



## **ANNAMACHARYA COLLEGE OF PHARMACY**

New Boyanapalli, Rajampet - 516126, Y.S.R. Kadapa District. A.P., India

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### **CRITERION 6**

#### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

##### **6.2. STRATEGY DEVELOPMENT AND DEPLOYMENT**

###### **6.2.1. Effective & Efficient functioning of the Institutional Bodies**



## ANNAMACHARYA COLLEGE OF PHARMACY

New Boyanapalli, Rajampet - 516126, Y.S.R. Kadapa District. A.P., India

### Institutional Bodies

S. No.	Name of the Committee	Mechanism of Examinations
1.	Governing Body	<a href="https://ancpap.in/governing-body">https://ancpap.in/governing-body</a>
2.	Academic Monitoring Committee	<a href="https://ancpap.in/college-academic-committee">https://ancpap.in/college-academic-committee</a>
3.	Examination Committee	<a href="https://ancpap.in/examination-committee">https://ancpap.in/examination-committee</a>
4.	IQAC Cell	<a href="https://ancpap.in/iqac">https://ancpap.in/iqac</a>
5.	Grievance & Redressal Committee	<a href="https://www.ancpap.in/uploads/committees/GRIVENCE-COMMITTEE-min.pdf">https://www.ancpap.in/uploads/committees/GRIVENCE-COMMITTEE-min.pdf</a>
6.	Finance and Purchase Committee	<a href="https://www.ancpap.in/uploads/committees/FINANCE-and-PURCHASE-COMMITTEE-min.pdf">https://www.ancpap.in/uploads/committees/FINANCE-and-PURCHASE-COMMITTEE-min.pdf</a>
7.	Anti-Ragging Committee	<a href="https://ancpap.in/anti-ragging">https://ancpap.in/anti-ragging</a>
8.	R and D Committee	<a href="https://ancpap.in/R&amp;D">https://ancpap.in/R&amp;D</a>
9.	Training and Placement Committee	<a href="https://ancpap.in/placements">https://ancpap.in/placements</a>
10.	Internal Complaint Committee	<a href="https://www.ancpap.in/uploads/committees/INTERNAL-COMPLAINT-COMMITTEE-min.pdf">https://www.ancpap.in/uploads/committees/INTERNAL-COMPLAINT-COMMITTEE-min.pdf</a>
11.	Library Committee	<a href="https://ancpap.in/library">https://ancpap.in/library</a>
12.	Gender Sensitization Cell	<a href="https://www.ancpap.in/uploads/committees/GENDER-SENSITIZATION-CELL-min.pdf">https://www.ancpap.in/uploads/committees/GENDER-SENSITIZATION-CELL-min.pdf</a>
13.	Sports Council	<a href="https://www.ancpap.in/uploads/committees/SPORTS-CELL-min.pdf">https://www.ancpap.in/uploads/committees/SPORTS-CELL-min.pdf</a>
14.	Entrepreneurship Development Cell	<a href="https://www.ancpap.in/uploads/committees/ENTREPRENEURSHIP-DEVELOPMENT-CELL-min.pdf">https://www.ancpap.in/uploads/committees/ENTREPRENEURSHIP-DEVELOPMENT-CELL-min.pdf</a>
15.	Institution Innovation Council	<a href="https://www.ancpap.in/uploads/committees/IIC-COMMITTEE-min.pdf">https://www.ancpap.in/uploads/committees/IIC-COMMITTEE-min.pdf</a>
16.	Animal Ethical Committee	<a href="https://www.ancpap.in/uploads/committees/ANIMAL-ETHICAL-COMMITTEE-min.pdf">https://www.ancpap.in/uploads/committees/ANIMAL-ETHICAL-COMMITTEE-min.pdf</a>
17.	Women Empowerment Cell	<a href="https://www.ancpap.in/uploads/committees/WOMEN-EMPOWERMENT-CELL-min.pdf">https://www.ancpap.in/uploads/committees/WOMEN-EMPOWERMENT-CELL-min.pdf</a>
18.	Skill Development Cell	<a href="https://www.ancpap.in/uploads/committees/SKILL-DEVELOPMENT-CELL-min.pdf">https://www.ancpap.in/uploads/committees/SKILL-DEVELOPMENT-CELL-min.pdf</a>
19.	Committee for SC/ ST	<a href="https://www.ancpap.in/uploads/committees/SC-and-ST-COMMITTEE-min.pdf">https://www.ancpap.in/uploads/committees/SC-and-ST-COMMITTEE-min.pdf</a>
20.	ANCP - Alumni Cell	<a href="https://ancpap.in/alumni">https://ancpap.in/alumni</a>
21.	ANCP - NSS Unit	<a href="https://www.ancpap.in/uploads/committees/NSS-UNIT-min.pdf">https://www.ancpap.in/uploads/committees/NSS-UNIT-min.pdf</a>
22.	Co & Extracurricular Activities Committee	<a href="https://www.ancpap.in/uploads/committees/CO-and-EXTRACIRCURRICULAR-COMMITTEE-min.pdf">https://www.ancpap.in/uploads/committees/CO-and-EXTRACIRCURRICULAR-COMMITTEE-min.pdf</a>
23.	OBC Cell	<a href="https://ancpap.in/obc">https://ancpap.in/obc</a>



