



College Code: 1706

# **RBVRR WOMEN'S COLLEGE OF PHARMACY**

**# 3-4-343, Barkathpura, Hyderabad - 500 027 (T.S), India**

**Office: +91 40-27563065, Mobile: +91 9848930555**

(Approved by the AICTE, PCI & Affiliated to Osmania University)

Recognized under Section 2(f) of the UGC Act 1956

**EAMCET Code: RBVW | PGCET Code: RBVW1**

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## **SERVICE RULES**

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### Preamble:


1. The service rules shall be called as “The RBVRR Womens College of Pharmacy Service Rules”. These rules shall super cede the existing service rules.
2. They shall be deemed to have come into effect and shall apply to all the employees of the college as per their date of joining.

### Definitions:

1. ‘College’ means “The RBVRR Womens College of Pharmacy”.
2. ‘Management’ means “ The Management Committee of the college HMVS Society”.
3. ‘Governing Body’ means “The Governing Body of the college” constituted as per A.I.C.T.E. Norms.

Note: Constitution of Governing Body – It shall have a Senior Faculty Member of the teaching staff as a representative.

4. ‘Chairman’ means “The Chairman of the Managing Committee/The Governing Body of the college”.
5. ‘Secretary & Correspondent’ means The Secretary & Correspondent of the college.
6. ‘University’ means “Osmania University, Hyderabad”.
7. ‘Principal’ means The Principal of the College or any other person authorized by the ‘Management’ to discharge the duties and responsibilities of the Principal whatever may be his/her designation, otherwise.
8. ‘Employee’ means a person who is employed by the college including principal and Vice-Principal excluding those who are engaged on part time basis or daily wages.
9. ‘Vacation’ means any recess in an academic year, which is for a minimum period of Ten days.
10. ‘Vacation’ Staff means employees who are allowed to avail vacation. All other employees are deemed to be Non-Vacation staff.
11. Teaching Staff comprises the following categories:
  - a. Principal
  - b. Professors
  - c. Associate Professors
  - d. Assistant Professors
  - e. Librarian
  - f. Physical Education Director
  - g. Any other category of post declared so by the Management.

  
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12. 'Technical Staff' comprises the following categories:
- Store Incharge
  - Programmers, Computer Operators
  - Technicians and Lab assistants:
13. 'Non – Teaching staff' means those staff that are categorized as follows:

**Office:**

- Administrative Officer
- Accounts Officer
- Deputy AO/Superintendent
- PA to Principal
- Accountant
- Cashier/Accounts Clerk
- Office Assistant - Staff Related Functions
- Office Assistant - Student Related Matters
- Office Assistant – scholarship and liaison
- Office Receptionist/Telephone Operator
- Estate In-charge
- Electrician

*Group IV employees / Contingent staff*

- Watchman/Security/Attenders
  - Gardner
  - Sweepers etc.
14. Competent Authority, - Chairman/ Secretary & Correspondent in the case of Principal and Principal in the case of all other employees.
15. Duty" – an employee is said to be on duty for the purpose of service benefits:
- When the employee is discharging the duties of the post to which he /she is appointed or he/she is undergoing training prescribed for the post.
  - When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.
  - When the employee is attending conferences, seminars, summer schools, workshops, Refresher Courses, Orientation Courses, Winter schools, quality improvement programmes etc., duty permitted by competent authority, and
  - When the employee is attending to the work assigned by the competent authority in the interest of College/Management.
  - "Leave" means leave granted by competent authority to an employee to which he/she is eligible.
  - "Pay" means basic pay in the time scale or basic pay with a special pay/allowance

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as the case may be.

- g. "Year" means calendar year/financial year/academic year as the case may be.

