RECRUITMENT RULES

Following acts and rules are adopted as guidelines for procedures, recruitment, promotional policies, code of conduct issued from time to time by the regulatory bodies:

- AICTE Norms
- Rules of Osmania University, Hyderabad
- All other applicable state/central government rules/regulations
- Rules and By-laws of Society
- Norms of Pharmacy Council of India (PCI)

i) Recruitment for Teaching Staff

Cadre Structure

(a) Principal
(b) Professor
(c) Associate Professor
(d) Assistant Professors

Qualifications

Faculty is recruited based on the qualifications prescribed by the regulatory authority from time to time.

Mode of Selection of Teaching Staff

Direct recruitment to all cadres is based strictly on merit. Invariably in almost all cases, the following procedure is followed:

a) Advertisements are issued in leading newspapers, Osmania University website and the college website.

b) Applications are scrutinized after the receipt of application.

c) The lists of applications and resumes with relevant details are forwarded to the selection committee nominated by the Osmania University, (Dean, Faculty of Pharmacy of Osmania University).

d) The Registrar, Osmania University appoints one subject experts for the posts of assistant professors, two subject experts for the post of associate professors.

- For the appointment of Professors, the Vice Chancellor, Osmania University, is the chairman of the Selection Board and three subject experts are appointed.
e) Call letters are sent to eligible candidates, for attending interviews specifying place, date and time of interview.

f) Selection Committee recommends candidates based on their performance during interviews.

g) Appointment orders are issued by the secretary of the college to the recommended candidates.

Sometimes, depending on emergency/exigencies of the situation, ad hoc appointments are made on temporary basis for specified periods, subject to approval of pending of staff.

**Composition of Selection Committee for the post of Assistant professors**
1. Secretary of R.B.V.R.R. society is the Chairman of the selection committee
2. One subject expert. (Nominated by University)
3. OU Nominee on Selection Committee
4. Principal of the Institute

**Composition of Selection Committee for the post of Associate professors**
1. Dean, Osmania University is the chairman of the selection committee
2. Three subject experts (Nominated by University)
3. OU Nominee on Selection Committee
4. Principal of the Institute

**Composition of Selection Committee for the post of Professors**
1. Vice chancellor, Osmania University is the chairman of the Selection committee
2. Three subject experts (Nominated by University)

**ii) Recruitment for Non-Teaching Staff**

**Cadre Structure**

**a) Office**
(i) Administrative Officer (Graduate with experience)
(ii) Senior Assistant (Graduate with experience)
(iii) Junior Assistant (Graduate)
(iv) Attender (SSC or Intermediate)

**b) Laboratories (other than computer Labs)**
(i) Lab Technician (Diploma in Pharmacy / DMLT / B.Sc.)
(ii) Lab Attender (SSC or Intermediate)

**c) Computer Labs**
(i) System Administrator
(ii) Lab Technician (Graduate with experience)

**Qualifications**
Non-teaching staff are recruited based on the qualifications prescribed by the State Government.
Mode of Selection of Non – Teaching Staff

All positions are advertised in the newspapers or notified in the local notice boards. After scrutiny of received applications, call letters are sent to eligible candidates to appear for personal interview.

All appointments (Teaching and Non-teaching staff) made after selection, are forwarded to the Chairman for approval and to the Governing Body.

iii) Promotion Policy for Teaching Staff

Time bond promotions are given to teaching staff. Higher posts such as Professor and Associate Professor are offered through selection committee constituted by the Registrar, Osmania University and as per AICTE norms.

iv) Promotion Policy for Non-Teaching Staff

Time bound promotions are given to Non-Teaching Staff. Promotion to higher post through selection procedure.
REVISED LEAVE RULES FOR STAFF (TEACHING AND NON-TEACHING) 2012

One of the conditionalities of the revised Pay Scales is the applicability of the revised leave rules. Accordingly, leave rules are framed which are based on the provisions, applicable to the employees in the government service with certain modifications. The leave rules that are in vogue have been ill conceived and misused by the teachers thereby causing a great financial loss to the institution. Even the government employees do not have such privileges conferred on the staff of this institution.

