically at a cost consistent with the quality and services required.
- To develop and maintain good buyer-seller relationship with suppliers/ service providers so as to get timely service with optimum costs.
- To maintain institute's reputation and credibility in the market by fair dealings and prompt payments
- To ensure whether all the necessary procurement procedures are properly followed or not including documentation
- To provide feedback and recommendations to the authority with regard to purchase & procurement process related activities from time to time
- Any other duty as is assigned by the authority or any other activity that compliments the said objectives

14. Press & Media Committee:

To look after press and media related activities under various categories like: functional, promotional and official, in a smooth, systematic and structural manner, a committee, namely Press & Media Committee was constituted.

This committee shall take the overall responsibility of developing and implementing strategies for the effective communication between the college and media personnel so that the general public will get more access to & awareness about the developmental & promotional activities of the Institute, through Media & Press.

Other particular terms and references for the committee will be as follows:


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- Preparing annual budget for various advertisement under various categories like :

Functions, Promotions, relational, official etc.,

- Creating and proposing marketing plans for institutional promotion.
- Writing press releases for various activities.
- Arranging, interviews by news reporters, prior to and on the day of event.
- Shall provide feedback and recommendations to the authority on press and media activities from time to time.
- Any other activity that compliments the above said objectives


15. Website Maintenance Committee:

With an objective to look after various processes pertaining to maintenance activities of institute's website, a committee namely Website Maintenance Committee has been constituted.

This committee shall take the overall responsibility of developing and implementing strategies for the effective maintenance of the institute's website so that the general public, prospective students and all other stake holders will get more access to & awareness about the developmental & promotional activities of the institute.

Other particular terms and references for the committee will be as follows:

- To administer data acquisition process, renewal of information and maintenance of the institute's website with regard to all activities related to
 - o Domain
 - o Hosting
- To administer regular updations to the site by securing necessary approval/authentication of the information from the concerned authority before hosting on to the website
- To ensure timely hosting of the approved information/ documents within different sections of the website.


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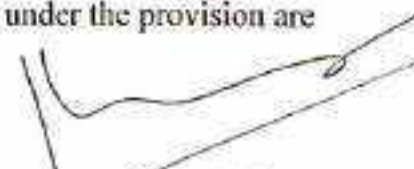
- To fine tune the website in line with the requirements of external bodies like NAAC, PCI, JNTUH, etc... where ever & whenever necessary
- To analyze the content management system and take regular backups for efficient use of web space.
- To collect information & data reports from various academic departments & internal bodies like Library, NSS, Training & Placement, Sports, Women Empowerment Cell etc..., at regular intervals for necessary and timely updations of the site.
- To update staff details at regular intervals and provide web mail login-id to the college domain.
- To make use of the student volunteers on requirement basis particularly on the student activities. • To provide feedback and recommendations to the authority with regard to the website maintenance activities from time to time
- Any other duty as is assigned by the authority or any other activity that compliments the said objectives

16. Canteen Committee:

The Institute has a canteen and food courts within the campus. It provides breakfast and lunch facilities to both students and faculty at subsidized price. In addition to this, the canteen provides many type of cateries to the interested students. The Canteen maintains hygienic conditions in and around of that place. The Canteen committee comprising of the Faculty members and the student representatives regularly monitors the quality of food and prices of the eatables.

17. Transport Committee :

To cater to the requirements of students and staff transport, the Institution operates about 15 buses and 5 light passenger vehicles. Senior faculty and Administrative Staff of the college are provided free transportation whereas the rest of the Teaching & Non-Teaching who are enrolled under the provision are extended subsidized facility.


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The Institution has a Transportation Committee headed by one of the Senior Faculty as Convener and represented by one faculty from each department. This committee periodically meets to review the quality of service rendered and recommends periodically actions that would improve quality and access to the service to all the stake holders.

A separate student committee consisting of members drawn from each bus representing gender equality, also formed and it periodically reviews and Discusses the service being provided. This team reports to Transport Committee any deficiencies in service for necessary attention and immediate redressal. These committees collectively arrives at charges payable on no loss no profit basis to the Institution.

18. Grievance Redressal Committee:

The Grievance Redressal Committee headed by the Training and Placements & PG Courses, comprises of 5 senior faculty members from various departments and 2 non-teaching staff members.

