



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

6.2.1(3) LIST OF POLICY DOCUMENTS

1. ADMISSION POLICY

Sarojini Naidu Vanita Pharmacy Maha Vidyalaya adheres to clear and transparent criteria, embracing diversity and inclusivity, and continuously improving its processes, upholds its commitment to providing quality education and fostering a vibrant learning community. A well-defined admission policy of our institute not only upholds the integrity of the institution but also facilitates the recruitment of students who are best suited to benefit from the educational offerings provided.

The admissions are made in strict compliance with the rules and regulations as prescribed by the Pharmacy Council of India (PCI), affiliating University - Osmania University and the Department of Technical Education, Telangana State Government. In all UG & PG courses being offered due weightage is given for the candidate's rank secured in the competitive entrance examinations viz., TS EAMCET in case of UG courses and GPAT & TS PGCET in case of PG courses. Our institution does not collect any capitation fee in any manner or form.

1. Merit-Based Selection: The cornerstone of the admission policy of our institute is meritocracy, where candidates are evaluated based on their academic achievements, standardized test scores, extracurricular activities, and other relevant criteria. Merit-based selection ensures that deserving candidates are allowed to pursue higher education.

2. Diversity and Inclusivity: Our institute strives to create a diverse and inclusive learning environment by admitting students from different backgrounds, cultures, and perspectives. Admission policies often include provisions to promote diversity and ensure equal opportunities for all applicants, regardless of their socioeconomic status, ethnicity, or gender.



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3. Transparent Criteria: Admission criteria and processes are communicated to prospective students, parents, and other stakeholders by our institute to maintain transparency and avoid any ambiguity. This transparency helps build trust and confidence in the admission process and allows candidates to make informed decisions.

4. Holistic Evaluation: In addition to academic credentials, our institute also considers other factors such as personal statements, letters of recommendation, interviews, and portfolios as part of a holistic evaluation process. This approach enables to assessment of the overall potential and suitability of candidates beyond their academic achievements alone.

5. Reserved Seats and Quotas: Our institute also has reserved seats or quotas for specific categories of applicants, such as students from economically disadvantaged backgrounds, minorities, or individuals with disabilities. These reservations aim to promote social equity and inclusivity in higher education.

6. Adherence to Legal and Regulatory Requirements: The admission policy of our institute complies with relevant legal and regulatory requirements, including those related to anti-discrimination laws, affirmative action, and admissions quotas. Our institute is committed to upholding these laws and ensuring equal opportunities for all applicants.

7. Continuous Improvement: The admission policy of our institute is subjected to periodic review and evaluation to ensure its effectiveness and relevance in the changing landscape of higher education. Our institute actively seeks feedback from stakeholders and makes necessary adjustments to enhance the fairness and efficiency of the admission process.



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2. RESEARCH POLICY

Sarojini Naidu Vanita Pharmacy Maha Vidyalaya evolved a well-thought-out Research Policy, that plays a crucial role in fostering a vibrant research ecosystem that promotes innovation, knowledge creation, and societal impact. It helps in promoting a culture of research excellence, ethical conduct, interdisciplinary collaboration, and knowledge sharing. It contributes to advancing the frontiers of knowledge and addressing the pressing global challenges.

Our research policy aims to uplift industry-academia linkages to magnify research in the pharma sector which will bring plausible solutions to the problems faced by the industry and academia. The focus of our institution is to shift from Volume to value because we do not only see research as an activity with commercial value but also as a service to mankind.

1. Promotion of Research Culture: Our institute establishes a conducive environment that encourages and supports research endeavors across disciplines. This includes providing infrastructure, resources, and incentives to facilitate research activities, such as laboratories, libraries, funding opportunities, and academic support services.

2. Ethical Guidelines and Compliance: The research policy of our institute emphasizes the adherence to ethical principles and regulatory requirements in all research activities. This encompasses obtaining appropriate approvals for research involving human subjects, animal welfare, biosafety, intellectual property rights, and conflicts of interest. Compliance with ethical standards ensures the integrity and credibility of research outcomes.

3. Support for Interdisciplinary Research: Recognizing the interdisciplinary nature of contemporary challenges, the research policy of our institute promotes collaboration and interdisciplinary approaches to address complex issues.



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The Management of SNVPMV has formed the Academic Research and Development Committee (AR&D) to oversee the day-to-day academic research and development activities of the institution for smooth functioning with a high standard of research work and result-oriented. The said AR&D Committee formulated lucid guidelines for granting financial support to the faculty and students who carry out academic research and projects in the college.

