



SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA

(Sponsored by the Exhibition Society), Tamaka, Secunderabad

Affiliated to Osmania University, Approved by AICTE & PCI

ISO 9001: 2015 Certified Institution, NBA Accredited B. Pharmacy Course

Governing Body:

- 1) The Institution shall be managed by a Governing Body duly nominated by the Sponsoring Bodies, Osmania Graduates Association Exhibition Society on the recommendation of the 4-Member Committee.
- 2) The term of the Governing Body shall be for three years from the date of nomination or as decided by the Sponsoring Body
- 3) The Governing Body is not the owner of the Institution and has no powers to sell or lease any land or assets of the Institution.
- 4) The Governing Body has to follow the guidelines and instructions prescribed by Exhibition Society/ Osmania Graduates' Association during their tenure.
- 5) The Office Bearers and the GB members shall abide by these Rules and Regulations.
- 6) The sponsoring authorities shall have all the power to drop/ replace any Office Bearer and/or GB member of the Institution anytime without notice and/or without assigning any reason. They can also be replaced if the Sponsoring Bodies have substantial reason to believe that the concerned individual has violated the rules framed by the Sponsoring Bodies. The decision of the Sponsoring Body is final and the person affected shall not litigate or question the same.
- 7) The Governing Body shall not deviate from their functions and management without the consent of the Sponsoring Bodies.
- 8) Each Governing Body shall comprise of Fifteen members as given under:
 - a) Chairman
 - b) Vice-Chairman
 - c) Hon Secretary
 - d) Joint Secretary
 - e) Treasurer
 - f) GB members-Ten members
- 9) Some additional GB members can be nominated as per the guidelines of the Regulating Authorities (University/AICTE/PCU/Higher Education etc). They shall have no voting power.
- 10) The Principal and the Accountant of the Institution shall be present for all the GB meetings and assist the Secretary. They shall have no voting power.



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11) The Chairman of the Governing Body may invite not more than two eminent persons for a GB meeting whenever he/she feels it necessary in the interest of the Institution as per the meeting agenda. Each Invitee must be resourceful or a think tank who can assist the management in accomplishing the task

12) All the Office Bearers and the GB members shall strive for all round development of the Institution.

Powers & Functions of the Governing Body:

1) The entire management of the Institution shall vest with the Governing Body.

2) The Governing Body shall ensure that all the activities of the institution fall within the framework of the Vision and Mission of the Institution.

3) Initially the GB, if required, can constitute the following sub-committees for efficient functioning of the Institution:

a) Admission & Academic Sub-Committee Managed by the Joint Secretary with 3 GB members.

b) Finance Sub-Committee: Managed by the Treasurer with 3 GB members.

c) Purchase & Construction Sub-Committee: Managed by the Vice-Chairman with three GB members.

d) The Chairman and the Secretary of the GB shall nominate or change the Sub-Committee members and inform them about their functions Each and every recommendation of the Sub-Committees has to be submitted to the GB for consideration.

e) There shall be individual committees constituted with any one Office Bearer or GB member heading that committee with staff members and students (wherever necessary) to conduct mega events like National/ International Scientific Conferences, Symposia, Technical Events, Seminars, Workshops, Sports, etc.

4) The Governing Body shall approve the Annual Budget of the Institution, as the recommendations of the Committee.

5) The Governing Body shall abide by the new policies and directives of the 5) Osmania Graduates' Association / Exhibition Society from time-to-time.

6) Meetings of the Governing Body:

a) The Governing Body shall compulsorily meet for a minimum of three times in an academic year with a gap of 3-4 months, unless until there is a valid reason.



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- b) The Quorum of the Governing Body meeting shall not be less than eight (minimum three Office Bearers and five GB members).
- c) In the absence of Quorum, if the Office Bearers deem it fit, the meeting shall be adjourned and can be reconvened on the same day after a gap, for which no Quorum is needed.
- d) The Governing Body meetings shall be held in the premises of the Institution. They can be held in the Exhibition Society Office with the permission of the Secretary of Exhibition Society only under unavoidable circumstances.
- e) On the written requisition of not less than 1/3 members of the Governing Body, the Secretary shall convene a Governing Body meeting in consultation with the Chairman within five days of receipt of request.
- f) The Chairman may direct the Secretary to convene an urgent meeting of the Governing Body for the disposal of any important or urgent matter.

However, at least 24 hours' notice of such urgent meetings shall be given to all members of the Governing Body.

g) In every Governing Body meeting, the Secretary must place the minutes of the previous regular GB meetings, Minutes of previous urgent GB meetings, notes on agenda, Business arising out of the meetings and the relevant papers.