18.1 Grievance conveying procedure:

1. Open door policy: Grievances can be through direct approach or through phone to the committee.
2. Grievance and Redressal committee boxes: Drop the grievances in the Grievance and Redressal Committee boxes in the departments.
3. Email: Grievances can be sent to the email id of the Grievance and Redressal committee.

18.2 Grievance Redressal Procedure:

1. A student/staff shall first present his/her complaint verbally /in writing to the concerned Head of the Department . The Head of the Department is required to solve /address the issue within 2 days. 2. If the student/staff is not satisfied or his/her complaint was not addressed within 2 days ,He/she can approach the GRC
3. If the student/staff is not satisfied or his /her complaint was not addressed within 7 days by GRC , He /She can approach the Ombudsman.

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18.3 The basic functions of the GRC are:

1. It conducts a thorough enquiry on the complaints received from the aggrieved students and staff. 2. It submits the enquiry report to the Principal, with its recommendations on suitable penalty/punishment to be imposed.

3. The Principal, on receipt of the above report, gives an opportunity to the student(s) against whom the complaint was lodged to explain his/her case. The Principal will convene the College Academic Council meeting in this regard to decide on the measures to be taken. In special cases the opinion of the College Management will also be taken before imposing the punishments/penalties

Anti-Ragging Committee:

The Committee shall comprise of the following members:

The Committee will examine the issues related to ragging in its totality taking into consideration various resolutions passed earlier by regulatory bodies like PCI, JNTUH etc., as well as the orders passed by various courts including the Hon'ble Supreme Court and make recommendations to the Principal for further action in the matter.


19. Other Committees:

The following committees are functioning for smooth running of the Departments and Colleges:

- Hostel Committee
- Cultural Committee
- Sports Committee
- Construction and Civil Maintenance committee
- General Maintenance committee

Each of these committees is specific in their functions and attends with devotion to achieve the assigned targets.

20. College Events:


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College regularly conducts many student events every year. Student committees are formed to conduct these events which develop the students organizational skills, inter personal communicational skills and build self confidence.

QUALITY – ASSURANCE


1. **Quality Policy** To reach continuously the higher quality benchmarks in training students on all skills expected of a technical professional through:
 - A meticulously planned yet flexible learning process administered
 - Accomplished teachers who are encouraged to keep in touch with the latest developments in their respective areas of interest.
 - A state-of-the-art infrastructure providing a stimulating learning environment.
 - A Continuous assessment of the effectiveness of learning processes through stake holders' feedback.
 - A Continuous fine-tuning aimed at improvement

2. **Quality Assurance:**

The Internal Quality Assurance Cell(IQAC) takes care of various academic audit processes ensuring Quality Assurance.

2.1 **Objective :**

The primary aim of IQAC is :


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- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of the best practices.

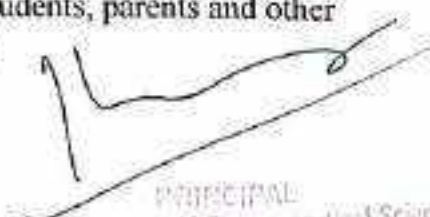
2.2 Strategies: IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

2.3 Functions:

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;


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- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating the quality-related activities, including adoption and dissemination of the best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

3. Feed Back:

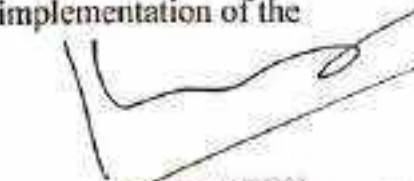
3.1 Staff:

Meetings are held periodically within each Department by the Head concerned with its faculty and the problems related to the academic and other activities of the Department are discussed and the proceedings are recorded.

Principal convenes meetings with all the Heads of the Departments periodically every month to have an appraisal and review of the academic and other related activities in the Departments.

The outcome of the proceedings of each Department is presented by the respective Heads in the meeting with Principal. Suggestions are invited, thoroughly discussed and appropriate resolutions are taken with the consensus of each Department for implementation.

All the staff are also required to actively participate in bi-annual meetings with the Principal in the Chair. They are invited to voice freely their opinion and offer suggestions for any short-comings or lapses in the implementation of the


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resolutions taken. This helps in the smooth running of the college in the congenial environment.