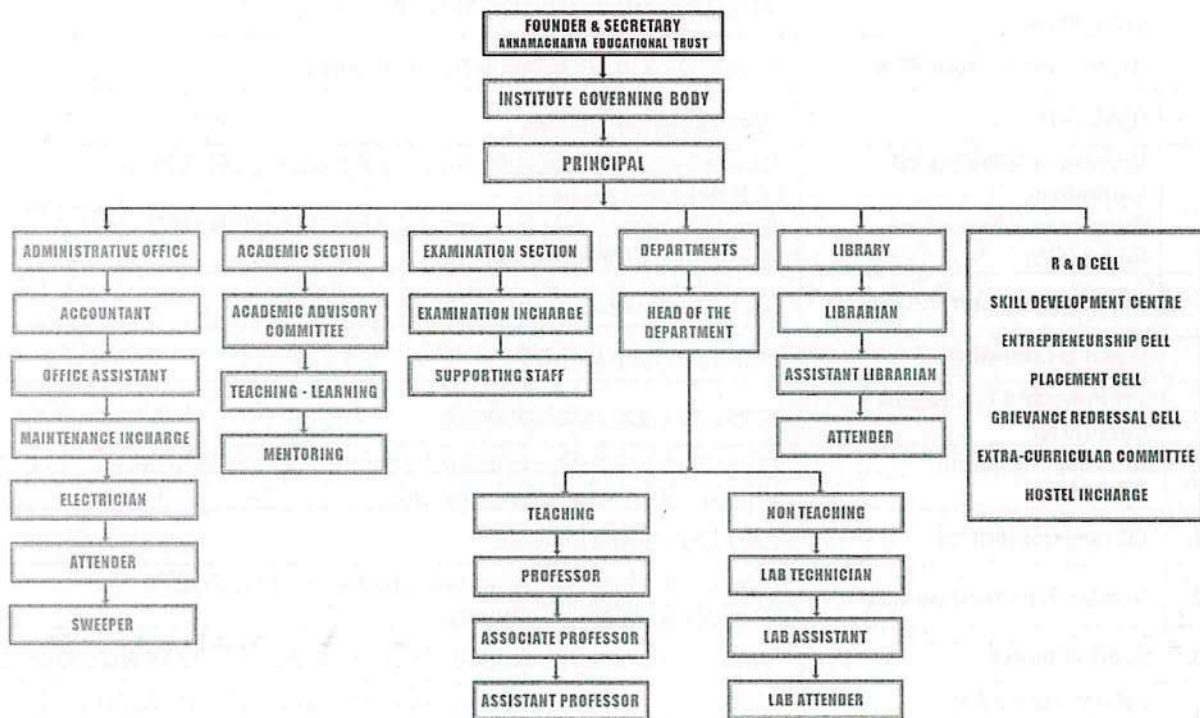
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# ANNAMACHARYA COLLEGE OF PHARMACY

New Boyanapalli, Rajampet - 516126, Y.S.R. Kadapa District. A.P., India

## Administrative Setup



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## ANNAMACHARYA COLLEGE OF PHARMACY

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### SERVICE RULE PROCEDURE, RECRUITMENT AND PROMOTIONAL POLICIES

The service rules are well defined. The policies and procedures are clear. Rules concerned with the general administration of the college, recruitment procedure and service conditions of the staff, leave rules of the staff, policies of promotion and increment are framed properly.

