

GCPK

HUMAN RESOURCE POLICY MANUAL

Revised Oct 2021



Geethanjali College of Pharmacy

Approved by AICTE, PCI New Delhi, Permanently Affiliated to JNTUH,
Accredited by NBA (B. Pharmacy)

Recognized Under UGC Section 2F & 12B of UGC Act, 1956, DSIR-SIRO,
HI/BI of MSME & ISO 9001:2015 Certified, AMC of PvPI.

Cheeryal (V), Keesara (M), Medchal-Malkajgiri Dist., Telangana State- 501301

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OUR VISION

- ❖ To be a Premier Pharmaceutical Education and Research Institution.

OUR MISSION

- 1: Provide state of the art laboratories, information center and learning environment for holistic education.
- 2: Adopt and implement best practices for learning and research.
- 3: Collaborate with industry and society to identify problems, provide sustainable solutions and align curriculum.

QUALITY POLICY

- ❖ We are committed to setting standards in pharmaceutical education and research by implementing effective teaching and learning practices that contribute to improving the health care of society.

MOTTO

- ❖ Striving towards perfection.

Human Resources Policy

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Human Resources Policy

1.0. THE VISION, MISSION, CORE VALUES, OBJECTIVES, AND QUALITY POLICY:

1.1. Vision:

“To be a Premier Pharmaceutical Education and Research Institution”.

1.2 Mission:

1.2.1 Provide state of the art laboratories, information center and learning environment for holistic education.

1.2.2 Adopt and implement best practices for learning and research.

1.2.3 Collaborate with industry and society to identify problems, provide sustainable solutions and align curriculum.

1.3 Motto: “Striving towards perfection”

1.4 Core Values and Guiding Principles

1.4.1 To ensure excellence in teaching, research and service to meet the needs of all our stake holders such as students, parents, employers, faculty, staff, community, and the citizens of India.

1.4.2 To equip students with sound technical knowledge and skill.

1.4.3 To offer educational programs with a plethora of innovative concepts, for creating a host of talented professionals.

1.4.4 To encourage an open student-oriented culture with an understanding of students, their needs, goals and aspirations.

1.4.5 To develop exceptional opportunities for study and research and a system of industry-institution interaction, through industry-liaison cells, for students to contribute to our Nation's economic growth.

1.4.6 To evolve a friendly face of education with emphasis laid on Pharmacy & research.

1.4.7 To develop Leadership characterized by openness, fairness and firmness.

1.4.8 To foster respect for all people and appreciation of diversity in our academic enterprise.

1.4.9 To promote civic responsibility expressed as public involvement, individual responsibility, personal integrity and commitment to service.

1.4.10 To ensure accountability and proper assessment at all levels in the institute

1.5. Objectives:

- 1.5.1 To become a high quality premiere institution among JNTUH Pharmacy colleges
- 1.5.2 To pursue knowledge for the sake of own, staff member and students' development
- 1.5.3 To disseminate knowledge and skill to students
- 1.5.4 To create technocrats with enriched knowledge, creativity and self development.
- 1.5.5 Ignite in both staff members and students a lifelong love of learning
- 1.5.6 Celebrate and learn from our diversity.
- 1.5.7 To develop the students to make outstanding contributions in institution and university
- 1.5.8 To show outstanding performance in academic excellence in institution and university
- 1.5.9 To make the students confident and competent to be successful in their career
- 1.5.10 To expose students to lifelong learning skills
- 1.5.11 To make students communicate coherently, rationally and convincingly
- 1.5.12 To be accredited by NBA and NAAC and achieve deemed university status
- 1.5.13 To provide conducive learning environment in an intellectual atmosphere to all stakeholders
- 1.5.14 To ensure students participation in co-curricular and extracurricular activities
- 1.5.15 To achieve better employability and placement potential among eligible students
- 1.5.16 To provide Quality Professional Education
- 1.5.17 To formulate and design programmes to provide quality education
- 1.5.18 To develop social, ethical and environmental consciousness among community
- 1.5.19 To take up R&D and consultancy in association with JNTUH, AICTE, and Industries.

1.6 Quality Policy:

"We are committed to setting standards in pharmaceutical education and research by implementing effective teaching and learning practices that contribute to improving the health care of society".

1.7 Introduction:

The Governing Body of Geethanjali College of Pharmacy formulates policy statements periodically and communicates the same to the staff members through the head of the institution. The Human Resource Policy is for internal use and the information is authenticated at the time of its publication and till a revised Human Resource Policy is circulated.

1.8 Operational Definitions:

1. The “College” means The Geethanjali College of Pharmacy, Cheeryal (V), Keesara (M), Hyderabad, Telangana 501301.
2. The “The Management” means the Management Committee of the college constituted as per the A.I.C.T.E. Norms. (Teja Educational Society)
3. The “Governing Body” means the Governing Body of the college constituted as per the A.I.C.T.E. Norms. It is to note the constitution of Governing Body shall have a senior faculty member as one of the representatives.
4. The “Chairman” means the Chairperson of the Managing Committee/The Governing Body of the college.
5. The “Correspondent” refers to the Correspondent and “Secretary” mean the Secretary of the Geethanjali College of pharmacy.
6. The “University” means the Jawaharlal Nehru Technological University Hyderabad.
7. The “Principal” means the principal of the Geethanjali College of Pharmacy or any other person authorized by the Management to discharge the duties and responsibilities of the principal, whatsoever may be his/her designation, otherwise.
8. The “Employee” means a person who is employed full time by the institution including the Principal and the Vice-Principal, other faculty/non-faculty staff, but excluding those who are engaged on a part time basis.

The staff comprises of the following categories:

A. Teaching Staff

Sl. No	Designation
1	Principal
2	HODs
3	Professors
4	Associate Professors
5	Assistant Professors
6	Librarian
7	Physical Director
8	Any other category of post declared so by the management.

B. Non-Teaching staff

I. Office:

- a. Manager / Administrative Officer
- b. Accounts Officer

- c. Superintendent
- d. Senior Assistant
- e. Junior Assistant
- f. Steno cum P.A. to Principal
- g. Typist
- h. Record Assistant
- i. Attender
- j. Vehicle staff

II Contingent staff

- a. Watchman/Security/NMR Attenders
- b. Gardner
- c. Sweepers etc.

III Technical Staff

- a. Lab Assistants

9. The “Vacation Staff” means employees who are allowed to avail vacation. All other employees are deemed to be “Non-Vacation staff”.