### General Service Conditions:

1. All the employees of the college shall be subject to the general disciplinary and conduct rules of the college.
2. All the employees of the college are required to be present in the college timings the working hours of the college on all working days.
3. An employee of the college shall devote his/her whole time to the service of the college and shall not engage directly or indirectly in any trade or business or private tuition or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question papers setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Principal/Management.
4. 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. Principal is empowered to suspend any employee if it is in the interest of the college and report her action to the Management, and the University as the case may be.
5. The services of an employee, probationer or permanent, are liable to be terminated on ground of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharges his/her official duties satisfactorily etc., giving 3 months notice or 3 months salary in lieu thereof for regular employee and one month notice or one month salary in lieu thereof for probationer. The employee concerned however shall be given full and fair opportunity to represent his/her case before effecting such termination. In all such cases the T.S. State Govt. rules in force shall be applicable. There is no necessity to issue such notice to the probationers.
6. No application of an employee seeking employment elsewhere shall be forwarded during period of probation. On completion of probation not more than two applications per academic (July to June) year shall be forwarded for outside jobs.
7. An employee shall have to give three months notice in case he/she desires to be relieved on resignation or alternatively he / she shall pay three months salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management/ Principal or date of his/her relief whichever is earlier. For all the employees in the College, an individual personal file and Service Register shall be maintained with regular updating as per T.S. State Govt. norms.
8. Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him/her.

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9. Employee should Wear ID card all the time and also insist the students to follow the same.
10. Employee should apply for Leave in advance with proper alternate arrangement.
11. Engage Theory and Lab classes as per the time-table and strictly adhere to the timings.
12. Employee should follow the medium of instruction which is English. Avoid speaking in Telugu in the class or lab.
13. Employee should be part of OU Affiliation Process / AICTE Approval Process/ NBA and NAAC Accreditation Process teams to help the department in preparing the required files for the inspection.
14. Employee should avoid use of mobile phones during the class and lab hours and instruct the students to do the same.
15. Employee should feel responsible and actively involved in the development of the department and Institute. Please come on time for the meetings of the departments/Institute/Any other meetings called for.
16. It is the duty of all employees to observe the students in the campus for any act of indiscipline irrespective of their department, and please bring it to the notice of the concerned higher authorities.
17. Employee should not encourage unethical practices. Please help the institute in maintaining congenial environment for learning.
18. Employee of the Institute while on duty shall not, be in the state of intoxication or inebriated condition under the influence of such drinks or drugs.
19. Every employee shall at all times maintain integrity of Character, be devoted to his/her duty and be honest and impartial in his / her official dealing. An employee shall, at all times be courteous and polite in his/her dealings with the management, principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty and shall, always act in the best interest of the college.
20. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the principal in writing through the respective H.O.D. or the principal directly if he/she happens to be a H.O.D the address at which he/she would be available during the period of his/her absent from the headquarters.
21. No employee shall be a member of any political party or shall take part in politics or to be associated with any party or organization, which takes part in political activity, nor shall aid or assist in any manner any political movement or activity.

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TEACHING STAFF

Eligibility Procedures:

1. Principal /Director: Candidate with Ph.D. Qualification in Pharmacy. and a minimum of 10 years experience in teaching / research /industry, out of which at least 3 years shall be at the level of professor. With Ph.D. qualification in Pharmacy. and a minimum of 13years experience in teaching and/or research and/or industry.
2. The recruitment and selection for all the posts i.e., Professors, Associate Professors, and Assistant Professors, in the fields of Science, Engineering & Technology and Management would be as per the norms specified time to time by affiliating bodies.
3. The recruitment and selection for the posts of Librarian and Assistant Librarian would be as per the norms specified time to time by affiliating bodies.
4. The recruitment and selection for the posts of Faculty of Physical Education would be as per the norms stipulated.

Recruitment Procedure:

College recruits staff on need basis. The recruitment committee is constituted as per norms of Affiliating University subject expert, respective HODs with two senior staff members.

1. A notification is published in two of the largest circulated daily inviting the applications from the candidates as detailed in the notification.
2. The received resumes will be scrutinized by the selection committee member on Governing Body nominated by Affiliating University and the shortlisted candidates are called for the interview.
3. The shortlisted applicants for the position of assistant professor may need to appear for the demo and personal interview.
4. The shortlisted applicants for the posts of associate professors and professors should attend demo and personal interview before recruitment committee.
5. The shortlisted candidates should deposit his/her all original certificates related to qualifications, service and custodian certificates with the institute so as to enable them to face 'OU staff selection committee interview', to proceed for further appointment and to produce during the affiliating bodies inspections.
6. All the shortlisted candidates for all the posts should undergo the interviews conducted by the "staff selection committee" as and when notified by OU. Based on the recommendations of 'staff selection committee of OU' the candidates would be considered for appointment.