Students appraisal with respect to class work, teaching and other student-related problems are also discussed in these meetings for sorting them out.

Student counseling is regularly carried out through student counselors allocated for each student. Each teacher is assigned to a specific group of students for counseling.

3.2. Students:

Class Review Committee comprising of Head of the Department, teaching faculty for that class, teacher in-charge and student representatives reviews the activities of the class including student performance and other related matters to take necessary corrective actions

The Principal regularly interacts with Class Representatives (CR's) and conducts two meeting in a year with all the CR's.


The Institute takes feedback from students on their respective subject teachers during the middle of the semester and at the end of the semester.

Feedback is collected through both online and written feedback forms. A committee consisting of Principal, Vice Principal(Academic), and the Head of the department, Two Senior Faculty of the department will analyze the feedback. Appropriate corrective actions are initiated.

Students comments are considered positively and weaknesses with regard to teaching are rectified by advising the faculty with the sole objective of maintaining good academic practices and standards.

3.3. Result Analysis and Review :

Student Performance in the University Examination provides a fair indication of student learning and a detailed analysis of performance is carried out at the end of the Semester by Administrative team led by Principal, HOD, and Two senior faculty members of the respective department and necessary corrective measures to improve the teaching – learning process are discussed and necessary actions are initiated.


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3.4. Feed back from Alumni :

Feed back from Alumni provides an opportunity to bridge the gap between the industry and the academics, as they provide valuable inputs to enhance the quality learning.

3.5. Feed back from Employers :

This in fact gives actual representation of the quality of the product the college is producing i.e., well rounded and competent professionals who can provide good Pharmacist for the benefit of the society. This feed back gives opportunity to hone the skills of the students to make them Industry ready.

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HUMAN RESOURCES

I. GENERAL CONDITIONS:

I. 1 General:

(a) These rules shall be called AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES Service and Conduct Rules and shall come into force from the date decided by the Chairman of the Governing Body of the College.

These rules supersede all rules previously in force.

(b) The Chairman of the Governing Body of the College reserves to himself the right of modifying these rules from time to time.

2. RECRUITMENT POLICY:

2.1 Appointing Authority for teaching posts:


(a) All appointments of the staff of the College except that of the Principal shall be made by the Selection Committee constituted by the Chairman of the Governing Body from time to time. (b) Selection Committee for the Institute Teaching : In addition to members of Selection Committee constituted by Chairman of the Governing Body, the following are the members of Selection Committee for selection of Assistant Professor/Associate Professor / Professor:-

1. Chairman
2. Principal of the Institute
3. Head of Department not below the rank of Professor
4. Subject experts not below the rank of Professor in a Technical Institute.

(c) Selection Committee for Ratification of Teaching Posts:

The following are the members of Selection Committee constituted by the Affiliated University for Ratification of the posts of Assistant Professor/Associate Professor / Professor:

1. Vice-Chancellor of the University
2. Registrar of the University


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3. Two subject Experts in the relevant field
4. Head of the Department of the respective branch in the constituent college of University
5. Chairman/ his nominee from the Society
6. The Head of the Institution

(d) For Non Teaching Selection Committee: -

All regular appointments of non-teaching staff are made by the non-teaching selection committee constituted by the Trust from time to time.

(e) All posts at the College shall normally be filled by advertisement but the Chairman of the Chairman of the Governing Body shall have the power to decide, on the recommendation of the Principal that a particular post be filled by invitation or by promotion from amongst the members of the staff of the College.

2.2 .Medical Fitness:

Every appointment shall be subject to the condition that the appointee is certified by a medical authority nominated by the Chairman of the Governing Body as being in sound health and physically fit to serve provided that they may for sufficient reasons relax the medical requirement in any particular case or cases subject to such condition, if any, as may be laid down by the Chairman of the Governing Body. 'Provided further, that in the case of persons appointed temporarily for periods of three months or less than three months duration, the production of physical fitness certificate may be dispensed with.

2.3.Salary and Allowances:

All employees working under the sanctioned posts are entitled to pay according to pay scales of their posts, and in addition, such as dearness and other allowances at such rates as the Chairman of the Governing Body may decide, from time to time.

