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**EXHIBITION  
SOCIETY**



(Estd. - 1932)

**OSMANIA GRADUATES'  
ASSOCIATION**

# **GOVERNING RULES & REGULATIONS OF INSTITUTIONS**

**AUGUST - 2020**



 **KAMALA NEHRU POLYTECHNIC FOR WOMEN**



 **SHANKARJI MEMORIAL GIRLS HIGH SCHOOL**



 **SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA**



 **CENTRAL INSTITUTE OF COMMERCE**



 **SRI VENKATESWARA ENGINEERING COLLEGE**




 **RAJIV GANDHI INDUSTRIAL TRAINING CENTRE**



 **J.V. NARSING RAO VIDYANIKETAN SCHOOL**



 **GANDHI DARSHAN**



 **EXHIBITION SOCIETY ART GALLERY**



 **L. N. GUPTA MEDICAL CENTRE**

## FOREWORD

The Exhibition Society (ES) and Osmania Graduates' Association (OGA), since inception, have played a pioneering role in promoting education in the state of Telangana. A wide network of 19 educational Institutions with an intake of 30,000 students and 2500 Teaching and Non-Teaching staff are testimony to the gigantic size of these vibrant organizations and an indicator of the mammoth and massive efforts being put for the cause of education in the state. Our Institutions offer courses in Basic Sciences, Arts, Commerce, Management programs at various levels viz Intermediate UG, PG and Diploma, Degree & PG in Engineering and Pharmacy programs. Our endeavor has been to provide a conducive environment for our students and staff by creating excellent infrastructure facilities such as spacious classrooms, laboratories, digitized libraries, games & sports, etc. and we continuously strive to improve them. Also, most of our Institutions are now un-aided with the change in the Government's Policy towards aided Institutions. Given these circumstances of exponential growth and change in Government Policy, there is a need to standardize the varied practices of management being followed in our Institutions. This would help in maintaining a consistent and uniform approach of management across all our Institutions and improve efficiency.

A 4-Member Committee comprising of Sri N.Surender, Dr.B.Prabha Shankar, Dr.D.Gangadhar and Sri B.N.Rajeshwar was formed by the Exhibition Society and OGA to look into the various aspects of the running of our Institutions and give recommendations for streamlining and improving their operations.

The 4-Member Committee, immediately after its formation, took the initiative to prepare a common Governing Rules & Regulations and HR Policy for our Institutions.

We are pleased to present to you the OGA and ES Governing Rules and Regulations for our Institutions. This document is intended to comprehensively deal with the following;

- Process of Constitution of the Governing Body (GB) and its powers and functions; duties of Office Bearers and Members; and rules and regulations that guide the Governing Body in managing day-to-day operations of the Institutions.

- Human Resource (HR) Policy, which is comprehensive, yet an easy to use set of guidelines which help in managing the human resource potential in our Institutions. It includes matters related to recruitment, terms of service, performance evaluation, teaching evaluation, development programs, etc., to name a few. We have also included the Student Evaluation Form for Teaching Staff which should be filled by the students. This shall help us in understanding the areas of improvement and take necessary action to improve the teaching process.
- Manual of Procedures for purchases, procurement of goods, service, civil construction works and appointment of un-aided staff which was approved by MC & General Bodies of OGA and Exhibition Society in 2011. Rules laid out in the Governing Rules and Regulations and HR Policy may be in addition/substitution (wherever applicable) to rules laid out in Manual of Procedures.
- Annual Inspection Questionnaire should be filled and handed over to the Sponsoring Body Inspection team every year.
- GB Handover and Takeover of Charge Template should be filled by the outgoing GB while handing over charge to the incoming GB.

We are confident that all our Institutions shall work within the framework of these guidelines for their Governing Body members and staff to display highest standards of discipline, integrity and financial accountability while practicing highest moral and ethical standards worthy of emulation by the students studying in these Institutions.

**Dr.B.Prabha Shankar**

**Sri N.Surender**

**Dr.D.Gangadhar Rao**

**Sri B.N.Rajeshwar**

## ACKNOWLEDGEMENT

It was a herculean task for the 4-Member Committee to prepare the Governing Rules & Regulations and HR Policy. We express our heartfelt thanks to the experts for helping us in taking this initiative and compiling relevant information for the same.

We thank the Managing Committee members of OGA and Exhibition Society for their support and approving the Governing Rules & Regulations and HR Policy.

We sincerely thank Dr.A.V.Srikanth (ECAP member) and Smt. B.Padmaja (ES member) who helped us in preparing the Governing Rules & Regulations and HR Policy within a short period with their continuous untiring support, inputs, compiling, editing & completion.

We thank our elderly members for their guidance and the ES members Sri Ashfaq Hyder, Sri M.Chandrasekhar, Dr.N.V.N Charyulu, Smt.Tamasree Ray Chaudhuri and Sri Ashvin Margam for their valuable suggestions.

We profusely thank the following Academia and experts for their inputs and suggestions in preparing the Governing Rules & Regulations and HR Policy:

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7. Dr. A.Chandariah, Principal, Sardar Patel College.
8. Dr. Raju Muthyala, Principal, Sri Venkateswara Engineering College, Suryapet
9. Dr. Shobhana Deshpande, Principal, Sarojini Naidu Vanita Maha Vidyalaya
10. Dr. Jyothi, Principal, Sarojini Naidu Vanita Pharmacy Maha Vidyalaya

11. Dr. Rudra Saibaba, Former Principal, Lal Bahadur College
12. Dr.S.Srinivas Rao, Former Principal, Sri Laxminarsimha Swamy College, Bhongir
13. Sri Krishna Murthy, Principal, Rajiv Gandhi ITC
14. Smt.Sujatha, Head Mistress, Shankarji Girls High School

We request every GB member to go through the Governing Rules & Regulations and HR Policy and follow them which help in the smooth running of the Institution. The ultimate goal is to make our Institutions reputed and self-sufficient.



**Dr.B.Prabha Shankar**



**Sri N.Surender**



**Dr.D.Gangadhar Rao**



**Sri B.N.Rajeshwar**

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## **Osmania Graduates' Association & Exhibition Society Governing Rules & Regulations of Institutions**

As approved by the Managing Committee of Osmania Graduates' Association in its meeting held on 17-08-2020.

As approved by the Managing Committee of Exhibition Society in its meeting held on 17-08-2020.

It is hereby resolved that the Governing Rules and Regulations of every Institution managed by Osmania Graduates' Association and/or Exhibition Society shall be as under:

The Two entities herein after referred to as Sponsoring Body/Bodies

### **I. PREAMBLE:**

In view of the vast number of academic Institutions functioning under the aegis of the Exhibition Society and the Osmania Graduates' Association for disseminating quality education as well as grooming well read, dynamic citizens of impeccable character and integrity, the present Managing Committees of both Exhibition Society & Osmania Graduates' Association felt the need to formulate and establish guidelines which are uniform in nature so that all the sponsored Institutions can work within the framework of these guidelines and enable the Governing Body members to display highest standards of transparency, integrity and financial accountability, worthy of emulation by the students studying in these Institutions. However the Institutions (i.e) Institutions Sponsored by Osmania Graduates' Association & Financed by Exhibition Society and Institutions Sponsored & Financed by Exhibition Society being governed in terms of their existing by-laws, if any, shall continue to be administered so. However, these governing rules and regulations shall prevail in the event of any conflict. In general, these governing rules and regulations shall be treated as special conditions/rules and regulations for carrying out the day-to-day affairs of the Institutions.

It is therefore resolved that the Governing Rules and Regulations of every Institution sponsored by Osmania Graduates' Association and Exhibition Society shall be as under:

**II. Institutions Sponsored by Osmania Graduates' Association & Financed by Exhibition Society:**

- 1) Sarojini Naidu Vanita Maha Vidyalaya, Hyderabad
- 2) Sardar Patel College, Secunderabad
- 3) Kasturba Gandhi PG & Degree College for Women, Secunderabad
- 4) Kasturba Gandhi Junior College for Women, Secunderabad
- 5) Sri Ramalingeshwara Junior & Degree College, Kulkacherla.
- 6) OGA & ES College of Education, Pargi
- 7) Sri Lakshmi Narasimha Degree College, Bhongir
- 8) Sri Bramarambika Mallikarjuna Swamy College of Education, Kalvakurthy
- 9) Lal Bahadur Junior & Degree College, Warangal
- 10) Sri Venkateswara College, Suryapet
- 11) Lal Bahadur College of Education, Warangal
- 12) Lal Bahadur PG College, Warangal

**III. Institutions Sponsored & Financed by Exhibition Society:**

- 1) Sri Shankarji Memorial Girls High School, Hyderabad
- 2) Kamala Nehru Polytechnic for Women, Hyderabad
- 3) Sri Venkateswara Engineering College, Suryapet
- 4) Rajiv Gandhi ITI, Nirmal
- 5) JV Narsing Rao High School, Nirmal
- 6) Sarojini Naidu Vanita Pharmacy Vidyalaya, Hyderabad
- 7) Central Institute of Commerce, Hyderabad.

And/or any other Institution /entity that may be formed / created herein after.

**IV. Our Vision:**

The Vision of the Institution encompasses:

- 1) Impart value-based quality education with Excellence in Basic Arts / Commerce / Sciences / Engineering / Technology / Management / Pharmacy / Education to the Society.

- 2) Aim at grooming students with scientific thinking, employable skills and serve as a valuable human resource to Industry and Society.
- 3) Undertake collaborative projects to offer opportunities to staff & students for long-term interaction with academia and industry.
- 4) To empower Women through Education for a self-sustaining successful career.
- 5) To cater to the requirement of quality human resources Nationally and Internationally.

**V. Our Mission:**

- 1) To achieve academic excellence in professional education and all other courses at par with the leading National and International Institutions.
- 2) To create a suitable environment with stake holders having similar goals and aspirations to become visionaries.
- 3) To focus on imparting hands-on experience to make learning an interesting and meaningful experience for optimal employability skills.
- 4) To encourage collaboration with industries, communities and fellow Institutions in the country and abroad.
- 5) To inculcate high moral and ethical values amongst the students to make them responsible citizens and good human beings.
- 6) To imbibe a winner's attitude necessary for achieving success.

**VI. 4- Member Committee:**

- 1) For better administration and management, a 4-Member committee shall be formed i.e. two members from the Exhibition Society and two members from Osmania Graduates' Association nominated by the respective Sponsoring Bodies for a term of three years.
- 2) The Aims & Objectives of the 4-Member Committee shall be to nominate such members to the Institutions who have expertise & experience to manage the Institutions academically and administratively with utmost commitment and sincerity and take measures to rejuvenate the Institutions which are underperforming academically and/or financially.
- 3) They shall visit and audit the Institutions to ascertain the implementation of Rules and Regulations of the Governing Body in coordination with the respective managing committees of Sponsoring Bodies.

- 4) They shall hire the services of Experts from Academia, Administration and Finance during the audit of the Institutions.
- 5) If any vacancy for the post of Office Bearer or GB member arises during its three year term, the 4-Member Committee shall nominate suitable replacement at the request of respective Sponsoring Bodies.
- 6) They shall coordinate to realign the functioning of the Institutions with more focus on administration, quality of education and transparency in financial activities.

## **VII. 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/PCI/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.
- 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.

#### **VIII. 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 submitted by the Principal, with the recommendations of the Finance Sub-Committee.
- 5) The Governing Body shall abide by the new policies and directives of the 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.
  - 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 OGA 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 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-I) 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).

#### **IX. 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.
- 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.
- 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.

- 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, NCC, NSS, etc.
- f) 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.
- 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.

**X. Collective Responsibility:**

- 1) The Governing Body shall be collectively responsible for planning, execution and in assessing all the academic and financial matters during their term.
- 2) The GB shall go through the records of the books of accounts and the

financial transactions and satisfy themselves with proper expenditure and accounting procedures.

- 3) The GB shall go through the receipts, expenditure and accounts of Institution funds, grants received from other bodies and hostel. They shall satisfy themselves for proper & efficient management.
- 4) The Governing Body, as a duly constituted body, shall have the right to sue any teaching or non-teaching staff member for their callous attitude in not spending the funds or for being involved in any type of financial misappropriations or irregularities or mismanagement or misconduct. They can initiate legal action against those employees after obtaining the permission from the Sponsoring Bodies.
- 5) The Sponsoring Bodies; Osmania Graduates' Association / Exhibition Society shall initiate necessary legal action against any Office Bearer or GB member if they are found to be involved in any type of financial misappropriations or irregularities or mismanagement or misconduct.
- 6) The Governing Body shall regularly comply with each and every requirement of the Regulatory Bodies such as UGC, Affiliated University, AICTE, PCI, Technical Education, Higher Education, Provident Fund, ESI, Board of Intermediate, Board of Secondary School, National Council for Teacher Education, Registrar of Societies, Professional Tax Authority and Income Tax Authorities.