Compliance requirements of the employee at the time of joining:

1. The appointee should abide by the rules and regulations of College.
2. The appointee should deposit a set of scanned copies of all the certificates (in appropriate size as mentioned in OU Faculty Registration Portal) OU-UID, Passport Size Photos, Bank A/c.No, AADHAAR, PAN, SSC, Inter / +2, B.Pharm, M.Pharm, Ph.D, experience certificates, softcopy of Thesis, guide details, appointment letter confirming Ph.D admission (if any), genuinity certificates and any other relevant certificates at the time of joining.
3. The appointee should submit the joining report accepting to render a minimum of one year of service and report to the respective HOD.
4. The appointee will be on probation for a period of two years in case of starting cadre and one

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year in case of senior cadre.

5. The management/Governing body upon the recommendation of the Principal for valid and sufficient reasons may extend the probation period of an employee for such period as may be found necessary or terminate his/her services after due notice. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed. After confirmation, the appointee shall hold the office till the age of superannuating which shall be ordinarily sixty years in the case of teaching staff and Fifty-Eight years in respect of non-teaching staff unless otherwise found unsuitable to discharge his regular duties.
6. If a person having been appointed temporarily to a post is subsequently appointed regularly, he/she shall commence probation from the date of joining in the regular post.
7. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
8. The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis.
9. The services of any candidate appointed on temporary/contract basis, can be terminated at any time without any notice and without assigning any reason thereof.
10. The appointee should upload all the documents properly including SCM minutes, appointment letter, certificates, publications, PAN, AADHAAR etc. in OU Faculty Registration Portal.

Induction Programme: All the fresh appointees should undergo an induction programme which will focus on

1. creating awareness about the culture, norms, standards and expectations of college
2. acquainting the new appointee with the existing faculty of college and in particular with the respective department
3. facilitating the individual with the syllabi, scheduling of sessions and other related matters

### *Duties and responsibilities of the faculty members:*

1. Comply with the college guidelines.
2. Be on time to the institution and be present during all working hours.
3. Be present to the class at least 5 minutes before the commencement of class and engage the whole session.
4. Follow college and departmental policies and procedures.
5. Prepare teaching schedule and lecture notes in accordance with the academic calendar.
6. Be courteous towards fellow faculty members, other staff, students and visitors.
7. Maintain pleasant working environment which fosters collegiality and teamwork.

*M. S. Ranthu*

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8. Be at work place when required, this includes the vacation period or holidays whenever his/her presence is required.
9. No leaves can be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities.
10. Maintain the confidentiality of the information.
11. No faculty should leave the institution in the middle of the academic year.

*Responsibility Allocation Procedures:* Work load of a teacher should not be less than 36 hours a week, of which teaching contact hours should be as follows:

S. No	Activity	Hours per week		
		Professors/HOD	Assoc. Professors	Asst. Professors
1	Contact Hours (Instruction)	8	12	16
2	Preparation, Assessment, Evaluation	6	12	14
3	Administration, Research, Guidance and Counseling Developmental Activities etc.	22	12	6
	<b>Total</b>	<b>36</b>	<b>36</b>	<b>36</b>

The faculty should put in 36 hours of effective work per week. Teachers shall be present in the institution during the working hours unless engaged in official work outside.

### *Contact Hours*

The teaching is reckoned in terms of contact hours. The contact hours are sum of lecture, tutorial and practical hours. One lecture hour per week is rated as one contact hour and one tutorial or two practical hours per week are rated as one contact hour.

*Pay Fixation Procedures:* The basic compensation at college includes fixed pay, Incentive pay and all other pay benefits as per statute. The following are the details:

*Fixed Pay:* The fixed pay is guaranteed to all the staff members as per the AICTE/UGC pay scales. In addition there is a Provident Fund benefit to all the staff that put in more than 2 years of service.