2.4 Appointments:

All permanent appointments shall ordinarily be made on probation for a period of one year for ratified appointments and two years for college selection committee appointments, after which period, the appointee, if confirmed, shall

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continue to hold the post, till the close of the academic session, in which he attains the age of retirement as followed by affiliated University.

It is provided that the appointing authority may in exceptional cases, grant extension of service or to re-employ any member of the staff on a year to year basis, provided further that the extension in the first instance in the case of teaching staff may be made for a longer period but not exceeding three years. However, employees joining after superannuation shall be entitled to service conditions as stipulated from time to time and as decided on the discretion of the Chairman of the Governing Body.

2.5. Appointment on Contract:

Appointment on contract basis is made by the Chairman of the Governing Body of the College.

2.6 .Termination of services:

(a)After the probation if the employee is not confirmed, thereafter, he shall be deemed to have continued on a temporary basis and his services may then be terminated, on a month's notice or on payment of a month's salary in lieu thereof.

(b)The appointing authority shall have the power to terminate the services of any member of the staff without any cause assigned during the period of probation, on one month's notice, or payment of salary in lieu thereof.

(c)If in the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, due to which his retention in service is considered undesirable, by such appointing authority, his services may be terminated by three months notice or on payment of three months salary in lieu thereof.

(d)The appointing authority shall have the powers to terminate the services of any member of the staff on grounds of retrenchment or based on un-viability by giving to the persons concerned with three months notice in writing or on payment of three months salary in lieu thereof.

(e)A permanent employee of the College may discontinue his services by giving to the appointing authority three months notice in writing or on payment of three months salary in lieu thereof, if agreed to by the appointing authority,


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provided that the appointing authority may for sufficient reasons call upon the employee concerned to continue till the end of the academic session in which the notice is received.

(f) The service of a temporary employee shall be liable to be terminated at any time by notice in writing given by either party. The period of such notice shall be one month unless otherwise agreed to by the parties. The other terms and conditions of such employees shall be such as may be specified by the appointing authority in the letter of appointment.

3. SERVICE RULES:

3.1 Travelling and Daily Allowances:

The employees of the College shall be entitled to travelling and daily allowances according to the scales laid down by the Chairman of the Governing Body from time to time on all such out station appointments as approved and authorized by the Principal.

3.2 Employees entitled to vacations:


It shall be for the Principal to decide as to the class of employee of the College who shall be entitled to vacation. Teaching faculty of the Institute shall be eligible for vacation as announced by Affiliated University with prior approval from the Principal.

Non-teaching employees are not eligible for vacation.

Compensatory Earned Leaves may be accrued in the ratio of 1:2 in the case of public holidays and 1:3 during vacation on the days which an employee is retained by the Principal for specific services like Lab establishments/Accreditation work/Examination Cell work etc.

4. PROVIDENT FUND:

The employees of the College shall be entitled to the benefits of Provident Fund maintained for persons in the service of the College in accordance with the provisions of the rules of the Fund. Interpretation: Notwithstanding any thing contained in the regulations, the Chairman of the Governing Body shall have the power to decide on any matter when


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any difficulty arises, regarding the interpretation or implementation of any of the above regulations.

5. CONDUCT RULES:

5.1. Application:

The provisions contained in this Schedule shall apply to all the employees of the College including the Principal.

5.2. Definitions: In this Schedule unless the context otherwise requires.

(a) "Competent authority" means: -

- (i) The 'Chairman' in the case of the Principal.
- (ii) The 'Principal' in the case of all other employees.

(b) "Members of the family" in relation to an employee includes: -

(i) the wife, child or step child of such employee residing with and dependant on him and in relation to an employee who is a woman, the husband residing with her and dependant on her, and

(ii) any other person related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee or child or stepchild who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of in the law.

(c) "Service" means service under the College.

5.3. General:

(a) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.

(b) An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.

(c) Unless and otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the College, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond schedule working hours and on closed holidays and Sundays and during


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vacations. These duties shall inter-alia include attendance at meetings of committees to which he may be appointed by the College.

(d) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.

(e) Except for valid reasons and or unforeseen contingencies, no employee shall be absent from duty without prior permission.

(f) No employee shall leave station except with the prior permission of proper authority, even during leave or vacation.

(g) Whenever leaving the station, the employee shall inform the Head of the Department to which he is attached, or Principal if he is himself the Head of a Department, the address where he would be available during the period of the absence from station.

