



## **SANTHIRAM COLLEGE OF PHARMACY**

Approved by AICTE & PCI, New Delhi - Affiliated to JNTUA, Anantapur  
NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

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### **6.2.2**

**The functioning of the institutional bodies is effective and efficient as visible from the policies, administrative setp, appointment and servicesrules, procedures etc**



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

The institute was established under the aegis of Shri Shirdisai educational society in the year 2007. Governance policies of the institution play a key role in connecting the management, staff, students and society. The governing body proposes the yearly plan that include budget allotment for infrastructure development, purchase of equipment and sets targets for academic performance as well. The body also reviews the previous year's achievements and students' performance.

The chairman/Managing Director is the authoritative person to approve the budget related matters. The Director administration(academics) monitors the institute's developmental activities. The Principal heads the major policy making affairs assisted by other committee members down the line. Heads of the Departments are responsible for setting and advancing the academic strategy of the departments in line with the faculty and see that the departments run in a smoother way.

Each department is headed by a HOD and the various departments are Pharmaceutics& Industrial pharmacy, Pharmacology, Pharmaceutical Chemistry&Pharmaceutical Analysis, Pharmacognosy& Biotechnology, the Pharmacy Practice and Humanities & Science.

Faculty appraisal is done annually which helps in the upgradation of teaching and non-teaching members of the institution. Employees are oriented about the service rules, code of conduct and welfare schemes followed at the institution. Institutional Scholarship Policy enables many under privileged students to receive aid to pursue their education in hassle free manner. The institution is self-financed and the chief source of income is tuition fees. Annual budget estimates and audited statements are prepared to achieve the financial goals effectively. The internal and external audits regulate and ensure the proper use of financial resources.

The academic and examination committee will look after the preparing the timetable, allotment of subjects and collecting the student feedbacks. This committee implements the exam schedules given by the university and also finalises the internal marks and keeps a record of all the marks of the students.

The research and development, is responsible for the planning and execution of different projects;also guide the staff to apply for government funding agencies. The final year students of all programs with required credentials will be guided by the placement in charge to seek jobs. Co and extra circular activity related committees will coordinate the celebration of national festivals and commemoration of important days are observed.

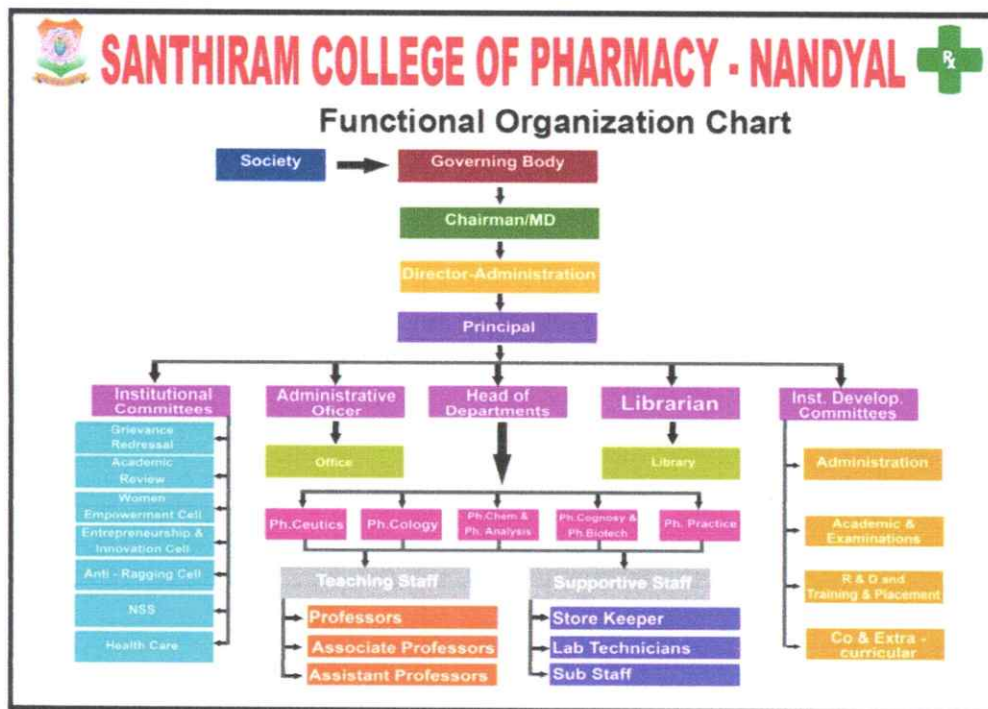
The meetings of the committees are conducted as per norms and the minutes are documented. Recruitment of faculty members is done through Governing Body by an interview as and when required by the Staff Selection Committee and presented to the Governing Body at the time of its meetings. They are promoted to the next level depending on the eligibility criteria and rules of the University and institution. The institution since its inception has been striving continuously and systematically to enhance its quality frame work which in course of time



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has helped to meet the requirements as prescribed by NAAC. To work towards this, the institution has formed an Internal Quality Assurance Cell (IQAC) which is instrumental in the development initiatives.







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## **RECRUITMENT POLICY**

Recruitment, Service Rules and Promotional Policy

Recruitment policy and service rules are framed for the effective administration and smooth functioning of the institute.

### **A. Recruitment Policy.**

The Process of recruitment of faculties

1. The requirement of teaching staff considering Student Teacher ratio / Cadre ratio is calculated as per the norms laid down by AICTE/PCI/UGC/SPPU/DTE.
2. The advertisement post-wise viz. Professor, Associate Professor, Assistant Professor is published in leading newspapers or other means of communication systems like whatsapp groups.
3. Applications are invited within the stipulated time.
4. After stipulated time, the received applications are sorted subjectwise, post wise and a summary is prepared.
5. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with principal as per the norms of AICTE /PCI/DTE/UGC/SPPU/GOVT.
6. Selection Committee is formed by Principal and Management with two subject experts of other institutes, one member from affiliating university which is JNTU-Anantapuramu and after coordinating with Selection Committee members, the dates of interview are finalized.
7. The shortlisted candidates are intimated minimum 05 days in advance as per rules about the date, time and venue of interview by sending letters / email / telephone calls.
8. On the day of interview, original document verification is carried out before candidates attend the Interview.