### *Design of the Salary structure, Increments & Allowance*

1. The basic pay is calculated as per norms based on the rank at which the person is recruited.

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2. Increments are calculated based on qualification and experience.
3. Regular Increments shall be sanctioned by the principal only on satisfactory performance of the employee as recommended by the Head of the Department in the prescribed proforma. In the case of HODs, Principal is the sanctioning authority. In the case of Principal, Chairman / Secretary & Correspondent are the sanctioning authority. In the case of employee in the office and other supporting staff, Principal is the sanctioning authority as recommended by the Administration officer in the prescribed proforma. The management shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend oneself.
4. Additional increments will be sanctioned to the faculty upon qualification enhancement.

### *Seminar Grant*

1. There is a provision for grant of an amount for attending the seminar once in a year in case of faculty who has put in six months of service. In case of the faculty leaving the institution within three months after attending the seminar the amount granted for the seminar has to be returned by the faculty.
2. The sanction for seminar grant could be obtained by applying in a prescribed format. Immediately on return, the employee should submit a detailed report of the proceedings of the seminar and the particulars of expenditure to the Principal through proper channel.

*Membership Allowance:* The technical society membership allowance will be granted to the faculty on successful completion of probation period. In case a faculty leaves the organization within three months after availing the facility the amount sanctioned will be recovered.

*Medi-claim:* A group Medi-claim policy will come into effect for the staff who have put in a minimum service of six months in the organization.

*Performance Appraisal Procedure:* A Performance Appraisal scheme is instituted. In this scheme the performance of the faculty will be analyzed through a feedback from the students, colleagues, seniors, the HOD and the Principal. The faculty is also entitled for a self appraisal. For this purpose there are two formats namely student feedback and self appraisal.

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**Promotion Procedure:** Promotion of staff members shall be considered based on the qualification, experience, R&D, consultancy, required API score and satisfactory performance during the tenure. All promotions are subject to approval of 'OU staff selection committee'.

**Training Procedures:** Training needs of the faculty are continuously assessed by HODs. The consolidated list is sent to the R&D Cell through the principal. Based on the recommendation the training programme will be organized in consultation with the Principal. This is organized during winter and summer vacation and also the staff are deputed to attend various programmes conducted by other reputed Institutions. The identified training areas in general are

1. Presentation & Communication Skills
2. Teaching Methodology
3. R & D Procedures
4. Personality Development Programme
5. Continuing Education

**Meditation Hall:** RBVRRWCP has a meditation hall, where meditation is conducted at regular intervals to develop mental peace and inner strength in the individual.

**Retreats:** RBVRRWCP organizes a retreat once in a year to foster cooperation and brotherhood among the staff.

**Meeting Procedures:** The following meetings are conducted at regular intervals under the chairmanship of the Principal.

**Meeting with Heads of Departments:** Meeting with Heads of Departments is conducted once in a week to brief them about the latest developments in the college and also to get feedback from them regarding fulfillment of various targets set including the academic schedule. Minutes of the meeting shall be recorded and circulated among all the HOD's. Emergency meetings are organized whenever required.

**Intra Departmental Meeting:** Each department conducts meetings once in a fortnight and maintains the minutes of the meeting. These meetings are conducted to monitor and take corrective action for effective functioning of the department.

**Faculty Meeting:** Total faculty meeting is conducted once in a two months. The agenda of the meeting is circulated among the faculty at least two days in advance to enable the participants to come prepared for a fruitful discussion without loss of time. The minutes of the meeting are recorded and circulated immediately after the meeting. Emergency meeting could be called for whenever required.

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**Coordinators Meeting:** The coordinators of various committees will meet once in a fortnight and discuss the progress of various targets set by themselves and record the minutes of the meeting.

**Duties & Responsibilities of Librarian:** Librarian is responsible for equipping and maintenance of the library as per AICTE norms. In discharge of her function:

1. Makes a list of Books both with titles and volumes for each course with the coordination of HODs and Teaching staff, get it approved by the Principal, purchase and position them in the library.
2. Procures the Journals, Magazines and Newspapers regularly as required.
3. Receives additional requirement of books from the departments and procure them as and when required.
4. Maintains digital & fully automated library.
5. Updates NPTEL Lectures and Material time to time.
6. Prepares and submit returns on the happenings in the library to the principal.