#### **XI. Filling up of Vacancies in GB:**

- 1) Whenever there arises a vacancy in the Governing Body due to resignation or otherwise of an Office Bearer or GB member, the Secretary of the Institution shall call for a GB meeting and then inform the respective Secretary of the Sponsoring Bodies; Osmania Graduates' Association or Exhibition Society and request them to fill the vacancy as per the recommendation of the 4-Member Committee.
- 2) The Sponsoring Bodies shall consult the 4-Member Committee and fill up the vacancies for the remaining period of the term.

#### **XII. Ownership & Maintenance of the Assets of the Institution:**

- 1) All the assets including the movable and immovable properties shall belong to and vest with the Osmania Graduates' Association / Exhibition

Society, provided that it shall be utilized for the purposes of the Institution so long as it is functioning properly as per norms.

- 2) The Hon. Secretary / Principal and the Estate Officer shall be custodians of movable and immovable properties.
- 3) The Governing Body of the Institution shall use the assets for the purposes of the Institution under the control and supervision of Osmania Graduates' Association / Exhibition Society.
- 4) All donations, gifts, grants or receipts of whatever nature shall form part of the assets mentioned in clause 2) and shall be available for use of Institutional purposes. The Governing Body shall have due regard for the wishes of the donor.
- 5) The Institution shall employ an Estate Officer to maintain the proper upkeep of the records of the Movable and Immovable Assets of the Institution.
- 6) The Original Land papers / FDR / Building approved plans / permission letters of the Institution shall be kept in an Iron Safe in the Institution or in a Nationalized bank locker. However, a set of photocopies shall be with the Hon. Secretary / Principal of the Institution.
- 7) All movable and immovable properties shall be properly maintained at regular intervals or as and when necessary within the budget allotted.
- 8) The GB shall allocate sufficient funds on priority basis for the clause 7) above every year.

### **XIII. Financial & Academic Year:**

- 1) The Financial Year of the Institution shall be from 1st April to 31st March as per statutory norms.
- 2) The Academic year of the Institution shall be from 1st June to 31st May as per statutory norms.

### **XIV. 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:
  - 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.

**XV. 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.

**XVI. 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.
- 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.

#### **XVII. Starting of New Courses:**

- 1) The GB shall conduct a thorough study for starting new courses and prepare a feasibility report and submit the same for approval to the Sponsoring Body.
- 2) The Feasibility report shall include in detail the nature of the course, its availability of seats, demand (gender wise) & viability, fee structure, expenditure, availability of Infrastructure & Human resources.
- 3) The GB shall discuss in detail the feasibility report and may approve with any modification.
- 4) The GB shall submit the Feasibility Report, Income & Expenditure Statement to the Sponsoring Bodies.
- 5) The GB shall apply for the introduction of the new course to the respective regulatory body only after receiving the consent of the sponsoring authority.
- 6) The GB shall initiate all the necessary arrangement for starting of the new course after approval from the regulatory body.

### **XVIII. Academic Activities:**

The Governing Body shall conduct the following academic activities every year for the benefit of the Students and Staff:

- 1) Training Program for Teaching Staff.
- 2) Continuous Evaluation.
- 3) Communication & Technical Skill programs.
- 4) Remedial Coaching.
- 5) National or International Seminars / Symposia on current topics.
- 6) Workshops on subjects of importance.
- 7) Guest Lectures by inviting eminent / expert speakers.
- 8) Quiz, Elocution & Essay Writing Competition for students.
- 9) Alumni Meet.
- 10) Teachers Day.
- 11) Annual Day (Cultural & Sports).
- 12) Industry Visit.
- 13) Mock & Campus Interviews.
- 14) Career Guidance.
- 15) Student Evaluation of Teaching Faculty (Refer Annexure V: Student Evaluation Form for Teaching Faculty).

### **XIX. Sports Activities, NCC, NSS:**

- 1) The Governing Body shall encourage the students and teachers in conducting various indoor and outdoor games & sports activities, NCC and NSS.
- 2) The GB shall appoint a full-time or part-time sports director.
- 3) Every student shall participate in Games and Sports and take active role in Inter college or Inter-University sports tournaments.
- 4) GB shall provide Sports equipment and facilities for all sports & games.
- 5) Shall conduct Annual Day & Sports Meet every year at an appropriate time after conducting competitions in all activities for ensuring the comprehensive development of students.

**XX. Bank Operations:**

- 1) The Governing Body shall open all the Savings Bank Accounts of the Institution in nearest Scheduled Bank or Nationalized Bank only.
- 2) The GB shall not open or operate a bank account in a Private Bank. If found so, they shall be held responsible and shall be liable for disciplinary action by the Sponsoring Body.
- 3) The General Savings Account of the Institution shall be operated by any two of the following Office Bearers:
  - a) Chairman
  - b) Secretary-cum-Correspondent
  - c) Treasurer
- 4) The GB shall open a separate Savings Bank Account in Scheduled Bank or Nationalized Bank whenever certain funds are received from the following:
  - a) Development / Special Funds from the Sponsoring Body.
  - b) Recurring Grant from the Sponsoring Body.

These Bank Accounts shall be operated by any two of the following Office Bearers:

- a) Chairman
  - b) Secretary-cum-Correspondent
  - c) Treasurer
- 5) The GB shall open a separate Savings Bank Account in Scheduled Bank or Nationalized Bank whenever certain funds are received from the following:
    - a) UGC (University Grants Commission)
    - b) AICTE (All India Council for Technical Education)
    - c) DST (Department of Science & Technology)
    - d) CSIR (Council for Scientific & Industrial Research)
    - e) PCI (Pharmacy Council of India)
    - f) IRG (Internal Revenue Generation)

These Bank Accounts shall be operated jointly by the Secretary-cum-Correspondent and the Principal.

- 6) A Special Fee Account is to be operated by the Principal only. It shall not be spent for any other purpose other than specified by Govt/University. If the special fee funds are to be utilized for any other purpose, prior permission from DHE/CCE is mandatory. None of the Office Bearers shall use these funds without bringing to the notice of the Governing Body. If the Office Bearers spend the Special Fee Account for purposes other than specified by the Govt., they would be held responsible and would be called back/suspended with immediate effect.
- 7) Funds meant for Recurring Expenses (Staff Salaries), under no circumstances, shall be diverted and used for any other purpose. This would be viewed very seriously by Sponsoring Bodies and the persons operating the account would be suspended with immediate effect and disciplinary action would be initiated against them.
- 8) The Treasurer shall submit to the Governing Body, a statement of Income and Expenditure for its information, in every GB meeting and a consolidated statement shall be sent to the Sponsoring Body; Osmania Graduates' Association or Exhibition Society every year or as and when asked by the Sponsoring Bodies.
- 9) The GB shall ensure that all the bank accounts generate maximum interest within the period.
- 10) The GB shall evince interest in safeguarding all the funds in the bank.
- 11) The GB shall ensure that all the funds in these accounts shall be entered into the cash books with proper crediting and debiting.
- 12) A thorough Bank reconciliation is necessary at every stage.

**XXI. Development Funds:**

- 1) The Sponsoring Bodies every year provide development funds to the Institutions towards purchase of equipment or construction of buildings or maintenance based on the proposal submitted by the GB.
- 2) The GB shall properly assess the requirement of funds for all the development works to be taken in the subsequent year.
- 3) The GB shall submit the required budgetary estimates for grants and development funds for the subsequent year to the Sponsoring Body before its Audit Inspection.

- 4) The GB shall spend the development funds for the purpose it was sanctioned.
- 5) The GB shall spend the development funds as per the norms without any deviation.
- 6) The GB shall seek the NOC of the Sponsoring Body for using the development fund for any other purpose or any urgent need.
- 7) The GB shall submit the statement of utilization of the funds to the Sponsoring Bodies every year with all the relevant documents & details.
- 8) If the GB fails to submit the Utilization Fund statement, the Sponsoring Bodies shall take a serious note and may not consider subsequent grants to the Institution.
- 9) Similarly, the GB shall follow all the above norms in case of funds received from other funding agencies, etc.

## **XXII. Construction & Renovation Activities:**

In addition/substitution (wherever applicable) to the construction activities, according to the Manual of Procedures document (Annexure II) already approved by the Osmania Graduates' Association and Exhibition Society, the following Rules and Regulations shall apply;

- 1) The GB shall properly plan for all the civil works to be taken up in the subsequent year.
- 2) The GB can take up construction or renovation of the Institution based on the plans proposed with all justifications.
- 3) The GB shall submit all such proposals to the Sponsoring Bodies with all the relevant details and justification.
- 4) The Sponsoring Bodies shall send their Engineer for verification and estimation.
- 5) The Sponsoring Body shall approve the proposal and sanction the estimated budget.
- 6) The GB shall take up all the civil works upto an expenditure of Rs.25,00,000 (Rupees Twenty Five Lakhs Only) and all the other works above Rs.25,00,000 (Rupees Twenty Five Lakhs Only) shall be taken up jointly by the GB and Sponsoring Body.

- 7) The GB shall follow all the tender norms as prescribed by the Sponsoring Body.
- 8) The GB shall issue a Tender Advertisement in three well-known Newspapers for receiving tenders for works up to Rs. 25,00,000 (Rupees Twenty Five Lakhs Only) and any other works above Rs.25,00,000 (Rupees Twenty Five Lakhs Only), they shall advertise in Telugu, English & Urdu State Edition Newspapers.
- 9) The GB shall scrutinize the Tenders in consultation with the Engineer of the Sponsoring Body and select the least quoted company.
- 10) The Construction activities shall be started at the Institution only after the Sponsoring Bodies approve the whole tendering process, scrutiny and approve the least quoted company.
- 11) The GB shall not deviate from the approved plan without the consent of the Sponsoring Body.
- 12) The Sponsoring Body shall release the funds phase-wise based on the progress of the construction work under the supervision of its Engineer.
- 13) The GB shall issue the work order, with the assent of the Sponsoring Body to collect the EMD from the company.
- 14) The GB shall hire a Consultant for drawing plans and estimation, if necessary, on payment basis.
- 15) The GB shall get the New Construction Plans approved by the local Municipal / Panchayat authorities out of the available funds.
- 16) The GB has to maintain M-Books / Logbooks / Payment Schedules of the construction activity.
- 17) The GB and the Engineer of Sponsoring Body shall certify completion of the civil work and hand it over to the Estate officer under intimation to the Sponsoring Body.

**Any deviation from these rules and regulations  
would be taken very seriously**

### **XXIII. Procurement:**

Procurements are vital without which there shall not be any development of Institution. Hence, there shall be a strong procurement policy for the Institution. For this purpose, rules were laid out in the Manual of Procedures which was approved by OGA and Exhibition Society in 2011. Further to this, the following procurement rules and regulations are envisaged in addition/substitution (wherever applicable) to the Manual of Procedures annexed (as Annexure -II) to these Rules:

#### **1) Process of Procurement :**

a) For appointment of consultants, planners, software developers, auditors, etc., it is essential to hire efficient firms/individuals. Hence a process of selection which fairly eliminates the inefficient low cost service providers has to be adopted. The selection shall be of quality as well as a cost effective one. Hence, different weightages may be given e.g. higher weightage for qualifications/efficiency and lesser weightage for cost. One such process of selection is Quality cum Cost Based Selection (QCBS) method.

#### **b) Quality cum Cost Based Selection (QCBS):**

In QCBS method of selection, there shall be two bids viz., Technical and Financial bids. There shall be minimum scoring earmarked in Technical bid evaluation so as to eliminate the inefficient bidder securing lesser scores. In Technical bid qualifications, information of the firm like turnover, qualifications of the personnel, their length of experience, details of atleast 3 to 5 previous similar projects executed, warranty or response time to queries at a later stage etc., shall be sought and evaluated by quantification. After the Technical bid evaluation, only the qualified bidders' financial bids shall be opened and their financial scores shall be calculated giving 100 to the lowest bidder (formula:  $\text{lowest bid amount} \times 100 / \text{bid amount}$ ). After evaluating technical and financial scores, 75% of technical score and 25% of financial score shall be calculated and the total score shall be taken for deciding the successful bidder.

#### **2) General Rules of Procurement:**

- a) There shall be a store and a Stores Officer from among the senior staff member of the Institution.
- b) The Stores Officer shall be responsible for all goods received and goods issued.

- c) He/She shall record the receipts & issue of all the items.
- d) He/She shall participate in the purchase committee meetings and ensure the quality of the goods received.
- e) He/She shall be responsible for inventory of goods.
- f) He/She shall regularly receive the indent and issue the stocks.
- g) He/She shall be assisted by a store keeper who is the custodian of the stores.
- h) The store keeper shall make all the stock entries and the Stores Officer shall verify and sign the stock registers.
- i) The stock register shall be checked by the Principal once in a month.
- j) The Stores Officer shall be given an allowance of Rs.1000 (Rupees One Thousand Only) per month.
- k) The store keeper shall be given an allowance of Rs.500 (Rupees Five Hundred Only) per month.

