



SARAJINI 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

6.2.1 Service rules

I. Preamble:

Initially the OGA and Exhibition society sponsored aided institutions, were a public private partnership, where the step and numeration was taken care of by the government and infrastructure was provided by sponsoring bodies, ie., OGA and Exhibition society. The service rules were also late down by the government. With the change in the government policy towards aided education in 1985 and introduction of GO 35, aid was gradually stopped by suspending all further recruitments by the government in aided institutions. In the process, almost all the Institutions are now unaided and the staff salaries etc. have to be taken care of by the management. the colleges have grown in the last 5 decades to a student intake of 30000 and teaching and non-teaching staff of 2500 instituting the requirement of HR policy for the staff working in these institution. This document is intended to the comprehensively deal with all areas related to managing the human resource potential in the Institutions and bring clarity to the stakeholders.

II. Working days, working hours and teaching work schedule

1. The Institutions work for 6 days in a week Monday to Saturday except every second Saturday.

the working hours are from 9:30 a.m. to 4:30 p.m. with brake totaling to 1 hour. the working hours may vary marginally depending on exigencies. For some positions, the job demands extra time and the employees are required to discharge the duties and responsibilities and shall be compensated at the discretion of the head of the institution which may vary from time to time.

2. the teaching (classroom+ lab) hours per week for faculty, including principal, shall be as per rules Defined by State Board of Secondary Education, Board of Intermediate, UGC, AICTE Ministry of skill development and entrepreneurship directorate General of directorate general of training and affiliated university as applicable.

III. Public Holidays

The institution shall remain closed on second Saturdays, Sundays and public holidays as for the list of holidays declared by government of Telangana.

IV. CADRES OF STAFF:

The staff comprises of following categories

1) Teaching staff

No Designation



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- 1 principal
- 2 Vice principal*
- 3 Director Administration*
- 4 Hod/ Professor
- 5 Associate Professor
- 6 Assistant Professor
- 7 Senior Lecturer
- 8 Lecturer
- 9 Teachers (Pre-Primary To High School-SSC)
- 10 Training Officer (Industrial Training Centre-ITC)
- 11 Dy. Training Officer (ITC)
- 12 Assistant Training Officer (ITC)
- 13 Technical Assistant(ITC)
- 14 Librarian
- 15 Physical Director

* The post of Vice Principal and director administration maybe created by the GB based on the strength of Institution and requirement.

2. Supporting staff (Technical)

Minimum education qualification- degree/ Diploma in relevant field.

- | No | Designation |
|----|-----------------------------|
| 1 | Computer Programmers |
| 2 | System Administrators |
| 3 | Workshop Instructors |
| 4 | Lab Technicians/ Assistants |
| 5 | Assistant Librarian |
| 6 | Placement Officer |



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3. Supporting staff (administration/ non technical)

Minimum educational qualification- any degree (for accounts- degree specific to the field of accounts is a must)

No	Designation
1	Administrative Officer/Superintendent
2	Accounts Officer
3	Senior Assistant
4	Pa/ Steno
5	Junior Assistant
6	Record Assistant
7	Supervisor- Stores and Assets

4. Other supporting staff- minimum educational qualification- SSC, Age 18 to 30 years

No	Designation
1.	Attenders
2.	Aayas
3.	Gardeners
4.	Janitors / scavengers
5.	Security personnel

V. Recruitment policy:

Note: this section supersedes chapter 4(procedure for appointing unaided and support staff) of Manual of procedures. the Institutions periodically reviews the requirement of teaching and non teaching staff keeping in view the regulatory norms and recruitments are made accordingly. the teaching staff is normally recruited through a selection committee. The policy of the Institutions is to regularly fill all the vacancies and maintain the staff to student ratio as it would ensure academic excellence. further more, it is mandatorily required to provide



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training, orientation, subject updation and better qualification for all the faculty at the regular intervals or whenever the need arises. while some of these programs are sponsored by the institution, the faculty must take up others. in case of vacancies arising out of resignation or terminations, ad-hoc appointments are made with the approval of governing body.