4. Encouragement of Student Involvement: The research policy of our institute encourages the active involvement of students in research activities as a means to enhance their learning experience and foster their intellectual development. This includes undergraduate research opportunities, graduate research assistantships, mentorship programs, and research-based coursework.

5. Dissemination and Knowledge Sharing: Our institute promotes the dissemination and sharing of research findings through various channels, including scholarly publications, conferences, seminars, workshops, and digital repositories. The research policy of our institute encourages open-access publishing and knowledge sharing to maximize the impact and accessibility of research outputs.

6. Intellectual Property Management: The research policy of our institute addresses issues related to intellectual property management, technology transfer, and commercialization of research outcomes. It outlines procedures for protecting intellectual property rights, licensing agreements, spin-off ventures, and collaborations with industry partners to promote innovation and entrepreneurship.



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7. Quality Assurance and Evaluation: Our institute implements mechanisms for quality assurance and evaluation of research activities to uphold standards of excellence and accountability. This includes peer review processes, research performance metrics, impact assessments, and periodic reviews of research programs and initiatives.

8. Community Engagement and Impact: The research policy of our institute encourages community engagement and collaboration with external stakeholders to address societal challenges and contribute to the public good. This may involve participatory research approaches, community-based partnerships, outreach programs, and knowledge mobilization initiatives.



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3. RECRUITMENT POLICY

The recruitment policy of Sarojini Naidu Vanita Pharmacy Maha Vidyalaya plays a critical role in attracting, selecting, and retaining talent to support the institution's mission and objectives. By promoting equal opportunities, transparency, meritocracy, diversity, and continuous improvement, recruitment policy contributes to building a skilled, diverse, and motivated workforce capable of meeting the evolving needs of the institution and its stakeholders. A well-defined recruitment policy not only helps in acquiring top talent but also contributes to building a diverse, skilled, and motivated workforce to support the institution's mission and goals.

1. Equal Employment Opportunity: Our institute is committed to providing equal employment opportunities to all individuals regardless of race, colour, religion, gender, sexual orientation, age, disability, or national origin. Recruitment policy prohibits discrimination and ensures that hiring decisions are based solely on merit, qualifications, and suitability for the position.

2. Transparency and Fairness: Recruitment policy emphasizes transparency and fairness throughout the recruitment process. This includes clear communication of job vacancies, job descriptions, qualifications, and selection criteria to prospective candidates. All applicants are treated with respect, and the selection process is conducted impartially, with decisions based on an objective assessment of candidates' skills and competencies.

3. Merit-Based Selection: Our institute prioritizes meritocracy in the selection of candidates, with emphasis on qualifications, relevant experience, and potential to contribute to the institution's mission and objectives. The recruitment policy outlines the criteria for evaluating candidates, which may include educational background, professional experience, skills, knowledge, and personal attributes.



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4. Diversity and Inclusion: The recruitment policy of our institute promotes diversity and inclusion in the workforce by actively seeking candidates from diverse backgrounds, cultures, and perspectives. Our institute recognizes the value of a diverse workforce in fostering innovation, creativity, and excellence. Efforts are made to attract candidates from underrepresented groups and create an inclusive work environment where all individuals feel valued and respected.

5. Internal Mobility and Career Development: The recruitment policy of our institute encourages internal mobility and career development opportunities for existing employees. Our institute prioritizes internal candidates for job vacancies whenever possible, promoting career progression and retention of talent within the organization. Professional development programs, training opportunities, and mentorship initiatives are provided to support employees' career growth and advancement.

6. Compliance with Regulations: The recruitment policy of our institute ensures strict compliance with the rules and regulations as prescribed by the Pharmacy Council of India (PCI), affiliating University - Osmania University and the Department of Technical Education, Telangana State Government. This includes adherence to labor laws, immigration regulations, affirmative action policies, and other legal requirements. Our institute is committed to upholding ethical standards and best practices in recruitment.



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7. Streamlined Processes and Timelines: The recruitment policy of our institute outlines streamlined processes and timelines for the recruitment process to ensure efficiency and responsiveness. This includes establishing clear roles and responsibilities for various academic and administrative positions and communicating the same with wide publicity, to all the stakeholders involved in the recruitment process. Timely communication with candidates regarding the status of their applications is maintained to provide a positive candidate experience.