### 3) Classification of Procurements:

All the procurements are classified as follows:

- a) **Petty Purchases:** The Principal shall have the power to make necessary petty purchases up to a limit of Rs.10,000 (Rupees Ten Thousand Only) per month. The Cost of each item shall not be more than Rs.5000 (Rupees Five Thousand Only). The cost of the item shall be reasonable and comparable. The Principal may authorize any staff member to make the purchase. A valid bill with GST number shall be submitted along with the goods purchased. Necessary stock entry must be made. Such purchases shall be ratified by the Secretary.
- b) **Local Purchases:** All purchases / services / civil works above Rs.10,000 and below Rs.1,00,000 shall be termed as Local Purchases. The process followed for the purchases of goods and services under local purchases shall be the same. Quotations are invited from the local dealers or manufacturers on enquiry letter whose list is maintained by the Institution. More important is the method of obtaining the quotations. One person cannot submit more than 1 quotation. Close Relatives (parents, children, sisters, brothers, brothers-in-law, sons-in-law, sisters-in-law, daughters-in-law and spouse) of Office Bearers and four-member committee are



prohibited from participating in any tenders or contract. The procedure to be followed to obtain the quotations has been elaborately explained in the Manual of Procedures document already approved by the Osmania Graduates' Association and Exhibition Society.

A minimum of three quotations are compulsory from different merchants with GST as explained above. The prices shall be reasonable and comparable. Deliberate splitting of items for local purchase shall not be entertained. The Stores Officer shall receive the quotations before a deadline and open in the presence of Principal immediately after the closing date. A comparative statement shall be made and the lowest quoted merchant shall be given the purchase order with the approval of the Secretary. The decision of the Hon. Secretary is final. Since GST is compulsory, the base rate shall be taken into consideration for deciding the lowest quotation. All the supplies are for Destiny.

- c) State Purchases:** All purchases of line items / services /civil works above Rs.1,00,000 and below Rs.10,00,000 shall fall under the category of State Purchases. A detailed notification shall be placed on the Institution website, on the Institution Notice board and a small size advertisement at State level in three newspapers shall be published informing the parties to visit the website for procurement details. The Tender form shall be made available in the Institution / website / online and any other specified place/Institution on cost / payment basis. All the Tenders shall be submitted with EMD of 5% before the last date. The Purchase committee comprising of Office Bearers and Principals shall open the tenders and prepare a comparative statement to decide the lowest tender. The decision of the GB is final. In respect to all the postal tenders also, procedures shall be followed as per norms.
- d) National Purchases:** All purchases of items / services / civil works above Rs.10,00,000 shall fall under the category of National Purchases. A detailed notification shall be placed on Institution website and website of Sponsoring Body, on the Institution Notice board and a brief of nature of work / service size advertisement in three National level newspapers shall be published informing the parties to visit the website for procurement details. The Tender form shall be made available in the Institution on cost / payment basis. All the Tenders shall be submitted with EMD of 5% before the last date. The Purchase committee comprising of Office Bearers, nominee of the Sponsoring Body, Engineer of Sponsoring Body (in case

of civil works) and the Principal of the Institution shall open the tenders and prepare a comparative statement to decide the lowest tender. The decision of the Sponsoring Body is final. In respect to all the postal tenders, procedures shall be followed as per norms.

- e) **Global Purchases:** All purchases of items above Rs.50,00,000 (Rupees Fifty Lakhs Only) shall fall under the category of Global Purchases. The Sponsoring Body may collect the requirement of all such similar items from the Institutions and go for a global purchase for the consolidated items. The Sponsoring Body shall have its own method of notifying, tendering, selecting & purchasing in respect to such items. However the Tender form shall be made available in the Institution/website/online and any other specified place/Institution on cost/payment basis.

**Any deviation from these rules and regulations  
would be taken very seriously**

#### **XXIV. Employee Provident Fund & ESI:**

- 1) The GB shall take the responsibility to make the EPF and ESI payment regularly and ensure there are no issues with the Provident Fund Department or ESI. If any, they shall inform the Sponsoring Bodies.
- 2) Loans / Advances / Withdrawals shall be processed by the Principal as per EPF rules.
- 3) The Accountant shall monitor the remittances of EPF/ESI regularly.

#### **XXV. Property Tax:**

The GB shall take the responsibility to pay the property tax regularly and inform the Sponsoring Bodies for reimbursement of the same.

#### **XXVI. Income Tax:**

- 1) The GB shall take the responsibility to file the Income Tax every year and inform the same to the Sponsoring Bodies.
- 2) The Chartered Accountant shall file Income Tax returns annually and resolve any issues related to taxation.

## **XXVII. Auditing of Accounts of the Institution:**

- 1) The Sponsoring Body shall appoint a Chartered Accountant as a statutory auditor for audit of all the books of accounts of the Institution every year.
- 2) The Sponsoring Body shall appoint the Statutory Auditor on qualification cum cost-based selection (QCBS) and fix the remuneration for the Auditor.
- 3) The Statutory Auditor shall carry out the audit of all the books of accounts maintained by the Institution and submit report within 60 days from the end of the financial year.
- 4) The Auditor's Report along with Audited Financial Statements shall be sent to the Sponsoring Bodies before 30th June of every year to enable them to include it in the Budget of the Development Grants.
- 5) The Sponsoring Body may appoint a Management Auditor to review the audited financial statements and suggest measures to remove weaknesses, if any existed, in the accounting of receipts and payments and maintenance of books of accounts of the Institution.
- 6) The Governing Body shall provide all the necessary/requested details to the Management Auditors.
- 7) The GB shall submit the Audit Checklist to the Sponsoring Bodies once in a year for the use of external auditors and Sponsoring Bodies (Refer Annexure-III: Annual Inspection Questionnaire).
- 8) The GB shall conduct a mock audit once or twice a year to prepare for the final audit.

## **XXVIII. Building Fire Safety & Insurance:**

- 1) The GB shall take the responsibility to take the Fire Safety Certificate from the local District Fire Office and renew it regularly.
- 2) The GB shall insure the Buildings of the Institution against Fire / Theft / natural Calamities annually.
- 3) The Sponsoring Body shall reimburse the expenses towards the Fire Safety Certificate and Fire Safety Building Insurance.

## **XXIX. Legal and Other Related Matters:**

- 1) Any member who becomes signatory to the letter of appointment to any Institution shall automatically subscribe to all the guidelines confirming to the rules and regulations forming the Governing Bodies.

- 2) Any action taken against him/her for any irregularities done shall fall within the purview of the Sponsoring Body and cannot be challenged in any court of law for which he/she may be debarred from the membership of Sponsoring Body.
- 3) The Sponsoring Body shall appoint expert Legal Counsel on qualification cum cost based selection (QCBS) for the Institution and advise the Sponsoring Bodies on need basis. The Sponsoring Body shall approve the Fee to be paid to the Counsel. The GB shall handle all the legal matters under the direction of the Sponsoring Bodies. The Office Bearers shall proceed (except in a situation which cannot wait) with the legal issues only after the approval of the GB and the Sponsoring Bodies. The GB shall intimate all the legal proceedings to the Sponsoring Bodies from time-to-time.
- 4) Whenever the Governing Body learns about any irregularities or misappropriations committed by any Staff Member and finds them to be guilty of any wrongdoing, prima facie, they may suspend the staff member, ask for a written explanation from such staff member by issuing a Show Cause Notice, then appoint an Enquiry Committee, if necessary and if proven guilty with sufficient evidence and after a thorough Investigation then initiate criminal proceedings against such staff member besides action on the administrative side.
- 5) All the positions in the Governing Body are nominated posts and not elected. Though the term of the Governing Body is for three years, the Managing Committee of the Sponsoring Bodies shall have all the powers to terminate the tenure and replace any Office Bearer and GB member during their term of the GB as and when they expire / misbehave/ misappropriate / do not follow the Governing Rules and Regulations or in the event of any other untoward incidence. The Office Bearers or the GB members have to accept and abide by the decision of the Managing Committee of the Sponsoring Bodies. The decision of the Managing Committee of the Sponsoring Body is final.
- 6) As stated supra, any irregularities or misappropriations or violation of these Governing Rules & Regulations committed by any Office Bearer or a GB member may result in initiation of action as per Chapter 6 of Manual of Procedures and/or legal proceedings by the Sponsoring Bodies.
- 7) The Governing Body shall form a Grievance and/or Ombudsmen Committee immediately after taking charge to address any kind of

Complaints received from the Parents / Students / Staff members / Regulatory Bodies. The Grievance and/or Ombudsmen Committee can be chaired by the Chairman of the Institution with members comprising of the Hon. Secretary, Principal, Vice-Principal and a female Staff member.

- 8) The GB shall resolve any kind of issues with the Staff members amicably; if that is not possible then they shall intimate the Sponsoring Body to resolve the Issue.

**XXX. Amendment to the Governing Rules & Regulations:**

- 1) The Managing Committee of the Osmania Graduates' Association and the Exhibition Society shall jointly have the power to amend these Governing Rules & Regulations of the Institutions as and when they feel it necessary.
- 2) The GB shall suggest the Sponsoring Bodies if necessary, for any additions, deletions or amendments to these Governing Rules and Regulations for incorporation.

**XXXI. Any Matter of Governance Not mentioned in the Governing Rules & Regulations:**

Whenever there arises a Matter of Governance not mentioned in this Governing Rules & Regulations, the GB shall refer to the Sponsoring Bodies for clarification. The Decision of the Sponsoring Body shall be final.

**ENCLOSURES: -**

- 1) Annexure-I: HR Policy
- 2) Annexure-II: Manual of Procedures for Purchases, Procurement of goods, Services, Civil construction works and Appointment of Un-aided Staff for Educational Institutions
- 3) Annexure-III: Annual Inspection Questionnaire
- 4) Annexure-IV: GB Handover and Takeover of Charge Template
- 5) Annexure-V: Student Evaluation Form for Teaching Faculty





ANNEXURE - I



**OSMANIA GRADUATES' ASSOCIATION  
&  
EXHIBITION SOCIETY**

**GOVERNING RULES &  
REGULATIONS OF INSTITUTIONS  
(HUMAN RESOURCE POLICY)**





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**I. PREAMBLE:**

Initially the OGA and Exhibition Society sponsored aided Institutions, were a public-private partnership, where the staff remuneration was taken care of by the Government and infrastructure was provided by the Sponsoring Bodies, i.e. OGA and Exhibition Society. The service rules were also laid down by the Government. With the change in the Government's 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 un-aided 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 30,000 and Teaching and Non-Teaching staff of 2500, necessitating the requirement of a HR policy for the staff working in these Institutions. This document is intended to 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 six days in a week (i.e. Monday to Saturday) except every second Saturday. The working hours are from 9:30 AM to 4:30 PM with breaks totalling 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 their 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 Training and affiliated Universities as applicable.

**III. PUBLIC HOLIDAYS:**

The Institution shall remain closed on Second Saturdays, Sundays and Public holidays as per the list of holidays declared by Govt. of Telangana.

#### IV. CADRES OF STAFF

The staff comprises of following categories:

##### 1) Teaching Staff

No.	Designation
1.	Principal
2.	Vice-Principal *
3.	Director Administration *
4.	HOD / Professor
5.	Associate Professor
6.	Asst. Professor
7.	Sr. Lecturer
8.	Lecturer
9.	Teachers (Pre-Primary to High School - SSC)
10.	Training Officer (Industrial Training Centre -ITC)
11.	Dy. Training Officer (ITC)
12.	Asst. Training Officer (ITC)
13.	Technical Assistant (ITC)
14.	Librarian
15.	Physical Director

\* The post of Vice-Principal and Director Administration may be created by 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

**3) Supporting Staff (Administration/Non-Technical):** Minimum Educational Qualification – Any Degree (For Accounts – Degree specific to the field of Accounts is a must)

<b>No.</b>	<b>Designation</b>
1.	Administrative Officer/ Superintendent
2.	Accounts Officer
3.	Senior Assistant
4.	PA/Steno
5.	Junior Assistant
6.	Record Assistant
7.	Supervisor – Stores & Assets

**4) Other Supporting Staff:** Minimum Educational Qualification – SSC; Age – 18 to 30 years

<b>No.</b>	<b>Designation</b>
1	Attenders
2	Aayas
3	Gardeners
4.	Janitors /Scavengers
5.	Security Personnel

**V. RECRUITMENT POLICY:**

Note: This section supersedes Chapter 4 (Procedures for Appointing Un-aided 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. Furthermore, it is mandatorily required to provide training, orientation, subject updation and better qualification for all the faculty at 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 resignations or terminations, ad-hoc appointments are made with the approval of the 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 stipulate different staff-to-student ratio. Once vacancies are identified in the Institution, approval is obtained from Hon. Secretary to fill up the vacancy. Generally, the recruitment process is made as hereunder:

**a) Advertisement:**

The advertisement is released specially for teaching positions at the beginning of the academic year in the newspaper briefly and the detailed information is placed on the Institution website. The applications received in time are scrutinized and selection is made based on their qualifications eligibility, marks 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 profiles/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 upon suitability. The applications received in response to the advertisement are scrutinized and eligible candidates and the applicants in 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 committee shall scrutinize the applicant's qualifications, their proficiency and suitability for the job and select them. The committee issues the selection proceedings. The committee shall also decide the waiting list selected candidates for future use, if any. The Hon. Secretary shall 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.