10. The “Competent Authority” refers to the Chairman/Secretary and/or Correspondent in the case of Principal and Principal in the case of all other employees.

11. ‘Duty’ – an employee is said to be on duty for the purpose of service benefits

- a. When the employee is discharging the duties of the post to which he /she are appointed or he/she is undergoing training prescribed for the post.
- b. When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.
- c. When the employee is attending any conferences, seminars, summer schools, workshops, refresher courses, orientation courses, winter schools, quality improvement programmes, etc., duly permitted by the competent authority, and
- d. When the employee is attending to the work assigned by the competent authority in the interest of College/Management.

12. The “Leave” means any leave granted by the competent authority of this institution to an employee to which he/she is eligible.

13. The “Pay” means the basic pay in the pay scale or basic pay with a special pay/allowance as the case may be.

14. The “Year” means the calendar year/financial year/academic year as the case may be.

2.0 THE HUMAN RESOURCE POLICY (HRP):

For a sustainable viable growth, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of human resource policies which are dynamic and accommodative in creating conducive working environment, where employees can work and benefit in conformance to the mission, vision, objectives and quality policies of the institution. The institution encourages its employees to think, express and share their views in facilitating decisions and operations through collective contribution which is a noble approach in recognition of the staff member. The institution recognizes the fact that the culture, values, loyalty, motivation, involvement and development are the harbingers of glory for both the institution and the employees and feels the need to encourage the same.

HRP focuses on:

- Capacity building of staff through SDPs, FDPs, Workshops, Industry Interactions and Professional Associations.
- Opportunity for career development.
- Sharing personal and professional problems
- Team Building and Team Spirit in organization of institutional
- R &D programmes
- Culture, Values, Loyalty, Commitment, Dedication, Discipline and Devotion
- Commitment to support the overall development of its human resources.

Privacy:

- The institution expects that each and every employee should have inbuilt discipline in maintaining confidentiality and not disclose information related to personnel compensation, R &D consultancy, course material, lab, Human Resource Policy, training and workshop materials developed, personnel data and any other financial compensation matters. Employees who disclose secrets or confidential information will be subject to disciplinary action, which may lead even to dismissal and prosecution.

2.1 The Management, Society and Chairman:

Geethanjali College of Pharmacy (GCPK) was established during the Academic Year 2007- 08 with a view to excel in professional education. It is affiliated to the Jawaharlal Nehru Technological University Hyderabad (JNTUH), Hyderabad, Telangana and is approved by All India Council for Technical Education (AICTE), New Delhi and Pharmacy Council of India (PCI), New Delhi.

2.1.1 The Management / Society:

Teja Educational Society was established in the year 2002 with a long cherished ambition to promote and disseminate knowledge and serve the cause of education, in general and technical / professional education, in particular. With this aim in mind, this society launched the following institutions in this campus:

S. No	Name of the Institution	Year of ESTD.
1	Geethanjali College of Engineering and Technology (GCET)	2005-06
2	Geethanjali College of Pharmacy (GCPK)	2007-08

2.1.2. The Chairman:

Mr. G. R. Ravinder Reddy, Chairman, is a former senior police officer who had served in the department in various wings like law and order, traffic, anti-extremist work, anti-corruption etc. He is a graduate in Civil Engineering, from REC (now NIT) Warangal and has also done his post-graduation, M. Tech (Geotechnical Engineering) from the same institution. With a technical back ground and sound administrative experience he has visualized setting up highly professional institution and steering the institution to unfold into a center of excellence.

2.2 The Governing Body-Powers and Functions

The Governing body of GCPK is constituted as per JNTUH, PCI and AICTE guidelines. Its powers and functions are as follows:

2.2.1. To make recommendations on the planning and monitoring the College.

2.2.2. To monitor the academic activities of the college.

2.2.3. To consider the recommendations of the staff selection Committee.

2.2.4. To consider the important communications, policy decisions received from the PCI, University, Government, etc.

2.2.5. To monitor effective utilization of facilities provided by the college to improve students' performance.

2.2.6. Fixation of the fee and other charges that are payable by the students to the college based on the recommendations of the AICTE, Govt. of Telangana.

2.2.7. Institute scholarships, studentships, medals, prizes and certificates based on the performance of students.

2.2.8. To pass the annual budget of the college.

2.2.9. To check the audited income and expenditure accounts and approve the same for the college annually.

2.2.10. To check effectiveness of anti-raging committee in the college building & premises.

2.2.11. To monitor the functioning of placement cell.

2.2.12. To apply for new courses in UG and PG.

2.2.13. To enquire about effective functioning of various in charges on different academic and administrative wings of the college.

2.2.14. Formulation of guidelines regarding discipline of the students.

2.2.15. Monitoring extra-curricular activities, including cultural activities of students, sports, games, National Service Scheme and other social services schemes and academic societies.

2.2.16. To exercise such other powers and to do such other acts or things as may be necessary or expedient for the proper performance of its duties.

3.0 HUMAN RESOURCE MANAGEMENT:

3.1 Working Days and Working Hours:

The institution works for six days in a week (i.e. Monday to Saturday) except every second Saturday. The working hours are from 9.00 AM to 03.30 PM with a lunch break of 40 minutes. The working hours may vary marginally depending on exigencies. For some positions the job demands extra time, and the employees must be loyal enough to discharge their duties and responsibilities and will be compensated at the discretion of head of the institution which may vary from time to time and employee grade.

3.2 Public holidays:

The institution will remain closed on second Saturdays, Sundays and Public holidays adopted by the JNTUH (affiliating university) which is normally as per the list of holidays declared by Govt. of Telangana.

3.3 Job Responsibility:

The responsibilities of various faculty positions are designed in line with JNTUH and PCI and AICTE guidelines and in line with the Vision and Mission of the institution.

3.4 Academic Responsibility:

3.4.1. Class room teaching with modern aids.

3.4.2. Lab instruction and demonstration with master readings.

3.4.3. Development of laboratory, curriculum and resource material by using modern techniques.

3.4.4. Student evaluation and assessment.

3.4.5. Participation in curricular and co-curricular/extra-curricular activities.

- 3.4.6. Student guidance, counselling, personality and overall character development.
- 3.4.7. To prepare, provide, generate and disseminate knowledge in the interest of students.
- 3.4.8. Career development through QIP, Professional Association, Knowledge and skills.

3.5 R&D and Consultancy:

- 3.5.1. R&D Activities through projects and research guidance
- 3.5.2. Potential Search for opportunities to provide consultancy services
- 3.5.3. Promotion of institute-industry interaction.