#### **Faculty Recruitment Policy:**

Annamacharya College of Pharmacy always stick to the rules governed by AICTE, Pharmacy Council of India (Minimum Qualification for Teachers in Pharmacy Institutions Regulations, 2014) and affiliating university in recruitment of Faculty. Requirements for Faculty positions are notified in leading daily newspapers. Candidate can download the application format from the college website.

The application forms received within the stipulated deadline are scrutinized by a committee comprising of the department head and other faculty members. Selected candidates are interviewed by a selection committee comprising of members from management, principal, senior subject expert/eminent person from industry/ institute and Head of the department. The selection of the teachers is mainly based on merit regarding the subject knowledge, audibility, teaching and presentation skills and the performance on the black board for the selected candidates the appointment orders are sent through post/e-mail. All appointments of the college are made as per the service rules of Annamacharya Education Trust.

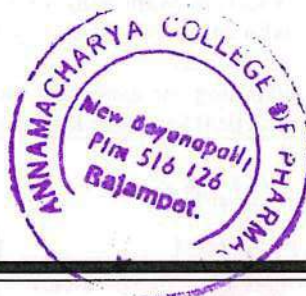
Faculty service is ratified by duly constituted selection committee by the university authorities under the chairmanship of vice chancellor JNTUA, Anantapur. There are representative of Govt. of AP in the selection process. 4 experts nominated by the VC interview the candidates and place them in merit order. College appoints the faculty based on recommendation of selection of selection committee and need of faculty as per the AICTE & PCI norms.

#### **Faculty Promotions:**

Promotions and appraisals of faculty are based on Continuous Assessment System, and rules and regulations are amended as changed/updated by regulatory authorities time to time.

#### **Extent of awareness among the employees:**

The published rules, policies and procedures with regard to faculty and staff recruitment, promotions, leaves and retirement are made available on the college website.



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**6.2.1. The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

Annamacharya College of Pharmacy always stick to the rules governed by AICTE, PCI and affiliating university, JNTUA. The service rules are well defined. The policies and procedures are clear. Rules concerned with the general administration of the college, recruitment procedure and service conditions of the staff, leave rules of the staff, policies of promotion and increment are framed properly. The head of institution carries out academic administration and management through well-established statutory and non-statutory bodies. The published rules, policies and procedures with regard to faculty and staff recruitment, promotions, leaves and retirement are made available on the college website.

**Various Committees in Institutional Administrative Setup**

S. No.	Name of the Committee	Functions and Responsibilities
1.	Governing Body	<ul style="list-style-type: none"> <li>To provide appropriate facilities for effective execution of the instructional programmes and maintenance of proper academic atmosphere and discipline.</li> <li>To determine the educational excellence towards achieving the mission of the Institute.</li> <li>To create and appoint suitable administrative, academic and other supportive staff, to determine their emoluments and conditions of service.</li> <li>To evaluate performance appraisal and promotion eligibility.</li> <li>To focus on strategic priorities and its implementation.</li> <li>To establish a framework for financial resources and smooth functioning of the Institute</li> <li>To plan and execute strategies for betterment and well-being of employees.</li> </ul>
2.	Academic Monitoring Committee	<ul style="list-style-type: none"> <li>To monitor the daily academic activities of the college.</li> <li>To prepare the timetable and monitor academic activity.</li> <li>To make necessary and alternative arrangements for academic in case of emergency.</li> <li>To plan and carry out the project activities for the students</li> <li>To govern the student counseling centre etc.</li> <li>To plan and execute Parent-Teacher meetings.</li> <li>To meet and plan for punctuality in semester academic activities by class teachers.</li> </ul>
3.	Examination Committee	<ul style="list-style-type: none"> <li>To take all necessary measures for the smooth conduct and fairness of examinations.</li> <li>Preparing the exam timetable and get approval from the Head of the Institution, and circulate the same to the faculties &amp; students.</li> <li>Preparing the Invigilator list for all the examinations, Execute the seating arrangement for students during examination.</li> <li>Maintaining the registers for internal marks and recording the details of exam hall/ subject/SEM/ date/ time/ the invigilator who has received the Question paper/submitted the answer scripts etc.</li> <li>Planning and executing the schedule and budget for University Practical Semester End Examination.</li> </ul>