**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 stipulated by these regulatory bodies including the affiliating University 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 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, counseling, 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.
- d) Development, administration and management of Institutional facilities.
- e) Monitoring and evaluation of academic and research activities.
- f) Participation in 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 decisions 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 probation



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 shall get 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 approval and confirmation of services after completion of probation period.

## **VII. CONFIRMATION OF SERVICES:**

The confirmation of services means an 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 necessary indicators of work performance, grading his/her work, attitude and aptitude to work, behavior with co-workers etc. The performance appraisal shall give clear picture of the employee and specifically recommend for regularization 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 reassuring their commitment to excellent service thereafter.

### **a) Benefits of Confirmation of Services:**

The employee is eligible for Annual increment, Leaves and other benefits as extended to the regular employees of the Institution. In case of non-satisfactory performance, the probation period may be extended or terminated as per the decision of the Management/Principal.

## **VIII. TERMINATION OF SERVICES**

### **1) By Employee:**

- a) Resignation shall be clear and unconditional. It shall be submitted at least two months in advance enclosing no dues 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) Resignations in between the academic year are discouraged. Employees, especially, the teaching staff must give prior notice of at least two months so that students and classes are not affected and management has sufficient time for finding suitable replacement.
  - c) Resignations of employees against whom inquiry/investigation are pending shall not be accepted until the enquiry is completed and all the departmental dues are fully adjusted and no-dues 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. Withdrawal 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/she shall be relieved within the specified time provided they satisfy other conditions.
- 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 employee is entitled to a minimum notice of 2 months from the management. The notice may be handed to 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 schedules well in advance before commencement of the semester/year. The following are some of the contents of learning modules irrespective of the subjects:

- Course files
- Lesson Plan and Micro Plan
- Additional Topics and Assignments
- Provision for Mid Tests 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 their respective subjects covering various aspects of student-teacher interaction through a computerized structured format or a written format. The evaluation pertains to:
  - a) Teaching process dimensions viz punctuality and regularity of teachers, teachers' control and conduct of the class, understandability of lectures, discussion of class tests, tutorials and assignments and syllabus coverage (Refer Annexure-V: Student Evaluation Form for Teaching Faculty).
  - b) Assessment of college environment, facilities and management responsiveness measured 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 the Sponsoring Body.
- 3) After the evaluation process is completed, if any faculty member is found to be deficient, he/she 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 evaluation 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. Appraisal 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) Appraisals and personal development plans are to be written for all categories of employees (Refer to Appendix-II).
- 2) Grading as 'Outstanding', 'Very Good', 'Good' are considered as favorable reports. Grading 'Average/Unsatisfactory', though 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 proceedings shall be recorded in 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, technologies and adapt to implement. Faculty Development programs are vital to the faculty without which Academic Excellence cannot be ensured. Mandatory periodic training, orientation, refresher programs for the staff either have to be conducted at the Institution or shall be attended elsewhere. Annual Appraisal of the faculty shall also include the FDP attended/organized. To consider Career Advancement/ promotion of faculty they shall compulsorily attend FDPs. Other incentives for faculty shall also be extended. Apex Regulatory bodies/Universities may be explored for financial assistance to conduct these programs. Budgeting for the FDPs shall be taken up on priority. Timetables shall be so framed that at least some faculties undergo FDPs 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 staff shall also undergo trainings periodically in various subjects viz establishment, rules and regulations in appointments, service matters, different kind of leaves, disciplinary action, accounts, stores management, etc.

The Faculty Development Plan (FDP) of the Institution shall be prepared in 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 (Refer Appendix-I) is not automatic and is 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 recommendation from the Principal and other performance criteria laid out by the college from time-to-time.
- 2) The Annual 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 one year of reaching such a maximum, subject to meeting the performance criteria already laid out.

### **XIV. SPECIAL INCENTIVES:**

#### **1) Incentive for Ph.D:**

Three advance increments (at 3% per year) shall be admissible to those who hold a Ph.D degree, at the time of recruitment as Lecturers. A Lecturer shall be eligible for two advance increments (at 3% per year) as and when he/she acquires a Ph.D in their career.

#### **2) Lump Sum incentive for acquiring higher qualifications:**

Post-Graduation in relevant discipline by Non-Teaching Staff entitles an incentive of Rs 1,000 per month. Incentive shall be considered only if higher qualifications shall make the staff more effective in the present or

next higher assignment. The incentive is admissible for higher qualifications acquired after 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 2 in a year).
- b) Papers published in referred 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 faculty's name and should normally be concerned to his/her academic area.
- d) Under certain exigencies, the Institution reserves 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 & ACTIONS:**

All the teaching and non-teaching staff shall maintain discipline and follow code of conduct 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) Always maintain devotion to duty.
- d) Maintain political neutrality.
- e) Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
- f) Act in accordance with rules of the Institution and Government.
- g) Render prompt 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.
- j) Respect lady staff and cooperate with them.
- k) Equal treatment shall be given to all the students in all aspects.

## **2) Don'ts**

- a) Do not be discourteous, dishonest and partial.
- b) Do not associate with any banned 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 favoritism or otherwise shall not be tolerated and dealt with severely.

## **3) Acts of Misconduct**

- a) Usage of abusive language or threatening words to the employer.
- b) Insulting and insubordination.
- c) Habitual negligence in discharging duties.
- d) Wilful 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 erring staff member shall be served notices cautioning the indiscipline by him/her. The Management may initially warn the staff member for 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 withholding increments, censure, not considering for promotion, suspension or termination from service.

**XVI. EMPLOYEES' 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 the gross salary of the employee does not exceed Rs.21,000/- per month.
- 2) **Contribution Rate:** The below rates are subject to change. Please refer to the ESIC website/notifications for latest rates.

The employee's contribution rate (w.e.f. 01.07. 2019) is 0.75% of the wages (gross salary) and that of employer's is 3.25% of the wages (gross salary) paid/payable in respect to the employees in every wage period.

**3) Contribution Period:**

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

<b>Contribution Period</b>	<b>Cash Benefit Period</b>
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) An employee whose gross salary crosses the prescribed ceiling limit of Rs.21,000 p.m. at any time after commencement of the contribution period, would continue to be under the purview of the Act till the end of that contribution period. Prescribed rates on the total gross salary for the period shall apply. The contribution can subsequently be stopped from the next contribution period.
- 5) The GB shall ensure implementation of any changes w.r.t ceiling limit, rate of contribution or any other changes as notified by ESIC.

**XVII. EMPLOYEE PROVIDENT FUND (EPF):**

- 1) Provident Fund Contribution is applicable to the following:
  - a) An employee who draws wages (Basic Pay+DA) less than or equal to Rs.15,000 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.
- 2) Contributions are payable to eligible employees at rates applicable on a maximum wage (Basic+DA) ceiling of Rs.15,000.
- 3) The employee shall fill the PF membership form with 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 his account number for any references/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 Rate:** The below rates are subject to change. Please refer to EPFO website/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+DA) of more than Rs.15,000 on joining and does not already hold PF membership at the time of joining Institution shall not be under the purview of Provident 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.

#### 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 + DA) X number of years of service X 15 / 26 days.

- 3) A provision for Gratuity Fund must be made by the employer at the rate of 4.81% of (Basic Pay and DA) p.m. for every employee.
- 4) Employer may obtain an insurance for liability of payment towards the gratuity from the Life Insurance Corporation of India or any other Insurance Company incorporated under the Company's Act, 1950.

**XIX. RETIREMENT POLICY:**

- 1) Regular employees who have attained the age of 58 years shall retire from service and all retirement benefits shall be paid as per policy.
- 2) Retired employees may be re-engaged on contractual basis upto 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 Leaves 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. LEAVE RULES & TYPES OF LEAVES:**

**1) General Principles:**

- a) Leave cannot be claimed as a matter of right.
- b) The leave sanctioning authority may refuse or revoke leave of any kind but cannot alter the kind of leave due and applied for.
- c) Leave of one kind taken earlier cannot be converted into leave of a different kind at a later date at the request of the employee.
- d) Wilful absence from duty after the expiry of leave renders an employee for disciplinary action and Loss of pay including possible termination from duty.
- e) Absence without leave, not in continuation of any authorized leave, shall constitute as an interruption of service unless it is regularized.
- f) The Principal reserves the right to call back an 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 entertained by the sanctioned authority unless and until administrative office indicates the eligibility and endorsement thereon.
- 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, proper leave application shall be put up and regularized.

- i) Leave, though entitled, if availed without intimation/permission shall be deemed as absence from duty resulting in loss of pay.
- j) Application for leave shall be submitted in prescribed format.
- k) All the leave applications shall be filed in a separate file employee wise 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 the leave register.
- m) The leave register is subject to audit by the internal audit team or Statutory Auditors.
- n) Holidays/Sundays/Second Saturdays may be suffixed or prefixed 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 with loss of pay may affect annual increment.
- r) Generally, loss of pay shall 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 an employee to attend to some urgent or sudden unforeseen 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 prefixed or days falling during intervening period shall not be counted as leave.
- c) Casual leave can be availed for half day, if required, with permission of Principal.
- 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 per academic year on confirmation of services is 15 days. This shall be credited at the rate of 7 days for the first half of the year and 8 days during second half.
- h) Three Late marks shall 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 non-teaching employees. The leave must be sanctioned on submission of Medical certificate from a recognized Allopathic Medical Practitioner only.
- b) Leaves shall be credited on 1st Jan for 5 days and 1st July of every year for 5 days respectively.
- c) Sick leave can be availed subject to a minimum of 3 days.
- d) If converted to half-pay leave, the employee may avail 20 days leave.
- e) Unused Leaves cannot be carried forward to next year.

**C) Vacation Leave (VL):**

- a) All the regular faculty members (vacation staff) who have put in not less than one year of service in the college and who undertake to continue in service for the next academic year 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) 01 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 salary is 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.

**D) Earned Leave (EL):**

- a) All regular teaching and non-teaching staff are credited with 5 ELs 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 30 days at a stretch, once in 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 the rate of maternity benefit for a maximum period of one month.

- i) The leave 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 personnel file of the employee for future reference.
- m) For insured 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 shall 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 the 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/without pay may be granted to deserving employees for pursuing higher studies at the discretion of the management. The terms of the leave shall be worked out on a case-to-case basis as decided by the GB. However, they may be given increments as per their 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 five 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/eligibility.

**XXI. PRIVACY:**

The Institution expects that each employee shall have in-built discipline in maintaining confidentiality and not disclose information related to personnel compensation, R&D, course material, lab, human resource policy, training and workshop material developed, personnel data and 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 staff personnel files. Documents to be included are CV with covering letter along with 2 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 drawn; feedback, interim appraisals for confirmation, Probation Extension Letter, Confirmation Letter, annual appraisal, personal development plan, Incentives, promotions and increment letters given and any appreciation, commendation letters, warning letters, letter of resignation, resignation acceptance and other relevant documents.

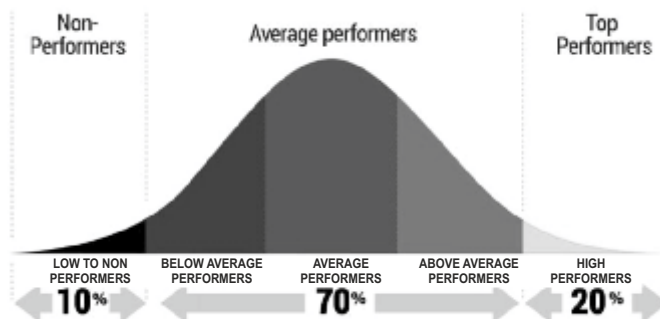
**(APPENDIX – I)**

**PAY FOR PERFORMANCE**

Based on ratings provided in the Performance Appraisal, the bell curve is used to identify “Top Performers”, “Average Performers”, “Low Performers”.The performance is gauged on specific set of goals and competencies and targets which are communicated to the employee at the beginning of the academic year. The bell curve must be applied to each cadre separately during performance review (for eg. Head of the Department’s performance goals/targets/expectations would be different from that of a Jr. Lecturer and must be gauged separately within their respective cadres). It helps to:

- Reward top performing employees to boost their confidence and motivate them to achieve Institution goals.
- Encourage average/above average performers to work harder and get into the square of highest performers.
- Identify low performers to guide them right and get them back on track of better performance.