3.6 Administration Responsibility:

- 3.6.1. Planning, designing and development of new programmes and promotional activities.
- 3.6.2. Mobilizing resources for the institution.
- 3.6.3. Administration both at departmental and institutional levels
- 3.6.4. Development, administration and management of institutional facilities
- 3.6.5. Monitoring and evaluation of academic and research activities
- 3.6.6. Participation in policy planning for development of technical education
- 3.6.7. Design, develop, update and maintain MIS implementation
- 3.6.8. Maintain accountability
- 3.6.9. Conduct performance appraisal

3.7. Extension services:

- 3.7.1. Guiding the students in overall character development.
- 3.7.2. Extension services by interacting with Society/Community through NSS and JNTUH
- 3.7.3. Providing technical support in areas of social relevance.
- 3.7.4. Providing non formal education for the benefit of the community
- 3.7.5. Promotion of entrepreneurship and job creation
- 3.7.6. Dissemination of knowledge.

3.8 Salary and Disbursement

Based on the qualification and experience of the staff member, the compensation will be fixed under the guidelines of JNTUH, AICTE and PCI. Annual increments are sanctioned to all the staff members in general after completion of one successful academic year and satisfactory conduct. As a policy of the institution, the salaries of all the staff members will directly be credited to their HDFC bank, Secunderabad branch. In the process of disbursement, if any statutory deduction is made, it will be remitted into the respective bank accounts of the Government departments concerned.

3.9 Teaching and Learning Process:

All the faculty members have to 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 file
- 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 Material through Digital Library
- Guest/Expert Lectures
- Industrial Visits and Tours relevant to their respective specialization
- State of art of Research through journals, articles and magazines.

3.10 Feedback Evaluation:

Twice in every semester, the students evaluate the teachers handling their respective subjects covering various aspects of student-teacher interaction through a computerized structured format.

The computer on-line-evaluation pertains to

- Teaching process dimensions viz: punctuality and regularity of the teachers, teachers control and conduct of the class, understandability of lectures, discussion of class tests, tutorials & assignments and syllabus coverage.
- 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's attitude towards problem resolution, Principal's response to grievance, Support of management in general.

Absolute privacy and confidentiality is maintained so as to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counselled, advised and trained to improve through an advisory committee consisting of Professors and Head concerned. The institutional administration will

take necessary steps to encourage and reward teachers with excellent performance through appreciation letters, additional increments or promotion.

4.0 STAFF SERVICE CONDITIONS

4.1 Powers and Duties of Staff

4.1.1 Powers and Duties of Principal

Designation	Principal	
Description	He is the academic head and principal of the college responsible for the overall control and efficient administration.	
Powers	Administrative	<ol style="list-style-type: none"> 1. He/She is the principal executive and academic officer and shall preside at meetings of College Academic Committee (CAC). 2. He/She is responsible to represent and advice on academic matters including holding of university undergraduate and post graduate pharmacy programmes with the affiliated University. 3. Maintains the academic standards and discipline of the students in the campus, executes the Rules and Regulations etc. for persuasion towards Centre of Excellence of the Institute. 4. Co-ordinates with the PCI/AICTE/Affiliated University/ UGC such other Regulatory Bodies, as and when required. 5. Looks after various consultancy programmes/ Research /Sponsored Research projects from different funding agencies, faculty development programme, NBA/NAAC Accreditation process, etc. 6. Supervises the proper utilization and maintenance of equipment, instrument and other materials in various laboratories of the institution. 7. The principal shall be the sanctioning authority of all kinds of leave for the teaching and non-teaching staff of the institution. 8. To perform any other jobs as may be assigned by the higher authority from time to time.
	Finance	<ol style="list-style-type: none"> 1. Responsible for the controlling of finance related matter in consultation with

		<p>administrative officer and shall also be authorized to sanction any expenditures of the college.</p> <p>2. Empowered up to Rs. 1,00,000/- per annum on all statutory expenditures/payment etc.</p>
	Others	Such other powers as may be conferred by the higher authority.
Duties	<ol style="list-style-type: none"> 1. To conduct and maintain standards of teaching and research being academic head of the college. 2. To administrate work for all HODs and other teaching and non-teaching staff. 3. To submit/recommend to its affiliated university all matters related to academics (e.g., university examinations, post-graduate thesis, syllabus, decisions of academic committee, etc.). 4. To comply with the regulatory requirements of the Telangana government. 5. To submit proposals/financial requirements/ decisions to the college management for final decision and approval. 6. Such other duties as may be allotted by the higher authority. 7. R&D Activities through projects and research guidance. 8. Promotion of institute-industry interaction. 	

4.1.2 Powers and Duties of Principal In-Charge

Designation	Principal in-charge	
Description	Responsible for such administrative matters as may be vested by the principal/ higher authority in the absence of principal.	
Powers	Administrative	<ol style="list-style-type: none"> 1. Carry out administrative function in the absence of the principal as in-charge, principal. 2. Monitor daily progress of the T&L process and students' attendance. 3. Matters related to staff.
	Finance	Nil
	Others	Other duties as may be allotted by the principal or higher authority.
Duties	<ol style="list-style-type: none"> 1. To conduct and maintain standards of teaching and research. 2. Administrative and academic duties to help in the absence of principal. 	

4.1.3 Powers and Duties of Head of the Department

Designation	Professor & Head of Department.	
Description	The appointed academic head of the department has to conduct and maintain the standards of teaching & learning and research in their respective departments.	
Powers	Administrative	<ol style="list-style-type: none"> 1. Responsible for overall general & academic administration in the concerned department(s) within the framework of College Academic Committee/Governing Body. 2. Confidential feedback of teaching and non-teaching staff is forwarded to the principal as and when requested. 3. Responsible for implementation of new & ongoing projects, special course / seminar, industrial/hospital attachments etc. in his/her department as per resolutions of CAC. 4. Preparation of departmental proposal towards application for accreditation bodies like NBA/NAAC or for any such statutory bodies like PCI/AICTE/ Affiliated University etc. 5. To arrange meetings with different stakeholders for the overall development of the department(s). 6. Any other job assigned by the principal/higher authority.
	Finance	<ul style="list-style-type: none"> • Authorized to sanction money up to Rs. 20,000/- for the needs of the concerned department.
	Others	Other duties as may be allotted by the principal or higher authority.
Duties	<ol style="list-style-type: none"> 1. Regulate duties of all staff under his/her department. 2. Identification of the academic areas or research activities which need to be strengthened & recommend suitable measures within the guidelines of CAC resolutions. 3. Responsible for the class teaching, preparation of class routine, training & placement of the students, arrangement for holding class test / examination / evaluation & invigilation, student attendance, etc. 4. Monitoring /coordination towards completion of courses on schedule. 5. To take necessary follow-up action for publication of research papers, consultancy service, stock and records verification of laboratories etc. 	