8. Continuous Improvement: The recruitment policy of our institute is subject to periodic review and evaluation to assess its effectiveness and identify areas for improvement. Feedback from stakeholders is solicited to inform revisions to the policy and enhance the recruitment process over time.



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4. GREEN POLICY

Green policy in Sarojini Naidu Vanita Pharmacy Maha Vidyalaya plays a vital role in promoting sustainability, environmental responsibility, and ecological stewardship. By integrating sustainability principles into campus operations, curriculum development, research initiatives, and community engagement efforts, our institute contributes to building a more sustainable and resilient future for current and future generations. A robust green policy not only contributes to mitigating climate change but also educates and empowers future generations to become environmental stewards.

1. Environmental Management System (EMS): Our institute implements an EMS to assess, monitor, and manage their environmental performance. This includes conducting regular environmental audits, setting measurable targets for reducing carbon emissions, energy consumption, water usage, waste generation, and adopting sustainable practices in campus operations.

2. Sustainable Campus Operations: Our institute's green policy emphasizes the adoption of sustainable practices in campus operations, including energy-efficient buildings, renewable energy sources, water conservation measures, waste reduction, recycling programs, sustainable transportation options, and green procurement practices. Our institute strives to minimize its ecological footprint and promote resource efficiency across all facilities and operations.

3. Curriculum Integration: Our institute's green policy integrates sustainability principles into the academic curriculum across disciplines even though we have limited freedom, ensuring that students are exposed to environmental issues, sustainability concepts, and solutions to the maximum plausible extent. This includes offering optional courses, conferences, workshops, and experiential learning opportunities focused on environmental science, sustainability studies, green technology, climate change mitigation, and environmental policy.



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4. Research and Innovation: Our institute prioritizes research and innovation in sustainable technologies, practices, and solutions to address environmental challenges. The green policy of our institute supports interdisciplinary research initiatives, funding opportunities, and partnerships with Government agencies, industry partners, and non-profit organizations to advance knowledge and develop practical solutions for a sustainable future.

5. Community Engagement: The green policy of our institute encourages collaboration and engagement with the local community, stakeholders, and partners to promote environmental awareness, advocacy, and action. This involves organizing outreach events, sustainability fairs, tree-planting initiatives, eco-friendly workshops, and community service projects to raise awareness and mobilize collective action for environmental conservation.

6. Environmental Education and Outreach: Our institute provides environmental education and outreach programs to empower students, faculty, staff, and the broader community to adopt sustainable behaviors and practices in their daily lives. This includes promoting eco-literacy, organizing sustainability-themed events, seminars, guest lectures, and disseminating information through digital platforms, Newsletters, and social media channels.

7. Partnerships and Collaboration: The green policy of our institute fosters partnerships and collaboration with other educational institutions, Government agencies, NGOs, and community organizations to amplify the impact of sustainability initiatives. Collaborative efforts include joint research projects, knowledge-sharing networks, advocacy campaigns, and policy development to address regional and global environmental challenges.

8. Continuous Improvement: The green policy of our institute is subject to continuous review, evaluation, and improvement to ensure its effectiveness and relevance in the dynamic landscape of sustainability. Our institute solicits feedback from stakeholders, tracks key performance indicators, and updates the policy periodically to align with emerging trends, best practices, and evolving environmental priorities.



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5. PERFORMANCE APPRAISAL POLICY

The performance appraisal policy in Sarojini Naidu Vanita Pharmacy Maha Vidyalaya is a vital tool for assessing, recognizing, and enhancing the performance of faculty, administrative and office staff. By promoting accountability, transparency, fairness, and professional development, performance appraisal policy contributes to fostering a culture of excellence and continuous improvement in teaching, research, and institutional effectiveness. A well-defined performance appraisal policy is well-drafted in the Governing Rules and Regulations (GRR) prepared by the sponsoring Society for compliance by constituent colleges like ours.

1. Objective Setting: The performance appraisal policy of our institute was promulgated with the establishment of clear and measurable objectives aligned with the institution's mission, goals, and strategic priorities. Faculty, administrative and office staff are provided with performance expectations and targets relevant to their respective roles and responsibilities.

2. Evaluation Criteria: The performance appraisal policy of our institute outlines the criteria and indicators used to evaluate performance, which includes teaching effectiveness, research productivity, administrative efficiency, student engagement, professional development, and contributions to institutional service and community outreach.