1. Recruitment process:

Normally vacancies arise whenever a new course is started or vacancies arise due to retirements, attrition or death. at times, the regulatory bodies triplet different step to student ratio. once vacancies are identified in the Institution, approval is obtained from Hon. secretary to fill up the vacancies. generally the recruitment process is made as hereunder

a) Advertisement

for teaching positions at the beginning of the academic year in the news paper briefly and the detailed information is placed on the institution website. The applications received in the time are scrutinized and selection is made based on their qualifications eligibility mass obtained experience and their performance during the time of interview before the recruitment committee.

b) Walk in applications:

Some of the applicants may send their profile/ CVs in anticipation of positions in the college that are likely to arise. such applications are kept in the data bank and as and when suitable positions arise, they are called depending on suitability. the applications received in response to the advertisement are scrutinised and eligible candidates and the applicants in the data Bank are interviewed on the prescribed Date. the suitable/ selected candidates list prepared for appointment By the chairman shall be sent to Hon. secretary for issue of appointment order.

2) Recruitment committee:

the recruitment committee is constituted depending on the nature of posts, designations and University/ Board norms. the chairman, Hon. secretary, principal, head of the department, subject experts, University nominees, etc. shall be members of the committee. The university/ Board norms shall be scrupulously followed in this regard. this This committee shell scrutinize the applicants qualifications, their proficiency, and suitability for the job and suitability for the job and select them. The Committee issues the selection proceedings.

the commutation also decide the waiting list selected candidates for future use ,if any. the Hon. secretary shell release the appointment letter clearly mentioning the terms and conditions, probation period, terms of confirmation, salary/ scale of pay, joining time and all other benefits.



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3) Minimum Educational Qualifications

Educational qualifications and experience norms for teaching staff are as defined by the State Board of Secondary Education, Board of Intermediate, UGC, AICTE, Ministry of skill development and Entrepreneurship directorate General of training and affiliated universities as applicable. all the regulations related by these regulatory bodies Including the affiliating your city in terms of educational qualifications are to be followed for recruiting or promoting the faculty in our institution.

4) Job responsibility:

the responsibility of various faculty positions are ic designed in line with the Vision and Mission of the Institution.

A) Academic:

- a) classroom teaching with modern aids
- b) lab instruction and demonstration
- c) student evaluation and all works pertaining to conduction of examinations.
- d)Development of laboratory, curriculum and resource Material by using modern techniques
- e) student guidance, counselling, personality and overall character development.
- f) to prepare, provide, generate and disseminate knowledge in the interest of the students
- g) career development through development program, professional Association, knowledge and skills development.

B) research, Development and innovation:

- a) R&D activities through projects and Research guidance.
- b) promotion of Institute- industry interaction.
- c) encourage students to develop innovative ideas.
- d) Participate with students for internal revenue generation(IRG).

C) Administration/ management:

- a) Planning, Designing and development of new programs and promotional activities.
- b) mobilizing resources for the institution.
- c) Administration, both at departmental and institutional levels



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- d) Development, administration and management of institutional facilities.
- e) monitoring and evaluation of academic and Research activities.
- f) participation of policy planning for development of technical education.
- g) design, develop, update and maintain MIS implementation.
- h) maintain Accountability.
- i) conduct performance appraisal.
- j) make sound financial decision and establish systems for long term sustainability of Institution.
- k) Ensure adherence to Risk, Audit and compliance policies.
- l) development of talent and planning for succession.

D) Extension:

- a) extension services by interacting with society /community.
- b) provide technical support in areas of social relevance.
- c) promotion of entrepreneurship and job creation.
- d) encourage students to take up live projects to cater societal needs public welfare programs by the government.

VI) Probation

the selected candidates shall join the institution in time after submitting their original certificates and deposit them for verification. The probation period is for all freshly recruited employees in all categories. the provision period is for one academic year from the date of joining of the employee. however, if the employee, for some reason cannot be regular in completing one year of continuous service, the probation period should be extended proportionately.

the management of the institution reserves the right of termination of the services of the employee without notice during the period of probation. during the period of probation, the employee cannot claim any regular employment and other benefits. the principal shall forward a performance and Recommendation note to the management for the approval and the confirmation of services of the completion of probation period.



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VII) Confirmation Of Services:

the confirmation of services means and employee who has completed successfully the probation period and taken to rolls as a regular employee at par with others. The principal shall prepare a performance appraisal with the necessary indicators of work performance, grading his/ her work, attitude and attitude to the work, behavior with co-workers etc. The performance appraisal shall give clear picture of the employee and specification for regularisation of his /her services. the management, chairman and Hon. secretary are the authority for confirmation of services. and if necessary, the management shall formally interview the candidates for rears hearing their commitment to excellent service thereafter.

a) benefits of confirmation of services:

the employee is eligible for annual increment, please and other benefits as extended to the regular employees of the Institution. in case of non satisfactory performance, probation period Maybe terminated or extended as per the decision of the management/ principal.