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9. Interview of Eligible candidates is carried out by Selection Committee

10. Appointment orders are issued by the chairman of the selection committee to the selected candidates and they are given a time period of 15 days to one month for joining. However, candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

### **B. The Process of recruitment of Technical/Non-Teaching staff**

1. The requirement and availability of technical and non-teaching staff is reviewed as and when required.
2. The advertisement is published in leading newspapers and applications are invited within the stipulated time.
3. After stipulated number of days, the received applications are sorted and a summary is prepared.
4. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with Principal as per the eligibility norms.
5. Selection Committee is formed by Principal and Management with subject expert and head of department.
6. The shortlisted candidates are intimated minimum 15 days in advance about the date, time and venue of interview by sending letters / email / telephone calls.
7. On the day of interview, original document verification is carried out before candidates attend the Interview.
8. Interview of eligible candidates is carried out by the Committee.




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9. The reports of selection committee along with the required documents are submitted to Principal and Management.
10. Appointment orders are issued by the Principal to the selected candidates and they are given a time period of 15 days to one month for joining. However, candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

Web link to recruitment policy:

<https://www.srcpnandyal.edu.in/Documents/institutionalpolices/RECRUITMENT%20POLICY.pdf>

  
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## **APPOINTMENT AND SERVICE RULES**

1. The services of the staff will be governed by the rules and regulations of UGC, AICTE and PCI.
2. The appointment to the specified post is in clear vacancy on full time basis for the period of one year probation period from the date of joining.
3. The salary will be as per the sixth pay commission of UGC /AICTE.
4. The selected candidate have to submit the original certificates of degree, experience, relieving, NOC from last employer, last pay certificate etc(if any) before joining the duties.
5. The selected candidate shall not engage in any other job paid fulltime or part time or otherwise during the continuance of the services without the permission of the competent authority/management.
6. Your appointment may be terminated at any time by either side/party, by giving on month's notice or one month's pay in lieu of notice period spent in service is more than six months.
7. If you are found absent continuously for more than thirty days without permission, your services will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the management.
8. During the period of service the candidate shall not directly or indirectly do such things which are subversive to the interests of the society/University/institute/college/students.
9. The candidate have to communicate his acceptance to the principal within seven days from the date of order of appointment, failing which the appointment is liable to be cancelled.





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## **E-GOVERNANCE POLICY**

e-governance is the most modern initiative to establish and implement good governance. The governance process is made user friendly, time and money saving; increases transparency, accountability, efficiency and effectiveness of the governing process. It helps in processing and maintenance of large volumes of information such as registration, admission, student information, classes, time table, attendance, library, expenses, examinations, performance, grades, fees details, staff details etc.

Santhiramcollege of pharmacy is effectively implemented e-governance in different areas of operations like administration, student admission and support, accounts, examinations, library etc.

### **Website of the institute**

The website of the college reflects the activities, achievements and facilities. The official college website- <http://srcpnandyal.edu.in/> is maintained by the committee which includes Principal, examination incharge and academic incharge, which updates regularly with the permission of the principal. The institute's website displays information related to organization, vision and Mission, courses offered, academic calendar, time tables, student support, training and placement, co-circular and extra circular activities, infrastructure and facilities available, R&D services etc.

### **1. Administration**

The administration is run by the aid of softwares i.e., Webpros- <https://webprosindia.com/shantipharma/main.aspx#> and SRCP stores. The students details are





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maintained in this database system. The staff updates the students attendance regularly. Staff leaves, ODs and other staff related activities are also maintained. This is used by the academic department to check student's minimum attendance required, students promotion list and marks scored. The SRCP store software is an in house developed software (local sever) maintained by purchase department, that is meant for maintaining all purchases related to chemicals, equipment. It also caters to the issue of chemicals from stores to different departmental laboratories. Chemicals stock is updated and can be viewed in the status of equipment and chemicals.

## **2.Finance and Accounts**

Tally is the software used for the finance part of the institution. Fee and other expenses are maintained by using this software. In house developed software-SRCP examination portal for online payment of exam fees-<https://exams.srcpnandyal.edu.in/>.

## **3.Student Admission and Support**

The courses offered by the college are displayed in the college website. The APSCHE (Higher education of state government) allots the opted students who have attended the counseling. Matrix and webpros are the softwares used for the student attendance and other academic related activities. Biometric attendance is supported by the Matrix.

## **4.Examination**

The examination section is supported by SRCPEB software- <http://192.168.1.7/SRCPEB/>, an in house developed software which uses the local server. It aids in conducting examinations of the three programs i.e., B.Pharmacy, M.Pharmacy and Pharm.D. , entering internal marks



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received from the respective staff, uploading external results, preparing backlog status and list of eligible students to be promoted for the next semester. It is also used for the seating plan formats.

Web link to e governance policy:

<https://www.srcpnandyal.edu.in/Documents/institutionalpolicies/E-GOVERNANCE%20POLICY.pdf>

  
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## **LEAVE POLICY**

### **LEAVE RULES:**

1. Any Leave shall not be availed as a matter of right. The competent authority alone shall have the right to sanction it.
2. For the purpose of the Leave Rules, the Employees shall be classified as Teaching and Non-Teaching. (Regular and Contract basis).
3. A Leave account shall be maintained for each Employee in the office.
4. Any kind of leave may be granted in combination with or in continuation with any other kind of leave except CL / SpCL with prior approval of the Principal.
5. Regular Employees who have put in less than one year of service are not eligible to avail the vacation.

### **Employees are eligible for sanction of the following.**

#### **Casual Leave:**

1. The Institute usually works for 6 days in a week. All Employees of the Institute shall normally be entitled to 18 days of C.L per Calendar year subject to any changes from time to time approved by the Governing Body.
2. C.L. for Half a day can also be granted. Teaching staff when they go on C.L. should make alternative arrangement for their class work.
3. Normally not more than three days of C.L. can be availed in a month. However, at the discretion of the Principal and with prior permission, C.L. in excess of three days in a month may be availed. Principal, at the discretion, may also permit C.L. to be suffixed, prefixed or sandwiched with other public holidays provided the total duration does not exceed 10 days. In case this stipulation of 10 days is exceeded, the total period will be debited to other leave including Loss of Pay to which they are eligible.
4. For contract staff C.L. will be granted in proportion to their service put in.