3. Feedback Mechanisms: The performance appraisal policy incorporates feedback mechanisms to gather input from multiple stakeholders, including supervisors, peers, students, and self-assessment. Feedback is collected through various channels, such as performance reviews at the end of each semester, periodic classroom observations, surveys wherever applicable, and 360-degree evaluations.

4. Regular Reviews: As per the performance appraisal policy of our institute, performance reviews are collected annually, although more frequent assessments are occasionally obtained for specific roles of the employees. The self-appraisal forms are collected from all

the employees on which the objective evaluation remarks are made by the reporting supervisors, Vice-Principal, Principal and Director before forwarding to the Management.



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Performance reviews of our institute provide opportunities for dialogue between employees and supervisors to discuss progress, achievements, challenges, and goals for the future.

5. Professional Development Planning: The performance appraisal policy of our institute includes provisions for professional development planning to support employees' growth and advancement. Based on performance feedback and assessment results, individualized development plans are created to address skill gaps, enhance strengths, and pursue career aspirations.

6. Recognition and Rewards: The performance appraisal policy of our institute recognizes and rewards employees for outstanding performance, achievements, and contributions to the institution. Recognition takes various forms, such as merit-based salary increments, awards, public commendations and/or opportunities for career advancement.

7. Fairness and Equity: The performance appraisal policy of our institute ensures fairness and equity in the evaluation process by applying consistent standards and criteria to all employees. Evaluation decisions are based on objective assessment of performance against established criteria, free from bias, favoritism, or discrimination.

8. Documentation and Record-Keeping: The performance appraisal policy of our institute requires documentation and record-keeping of performance evaluation outcomes, including performance ratings, feedback, development plans, and any related correspondence. Documentation serves as a basis for decision-making, accountability, and future reference.

9. Compliance and Review: The performance appraisal policy of our institute is reviewed periodically to ensure its effectiveness, relevance, and compliance with institutional policies and best practices. Feedback from stakeholders, benchmarking against industry standards, and evaluation of outcomes are used to inform revisions and improvements to the policy over time.



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6. INNOVATION POLICY

Sarojini Naidu Vanita Pharmacy Maha Vidyalaya believes that innovation in education transcends traditional boundaries, encompassing pedagogical approaches, technological integration, administrative processes, and beyond. It is the driving force behind advancements in teaching methodologies, curriculum development, student engagement, and institutional effectiveness. A well-defined Innovation Policy provides the framework for harnessing the collective intelligence and creativity of stakeholders to address challenges, seize opportunities, and enhance overall educational outcomes.

1. Vision and Objectives: The Innovation policy of our institute articulates a clear vision for innovation within the institution, aligning with its mission and strategic goals. It outlines specific objectives and targets to be achieved, fostering a shared sense of purpose among all stakeholders such as faculty of different hierarchies, administrative Heads, etc.

2. Supportive Infrastructure: Establishing a conducive environment for innovation at the institute is essential. This includes investment in state-of-the-art facilities, technology infrastructure, research labs, and collaborative spaces that facilitate experimentation, prototyping, and interdisciplinary collaboration.

3. Encouraging Creativity and Risk-Taking: Promoting a culture of creativity and risk-taking is fundamental to fostering innovation. The policy of our institute encourages experimentation, exploration of new ideas, and tolerance for failure as essential components of the learning process.

4. Research and Development Initiatives: Emphasizing research and development (R&D) initiatives is critical for driving innovation in education. The policy of our institute allocates resources for R&D projects, partnerships with industry and academia, and the commercialization of innovative solutions.



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5. Curriculum Innovation: Continuous renewal of the curriculum to reflect emerging trends, with interdisciplinary approaches is vital. However, as a private institution, we have limited freedom in revising the curriculum and recommendations for curriculum modifications are being sent as and when required. The policy of our institute supports faculty in designing innovative courses in the form of Certification Programs, integrating technology, and adopting learner-centered pedagogies.

6. Support for Entrepreneurship: SNVPMV fosters an entrepreneurial mindset among students and faculty to promote innovation. The policy of our institute provides support for entrepreneurship education, startup incubation programs, access to funding, and mentorship opportunities.

7. Intellectual Property Rights (IPR) Protection: Safeguarding intellectual property rights encourages innovation by ensuring that creators are rewarded for their contributions. The policy of our institute defines mechanisms for the protection, management, and commercialization of intellectual assets generated within the institution.