7) The Office Bearers of the Institution shall meet the Office Bearers of the Sponsoring Body; either CGA or ES and update them about the Institution atleast twice in a year with a gap of minimum five months. The venue of the meeting can either be the premises of the Institution or the Sponsoring Body.

8) The Office Bearers and Members of the GB shall attend all the GB meetings and those absent consecutively for three regular GB meetings shall be considered for removal from GB and the suitable substitute shall be nominated by the 4-Member Committee on the recommendation of the respective Sponsoring Body.

9) The Office Bearers & GB members can claim out-of-pocket expenses of Rs.1000 (Rupees One Thousand only) per GB meeting. The Office Bearers and the GB members are not entitled for any other allowances such as Phone, SIM charges, Transport, etc.

10) All the Office Bearers and the GB members shall maintain decency & decorum in the GB meetings.

11) The Governing Body, at regular intervals, shall interact with the stake holders viz Students, Staff, Parents and User Departments for the development of the Institution.

12) All the Office Bearers and the GB members shall contribute their ideas and wisdom in formulating new guidelines, policies, procedures for the improvement and development of



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the Institution to the Sponsoring Body for consideration and consolidation. After approval of the respective MC of the Sponsoring Bodies, they shall be added into the Governing Rules and Regulations.

13) The Governing Body shall respond to the instructions/circulars/notices of the Sponsoring Body within the stipulated time.

14) The Governing Body shall make resolutions depending on the majority opinion. In the event of any difference of opinion during the GB resolutions, voting system shall be followed. In case of a tie, the Chairman's decision is final.

15) The Governing Body shall have the power to appoint the teaching staff, subject to the recommendation of the GB Constituted Selection Committee as per the guidelines of the respective university. In case of appointment of a Professor to the Institution, the affiliated university Vice-Chancellor shall interview the candidate and complete the selection process.

16) The Governing Body shall determine the Service Conditions of the Teaching Staff and other Employees.

17) The GB shall have full disciplinary control, including power to remove Terminate, dismiss, suspend or impose any other punishment after enquiry by a competent Authority and after issuing a Show Cause Notice to any erring Employee of the Institution.

18) With reference to clauses 15) to 17) as mentioned above, GB shall refer to the HR Policy of the Institutions which is annexed (as Annexure-1) to the rules for detailed information.

19) The outgoing Governing Body shall handover charge to the incoming Governing Body (refer Annexure-IV: GB Handover and Takeover of Charge Template).

Duties and Powers of the Office Bearers:

1) Chairman:

- a) The Chairman shall preside over all the meetings of the Governing Body.
- b) In his/her absence, the meeting shall be presided over by the Vice-Chairman and in the absence of both, it shall be presided by any other senior GB member.
- c) The Chairman shall ensure the smooth running of the Institution.
- d) Shall have a casting vote in case of a Tie.
- e) Shall exercise general supervision over the affairs of the Institution.



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- f) Shall have powers to sanction all payments in respect to salaries and bills for items purchased, etc.
- g) Shall delegate any of his/her powers to any of the Office Bearers, if need arises.
- h) Shall invite any expert or dignitary for the GB meeting to seek his/her opinion.
- i) Shall be the head of all Teaching & Non-teaching staff selection committees
- j) All the GB meetings shall be conducted with the consent of the Chairman.
- k) Shall inform in writing, in advance, to the Hon. Secretary whenever he/she is going out of station/abroad for more than a month.
- l) Shall not avail leave of absence for more than 6 months during his/her entire term of Office in the Institution.
- m) Shall ensure that the proceedings of the GB meetings are in tune with the Agenda and see that the meeting is productive.

2) Vice-Chairman:

- a) Generally assist the Chairman in carrying out the works of the Institution.
- b) Shall coordinate academic, co-curricular and extra-curricular activities.
- c) Shall perform all functions of the Chairman in his/her absence.
- d) Shall motivate the Office Bearers and the GB members to propose all-round Institutional Development activities.
- e) Shall record all such individual proposals that have been resolved to be implemented.

3) Secretary-cum-Correspondent:

- a) Shall be the Chief Executive Officer of the Institution.
- b) Shall be responsible for the Governing Body for all administrative works of the Institution.
- c) Shall preside over all the sub-committee meetings.
- d) Shall convene meetings of the Governing Body with the prior consent of Chairman.
- e) Shall place the minutes of the previous regular GB meetings, minutes of previous urgent GB meetings, notes on Agenda, business arising out of the meetings and the relevant papers in every GB meeting.

- f) Shall have powers to grant leave to the Principal in accordance with the rules in force.



