



NAAC ACCREDITED

GIET SCHOOL OF PHARMACY

(SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, **RAJAMAHENDRAVARAM** - 533 296. E.G.District., (A.P.)

Tel : 0883 - 2484444, E-mail : gietpharmacy@gmail.com, Website : www.gietpharmacy.in

6.2.1. The Institutional Perspective Plan is Effectively Deployed and Functioning of The Institutional Bodies is Effective and Efficient as Visible from Policies, Administrative Setup, Appointment, Service Rules and Procedure Etc.,

Faculty Recruitment Policy:

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

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

Faculty service is ratified by duly constituted selection committee, Andhra University, Vishakhapatnam. College appoints the faculty based on recommendation of selection committee and need of faculty as per the PCI norms.

Faculty Promotions:

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

Extent of awareness among the employees:

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



PRINCIPAL

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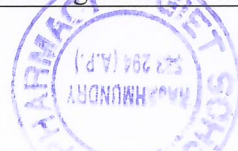
6.2.1. The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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


Various Committees in Institutional Administrative Setup

S. No	Name of the Committee	Functions and Responsibilities
1	Governing Body	<p>To provide appropriate facilities for effective execution of the instructional programmes and maintenance of proper academic atmosphere and discipline.</p> <p>To determine the educational excellence towards achieving the mission of the Institute.</p> <p>To create and appoint suitable administrative, academic and other supportive staff, to determine their emoluments and conditions of service.</p> <p>To evaluate performance appraisal and promotion eligibility. To focus on strategic priorities and its implementation.</p> <p>To establish a framework for financial resources and smooth functioning of the Institute</p> <p>To plan and execute strategies for betterment and well-being of employees.</p>
2	Academic Monitoring Committee	<p>To monitor the daily academic activities of the college.</p> <p>To prepare the timetable and monitor academic activity,</p> <p>To make necessary and alternative arrangements for academic in case of emergency.</p> <p>To plan and carry out the project activities for the students</p> <p>To govern the student counselling centre etc.</p> <p>To plan and execute Parent-Teacher meetings.</p> <p>To meet and plan for punctuality in semester academic activities by class teachers.</p>
3	Examination Committee	<p>To take all necessary measures for the smooth conduct and fairness of examinations.</p> <p>Preparing the exam timetable and get approval from the Head of the Institution, and circulate the same to the faculties & students.</p> <p>Preparing the Invigilator list for all the examinations, Execute the seating arrangement for students during examination. Maintaining the registers for internal marks and recording the details of exam hall/ subject/SEM/ date/ time/ the invigilator who has received the Question paper/submitted</p>

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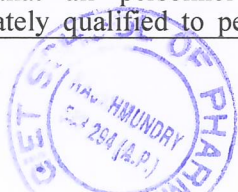
		<p>the answer scripts etc.</p> <p>Planning and executing the schedule and budget for University Practical Semester End Examination</p>
4	IQAC Cell	<p>Development and application quality benchmarks/parameters for various academic and administrative activities of the institution.</p> <p>Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.</p> <p>Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.</p> <p>Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.</p> <p>Documentation of the various programmes/activities leading to quality improvement.</p> <p>Development of Quality Culture in the institution.</p> <p>Preparation of the Annual Quality Assurance Report (CAQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.</p>
5	Grievance & Redressal Committee	<p>The Grievance & Redressal Cell deals with all issues related to the betterment and well-being of the student community Grievance. / Complaint Boxes have been installed at two different places in the College campus in which the students who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics/administration in the College</p> <p>The grievance box helps students in voicing their opinions and suggestions. The committee reads the grievances and find solutions. There are student representatives in the grievance committee, which helps in transparency</p> <p>Students can approach the teachers or any of the members directly</p> <p>The suggestions from other committees like Placement cell, Counselling cell, Student council and Alumni associations are also taken.</p>
6	Finance and Purchase Committee	<p>An indent mentioning requirement duly permitted by the Principal is presented to the purchase committee,</p> <p>The committee calls price quotation from three contracted/ new suppliers for the said requirement.</p> <p>The price quotations are discussed by higher authorities in the committee. A comparative statement is prepared on the basis of eligible price quotations.</p> <p>Order is placed, with conditions, to the supplier delivering timely/quality/economic goods. Goods delivered by the supplier are checked by the store committee.</p> <p>A satisfactory report is furnished by respective end users. The bills of the purchased goods are placed to the account section, which is passed within a fortnight</p> <p>List of all purchased goods are recorded in a stock register, along with all purchase details; related information is imprinted on non-consumable goods.</p>
7	Anti-Ragging Committee	<p>To formulate and execute the Anti-Ragging cell and squad, officiating within campus,</p> <p>To monitor the overall discipline of the staff and the students. To facilitate and help activities at girls and boy's hostel</p> <p>To monitor and take corrective measures for students' overall attendance etc.</p>
8	R&D Committee	<p>To encourage innovative ideas among students and faculty members.</p> <p>To make the members aware of the facilities provided for pursuing in-house research</p> <p>To have collaboration with industry and research centres</p> <p>To be abreast of the latest technology</p> <p>To build up a bridge between experts and novices</p> <p>To mix up the expertise technology with theoretical knowledge</p>