The details of the revised leave rules as follow:

**CASUAL LEAVE**

Leave cannot be claimed as a right when the exigencies of the Public Service so require, discretion to refuse or revoke Leave of any description is reserved to authority empowered to grant it.

1. Each employee is entitled for 15 days Casual Leave in a calendar year.

2. Casual Leave can be combined with public holidays and compensatory holidays. However the total period of absence including public holidays and Casual Leave should not exceed 10 days at a time. If it exceed the entire period of Casual Leave already sanctioned and availed should be cancelled and the period may be treated as leave to which the employee is eligible.

3. Casual Leave to the Temporary employees may be sanctioned in proportion to the length of service rendered by him/her are at the discretion of sanctioning authority.

4. Every employee is expected to attend punctually by 10 AM or the time notified by the competent authority. If an employee is late beyond 10 minutes, late attendance should be marked and recorded in late attendance register. For every three late attendance an employee has to forfeit a day’s Casual Leave.

   An employee may avail permission to the extend of one hour to leave the office early or to attend the office one hour late after obtaining sanction in case of urgent need. For three such late permissions and early permissions one day’s Casual Leave forfeited.

   The balance available in Casual Leave account lapses at the end of calendar year and it cannot be brought-forward to the next calendar year.

   But the balance of late attendance in a year can be brought forward to next calendar year for forfeiting Casual Leave if there is no Casual Leave available in the calendar year.

   Persons working on Daily wages, part timers, working in short term leave vacancy, are not entitled to avail the Casual Leave.
SPECIAL CASUAL LEAVE

Female employees, who undergo tubectomy operations, whether puerperal or non-puerperal, will be eligible for Special Casual Leave not exceeding fourteen days.

Female employees, who undergo tubectomy operation for the second time on account of the failure of the first operation, shall be eligible for Special Casual Leave not exceeding fourteen days again on production of a medical certificate from the medical officer concerned to the effect that the second operation was performed due to the failure of the first operation.

Female employees, who have insertions of intrauterine-contraceptive devices, will be eligible for Special Casual Leave on the day of the I.U.D. insertion. Female employees, who have reinsertion of Intrauterine Device, shall be eligible for Special Casual Leave on the day of Intrauterine Device insertion.

Female employees, who undergo salpingectomy operation after medical Termination of Pregnancy (M.T.P.), will be eligible for Special Casual Leave not exceeding fourteen days.

Female employees, who undergo operation for recanalisation will be eligible for Special Casual Leave up to a period of Twenty one days or the actual period of hospitalization as certified by the authorized medical officer whichever is less. In addition special Casual leave can also be granted for the actual period of the to and fro journey performed for undergoing this operation. The grant of special casual leave for recanalisation operation without any commitment to the reimbursement of medical expenses is subject to the following conditions:

1. The operation should have been performed in Hospital/Medical College/Institute where facilities for recanalisation are available. If the operation is performed in a private hospital it should be one nominated by the Management for performing recanalisation operation.

2. The request for grant of Special Casual Leave is supported by a medical certificate from the doctor who performed the operation to the effect that hospitalizations of the employee for the periods stipulated therein were essential for the operation and post operation recovery.

3. The medical certificate should be counter signed by a government medical officer not below the rank of Deputy Civil Surgeon in case the operation is conducted on a private hospital not nominated by the Management.

4. The Staff who have completed two years of regular service (Completion of probationary period) are only entitled to avail the Special Casual Leave.
HALF PAY LEAVE

The Teaching and non-Teaching staff of the college those who have completed two years of regular services (completion of probationary period) is eligible for Half pay Leave on Medical grounds only.

1) After completion of two years (probationary period), he/she will earns (10) days of Half Pay Leave for every, completed year of service.

2) An employee can accumulate Half Pay Leave up to 30 days and if exceeds the same will be lapsed.

3) An employee can be granted Half Pay Leave subject to the following conditions:
   a) On medical certificate produced to the satisfaction of the management in regard to the illness of the incumbent.
   b) These provisions relating to Half Pay Leave equally apply to employees in vacation department also.

MATERNITY LEAVE

A Female employee is entitled to Maternity leave on full pay for 90 days for Maternity purpose.

