

SREE DATTHA INSTITUTE OF PHARMACY



HUMAN RESOURCE POLICY MANUAL

SREE DATTHA INSTITUTE OF PHARMACY

SREE DATTHA INSTITUTE OF Pharmacy (SDIP) is a new generation Pharmacy college established in the year 2005 under VYJAYANTHI EDUCATIONAL SOCIETY.

SDIP approved by AICTE, New Delhi and affiliated to JNTUH, is dedicated for an unparalleled learning experience. This commitment is best reflected in its vision to become a globally recognized institute of Pharmacy

This commitment to excellence is supported by a strong team of experienced professionals. In short, **SDIP** stands tall as one of the best destinations for world class education.

Vision:

To develop this Institute as one of the premier & top-class institution in India.

To be an academic institution in dynamic equilibrium with its social ecological and economic environment, striving continuously to excellence in education, research and technological service to nation.

Mission :

To provide high quality enterprising students with excellent technological skills.

To create and sustain a community of learning in which students acquire knowledge and learn to apply it professionally with due consideration for ethical and economic issues.

To pursue Research and disseminate research findings.

To help in building national capabilities in science, technology, humanities, management, education and research.

Quality policy :

We aspire to continuously improve our performance through systematic monitoring and up gradation of all aspects of teaching learning process.

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Staff Policy Document

The Staff Policy Document is prepared to make all staff working at SREE DATTHA INSTITUTE OF PHARMACY aware of rules and regulations that governs their working in the institute . It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The Management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases.

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VISION & MISSION OF HR

VISION:

To support the achievement of the institution's strategic objectives as described in the Organization's Strategic Plan and to realize its goals.

MISSION:

To demonstrate the alignment of Human resource activities- plans, policies, programs, workforce practices - with SREE DATTHA INSTITUTE OF PHARMACY strategic priorities and its goals and to present a comprehensive work plan to help us to achieve our objectives.

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GENERAL INFORMATION

Name of the Institute: Sree Dattha Institute of Pharmacy,

[EAMCET CODE: SDIP]

Address of the Institute: Nagarjuna sagar road, Sheriguda (v), Ibrahimpatnam (M),

R.R.Dist - 501510

Contact Details Tel: 08415-320919, 8801099913

Working Hours:

No	College	Time	Office	Time	Holiday
1	Monday to Saturday	9:30am to 3:45pm	Monday to Saturday	9:30am to 4.30pm	2 nd Saturday and all Sundays

Discipline:

ID-card:

All Faculty members should maintain formal Dress Code within the Campus. ID card should be worn by all staff members within the campus and must produce the Card when requested by the administrative authorities at any time.

Reporting on duty upon arrival :

Every day staff members are expected to register their attendance in the register, as well as Biometric system on or before 9:30am.

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Late arrival:

Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. 10 Minutes delay is permissible. Only one permission is allowed per month with intimation to the Head of the department (or his/her deputy). Further permission will be considered as leave. Repeated incidences of late arrival is recorded in personal file and attracts negative points in performance evaluation.

Leaving the campus before time:

In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is Special concession or On-duty leave. Authorized persons perform a random check and the irregularities are reported to the disciplinary committee for further necessary action

On-Duty leave:

All staff members should fill up the printed ON-DUTY form and take Head of the Department / appropriate authority's authentication and submit the same to Principal for approval. The form, duly approved and signed by Principal should be submitted in college office for records. At the absence of Head of the Department, the On-Duty form has to be submitted directly to Principal for approval. The On- Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

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Guiding Principles

Leadership:

The Institute's leadership at all sites and in all capacities, communicates the institution's goals and values; facilitates teamwork, collaboration and partnership; rewards achievement of desired outcomes; support continuous learning and improvement; and encourages innovation and the capacity to respond to change. In doing so, the institute's leadership encourages each employee to take active responsibility for the mission and vision of the Institute and foster the development and use of each employee's capability.

Quality of Employment:

The Institute is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourages balancing work and personal commitments.

Compensation, Reward and Recognition:

The Institute's compensation, reward and recognition is administered fairly and equitably strengthening the tie between pay, performance and organizational success for activities like Excellence in Academics, Placements, Admissions, Research, Paper Publications in reputed journals, Consultancy, Funded projects, Patents etc.,.

Continuous Learning and Development:

The Institute values and supports continuous learning, while understanding that continual learning is a core responsibility of each employee. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.