	<p>6. Responsible for staff development programme including students interaction / alumni association etc.</p> <p>7. To prepare/suggest proposals for the annual budget of concerned department for approval of the CAC / higher authority.</p>
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4.1.4 Powers and Duties of Professor

Designation	Professors	
Description	Member of the College Academic Committee	
Powers	Administrative	<ol style="list-style-type: none"> 1. Member of the CAC and put forward their opinions/ suggestions in concerned forum. 2. Such power as may be conferred by principal/higher authority.
	Finance	Nil
	Others	Other duties as may be allotted by the HODs/principal or higher authority.
Duties	<ol style="list-style-type: none"> 1. Teaching and Research 2. Examiner-as internal as well as external to other colleges/affiliated university. 3. Such other duties as may be allotted by the HOD/principal/higher authority. 	

4.1.5 Powers and Duties of Associate Professor

Designation	Associate Professor	
Description	Member of the department	
Powers	Administrative	<ol style="list-style-type: none"> 1. Contributing in teaching, learning and research. 2. Such power as may be conferred by HOD/principal/higher authority.
	Finance	Nil
	Others	Other duties as may be allotted by the HOD/principal or higher authority.
Duties	<ol style="list-style-type: none"> 1. Member of the college committees and put forward suggestions in the concerned matters. 2. University examiner-as internal as well as external to other colleges/university on approval by the principal/affiliated university. 3. Such power as may be conferred by HOD/principal/higher authority. 	

4.1.6 Powers and Duties of Assistant Professor

Designation	Assistant Professor	
Description	Member of the department.	
Powers	Administrative	<ol style="list-style-type: none"> 1. Contributing in teaching and research. 2. Such power as may be conferred by HOD/principal/higher authority.
	Finance	Nil
	Others	Other duties as may be allotted by the HOD/principal or higher authority.
Duties	<ol style="list-style-type: none"> 1. Member of the college committees and put forward suggestions in the concerned matters. 2. University examiner-as internal as well as external to other colleges/university on approval by the principal/affiliated university. 3. Such power as may be conferred by HOD/principal/higher authority. 	

4.1.7 Powers and Duties of Administrative Officer

Designation	Administrative Officer	
Description	Member of financial and administrative committee.	
Powers	Administrative	<ol style="list-style-type: none"> 1. Such power as may be conferred by higher authority. 2. Maintain records of the duties of the teaching and non-teaching staff. 3. Maintain records of students related to admission/fees etc. 4. Involved in maintenance of college infrastructure, inventory/procurement/purchase of all academic requirements in consultation with the principal and approval of the higher management.
	Finance	As per the sanctions of the higher authority.
	Others	Other duties as may be allotted by the principal or higher authority.
Duties	<ol style="list-style-type: none"> 1. Responsible for prompt disposal of work. 2. Cooperate with annual external audit. 3. To check attendance in the office and to see that given instructions are correctly followed. 4. To supervise the functioning of the college account section. 5. To deal with any other work assigned by the principal /higher officers. 	

4.1.8 Powers and Duties of Librarian

Designation	Librarian	
Description	In-charge and head of college library	
Powers	Administrative	1. Such power as may be conferred by principal/higher authority.
	Finance	Nil
	Others	To handle any other work assigned by the principal /higher officers.
Duties	<ol style="list-style-type: none"> 1. Respective duties like librarian's duties in library, keeping statistics of the total books/ebooks/journals etc. 2. Keep record of the books, lending and returns on day-to-day basis. 3. Cooperate with annual auditing. 	

4.2.1 Duties and Responsibilities of Class Incharge

Designation	CLASS INCHARGE	
Description	The faculty member appointed by principal as class in-charge.	
Powers	Administrative	
	Finance	Nil
	Others	-
Duties	<ol style="list-style-type: none"> 1. To ensure that every student is well supported to fulfill his/her learning potential and learn beyond the syllabus contents. 2. In order to monitor the attendance, students' discipline, progress and quality of students, appraise them and consult their parents especially defaulters. 3. Give awareness to students about the rules of (general), Industrial Visits, Hospital postings, sports etc. 4. To lead an effective induction programme and value added course for students in consultation With Principal. 5. To produce the assessment plan for every semester well in advance. 6. Make sure the academic targets in terms of results and placement targets are met. 7. To monitor the academic progress regarding students' achievements in academics, sports, extracurricular activities etc. 8. To arrange industrial visits and guest lecturers for students to improve their learning experience. 9. To encourage the students to participate in technical competitions conducted outside the college. 10. Collect information regarding slow learners (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions and address students' queries if any. 	

4.2.2. Duties and Responsibilities of the Lab Incharge/ Lab Assistant

Designation	LAB INCHARGE/ LAB ASSISTANT	
Description	The technical staff member appointed by principal as laboratory in charges.	
Powers	Administrative	-
	Finance	Nil
	Others	Any other duty as may be assigned by the faculty in charge of lab /HOD/Principal from time to time.
Duties	<ol style="list-style-type: none">1. To identify requirements and maintain stock register of consumable for lab.2. To plan for the procurement of equipment, consumables for the laboratory and procure the same, before the start of every term.3. To organize the laboratory for oral and practical examinations.4. To ensure the cleanliness of the lab and hold those responsible for any breakage / loss etc. and recover costs.5. The lab assistants are required to assist the respective lab in-charge for smooth functioning of the laboratories. report maintenance/repairing, theft, damage etc. within the respective labs, to the principal through faculty in charge of lab.6. Lab Assistants in coordination with Lab In-charge should display (i) List of equipment/software with cost (ii) List of experiments (iii) Lab time table (iv) Names of lab in-charge / Lab assistants etc. on the lab notice board.	

4.3 Delegation of Administrative Powers for faculty

The delegation of administrative powers to the faculty follows the below process (Fig. 1) for taking administrative decisions. The governing body through the principal disseminates all matters/information pertaining to the staff/institution through the HOD/coordinators to the members of the specific committees/staff and vice versa from committee coordinators through HODs to principal and to the governing body.