8. Evaluation and Recognition: SNVPMV has established mechanisms for evaluating and recognizing innovative achievements of the staff members, as per the Governing Rules and Regulations (GRR). The policy of our institute includes criteria for assessing innovation outcomes and awarding grants, honors, and accolades to exemplary innovators.

Implementation Strategies:

A well-coordinated approach involving all stakeholders is established in Sarojini Naidu Vanita Pharmacy Maha Vidyalaya, for the successful implementation of the Innovation Policy. The strategies include:



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- The Innovation Committee is established for policy oversight, implementation, and evaluation.
- Professional development opportunities for faculty and staff are provided to enhance innovation competencies.
- Created the channels for soliciting ideas, feedback, and suggestions from the entire institutional community.
- Strategic partnerships with industry, Government agencies, and other educational institutions to leverage resources and expertise.
- Regular monitoring and review of policy effectiveness, with adjustments made based on feedback and changing needs.



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7. GRIEVANCE REDRESSAL POLICY

Sarojini Naidu Vanita Pharmacy Maha Vidyalaya is committed to creating an environment where every member of our community feels valued, respected, and supported. We understand that grievances may arise from time to time, and it is our responsibility to address them promptly and effectively.

Scope Our Grievance Redressal Policy is well-drafted as per the Governing Rules and Regulations (GRR) prepared by the sponsoring Society for compliance by constituent colleges like ours. It is designed in such a way that it provides a clear framework for resolving grievances in a fair, transparent, and timely manner:

This policy applies to all students, faculty, staff, and other stakeholders affiliated with Sarojini Naidu Vanita Pharmacy Maha Vidyalaya. It covers grievances related to academic matters, administrative issues, interpersonal conflicts, discrimination, harassment, and any other concerns that may impact the well-being or rights of individuals within our community.

Principles:

1. Accessibility: We ensure that the grievance redressal process is easily accessible to all members of the community. Information about how to file a grievance, including contact details for designated grievance redressal officers, is readily available on our website and other relevant platforms.

2. Fairness: We are committed to treating all grievances with impartiality and fairness. Every individual has the right to be heard, and their concerns will be addressed without bias or discrimination.

3. Confidentiality: We respect the confidentiality of the grievance redressal process. All information shared during the process will be kept confidential to the extent possible, while still ensuring a thorough investigation and resolution.



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4. Timeliness: We strive to resolve grievances promptly, recognizing the importance of addressing concerns promptly to prevent further escalation and minimize disruption to the academic and work environment.

5. Accountability: We hold ourselves accountable for upholding the principles of this policy and ensuring that grievances are addressed effectively. Regular reviews and evaluations of the grievance redressal process are conducted to identify areas for improvement.

Procedure:

1. Filing a Grievance: Any member of the community who wishes to file a grievance must do so in writing, using the designated grievance redressal form available on the institute's website or by contacting any Member of the grievance redressal committee.

2. Acknowledgment: Upon receiving a grievance, the institute will acknowledge receipt and inform the individual of the next steps in the process.

3. Investigation: An impartial investigation will be conducted by the designated grievance redressal officer or committee, depending on the nature and severity of the grievance. This may involve gathering relevant information, interviewing parties involved, and reviewing any supporting evidence.

4. Resolution: Based on the findings of the investigation, appropriate actions will be taken to resolve the grievance. This may include mediation, disciplinary measures, policy changes, or any other actions deemed necessary to address the concerns raised.

5. Communication: The institute will communicate the outcome of the grievance redressal process to the individual filing the grievance as well as any other relevant parties. If the individual is not satisfied with the outcome, they may request a review of the decision through the designated appeal process.

6. Documentation: Records of all grievances received, investigations conducted, and actions taken will be maintained for reference and future review.



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8. ANTI RAGGING POLICY

Anti-Ragging Policy is framed in accordance with the Governing Rules and Regulations (GRR), prepared by the sponsoring Society for compliance by constituent colleges and Sarojini Naidu Vanita Pharmacy Maha Vidyalaya is committed to strictly implementing the said policy. The Anti-Ragging Policy is prepared in strict compliance with the rules and regulations as prescribed by the UGC, Pharmacy Council of India (PCI), affiliating University - Osmania University and the Department of Technical Education, Telangana State Government.

Our institution has duly constituted the Anti-Ragging Committee along with the SOPs for the effective functioning and monitoring of the committee.