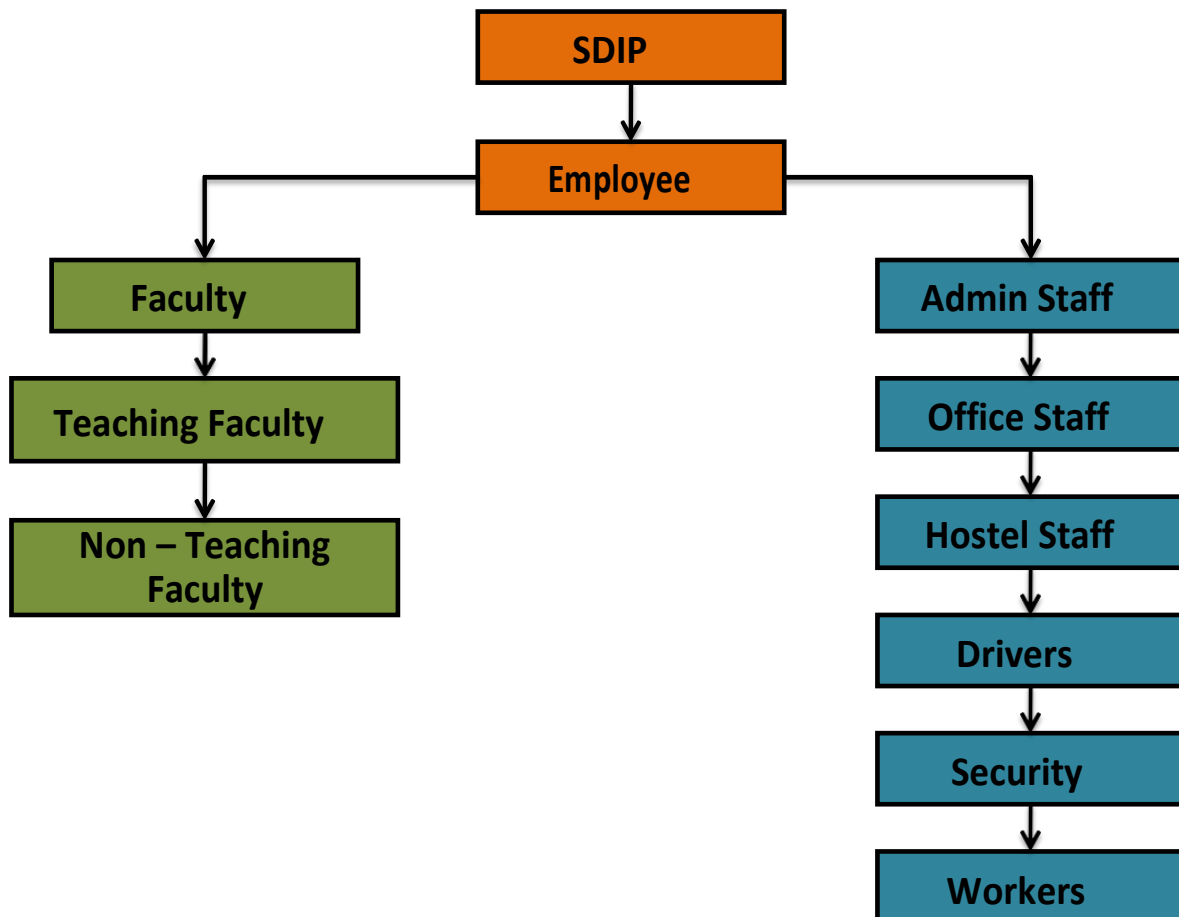
Response to Change:

- The Institute is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, the Institute creates opportunities for employees to acquire the needed skills to continue to advance the mission of the Institute.
- During times when reduction or change in the nature of the workforce is required, the Institute will rely on attrition, to the extent possible.
- In support of these principles, the Institute commits adequate resources for equitable support of employee development, compensation, reward and recognition across all units and among all employee classifications.

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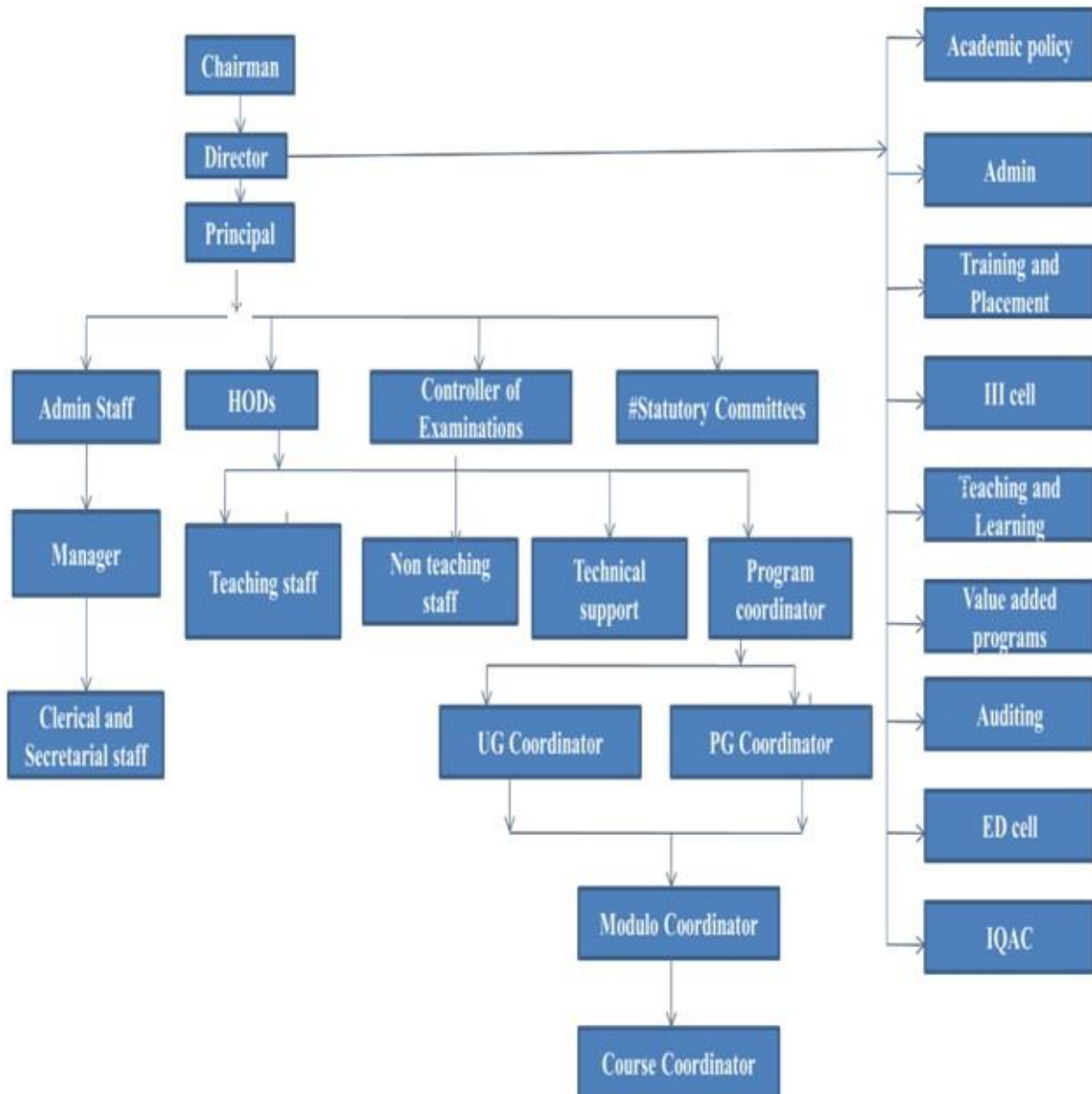
CLASSIFICATION OF EMPLOYEES