**Bell Curve:**



Category	% Employees	% increment (Market/Inflation)	% increment (Performance)	Total increment%
Top Performers	20%	3%	up to 12%	up to 15%
Above Average Performers	10%	3%	up to 7%	up to 10%
Average Performers	50%	3%	up to 5%	up to 8%
Below Average Performers	10%	3%	up to 2%	up to 5%
Non-Performers	10%	3%	-	up to 3%

Increments are dependent on the financial performance of the Institution and is not guaranteed.

**Note:** Alternatively, the GB may decide to apply a standard rate of increment for all eligible employees in the case a bell curve distribution of performance cannot be implemented.



**(APPENDIX – II)**

**Part – 1**

**SELF ASSESSMENT REPORT**

FOR PERIOD \_\_\_\_\_ TO \_\_\_\_\_ (To be filled by Faculty)

Name \_\_\_\_\_ Designation \_\_\_\_\_

DoJ: \_\_\_\_\_ Date of appointment to Present Post \_\_\_\_\_

1. Academic Qualifications (Mention if any additional qualification has been acquired during the year under review).
2. Name of the Courses taught during the year.
3. Maximum no. of periods per course available in the Semester as per Time-Table (Lectures & Practical).
4. Teaching load mentioned in time-table (Lectures & Practical).
5. No. of the Total Shortfall in Practicals / Lectures delivered / taken.
6. Reasons for shortfall, if any, in Lectures and practical taken.
7. Any specific problem of any student solved, or taken initiative to solve.
8. Research Guidance (Give brief description of each project and name the student (s) and Co-supervisor, if any. Attach separates sheets, if needed).
9. Any project completed other than students' projects.
10. Any new Experiment added in the Practical course or any innovation introduced in College.
11. Papers and books published (give the title, Co-author, if any and details of the Journals). Attach separate sheet, if necessary.
12. Any contribution in Laboratory / Course Development, not mentioned above.
13. Contribution to Industrial Development in the form of Consultancy / sponsored R.D.

14. Contribution to Corporate life of the School / University (a) Curriculum development, (b) Cultural / Extra-Curricular activities (c) Sports / Community and Extension services, (d) Administrative assignments (e) Any other.
15. Contribution to Scientific / Technical / Soft Skill education through publication of Textbooks and Laboratory Manual, Special Lectures and organization of Seminars, Symposium, Summer or Winter School etc.
16. Summer institute, Refresher or Orientation course attended, during the year, give details.
17. Membership or Fellowship of Professional / Academic bodies, societies etc. give details.
18. Additional Contributions which are not covered above and which are relevant for assessment of teachers' activities.
19. Any step taken for Resource / Revenue generation / Cost Reduction. Give a brief description. (Attach separate sheet, if needed).
20. Academic Results of Students: Overall Pass % \_\_\_\_\_, % Students Over 90% marks \_\_\_\_% Students Over 80% marks \_\_\_\_\_.
21. Results from Feedback from Students – Survey, Verbal, Written, Complaints etc.

**Signature of Faculty:**

Name in Block letters :

Designation :

Place & Date:

**Part –2 a**

**PERFORMANCE APPRAISAL FOR FACULTY**

**(to be filled by Reviewer)**

For the Period from .....to .....

Name of Faculty:			
Designation:			
Date of Joining:			
Date of appointment to Present Post:			
<p>Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter.                  In case the rating is unsatisfactory, please give reasons thereof separately.                  Outstanding – 5, Very Good – 4, Good – 3, Satisfactory – 2, Unsatisfactory - 1</p>			
<b>Assessment of Goals</b>		<b>Weightage: 50%</b>	
<b>Particulars</b>		<b>Goal/Actual</b>	<b>Rating</b>
(i) Teaching load and regularity in taking class		Goal: Actual:	
(ii) Academic Results Pass % , % over 90%, % over 80%		Goal: Actual:	
(iii) Results from Feedback Survey from Students		Goal: Actual:	
(iv) Innovations / experiments introduced in the course or projects completed other than students		Goal: Actual:	
(v) Contribution in Curriculum Development		Goal: Actual:	
(vi) Intellectual capital (Books / Articles/ Patents/ Talks/Publications in journals)		Goal: Actual:	
(vii) Organizing and participation in Seminars/ workshops, special lectures, FDP's, Summer institutes		Goal: Actual:	
(viii) Contribution to the corporate life of the school / University		Goal: Actual:	
(ix) Membership or Fellowship of Professional / Academic bodies		Goal: Actual:	
(x) Resource/Revenue Generation/Cost Reduction		Goal: Actual:	
<b>Total (A) :</b>			

**Part -2 b**  
**PERFORMANCE APPRAISAL FOR FACULTY**  
**(to be filled by Reviewer)**

For the Period from .....to .....

Name of Faculty:	
Designation:	
Date of Joining:	
Date of appointment to Present Post:	
Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter. In case the rating is unsatisfactory, please give reasons thereof separately. Outstanding – 5, Very Good – 4, Good – 3, Satisfactory – 2, Unsatisfactory - 1	
<b>Assessment of Competencies</b>	<b>Weightage: 50%</b>
<b>Particulars</b>	<b>Rating</b>
(I) Knowledge in sphere of work/Technical Know-how	
(ii) Communication Skills	
(iii) Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	
(v) Ability to inspire and motivate	
(vi) Supervisory ability	
(vii) Interpersonal relations and teamwork	
(viii) Integrity and Trustworthiness	
(ix) Others	
(x) Gross Misconduct (Negative Marking of -10)	
<b>Total (B)</b>	

Overall Assessment: Total (A) + Total(B) = \_\_\_\_\_

Outstanding - 91to 100, Very Good - 71 to 90, Good - 51 to 70, Satisfactory - 40 to 50, Unsatisfactory - upto 40)

Signature of Faculty:  
 Name in Block letters:  
 Designation :  
 Date & Place:

Signature of Reviewer:  
 Name in Block Letters:  
 Designation:  
 Date & Place:

**Part –3**

**PERSONAL DEVELOPMENT PLAN**



For the Period from .....to .....

Name \_\_\_\_\_ Designation \_\_\_\_\_

DoJ: \_\_\_\_\_ Date of appointment to Present Post \_\_\_\_\_

Training/Learning and Development Needs	Priority	How will this be met? Short Course, Mentor-Mentee Program, e-learning, other)	Target Date	Cost/ Source of Funding/ Hours Required per Day/Week etc	Evaluation - What have you learnt?	Evaluation – How much difference has this made to your job?

Signature of Faculty:  
 Name in Block letters:  
 Designation:  
 Place:  
 Date:

Signature of Reviewer:  
 Name in Block Letters:  
 Designation:  
 Place:  
 Date:





## ANNEXURE - II



# **OSMANIA GRADUATES' ASSOCIATION & EXHIBITION SOCIETY**

**Manual of Procedures  
for Purchases, Procurement of goods,  
Services, Civil construction works and  
Appointment of Un-Aided Staff  
for Educational Institutions**





## PREFACE

It has been felt for sometime that there is a need to bring out a manual describing procedures to be followed while spending the money by the Colleges and Institutions sponsored and managed by the Exhibition Society and Osmania Graduates' Association.

A sub-committee comprising of members drawn from the Exhibition Society and Osmania Graduates' Association was constituted with the purpose of drafting procedures for purchases, services, civil construction works and appointment of un-aided staff.

This manual has been approved by the Managing Committees of Osmania Graduates' Association (Vide M.C. Resolution dated 13-7-2011) and Exhibition Society (Vide M.C. Resolution No. 1, dated 7/9-9-2011).

It is requested that all the Governing Body members and Office Bearers of the Educational Institutions to strictly comply with the procedure laid out in this manual.

**Dr.D.Gangadhar Rao**  
Convener, Drafting Committee

## MEMBERS OF THE DRAFTING COMMITTEE

Padma Rao. S	Chairman
Dr. Gangadhar Rao. D	Convener
Ranga Rao. A	Member
Namdev C.B	Member
Vasanth Rao. P	Member
Ashfaq Hyder	Member
Harinath Reddy.P	Member
Veerender.V	Member
Prof.Venkata Rajam.G	Member
Nawab Mohd. Iqbal Ali Khan	Member
Janakiram.K	Member



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## Chapter - 1

### Why Procedures need to be followed?

Primary objective of formulating procedures and following them are well known and few are stated below:

1. Ensure transparency and integrity in the procurement process
2. Best Value for the Money spent by colleges and Institutions
3. Ensure Accountability for future audits

#### 1.1 Procurement Process

Procurements process and civil construction works need to adopt all functions as stated below:

1. Identification and qualification of requirements
2. Selection and solicitation from sources
3. Examination of the offers and selection of the vendor
4. Preparation and placing of orders
5. Monitoring of works up to the completion of work
6. Maintenance during the guarantee period and beyond

#### 1.2 Categories of Procurements

Purchases and procurement of materials and services can be categorized broadly into 4 major categories for our colleges / Institutions:

1. Purchase of recurring items/ consumables
2. Purchase of capital goods such as equipment, computers, etc.
3. Purchase of services such as Annual Maintenance Contracts (AMC)
4. Civil Construction works

### 1.3 Sources of suppliers

The names and addresses of the suppliers can be obtained by referring to yellow pages, newspapers, advertisements, brochures. In the present times, internet offers an extremely easy way to find out the sources for most items. We can use the popular service [www.justdial.com](http://www.justdial.com).

### 1.4 Procedures based on the cost of the Purchases / Works

In this manual a distinction is not being made regarding the purchase of recurring and non-recurring items. For ease of operation distinction is based on the cost of the order. The committee felt that orders that are below Rs. 2 Lakhs can go ahead by getting sealed quotation by writing to the suppliers. For orders of Rs. 2 Lakhs and above, an exclusive tender process is recommended. Any effort to bring the order below Rs. 2 lakhs by way of splitting the order is forbidden.

**This manual can be downloaded from the  
O.G.A. website  
([www.ogahyd.com](http://www.ogahyd.com))  
and Exhibition Society website  
([www.exhibitionsociety.com](http://www.exhibitionsociety.com)).**

## Chapter - 2

# Purchase Procedures

### 2. Purchase Procedures for recurring and non-recurring items

Colleges / Institutions make regular purchase of materials that are of recurring and non-recurring in nature. Listed below is the ideal procurements process that needs to be followed. In case of Exhibition Society, Osmania Graduates' Association and Economic Committee the respective Managing Committees may constitute a Purchase Committee.

#### 2.1 Constitution of Purchase Committee

The Governing Bodies of the colleges need to constitute a purchase committee. The committee shall consist of the Office Bearers, Principal and Administrative Officer along with two Governing Body members.

#### 2.2 Pre-Procurement Process

Before a Purchase is initiated it is necessary to establish the following:

1. The need for purchase (Justification needs to be documented).
2. Availability of funds (Making sure that money is available for the item / service) is to be ensured.
3. Approval of the Governing Body as recorded in the minutes.
4. Follow the prescribed procedures for acquisition of items.
5. Funds allotted for a specific item or work shall not be diverted for other purchases. In extreme cases if there is a need for such an action, Governing Board's approval is mandatory.

#### 2.3 Preparing the list of items required

At the beginning of the Academic Year or Financial Year depending upon the convenience and or convention, the colleges need to identify the requirements and prepare a list.

## 2.4 For orders less than 2 Lakhs

If the cost of order is less than Rs. 2 lakhs the procedure listed below needs to be followed. If the cost of the order exceeds Rs. 2 Lakhs then we need to advertise in papers and get the sealed quotations as described in section 2.6.

## 2.5 Preparing the list of Suppliers

Office should make a list of 5 to 10 reputed suppliers for the regular items like chemicals, glassware, stationary items etc., using variety of methods such as yellow pages, Internet, paper cuttings and the end users as explained in section 1.3. In addition to this list prepared the Purchase Committee has the authority to add or remove the suppliers citing proper justification.

1. Office should then write to the supplier shortlisted by the Purchase Committee as described in section 2.5. Letters to the suppliers must be sent by registered post. This is an important and crucial step in the purchase process which ensures total transparency. Quotations should never be collected by hand/ in person.
2. The process of writing to suppliers is to be taken up well in advance to avoid last minute rush.
3. Each enquiry for an item should be associated with a unique number. The vendors should be asked to mention this unique number on their sealed letter / quotation so that office would know what for this quotation is meant for.
4. Quotations collecting by hand or in person should not be considered.
5. The sealed quotations received from the suppliers should be separated into categories and placed before the Purchase Committee. The sealed covers should be opened after the Purchase Committee members sign on the sealed envelopes. The purchase committee members can then decide on the firm to be given the order. It is up to the Purchase Committee to decide on the firm.
6. Once, the purchase committee decides the supplier, office may place orders to the firms.



7. Payments to the firms should be made only after the concerned end user certifies on the bills that the items have been received in quantity and the specified quality.
8. The items received should be entered in the Stock Register.
9. The Stock Register should be verified annually and a report submitted to the Governing Body.
10. If the item to be purchased is proprietary in nature (that is only that company manufactures that item), purchase committee should certify the same in their meetings and subsequently orders can be placed with the company.
11. If an item is required urgently it should be purchased from National retail chains only.