**Duties & Responsibilities of Physical Education Director:** She is responsible for the general physical fitness of the students. To achieve this she:

1. Conducts sports and games as per time table.
2. Prepares the promising students to take part in inter university games and sports.
3. Prepares the students to win prizes and get laurels to the institution.
4. Prepares and submit the performance of the college in this field on regular basis.

**Timings:** All the faculty members are expected to be present in the college at least 10 minutes before the actual timing of the college and stay till 10 minutes after the end of the last period. A staff member can leave early or come late with prior permission of the principal. This facility can be availed thrice in a month and the permission cannot exceed duration of one and half hour at a time.

**Holidays:** The College observes holidays for the calendar year as per the official GO released by the T.S State government and affiliating university:

**Vacation:** The faculty who have completed one year of service can avail vacation (summer/winter) for a maximum of four weeks in an academic year. Others can avail proportionately. Vacation is sanctioned by the Principal subject to recommendation by the Heads of Department.

**Norms for Utilizing Leaves:** Leave calculations are done on the basis of calendar year.

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1. Leave cannot be claimed as a matter of right. On exigencies of work the leaves so sanctioned can be either revoked or cancelled.
2. A Leave account shall be maintained for each employee in an appropriate form.
3. The staff can not avail more than three days of leave at a time. A special permission from the principal is required to avail leave for more than three days.
4. Prefix, suffix and sand witching of holidays Sunday's is allowed but total days of absence should not be more than 7 days. If total absence is more than seven days then all holidays and Sundays will be converted as leaves.
5. Leaves are not permitted during peak period of the college and when needed, will be decided by the HOD/Principal.
6. The un-utilized casual leaves will lapse by end of the year and cannot be carried forward.
7. Principal is sanctioning authority for all the staff and Secretary & Correspondent to the Principal.
8. The days of work put in by the faculty on holidays and hours worked beyond college timings will be treated as additional leaves (CCL) to their credit which has to be availed within six months of accumulating CCL.
9. The period of deputation of the Employees will be treated as 'On Duty'.

Categories of Leaves: The following categories of leaves are available for the staff members.

### *Casual Leaves*

1. All employees of the College are entitled for 12 days of casual leave in a calendar year or proportionate to the period of the service during the year.
2. Facility of half day casual leaves is available.
3. Casual leave can be availed with prior permission subject to work adjustment at the college.

*Half Pay Leaves:* Half pay leave may be granted to an employee who has completed three years of service to an extent of 10 days in a calendar year on confirmed medical grounds.

*Maternity Leave:* The female staff members who are not on probation are eligible for maternity leave for a period of three months with half pay for first two pregnancies only. Employees availing this facility should sign a bond to serve the institute at least for duration of two years after availing maternity leave.

*Marriage Leave:* Staff who have put in a minimum of one year of service are eligible for a special leave of three days in case of his/her marriage.

*Leave due to bereavement in family:* On sudden expiry of an employee's kith and kin, three days of special leave is permitted for permanent faculty.

*Study Leave:* The Institution encourages qualification improvement of the faculty. To this end the college grants study leave for its permanent employees with half pay for that period. The maximum number of faculty deputed is restricted to one member per department per year subject to the condition that:

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1. The staff has put in five years of service in the organization. The study leave should be for a period of two years for M.Pharm program and three years for Ph.D.
2. The faculty concerned should execute a bond to the effect that he/ she shall serve the institution for double the period of study leave availed or refund double the amount in case of his/her decision to leave the organization earlier than the stipulated period. Any extension of such leave shall be on leave without pay.
3. Management is the sanctioning authority for study leave on the recommendations of the Principal and the Head of the Department concerned.

*Lean on employment:* In case the employee so chooses to be away from duties for a period of one year or less lean on employment will be considered on the merits of the case. This facility can be availed by the employee who 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.

*Reprisal:* Leave availed without approval will be considered as unauthorized absence and attract disciplinary action.

*Travel Allowance:* Staff on official duty can avail TA as per the following guidelines.

1. The employee can receive an appropriate amount as travel advance on filling up the prescribed form for the purpose.
2. In case of travel by bus, the actual fare will be reimbursed on production of proof.
3. In case of travel by train, the actual expenditure incurred will be reimbursed subject to a maximum of II AC for Professors and III AC for Associate Professors & Assistant Professors.
4. If there is no bus/train transportation facility, a taxi can be hired on authorization by the Principal.
5. Local Transportation Allowance will be paid a maximum of Rs. 150 per day.
6. The employee on return from temporary duty should submit all the bills concerning the expenditure within two days.