At SREE DATTHA INSTITUTE OF PHARMACY , employees are classified on a functional basis to optimize institution efficiency, while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as:



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ORGANIZATION CHART:



The Organization Chart shows the line of responsibilities between departments and hierarchy of Institutional delegation of authority and responsibility.

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DUTIES AND RESPONSIBILITIES

Each and every employee in the institute has their own responsibilities and the employee should carry all the tasks assigned to them with the fullest of ability,

Principal:

- As the figure head of the institute, principal should have the vision and leadership ability to keep the college developing.

Academic:

- To monitor and conduct academic activities of the institute under the guidance of the management and assistance of the Deans and Head of Departments.
- To take institute faculty feedback and accordingly take remedial actions.
- To plan and take the necessary actions for improvement of college results and academics.
- To promote industry institution interaction and research & development activity.

Administration:

- To conduct the periodical meetings of the faculty members for effective administration of the college.
- To make the employee and students aware of the rules, policies and procedures lay down by the college and see to it that they are enforced.
- To initiate recruitment of non-teaching staff & teaching staff as per rules lay down by JNTUH University / AICTE.
- To approve vendors for resources as required in the institute. To sanction the leave of the staff as per the norms.
- To monitor and update the institute website with complete information about the institute.
- To communicate with JNTUH, Directorate of Technical Education, All India Council for Technical Education and University Grants Commission for compliance.
- To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body and maintain minutes of the meeting.

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Promotion of Co-curricular and Extracurricular activities:

- To monitor and promote technical and non technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events, Placement & Training etc.,

Head of the Department:

➤ **Academics:**

- To monitor and conduct academic activities of the department under the guidance of the Principal.
- To take department and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement of department results and academic performance.
- To coordinate term work assessment and conduction of practical /oral examinations as lay down by [Anna University](#).

➤ **Administration:**

- To maintain discipline and enforce rules as laid down by the institute, in the department.
- To monitor the day to day activities of the department.
- To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
- To conduct regular meetings with teaching and non teaching staff as well as the Class Representatives to sort out any issue and queries related to academics.
- To initiate recruitment of non- teaching staff & teaching staff as per rules laid down by JNTUH University/AICTE.
- To execute any other work assigned by the Management/Principal.

➤ **Teaching Faculty:**

- Teacher includes all cadre categories as Professor, Associate Professor & Assistant Professor. The Duties and responsibilities are as follow:

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- To understand the Quality Management Policy and Quality objectives of SDIP.
- To uphold and act towards Vision/Mission of the Institute.
- To follow all rules and regulations as laid down by the institute which includes working time in the institute, signing of the muster, leave updating, and submission of tax documents etc.
- To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the Course file and personal file in appropriate format.
- To use innovative teaching aids and adopt innovative teaching – learning methodologies and to ensure all students score good marks. To counsel students and conduct extra lectures/ revision lectures for students requiring help.
- To organize/ coordinate/ attend various seminars/ workshops/ STTP/ training programs.
- To participate proactively in any research and development activities conducted in the department.
- To perform other academic/ administrative duties assigned by Head of the Department /Principal.

➤ **Non-Teaching Staff:**

- In charge: System and Technical Support
- To update and maintain institute website with institute data.
- To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
- To initiate purchasing of equipments.
- To provide support for various software servers.
- To ensure continuous internet service during assigned hours.
- To give support to On-line exam, Seminar, Workshop, technical training program.