## **2.6 For Orders more than Rs. 2 Lakhs**

For orders worth more than 2 lakhs we need to advertise in newspapers and follow the process of inviting sealed quotations for getting the maximum value for our money and ensuring transparency of the purchase process. In the present times the cost of advertising in Newspapers is high; hence we may have to give brief description of the items required.

1. We may earmark up to 5% of the cost of the order towards advertising expenses. Obviously the percentage spent towards advertisement would reduce if the order amount increases.
2. The Governing Body should ensure that funds are budgeted and are available for the purchase of these items.
3. Advertisement should be given in Local Newspapers with a brief description of the items and the quantity required. The ad should have details regarding the Last Date and Timings for the submission of sealed quotations.
4. The sealed tenders should be dropped in a sealed box signed by the Purchase Committee members.
5. On the specified date the sealed box should be opened by the Purchase Committee in the presence of the bidders who have submitted their quotations.

6. Office should prepare a comparative statement to be examined by the Purchase Committee which would finalize the suppliers for awarding the work.
7. Purchase committee has the power to reject one or all the bidders.
8. Full payments to the suppliers should be made only after the concerned end user certifies on the bills that the items have been received in both quantity and the specified quality and are in working condition.
9. The items received should be entered in the Stock Register.

## **2.7 Purchase of Computers**

Nowadays every college and Institution makes decision to purchase Computers. To avoid excess payment and to get proper value for our money we need to adhere to the following procedures:

1. If the value of the Computers to be purchased is below Rs. 2 Lakhs, then purchase process laid out in Section 2.5 needs to be followed from Step 1 to 11.
2. If the value of the Computers to be purchased is more than Rs. 2 Lakhs then procedure laid out in Section 2.6 should be followed from steps 1 to 9.

## Chapter - 3

# Procedures to be followed for Awarding Civil Construction Works (through Sealed Quotations) and payments to contractors

### 3. Procedures for Civil Construction Works (Sealed Quotations)

The main objective of the colleges/ Institutions while awarding works (Civil, Electrical and others) is to ensure best value for the money spent. We also need to ensure that the bidding process is totally fair and transparent.

To get best value for our money, we need to maximize the competition among the bidders and minimize the complexity of the initial process of bidding. To maximize the competition we need to advertise the work briefly in Local Newspapers. We need to give brief description of the work to be carried out, quantity in square foot etc. and the location of work. Detailed tender schedule can be provided for the contractors who come forward in response to our advertisement.

#### 3.1 Constitution of Construction Committee

The Governing Bodies of the colleges need to constitute a Construction Committee. The committee shall consist of the Office Bearers, Principal and Administrative Officer along with two Governing Body members. It is preferable that these two Governing Body members are not the same who are on the purchase committee. But, it is up to the Governing Body discretion.

#### 3.2 The Sealed Tender Process

1. The details of the construction work to be taken up needs to be first presented, discussed and approved in the Governing Body.
2. The Governing Body should ensure that funds are budgeted and are available for the said work. No work should be started if there are no funds available / allotted for the work to be taken up.
3. Major work costing Rs. 10 lakhs and above should not be taken up without approval of OGA/E.S.

4. The Governing Body should finalize the names of the Architects to be employed for the said work.
5. The Secretary along with the Office Bearers should discuss with the architects and finalize the final construction drawings keeping in view the requirements of the regulatory bodies such as NAAC or and AICTE and the municipal authorities.
6. Office should ensure that required Local and Municipal permissions are obtained to execute the work. No work should be commenced without taking the concerned approvals. Secretary of the College would be finally responsible for any loss that would result due to the unauthorized work / construction and subsequent legal problems.
7. Once the final drawings are completed, prepare a brief description of the work to be advertised in Local Newspapers with the help of Architects/Engineers. The advertisement should contain information about the nature of work, quantity or extent of work (sft, running meters etc.) and location of work. The ad should also have details regarding the place to collect tender schedule and the last Date and Timings for submission.
8. The tender schedule should have all the details of the work to be given to the contractors like the EMD amount, Last Date of submission of the sealed quotations etc.
9. The last date for submission of sealed tenders should be minimum 15 days from the date of advertisement. This would ensure that the Contractors would have sufficient time to study the work details.
10. The sealed tenders should be dropped in a sealed box signed by the Construction Committee members.
11. On the specified date and time the sealed box should be opened by the Construction Committee in the presence of the Contractors who have submitted their tenders.
12. Office should prepare a comparative statement to be examined by the Construction Committee which would finalize the Contractors for awarding the work.
13. The recommendations of the Construction Committee would be forwarded to the Governing Body which would give the final approval. The Governing Body has the right to reject all the quotations received, if they

feel that they are not in the interest of the College and can recall the Tenders. This clause needs to be incorporated in the advertisement or tender process.

### **3.3 Procedure for Payment to Contractors**

1. The site engineer should regularly maintain the measurement book and also the details of the stock on hand.
2. During the construction period Office Bearers should visit the site and inspect the measurement book (MB).
3. Before the final bill is paid, the Institution should get the measurements entered in MB book and check measured.
4. Before the final bill is paid it is mandatory to get the measurement done again by a third party engineering firm. This name of the firm would be sent by the Sponsoring Body.

This process ensures that the measurements recorded in the MB book are correct. If there is a significant deviation (of more than 5%) in the quantities between the measurements recorded by the resident engineer and the third party then the Governing Body can take a decision with regard to payments. If required the Governing Body can order for a second evaluation of the work.

5. Any detail or information not covered by the above points the Governing Body can take the help of established procedures in vogue in the State Government.

## Chapter - 4

### 4. Procedures for Appointing Un-Aided and Support Staff

#### 4.1 Constitution of Selection Committee

The Governing Bodies of the colleges should constitute a Selection Committee. The committee shall consist of the Office Bearers, Principal along with one Governing Body member. The committee is free to include other member(s)/expert(s) they deem fit.

#### 4.2 Appointment of Un-aided Staff including Support Staff

Once vacancy arises, the Selection Committee can initiate the process of selecting the candidates by following the well laid out procedures. It is understood that money should be budgeted and available for paying salaries to the persons to be appointed.

The process of selection includes soliciting applications from suitable candidates, shortlisting the applicants and finally interviewing them. During the selection process the committee has to finalize names of three candidates and forward the same to the Governing Body with detailed notes. Governing Body decision would be final in selecting the candidates. Office should give the Appointment Letter only after the Governing Body approves the candidates. Any deviation in this regard should be viewed seriously and such appointments are to be cancelled.

#### 4.3 Appointment of Aided Staff

The procedures as prescribed by the Funding Authorities like the State Government /UGC should be strictly followed in the selection of Teaching and Non-Teaching Staff.

#### 4.4 Where rules are not clear

Wherever the rules are not clear or in case of any ambiguity the well laid out procedures by the Government Agencies need to be followed.

## Chapter - 5

### 5. Recommendations

#### 5.1 Approval of the procedures contained in this document

The procedures contained in this manual have been approved by the Managing committees of both the Osmania Graduates' Association and the Exhibition Society.

These procedures are being printed as a small booklet for ready reference. Additionally, this document may also be made available in the websites of both the OGA and the Exhibition Society.

#### 5.2 Payment of Sitting Fees

Each Managing Committee/Governing Body member including Office Bearers should be paid a sitting fee of Rs.500 whenever they attend a Managing Committee/Governing Body meeting. There can be no more than one Governing Body meeting in three months. However, if there is an urgent need for the Governing Body to meet then this item needs to be ratified in the Governing Body with proper justification. It is suggested that for sub- committee meetings the amount recommended is Rs 250. This does not apply to routine Office Bearers meetings.

#### 5.3 External Auditing to Report if the procedures were followed

Every year the sponsoring bodies would jointly appoint an external audit party to go into the functioning of each College / Institution sponsored by OGA, Exhibition Society and Economic Committee to see if procedures as mentioned in this manual were followed or not and would furnish the Report to OGA, Exhibition Society and Economic Committee for further necessary action.

#### 5.4 Resolving differences arising among the Office Bearers

Any conflicts arising among Office Bearers or the Governing Body members should be resolved by the Governing Body. Any irresolvable issues should be brought to the notice of the Sponsoring Bodies in

writing by the Governing Body. The Sponsoring Bodies either OGA, Exhibition Society or the Economic Committee would take necessary action in resolving such issues. Any decision arrived by the Sponsoring Bodies shall be final and binding on the Governing Body.

### **5.5 Zero Based Budgeting**

Most of our Institutions are adopting progressive budgeting methodology which involves using the last year budget as a base to project the current year budget. Zero based budgeting does not depend on last year but each item is included after detailed discussions with the concerned.

Zero based budgeting helps in planning our resources better as detailed below:

- Efficient allocation of resources as needs are identified a fresh
- Eliminates wasteful and obsolete operations
- Clear links between objectives and budgets
- Drives managers to find cost-effective ways to improve operations
- Increases staff involvement in decision-making
- Increases communication and coordination within the organization

### **5.6 Circulation of Files within Office Bearers**

All important files dealing with financial matters need to be circulated and signed by all the Office Bearers. Office should not process any files which do not have signatures of all the Office Bearers. Vice chairman would sign the files in the absence of Chairman.

### **5.7 All purchases to be routed through Governing Body**

Every time a new Governing Body takes over, it has been observed that some Office Bearers sprucing up their offices like adding ACs, TVs, Cabins and refurbishing etc. without the approval or intimation to the Governing Body. Any such requirements need to be strictly routed through Governing Body and approved. Office should not advance money for purchasing items which do not have Governing Body sanction.



## **5.8 Disposal of Materials and Write-offs**

All disposals of old and not working materials need to be undertaken only after getting the approval of the Governing Body. If the material cost is more, then, procedures as mentioned in section 3.2 need to be followed. The Governing Body would decide if section 3.2 is to be followed.

## **5.9 Paper work to be maintained for future Audit and Scrutiny**

The office needs to maintain records and the paper work related to important transactions undertaken by the office. It is recommended that such paper work can be scanned and stored electronically for effective data retrieval and scrutiny.

## **5.10 Minutes of the Governing Body to be circulated in time**

Minutes of the Governing Body meetings need to be circulated by the secretary at the earliest within a month and not wait for the next MC or Governing Body. Any delay of more than one month need to be condoned by the Governing Body. Minutes need to be signed by the Secretary and Chairman.

## **5.11 Organization Chart**

A clear Organization Chart has to exist for each Institution sponsored by OGA and the Exhibition Society. Any recruitment has to be only to fill the gaps and not to be at the whims and fancies of Office Bearers. As described earlier the recruitment process should be taken up by the Selection Committee as described in section 4 and its sub classes.

## **5.12 Requirement to be ready by start of Financial Year**

All colleges need to give their budgetary requirements by January or start of Financial Year which is 1st of April in every year.

### 5.13 Role of Governing Body Members in ensuring that rules are followed

- A copy of this manual would be made available to all the Governing Body members immediately so that they ensure that the procedures laid out in this manual are followed in the Colleges / Institutions.
- It would be mandatory for the Governing Body member to attend 50% of the meetings. If the Governing Body member is not able to attend the meeting the same needs to be informed to the Office by prior Email or in writing.
- Governing Body members would be required to take active interest in the College / Institutional affairs and ensure that all the approved rules are followed.
- Governing Body members are encouraged to seek clarifications in the Governing Body meetings to ensure that the office follows the procedures as mentioned in this manual.
- Governing Body members need to ensure that the discussions taking place in the Governing Body meetings are properly recorded in the Minutes.
- It is the duty of the Governing Body members to ensure that the decisions taken in the Governing Body meeting are executed as decided. Any deviations need to be raised and discussed in the Governing Body meetings.
- If a Governing Body member feels that the office is deviating from the procedures as mentioned in this manual, the matter may be brought to the notice of the OGA and the Exhibition Society in writing.

## Chapter - 6

# Action to be taken against the Office Bearers / Governing Body Members who do not follow the Procedures

## 6. Action to be taken for not following the Procedures

### 6.1 Initiation of Enquiry against Office Bearer and Office

If any Office Bearer or the Governing Body member of the Colleges / Institution deviates from the procedures as mentioned in this manual relating to:

- Purchases and Procurement of Material
- Award of work order to the Contractor or
- Appointment of Staff

The Sponsoring Body may initiate an enquiry based on a Letter written by a Governing Body member. The Sponsoring Body may also initiate an enquiry suo motto based on the information available to it.

### 6.2 Issue of Show Cause Notice to the Office Bearer concerned

The Sponsoring Body after the preliminary enquiry may issue a Show Cause Notice to the Office Bearer as to why action should not be taken against him / her for not following the rules.

### 6.3 Issue of Memo with Warning

If the lapse is minor and unintentional the Sponsoring Body may issue a Memo to the concerned with a Warning that serious view

would be taken in future if procedures are not followed. A copy of the Memo would be maintained by the Sponsoring Body which should be used while future appointments are made.