In case of miscarriage including abortion subject to the following conditions, Maternity leave may be granted.

a) That the leave does not exceed 4 weeks.

b) That the application for the leave is supported by a certificate from a registered Medical Practitioner, counter signed by a Govt. Medical Officer not below the rank of Deputy Civil Surgeon.

Maternity leave may be combined with leave of any other kind but any leave applied for in continuation of the former may be granted only if the request is supported by a medical certificate.

However Maternity leave should not be granted if an employee is having two or more living children.

If the period of Maternity leave falls during vacation period an employee may be permitted to avail a maximum period of 90 days Maternity leave after deducting the period of vacation.

Eligibility two year of Service

Employees who have completed two years of service (completion of probationary period) are entitled to avail the Maternity Leave.
EXTRA-ORDINARY LEAVE (OR) LEAVE ON LOSS OF PAY

1) Extra ordinary Leave can be granted when no other leave is admissible provided that the employee had completed five years of unbroken service.

2) It can also be granted if an employee applies in writing for grant of extra ordinary leave.

3) On one occasion it should not exceed 3 months.

4) Three months in cases where the employee has completed five years of continuous service on date of expiry of leave of the kind due (including 3 months E.O.L) under 3 above provided it is supported by medical certificate.

5) On return from extra ordinary leave (or) leave on loss of pay the employee is required to submit Medical Certificate issued by a Medical officer not below the rank of Deputy Civil Surgeon.

Submitted for Consideration

(Prof. A. Narsimha Reddy)
EXTRA-ORDINARY LEAVE (OR) LEAVE ON LOSS OF PAY

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Submitted for Consideration

(Prof. A. Narsimha Reddy)
LEAVE RULES

Leave rules are framed which are based on the provisions applicable to the employees in the government service with certain modifications. The details of the revised rules as follows:

Kinds of Leave:

The following kinds of leave shall be admissible to the members of the Staff of this Institute.

i. Casual Leave (CL)

ii. Special Casual Leave (SCL)

iii. Half Pay Leave (HPL)

iv. Maternity Leave

v. Extra-Ordinary Leave

Casual Leave (CL)

1. Each employee is entitled for 15 days casual leave in a calendar.

2. Casual Leave can be combined with public holidays and compensatory holidays. However, the total period of absence including public holidays and casual leave should not exceed 10 days at a time. If it exceeded the entire period of casual leave already sanctioned and availed should be cancelled and the period may be treated as leave to which the employee is eligible.

3. CL to the temporary employees may be sanctioned in proportion to the length of service rendered by him/her are at the discretion of sanctioning authority.

4. Every employee is expected to attend punctually by 10.00 AM or the time notified by the competent authority. If an employee is late beyond 10 minutes, late attendance should be marked and recorded in late attendance register. For every three late attendance an employee has to forfeit a day’s CL.

   An employee may avail permission to the extent of one hour to leave the office early or to attend the office one hour late after obtaining sanction in case of urgent need. For three such late permissions and early permissions one day’s CL forfeited.

   The balance available in CL account lapses at the end of calendar year and it cannot be brought-forward to the next calendar year.

   But the balance of late attendance in a year can be brought forward to next calendar year forfeiting casual leave if there is no CL available in the calendar year.
Persons working on Daily wages, part timers, working in short term leave vacancy, are not entitled to avail the CL.

**Special Casual Leave (SCL):**

Female employees, who undergo tubectomy operations, whether puerperal or non-puerperal, will be eligible for Special Casual Leave not exceeding fourteen days.

Female employees, who undergo tubectomy operation for the second time on account of failure of the first operation, shall be eligible for SCL not exceeding fourteen days again on production of a medical certificate from the medical officer concerned to the effect that the second operation was performed due to the failure of the first operation.

Female employees, who have insertions of intrauterine-contraceptive devices, will be eligible for SCL on the day of the IUD insertion. Female employees, who have reinsertion of IUD, shall be eligible for SCL on the day of IUD insertion.

Female employees, who undergo salpingectomy operation after medical Termination of pregnancy (MPT), will be eligible for SCL not exceeding fourteen days.