#### **Compensatory Leave:**

Teaching and Non-Teaching Staff including ministerial staff shall be entitled for Compensatory leave on the specific direction or recommendations of the Head of the Institute whenever they are required to work on a Holiday / Holidays with prior approval, to a





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### **Maternity Leave:**

All Women Employees after satisfactory completion of Probation of two years of Regular Service are eligible for 2 months for one Child. This leave is not debited to leave Account, and can only be availed. No pay will be allowed during this leave.

Web link to leave policy:

<https://www.srcpnandyal.edu.in/Documents/institutionalpolicies/LEAVE%20POLICY.pdf>

  
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maximum of 6 days per Calendar year. Such leave will have to be utilized within 10 months from the date of working on the Holiday only with prior approval. This will not apply to the work of University Examinations / Other duty which is remunerative.

### **Academic Leave:**

Teaching and Non-Teaching staff shall be entitled for academic leave on the specific direction or recommendations of the Head of the Institute whenever they are required to attend for professional, administrative and evaluation processes with prior approval to a maximum of 6 days per Calendar year.

### **Medical Leave (ML):**

1. Teaching and Non-Teaching staff shall be entitled for medical leave (half pay leaves) on the specific direction or recommendations of the Head of the Institute as per the medical certificate provided for not more than 15 days when they met with an uncertain incident in an academic year.
2. Medical certificate issued for diseases by Doctors who are not qualified or trained to treat will be rejected.
3. Medical Certificate must be addressed to the Principal or the Employer of the Institution and any Certificate addressed as ' Whomsoever' will be rejected.
4. Medical Certificate given from back date will not be approved. Fitness Certificate on Advance Date or Back Date will be invalid.
5. All Medical Certificates should be MCI certified with Registration No. of Doctor. Alternative medicine cannot be accepted.
6. For specific sickness / disease only the concerned Physician can certify.
7. Any Medical Certificate is found to be forged or faulty presented for availing leave, will entail Disciplinary action.

### **Vacation:**

Vacation generally as stipulated by the Head of the Institution and approved by the President, may be availed of in combination with or in continuation of any kind of leave except CL / SpCL with prior approval of the Principal.



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## **DISCIPLINARY POLICY**

### **DISCIPLINARY PROCEEDINGS:**

No punishment on a Member of Staff shall be imposed except after.

- i. The Employee will be informed in written by the Principal with regard to the allegations on which action is proposed to be taken and is given an opportunity to make representation he / she may wish to make in written.
- ii. Such representation, if any, is taken into consideration by the Principal / Management before imposing penalty.
- iii. Powers can be delegated by the President to the Principal or by the Principal to Head of the Department or any other Staff Member in writing for specific purpose and duration.

### **DISCIPLINARY PUNISHMENTS AND APPEALS:**

These Rules shall apply to all Employees of the Institute.

The following penalties may be imposed upon the Employees of the Institute namely.

#### **1. Penalty:**

- i. Censure
- ii. Fine
- iii. Withholding of increments with or without cumulative effect.
- iv. Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence of duties or breach of orders or by any act of employee.
- v. Suspension for a specified period.
- vi. Removal from the Institute Service.

2. Where it is proposed to impose on an Employee of any of the penalties, he/she shall be given an opportunity of making any Representation that he/she may desire to make and such representations, if any, shall be taken into consideration before the order imposing the penalty is passed.

3. a) No Regular Employee of the Institute shall be dismissed or removed reduced in rank except after an inquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such inquiry to impose on him/her any such penalty, he/she has to be issued a show cause notice on the penalty proposed, calling for his / her explanation, if any





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b) The Inquiry under Sub-rule (a) shall be made by an Enquiry Committee / Enquiry Officer constituted for the purpose. The Enquiry Committee / Enquiry Officer shall be constituted by the Principal.

4. Every Employee of the Institute shall be entitled to one appeal from an order imposed on him/her on any of the penalties, to the Authorities as specified.

**Web link to disciplinary policy:**

<https://www.srcpnandyal.edu.in/Documents/institutionalpolicies/DISCIPLINARY%20POLICY.pdf>

  
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## POLICY ON CODE OF CONDUCT

### Code Of Conduct For Students

Santhiram college of Pharmacy has introduced code of conduct for students to foster and promote core values in them and to endorse safe and secure learning environment by protecting the properties and processes that support mission of teaching and learning in the institution. And all the students who are in break of academic year due to detention, internships etc., are also covered under code of conduct.

The code is applicable to all Pharmacy students pursuing undergraduate and post graduate courses. The code is applicable within and outside the college premises.

#### **Responsibilities of a student:**

Students are the major stakeholders of the institution, and citizens of the nation. Admission in to the college presumes that all the students observe high standards of conduct as per code of the college and constitution of the India, which contributes to the academic goals of the college and welfare of the society.

#### **Student participation in Governance:**

As the students are the members of the college they are given an opportunity to act as members in various academic and administrative committees initiated by the institution like Anti-Ragging, event organizers etc., to inculcate the leadership and team work capabilities in the students.

The following are the instructional guidelines for student members in governance committees of the college.

- Be punctual and regular to the meeting scheduled.
- Provide the right information related to any violation of code.
- Cope up with the members in implementation of resolutions made in the meetings.

**Misconduct:** The code of the college defines the misconduct of a student in various aspects. If any student found to have attempted or committed in these aspects, then he/she subject to appropriate disciplinary actions under this code.

**Academic Misconduct:** It defines the involvement of the student in the activities like copying, malpractice in examinations. Students are advised to follow the below link of college website to know more details on JNTUA Academic regulations.



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**Plagiarism:** It defines as claiming one's ideas, figures, code and data etc., as own without acknowledging the original source through citation.