#### **6.4 Recalling Office Bearers / Governing Body members**

If the lapse is significant and intentional the Sponsoring Body may immediately recall the Office Bearer and appoint another one in his / her place.

#### **6.5 Ban for holding any Office Bearer post for a period of Six Years**

If the Sponsoring Body determines that the procedures as mentioned in this manual are not followed resulting in financial loss/any other grave irregularity to the College or Educational Institution the concerned person would not be considered for any future Governing Body Post.

#### **6.6 Cancellation of Membership**

If the Sponsoring Body determines that the actions of any Office Bearer or Governing Body member results in financial loss, his / her membership can be cancelled in accordance with the provisions of the constitution of the Sponsoring Bodies.

**Educational Institutions Sponsored and managed by the  
Exhibition Society and Osmania Graduates' Association  
jointly and separately.**

1. Sarojini Naidu Vanita Maha Vidyalaya, Exhibition Grounds.
2. Kamala Nehru Polytechnic for Women, Exhibition Grounds.
3. Sarojini Naidu Vanita Pharmacy Maha Vidyalaya, Exhibition Grounds.
4. Shankarji Memorial Girls High School, Exhibition Grounds.
5. Kasturba Gandhi Degree College for Women, Secunderabad.
6. Kasturba Gandhi Junior College for Women, Secunderabad.
7. Sardar Patel College, Secunderabad.
8. Central Institute of Commerce, Tarnaka, Secunderabad.
9. Sri Venkateswara Engineering College, Suryapet, Nalgonda District.
10. Sri Venkateswara College, Suryapet, Nalgonda District.
11. Sri Laxminarsimha Swamy College, Bhongir, Nalgonda District.
12. Lal Bahadur College, Warangal.
13. Lal Bahadur College of Education, Warangal.
14. Lal Bahadur P.G College, Warangal.
15. OGA & Exhibition Society College of Education, Pargi, R.R. District.
16. Sri Ramalingeshwara Degree College, Kulakcherla, R.R. District.
17. SBMS College of Education, Kalwakurthy, Mahaboobnagar District.
18. Rajiv Gandhi Industrial Training Centre, Nirmal, Adilabad District.
19. J.V. Narsing Rao Vidyanikethan School, Nirmal, Adilabad District.





## ANNEXURE - III



# **OSMANIA GRADUATES' ASSOCIATION & EXHIBITION SOCIETY**

## **ANNUAL INSPECTION QUESTIONNAIRE**

(to be filled by the Institution and submit to the inspection team for verification and recommendations)





**A. GENERAL INFORMATION:**

1. Name of the Institution:
2. Address:
3. Email:
4. Website:
5. Year of starting:
6. Extent of land and other details:
7. Type of land: own/lease
8. Submit copy of Documents:
9. Building plinth area:
10. Building permission sanction details:
11. Whether occupancy certificate has been obtained: Yes/No, if yes give details:
12. Location: latitude/longitude
13. Approving Authority:
14. Affiliating University:
15. Whether Institution is Govt. Aided or Un-aided:
16. Whether Institutional membership of Professional and other bodies taken:
17. Any outstanding achievements or contributions made during last financial year:

**B. ACADEMIC INFORMATION**

18. Type of Institution: Degree/Diploma/Postgraduate/Professional.
19. Latest approval year and No.:
20. Latest affiliation year and No.:
21. Previous inspection details of regulating bodies (Board of Intermediate / AICTE / UGC / PCI / affiliated University / any other regulating body):
  - a. Date of inspection:
  - b. Recommendations:
  - c. Attach a copy of the report:

d. Any Deficiencies reported. If yes, mention the deficiencies and action taken by the GB:

22. Approved programs offered with annual intake and enrollment for last three years:

S.No.	Academic	Year Programs	Intake	Enrolled
1				
2				
3				

**23. Library details:**

- a. Whether regular qualified Librarian posted: Yes/No
- b. Timings of the Library:
- c. Books:
  - i. No. of titles:
  - ii. Volumes:
- d. Journals:
  - i. National:
  - ii. International:
- e. List of registers maintained:
  - i.
  - ii.
  - iii.
- f. Whether Photocopy and Printing facilities on payment basis for students available:
- g. No. of computers available in the Library:
- h. Internet connectivity details:
- i. No. of online journals subscribed:
- j. Access to online open courseware:
- k. Digital Library:

**24. Total Area of the Buildings:**  
**a. Infrastructure details:**

S. No.	Type	For Class	Area Required	Area Available	No. of Students per class /lab
1	Classrooms & Tutorial Rooms				
2	Laboratories				
3	E-class rooms				
4	Common facilities	GB Room			
		Office			
		Library			
		Ladies waiting			
		Rest Rooms			
		Hostel			
		Parking			
		Games & Sports			
		Seminar Hall			
		Auditorium			
		Gymnasium			
Any other					
5	Contribution to Environment:				
a	Is Solar Energy used to meet the energy demands of the institute? If yes, what % of the energy demand is met by Solar Panels/Energy?				
b	Contributions by Institution for a Clean and Green Environment?				
c	Rainwater Harvesting – Does the institute have rainwater harvesting mechanisms in place?				
d	Any other Initiatives:				

**25. Human Resources details:**

S. No.	Faculty	Program 1	Program 2	Program 3	Program 4
1	Principal				
2	Vice-Principal				
3	Head/Prof.				
4	Asso. Prof/ Sr. Lecturer				
5	Asst. Prof/ Lecturer				
6	Laboratory staff				
7	Attendees				
8	Physical Director				
9	Librarian				
10	Admin. Officer				
11	Office Supdt.				
12	Senior Assts.				
13	Junior Assts.				
14	Accountant				
16	Accounts Assts.				
17	Office Attendees				
18	Any other				

**26. Present Furniture and Equipment:**

<b>S. No.</b>	<b>Type</b>	<b>Program 1</b>	<b>Program 2</b>	<b>Program 3</b>	<b>Office</b>	<b>Library</b>	<b>Stores/ others</b>
1	Chairs						
2	Tables						
3	Dual desks						
4	Steel Cupboards						
5	Fans						
6	ACs						
7	Biometric m/c						
7	LCDs						
8	Computers						
9	Photocopy Machines						
10	Lab equipment (attach separate sheet if the list exceeds)						
11	Any other						

**27. Co-curricular activities:**

S. No.	Activity	Organized by the Institution		No. of Participants Attended		No. of Staff/ Students Published Articles	
		National	International	National	International	National	International
1	Workshops						
2	Seminars						
3	Symposia						
4	Published Articles in Journals						
5	Conferences						
6	Any other						

**28. Extra-curricular activities:**

S. No.	Activity	Organized		No. of Participants Attended	
		National	International	National	International
1	Quiz				
2	Games & sports				
3	Elocution				
4	Essay Writing				

**29. Academic Performance (Results of three years):**

S. No.	Academic Year	Program	Intake	Enrolled	Appeared	Passed in		
						Distn.	1st class	Pass
1								
2								
3								

### 30. Faculty Development Activities:

S. No.	Academic Year	FD Program	Faculty Trained	Impact Studied Y/N
1	Current	Pedagogy		
		Refresher prog.		
		Subject updation		
		QIP		
2	Previous	Pedagogy		
		Refresher prog.		
		Subject updation		
		QIP		
3	Before Previous	Pedagogy		
		Refresher prog.		
		Subject updation		
		QIP		
		Any other		

31. Whether the following academic practices followed by the faculty and staff:
- Orientation program at the beginning of the academic year/ semester:
  - Parent teachers meeting:
  - Diagnostic evaluation at the beginning of the academic year:
  - Teaching plans:
  - Appropriate coverage of syllabus:
  - Continuous evaluation:
  - Feedback after each evaluation for in time correction:
  - Remedial coaching:
  - Evaluation Records maintenance:

- j. Problem solving:
  - k. Report writing:
  - l. Live projects:
  - m. Laboratory manuals:
  - n. Quiz:
  - o. Teacher evaluation by student:
  - p. Impact evaluation:
  - q. Good upkeep and regular proper maintenance of equipment:
  - r. Internal revenue generation:
  - s. Rapport with industries:
32. Whether Biometric Attendance for Students & Staff in vogue: Yes/No
- a. Student counseling for adequate attendance:
  - b. Whether information to parents of wards who have less attendance is sent:
  - c. Details of students detained for want of requisite attendance:
33. Whether CC Cameras are arranged in the entire campus: Yes/No, if yes give details including the data retention period of the CC Camera footage and if in compliance with regulations.
34. Whether in compliance Fire & Safety requirements/regulations- Provide Details:
- a) Fire Safety Certificate from local district officer available and renewed timely – Yes/No
  - b) Building of the Institution insured against Fire/Theft/Natural Calamities annually – Yes/No
  - c) Are the expenses towards Fire Safety Certificate and Fire Safety Building Insurance re-imbursed by Sponsoring Body – Yes/No
  - d) Are mandatory Fire Drills/Trainings conducted at regular intervals for Students and Staff – Yes/No



35. Whether any Government/ Private industries/ organizations sponsored projects/grants were received;
  - a. Yes/No
  - b. Name of the agencies
  - c. Nature of the project and the Area/ field
  - d. Amount
36. Whether Annual Physical Verification of Laboratories conducted regularly, and unserviceable articles taken for written off:
37. Whether plans for modernization of laboratories and removal of obsolete items have been made:
38. Whether any industrial or any other academic tours have been conducted:
39. Whether any Research, Development and Innovation activities were undertaken:
  - a. If yes, number of patents if any:
  - b. No. of Ph. Ds awarded:
  - c. Any innovation awards nominated or proposed:
40. Whether the Institution is accredited by NAAC or NBA:
  - a. If yes, up to which year and the programs accredited:
  - b. If no, what is the road map in seeking accreditation:
  - c. Whether any committee is constituted to start the spade work:
41. Hostel facilities:
  - a. Capacity:
  - b. No. admitted:
  - c. Type of management:
  - d. Amenities:
    - i.
    - ii.
    - iii.
42. Whether Placement Cell constituted: Yes/No
  - a. Name of Placement officer:
  - b. Requisite infrastructure provided: Yes/No

- c. List of companies participated in campus interviews:
  - i.
  - ii.
  - iii.
  - iv.
- d. No. of placements for the last 3 years:

43. Whether Alumni association formed: Yes/No

- a. No. of alumni registered:
- b. Frequency of Alumni meetings:
- c. Contributions to the college:
  - i. Placements:
  - ii. Trainings:
  - iii. Financial:
  - iv. Infrastructure:

**C. ADMINISTRATIVE INFORMATION:**

- 44. Whether the Institution is following the Governing Rules & Regulations as per OGA/ Exhibition Society norms:
- 45. Give the composition and names of the present Governing Body: (attach separate sheet)
- 46. Furnish the number of GB meetings, their frequency and attendance details held during the last academic year:
- 47. Give a brief write up on the resolutions made in GB meetings during last academic year vis-à-vis the progress of the Institution:
- 48. Any awards and rewards received by the Institution in the last academic year:
- 49. Organization chart of the administrative setup: (enclose separate sheet)
- 50. Whether all the administrative posts have been filled:
- 51. Details of the registers maintained:
  - a. Admission Register:
  - b. Assets Register:

- c. Service Registers:
  - d. Personnel Registers:
  - e.
  - f.
52. Any Court cases with respect to staff, faculty or affiliating body or University/ Government etc pending : Yes/ No
- a. If yes, number of cases:
  - b. Details:
  - c. Present status:

**D. FINANCIAL INFORMATION:**

53. Furnish the following financial details:
- a. Fixed deposits details (bank, branch, amount, term):
    - i.
    - ii.
    - iii.
  - b. Any other financial assets:
  - c. Current bank balances (bank, branch, amount, date):
    - i.
    - ii.
    - iii.
54. Details of cash books maintained duly updated and the amounts:
- a.
  - b.
  - c.
55. Whether any additional fee is being charged to the students admitted under Management Quota? If yes, Furnish the details of Fee received from the Students under Management Quota for the past three years:
56. Whether a separate bank account is being maintained for fee received under management ? If yes, please submit the statement of Bank account.

57. Whether the funds received out of Management Quota is being reflected in the Annual Auditor Report?
58. Furnish the Budget Proposal for the last three years, Budget releases, Income and expenditure statements:
59. Furnish the following received from Exhibition Society in the last three years:
  - a. Development Grants
  - b. Special Development grants
  - c. Recurring grants
  - d. Loans
  - e. Provide the original plans/proposals submitted to Exhibition for disbursement of the funds.
  - f. Disclose any deviation from original plans and if these deviations were approved by relevant authority.
60. What is the total income received as Tuition Fee / Special Fee out of the admissions in the last three years?
61. Furnish the present monthly salary details paid to the Teaching and Non-Teaching Staff:
62. What is the outstanding amount to be received as Tuition Fee / Special Fee out of the admissions for the last three academic years?
63. What is the Interest Amount received from the bank per annum in the last three financial years?
64. Furnish the details of UGC grants received by the Institution in the last three financial years:
65. Whether funds have been received from University / SBTET and DC bills have been submitted:
66. Whether any other income was received by the Institution from other sources in the last three financial years:
67. What construction activities have been taken up by the Institution in the last three years? Furnish details of amount spent:
68. What maintenance works were carried out by the Institution in the last three years?