Female employees, who undergo operation for recanalisation, will be eligible for SCL up to a period of twenty one days or actual period of hospitalization as certified by the authorized medical officer whichever is less. In addition SCL can also be granted for the actual period of the to and fro journey performed for undergoing this operation. The grant of SCL for recanalisation operation without any commitment to the reimbursement of medical expenses is subject to the following conditions:

1. The operation should have performed in Hospital/Medical college/Institute where facilities for recanalisation are available. If the operation is performed in a private hospital it should be one nominated by the management for performing recanalisation operation.

2. The request for grant of SCL is supported by a medical certificate from the doctor who performed the operation to the effect that hospitalizations of the employee for the periods stipulated therein were essential for the operation and post operation recovery.

3. The medical certificate should be countersigned by a government medical officer not below the rank of Deputy Civil Surgeon in case the operation is conducted on a private hospital not nominated by the management.

4. The staff who have completed two years of regular service (Completion of probationary period) are only entitled to avail the SCL.

**Half Pay Leave (HPL):**

The teaching and non-teaching staff of the college those who have completed two years of regular services (Completion of probationary period) are eligible for Half Pay Leave on medical grounds only.

1. After completion of two years (probationary period), he/she will earn (10) days of HPL for every, completed year of service.

2. An employee can accumulate HPL up to 30 days and if exceeds the same will be lapsed.
CASUAL LEAVE APPLICATION

Name of the applicant: ___________________________ Date: ___________________________

Designation: ___________________________ Department: ___________________________

Period of leave: Days On/From _________ to _________

Reason: ___________________________

Class adjustment details:

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Signature of applicant: ___________________________

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Leave Granted/ Not granted: ___________________________

Clerk-In-charge: ___________________________ HOD: ___________________________

Principal:

RBVRR WOMEN'S COLLEGE OF PHARMACY
Barkatpura, Hyderabad-500027

CASUAL LEAVE APPLICATION

Name of the applicant: ___________________________ Date: ___________________________

Designation: ___________________________ Department: ___________________________

Period of leave: Days On/From _________ to _________

Reason: ___________________________

Class adjustment details:

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Leave Granted/ Not granted: ___________________________

Clerk-In-charge: ___________________________ HOD: ___________________________

Principal:
PHARMACY

COURSE RULES & REGULATIONS
(Effective from Academic Year 2009-2010)

FACULTY OF TECHNOLOGY

OSMANIA UNIVERSITY
HYDERABAD - 500 007
recommendation of the Principal, may condone the deficiency not exceeding 10% in attendance for ill-health when the application submitted at the time of the actual illness is supported by a certificate from an authorized Medical Officer and approved by the Principal. The fee for condonation in theory / practicals on Medical grounds shall be Rs. 500/-

ii) Attendance at NCC camps / Inter-collegiate / Inter-University / National / International matches / Debates / Competitions / Educational Tours / Excursions or such other activities as approved by the authorities will not be counted as absence. However, such absence should not exceed 4 weeks of the total period of instruction.

iii) In any year/semester of the course, if a candidate fails to secure the minimum % of attendance and or minimum % of sessional marks as specified, he/she shall not be eligible to appear in the examination of that year/semester and he/she shall have to enroll himself / herself to undergo afresh a 'Regular course of study' of the corresponding year/semester in subsequent academic session in order to become eligible to appear for the examination.

iv) The attendance shall be calculated from the date of commencement of the classes as per the Almanac communicated by the University.

v) The candidates who have put in not less than 40% of attendance in 1st year can seek re-admission without appearing for the Entrance Test during subsequent year and such admissions shall be treated as supernumerary.

vi) In respect of others, who have put in less than 40% attendance in 1st year, they have to seek admission afresh after going through the Entrance Test along with fresh candidates.

vii) The cumulative attendance of the students will be displayed preferably every month, on the Notice Board of the College. However, it shall be the responsibility of the student to check his attendance periodically so as to ensure to put on the required attendance.

viii) No admission / readmission / promotions to be made after eight weeks after the commencement of instruction in an year / 4 weeks after commencement of instruction in a semester. In case there are any court cases consequent on which the Convener of Admissions is compelled to admit any one after the announced last date of admissions, the admission (seat) of such a student be reserved for the subsequent year on a supernumerary basis.