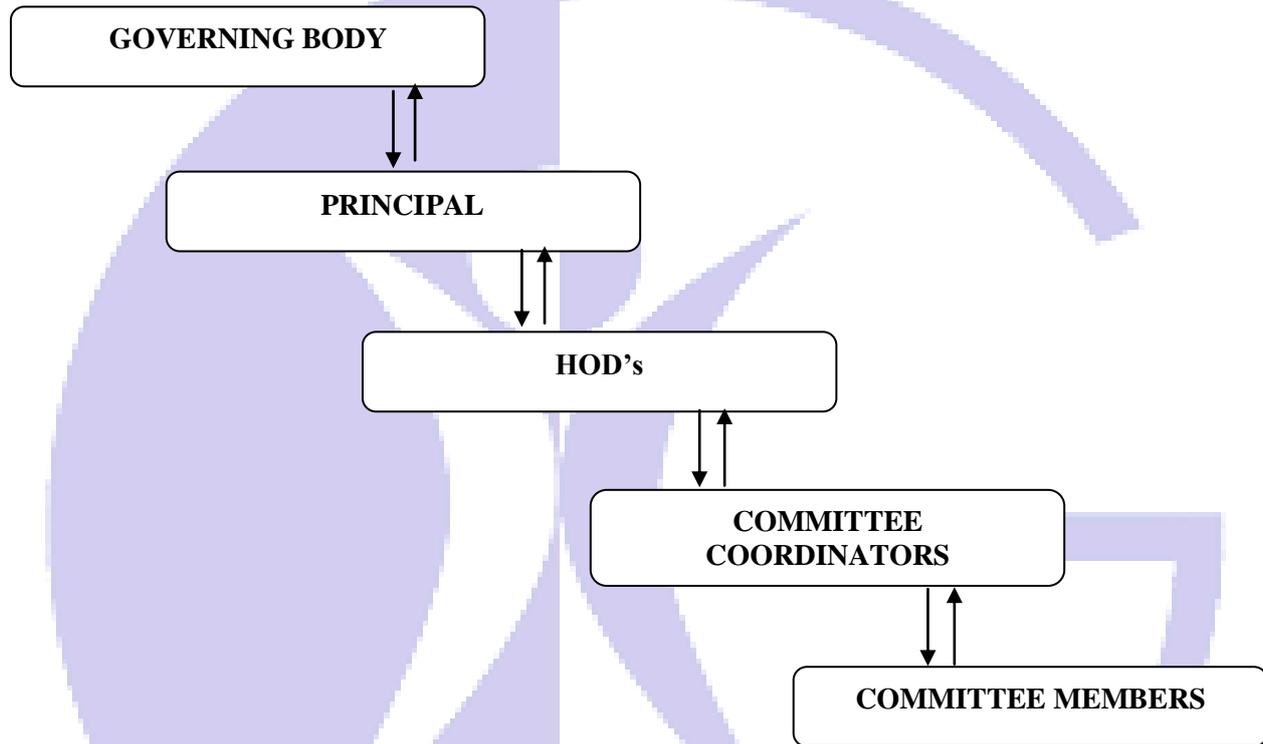


Fig. 1, (Administrative decisions)

4.4 Staff appointment Authority:

All the appointments are made by the principal with the approval of the Secretary based on the recommendations of the staff selection committees appointed from time to time for such purposes. The qualifications and experience required for the various positions shall be as per the norms prescribed by the PCI/AICTE/Affiliating University/State Government.

4.5 Recruitment and Selection

The recruitment and selection of faculty members is need-based. The HODs, projects the staff requirement based on the workload for each department.

4.5.1 The rules prescribed for selection of employees from time to time by the AICTE/PCI/Affiliated University/Government of Telangana state shall be followed.

4.5.2 A post shall be filled up either by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by the Governing body.

4.5.3 The Management/Governing body may in special circumstances appoint persons by invitation/deputation/contract basis.

4.5.4 The candidates for the post of Assistant professor and/or Associate professor are done through the selection committee followed by one-on-one interview by the Principal/Secretary.

4.5.5 Candidates for non-teaching posts are selected based on practical test conducted by the departmental selection committee and if needed, a one-on-one interview by the principal.

4.5.6 Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and performance/contributions to the college.

4.6 Pay, Allowances, Increments:

4.6.1 The scales of pay, allowances and other financial benefits for various categories of staff shall be as decided by the Governing Body, keeping in view the scales suggested by the AICTE/PCI/Affiliating University/Government.

4.6.2 The annual increments shall be sanctioned by the principal on satisfactory performance of the employee based on the recommendations from the Head of the Department or In-charge of section. In the case of Principal, Chairman/Secretary is the sanctioning authority. In the case of office employee and other supporting staff, Principal shall be the sanctioning authority as per the recommendations by the Manager/ Administrative Officer in the prescribed Performa.

4.6.3 The management shall have the authority to withhold an increment for a certain period but not exceeding one year as a disciplinary measure on sufficient and valid grounds, after a fair opportunity is given to the employee to defend himself/herself.

4.7 Probation:

4.7.1 All appointees in the institution will initially be on probation for the first one year of their service and on completion of the probation, will be deemed to be the regular staff unless expressly notified otherwise.

4.7.2 No application of the employee seeking employment elsewhere shall be forwarded during the probation period.

4.7.3 The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis.

- 4.7.4 The services of candidate appointed on temporary/contract basis, can be terminated at any time without any prior notice and/or without assigning any reasons, thereof.
- 4.7.5 Fifteen days prior to the completion of probation period, the Head of the Department will evaluate the ability, suitability, and potential of the candidate for the appointed position and report to the principal.
- 4.7.6 The management will decide based on the principal's recommendation to continue or terminate the candidate from service.

4.8 Reporting:

- 4.8.1 On receiving the offer letter from the institution, the staff member has to give in principle, his/her consent to join the institution on or before the last date notified for reporting.
- 4.8.2 At the time of reporting, the staff member has to submit an undertaking, stating that he/she would serve the institute for a minimum period of one year and abide to the conduct rules of the institution.
- 4.8.3 He/she should also submit copies of the original certificates along with two photographs, proof of age, qualification, experience and last pay drawn.

4.9 Relieving, Termination & Resignation:

- 4.9.1 In the case of an application submitted through the institution, seeking for relieving permission to join outside employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic programme in the college.

However, the institution reserves the right to terminate the services of an employee, without any notice or assigning any reasons thereof (E.g. under-performance, misconduct etc.)