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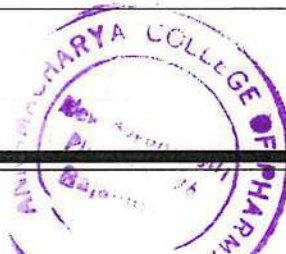




4.	IQAC Cell	<ul style="list-style-type: none"> <li>• Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.</li> <li>• Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.</li> <li>• Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.</li> <li>• Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.</li> <li>• Documentation of the various programmes/activities leading to quality improvement.</li> <li>• Development of Quality Culture in the institution.</li> <li>• Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.</li> </ul>
5.	Grievance & Redressal Committee	<ul style="list-style-type: none"> <li>• The Grievance &amp; Redressal Cell deals with all issues related to the betterment and well being of the student community</li> <li>• Grievance / complaint Boxes have been installed at two different places in the College campus in which the Students who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics/ administration in the College</li> <li>• The grievance box helps students in voicing their opinions and suggestions. The committee reads the grievances and find solutions. There are student representatives in the grievance committee, which helps in transparency</li> <li>• Students can approach the teachers or any of the members directly</li> <li>• The suggestions from other committees like Placement cell, Counseling cell, Student council and Alumni associations are also taken.</li> </ul>
6.	Finance and Purchase Committee	<ul style="list-style-type: none"> <li>• An indent mentioning requirement, duly permitted by the Principal is presented to the purchase committee.</li> <li>• The committee calls price quotation from three contracted/ new suppliers for the said requirement.</li> <li>• The price quotations are discussed by higher authorities in the committee. A comparative statement is prepared on the basis of eligible price quotations.</li> <li>• Order is placed, with conditions, to the supplier delivering timely/quality/ economic goods. Goods delivered by the supplier are checked by the store committee.</li> <li>• A satisfactory report is furnished by respective end users.</li> <li>• The bills of the purchased goods are placed to the account section, which is passed within a fortnight.</li> <li>• List of all purchased goods are recorded in a stock register, along with all purchase details; related information is imprinted on non-consumable goods.</li> </ul>
7.	Anti-Ragging Committee	<ul style="list-style-type: none"> <li>• To formulate and execute the Anti-Ragging cell and squad, officiating within campus.</li> <li>• To monitor the overall discipline of the staff and the students.</li> <li>• To facilitate and help activities at girls and boys hostel</li> <li>• To monitor and take corrective measures for students overall attendance etc.</li> </ul>

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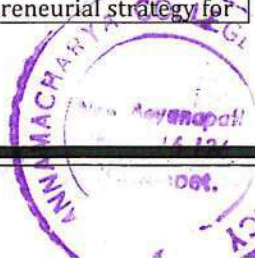


8.	R and D Committee	<ul style="list-style-type: none"> <li>To encourage innovative ideas among students and faculty members.</li> <li>To make the members aware of the facilities provided for pursuing in-house research</li> <li>To have collaboration with industry and research centers</li> <li>To be abreast of the latest technology</li> <li>To build up a bridge between experts and novices</li> <li>To mix up the expertise technology with theoretical knowledge</li> <li>To conduct faculty seminars on weekly basis</li> <li>To enrich technological competence by conducting guest lecturers for teaching faculty and students.</li> </ul>
9.	Training and Placement Committee	<ul style="list-style-type: none"> <li>To enhance and foster industry-institution relationship.</li> <li>To facilitate industrial training for students, internship programs and students' study tour programs</li> <li>To promote participation of industry personnel in the development of students knowledge &amp; high quality student projects.</li> <li>To arrange industry visits and industrial training for the faculty and students of institution.</li> <li>To provide technical consultancy and training to small scale &amp; rural industries.</li> <li>To take up joint Research &amp; Development projects with the industries</li> <li>B.Pharm. M.Pharm., and Pharm.D. projects/dissertation work in industries under joint guidance of the faculty and experts from industry.</li> <li>Arranging visits of staff members to various industry</li> <li>Memoranda of Understanding between the Institute and industries.</li> </ul>
10.	Internal Complaint Committee	To look into the complaints pertaining to the "Sexual Harassment of Women at Work place"
11.	Library Committee	<ul style="list-style-type: none"> <li>To monitor day to day work of library.</li> <li>To prepare and execute the rules and regulations of library</li> <li>To plan and execute the purchases of the library</li> <li>To meet up with the requirements of the students etc.</li> </ul>
12.	Gender Sensitization Cell	<p>The cell aims to sensitize and create awareness by</p> <ul style="list-style-type: none"> <li>Conducting gender awareness programmes</li> <li>Organising women empowerment programmes</li> <li>Programmes in the nearby community to sensitize gender equality</li> <li>Observing International Women's Day</li> <li>Creating Awareness against Gender Biasness, Domestic Violence</li> <li>Prevention and redressal of sexual harassment</li> </ul>
13.	Sports Council	<ul style="list-style-type: none"> <li>Provides required facilities for both outdoor and door gamers</li> <li>Instils competitive spirit among students</li> <li>Assists students in learning/playing the game/sport of their choice.</li> <li>Makes sure that optimum number of students is seeking participation in games/sports.</li> <li>Conducts sponsored games/sports among various JNTUA affiliated colleges.</li> </ul>
14.	Entrepreneurship Development Cell	<ul style="list-style-type: none"> <li>To conduct guest lectures and training programmes by various eminent personalities from industry and academics</li> <li>Design, Development and maintenance of College Website.</li> <li>To provide monetary assistance &amp; entrepreneurial strategy for</li> </ul>