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- g) Shall function as Correspondent in matters in which the State or Union Government, University Grants Commission, Affiliated University and other Regulatory bodies are to be corresponded with.
- h) Shall advertise calling for the applications either for fresh appointments or for filling up the vacancies or for admissions or for any other purpose with the consent of GB.
- i) Shall control the accounts of the Institution in coordination with the Treasurer within the limits of the budgetary provision.
- j) Shall have the power to spend, to meet day-to-day expenditure in case of urgency from Imprest amount of Rs. 20,000 (Rupees Twenty Thousand Only). Bill totalling to Rs. 10,000 (Rupees Ten Thousand Only) to be recouped before the balance of Rs. 10,000 (Rupees Ten Thousand Only) expended and the same shall be ratified in the next GB meeting for confirmation.
- k) Shall implement the decisions of the Governing Body.
- l) Shall carry out the resolutions as approved by the Governing Body and other Sub-Committees.
- m) Shall circulate all the resolutions that are to be implemented by the Principal.
- n) Shall be responsible for all Academic and Financial transactions of the Institution.
- o) Shall have thorough knowledge and keep the accounts of the Institution updated from time-to-time.
- p) Shall issue notices of meetings in consultation with the Chairman or at the instance of the Chairman.
- q) Shall maintain the office and its records and update them from time-to- time.
- r) Shall be the custodian of all movable and immovable properties of the Institution.
- s) Shall sign all the legal documents on behalf of the Institution after the approval of the Governing Body and with the prior consent of the Sponsoring Bodies; Osmania Graduates' Association / Exhibition Society.
- t) Shall inform in advance and take consent in writing from the Chairman whenever he/she is going out of station for more than a month.
- u) Shall not avail leave of absence for more than 6 months during his/her entire term of Office in the Institution.
- v) Shall inform the Sponsoring Bodies; Osmania Graduates' Association or Exhibition Society whenever any Office Bearer goes out of station for more than a month.



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w) Shall be equally responsible for proper planning, execution, receipt, accounting, expenditure of funds/grants received from any other Govt. / Non-Govt. Organizations and submit the utilization certificate to the satisfaction of the Granting Authority within the stipulated time period.

x) Shall ensure that the Office Note is circulated to all the other Office Bearers before placing Purchase Order or Work Order for major works taken up involving considerable expenditure. This is MANDATORY.

4) Joint Secretary:

a) Shall assist the Hon. Secretary in carrying out the works assigned by him/her.

b) Shall perform all the duties of the Secretary in his/her absence and to such other duties as may be delegated to him/her from time-to-time by the Chairman in the absence of the Hon. Secretary.

c) Shall inform and take consent in writing from the Hon. Secretary whenever he/she is going out of station for more than a month in advance.

d) Shall ensure that the Institution Website is updated from time-to-time.

e) Shall be responsible for proper functioning of the library, sports activities,

f) NCC, NSS, etc. Shall supervise all the records of the Institution's assets and update them regularly.

g) Shall be responsible for maintaining separate books of accounts for the receipts and payments of Hostel and oversee the accounts of the Hostel in coordination with the Treasurer and submit the statement of Receipts and Payments to the GB incase Hostel exists.

5) Treasurer:

a) Shall be one of the signatories to operate the Bank accounts as prescribed in Section XX-Bank Operations; he/she shall be responsible for ensuring transparency and accountability in all transactions.

b) Shall be aware of all financial matters of the Institution.

c) Shall have thorough knowledge of accounts.

d) Shall supervise collection of various fees from the students and issue of receipts.

e) Shall ensure that the books of accounts are updated from time-to-time.

f) Shall prepare the quarterly and annual statement of accounts for presentation before the Governing Body.



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- g) Shall be responsible for the preparation of financial statements and to get the books of accounts audited by the Statutory Auditor appointed by the GB and shall include the audited financial statements in the Annual Report.
- h) Shall ensure that the Accounts department is managed by a qualified accountant and use the latest accounting software package (latest Version of Tally).
- i) Shall place the financial position and status of the Institution in every GB meeting with books of accounts in terms of receipts and expenditure and bank reconciliation and sound a caution in case of deficit.
- j) Shall take initiative to maintain the Fixed Deposits and use them to gain a better bank interest.
- k) Shall ensure that the Development funds or any other special funds received from the Sponsoring Body; Exhibition Society shall be used only for the purpose specified. Prior permission of Exhibition Society shall be taken before using the funds for any other purpose.
- l) Shall be equally responsible for executing, receipt, accounting, expenditure of funds/grants received from any other Govt. departments / Non-Govt. organizations and submit the utilization certificate to the satisfaction of the Granting Authority within the stipulated time period. The Receipts and Expenditure shall reflect in the statutory audit report. The assets so generated shall be entered in the Assets Record Book.
- m) Shall oversee the books of accounts of the Hostel wherever it exists in coordination with the Joint Secretary. There shall be a statutory audit for the Hostel Accounts and shall be part of the Institution accounting system. The Treasurer shall submit the audited statement of Receipts and Payments to the GB.