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as mentioned below:

S.No	Category	Notice Period
1	HODs and Professors	One month notice or salary in lieu of notice at the discretion of Principal
2	Teaching Staff	One month notice or salary in lieu of notice at the discretion of Principal
3	Technical Staff	One month notice or salary in lieu of notice at the discretion of Principal
4	Administrative Staff	One month notice or salary in lieu of notice at the discretion of Principal

5.0 MOTIVATIONAL INCENTIVES:

5.1 Sanctions of Increments

The Governing body /Management shall be the competent authority to implement career advancement scheme as per relevant UGC/ University/ T.S. Govt. norms.

5.2 Employees Provident Fund (EPF)

The eligible members of the staff are enrolled under EPF scheme and the contribution as fixed by the GOI is deducted from their salary. This amount together with the management contribution will be deposited in the bank account of the Government department concerned within the stipulated time

5.3 Group Personal Insurance Policy:

To provide a financial security by the way of insurance coverage against legal disability during employment with the institution.

The eligible staff will be covered for Employment Services Insurance Corporation (ESIC) scheme by the institution.

5.4 Incentives and Awards

Awards are instituted for the faculty as well as supporting staff members. In the case of faculty members, variables considered are academic performance measured by student feedback, student pass percentage, grades/marks obtained by the student, no. of top ranks at university level in their respective subjects.

These awards are in the form of cash, appreciation letter, commending letters, promotions, increments, interest free loans for computers etc. There is an institutional incentive for bright and meritorious students by way of fee waivers, merit scholarships, attendance awards, year and programme wise institution rankers and university rankers in any subject and/or year.

5.5 Traveling Allowances, Daily Allowance, Local Transport:

Employees of the college when deputed to any out stations shall be entitled to travelling allowances, daily allowances and other permissible expenses they incur.

Note: It is a fundamental principle that allowance is not to be a source of profit and no allowance is granted to cover the expenses of family members accompanying them when traveling on duty.

Grades: All the staff, both teaching and non-teaching staff are classified into two Grades as follows:

Grade – I: The entire regular teaching staff of Asst. professor cadre and above.

Grade – II: All the non- teaching staff and all other employees.

Employees of Grade – I are eligible to travel by 1st class/AC sleeper class and all the other

employees are eligible to travel by II class.

The travel expenditure and daily allowance will be settled upon submission of the travel tickets with appropriate documents (bills), verified by the AO and approved by the principal.

Note: The regular teaching staff who are sponsored for presenting papers in seminars/conferences are eligible to travel by 1st class or equivalent by rail in addition to reimbursement of registration fee. No D.A. is admissible. This facility is limited to once in an academic year (i.e. July – June).

Allowances for Attending Seminars, Q.I.P. Courses, Refresher Courses etc

The regular teaching staff who are permitted to attend the seminars as delegates, and to undergo Q.I.P. courses, refresher courses etc., are eligible to travel by II sleeper class. No D.A. is admissible. This provision is not extended when the organizing agency is meeting the T.A.

6.0 LEAVE RULES AND POLICIES:

6.1 General

- 6.1.0 All staff members, particularly those in responsible positions, are expected to use leaves based on their needs and not with intent to use up all the leaves provided for in the rules.
- 6.1.1 An employee is required to submit leave application before taking leave. Where it is not possible to submit leave application, the employee is required to inform the principal and HOD within 24 hours of availing leave.
- 6.1.2 Upon returning to work after an emergency, the employee is required to submit a leave application form duly approved by Principal to the Administration.
- 6.1.3 Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- 6.1.4 An employee shall not take up any service or accept any employment elsewhere while on leave.
- 6.1.5 Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Even for CLs, intimation by telephone, SMS or E-Mail is to be given to the Head of the department / Institution, if prior sanction cannot be obtained for justifying reasons.
- 6.1.6 Leave accounts of all staff members are maintained in the Office of the Principal.
- 6.1.7 Sanctioning Authority: Principal of the college is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to heads / in

charges for administrative convenience. Secretary (Chairman) of the college is the competent authority to sanction leave for the principal.

6.1.8 The total number of leaves taken in an academic year will be considered in the performance appraisal at the end of the year.

6.2 Casual Leave (CL)

6.2.1 All the regular employees of the college are entitled for 15 days of casual leave in a calendar year.

6.2.2 The total number of CL's used in one spell shall not exceed 06 days and the total period including prefixed, suffixed and intervening holidays shall not exceed 10 days.

6.2.3 The total number of CLs used shall not exceed the prorated eligibility.

6.2.4 Unused CLs at the end of a calendar year are **NOT** carried forward to the next year.

6.2.5 Casual leave cannot be combined with any other type of leave.

6.2.6 Casual leave for half a day may also be granted for fore - noon or after - noon.

6.3 Compensatory Casual Leave (CCL)

6.3.1 All the regular staff that worked on public holidays is 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.

6.3.2 Fractional CCL will not be granted.

6.3.3 Remunerative work is excluded from the provision.

6.4 Half-Pay Leave (HPL)

6.4.1 All employees are entitled to 10 days of half pay leave.

6.4.2 HPL may be commuted on medical grounds subject to the following conditions:

6.4.3 Employees are eligible to commute HPL to a maximum extent of half of the HPL accrued.

6.4.4 When commuted leave is granted / used twice the amount of such leave shall be debited against the HPL accrued (due).

6.4.5 HPL for more than 2 days will be granted against production of medical certificate from a registered medical practitioner.

6.5 Special Leaves

6.5.1 All regular faculty members are eligible for leave up to 8 days in a calendar year for performing university examination duties as observer / evaluator/ examiner.

6.5.2 All regular faculty members are eligible for leave up to 06 days in a calendar year for participation and /or presentation of paper in National / International seminars/ Conferences / Symposium / Workshops.

6.5.3 All the regular staff members of the college, who have put in not less than one year of service in the college and who marry while service in the college are eligible for 05 days' leave, including the day of marriage. This leave can be used with public holidays prefixed and / or suffixed.

6.6 On-Duty (OD) Leave:

6.6.1 The employees if assigned for any outside work by the institute shall be given full day leave on-duty.

6.6.2 Any faculty willing to go for any academic related activities (paper evaluation, practical examiner) outside the campus or as a resource person/speaker in seminar and/or conference/workshop shall avail OD.

6.7 Sick Leave

6.7.1 Sick leave can be taken for a minimum of half-a-day at a time.

6.7.2 Sick leave must be substantiated by a medical certificate/Prescription issued by a registered medical practitioner, if the period of leave is more than 2 days.

6.7.3 All employees are entitled to 15 days Sick Leave in a calendar year.

6.7.4 For any prolonged disease, additional leave may be granted to the employee at the sole discretion of the Management considering his past leave record.