➤ **Laboratory/ Technical Assistant:**

- To prepare the laboratories for smooth conduct of laboratory session. To assist faculty and students during laboratory sessions.

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- To maintain dead stock register, Instrument Issue register and maintenance register.
- To conduct installation of new equipments and maintenance of existing equipments.
- To maintain and update the approved supplier list for equipments.

➤ **Librarian / Library In-charge:**

- To implement all library rules as defined by the management.
- To ensure the documented Quality Management System is followed at various stages of library processes.
- Responsible for overall functioning of the library.
- Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines .
- To display all technical articles, literature and new arrivals.

➤ **Training & Placement Department:**

- To maintain complete information regarding student appearing for placement activities.
- To conduct placement activities smoothly and ensure all students are getting placed.
- To decide and arrange personal development programs for student.
- To update and maintain the contact details of companies interested in recruitment activities.
- To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- To take feedback from industry about the students recruited and place in core companies.

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RECRUITMENT POLICY

Recruitment Procedure:

Teaching: (Assistant Professor/Associate Professor/Professor/Principal)

Non- Teaching: (Lab In charge / Librarian / Placement & Training/Administration)

- The committee shall augment candidature in the following order:
 - Advertisements in the news paper
 - Files Maintained for storing the unsolicited applications
 - Application received through website notification,
 - Application received through various job portals .
 - Referrals from existing staff.
- The committee if it deems fit, may also conduct walk in interviews for augmenting the required candidature
- The committee shall short list the candidature in the following process:
 - Professional & Academic background
 - Faculty Eligible Test (FET)
 - Personal & HR Interviews
 - Class Room Demonstrations.
- The committee shall finalize the short listed candidature and submit their recommendations along with the personal data sheets/ bio data of the candidature to the principal , who will then forward it to the management.
- An offer of appointment shall be released by the chairman .

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- B.Pharmacy, B.Pharmacy in appropriate branch of Pharmacy with 1st class distinction are eligible and appointed as Assistant Professor in Pharmacy departments. PhD qualification , 1st class graduates are eligible for appointment as Assistant Professor in Pharmacy Department., depending on performance of staff in staff selection committee process, the can be designated as Teaching staff.
- PhD with 1st class, three years of teaching/industry/research experience (or) M.Pharmacy from industry/profession with minimum five years of research experience are eligible as Associate Professor.
- PhD with 1st class, ten years teaching/industry/research experience (or) M.Pharmacy with min ten years of research experience including 5 years as associate Professor is eligible for Appointment as professor.
- The norms prescribed above may change as per AICTE, JNTUH AND STATE government guidelines as and when deemed fit.

NOTE: While selecting a candidate, the concept of relevant qualification shall be strictly followed and adhered to without any deviation.

Joining:

- Every staff needs to deposit original certificates (whichever is applicable) of 10th,UD (OD & PC), PG(OD&PC),PhD(OD&PC), pass port size photograph,, finger print scans & copy of PAN, AADHAR card to admin dept., and collect the acknowledgement.
- HR will take all information that is needed as per AICTE, JNTUH and other regulatory bodies, name of the faculty will record in all refectories.
- Every faculty need to collect their faculty ID card, registered email address and college portal user -ID and Password from the HR Dept., within one week of joining the organization.

Orientation:

- Every teacher after appointing in the college shall be given a brief introduction about the college by the principal/HOD on the day of his/her joining.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non teaching staff members.
- The HOD will also take him/her on a tour to the campus, explaining him/her to the various labs within the dept., and explains about the facilities in the college.
- The admin dept., shall brief all the staff about the rules and regulations.

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Job Responsibility:

- The workload is allotted to the faculty members as per norms prescribed from time to time.
- Hierarchy of instructions needs to be followed as per the organization structure of the institution . This structure may change from time to time.
- Teachers have to perform a variety of tasks based on which will the increments and continuation of service in the organization will depend. some of these include

a) Academic

d)Mentorship & Guidance

b) R&D

e) Consultancy Extension

c) Accreditations

f)Initiative &Self Development

LEAVE RULES

General:

1. Leave cannot be claimed as a master of right. The sanctioning authority has full discretion to refuse (or) revoke leave when the exigencies of service so demand.
2. A Leave account shall be maintained for each employee in an appropriate form.
3. An employee shall not take up any service or accept any employment, while on leave.
4. For casual leaves, sanctioning authority is the Head of the Department for vacation staff, Manager for all non-vacation staff except those working in the departments' For Heads Of Departments and Manager, Principal is the sanctioning authority' Principal shall be the competent authority to grant all other kinds of leaves on the recommendation of HoD / Manager as the case may be. Incase-of Principal, Chairman / secretary & correspondent shall be the authority to sanction leave'
5. Either prefixing or suffixing of any kind of leave with vacation is allowed on prior approval.
- 6.Any kind of leave maybe granted in combination with or in continuation with any other kind of leave except 'CL' with prior approval
7. Employees when deputed on official duty or on college work' the period of their absence shall be treated as "On Duty".