Examples of plagiarism includes:

1. Verbatim or paraphrasing the content published in books, reports, publications or internet.
2. Reproducing one's own published data, figures, illustrations, tables, graphs etc.,
3. Incorporating the content from Internet, and other sources for creating one's own class notes, presentations, manuscripts, research publication or thesis without proper attribution.
4. Self plagiarism which constitutes copying verbatim from one's own earlier.

**Disruptive conduct:** It defines a conduct that intentionally or substantially obstructs or disrupts the teaching or rights of other in the campus/premises or in connection with any college sponsored event or activity.

**Unauthorized possession or use of weapons:** It means possessing or using weapons, articles, substances, firearms, explosives and dangerous biological and chemical agents.

**Consumption of alcohol, drugs and smoking:** College strictly prohibits consumption or possession or distribution of alcohol, drugs and the smoking in the college premises.

**Ragging:** The conduct of causing injuries to others, endangering others health, safety and welfare, threatening, harass, assault and commission of any activity which amounts to ragging in any form as defined in the UGC Prohibition of Ragging and Regulations, 2009.

**Unauthorised use of electronic gadgets:** As per the instructions and act from APSCHE Electronic gadget like smart phones, cameras etc., are strictly prohibited in the campus. Using smart phones in the campus is an unlawful action.

**Synergy and organizing events:** Students are not allowed to form individual groups, collect funds within the campus or outside and organize the events without a proper written permission from principal.

**Violation of college/university rules:** These include misuse of Library, Laboratories, Computing resources, College Internet facility, examinations and all academic and non-academic rules defined at hostels and college premises.

**Dress code:** All the students in the campus should be neatly dressed in all working days and during examinations.

### **Dress code for Boys:**

- Formal dress with self coloured shirt and pant with neatly tucked in.
- Black or Brown colour leather shoes.





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- Wearing tie(Optional)
- Tonsure the hair and beard neatly and professionally. And don't colour the hair.
- Wearing ID card

## **Dress code for Girls:**

- Chudidhar with dhuppata neatly pinned in 'V' shape.
- Wear Chudidhar tops with length below the knee without slits. And avoid legging & transparent dhuppata.
- Don't wear sleeveless and shoulder cut dresses.
- Don't colour the hair and neatly plait it.
- Wearing ID card

Note: College uniform for different programs must be followed on the specified days. Apron should be worn for laboratories to attend practicals.

**Punishment and penalties:** One or more of the following actions are imposed on students if they are proven to be misconduct by the disciplinary committee.

**Warning:** A written letter of admonish issued to student's misconduct.

**Suspension:** Breaking the student's continuity in the college for a specific period of time.

**Fines:** Monetary fines are imposed on students, in order to recompense the loss, injury and damage of the college property and others.

**Confiscation:** Seizing the goods used or possessed in violation of code of conduct.

**Restraint to privileges:** Denial of specific privileges including but not limited to access to student facilities, participation in placement drives and college events for a defined period of time.

**Withholding of results:** As per the examination regulations of JNTUA University withholding the results until the completion of assigned disciplinary action on the event of malpractices.

**Dismissal:** It is an extreme action imposed on the students, which cancels a student admission in the college and not allows for re-entry in future.

**Other actions:** On extreme cases an appropriate disciplinary actions may be imposed on the students by the recommendations from competent authority.



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## CODE OF CONDUCT FOR FACULTY

Teaching is the noble profession in the world. And the famous saying "Teaching is the profession that creates all other professions" is experience in all fields. Santhiram college of Pharmacy is committed to achieve high standards in teaching learning process to inculcate research activities and inventions in young technocrats for safe and betterment of society. Teaching is a 24X7 job involves interaction with different entities like students, parents, staff, authorities and society. The following are the required conduct expected from teachers.

### **General guidelines to teachers:**

- Be professional in the role he/she appointed.
- Treat non-teaching staff as colleagues and work in joint for completion of the assigned works.
- Speak gently with colleagues in the profession and render assistance for the betterment of the institution.
- A teacher is a communication medium between the institute and parents/guardians. He/She have to share the correct progression of their ward in a timely and regular manner.
- Manage personal affairs in consistency with the dignity of the profession.
- Discharge the teaching duties like class work, tutorials, laboratories, seminars conductance etc., with dedication.
- Attain continuous growth in academics and research by acquiring highest qualifications, seeking memberships in professional bodies and societies and actively involving in research activities.
- Active participation in extension, curriculum, co-curriculum and community services.

### **Teacher and students:**

- Treat every student equally regardless of his/her caste, religion, political background, economic status, social and physical characteristics.
- Invite the students to express opinion and respect their right.
- Motivate/Counsel the students to enhance the interpersonal skills and technical skills for achieving their individual goals and for welfare services.
- Analyse the differences in student learning capabilities and strive to deal with them appropriately.



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- Deal the students affectionately, and do not behave in a vindictive manner on any one for any reason what so ever.
- Be available for students after class hours at any time for doubts clarification and guiding.
- A teacher should be fascinate to social/welfare activities and promotesuch fashion among the students for peace and development of the country. And also has a responsibility of educating the students on human values and ethics in profession, national identities & symbols, heritage, citizenship, famous personalities and their contributions, current research innovations and applications.
- Refrain the students for inciting faculty, other students and staff.
- Do not share your personals with students and expect mercy from them in any kind.

### Teacher and Authorities:

- Discharge the professional responsibilities according to prevailing rules and methods/procedures drafted in organizational structure and roles and responsibilities of the members.
- Don't execute any private employment like conducting tuitions, giving coaching which can interfere likely in your profession.
- Co-operate and coordinate with authorities in formulating new policies for betterment for the institution by keeping in view the interest in conformity with the dignity of the profession.
- Submit a prior notice to authority in change of position.
- Wisely use the leaves as far as possible with prior intimation and holding the responsibility of academic schedule.

### Misconduct:

- Failure to perform academic duties assigned to him/her by the authorities.
- Discrimination of students, colleagues and other staff with respect to cast, religion, background, sex etc.,
- Inciting the students in front of other students, colleagues and other staff.
- Refusal to agree and carry on the decisions taken by the governing authorities/bodies made in accordance with Act, statutes and ordinances.

### Punishment & Penalties:

One or more actions may be imposed on faculty based on the evidence of misconduct.