6. LEAVE RULES:

6.1. Introduction:


Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Chairman of the Governing Body from time to time.

The following leave rules and norms give details about the different types of leave and how they can be availed of. Certain rules are common to both Teaching and Non-teaching of the Institute. Certain rules and norms have been designed specifically with reference to faculty of the Institute.

6.2 General Principles Regarding Grant of Leave:

6.2.1 Applicability: The provisions contained in these rules shall apply to all permanent employees of the college. However, these leave rules doesn't include employees under contractual basis or services.

6.2.2 Right to leave:


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i. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind. To change the nature of leave, the maximum period permitted shall not exceed two weeks

ii. Mere application of the leave, without proper granting of leave shall be treated as absence without leave.

6.2.3 Authority empowered to sanction Leave:

i. Applications for leave shall be addressed to the Chairman by the Principal and to the Principal by the other members of staff.

ii. Sanctioning authority for the sanction of leave for the Principal shall be Chairman.


iii. For all the Leaves other than Casual Leaves to the members of the staff the sanctioning authority is the Principal or by a member of staff to whom the power has been delegated by the Principal. Normally, the Vice-Principal (Academic) will regulate the leave accounts of the staff members (Faculty and Non-teaching).

iv. Sanction of Casual Leave to the members of the staff both teaching and nonteaching of the functional departments shall be by the respective Head of the departments/ In-charge HODs. v. Sanction of Casual Leaves to the members of all the staff members for Science & Humanities, Exam Cell shall be by the Vice- Principal(Academic).

vi. Sanction of Casual Leaves to the members of all the staff members in Principal's Office, Library, Physical Directors, Gardening, Construction, Maintenance shall be made by the Vice-Principal (Administration).

vii. Sanction of Special Casual Leaves, Academic Leaves (upto 3 days), Earned Leaves (upto 7 days), On-duty leaves, Compensatory Leaves shall be made by the respective Vice-Principal. Leave applications for the above mentioned leaves shall be forwarded through the respective HODs to the respective Vice-Principal.

viii. Leave applications for Academic leave (more than three days), Earned Leaves (more than 7 days), Medical Leave, Study Leave, Hospital Leave shall be forwarded through the respective HODs and the Vice-Principal to the Principal.


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6.2.4 Commencement and termination of leave:

- i. Leave ordinarily begins from the date on which leave as such is actually availed and ends on the day preceding the date on which duty is resumed.
- ii. Saturdays, Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

6.2.5 Combination of leave: Except as otherwise any kind of leave provided under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

6.2.6 Grant of leave beyond the date of retirement and in the event of Resignation:

- i. No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.
- ii. An employee who has served notice for resignation shall be eligible for CLs on pro rata basis and they are not eligible for any other leaves.

Provided that the Principal may, in any case, grant leaves to an employee prior to his/her resignation if, in the opinion of the Principal the circumstances of the case justify such grant of leave.

Conversion of one kind of leave into another kind:

Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application within 30 days of joining duty after availing himself or herself of the leave, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary

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6.3 Kinds of Leave:



The following kinds of leave shall be admissible to the members of the staff of this Institute.

1. Casual Leave. (CL)
2. Special Casual Leave.(SCL)
3. Academic Leave(AL)
4. On-Duty(O.D.)
5. On College Duty Leave (OCD)
- 6 Medical Leave (ML)
- 7 Earned Leave (EL)
8. Maternity Leave
9. Hospital Leave
10. Study Leave(Part-Time)
11. On College Duty Leave (OCD)

7. STAFF WELFARE & INCENTIVES

7.1. Quality Improvement(Q.I.P.):


Faculty members are sponsored for higher study on deputation under QIP Scheme. One staff member from each department can be sponsored only once on seniority basis.

7.2. Group Insurance:

College is providing group health insurance to employees upto a limit of Rs.50000/-and general insurance for faculty for Rs.2,00,000/- and Rs.1,00,000 for non-teaching staff.

7.3. Professional Body memberships:

College is providing for Two Professional Body memberships for HODs at free of cost and 50% of membership fee for Faculty having at least Two years of service in college.