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		<p>Opening of New Pharmacy (sales outlets)</p> <ul style="list-style-type: none"> <li>To provide assistance in getting various Government Grants</li> <li>To provide entrepreneurial strategy for the start-up of bevarages company.</li> </ul>
15.	Institution Innovation Council	<ul style="list-style-type: none"> <li>Identify and reward innovations and share success stories.</li> <li>Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.</li> <li>Network with peers and national entrepreneurship development organizations.</li> </ul>
16.	Animal Ethical Committee	<ul style="list-style-type: none"> <li>Review proposed use of animals in research and require any modifications necessary for approval, or withhold approval prior to use of animals</li> <li>Approve research involving animals which conform to the various guidelines for use of animals in research</li> <li>Review periodically the Institute's animal facility</li> <li>Review and investigate legitimate concerns involving the care and use of animals during research</li> <li>Suspend the research activity which does not adhere to guidelines for use of animals in research and take corrective action</li> <li>Ensure that all personnel involved in animal care and use are appropriately qualified to perform their duties and conduct proposed activities</li> </ul>
17.	Women Empowerment Cell	<ul style="list-style-type: none"> <li>To conduct seminars and workshop to impart knowledge of opportunities and tools available and train the women.</li> <li>Arranging seminars to create awareness on the economic, social, political, and legal rights of women.</li> <li>Organizing different activities to make women aware of their health, sports, self-defense etc.</li> </ul>
18.	Skill Development Cell	<ul style="list-style-type: none"> <li>To look after the enhancement of the communication &amp; interpersonal skills of the students</li> <li>To provide Intensive training in communication and Interpersonal Skills through various Personality Development Programmes</li> <li>To conduct the Personality development Programs by the experts of Industry and by the Faculty of Annamacharya Institute of Management</li> <li>To conduct various activities like group discussions, debates, role plays, mock interviews, public speaking, mock conferences, quizzes etc.</li> </ul>
19.	Committee for SC/ST	<ul style="list-style-type: none"> <li>To bring the students belongs to SC/ST community at equality with the main stream student body.</li> <li>To create a platform where students can point out their problems, regarding academic and non academic matters.</li> <li>Committee often meets the students belong to SC/ST communities, to understand their problem and take necessary action and render them necessary advice/help to resolve the matter.</li> <li>Creating awareness among the SC/ST students regarding the various Government and Non-Government scholarship schemes.</li> <li>Counselling the students to help them overcome inferiority complex related to interaction with fellow students and personal grooming.</li> </ul>
20.	ANCP - Alumni Cell	<ul style="list-style-type: none"> <li>To keep a roster of all Alumni of college and their pertinent data.</li> <li>Maintaining the updated and current information of all</li> </ul>