VIII. Termination Of Services

1) By employee:

a) the signation shall be clear and unconditional. it will be submitted at least 2 months in advance and closing no use and documentary proof in support of the reason for resignation to the appointing authority through proper channel. resignations from service shall generally be Accepted if submitted at the end of the academic year.

b) Resignation in between the academic year are discouraged. employees. especially the teaching staff must give prayer notice of at least 2 months so that students and classes are not affected and management has sufficient time for finding suitable replacement.

c) the signatures of employees to whom enquiry/ Investigation are pending shall not be accepted until the enquiry is completed and all the department is use are fully adjusted and no due certificate is obtained.

d) an employee quitting his/her post, without obtaining relieving orders from the management/ principal shall be liable for legal and departmental actions. with role of resignation is permitted on approval from an appointing authority by making a written request.

e) In case of any employee, teaching or non teaching, getting recruited in any government organization, he/shewill be relieved within the specified time Provided they satisfy other conditions .



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2) By Employer:

during probation period, the management reserves the right to terminate service of the employee without notice. For confirmed/ regular employees, except where the employment is terminated on grounds of gross misconduct, the employees are entitled to a minimum notice of 2 months from the management. The notice may be handed to the employee personally or sent to the last recorded address of the employee.

3) The management reserves the right to ask the employee to no longer attend the place of work for the duration of the notice period.

IX) Teaching And Learning Process:

All the faculty members must plan their academic teaching schedule in advance before commencement of the semester/ year. The following are some of the contents of learning modules respective of the subjects:

- course files
- lesson plan and micro plan
- additional topics and assignments
- provision for mid test and distribution of scripts
- delivery sheets and tutorial sheets
- PPTs and OHPs
- lesson and Course material
- Web downloads
- Case studies
- self learning materials
- e-Learning materials
- guest/ expert lectures
- earn while you learn
- Industrial Visits and tours relevant to their respective specialization.

x) Feedback Evaluation

1. Once in a semester, the students evaluate the teachers handling the respective subjects covering various aspects of student teacher interaction through a computerised structure format for a written format.



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The evaluation pertains to:

- a) Teaching process dimensions viz punctuality and regularity to teachers, teachers control and conduct of the class, understandability of lectures, discussion of class test, tutorials and assignments and syllabus coverage
- b) Assessment of college environment, facilities and management responsiveness measures on the following dimensions- college environment, cleanliness/ sanitation, library facilities, canteen water supply, games/ Sports, transport, HOD/ principals response to Grievance, support of management in general.
- 2) Absolute privacy and confidentially is maintained to avoid the individual student assessors identity. the external Agencies or an internal independent team appointed by the sponsoring body shall perform the evaluation and submit the report to the governing body and send a copy to sponsoring body.
- 3) The evolution process is completed, if any faculty member is found to be deficient, he/her shall be counseled, advised and trained to improve by the head concerned. The institutional management shall take necessary steps to encourage and reward teachers with excellent performance through letters of appreciation. The feedback evolution by the student is a tool for assessing the faculty for remedial measures but not for any punitive measures.

XI) Performance appraisal:

Performance appraisal is an objective assessment of the work and conduct of an employee is the main criteria for confirmation, promotion, review for premature termination or retirement etc. writing and maintenance of Appraisal assumes importance Not only in the interest of service but also in the interest of the employee.

- 1) appraisal and personal development plans are to be written for all categories of employees
- 2) Grading as outstanding, very good, good our considered as favourable reports. grading average/ unsatisfactory through not considered Adverse, are to be avoided as far as possible
- 3) A record of the punishment imposed on the employee as a result of disciplinary proceeding shall be recorded his/her appraisal.
- 4) Derogatory remarks on any staff shall be substantiated with show Cause notices and replies.

XII) Faculty Development Programs (FDP):

Learning is a never ending experience and every faculty shall accept to learn the latest trends technology and adapt to implement. faculty development programmes are white till to the faculty without which academic excellence cannot be ensured. periodic training, or orientation, refresher programs for the staff Have to be conducted at the institution or shall be attended elsewhere annual appraisal of the faculty shall also include the FDP attended or



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organised. to consider career advancement/ promotion of the faculty they shall compulsory attend FDPs. Other incentives for faculty shall also be extended. Apex regulatory bodies/ universities may be explore for financial assistance to conduct these programs. budgeting for the FDPs is shall be taken up on priority. time table shall be so friends that at least some faculties undergo fdp at a given point of time. no faculty shall refuse to undergo trainings. annual faculty development plans must be prepared every year after taking the training Proposals from each and every faculty. non teaching steps shell also undergo training periodically in various subjects viz establishment, rules and regulations in appointments, service matters, different kind of leaves, disciplinary action, accounts, store management etc. the faculty development plan FDPs of the institution shall be prepared in the advance based on the individual faculty requirement. all the faculty shall submit their required FD programs in the stipulated format before and submit the impact assessment after implementing the knowledge Gained through those programs. The FDP Of the institution is a moderated compilation of individual faculty requirements for that academic year.