69. Whether reconciliation of bank accounts have been checked regularly:
70. Whether applications for students' scholarships were submitted online in time and their grievances addressed:
71. Whether the tuition fee reimbursement claims were made online on time:
72. Whether any tuition fee reimbursements have been due from Government in the last three financial years:
73. Whether any tuition fees have been outstanding from students in the last three academic years:
74. Whether any undisbursed scholarship was remitted back to the Government, if so the details for the last 3 years with challan nos. and date:
75. Whether financial audit is being done regularly:
  - a. If yes, furnish last financial year audited statement:
  - b. Whether any serious findings reported:
  - c. If yes, what are the measures taken?
76. Whether submission of Utilization certificates to GOI for MHRD funds / UGC Grants are done regularly:
77. Is the Institution filing Income Tax return every year? If yes, furnish details for the last financial year.
78. What is the monthly / annual recurring expenditure of the Institution of the last three years?
79. What is the amount of Municipal Tax paid in the last three years?
80. Are there any issues related to Staff / PF / ESI / Gratuity etc?
81. Are there any issues with the affiliated University / AICTE / UGC / PCI / SBTET etc.?
82. Any financial embezzlements reported so far and the action taken report:

**CHAIRMAN/SECRETARY**

**PRINCIPAL**

**E. RECOMMENDATIONS/ OBSERVATIONS OF THE INSPECTION COMMITTEE:**

After inspecting .....(name of the Institution) on the day of ..... 20..... and thoroughly verifying the data for its veracity the following recommendations/ observations are made

- a.
- b.
- c.

**Signatures of the Inspection team members**



## ANNEXURE - IV



# **OSMANIA GRADUATES' ASSOCIATION & EXHIBITION SOCIETY**

## **GB HANDOVER AND TAKEOVER OF CHARGE TEMPLATE**





## ANNEXURE - IV

### GB HANDOVER AND TAKEOVER OF CHARGE TEMPLATE

The Outgoing Governing Body shall provide the following information to the Incoming Body.

#### **A. GENERAL INFORMATION:**

1. Land Registration papers Original / Photocopy:
2. If any Building permission sanction is pending:
3. Whether occupancy certificate has been obtained: Yes/ No, if yes, give details:
4. Any issues with the regulating bodies:
5. Any issue with PF and ESI:
6. Any Litigation or legal Issues pending:

#### **B. ACADEMIC INFORMATION**

1. Any Deficiencies pointed out by the inspection details of regulating bodies (State Board of Secondary Education / Board of Intermediate / AICTE / UGC / PCI / Technical Ministry of Skill Development and Entrepreneurship Director General of Training / Affiliated University / any other regulating body):
2. What is the number of Teaching and Non-Teaching staff required to run the courses?
3. Are there any deficiencies in the number of staff?
4. Is there any recruitment process pending or in process and what is the stage?
5. Does the Institution maintain a Movable and Immovable Asset Register?
6. What are the Faculty Development Activities done in the last three years?

## 7. Academic Performance (Results of three years):

S.No.	Academic Year	Program	Intake	Enrolled	Appeared	Passed in		
						Distn.	1 <sup>st</sup> class	Pass
1								
2								
3								

8. Whether the Institution complies with Fire & Safety norms:
9. Whether any modernization of laboratories were done in the last three years:
10. Whether any Research, Development and Innovation activities undertaken:
11. Whether the Institution is accredited by NAAC or NBA:
12. If there is a Hostel facility, how many students are staying and what is the capacity?

**C. ADMINISTRATIVE INFORMATION:**

1. Organization chart of the administrative setup: (enclose separate sheet)
2. Whether all the administrative posts have been filled:  
Details of the registers handed over:
  - a. Admission Register:
  - b. Assets Register:
  - c. Service Registers:
  - d. Personnel Registers:
3. Are any Court cases with respect to staff, faculty or affiliating body or University/ Government etc., pending : Yes/ No

**D. FINANCIAL INFORMATION:**

1. Whether the Institution has a qualified Accountant:
2. What accounting package is being used for maintaining accounts?
3. Furnish the various current accounts statements and the fixed deposits.

4. Original FD's should be shown to the Incoming GB team.
5. Whether any additional fee is being charged to the students admitted under Management Quota? If yes, Furnish the details of Fee received with bank account details.
6. Furnish the following received from Exhibition Society in the last three years:
  - a. Development Grants
  - b. Special Development grants
  - c. Recurring grants
  - d. Loans
7. What is the development work done in the last three years against the funds received from Exhibition Society?
8. Any construction works taken up in last three years and status of construction:
  - a) Details
  - b) Total amount
  - c) Stage of construction
  - d) Whether completed
  - e) If incomplete, what is the stage?
  - f) Amount required?
  - g) Source of funds
9. Any equipments purchased in last 3 years:
  - a) Details
  - b) Total amount
  - c) Stage of Purchase
  - d) Whether completed
  - e) If incomplete, what is the stage?
  - f) Amount required?
  - g) Source of funds

10. What maintenance works have been carried out by the Institution in the last three years?
11. Any pending development works or proposed works to be done at the time of giving the charge to the incoming GB:
12. What are the outstanding payments to be done to various vendors against development works?
13. What is the total income received as Tuition Fee / Special Fee out of the admissions in the last three years?
14. What is the annual expenditure of the Institution in the last three years?
15. What is the annual salary paid to the Teaching and Non-Teaching Staff?
16. What is the outstanding amount to be received as Tuition Fee / Special Fee out of the admissions for the last three academic years?
17. What is the Interest Amount received from the bank per annum in the last three financial years?
18. Furnish the details of UGC grants received by the Institution in the last three financial years and the work done:
19. Any other Income received by the Institution from other source in the last three financial years:
20. Whether reconciliation of bank accounts have been checked regularly:
21. Whether applications for students' scholarships were submitted online in time and their grievances addressed:
22. Whether the tuition fee reimbursement claims were made online on time:
23. Whether any tuition fee reimbursements have been due from Government in the last three financial years:
24. Whether any tuition fee has been outstanding from students in the last three academic years:
25. Whether any undisbursed scholarship is remitted back to the Government, if so the details for the last 3 years with challan nos. and date:
26. Whether financial audit is being done regularly:
  - a. If yes, furnish last financial year audited statement:
  - b. Whether any serious findings reported:
  - c. If yes, what are the measures taken?

27. Whether submission of Utilization certificates to GOI for MHRD funds / UGC Grants are done regularly:
28. Is the Institution filing Income Tax return every year? If yes, furnish details for the last financial year:
29. What is the amount of Municipal Tax paid in the last three years?
30. Are there any issues related to Staff / PF / ESI / Gratuity etc?
31. Are there any issues with the affiliated University / AICTE / UGC / PCI / SBTET etc.?
32. Any financial embezzlements reported so far and the action taken report:
33. Any suggestions you would like to give to the incoming GB: (attach a sheet if necessary)
34. Any other material or information you would like to give to the incoming GB: (attach a sheet if necessary)
35. The outgoing and incoming GB members shall pass a resolution for Bank Operations.
36. Members present on behalf of outgoing and incoming GB members at the time of giving and taking charge:

<b>Outgoing Members</b>	<b>Signature</b>	<b>Incoming Members</b>	<b>Signature</b>
Chairman		Chairman	
Vice-Chairman		Vice-Chairman	
Secretary		Secretary	
Joint Secretary		Joint Secretary	
Treasurer		Treasurer	
GB Members		GB Members	
GB Members		GB Members	
GB Members		GB Members	
GB Members		GB Members	
GB Members		GB Members	

**Note:-**

**Copy of the hand over document signed by both outgoing and incoming GB should be sent to the Secretary of OGA and Exhibition Society.**





**ANNEXURE - V**



**OSMANIA GRADUATES' ASSOCIATION  
&  
EXHIBITION SOCIETY**

**STUDENT EVALUATION FORM FOR  
TEACHING FACULTY**





**(ANNEXURE – V)****STUDENT EVALUATION FORM FOR TEACHING FACULTY**

College Name: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Subject: \_\_\_\_\_

Note: Please do not write your Name and Roll No.

***Please mark your selection by circling only one number in each row.***

S.No	Parameter	Very Poor	Poor	Average	Good	Best
1	Teacher is punctual to Class.	1	2	3	4	5
2	I am able to understand and follow the lecture.	1	2	3	4	5
3	Teacher knows the subject well.	1	2	3	4	5
4	Teacher encourages students to ask Questions.	1	2	3	4	5
5	Teacher tries to understand student's point of view.	1	2	3	4	5
6	Teacher takes special care of students who are not able to understand.	1	2	3	4	5
7	Encourages me to think and explore new ideas.	1	2	3	4	5
8	Teacher is willing to help me outside of class.	1	2	3	4	5
9	Provides timely feedback on my work.	1	2	3	4	5
10	My overall experience with Teacher.	1	2	3	4	5

Optional: Any other comment you would like to share about the Teacher



 SAROJINI NAIDU VANITA MAHA VIDYALAYA



 KASTURBA GANDHI COLLEGE FOR WOMEN



 KASTURBA GANDHI JUNIOR COLLEGE FOR WOMEN



 SARDAR PATEL COLLEGE



 SRI VENKATESWARA COLLEGE



 SRI LAKSHMI NARASIMHA SWAMY COLLEGE



 LAL BAHADUR COLLEGE



 LAL BAHADUR COLLEGE OF EDUCATION



 LAL BAHADUR PG COLLEGE



 OGA & EXHIBITION SOCIETY COLLEGE OF EDUCATION



 SRI RAMALINGESHWARA DEGREE COLLEGE



 SBMS COLLEGE OF EDUCATION

## **Institutions Sponsored and Managed by the Exhibition Society**

1. **KAMALA NEHRU POLYTECHNIC FOR WOMEN**, Exhibition Grounds.
2. **SHANKARJI MEMORIAL GIRLS HIGH SCHOOL**, Exhibition Grounds.
3. **SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA**, Exhibition Grounds.
4. **CENTRAL INSTITUTE OF COMMERCE**, Tarnaka, Secunderabad.
5. **SRI VENKATESWARA ENGINEERING COLLEGE**, Suryapet, Nalgonda District.
6. **RAJIV GANDHI INDUSTRIAL TRAINING CENTRE**, Nirmal, Adilabad District.
7. **J.V. NARSING RAO VIDYANIKETHAN SCHOOL**, Nirmal, Adilabad District.
8. **L. N. GUPTA MEDICAL CENTRE**, Exhibition Grounds.
9. **EXHIBITION SOCIETY ART GALLERY**, Exhibition Grounds.
10. **GANDHI DARSHAN**, Exhibition Grounds.

## **Institutions Sponsored and Managed jointly by Osmania Graduates' Association & Exhibition Society**

1. **SAROJINI NAIDU VANITHA MAHA VIDYALAYA**, Exhibition Grounds.
2. **KASTURBA GANDHI DEGREE COLLEGE FOR WOMEN**, Secunderabad.
3. **KASTURBA GANDHI JUNIOR COLLEGE FOR WOMEN**, Secunderabad.
4. **SARDAR PATEL COLLEGE**, Secunderabad.
5. **SRI VENKATESWARA COLLEGE**, Suryapet, Nalgonda District.
6. **SRI LAXMINARSIMHA SWAMY COLLEGE**, Bhongir, Nalgonda District.
7. **LAL BAHADUR COLLEGE**, Warangal.
8. **LAL BAHADUR COLLEGE OF EDUCATION**, Warangal.
9. **LAL BAHADUR P.G COLLEGE**, Warangal.
10. **OGA & EXHIBITION SOCIETY COLLEGE OF EDUCATION**, Pargi, R.R. District.
11. **SRI RAMALINGESHWARA DEGREE COLLEGE**, Kulakcherla, R.R. District.
12. **SBMS COLLEGE OF EDUCATION**, Kalwakurthy, Mahaboobnagar District.



Estd : 1938

### **EXHIBITION SOCIETY**

Where service is a way of life  
Mukkaramjahi Road, Hyderabad - 500 001. Telangana,  
Ph: 040-2460 3015 / 3553. Fax : 2460 8590.  
email: [info@exhibitionsociety.com](mailto:info@exhibitionsociety.com) | [www.exhibitionsociety.com](http://www.exhibitionsociety.com)



(Estd. - 1932)

### **OSMANIA GRADUATES' ASSOCIATION**

Exhibition Grounds, Mukarramjahi Road,  
Nampally, Hyderabad -500 001. T.S,  
Phone: 040-2465459