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		<p>Alumni.</p> <ul style="list-style-type: none"> <li>• To encourage, foster and promote close relations among the alumni themselves.</li> <li>• To promote a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them.</li> <li>• To provide and disseminate information regarding their Alma Mater, its graduates, faculties and students to the Alumni.</li> <li>• To assist and support the efforts of JNGEC in obtaining funds for development.</li> <li>• To guide and assist Alumni who have recently completed their courses of study at the JNGEC to keep them engaged in productive pursuits useful to the society.</li> <li>• To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni</li> <li>• To let the alumni acknowledge their gratitude to their Alma Mater.</li> </ul>
21.	ANCP - NSS Unit	<ul style="list-style-type: none"> <li>• Making education more relevant to the present situation to meet the felt needs of the community and supplement the education of the university/college students by bringing them face to face with the rural situation;</li> <li>• Providing opportunities to the students to play their role in planning and executing development projects which would not only help in creating durable community assets in rural areas and urban slums but also results in the improvement of quality of life of the economically and socially weaker sections of the community;</li> <li>• Encouraging students and non-students to work together along with the adults in rural areas;</li> <li>• Developing qualities of leadership by discovering the latent potential among the campers, both students as well as local youth (Rural and Urban), with a view to involve them more intimately in the development programme and also to ensure proper maintenance of the assets created during the camps;</li> <li>• Emphasizing dignity of labor and self-help and the need for combining physical work with intellectual pursuits;</li> <li>• Encouraging youth to participate enthusiastically in the process of national development and promote national integration, through corporate living and cooperative action.</li> </ul>
22.	Co & Extracurricular Activities Committee	<ul style="list-style-type: none"> <li>• To conduct various competitions for the students and to award prizes in the Annual Day Celebrations. (Essay Writing, Elocution, Debate, Quiz, Painting, Singing, Mono action, Fancy Dress etc., and Sports and Games).</li> <li>• To invite eminent speakers to deliver lectures on matters like personality development, Literature and Spirituality to refresh the young minds and to organise music programmes and other shows for recreations.</li> <li>• To organize sponsored competitions, Games &amp; Sports for various JNTUA Affiliated institutions, sponsorship from business organizations / Banks and Donors of the Town.</li> </ul>
23.	OBC Cell	<ul style="list-style-type: none"> <li>• To implement the reservation policy with regards to admissions of Students and recruitment of Teaching &amp; Non-Teaching Staff at various levels and to resolve all the affairs related to OBC employees and students of the institution.</li> </ul>

  
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# ANNAMACHARYA COLLEGE OF PHARMACY

New Boyanapalli, Rajampet, Cuddapah Dist, 516 126, A.P.

## RULES AND REGULATIONS OF TEACHERS

- *Teacher is a second parent who thinks good for future and only person who helps to makes right decisions to students*
- *Teacher should have social, enthusiastic, encouraging, guiding, understandable audible, motivating, patience, active and proficiency in their subject.*

### Qualities of Teacher

1. Having suitable Educational qualifications and educational policies.
2. Stick on rules and regulations of the Institution.
3. Educate & enforces the student conduct and discipline.
4. Demonstrates timelines and attendance for assigned responsibilities.
5. Maintains confidentiality of Institutions, faculty, students and their records.
6. Take precautions to protect records, equipment, materials, facilities and other institutional assets.
7. Assumes to achieve goals academic gains of students.
8. Works cooperatively with management, colleagues and peers with good communications and coordination.
9. Genunity of work with sound knowledge, time schedule and punctuality are required.
10. Provide adequate and sufficient information materials, plans for substituted teacher.

### Professional Practice;

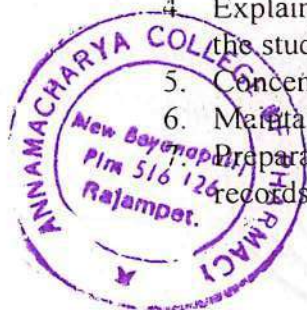
1. Usage of models
2. Demonstrate accurate and up-to-date knowledge of subject.
3. Maintains lesson plans assigns reasonable tasks to students.
4. Participate in professional development opportunities and applies the concepts to classrooms and institute activities.
5. Completion of syllabus within prescribed working hours of stated time.

### Duties and responsibilities:

1. Be prepared to share and cooperate for all academic matters & administrative matters.
2. A teacher should work minimum 18 theory hours / week (2 lab hrs = 1 theory hr) by irrespective of cadre with other responsibilities
3. Work nature of teacher should be for the benefit of student individual and institution.
4. Teachers serve as role model to learners showing high degree of decency in speech, mannerism, discipline, dressing and general performance in all.
5. Teacher should create professional working environment.
6. No teacher shall do anything that shall suggest or create the impression that student is more favored than any other.
7. Active participation in curricular and co-curricular activities which are held by the Institution.