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- Issue of MEMO in evidence of misconduct and seeking explanation.
- On extreme cases termination from the institution.

## **CODE OF CONDUCT FOR ADMINISTRATORS AND STAFF**

This code of conduct is designed to provide the standards of professional conduct expected from all administrative staff. It represents, for the College, a benchmark of expectations about professional conduct. For the purpose of this document, the term "administrative staff" is used interchangeably to refer to any person in the College who serves as a Director, Principal, Dean, HOD, Manager, or Chair.

### **1. Professionalism for Administrators and other Staff:**

Administrative staff and other Staff are expected to proceed in their daily duties in a manner that upholds the dignity of their profession by exhibiting a commitment to excellence in learning and teaching and a concern for the well-being of students, faculty, support staff, colleagues, the College, and the broader society in which all exist.

### **2. Professional conduct for administrators and other Staff:**

All administrators whose behavior does not comply with or that is inconsistent with the minimal standards of professionalism contained in this document may be subject to the range of disciplinary actions.

### **3. Adherence policies for administrators and other staff:**

The College expects that administrative staff and other staff will:

- Familiarize themselves with College policies that are relevant to their responsibilities;
- Adhere to those policies to the best of their ability;
- Assist and encourage others to adhere to the policies,
- Draw perceived problems with the policies to the attention of the Principal office ;
- familiarize themselves with and adhere to the relevant provisions of the Human Rights Code and the College Prevention of Discrimination and Harassment policy;-

### **4. Unacceptable behaviour for administrators and other staff:**

Administrative staff and other staff will not use the workplace to:

- Use scurrilous, profane, or obscene language;
- Make remarks or engage in behaviour that could reasonably be considered racist, sexist,;



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- Engage in behaviour or make remarks that could reasonably be interpreted as threatening and will intervene if they witness such behaviour;
- Intimidate any employee or student verbally, while they themselves strive actively to prevent others from engaging in such behaviour;
- Encourage, by inaction or innuendo, the development of an environment that is fractious, disrespectful of others, or intolerant of order and good manners;
- Promote their personal, religious, political, social, or business agendas. In addition, administrators and other staff will avoid attempts to use their authority as managers or the reputation of the College to forward any personal or political agendas.

### **5. Online Environment facilities for administrators and other staff:**

Administrators and all other staff must apply professional and ethical standards at all times when accessing, using, and distributing information and materials through use of learning technologies. Staff must use computing and communication facilities and services only for the purposes for which they are authorized.

### **6. Management expectations from administrators and other staff:**

#### General Expectations

Administrators and other staff are expected to:

- Demonstrate courtesy and respect in all dealings with students, academic employees, and support staff;
- Be fully conversant with all aspects of the College's policies and procedures and will be prepared to implement them;
- Demonstrate their respect for the professionalism of faculty and support staff;
- Ensure that the work assigned to an employee meets the terms of the employee's job description and the collective agreements and that the duties are appropriate to the qualifications and skills of the employee;
- Give faculty and support staff who agree to accept assignments currently outside their qualifications and skills but within their expected potential a commitment to provide the time or training needed to successfully perform these assignments;
- Be clear and specific in communications with faculty and staff so that all concerned will know precisely what behaviour is expected of them;

### **7. Relationships expectations from administrators and other staff:**



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Administrators and other staff at the College will be aware that there are limitations on the nature of the collegial relationships they can have with faculty, staff, and students. Managers will, for example:

- Avoid activities which might give rise to a perception of favoritism;
- Refuse to invite, solicit, or allow gossip, innuendo, or direct disparagement of any academic employee, support staff member, or other administrator, other than in the context of receiving a report regarding an issue of concern;
- Acknowledge any conflict of interest with faculty or staff due to a preexisting relationship and attempt to resolve any difficulties that may arise;
- Maintain an even-handed and consistent professional tone in all their interactions with faculty, staff, and management in the College, and
- Refrain from engaging in behaviour on College premises that is inconsistent with their role as College leaders.

## **8. Collective agreements for administrators and other staff:**

Administrators and other staff will demonstrate their understanding that the terms of their relationships with faculty and staff in their departments are governed by the terms of the collective agreements into which the College has entered with faculty and support staff.

Administrators and other staff must:

- Have a basic understanding of the terms of the collective agreements and seek counsel before taking action in areas of uncertainty.

## **9. Public relations for administrators and other staff:**

Administrators and other staff understand that how they represent the College is vitally important to all members of the College community. Professionalism in the realm of public relations will be demonstrated by ensuring:

- Public statements are accurate, and Public statements do not misrepresent or distort the intentions of the College.
- Administrators and other staff are responsible for ensuring that the required statistical data provided for external agencies providing funds is accurate.
- Administrators and other staff will avoid attempts to use their authority as managers or the reputation of the College to forward any personal or political agendas.



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Web link to Code Of  
Conduct: <https://www.srcpnandyal.edu.in/Documents/institutionalpolices/CODE%20OF%20CONDUCT.pdf>