8. If a candidate who has pursued a 'Regular Course of Study' of any year/semester, wishes to undergo the same course again, he/she may be permitted to enroll again as a regular student for the course of that year/semester when next offered, depending on the availability of seats, provided that he/she undertakes to forego his/her attendance secured by him/her for that year/semester previously and provided further that he/she not pursued a 'Regular Course of Study' in any higher semester other than the immediately next higher semester. For the award of the division, however, he/she shall have the benefit of the higher of the aggregate secured in that year/semester.

SCHEMES OF INSTRUCTION, EXAMINATION AND SYLLABUS

9. Instruction in various subjects in each year / semester shall be provided by the college.
In case a candidate fails to appear in any of the Class Tests due to Medical emergency requiring hospitalization or attendance at NCC camps / Inter-collegiate/ Inter-University/ Inter-State/ International matches/ Debates or such other Inter University activities as approved by the University authorities, the candidate shall be allowed to take only one make up Class Test in those subjects as per convenience of the college. The make up Test shall be counted as only one of the tests for the evaluation of sessional marks. This facility is given to the student if and only if the candidate personally or through parents informs the College on the day of hospitalization along with the Medical Certificate.

There shall be no Make up for Quizzes/Slip Tests/Viva.

16. The University examinations (Regular/Supplementary) prescribed for the B.Pharm., degree may be conducted by means of written papers, practicals and inspection of certified Sessional work in Labs or by means of any combination of these methods as may be deemed necessary.

17. All the general rules for examination (given under Sec VIII) shall be adhered to.

18. A candidate shall be deemed to have fully passed the examination of any year / semester, if he / she secures not less than the minimum marks as hereinafter prescribed.

Minimum pass marks in the University examinations be:

Each Theory subject

Each practical subject

Combined aggregate of Sessional marks in all the subjects of the semester/year

Seminar / Project Report (if any)

Grade (A/B/C/D/F)*

19. If a candidate in any year/semester examination of the course fails to secure the minimum marks in any subject, then he shall appear only in the failed subjects of the year/semester.

20. If a candidate fails to secure the minimum aggregate in sessional marks in any class (year/semester) he shall have taken readmission in the same class (year/semester) and put in fresh attendance and sessional requirements as given under 7(iii).

21. Rules of promotion to various semester / class of B.Pharmacy Course.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Semester / Class</th>
<th>Condition to be fulfilled for promotion</th>
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<tbody>
<tr>
<td>1</td>
<td>B.Pharm., I year to B.Pharm., II year, I sem</td>
<td>a Regular course of study of B.Pharm., I year</td>
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<td>b Must have passed at least 50 % of papers prescribed for B.Pharm., I yr. The n of papers a candidate can have as backlogs is as under.</td>
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<td>No. of papers Prescribed for 1 Yr</td>
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<td>13/14</td>
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<tr>
<td>2</td>
<td>B.Pharm., II yr - I sem to B.Pharm., II yr - II sem</td>
<td>a Regular course of study of B.Pharm., II year, I sem.</td>
</tr>
</tbody>
</table>
25. Application for permission to appear at every examination shall be made on the prescribed form accompanied by 3 passport size full face photographs (not profile) which along with the necessary certificates regarding attendance, practical work etc., and the prescribed fee should be sent to the Officer Incharge Examinations on or before the date fixed for this purpose.

26. When a candidate's application is found in order and he/she is eligible to appear at examination, the Controller of Examinations, Osmania University, shall furnish him with Hall Ticket with the photograph attached to it enabling the candidate to appear the Examination and this Hall Ticket shall have to be produced by the candidate before he/she can be admitted to the premises where the examination is being held or to a part of the said premises as well as to the examination hall.

27. A candidate who fails to present himself / herself for the examination for any reason whatsoever, excepting shortage of attendance and failure to secure the prescribed minimum in sessional work and / or class tests, wherever prescribed or he / she fails to pass the examination shall not be entitled to claim refund of the whole or part of the examination fee nor for the reservation of the examination fee for a subsequent examination or examinations.

28. A candidate after he/she has been declared successful in the whole examination shall be given a certificate setting forth the year of examination, the subject in which he/she was examined and, the division in which he/she was placed.