### Conditions in Practice:

1. Teacher should be ready to teach any area of the profession.
  2. A teacher should prepare well for 3 theory hours in advance with different methods of teaching aids.
  3. Absent for duty with out leave or permission is discouraged and do alternative arrangements if the faculty is on leave
  4. Explain the concept of topic in beginning and summary at the end of the class to benefit of the students.
  5. Concentrate the poor students and encourage the students towards profession.
  6. Maintain the class with full strength and special care to the irregular students.
- Preparation and Submission of question paper, marks, attendance and other academic records to the concern authorities whenever required.



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### **Laboratories:**

1. Submission of lab schedules for total semester in advance for planning, procurement and monitoring.
2. Preparation of instruction lab manual by their own.
3. Arrange the necessary requirements in advance to the class by personal care.
4. Proper instructions to the students & lab persons and monitoring the same.
5. Evaluation of experiments and lab records regularly.
6. Conductance of regular lab viva and slip test if necessary (Not in the theory hours).
7. Day to day evaluation of students.

### **Examinations:**

1. Concern Teacher is total responsible for Question paper typing, fair evaluation, submission and other confidential matters of exams in advance for smooth functioning.
2. Improve the marks for poor students/ permitted absentees by taking necessary steps.
3. Invigilation should be impartial and concern subject teacher has to give feed of the same.
4. Invigilator is responsible for smooth conduct of the fair examinations without any malpractice committed by the student.
5. Check all the details furnished by the student in answer booklets and fill all the necessary information in exam documents properly.

### **Documents:**

Teachers should maintain the following,

1. Lesson Plan.
2. Attendance registers.
3. Syllabus copy
4. Lab instructional manual.
5. Lab job cards.
6. Answer scripts with marks.
7. Log book.
8. Student file.

### **Class Incharge:**

1. They are responsible for smooth conduct of the regular class work, student discipline and communications to the students and their parents.
2. Proper care to be taken for preparation, circulation and filing of academic calendar, academic time table, Exam notification, Academic performance, scientific activities, Industrial tour & training and institutional functions.
3. Sending of Students attendance to their parents periodically.

### **Head of the Department:**

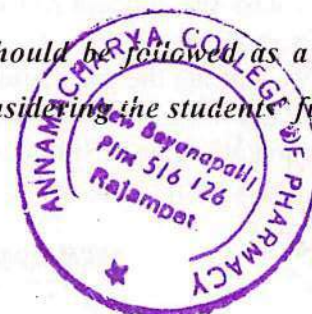
1. Responsible for arrangement, procurement and maintenance of total department.
2. Monitoring of teaching efficiency and evaluation of their staff members.
3. Inviting guest lecturers, industries for placements, Innovations for publication, ideas for institutional benefit and implementation which includes admissions.

### **Removal on roll:**

1. The faculty can be removed from the roll if the feed back from students is below 60% for two consequent evaluations.
2. Self appraisal of faculty is not satisfied by the superiors for two continuous evaluations.
3. Any persons involved in the activities against the institutional benefit (immediate termination).
4. Any negligence in delivering of assigned duties.

*Please remember that discipline, rules and regulation should be followed as a habit, without supervision and enforcement. These have been framed considering the students future.*

  
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RAJAMPET, Kadapa Dist. A. P.







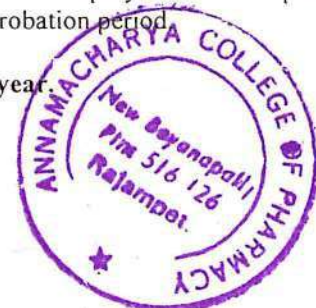
# ANNAMACHARYA COLLEGE OF PHARMACY

New Boyanapalli, Rajampet, Cuddapah Dist, 516 126, A.P.