6.7.5 The medical certificate and the leave application form duly approved by the principal must be submitted immediately to the college office after resuming duties for documentation.

6.8 Study Leave

6.8.1 The study leaves with/without pay may be granted to deserving employees for pursuing their higher studies at the discretion of the management. The terms of the leave will be worked out on case-to-case basis.

6.9 Faculty Quality Improvement Programme

6.9.1 The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institution of learning.

6.9.2 Management is the sanctioning authority for such leave on the recommendations of the Principal and the Head of the Department concerned.

6.10 Extra Ordinary Leave (EOL)

Extraordinary leave may be granted to all regular employees by the principal/ Management for a period of one year, when an employee has put in 5 years or more continuous service in the Institution. During such leave, he/she shall not be entitled for any pay or allowances.

6.11 Maternity Leave

- 6.11.1 All regular eligible female employees are entitled to the maternity leave of up to 90 days each for the first two pregnancies.
- 6.11.2 The employee taking this leave has to give an undertaking (on Rs.100/- stamp paper) at the time of applying for the leave that she would work for a minimum period of 02 years after returning from leave.
- 6.11.3 Maternity leave not exceeding two weeks may be granted in case of miscarriage or confinement including induced abortion.
- 6.11.4 Maternity leave applications must be accompanied by medical certificates.

6.12 Bereavement Leave

All regular employees are entitled to the bereavement leave of 3 days in the event, a beloved one passes away (parents/spouse or children). The intention is to allow employees to grieve, attend funeral services or a memorial, or deal with financial and legal matters that may come across.

6.13 Vacation Leave

- 6.13.1 All the regular faculty members who have completed their probation period (one year of service in the college) and who undertake to continue in service for the next academic year are eligible for up to six weeks of vacation leave or as stated by the affiliated university. This six-week period may be split-up as follows:
 - i) 04 weeks during summer
 - ii) 01 week each during Dusserah and Sankranthi festivals.
- 6.13.2 Where the period of service in the college is less than one year but 06 months or more, vacation leave may be granted on pro-rata basis. The faculty members whose service in the college is less than 06 months are not eligible for vacation leave.
- 6.13.3 For the purpose of computing the service period the cutoff date would be the first day of vacation period notified by the principal at the end of the academic year.
- 6.13.4 Any 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

the vacation as per the directions of the Head of the Institution, the unused vacation leave is converted as EL in the ratio of 07 (VL) : 05 (EL).

6.14 Earned Leave (EL)

- 6.14.1 All the non-teaching staff members (non-vacation staff) are eligible for accrued Earned leaves of 15 days in a calendar year @ 1.25 leaves per each completed month of service.
- 6.14.2 Gardeners are eligible for 5 days' Earned leave in a calendar year. The leaves will not be credited at the beginning of the year.
- 6.14.3 All unused EL's would be carried forward to the next calendar year.
- 6.14.4 EL's will not be granted on more than three occasions in a calendar year.
- 6.14.5 EL's will not be granted for less than 05 days.
- 6.14.6 In certain cases unused vacation leaves of vacation staff may be converted to EL's as provided for in, clause 6.13.4.

6.15 Absence /Overstay

If an employee remains absent unauthorized for more than 8 days consecutively without due sanction of leave or beyond the period of leave originally granted or subsequently extended, it shall be deemed that the employee is no longer interested in continuing with the services of the Institution and accordingly, appropriate action shall be initiated.

7.0 ATTENDANCE POLICY

Biometric Attendance Policy:

The purpose of this policy is established by JNTUH to improve efficiency in monitoring the attendance , leave records and over all working environment by Aadhar Based Attendance System (ABAS). This policy is applicable to all staff members and Students.

The rules that will be followed for operation of the system are as follows:

- 7.0.1 The Aadhar Based Attendance System (ABAS) will be maintained by JNTUH. Whereas the matter of attendance and related policy will be dealt in the college office.
- 7.0.2 Adequate numbers of machines have been installed to avoid long queue and inconvenience during College operating time.
- 7.0.3 All the staffs of GCPK would be able to mark their attendance in any of the machines installed near Administrative officer /Principal office. In case, if any of the machine is not functioning, the staffs and Students may mark their attendance as per registers.

- 7.0.4 For Non-teaching staff, the Biometric Based Attendance Monitoring System will be maintained by Principal / Administrative officer.
- 7.0.5 All staff / Students will be required to mark their arrival and departure time in the Aadhar Based Attendance System (ABAS) machine without any exception.
- 7.0.6 The college timings are from 09:00 AM to 03:30 PM with 40 minutes of lunch break.
- 7.0.7 In case, any staff is to visit local offices for official purposes and situation is such that such staff would not be able to mark attendance in the system either in the morning or evening, prior intimation regarding it would be communicated to the principal.
- 7.0.8 All installed machines and corridors leading to these machines shall be under 24-hours Surveillance through CCTV cameras. Disciplinary / legal action shall be taken against any staff found to be tampering with the attendance monitoring system / surveillance system.
- 7.0.9 Further, a consolidated monthly statement in this regard would be sent from the JNTUH office to the Principal.

8.0 EMPLOYEES CODES OF CONDUCT AND DISCIPLINE:

Every employee shall be governed by these codes of conduct and discipline rules and is liable for all consequences in the event of any breach of rules by him/her.

THE DO's:

- i. Maintain absolute integrity and devotion to duty
- ii. Attend the college regularly and punctually
- iii. Engage classes, both theory and practical; punctually and effectively
- iv. Correct the assignments and lab. records systematically
- v. Be meticulous in submitting the question papers and marks of the internal tests
- vi. Conduct guest/expert lectures with academic/industry/professionals
- vii. Valuation of internal and external examinations
- viii. Attend internal and external invigilation and observer duties
- ix. Attend guest lectures, FDPs, Workshops, Seminars, Industrial Visits and Tours
- x. Downloading e-material from digital library, authorized online journals and legitimate sites
- xi. Preparing soft/hard copy of course files, delivery sheets and web materials
- xii. Monitoring and Counseling of student academic performance and Mentoring
- xiii. Be honest, impartial in dealings and courteous with others

- xiv. Abide by the rules and regulations of the institution
- xv. Promote decency, decorum, dignity and discipline among staff and students.
- xvi. Institute devices and mechanisms to improve academic standards.
- xvii. Acquire and develop professional/interpersonal competence to enhance skills of students
- xviii. Building team work, team efficiency and reinforcement of skills/knowledge in students
- xix. Administrative compliance
- xx. Authoring/Coauthoring of text books with other college professionals
- xxi. Publication of papers in Seminars/Conferences/Conventions/ Journals/Magazines
- xxii. Publication and attending FDPs/Workshops/Conferences/ Symposiums/ Conventions
- xxiii. Chairing Sessions and Delivering Keynote Address in any FDP/WS/Seminar/Conference
- xxiv. Professional, rational and intellectual behavior like an academician.
- xxv. R&D Activities through projects and research guidance.