29. No candidate shall be allowed to put in attendance for or appear at examinations for different degrees and different faculties at one and the same time.

30. Students who have appeared once at any examination of the course need not put in fresh attendance, if they want to reappear at the corresponding examination, notwithstanding the fact that new subject may have been introduced by the University. They will however have to appear at the examination according to the scheme of examination and syllabus in force.

31. The industrial training / pharmacy practice would be arranged in vacation after 3 year II semester as per the convenience of the college.

32. Whenever, course or scheme of instruction is changed in a particular year, two more examinations immediately following thereafter shall be conducted according to the old syllabus/regulations. Candidates not appearing at the examinations or failing in them shall take the examination subsequently according to the changed syllabus/regulations.

TRANSITORY REGULATIONS

33. Whenever, syllabus / scheme of instruction is changed in a particular semester, two more examinations immediately following thereafter shall be conducted according to the old syllabus / regulations. Candidates not appearing at the examinations or failing in them shall take the examination subsequently according to the changed syllabus / regulations.

34. By any reason a candidate admitted into the course under old scheme of instructions / regulations is promoted / readmitted after the implementation of revised scheme of
RULES AND REGULATION OF THE STUDENTS

1. Students shall behave with dignity and courtesy inside and outside the college.
2. Students shall observe strict modesty in dress. Girls can wear Salwar-Suit, Jeans and Shirt or Kurta.
3. Students should wear identity cards inside the campus and also when attending any meetings outside the campus.
4. Possession of mobile phones during the class hours in the campus is strictly prohibited.
5. Students are not allowed to leave the premises before time. If a student wants to leave before closing time of institute for some valid reasons she has to take permission from the Principal.
6. Students shall not entertain visitors without prior permission in the campus.
7. Students are expected to read notices/circulars displayed on the college notice board to know updated information about academic as well as other information.
8. Students should not scribble on the desks or the black board or on the walls of the college.
9. Students are forbidden from entering the institute office during unspecified hours.
10. Students are advised not to harm the reputation of the institute or individual (fellow students and institute staff) through social and electronic media.
11. Respect the institute property. Destroying or damaging the institute property is punishable.
12. It is unlawful for any person to mutilate any shrub, or herbaceous plant or remove any identification sign or tag attached to it.
13. Students are not allowed to convene any kind of meeting in the campus or any sort of fund collected without the permission of the Principal.
14. All vehicles should be parked in the allotted space. Outsider’s vehicle will not be allowed to enter the institute premises during the institute timings.
15. While attending any Conferences, Seminars or workshops the students should maintain the reputation of the college.

[Signature]

PRINCIPAL
HYDERABAD MAHILA VIDYA SANGHAM  
Narayanguda, Hyderabad-27

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To,

1. The Correspondent, RBVRR Women's College, Narayanguda, Hyd.
2. The Principal, RBVRR Women's College of Pharmacy, Barkathpura, Hyd.

**SUBJECT:** **Revision of Pay scales - Revision of pay scales for the teaching and non teaching staff of RBVRR Women's College and Non-teaching staff of RBVRR Women's College of Pharmacy.**

The following resolution was adopted at the Governing Council meeting held on 28th August, 2016:

"Resolved to implement the revised pay scales for the teaching and non teaching staff of RBVRR Women's College and Non-Teaching staff of RBVRR Women's College of Pharmacy with effect from 1st July, 2016 as mentioned below:

1. The gross salary of December, 2015 will be the basic pay fixed in the UGC Scales, 2006 for Teaching staff and RPS 2010 to non-teaching staff.

2. A minimum of 25% subject to a maximum of Rs. 6,250/- will be given as HRA on Basic Pay.

3. Teachers appointed in 2015 will be eligible for the revised pay scale after completing one year of probation.

4. Those who have completed 15 years of service and who acquire additional qualifications will be awarded the next promotion scale. If their existing scale has already crossed the next scale, they will be given 2 (two) increments.

Accordingly, you are requested to arrange for the implementation of the Revised Pay Scales as stated above.

Hon.Secretary
# SCHEDULE - I

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<tr>
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<th>Existing Scale (2)</th>
<th>Grade (3)</th>
<th>Revised Scale (4)</th>
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