XIII) Annual Increment:

- 1) annual increment is not automatic and a subject to financial performance of the Institution and performance of employees with regard to fulfilling the assessment criteria like percentage of remedial coaching passes feedback from the students in various courses and the recommendation from the principal and other performance criteria laid out by the college from time to time.
- 2) the animal increase in pay is drawn from 1st of July every year, except when withheld as a punishment. This new system of increments shall be a one time for all employees instead of giving them on different dates presently in vogue. This policy shall facilitate easy implementation of increment to all the employees in the month of July every year.
- 3) in case of an employee who reaches the maximum of his/ her pay scale, he/ she can be placed in the next higher pay scale after 1 year of reaching such a maximum, subject to meeting the performance criteria already laid out.

XIV) Special Incentives:

1) Incentives for Ph.D:

3 advance increments (at 3% per year) shall be admissible to those who hold a PhD degree, at the time of recruitment as lecturers. electoral shall be eligible for 2 advance increments (at 3% per year) as and when he/ acquires a PhD in their career.

2) Lump sum Incentive for acquiring higher qualifications:

post-graduation in relevant discipline by Non teaching staff entitles an incentive of rate 1000 per month. incentive shall be considered only if Higher qualification shall make the staff more effective in present and next higher assignment. the incentive is admissible for higher



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qualifications acquired for induction into service. the incentive shall be based on qualification without any relation to increment or level/grade of the employee. however granting of incentive is the prerogative of the management.

3) Incentives for paper publications and conferences to the teaching staff are:

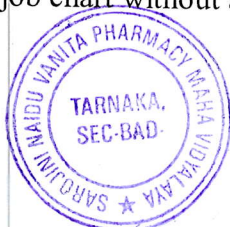
- a) Registration fee for attending seminars and conferences is borne by the Institution (maximum of two in a year).
- b) Papers published in referred the journals:Rs 3000 per paper for international journal with ISBN and ISSN number(National journals, publication of books and journals, contribution of chapters in books)
- c) papers shall be on the faculties name and should normally be concerned to his or her academic area
- d) Under certain exigencies, results the right to modify the rules and use discretionary powers in allowing for participation in seminars/ conferences.
- e) The Principal's recommendation is necessary for payment of incentive.

XV) Code Of Conduct, Disciplinary Procedure And Actions:

all the teaching and non teaching staff shell maintain discipline and follow code of conduction not only in the institution but also in their personal life. the fundamental rules(FR) and the CCA(conduct) rules of the government shall be followed but not be limited to the following:

1)Do's

- a) Maintenance of good moral conduct on and off Duty.
- b) maintain absolute integrity.
- c) maintain political neutrality.
- d) always maintain devotion to duty.
- e) manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
- f)Act In accordance with rules of Institution and government.
- g) render from and courteous service to public.
- h)Observe proper decorum during any of the meetings/ conferences/ functions of the institution.
- i) follow the job chart without any deviation.



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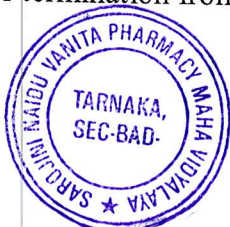
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- j) respect lady staff and corporate with them.
- k) Equal treatment should be given to all students in all aspects.
- 2)Dont's
- a) did not be discourteous, dishonest and partial.
- b) do not associate with any band organizations.
- c)Do not undertake private consultancy work without prior approval.
- d) do not consume any intoxicating drinks, drugs, tobacco while on duty.
- e)Do not indulge in any sexual abuse ,criminal activities or dowry harassment.
- f) unequal treatment of students or harassment or favouriteism or otherwise shall not to be tolerated and dealt with severely.
- 3) acts on misconduct:
- a) usage of abusive language or threatening words to the employer.
- b) insulting and insubordination.
- c) habitual negligence in discharging duties.
- d) willful insubordination or disobedience.
- e) Habitual late attendance.
- f) habitual absence to duty.
- g) conviction by a court.
- h) infidelity, unfaithfulness, dishonesty, theft and fraud activities.
- i)Eve teasing or any form of harassment.