THE DON'Ts

- i. Gross negligence of duties and responsibilities
- ii. Propagation of religious, communal, anti-social, terrorist activities in the campus.
- iii. Discriminate by caste, creed, religion, language, domicile, social and cultural background
- iv. Encouraging any form of 'malpractice/unfair practices' in connection with exams
- v. Leaving the campus without proper prior permission of the Head of the Institution.
- vi. Absconding from the institution
- vii. Undertake private assignments whether remunerative or not
- viii. Enter into any monetary transactions with any stakeholder of the institution
- ix. Cause damage to institution or stakeholders property in any form.
- x. Encourage or involve in immoral practices with stakeholders
- xi. Organize, attend, involve in any duty outside the college without proper approval
- xii. Passing comments on religious, regional, personal, racial and cultural sentiments
- xiii. Taking Membership of a political party or taking part in politics
- xiv. Any act which is detrimental to the interest of the institution.

8.1 Disciplinary action:

- i. All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.
- ii. Complaints of misconduct by a staff member are investigated by a disciplinary committee or ad hoc committee constituted for the purpose by the principal.
- iii. An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The principal is empowered to suspend any employee if it is in the interest of the college and report his action to the management, and the University as the case may be.
- iv. As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.
 - a. Censure
 - b. Withholding increments/promotion
 - c. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
 - d. Suspension
 - e. Removal from service
- v. If the competent authority feels it necessary to constitute an enquiry as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members – HOD is from among senior faculty members.
- vi. An employee can appeal against any punishment imposed upon him/her by the competent authority to the management/governing body as the case may be.

9.0. ADMINISTRATIVE PROCEDURES:

9.1 Personnel Records:

The basic information of staff will be collected and maintained by PA-Head of the institution in separate staff personal files. Some of the documents which will be in the personal file may include: Resume with a covering letter along with two photographs applying for position in the institution; call letter if any; appointment letter; all original certificates along with photo copies in proof of age, qualification, experience and last pay drawn; feedback appraisal,

incentives, promotions and increments given; and any appreciation, commending letters issued by head of the institution.

9.2 Custody and Maintenance of Attendance Registers:

Attendance record is maintained in a manner that it remains authenticated and unquestionable. Every staff member has to give attendance two times in a day (i.e., First time 9.00AM on arrival and Second time at 3.30 PM on departure). The custody of attendance register will be with the Head of the Institution; any deviations call for permission of head of the institution. Primarily, the attendance registers will be with Heads of the Departments up to 9.30 AM everyday and then they will be submitted to the head of the institution and the same will be drawn again by HODs at 3.30 PM to make it convenient for the employees to sign.

9.3 Punctuality:

The institution is very serious in enforcing punctuality through its Heads of the Departments who scrutinize the attendance registers. Surprise checks are also made by the Head of the Institution. A special limited provision is made available to all the staff members of all departments to avail themselves of early going and late coming permissions, which will be granted at the discretion of Head of the Institution.

9.4 Feedback and Suggestion Scheme

The institute encourages both open and close participation and involvement of all the employees, students and parents, academicians, industrialists, professional experts, alumni, employers of alumni and stakeholders in finding innovative ideas in the process of achieving its purpose, vision, mission, objectives, goals and quality policy. Any employee or student can voluntarily give his/her suggestions orally or in writing in a closed envelope without mentioning his identity and put the same in suggestion box available in administrative office. However, the institution has a provision to collect suggestions and feedback twice in a semester from students and once in a year from all the staff members. All these suggestions and feedbacks will be examined to consolidate and submit a report to the head of the institution which in turn will be submitted to the Secretary for implementing some of the constructive feedbacks and suggestions in the interest of the institutional development. The student feedback will be collected by In-charge of QC department and staff member feedback will be collected by HODs concerned.

10.0 FACILITIES AND AMENITIES:

10.1 Library:

Institution has an excellent library facility with a treasure of knowledge related to various disciplines in addition to its subscription to national and international, physical and online journal accessibility to encourage and create research atmosphere.

10.2 Digital Library:

The institution has an excellent digital library with a separate server, space, internet, UPS and LAN connection, 1350 e-books/files, which are made use of by a good number of staff members and students.

10.3 Transport:

Driven by a team of trained drivers, a large fleet of buses ply from all places catering to the needs of students and staff members for a comfortable and hassle free transport.

10.4 Medical care:

The institution is within the HMDA limits and very near to city and closely surrounded by a number of government and private hospitals and health clinics. Despite this, in the interest of staff members, the institution has appointed one trained staff nurse with primary health equipment to attend on emergencies and casualties and to provide general medicine made available free of cost to all the staff members.

10.5 Canteen and Fast Food Centre:

The canteen and fast food centre is located in a spacious, well planned building to cater to the needs of the staff and is well equipped with modern cooking facilities.

10.6 Sports and Games

The Physical Director provides sports facilities to the staff members of the institution. The staff actively participates in Chess, Caroms, Table Tennis, Basket Ball, Volley Ball, Tennis, Throw Ball and Cricket whenever they are free in post lunch session. Apart from this, competitions are conducted under VIBES (The Annual Day Celebrations of the institution) for the staff. The winners and runner-ups are awarded prizes.

10.7 Computing Facilities:

The Institution provide a good number of computing facilities both for students and faculty members with a freedom to down load all academic development material with a restricted access to certain sites under the constitutional sanctions.

SECRETARY & CORRESPONDENT





COURSES OFFERED

B.Pharmacy
Pharm.D
Pharm .D (PB)

M.Pharmacy:
Pharmaceutics
Pharmaceutics Ph.Analysis
Ph. Regulatory Affairs

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Geethanjali College of Pharmacy

Approved by AICTE, PCI New Delhi, Permanently Affiliated to JNTUH & B. Pharmacy Accredited by NBA

Recognized Under UGC Section 2F & 12B of UGC Act, 1956, by DSIR-SIRO & HI/BI of MSME,

Certified by ISO 9001:2015, AMC of PvPi

Cheeryal (V), Keesara (M), Medchal-Malkajgiri Dist., Telangana State- 501301