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Gunturpally (V), R.R. Dist., Hyderabad (M)




7.4. Financial support to faculty members for paper presentation/Conferences/Symposium etc: Faculty members are allowed financial support for presenting papers in conferences/attending short term courses /symposium etc, as under:-

- i) National Conference Allowed twice in a calendar year. TA/DA as per Rules.
- ii) International Conference within India - Allowed twice in a calendaryear TA/DA as per Rules.
- iii) International Conference outside India - Allowed once in three years with full registration fee plus Upto 25,000/-

7.5. Faculty Research & Publications (QIP Incentives):

- International Journals Cash Reward: Rs. 8000/-
- Journals from US, Canada, Europe, Australia and Japan with at least 5 years standing with good Impact Ratio (IR) are considered as International.
- National Journals Cash Reward: Rs. 4000/-
- Journals published from Indian Subcontinent and other than defined International Journals are considered National.
- International Conference (Paper Presentation) Cash Reward: Rs. 2000/-
- National Conference (Paper Presentation)
- Conferences held in India Cash Reward: Rs. 1000/-


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Gunthapally (V) - R.R. Dist. - 501 512 (H)




8. FACULTY HAND BOOK

8. 1. Faculty Responsibilities and Duties:

Teaching:

The faculty is responsible for contributing to the teaching programmes of the College through:

1. Preparation and submission of lesson plans and schedules as per curricular and advise of the department.
2. Teaching of assigned courses.
3. Shall take up the theory subjects, Laboratory, Drawing etc., as entrusted from time to time by the HOD /as decided in departmental academic council meeting.
4. Preparation of course material for the courses and for the Technology Enhanced Learning (TEL) environment envisaged for the College. This includes developing the websites for the courses on the education server of the College
5. Faculty is responsible for engagement for each of the scheduled hour as per time-table of the department. If a faculty member cannot take a class due to a rare pressing engagement, arrangements must be made to make that hour up, through mutually convenient class work adjustment/substitution by a colleague. Such arrangements should be infrequent.


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8.2.1 Student related:

1. Shall promote parental interactions and provide the necessary performance reports and counseling feed-backs from time to time.
2. Counselling students, Academic advising of students as assigned within the department;
3. Faculty is expected to be punctual to the class and to all other scheduled meetings with the students. It should try and inculcate the same among students by being example and teaching them the respect for time, procedures and rules.
4. Faculty is expected to be helpful and sympathetic towards the students and their learning needs. 5. He is expected to be available on campus for interactions with students: Each faculty will maintain at least one open office hour on three different days of the week for the students. These hours should be set for students' convenience and should be announced in the class and posted.

There will still be some students who need to meet the faculty outside these hours and adequate arrangements should be made by the faculty for these academic interactions.

8.2.2 Institution related:

1. Shall attend all such responsibilities like invigilation, timetable preparations, counseling reports, self-assessment, to obtain student feedbacks on the services provided from time to time and consolidate on various criteria/opinions so as to improve on overall performance
2. Shall maintain attendance registers, log sheets, evaluation and assessment of students for awarding of internal marks. 3. All records like attendance registers, logsheets, consolidated marks memos, evaluated scripts, and question papers should be submitted to the department after completion of semester /year.
4. Shall attend external duties as assigned by University authorities.
5. Setting up of the required laboratories, identifying the equipment, preparing the lab-manuals and periodical updation, management of the laboratories as assigned by the department.

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6. Shall prepare and develop Course Contents, Notes Material, Laboratory Manuals, PowerPoint presentations.

7. Engaging in activities to promote the advancement of department and Institute programs of study through curricular development promotion of students, research and scholarship, assessment, outcome evaluation, etc.;

8. Engage in activities to promote the overall advancement of the Campus and Institute such as involvement in educational programs, community service (Institutional engagement activities), and student activities.

9. Helping in the management of student affairs, including sports, cultural and club activities, management of hostels, and disciplinary functions.

10. Helping the College in the management of the various activities central to an academic campus including participation in Industrial Visits/Tours.

11. Participation in the meeting of the department and Institution.

12. Attendance at official Institute functions;

8.2.3 Professional Body:


1. Engaging in activities in Professional Body to promote individual's professional development appropriate to the faculty member's primary discipline;

2. Participation in discipline specific refresher courses including workshops, seminars and conferences for enhancement of knowledge in their respective fields. In addition, the faculty is also expected to carry out research work, including consultancy assignments, of high quality in at least one of the identified research areas.