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		<p>To conduct faculty seminars on weekly basis</p> <p>To enrich technological competence by conducting guest lecturers for teaching faculty and students.</p>
9	Training and Placement Committee	<p>To enhance and foster industry-institution relationship.</p> <p>To facilitate industrial training for students, internship programs and students' study tour programs</p> <p>To promote participation of industry personnel in the development of students' knowledge & high-quality student projects.</p> <p>To arrange industry visits and industrial training for the faculty and students of institution.</p> <p>To provide technical consultancy and training to small scale & rural industries.</p> <p>To take up joint- Research & Development projects with the industries B.Pharm. M.Pharm., and Pharm.D, projects/dissertation work in industries under joint guidance of the faculty and experts from industry</p> <p>Arranging visits of staff members to various industry</p> <p>Memoranda Of Understanding between the Institute and industries.</p>
10	Internal Complaint Committee	To look into the complaints pertaining to the "Sexual Harassment of Women at Work lace"
11	Library Committee	<p>To monitor day to day work of library,</p> <p>To prepare and execute the rules and regulations of library</p> <p>To plan and execute the purchases of the library</p> <p>To meetup with the requirements of the students etc</p>
12	Gender Sensitization Cell	<p>The cell, aims to sensitize and create awareness by Conducting gender awareness programmes</p> <p>Organising women empowerment programmes</p> <p>Programmes in the nearby community to sensitize gender equality</p> <p>Observing International Women's Day</p> <p>Creating Awareness against Gender Biasness, Domestic Violence</p> <p>Prevention and redressal of sexual harassment</p>
13	Sports Council	<p>Provides required facilities for both outdoor and door gamers</p> <p>Instils competitive spirit among students</p> <p>Assists students in learning/playing the game/sport of their choice.</p> <p>Makes sure that optimum number of students is seeking participation in games/sports.</p> <p>Conducts sponsored games/sports among various Andhra University affiliated colleges.</p>
14	Entrepreneurship Development Cell	To conduct guest lectures and training programmes by various eminent personalities from industry and academics Design, Development and maintenance of college
15	Institution Innovation Council	<p>Identify and reward innovations and share success stories. Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.</p> <p>Network with peers and national entrepreneurship development organizations</p>
16	Animal Ethical Committee	<p>Any modifications necessary for approval. or withhold approval prior to use of animals</p> <p>Approve research involving animals which conform to the various guidelines for use of animals in research Review periodically the Institute's animal facility</p> <p>Review and investigate legitimate concerns involving the care and use of animals during research</p> <p>Suspend the research activity which does not adhere to guidelines for use of animals in research and take corrective action</p> <p>Ensure that all personnel involved in animal care and use are appropriately qualified to perform their duties and conduct ropoposed</p>

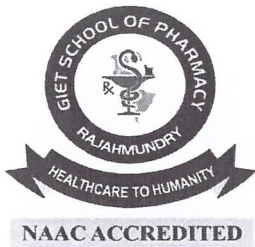

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		activities
17	Women Empowerment Cell	<p>Opportunities and tools available and train the women.</p> <p>Arranging seminars to create awareness on the economic, social, political and legal rights of women.</p> <p>Organizing different activities to make women aware of their health, sports, self-defence etc.</p>
18	Skill Development Cell	<p>To look after the enhancement of the communication & interpersonal skills of the students</p> <p>To provide Intensive training in communication and Interpersonal Skills through various Personality Development Programmes</p> <p>To conduct the Personality development programs by the expert' of Industry and by the Faculty of GIET School of Pharmacy</p> <p>To conduct various activities like group discussions, debates role plays, mock interviews, public speaking, conferences, etc.</p>
19	Committee for SC/ST	<p>To bring the students belongs to SC/ST community at equality with the main stream student body.</p> <p>To create a platform where students can point out their problems, regarding academic and non-academic matters,</p> <p>Committee often meets the students belong to SC/ST communities, to understand their problem and take necessary action and render them necessary advice/help to resolve the matter.</p> <p>Creating awareness among the SC/ST students regarding the various Government and Non-Government scholarship schemes.</p> <p>Counselling the students to help them overcome inferiority complex related to interaction with fellow students and personal grooming.</p>
20	GSP- Alumni Cell	<p>To keep a roster of all Alumni of college and their pertinent data.</p> <p>Maintaining the updated and current information of all</p>