*Daily Allowance:* Staff on official duty can avail DA per day as per the following guidelines:

S. No.	Category	A Grade City	B Grade City	C Grade City
1.	Grade-I: Regular Teaching Staff	Rs. 400	Rs. 300	Rs. 200
2.	Grade-II: All the Non-Teaching Staff	Rs.300	Rs. 200	Rs. 150

For the purpose of claiming D.A., the absence of the employee from the employees from the headquarters is reckoned i.e., the time between the officers left the headquarters and the time he returned to the headquarters shall be taken. For periods less than 24 hours absence the following rate are admissible:

Absence Less than 6 Hours

Absence more than 6 hours, but less than 12 hours

Absence more than 12 hours

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No D.A.  
Half D.A.

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Note:

1. Regarding the interpretation of these rules and on any other point which is not covered under these rules, the decision of the Management of the College shall be final and such decisions shall as far as possible, be in the general interest of the employees.
2. The Management reserves the right to amend any of the above rules in the interest of the College without unduly affecting the general interest of the employees.

## CONDUCT RULES:

Every faculty shall be governed by these rules and is liable for all consequences in the event of any breach of rules.

1. No faculty shall engage in strike or similar activities such as absence from work or neglect of duties etc.
2. Faculty should maintain integrity, devotion to the duties, honesty and impartiality in official dealings and be courteous and polite and be loyal to the institute and management.
3. Faculty should be on time to the institution and be present during all working hours. No leave will be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities. Even during leave or vacation, no faculty shall leave head quarters without the prior permission of the competent authority.
4. No faculty can be a member of any political party and participate in political activities.
5. No faculty shall divulge any information or make any statement, in writing or publishing via any media.
6. No faculty can engage directly or indirectly in any trade, private tuition or undertake outside employment.
7. Any faculty involved in legal proceedings of a court should keep the institution informed about the facts.
8. Any aggrieved faculty should seek redressal through the grievance procedure of the institute.
9. No faculty should play politics of any kind and causing embarrassment to the institution's prestige.
10. No faculty should maintain groups and not interacting /communicating uniformly with all staff members.
11. No male staff members should interact and communicate closely with girl students.
12. Staff members, both male & female, has to maintain professional distance and should not indulge in affairs of any kind with one another.
13. Every faculty should care, nurture and develop the young talents and devote time to every student,
14. The faculty should inspire the young learners and motivate them towards their academic needs.
15. The faculty should maintain healthy interaction with the students and pay attention to their personal and professional problems.

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16. The faculty should avoid carrying and attending to calls during class hours and also using cell phones while moving in corridors. This cautious behavior will ensure discipline among the youngsters too.
17. The faculty should insist that all students get up and greet the teacher as and when the teacher enters the lecture hall as this training would help them develop good manners and enable them to greet the fellow faculty members as and when they come across.
18. As students drift to chatting with friends very easily the faculty should adopt lecturing in the class room that holds the attention of varied strata of students, i.e. an average and good learner equally.
19. As theory and practical's are twin methods of teaching the faculty should always remain in the lab during practical sessions and assist students with their experiments.
20. As students are prone to depressions, mental stress the faculty should make it a point to counsel them at frequent intervals, especially, before and after the examinations.
21. As and when a unit nears completion the faculty has to conduct tests to obtain feedback on the course material delivered. This will enhance teaching effectiveness.
22. The faculty should update academic skills by attending to workshops, FDPs, research programmes, seminars and so on.
23. The faculty should make use of ICT, NPTEL, and other online digital resources.
24. The faculty should discharge official responsibilities as assigned by HOI/ HOD related to university / institute/department.

### Disciplinary Action

1. Any employee is 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.
2. After establishing the misconduct of the employee one or more of the following disciplinary actions will be initiated.
  - a. Issue of a Memo
  - 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
3. 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 and two senior faculty members from other departments. An employee can appeal to the management/governing body against any punishment imposed by the competent authority.
4. The employee can be terminated without assigning any notice if found guilty of misconduct or negligence, threatening, absence from service without prior notice in writing or without sufficient cause for 10 days or more and not obeying the management instructions.