Within the mission, goals and needs of the department, at this Campus and of the Institute, the particular skills, talents and inclinations of each faculty member will be respected, subject to the overall fulfillment of aggregate responsibilities.

8.3. WORK LOAD NORMS:

Classroom teaching and the work associated with it is the major responsibility of the faculty. But the College recognizes that it stands to gain stature only


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Avanthi Institute of Pharmaceutical Sciences
Gunthepally (V), Hyderabad (M), R.R. Dist.
Principal, Avanthi Institute of Pharmaceutical Sciences



through the individual stature of its faculty, which comes through making significant contributions to the advancement of knowledge, and by making contributions to the Industry by taking up advanced consultancy projects.

A. It is envisaged that a faculty member of the College will spend about 18 hours per week on teaching and other tasks directly related to teaching. This includes time spent on preparing and updating the course-site, grading time and formal office hours, helping student with their difficulties in the courses being taught, and on the maintenance of course files in electronic format (containing detailed teaching plan used, text-books, copies of all assignments and teaching materials used, recommendations about desirable deviations, comments about the success of innovations, etc.)

B. Besides these direct teaching duties, a faculty member is expected to spend remaining hours per week on activities such as research, extension activities, preparation of teaching aids, development of computer- based instructional material and other educational software including books, teachers manual for lab courses, etc., Academic/student administration, assigned duties in admissions process, academic/administrative committee work, warden-ship, formal student counseling, etc.

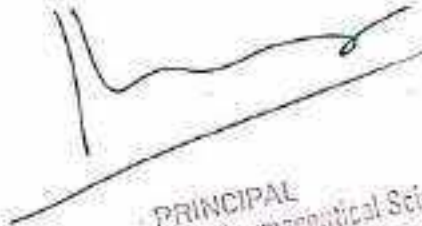
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Avanthi Institute of Pharmaceutical Sciences
Gunthapally (V), Abdulapurmet (M),
Rangareddy Dist.



8.4. STUDENT EVALUATION:

The Faculty of a course is responsible for awarding the Internal marks to the students for the course. It is expected that

1. Faculty will be absolutely fair in evaluating the students. Any willful manipulation of student grades is seen as the most serious infraction of conduct rules.
2. The grading shall be transparent. The faculty is expected to return to the students the graded scripts of quizzes, tests, and mid-semester examinations within a reasonable time.
3. Evaluation/Assessment shall be prepared and maintained and submitted as per the guidelines of the Institution.


PRINCIPAL
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Gunthapally (V), Abdulapurmet (M),
Rang. R.R. Dist.



AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

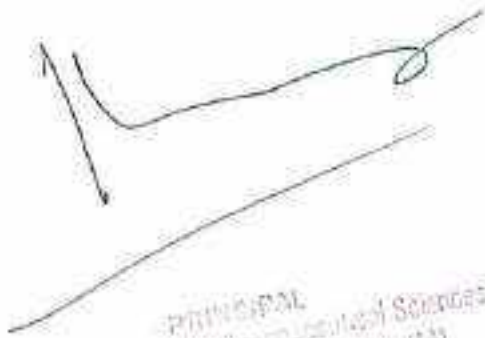


Approved by PCI, AICTE & Affiliated to JNTUH
Gunthapally(V), Abdullapurmet (M), R.R. Dist., Near Ramoji Film City, Hyd.
Phone : 99637 77979, 97047 55508, 97047 55516.



SERVICE RULES OF STAFF

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Principal
Avanthi Institute of Pharmaceutical Sciences
Gunthapally (V), Abdullapurmet (M)
Ranga Reddy Dist.

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.

1) Supporting Staff (Technical)

- Computer Programmer
- Computer Operator Grades I, II and III

Laboratory Technician Laboratory Attendant

2) Supporting Staff (Non Technical)

- | | |
|---|---|
| <input type="checkbox"/> Asst. Librarian | <input type="checkbox"/> Stenographer |
| <input type="checkbox"/> Library Assistant | <input type="checkbox"/> Office Assistant / Clerk |
| <input type="checkbox"/> Physical Director | <input type="checkbox"/> Attender |
| <input type="checkbox"/> Admn. Officer/Office | <input type="checkbox"/> Driver |
| <input type="checkbox"/> 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.