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Casual Leaves:

1. All employees of the College shall be entitled to twelve days of casual leave and two optional holidays to be decided before the beginning of calendar year or proportional to the service put in by an employee during the year of his / her initial employment.
2. Casual Leave in and one stretch shall not exceed seven days in total period often days prefixing, suffixing or sandwiching with public holidays.
3. Casual leaves for half day can be granted to an employee for the Forenoon or Afternoon session.
4. In normal circumstances, casual leave requires advance sanction .The employee has to make alternate arrangements for his/her work'

Earned Leave:

1. All the vacation staff of the college shall be eligible for a vacation of sixty days in a calendar year and three days of earned leave in a calendar year. They shall be present in college either on the last working day before vacation or on first working day after the , vacation.
2. All the regular non-vacation staff of the college shall be eligible for accrual of Earned Leave of 30 days in a calendar Year.
3. All regular employees can accumulate earned leave up to a maximum of 240 days.
4. All the vacations staff is eligible to earn the additional E.L. at the rate of one day for every two days of retention during vacation for attending to official duty.

Half Pay Leaves:

1. The half pay leave may be granted to regular employee on medical grounds and on private affairs at the rate of 20 days per calendar year.
2. Commuted leave not exceeding half the amount of half pay leave due may be granted on medical grounds to a permanent employee subject to following conditions:
 - i) Commuted Leave during the entire service shall be limited to a maximum of 240 days.
 - ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

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Maternity Leave: All Women employees are entitled to maternity leave of 90 days each for first two! Pregnancies.

Faculty Improvement Programme:

The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institution of learning. The maximum number of faculty deputed is restricted to one member per department per year. In such cases the faculty members is entitled to receive half of his salary during his period of study. The other conditions are as follows:

- i. The faculty deputed must have served in this college for a minimum period of three consecutive years. The period of study leave should be for a period of one and half years for M.Pharmacy program and three years for Ph.D.
- ii. The Teacher concerned should execute a bond on the required non-judicial stamp to the effect . that he/ she shall serve the institution for double the period of study leave taken for the above program. The penalty in case of violation of bond will be double the amount received from the Institute during the study period. Any extension of such leave shall be on loss of pay only.

Management is the sanctioning authority for such leave on the recommendations of the Principal and the Head of the Department concerned.

Grand of Extraordinary Leave:

Extraordinary leave may granted to all regular employees by principal/ Management to work elsewhere for a period of one year, when an employee 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.

Leave Rules for Contingent Staff:

All the contingent staff of the College are eligible for a Casual Leave of 12 days in a calendar year and other leaves of 12 days.

Traveling Allowances, Daily Allowance, Local Transport:

Employees of the college when deputed to any out stations shall be entitled to travelling allowances, daily allowances and other permissible expenses they incur. These shall be regulated as under:

Note: It is a fundamental principle that allowance is not to be a source of profit and no allowance is granted do cover the expenses of family members accompanying them when traveling on duty.

Grade: All the staff, both teaching and Non-Teaching are classified into two Grades as follows:

Grade - I: The entire regular teaching staff of Asst. professor cadre and above.

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Grade - II: All the non- teaching staff and all other employees .

Employees of Grade - I are eligible to travel by 1" class/AC sleeper class. All the other employees are eligible to travel by II class.

Daily Allowances:

Daily Allowances admissible to different grades of employees shall be as noted below:

Category of Employee	Town / City	A	B	C
Grade - I	Rs.400/-	300/-	200/-	
Grade - II	Rs. 300/-	200/-	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 officer's 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	No D.A
Absence more than 6 hours, but less than 2 hours	Half D.A
Absence more than 12 hours	Full D.A

NOTE:

1. Regarding the interpretation of these rules and on any other point which is not covered ,in 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.
3. Allowances for Presenting Papers in Seminar / Conferences etc. The regular Teaching staff who are sponsored for presenting papers in seminars/ conferences are eligible to travel by 1st class or equivalent by rail in addition to reimbursement of registration fee. No D.A. is admissible. This facility is limited to once in an academic year i.e. July - June.
4. Allowances for Attending Seminars, Q.I.P. Courses, Refresher Courses Etc. The regular teaching staff who are permitted to attend the seminars as delegates, and to undergo Q.I.P. Courses, Refresher Courses etc., are eligible to travel by II sleeper class. No D.A. is admissible. This provision is not extended when the organizing agency is meeting the T.A.

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CONDUCT RULES FOR ALL EMPLOYEES

- a) 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
- b) Every employee shall at all times maintain integrity of Character, be devoted to his/her duty and be honest in his / her official dealing. An employee shall, 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.
- c) 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.
- d) 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.
- e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the college or detrimental to the interests of the college.
- f) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain .
- h) An employee against whom criminal proceedings are initiated in a court of law shall immediately inform the competent authority of the college regarding the details thereof.
- i) No employee shall except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the college, which has been the subject matter of criticism or attach defamatory character.
- j) Whenever an employee wishes to put forth any claim or seeks redress of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his/her claim or refused redress of the grievance or has delayed the matter beyond a reasonable time.

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k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry a fraud punishment by the competent authority' However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the management and the decision of the management thereon, is final and binding on the employee.

l) No employee shall engage in strike or incitement thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

Disciplinary Action:

a) All employees are 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.

b) As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts . about committing an offence and dereliction/negligence of duties.

i) Censure

v) Removal from service

ii) Withholding increments/promotion

vi) Dismissal from service If the competent

iii) 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.

iv) Suspension

POLICY STATEMENT AND CODE OF CONDUCT

General Policy:

➤ Policy for Physically Handicapped People:

Discrimination is prohibited against any applicator employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

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- **Drug and Alcohol Free Workplace Policy:** The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy.