  
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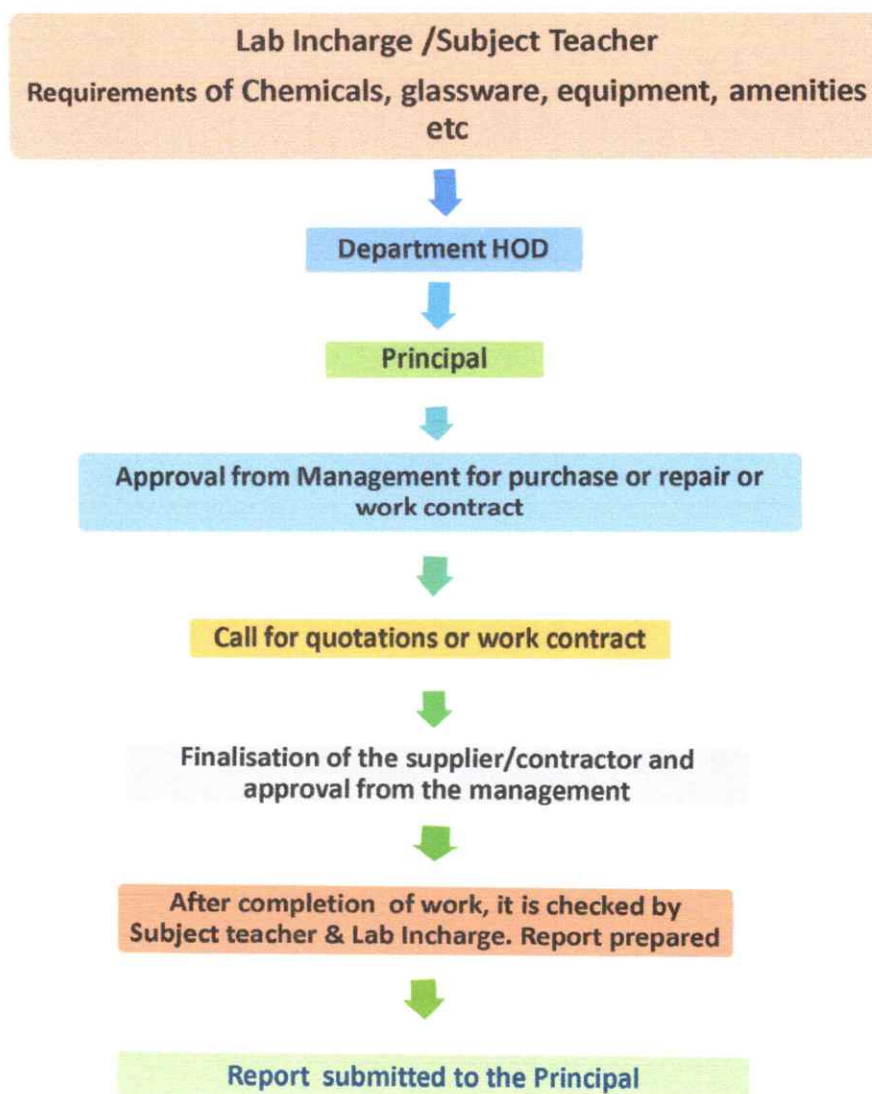
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## **MAINTENANCE POLICY**

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports, computers, classrooms etc.

### **Class Rooms/Laboratory Maintenance**

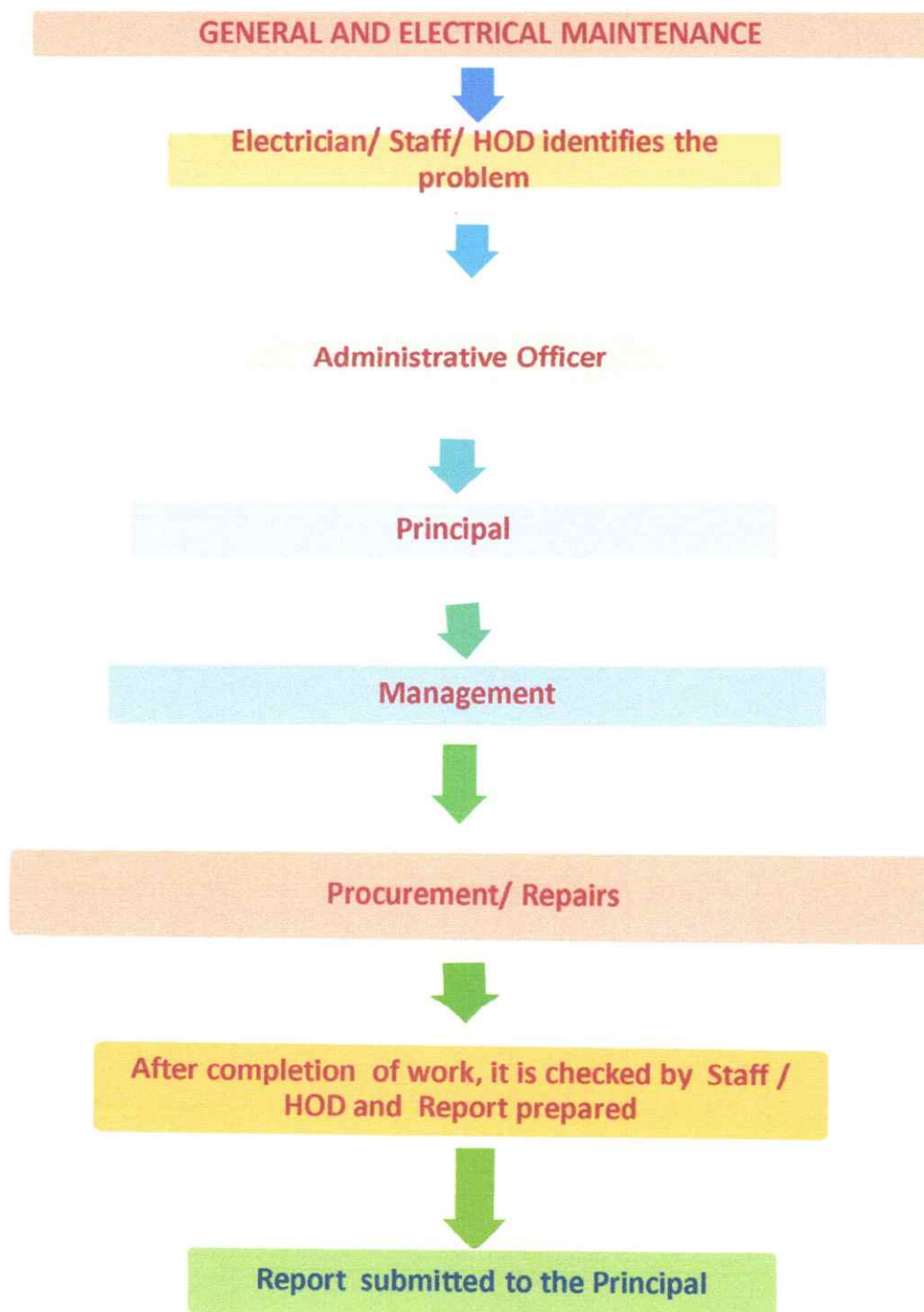




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## **General And Electrical Maintenance**