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Terminated Staff member will not be reappointed under any circumstances.

### Resignation Procedures:

1. No resignation will be accepted in middle of the academic year. If they do so, they have to give three months notice or refund three months pay. The resignation shall come into force from the date of accepting the resignation by the management or the date of submission of resignation by staff member, whichever is earlier.
2. The letter of resignation has to be forwarded through proper channel.
3. During the notice period no leaves will be sanctioned. If he/she is absent from the duties during the notice period, the notice period is extended.
4. The faculty should submit a No-Due Certificate in the appropriate proforma.
5. The college issues a “relieving letter” along with “service certificate” and returns the documents pertaining to the faculty.

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## SERVICE RULES

### NON-TEACHING TECHNICAL STAFF

Eligibility Procedures:: “*Technical Support Staff*” comprises the following categories with qualification, Experience and pay Scales:

S.No	Category	Qualification
1	Store Incharge	B.Sc./M.Sc / D.Pharm
2.	Programmer	B.E. (CSE) / B.Tech. (CSE) / M.Sc.(Comp. Science) / MCA/M.Tech
3.	Computer Operator	Any Degree with Computer knowledge.
4.	Technician / Lab Instructor	D.Pharm./B.Pharm/B.Sc.
5.	Lab Assistant	SSC/Intermediate

#### Pay Scales and Allowances:

1. Pay: TS State Govt./University scales of pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.
2. Allowances: Dearness, House rent and other allowances as per T.S. State Govt. rates and rules as extended by management are adapted from time to time to all regular employees of the college.

Recruitment Procedure: The concerned HOD puts up a consolidated requirement to the principal who in turn arranges for recruitment. An oral and practical interview is conducted by a committee consisting of the HOD and a senior faculty. The selected candidates will be interviewed by the principal.


#### Compliance requirements of the technical support staff at the time of joining.

1. The appointee should abide by the rules and regulations of College.
2. The appointee should furnish the details such as bank Account No, PAN no, and deposit the relevant certificates in support of the qualification and experience.
3. The appointee should submit the joining report and sign an undertaking accepting to render a minimum of one year of service.

Awareness Programme: All the fresh appointees are introduced to the College and all the rules and regulations of the institution, Department, the conduct rules are explained by the concerned department head.

Duties and responsibilities: He / She should assist the Laboratory in-charge in discharge of their duties like

1. Preparation of lab manuals.
2. Preparation of the lab requirements.
3. Maintenance of the lab equipment's and records i.e. quotation, purchase order, bills and stock registers.

  
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4. Assist the students in conducting the lab experiments.
5. Prepare the lab schedules and display on the lab notice boards.
6. Maintain the record of the equipment issued to the student.
7. Close all the windows and doors, and seal the lab before leaving.

### NON-TEACHING SUPPORTING STAFF

Eligibility Procedures: “Non-Teaching Support Staff” comprise the following categories with qualification, Experience and pay Scales:

Sl.No	Designation	Qualifications
1.	Attendant	S.S.C.
2.	Record Assistant	Intermediate
3.	Junior Asst./ Typist/Jr. Steno	Any Degree from University.
4.	Library Asst.	1 <sup>st</sup> Class Diploma in Library Science.
5.	Senior Asst., Sr. Steno. & Asst. Librarian	Any Degree from University with 5 years experience.
6.	Computer Operator	Any Degree in Computers.
7.	Administrative Officer	Master Degree or Degree from any University.
8.	Accounts Officer	Masters Degree in Commerce
9.	Accountant	Bachelors Degree in Commerce

### Pay Scales and Allowances:

1. Pay: TS State Govt./University scales of pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.
2. Allowances: Dearness, House rent and other allowances as per T.S. State Govt. rates and rules as extended by management are adapted from time to time to all regular employees of the college.