4) Procedure for taking disciplinary action:

The earring staff members shall be served notices cautioning the indiscipline by him/her. The management may initially one the step member for the first time offence. subsequently, if they do not correct themselves, disciplinary action shall be taken after serving Show Cause Notice and enquiry proceedings. it is the discretion of the management to appoint the enquiry committee. the management is at liberty to impose punishments based on the CCA rules of the government viz With holding increments, censure, not Considering for the promotion suspension or termination from service.



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XVI) Employee State Insurance (ESI)

1) employees State Insurance is a social security scheme and the provisions of the act are extended to all the employees of the institution wherein gross salary of the employee does not exceed Rs 21000 per month.

2) contribution rate:

the below rates are subject to change. please refer to the ESIC website/ notifications for latest rates.

The employees contribution rate(w.e.f 01.07.2019) is 0.75% of the wages(gross salary)And that of the employers is 3.25% of the wages(gross salary)paid/payableIn respect to the employees in every wage period.

3)Contribution period:

there are two contribution periods; each with 6 months duration and two corresponding benefit periods also of 6 months duration as under:

Contribution period	cash benefit period
1st April to 30th Sept	1st Jan of the following year to 30th june
1st Oct to 31st March of the year following	1st July to 31st December.

4)And employee whose gross salary crosses the prescribed ceiling limit of rate 21000 per month at any time after commencement of the contribution period, would continue to be under the preview of the act till the end of the contribution period.

5)GB shall and sure implementation of any changes w.r.t ceiling limit, rate of contribution or any other changes as notified by ESIC.

XVII)Employee Provident Fund:

1) Provident fund contribution is applicable to the following:

a) An employee who draws wages(basic pay+ DA) less than or equal to rupees 15000 on joining the institution and does not already have PF membership at the time of joining.

b) An employee who is an existing member of PF(i.e., already Holds a PF account from previous Employment) at the time of joining the institution.



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2) Contributions are payable to eligible employees at rates applicable on a maximum wage (basic pay+ DA) ceiling of rate 15000.

3) the employee shall fill the PF membership form Relevant details. the employee shall be given PF account number in due course and all the correspondence shall be done by the employee with regional provident fund commissioner citing account number for any references or information.

4) Employees who are already PF members in previous employment must produce certificate of membership from PF authorities, in case they are joining newly in the institution.

5) PF contribution rates:

the below rates are subject to change. please refer to EPFO website or notifications for latest rates

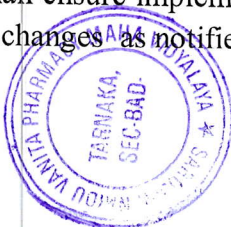
By	Contribution accounts			Administration accounts	
	EPF	EPS	EDLI	EPF	EDLI
Employee	12%	0	0	0	0
Employer	3.67%	8.33%	0.5%	0.5% (w.e.f 01-06-2018)	0 (w.e.f 01-04-2017)

6) Exclusions from PF contribution:

a) An employee who draws wages (basic pay+ DA) of more than Rs 15000 on joining and does not already hold PF membership at the time of joining institution shall not be under the purview of providence fund.

b) an apprentice is not eligible for PF contribution.

7) the GB shall ensure implementation of any changes w.r.t ceiling limit, rate of contribution or any other changes as notified by EPFO.



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XVIII) Gratuity:

- 1) Gratuity is paid to all employees who have put in a minimum of 5 years of continuous service in the institution Limited up to the retirement age of 58 years.
- 2) gratuity is calculated with the formula
(last drawn basic plus+ DA) X number of years of service X 15 / 26 Days.
- 3) A provision for graduate fund must be made by the employer at the rate of 4.81% of (basic pay+ DA)p.m. for every employee.
- 4) Employer may obtain and insurance for liability of payment towards the gratuity from the Life Insurance Corporation of India or any other insurance company incorporated under the Companies Act, 1950.

XIX) Retirement Policy:

- 1) Regular employees who have attained the age of 58 years shall retired from service and all retirement benefits shall be paid as per policy.
- 2) Retired employees on contractual basis up to the age of 65 years provided they meet the medical experience and any other criteria required for the position.
- 3) They shall be paid a consolidated amount.
- 4) They shall be eligible for 15 casual leave and 10 sick leaves. they shall not be eligible for any other kind of leaves and or benefits as that of a regular employee.