All employees as a condition of employment: Abide by the institute's policy on prohibited substances; and Inform the institute if he/she is convicted for possessing / using drugs within two days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

- **Equal Employment Opportunity:**

It is a policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute.

- **Sexual Harassment:**

Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken.

- **Soliciting / Canvassing:**

Canvassing, placing signs and posters for solicitation purposes, religion, caste, chain letters, and collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the institutes resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.

- **Employment of Relatives:**

No individual shall be employed in a department or unit, which will precipitate a subordinate-superior relationship between individual and any of his/her relative who is employed in the Institute through any line of authority. "Line of authority" means authority extending vertically through one or more organizational levels of supervision of management. For the purpose of this policy relatives are defined as husbands, wives, parents and children, brothers, sisters, and any in-law of any of the foregoing.

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➤ **Attendance:** Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless deputed by the Head of the department for any official work. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department .

➤ **Conflicts of Interest:**

An employee of the Institute must avoid actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.

➤ **Code of Conduct:**

All employees must follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment.

- Insubordination
- Theft
- Conviction of a felony involving moral turpitude
- Bringing discredit to the Institute
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee
- Favoritism
- Wasting materials

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- Willful damage to equipment or property of the Institute
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment.

➤ **Safety:**

Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits.

➤ **Injury:**

It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and the HR Manager immediately. A qualified Nurse/ Doctor are available on the campus along with an equipped Medical Facility during the work timings are also available on call for emergencies. Basic medicines are provided to all the employees and students free of charge.

➤ **Confidential Information:**

Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has-been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

➤ **Gratuities:**

Employees of the Institute do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.

➤ **Political Activities:**

As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the Institute is allowed to be a

SREE DATTHA INSTITUTE OF PHARMACY

candidate for a political party seeking votes while being employed with the Institute, or take part in a political employment campaign while on duty.

➤ **Disruptive Behavior:**

While honoring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

➤ **Outside Employment:**

Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment

➤ **Malpractices:**

No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute

➤ **Revelations:**

Without prior sanction from the Management no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters.

SALARY POLICY

Type & fixation of Initial salary:

In general, the type and fixation of initial salary is subjected to the statutory requirements like those of the government pay scales (6 pay rule – Ref - Annexure 20 – Salary Structure & Designation chart), JNTUH and All India Council of Technical Education (AICTE) , Salary is fixed at the discretion of management.

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Consolidated salary: Usually non-teaching staff is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employees service at SDIP. It is fixed as per management decision.

Salary and Increments as per pay commission / Pay Scale cadre wise: Teaching and Non-teaching staff is eligible for getting pay scale as per eligibility, experience and **Anna University approval & management's discretion.**

Salary Increments (Rationalization):

➤ **Time scale of pay:**

Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of 6th pay rules by periodical increments, from a minimum to maximum. Every employee is entitled to an annual increment in salary subject to the recommendations of the Head of the Department as per the requirements of government pay scales, All India Council for Technical Education, Anna University etc. The recommendations based on the performance appraisal of the employee are reviewed by the HR Manager, Principal and Management. Annual increments, in general, will be paid in the month of July of every calendar year.

➤ **Debt Repayment and Monetary Responsibility:**

The Institute is authorized to withheld paychecks or deduct from paycheck amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliances and statutory obligations.

➤ **Payroll Schedules:**

Employees are paid for all the days of the month. Payment is directly deposited with the Designated Bank (State Bank Of India-SBI, IBP Branch) to the employees account.

➤ **Higher remuneration:**

The institute is authorized to pay higher remuneration on a case-to-case basis depending on the merit of the case. When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.

➤ **Payroll Deductions:**

Income-tax, professional tax and contributory provident funds are deducted wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any

SREE DATTHA INSTITUTE OF PHARMACY

deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc without explicit written permission by the Management / Principal.

Income-tax: It is mandatory that all staff must present their deduction scheme to the Administration by the end of May, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year.

Contributory Provident Fund Scheme: Contributory provident fund facility is available to grade 3 cadre employees from the starting date of their employment. This facility is granted to those employees having university pay scale only after completing 3 years of service.

➤ **Working Time:**

Muster: A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.

The Standard Workweek: Since the requirements of the various operations of the Institute are diverse, different work schedules are adopted to meet different needs. However, the standard workweek of the employees is Monday to Saturday with 2nd Saturday as Holiday.

Overtime: No overtime charges are provided to any employee.

Allowance granted in lieu of salary: Allowances are fixed at the discretion of management based on the employee's contribution to the institute. It requires approval of management and is considered to be a part of salary.

Travelling Allowance: Travelling allowance is given for official travel to all staff members.

PERFORMANCE EVALUATION POLICY

Performance Appraisal/Evaluation is a benefit given to the employees in order to form a proper job matrix in the Institute. Both teaching and non-teaching staff had individual self appraisal forms. It helps the employees for self development, student enrichment and contributes more towards the growth of the Institute.