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RULES AND REGULATIONS OF TEACHERS

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


QUALITIES OF TEACHER

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

PROFESSIONAL PRACTICE

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




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DUTIES AND RESPONSIBILITIES

- Be prepared to share and cooperate for all academic matters & administrative matters.
- A teacher should work minimum 18 theory hours / week (2 lab hrs = 1 theory hr) by irrespective cadre with other responsibilities.
- Work nature of teacher should be for the benefit of student individual and institution.
- Teachers serve as role model to learners showing high degree of decency in speech, mannerism, discipline, dressing and general performance in all.
- Teacher should create the impression that the students is more favoured than any other.
- Active participation in curricular and co-curricular activities which are held by the Institution.

CONDITIONS IN PRACTICE

- Teacher should be ready to teach any area of the profession.
- A teacher should prepare well for 3 theory hours in advance with different methods of teaching aids.
- Absent for duty without leave or permission is discouraged and do alternative arrangements if the faculty is on leave.


LABORATORIES

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

EXAMINATIONS

- Concern Teacher is total responsible for Question paper typing, fair evaluation, submission and other confidential matters of exams in advance for smooth functioning.
- Improve the marks for poor students/ permitted absentees by taking necessary steps.
- Invigilation should be impartial and concern subject teacher has to give feed of the same.
- Invigilator IS responsible for smooth conduct of the fair examinations without any malpractice committed by the student.




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- Check all the details furnished by the student in answer booklets and fill all the necessary information in exam documents properly.

DOCUMENTS

Teachers should maintain the following,

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

CLASS INCHARGE

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

HEAD OF THE DEPARTMENT

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

REMOVAL ON ROLL

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




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- Please remember that discipline, rules and regulation should be a habit, without supervision and enforcement.



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LEAVE RULES

1. a. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any description when the existences of service so demand or based on the reason for leave application-
 - b. An employee who tenders resignation will not be eligible for any Leave excepting the casual leave for the proportionate period.
 2. Leave is earned by "Duty" only. Duty the purpose of leave Includes, in addition to 'the days •on duty,
 - a) Any period of absence on Casual Leave and Special Casual leave;
 - b) Any period absence on Public Holidays.
 - c) Any period of- absence during vacation & other leave period .
 - d) Excludes Extra Ordinary leave period
 3. Leave accounts shall be maintained for each employee in appropriate forms.
 4. The sanctioning authority may recall an employee to duty before the expiry of his leave or vacation.
 5. Unauthorized absence from duty maybe treated as misbehaviour involving disciplinary action.
 6. An employee on leave shall not take up any service or accept any employment without the prior sanction of the sanctioning authority.
 7. a. Casual leave will be admissible to an employee of the Institute for a total period not exceeding 15 days in a calendar year and the leaves can the preserved one per month. Any balance period of shall lapse with the Calendar year
 - b. Casual Leave should not be combined with any kind or regular leave or vacation or with Special Casual Leave.
- Maternity Leave: Maternity leave on full pay may be granted to a woman employee for a total period of 3 months days to be availed in the entire career and who completed years' probation




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FINANCIAL ASSISTANCE FOR PAPER PRESENTATION / PUBLICATIONS

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

1. A letter is to be put-up to the Principal, recommended by the concerned Head of the Department, enclosing a copy of communication received from the organizers accepting the presentation / publication of the paper. The letter must necessarily give an estimate of expenditure involved including T.A, D. A, Registration fee etc., if any, etc,
2. After the presentation of the paper in the conference, a claim is to be made by the faculty member giving the details of expenditure incurred showing the proof of such expenditure.
3. Faculty members are eligible for T.A & D.A. as per the Institute rules but must produce the tickets or xerox copies of the tickets, receipt of registration fee, the proof of such expenditure. However. no proof is required for claiming the D.A.
4. The actual expenditure incurred in the above Forms, subject to a maximum of Rs. 5000 will be sanctioned to the faculty member for paper presentations in the Conferences.
5. Faculty members presenting papers in international conferences abroad will be eligible for a financial assistance of Rs.10000.
6. Faculty members publishing papers in international journals are eligible to claim the expenditure involved in getting the paper published, subject to a maximum amount of Rs.6000.
7. A faculty member can avail such financial assistance from the Institute, to an extent of two conferences in a calendar year out of which only one can be for presentation abroad. However, the claim for international journal paper printing expenditure can be made once in a year irrespective of the claim for the presentation in Conference, If the faculty member presents papers more than twice in any calendar financial assistance cannot be extended for those additional presentations the period of absence on all such paper presentations will be treated as on duty leave.



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