XX) Leaves Rules And Types Of Leaves:

- 1) General principles:
 - a) Leaves cannot be claimed as a matter of right.
 - b) The leaves sanctioning authority may refuse or revoke live of any kind but cannot alter the kind of leave due and applied for.
 - c) Leave of one kind taken early year cannot be converted into leave of a different kind at a later date at the request of the employee.
 - d) Will full absence from duty after the expiry of leave renders and employed for disciplinary action and loss of pay including possible termination from duty.
 - e) Absence without leave, not in continuation of any authorised leave, shell constitute as a interruption of service unless it is regularized.



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- f) The principal reserves the right to call back and employee from leave to report for duty during exigencies of work in the interest of the Institution.
- g) No leave application for any type of leave shall be entertaining by the sanction authority and less and until administrative office indicates the eligibility and endorsement there on.
- h) Any leave must be applied in advance. in case of emergency, telephoning/ email/ SMS intimation shall be given to the office and on rejoining, properly application shall be put up and regularized.
- i) Leave, though entitled, if availed without intimation or permission shall be dimd as absence from duty resulting in loss of pay.
- j) application for leave shall be submitted in prescribed format.
- k) all the leave application shall be filed in a separate file employee wish for the purpose of cross checking the leave register as and when required.
- l) the leave register shall be initialed by The administrative officer and the principal at the time of crediting leave every time, so as to keep a control on the maintenance of leave register.
- m) leave register is subject to audit by the Internal auditing or statutory auditors.
- n) holidays/ Sundays/ second Saturdays may be fixed or prefix to the leave.
- o) in case of employee on duty outside of headquarters, he/ she can apply for leave in advance. for such type of leave all the expenses must be borne by the employee.
- p) when on probation, if leave is availed more than entitlement then the probation shall be extended proportionately.
- q) longer absence exceeding 30 days Loss of pain may effect annual increment.
- r) generally, loss of facial not be sanctioned except in urgent cases subject to discretion of the management/principal.

2) Types of Leaves:

A) Casual leave(CL):

- a) the objective of casual leave is to enable and employed to attend to some urgent or sudden and forcing contingencies and normally it is granted not exceeding one day and is applicable to both teaching and non teaching staff.
- b) holidays or Sundays may be suffixed or prefix or days falling during intervening period shall not be counted as leave.
- c) Leave can be avail for half day if required with permission of principal.



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- d) during probation period, casual leave is restricted to one day per month and this shall be credited every month.
- e) it is proposed that the casual leave be credited on calendar year basis.
- f) casual leave cannot be combined with any other leave.
- g) the total leave for academic year on confirmation of services 15 days. this shall be credited @ 7 days for the first half of the year and 8 days during second half.
- h) three late marks will be treated as one casual leave.
- i) unused leaves cannot be carried forward to next year.

B) Special casual leave/ medical leave/ sick leave/ half pay leave(SCL/SL/HPL)

- a) this leave is sanctioned on confirmation of services for 10 days to both teaching and not teaching employees. the leave must be sanctioned on submission of medical certificate from a recognised allopathic medical practitioner only.
- b) please shall be credited on 1st Jan for 5 days and 1st July of every year for 5 days respectively.
- c) Sick leave can be avail subject to a minimum of 3 days.
- d) if converted to half pay leave the employee may avail 20 days leave.
- e) Cannot be carried forward to the next year.

C) Vacation leave(VL):

a) all the regular faculty members(vacation staff) who have put in not less than 1 year of service in the college and who undertake the continue in the service for the next academic years are eligible for up to 6 week vacation leave. This six week period may be split up as follows:

- i) 04 weeks during summer
- ii) one week each during Dussehra and Sankranti festivals.

b) The teaching staff(vacation staff) shall attend the duty on the last working day of academic year and first day of the reopening day after vacation. Otherwise the entire period of vacation shall be treated as loss of pay and no salaries admissible.

c) Unused vacation leaves are not carried forward to the next academic year, However where a vacation staff member is required to attend to official duty during vacation as per the directions of the head of the institution, the unused vacation leave is converted as EL in the ratio VL07:EL05 and can be carried forward to the next year.



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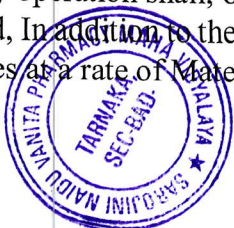
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D) Earned Leave (EL):

- a) All regular teaching and non teaching staff are with 5 ELs years every year.
- b) Earned Leave availed is calculated considering the intervening holidays.
- c) Earned leave cannot be availed for half day.
- d) Earned Leave cannot be combined with any other leave.
- e) Earned Leave can be accumulated up to a maximum of 90 days.
- f) Earned Leave cannot be sanctioned/availed not exceeding days at a stretch, once a year.
- g) Earned Leave cannot be encashed.