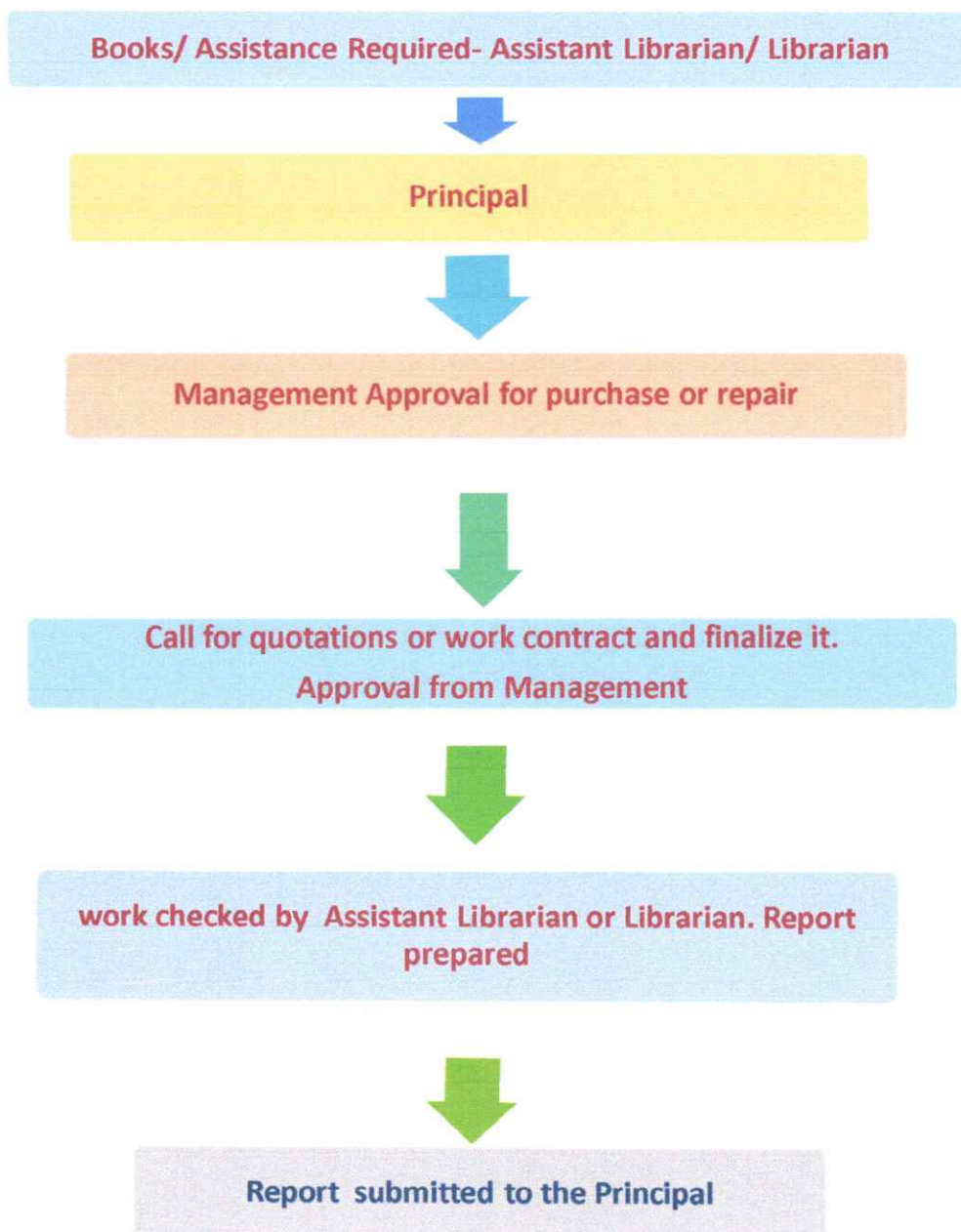


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### **Libraray Maintenance**





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Web link to maintenance policy:

<https://www.srcpnandyal.edu.in/Documents/institutionalpolicies/MAINTENAN>

[CE%20POLICY.pdf](#)

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## **WELFARE POLICY**

### **WELFARE NORMS:**

#### **1. INSURANCE COVERAGE TO STAFF MEMBERS:**

All the Regular teaching and non-teaching staff members in Santhiram College of Pharmacy are facilitated with the benefit of Medical Insurance. The coverage is to a maximum extent of rupees three lakh /per year for the Teaching Faculty and Non-Teaching Staff.

#### **2. PROVIDENT FUND:**

The P.F. scheme is implemented for eligible Staff of the Institution as per the provisions of Employees Provident Fund Act.

#### **3. INSURANCE COVERAGE TO THE STUDENTS:**

Santhiram college of Pharmacy also providing the insurance allowance to the students' who got the admission into Santhiram college of Pharmacy. The validity of this insurance is up to 1 year and every year it is renewed by the management. The coverage is to a maximum extent of rupees three lakh /per year for the student and up to 2 lakhs to the nominee of the student.

#### **4. LATE LINGAMURTHY MEMORIAL EDUCATIONAL FREESHIP:**

The Management is committed to encouraging the students to joining in any of the B.Pharmacy, M.Pharmacy or Pharm.D programs. In this, Sri Shiridi Sai Educational Academy is providing scholarship towards tuition fee.

Every year during admission process, applications are invited from the eligible Students and the "Student Welfare Committee" will prepare the list of eligible students and amount of scholarship and submit the same through Principal.

#### **5. SANTHIRAM SEVA SCHOLARSHIP:**

The Management has committed for enhancing the professional knowledge, skills and attitudes of educators, so that they might in turn improve the learning process of Students.





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The college aims at developing a deep understanding of the human values and social concerns among the engineering graduates.

The Scholarships are awarded to students with financial need, as determined by the Governing body. It is a scholarship for economically weak students which covers various aspects. This financial aid comes from a dedicated scholarship fund of the Trust. The applicant must furnish the relevant details as a proof of his/her for receiving scholarship.

Every year during admission process, applications are invited from the eligible students and the “**Student Welfare Committee**” will prepare the list of eligible students and amount of scholarship.