The following factors are taken into consideration for Faculty Performance Evaluation (Ref – Annexure – 6 – Faculty Performance Appraisal Form),

SREE DATTHA INSTITUTE OF PHARMACY

- Academics
- Faculty Mentoring & Counseling
- Service to the Department / Institution
- Faculty Professional Development
-

Academics: The Faculty performance in Academics is evaluated during every semester. The academic performance is evaluated using the following parameters,

- Course File & Lecture Notes
- Students Feedback
- University Exam Result (Pass- 100%)
- University Exam Results Subject Average
- University Ranks
- One Subject Failure

Faculty Mentoring & Counseling: Every Faculty is a Mentor and for every Mentor 15 students are assigned as their Mentees. The Mentor is responsible for their Mentees development in Academics, Extra-curricular/Co-curricular activities, Sports, placement training and personal counseling.

The performance of the Mentees reflects the performance of the Mentor (Faculty).

Service to the Department / Institution: The Faculty performance is also evaluated by taking into account the amount of work done in their respective department for its development and their contribution towards Institution growth.

PROMOTION POLICY

- A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. A pay rise is eminent in case of promotions but the Management reserves the right to do so.
- Promotions during probation period are subject to an administrative approval for the same, by Principal.
- Employees are encouraged to apply for any position for which they are qualified and should contact the HR Manager for specific information.
- When an employee is promoted either on applying for an advertised position or via there classification process the employee may receive appropriate pay/remuneration based on an employee's exceptional experience and/or education and job responsibility.

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- A faculty desiring of promotion to a higher post need to appear for presentation with necessary proof for claim in front of the Appraisal Committee appointed by the Management (Principal / HR Manager / Head of the Department) and only on the recommendations of the appraisal committee he /she is granted promotion.

Promotions are approved only when the faculty satisfies the eligibility criteria prescribed by JNTUH and after successful presentation before the Appraisal Committee.

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RESIGNATION POLICY

Resignation & Retention Policy:

- Any voluntary resignation is accepted only during the end of the Academic year with prior 3 months notice or 3 months gross salary in lieu of 3 months notice. Voluntary resignations will not be entertained during the middle of the semester and is not permitted. However the Management reserves the right to relieve the person even before the conclusion of the two month notice period. Further the Management reserves the right to terminate the services of a person without any notice period in case of non-satisfactory performance or any violation of the norms of the Institution.
- Exit Interview is conducted for every faculty submitting resignation and the reason for leaving the institute is identified. The information collected during the Exit interview is recorded and filed.
- Before resigning the employee must get their No Dues form duly signed by the concern Head of the Department, other related department heads and submit to the HR Department before the relieving date. Any unsettled amount or dues must be cleared before getting the relieving order and service certificate.
- The employee must return all documents and items related to Institution to the concerned department before relieving. Failure to do so will result in strict action against the employee.
- Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of Department and inform the same to the Principal. Head of Department is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely.

Grievance and Appeals Procedure

General Grievance Cell and Its objectives:

- A Grievance is any complaint by an employee concerning any aspect of the employment. Every employee shall represent his/her grievance for redressal only through proper channel. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status.

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Procedure of Working:

- Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedures outlined apply to all employees of the Institute,

First Level – The employee attempts to remedy the problem through consultation with his / her immediate superior. If the problem pertains with the immediate superior he / she may proceed directly to the second level.

Second Level – The second level includes the Head of the Department. If the problem pertains with the Head of the Department he / she may proceed directly to the third level.

Third Level – If the grievance is not resolved satisfactorily at the earlier stages, the employee presents his / her grievance to the Principal.

Fourth Level - If the grievance is not resolved at the third level, the employee presents his / her grievance to the Management.

Complaints cum Redressal Committee:

- Complaints cum Redressal Committee are formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, resources and personal grievances.

Facility:

- Suggestion cum complaint boxes have been installed at different places in the college campus in which the students, staff can put in writing their grievances and their suggestions for improving the academics and administration in the college. Written complaints are encouraged; however one may choose to remain anonymous.

Recommendation:

- Recommendation of the members of the complaints cum redressal committee is forwarded to the Principal for final decision. If the matter is not resolved to the satisfaction of the employee, he /she may file an application for review, in writing, to the Management through the HR Manager within twenty days following the written decision of the Principal. The decision of the Management on the appeal shall be final and binding on the employee.

Co-operation in internal investigation:

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- All employees of the Institute cooperate to the fullest possible manner in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority by the Principal. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

DISCIPLINARY ACTION POLICY

- It is obligatory for an employer to set and maintain satisfactory standards of conduct and performance at work. Employees are clear about the standards that are expected from them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.
- The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
- Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the employee and the Head of the Department.
- It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
- The Head of the Department will outline the cause of concern and the employee will be given an opportunity to state his/her case. Head of the Department are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.
- If the conduct or performance of an employee is not satisfactory, he/ she is required to attend a formal disciplinary hearing held by the Head of the Department, the Principal. If the explanation is not satisfactory, based on the committee's recommendation, action will be taken.

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BENEFITS & INCENTIVES

Honorarium:

Honorarium means payment granted to the teachers as remuneration for special work or work of an occasional nature.

Employees Incentive:

Employee receives incentives in the form of additional increments every year depending upon the students' feedback and performance appraisal results. Every year the best performing faculty is identified and honored during the Annual Day for producing University rank holders, department toppers and class toppers.