Powers & Functions of Principal:

- 1) The Principal shall be the executive head of the Institution, under the control of the Governing Body.
- 2) Shall be responsible for the University or other regulatory bodies in all academic matters.
- 3) Shall be responsible for the safety and maintenance of the property and all assets of the Institution.
- 4) Shall be responsible for the maintenance of discipline among the teaching staff, non-teaching staff and students of the Institution.
- 5) Shall have the powers of imposing fines on erring students depending upon the nature of indiscipline.
- 6) Shall constitute and preside over the following committees:



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a) Library Committee

b) Sports Committee

c) Any other committee that may be constituted with reference to curricular and extra-curricular activities of the Institution.

7) Shall implement the decisions of the Governing Body, Selection Committee or any other Sub-Committee duly constituted as notified by the Secretary.

8) Shall have powers to grant leaves as per terms of service to the teaching/non-teaching staff of the Institution subject to the rules in force.

9) Shall be entitled to keep an imprest amount to the extent of Rs.10000 to meet some unforeseen expenditure. He/she shall however follow the procedure prescribed regarding expenditure and recoupment.

10) Shall be responsible for having proper accounts of the Institution & Hostel maintained by the Accountant up-to-date.

11) Shall have the power to remove, terminate, dismiss, suspend and impose any other penalty or punishment on the Class IV staff for any lapses on their part with the knowledge of the GB.

12) Shall inform the GB about the erring staff for imposing said punishment.

13) Shall coordinate with the GB in the matters pertaining to planning, execution, expenditure and accounting of development funds and other grants received from various funding agencies.

14) Shall respond to the queries of the Sponsoring Bodies in the matters of academic and financial matters.

15) Shall exercise the power to meet the Sponsoring Body about his/her considered opinion of any type of mishap on the part of the GB.

16) Shall attend all the GB meetings and coordinate with the Hon. Secretary.

17) DISCIPLINARY ACTION AGAINST ANY EMPLOYEE:

For dereliction of duty or insubordination & unauthorized absence or any other offence by Teaching & Non-Teaching staff, the Office Bearers or Principal shall issue a Show Cause Notice to the incumbent. After obtaining the explanation, a proper enquiry committee shall be appointed by the Governing Body. If the matter is serious and appropriate, disciplinary action / legal action can be taken with the approval of Governing Body.



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Powers & Functions of Vice-Principal:

- 1) The post of Vice-Principal may be created by the GB based on the strength of the Institution and requirement.
- 2) The Vice-Principal shall be a senior staff member who has all the ability and interest to work as Vice-Principal.
- 3) Shall assist the Principal in smooth functioning of the Institution.
- 4) Shall undertake all the duties of Principal when the Principal is on leave.
- 5) Shall be entrusted with certain works independently as assigned by the Principal.
- 6) May be the future Principal of the Institution, subject to the eligibility and approval of the GB.
- 7) Shall be given an extra allowance of not more than Rs.5000 (Rupees Five Thousand Only) per month.
- 8) Shall attend the GB meetings in the absence of Principal.
- 9) Shall be responsible to undertake any additional works entrusted by the GB in relation to the management of the Institution.

Powers and Functions of Director (Administration):

The post of Director (Administration) may be created by the GB based on the strength of the Institution and requirement. The Director (Administration) shall be responsible for:

- 1) Accounts and finances, statutory audits, filings, etc.
- 2) Admissions, campaigns and ensuring filling up of seats.
- 3) HR activities, appointments, attendance, payroll, staff welfare, ID cards, etc.
- 4) Facilities Management (infrastructure & buildings, lab equipment, security, sweeping, electrical works, computers, internet, air-conditioning, plumbing, gardening, etc.).
- 5) Exam branch.
- 6) Sports and extra-curricular activities.
- 7) All affiliations and statutory approvals (JNTUH, AICTE, SBTET, etc.).
- 8) Monitor regular movement of files as per the instruction of management.
- 9) Transport operations.



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- 10) Placement activities.
- 11) Public relations.
- 12) Scholarships and fees reimbursement from government.
- 13) Pursue external grants and partnerships with other universities / organizations / industry associations.
- 14) In addition to all the above, Director (Administration) may be HOD or take classes as required.
- 15) Any other responsibility as may be given by the Management from time-to-time.



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