### **Eligibility:**

- a) Student who are economically weak, and/or from a rural area.
- b) Student who secured good academic record i.e above 70% or 7.0 GPA marks from SSC onwards.

### **6. WELFARE SCHEMES FOR FACULTY/STAFF:**

#### ***a) Canteen facility at subsidized rates:***

The cafeteria at Santhiram College of Pharmacy makes avail of all kinds of food items. Faculty/staff of Santhiram College of Pharmacy can avail any food item available at Santhiram College of Pharmacy cafeteria with the subsidized rates up to 50%.

#### ***b) Subsidized Transportation facility:***

Santhiram College of Pharmacy has buses that are made available to the faculty, staff and students for travel to college from various points in Nandyal as well, Kurnool, Banaganapalli, Velugodu, Koilakuntla and Allagadda. The faculty can avail this facility with subsidized rates up to 50% and all the non-teaching working in Santhiram College of Pharmacy, the transportation facility is at free of cost.



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### ***c) Educational grant for faculty & Staff towards their children education:***

The faculty/staff of Santhiram College of Pharmacy can avail the concession in the tuition fee towards the education of their children in the group institutions. According to the norms of the concern institution, faculty/staff can get 25-50% concession in the annual tuition fee.

### ***d) Medi claim for faculty & Staff & their family members:***

The faculty/staff of Santhiram College of Pharmacy and/or their member(s) of the family can get the medical claim concession up to 10-25% in the final bill.

### ***e) Free Medical consultancy:***

The outpatient medical consultancy facility is made free to the faculty/staff and/or their member(s) of the family as per the requirement and requisition.

### ***f) Gifts for family & Individual functions:***

Santhiram College of Pharmacy also encourages the get-together functions/events as a part of the recreational facility. Gifts and presentations will be given for personal/family occasions like marriage, housewarming ceremony etc.

### ***g) 3 Additional leaves for funeral services of the family members:***

In case of loss of the members of the family of any faculty/staff, they can avail 3 additional leaves for attending the funeral services.


### ***h) Uniform is provided to peon & security:***

The attenders, security guard, workers of general maintenance section, will be issued uniform once in a year, probably during the time of Dussera Festival.

### **Web link to welfare policy:**

<https://www.srcpnandyal.edu.in/Documents/institutionalpolices/WELFARE%20POLICY.pdf>

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## **Skill Development and Training Policy**

Skill development and training plays an important role in the successful placement of the outgoing students of Santhiram College of Pharmacy. The college has made this activity compulsorily to be conducted every year. A trainer from reputed training company visits the college and trains the students for a minimum of one week.


### **Activities done in training programs**

- The trainer explains about the importance of training and skills required to successfully complete the interviews.
- Biodata preparation and important points/tips to face an interview are elaborated to the students.
- Group discussions are arranged among the students.
- Finally a mock interview is arranged for every student and score is given based on the performance. This will help the students to know where he is lagging and can be motivated to improve in that particular aspect.

For the skill development, a unique program called Forum of Innovations Skill and Human values(FISH) is designed. Hands on training programs are also conducted in this regard. Eminent persons either from industry/academics is invited to deliver a lecture on current topics and also open discussions on the same by the students is encouraged. FISH program is conducted as frequently as possible for the students of all programs.

### **Web link to Skill Development and Training Policy:**

<https://www.srcpnandyal.edu.in/Documents/institutionalpolices/Skill%20Development%20and%20Training%20Policy.pdf>

  
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## GREEN POLICY

Santhiram College of Pharmacy believes that clean, green and pollution free environment provides a serene and pristine backdrop for effective learning. And being eco-friendly is not only a responsibility of the industry and corporate but also educational institutions. Green campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly campus.

The main purpose of this policy is as follows

1. To avoid air pollution in the campus.
2. To avoid the use of polythene and its forms.
3. To promote the greenery in the campus.
4. To lessen the paper use.
5. To maintain tobacco free campus.

Institute implements the following practices towards establishment and maintenance of green campus.

### 1. Restricted entry of automobiles

- Automobiles are strictly restricted in the campus by providing separate parking areas for two-wheelers and four wheelers in the campus near to entrance.
- And mass transportation of faculty and students by college buses from various locations.

### 2. Use of Bicycles/ Battery powered vehicles

- Students and faculty are motivated to use the bicycles in the campus by organizing cycle rally and fitness awareness programs by NSS unit.
- Institute has procured battery powered vehicles for transportation in and between the group institutions.
- Students are encouraged to do projects on solar vehicles.



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### **3. Pedestrian friendly path ways**

- Wide and neat pathways with trees full of blossoms are maintained.

### **4. Ban on use of plastic**

- Institute strictly declared ban on the use of polythene and its forms in the classrooms, canteen, student stores and community garden in the campus.
- Faculty and students are motivated to use eco-friendly bags and things by conducting awareness programs like clay ganesh statue, sponsoring jute or cotton bags in workshops/FDPs organized by the institution.
- In canteen bio-degradable things and steel vessels are used.
- Awareness programs on plastic free campus are organized by NSS unit.

### **5. Landscaping with trees and plants**

- Institute established landscaping with trees and plants around 20,800 yards in four divisional areas in the campus with various kinds of plants planted surrounding them.
- Drip irrigation and sprinklers irrigation are implemented in the gardens.
- The maintenance department is nurturing the gardens and plants with at most care.

### **6. Paperless office**

- Institute has ERP system, whatsapp groups for official communications and uses electronic media like E-mails for outside communication.
- Faculty and students are advised to take print on both sides of the paper and use the single side waste paper for rough works.

### **7. No Tobacco zone**

- Institute declared the campus as tobacco free zone since its inception by restricting the sale of all forms of tobacco and its items. Signboards are displayed in the campus.
- Awareness programs on health issues by the consumption of tobacco are regularly organized by the NSS unit.



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### **8. Digital Library/E- Learning**

- Maintaining softcopies of academic books other relevant content, and membership in various E- journals.
- Providing more readout materials in softcopy and sharing through E-mails and whatsapp groups.

### **Web link to green policy:**

<https://www.srcpnandyal.edu.in/Documents/institutionalpolicies/GREEN%20POLICY.pdf>

  
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