Depending on the nature and gravity of the offense 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.
- A 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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9. DISCIPLINE POLICY

Discipline Policy is framed in accordance with the Governing Rules and Regulations (GRR), prepared by the sponsoring Society for compliance by constituent colleges and Sarojini Naidu Vanita Pharmacy Maha Vidyalaya is committed to strictly implementing the said policy.

Our institute construes the term “Discipline” as 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. SNVPMV dictates that everyone has to follow the declared rules and regulations to maintain peace and harmony, as it is the most crucial quality for success. It provides a tough mind to face problems and aids in concentration and achieving the goal. It encourages one to exert extra effort to be competitively superior.

Attendance: Pharmacy Council of India (PCI) and the affiliating University - Osmania University stipulates a minimum of 80% attendance in each theory and practical subject of the course to gain eligibility for appearing for the semester-end or year-end examinations. Students who have 70% to 80% attendance are liable to be condoned on medical grounds while the students with less than 70% will be detained.

- Students must attend college in formal dress, and wearing the college 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 and 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 and in the presence of the faculty members.



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- 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. For security reasons, students are allowed to carry their mobiles in silent mode. If students are found to be using their mobiles anywhere on the premises during working hours, their mobiles will be confiscated and returned after taking a suitable apology letter.
- Students must cooperate with the sweepers in maintaining the cleanliness and hygiene of the classroom.
- Decent behavior 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 timetable, they must not be absent without prior permission from the Principal.
- No outside person is allowed into the college without the permission of the Principal. The head of the institution reserves the right to allow or refuse permission to anyone.
- 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 a person found to be guilty, will be liable to punishment as per the relevant act.
- Damage to college property and equipment is a punishable offense and will lead to payment of compensation.
- Students are not allowed to communicate any information regarding the college to the press and media.



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LAB DISCIPLINE

- Students must enter the laboratory with a 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 shall be smelled, tasted, or inhaled. Opened chemical bottles must be kept at a safe distance from the 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

LIBRARY & COMPUTER LAB:

- Students must carry their identity cards with them whenever they visit the library or computer lab. No bags are allowed inside and the Issue and renewal of books are 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



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10. SC-ST POLICY

The SC/ST policy in Sarojini Naidu Vanita Pharmacy Maha Vidyalaya is designed to provide support, representation, and opportunities for students belonging to these marginalized communities. Stemming from constitutional provisions and social justice principles, this policy seeks to mitigate historical disadvantages and facilitate the integration of SC/ST students into mainstream education.

The SC/ST policy in our institution plays a vital role in promoting inclusivity, equity, and social justice. By providing targeted support and opportunities, this policy empowers SC/ST students to overcome barriers and fulfill their academic and professional aspirations. However, its success hinges on robust implementation strategies and a collective commitment to upholding the principles of equality and inclusivity in education.

1. Admissions and Reservation: One of the fundamental aspects of the SC/ST policy is the provision of reservations in the institution, as per the relevant rules of the Telangana State Government. This ensures that a certain percentage of seats are allocated to SC/ST candidates, thereby increasing their access to quality education and opportunities.

2. Financial Assistance: Recognizing the socio-economic challenges faced by SC/ST students, our institute often offers financial assistance in the form of scholarships, fee waivers, and stipends. These resources help alleviate the financial burden on students and enable them to pursue their academic aspirations without constraints.

3. Academic Support Services: Our institute implements various academic support services tailored to the specific needs of SC/ST students. This may include mentorship programs, remedial classes, counseling services, and access to learning resources. By addressing academic challenges proactively, these services enhance the educational outcomes and retention rates of SC/ST students.



SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA

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4. Cultural Sensitivity and Inclusivity: Sarojini Naidu Vanita Pharmacy Maha Vidyalaya has a culturally sensitive and inclusive campus environment which is integral to the SC/ST policy. Our institution proactively strives to promote awareness, respect, and understanding of diverse cultures and backgrounds. Cultural events, workshops, and sensitivity training sessions contribute to fostering a welcoming atmosphere where SC/ST students feel valued and respected.

5. Career Development and Placement Support: Beyond academic support, the SC/ST policy also emphasizes career development and placement support. Our Institute offers guidance, internships, and networking opportunities to help SC/ST students transition successfully into the workforce. By facilitating employment prospects, these initiatives empower SC/ST individuals to achieve socio-economic mobility and contribute meaningfully to the society.