## LEAVE RULES

1. (a) **Leave can not be claimed as a matter of right.** The sanctioning authority has full discretion to refuse or revoke leave of any description when the existences of service so demand or based on the reason for leave application.  
(b) An employee who tenders resignation will not be eligible for any Leave excepting the casual leave for the proportionate period.
2. **Leave is earned by "Duty" only.** Duty for the purpose of leave includes, in addition to the days on duty,
  - (a) Any period of absence on Casual Leave and Special Casual leave;
  - (b) Any period of absence on Public Holidays.
  - (c) Any period of absence during vacation & other leave period.
  - (d) Excludes Extra Ordinary leave period.
3. Leave accounts shall be maintained for each employee in **appropriate forms.**
4. The sanctioning authority **may recall** an employee to duty before the expiry of his leave or vacation.
5. Unauthorized absence from duty maybe treated as misbehavior involving **disciplinary action.**
6. An employee **on leave shall not take up any service** or accept any employment without the prior sanction of the sanctioning authority.
7. (a) **Casual leave** will be admissible to an employee of the Institute for a total period **not exceeding 15 days** in a calendar year and the leaves can be preserved one per month.  
Any balance period of C.L. shall lapse with the Calendar year.  
(b) **Casual Leave should not be combined with any kind of regular leave** or vacation or with Special Casual Leave.
8. **Academic leave:** A faculty member is eligible for 15 days of academic leave in a calendar year, which can be sanctioned only for JNTU examination work (Spot valuation, observer, QIP etc.)
9. **Extra-ordinary Leave:** Extra-ordinary leave maybe granted in the special circumstances mentioned below:
  1. When no other leave is admissible, or
  2. When other leave being admissible, the employee applied in writing for extraordinary leave.
10. **Earned Leave:** The earned leave admissible to an employee will be 1/22 of the period spent on duty and period of sanctioned leave, but excluding the period of Extra Ordinary leave..  
**Note:** Leave earned by each employee during any calendar year will be finalized and credited to his Earned Leave account only at the end of the calendar year (on 31<sup>st</sup> December) i.e., the leave earned in that year can be availed of during subsequent years only.
11. **Vacation Leave:**  
The Teaching staff and such other members of staff declared as vacation on CAC or Governing Body Decision by institution it should be **not more than 3 weeks.** The Earned Leave calculated will be reduced by 1/4 the number of days of vacation availed by the candidate.
12. An employee will however cease to earn such leave when the earned leave due amounts to 120 days. Further, the grant of earned leave at a time shall not exceed 30 days. This limit may, however, be relaxed by the competent authority who may grant earned leave in excess of 30 days for special reasons.
13. **Maternity Leave:** Maternity leave on full pay may be granted to a woman employee for a total period of 30 days to be availed in the entire career and who completed 3 years probation period.
14. **The employee can avail leaves in total not more than 50 days per year.**

  
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RAJAMPET - 516 126

CIRCULAR

Dt: 21-04-2014

Financial assistance for Paper Presentation / Publications

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Given below are the norms for getting the financial assistance regarding Paper Presentations / Publications by the faculty members at the National and International Conferences, International Journals with immediate effect.

1. A letter is to be put-up to the Principal, recommended by the concerned Head of the Department, enclosing a copy of communication received from the organizers accepting the presentation / publication of the paper. The letter must necessarily give an estimate of expenditure involved including T.A, D.A, Registration fee etc., if any, etc.
2. The paper must be presented by the faculty member in A.I.T.S., fixing-up a convenient date in consultation with the AITS Seminar Organizer. This presentation can be either before or after receiving the acceptance letter from the conference organizers / publisher.
3. After the presentation of the paper in the conference, a claim is to be made by the faculty member giving the details of expenditure incurred showing the proof of such expenditure.
4. Faculty members are eligible for T.A & D.A. as per the Institute rules but must produce the tickets or xerox copies of the tickets, receipt of registration fee, as the proof of such expenditure. However, no proof is required for claiming the D.A.
5. The actual expenditure incurred in the above forms, subject to a maximum of Rs.3,000/- will be sanctioned to the faculty member for paper presentations in the Conferences.
6. Faculty members presenting papers in International conferences abroad will be eligible for a financial assistance of Rs.10,000/-.
7. Faculty members publishing papers in international journals are eligible to claim the expenditure involved in getting the paper published, subject to a maximum amount of Rs.5,000/-.
8. A faculty member can avail such financial assistance from the Institute, to an extent of two conferences in a calendar year out of which only one can be for presentation abroad. However, the claim for international journal paper printing expenditure can be made once in a year irrespective of the claim for the presentation in Conference. If the faculty member presents papers more than twice in any calendar year, the financial assistance cannot be extended for those additional presentations. However, the period of absence on all such paper presentations will be treated as on duty.

  
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Sd/-  
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