E) Maternity Leave:

- a) Applicable to female employees only.
- b) To be eligible for maternity benefit, a woman must have been working as an employee for a period of at least 80 days in the past 12 months.
- c) They are entitled to 26 weeks leave with full salary, of which not more than 8 weeks shall precede the date of delivery.
- d) For women who are expecting, after having 2 children, the duration of paid maternity leave shall be 12 weeks, of which not more than 6 weeks shall precede the date of delivery.
- e) Maternity leave of 12 weeks shall be available to mothers adopting a child below the age of three months from the date of adoption as well as to the commissioning mothers.
- f) In case of miscarriage, a woman shall, on production of such proof as may be prescribed, be entitled to leave with wages at the rate of maternity benefit for a period of 6 weeks immediately following the day of her miscarriage.
- g) In case of a tubectomy operation, a woman shall, on production of such Proof as may be prescribed, be entitled to leave with wages at the rate of maternity benefit for a period of two weeks immediately following the day of her tubectomy operation.
- h) A woman suffering from illness arising out of pregnancy, delivery, Premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation shall, on production of such proof as may be Prescribed, be entitled, In addition to the period of absence already allowed to her, to leave with wages at a rate of Maternity Benefit for a maximum period of 1 month.



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- i) the leaves is not debited to any leave account.
- j) Counts as service for increments and gratuity.
- k) leave application for Maternity supported by medical certificate must be submitted for sanction of maternity leave.
- l) such a Maternity leave availed shall be recorded in the personal file of the employee for future reference.
- m) For ensured employees covered under the ESI act, Maternity Benefit is covered under ESI benefits, at the rate of full wage, subject to contribution to ESI for a specified period. they should not come under the purview of the Maternity Benefit Act and shall claim the benefits from ESI, as per eligibility.
- n) for employees not eligible for benefits under the ESI act, Maternity Benefit is payable as per the Maternity benefits Act by employer.

F) Paternity leave:

- a) admissible to male employees only.
- b) Male employees can avail 7 days of paid leave before 15 days or within 6 months from date of delivery.

G) study leave:

study leave with or without pay maybe granted to deserving employees for pursuing higher studies at the discretion of the management. The terms of the leave shall be worked out on the case to case basis as decided by the GB. however they may be given increments as per the eligibility after acquiring higher qualifications and rejoining the institution. they shall give an Undertaking that they shall serve the institution for a minimum period of 5 years or else They shall not be sponsored for getting seat under faculty quota or granted study leave.

H) Compensatory leave:

non teaching staff who work on public holidays are eligible for one day compensatory leave for each day of work. this leave must be used within 3 months of the date of work or eligibility.



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XXI) Privacy:

the institution Express that each employee shall have inville discipline in maintaining confidential and not this closed information related to the personal compensation,R&D, course material, lab, human resource policy, training and workshop material developed, personal data any other financial compensation matters. employees who disclose confidential information Shall be subject to disciplinary action, which may lead to dismissal and prosecution.

XXII) Administration- Maintenance Of Personnel Record:

the basic information of staff shall be collected and maintained by PA head of the institution in separate step personal files. documents to be included our CV with covering letter along with two photographs applying for the position in the institution,Call letter if any, appointment letter, all Original certificates along with photocopies for proof of age, qualification experience and last pay drone. feedback in interim appraisals for confirmation, probation extension letter, confirmation letter, annual appraisal, personal development plan, in sentence, promotions and increment letters given and any appreciation ,commendation letters, warning letters, letter of resignation, resignation acceptance and other relevant documents.

DISCIPLINE(6.2.1)

Discipline is the quality of being able to behave and work in a controlled way which involves obeying particular rules or standards. Humans live in a society and society needs to be disciplined to maintain law and order. Everyone has to follow the declared rules and regulations to maintain peace and harmony. It is the most crucial quality for success. It provides a tough mind to face problems, aids in concentration and achieving the goal. It encourages one to exert extra effort in order to be competitively superior.



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INSTRUCTIONS TO STUDENTS:

UNIVERSITY RULES & REGULATIONS:

Attendance:

As per, Osmania University 75% attendance is must to appear for the Semester End Examinations. Students who have 65-75% attendance are liable to be fined and students with less than 65% will be detained.