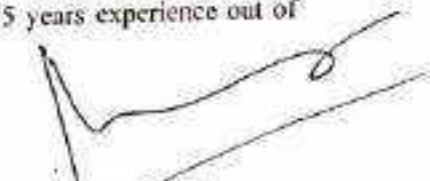
1.2 QUALIFICATIONS FOR APPOINTMENT:

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

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Guntur Road, V. Venkata Murthy (M)
Rangachetty, Dist.

which a minimum of 5 years should be with an Educational Institution teaching at University level.

b) Administrative Experience is desirable.

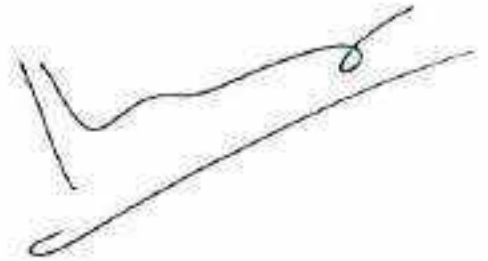
ii) Professor

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 of 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.



- PRINCIPAL

Avanthy, Institute of Pharmaceutical Sciences
Gunturpally (M), Hawthi Nagar (M),
Ranga Reddy Dist.

- 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 IIT Institute or possess a diploma in Sports Coaching.
 - c) Experience in organizing games and sports.

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Principal
Avanith Institute of Pharmaceutical Sciences
C. V. Kapally (V) Hayyali Nagar (M)
Ranga Reddy Dist.

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 1st or 2nd 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 1st or 2nd Class or a Diploma in Secretarial Course in 2nd 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

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Principal
Averly, Assistant Professor of Physical Sciences
Department of Physical Sciences
Taty, Jiffy Hills, E. S. S.

- | | |
|---|---|
| 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 st and 2 nd 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 |
| (x) 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 members. | Able to read and write the local good physique, in respect of male members.


Two years of experience in any academic organization of repute. |


 Avanti Institute of Postgraduate Medical
 Sciences (Vijaya Nagar) (M),
 Rang Roady Dist.

SUPPORTING STAFF (TECHNICAL)

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


Principal
Health Institute
Munihana
Mysore
Principal
Health Institute
Munihana
Mysore

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.

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Principal
Avanthi Institute of Medical Sciences
Guntur
Balla, Guntur Dist

- 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.


PROFESSOR
Avanish Kumar, Department of Biological Sciences
Guntur College of Engineering (GCE),
Rangapeta, Guntur, Andhra Pradesh

- ❑ 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.


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Guntur
Rayachoti Road

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.

Amethi Institute of Technology
Ghaziabad
Rajiv Gandhi Institute of Technology
Ghaziabad
Department of Chemical Sciences
Ghaziabad (M)

□ 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.


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Gunthakota, Hyderabad (M)
Rangapally Dist.

□ 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.


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Gandhinagar, Bangalore
REGISTRATION NO. 1234

3.6 Commuted Leave

- Commuted 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.

- 2 Months maternity leave with full salary given for the staff members who have put in a minimum 5 years service in our society.
- This benefit is given only once.
- 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.

PRINCIPAL
Ayaz Ali Institute of Medical Sciences
Dowry

- 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.

Principal
 Avinash Institute of Technical Sciences
 G-Stop, PVT. ROAD, ...
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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.

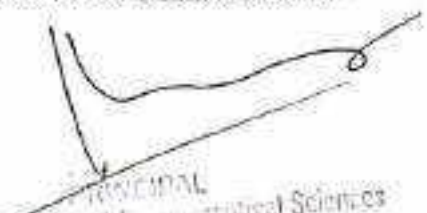
- If the Principal is satisfied with the facts on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- He shall proceed with issuing a Show Cause notice, fully describing the offence and the action proposed to be taken, giving sufficient time 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.


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- 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.

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 Guntha

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


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Bhadrachalam, T.S.

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.


Principal
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Gandhinagar, Bangalore
(Ph: 98453 43434)

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

- 01 Ability to communicate effectively,
- 02 Innovativeness in teaching methods
- 03 Creating interactive environment in class room and encouraging probing questions from students.
- 04 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.



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