### Duties and Responsibilities of Non-Teaching Staff

Administrative officer: Administrative officer is responsible

for:

1. Security
2. Canteen
3. Material Procurement including stationary.
4. Supervision of sanitation, maintenance of the furniture and general equipment.
5. Student Admissions
6. Internal Arrangements
7. Transport
8. Miscellaneous
9. Campus discipline & Cell phone checking and seizing from the students, general discipline such as Ragging, Teasing etc., in the campus
10. Office Administration & Correspondence.
11. Submission to and receipt from of correspondence
  - a) Higher Education

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- b) Technical Education
- c) Minority cell if applicable

- 12. Report to Principal/Secretary daily on the work progress.
- 13. Any other work assigned by the authorities from time to time.

Deputy AO/Superintendent: Assist tfile AO in all flis

functions. PA to Principal: Provides secretarial flelp to tfile

Principal.

Accounts Officer/ Accountant: Prepares and maintains all the finance related records of the institute and execute the functions like

- 1. Fee collection
- 2. Bill payments
- 3. Salaries and acquaintances.
- 4. Purchases
- 5. Sundry expenditures.
- 6. Liaison with banks and financial institutions for loans
- 7. Student scholarships
- 8. Individual income-tax assessments and advice.
- 9. DD payments for various government institutions
- 10. Any other finance related matters.

Cashier/Accounts Clerk: Assist tfile Accounts Officer/ Accountant in all tfile financial services.

### Office Assistant - Staff Related Functions

Maintain the records of

- 1. Staff personal file
- 2. Staff attendance register
- 3. Staff leaves
- 4. Service register
- 5. Inward & outward files
- 6. And any other staff related activates.

### Office Assistant - Student Related Matters

Prepare and maintain the records like

- 1. Students admissions
- 2. Student personal files
- 3. Admission cum academic Register
- 4. Bonafide Certificates & ID Cards
- 5. Students list preparation in consultation with Exam Cell I/C
- 6. Loan estimation
- 7. Transfer /college leaving certificate
- 8. And any other student related work

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### Office Assistant – scholarship and liaison

Prepare and maintain the records of

1. Eligible students for scholarships of various categories.
2. Submit and follow up with government agencies till the scholarship is materialized.
3. Disbursement of scholarship through cheques.
4. Submit acquaintances to the government and follow up the renewals.

### Front office assistant/Telephone operator

1. Present a good show of office, receive visitors and attend to their queries.
2. Receive the incoming calls and route them to the respective officers and help the officers in establishing phone connections to outside agencies through the intercom.

### Estate in-charge

1. Maintain the premises neat and tidy.
2. Monitor and maintain all the constructions.
3. Carry out construction of additional buildings as directed by the management.
4. Keep safe custody of all the facilities available in the campus.

### Electrician

1. Ensure Safety of all electrical installations by properly connecting and maintaining.
2. Attend to any emergency requirements like fuse off, power off etc. by taking appropriate action.

Grade IV employees: Assist the AO and Principal in keeping the premises clean and carry out various sundry works as and when required.

Computerization: The entire office must be computerized with quick entry and retrieval of information.

Files and Registers: The College shall have all the necessary files and registers that are required for smooth functioning of the college and shall maintain a record of such registers and files. All these files and registers must be numbered and shall be kept ready for verification at any time.

Accounts and Audit: The College shall maintain systematic computerized accounts through its accountant and AO. The methodology of accounts shall be approved by the Auditor and Chief Accounts Officer of RBVRRWCP.

Regular audit shall be conducted at the college level (monthly) and the report shall be sent to the management through Principal. The management shall conduct half- yearly audit.

Admission records: The office is responsible to maintain admission records as per norms. Quarterly audit will be conducted by the management through Principal.

Attendance / Staff records: The office is responsible for maintaining the attendance and staff

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records as per norms and a quarterly audit will be conducted by the Principal.


Etiquette & Manners: All office staff should always exhibit good etiquette and polite behavior even under testing conditions and shall not use derogatory and insulting language.

Note: For the procedures like Performance Appraisal, Training, Grievance Redressal, College Timings & Holidays, Leaves, Allowance Accrual, Conduct Rules, Disciplinary, Resignation are same as per teaching staff procedures.

Recommended by

Approved by

  
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**(Prof.K.Muthyam Reddy)**  
Hon.Secretary  
**Honorary Secretary**  
**Hyderabad Mahila Vidya Sangham**  
**Narayanaguda, Hyderabad.**