Mid-exams and Weightage:

B. Pharm: Two mid exams, with subjective papers. The average marks of the two mid exams are weightage which is added to the semester end exam marks, subject wise.

Pharm D: Three mid exams with only subjective questions paper for 30 marks in each subject will be conducted. The average marks of the two better mid exams is the weightage which is added to the annual exams.

M. Pharm: Two mid exams, with only subjective paper. The average marks of the two mid exams are weightage which is added to the semester end exam marks, subject wise.

Annual End Examinations: As the course is annual 'semester wise. Exams will be conducted by the University twice in a year. Students must apply to appear for the End Examinations as per the University notification within the stipulated time. The information is made available on OU website and also on college website <https://snvpharmacycollege.com>.

COLLEGE RULES & CLASSROOM BEAVIOUR:



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- Students must attend college in formal dress, and to put on identity card is mandatory
- If the student remains absent continuously for more than two days, parents have to submit a letter to the principal stating the reason and duly signed.
- College working hours are from 10.00 am to 5.00 pm Students must be in their respective classrooms by 10.00 am failing which they will be marked absent for the day and a message will be sent to the mobile number of the parent/guardian submitted in the office, at the time of admission.
- Any meetings/ celebrations/cultural and co-curricular activities must be conducted with the permission of the principal during working hours of the college and in the presence of the faculty members.
- Celebrations such as birthday parties of students etc. are strictly banned.
- In the college premises usage of cell phones in the premises is strictly prohibited. If students are found using mobiles either in the classroom/lab/corridors, anywhere in the premises, mobiles will be confiscated.
- Students must cooperate with the sweepers in maintaining the cleanliness and hygiene of the classroom.
- Decent behaviour is expected from students. College is under CC TV surveillance, and any immoral activity would invite disciplinary action.
- Students must attend lectures. practical classes tutorials and examinations etc. as per the time table, they must not be absent without prior permission from the principal.
- No person is invited to the college without the permission of the principal. The head of the institution reserves the right to allow or refuse permission to anyone.



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- Display of circulars/notices/posters/banners without the permission of the principal is strictly banned. Writing on benches/ walls is liable to punishment.
- Formation of Societies/Associations in the college is strictly not allowed.
- No political activity can be conducted in the college.
- Discrimination among students is strictly prohibited. In case found will be liable to punishment as per the relevant act.
- Damage of college property and equipment is a punishable offence and will lead to payment of compensation.
- Students are not allowed to communicate any information regarding college to the press and media.

LAB DISCIPLINE

- Students must enter the laboratory with the white apron.
- Students must familiarize themselves with the equipment, laboratory procedures and all safety precautions before they enter the laboratory.
- Students must tuck their hair in the aprons and wear head caps at all times.
- Students must handle chemicals with great care, no chemical can be smelled, tasted or inhaled. Opened chemical bottles must be kept at a safe distance from face and body.
- Burners must be kept far away from inflammable substances.
- Drinking and eating in the laboratory is strictly prohibited.
- Moving around in the laboratory without purpose is not allowed.
- Experiments in the laboratory must be carried out in the presence of trained staff members



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LIBRARY & COMPUTER LAB:

- Students must carry their Identity cards with them whenever they visit the library or computer lab.
- No bags or books are allowed inside.
- Issue and renewal of books is as per college rules.
- Students are expected to maintain strict silence in the library.
- Students must cooperate with the library and computer personnel.
- Any damage to the library book must be compensated.
- Viewing of unnecessary websites is strictly prohibited.
- Fidgeting with the computer systems is not allowed.
- Data backup must be a priority.

IMPORTANT:

Violation of the above rules of the institution will lead to one or more punishments as here under

- Warning to the student
- Letter to the parent
- Imposition of fine
- Cancellation of terms Expulsion from the college for a specified period

The principal shall have full power to inflict the above punishments in the interest of the students and the institution.

ANTI RAGGING POLICY:

College has an active Anti ragging Committee and Anti ragging Squad. Students facing any inconvenience from their senior students can report to:

- Dr. T. Saritha Jyostna
- Dr. N. Srinivas



T. Saritha Jyostna
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- Dr. T. Mamatha
- Dr. B. Harika
- Dr. S. Hemalatha
- Dr. S. Anuradha Bai

PUNISHMENTS AT THE INSTITUTION LEVEL:

Depending on the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges.
- Withholding /withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing for any test/examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet. tournament. youth festival etc.
- Cancellation of admission.
- Rustication from the institution for a period as decided.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Fine amount ranging between Rs. 25000/- to Rs.1 lakh.
- Collective Punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.



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