Faculty Promotion:

Faculty is promoted to higher cadre depending upon their capability and initiative.

Provident Fund:

Provident Fund Scheme is made available to all employees.

Group Insurance:

Group insurance is provided for all teaching staff.

The following are the some of the schemes / benefits offered by the Institution.

- Special Incentives for faculty on achievements.
- providence for registering in professional bodies like B.Pharmacy, M.Pharmacy etc.
- Fund providence for attending Workshops , Conferences and FDP's etc.
- Subsidized transport to staff members (Providing 70% subsidiary) .
- Special allowance to training and placement officers.
- Free Transport to students under special factors.
- Free Transport to students (Children Of Staff Working In SDIP)
- Cell-Phones and Laptops to HODs for better connectivity and networking.
- CLs, HPLs, CCL, Medical Leave, study leave and Examination Leave as per eligibility. Maternity Leave to female employees

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- Special Leave on the occasion of marriage to staff.
- Health Awareness camps within campus and Free Medical Check-ups.
- Sports and Cultural activities to staff at the time of annual day celebrations Fee concession to children of staff members who are studying in SDIP.
- Financial assistance for higher studies.
- Canteen facility for staff.

PURCHASE PROCEDURE

For the purchase of new material the following procedure is to be followed by all staff members,

Raising Proposal: When a new requirement arises in a department, a proposal is made through software in the prescribed format.

Accounts / Store: The proposal is sent to the accounts department and store for verification. The account officer checks the proposal and verifies whether the raised proposal is within budget or not and clears it.

Approval: The proposal raised is approved in the following order:

- Department HOD
- HR Manager
- Principal

Purchase Department: The approved proposal is sent to the purchase department. The purchase manager collects 3 best quotations and submits the proposal along with the quotations to the Management for approval.

Management Approval: The Management will verify the proposal and upon concurrence from Principal and based on the quote attached, will approve the best proposal.

Purchase Order: Upon getting approval from the Management, the purchase manager will raise Purchase order to the vendor approved by the management.

Material Delivery: The supplier will deliver the material to the college upon receiving the Purchase order.

Gate Entry: Gate entry seal will be embossed on the Original Bill, when the material is delivered.

Store Entry: The material delivered is then taken to the store and entered in Stock register (GRN – Goods Received Note). Without PO and Gate entry, the material will not be taken inside the Store.

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Material checking: The material delivered is inspected for its quality by the store in- charge and the concerned department staff, who raised the proposal.

Department Use: After verifying the material and quality confirmation, the material is issued to the concern department. A record is maintained for every material issued in the store.

Transport Policy

- Using of college transport is not compulsory and only those students who agree to abide by the transport rules of the college are advised to use the college transport.
- The students who want to use the college transport should submit the College Transport request Form along with a photo to the college at the beginning of the academic year.
- Bus pass/ID Card will be issued for those students who have submitted the application form and paid the transport fee for using the college transport. The bus pass will be valid for one academic year.
- The boarding/dropping point should be given clearly in the requisition form.
- Once a student applies for and obtains a bus pass the transport fee will be charged for 6 Month/12 Month.
- The transport fee should be paid in the beginning of the year and the fee once paid will not be refunded under any circumstances.
- The transport charges will be notified every year and is subject to change depending on the Increase In the cost of fuel and other operating costs.
- Students are requested not to damage the seats or any other parts of the Bus during travel. Failure to do so, the student/students will be fined, disciplinary action will be taken and the student/students may not be permitted to use the College Transport facility again.
- All the students traveling in the college bus should carry the bus pass/ID Card and produce the bus pass/ID Card at anytime if demanded by the Driver or the Bus In- charge.
- Those traveling in the bus without a bus pass/ID Card will be fined an amount of Rs. 500/- each time and if necessary disciplinary action will also be taken,
- The students should not change the boarding /dropping point, or routes without proper permission and such request will not be entertained during the middle of the semester.
- The students traveling in the college bus should not create any disturbance to other students or staff members.
- Strict discipline should be maintained inside the college bus.

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THE FOLLOWING ARE THE FORMATS FOR :

- CL
- NO Due
- Self Appraisal form (Teaching and Non -Teaching)
- Appointment order
- Joining Report
- Brief Resume and Undertaking
- Faculty feed back form for interview
- Interview panel (List)

SREE DATTHA INSTITUTE OF PHARMACY



Sree Dattha Institutions

Sheriguda (V) Ibrahimpatnam (M) R.R. Dist.

CASUAL LEAVE APPLICATION

To
The Principal
SDES, Sheriguda. Date _____

Sub:- Request of leaves.

1. Name of the Employee : _____
2. Designation : _____ Dept _____
3. Leave Eligibility : (Y/N)
4. Leave Availed So Far : /12
5. Leave Now Applied :
No. of days with/ date : _____
6. Purpose of Leave : _____
7. Alternative Arrangement of Class Work : _____

Sl. No.	Branch	Period	Name	Sign

Sign. of the Employee: _____ Approved / Not Approved

Note: leave letter should be submitted one day before availing it.

HOD/Academic coordinator

PRINCIPAL



Sree Dattha Institutions

Sheriguda (V) Ibrahimpatnam (M) R.R. Dist.

CASUAL LEAVE APPLICATION

To
The Principal
SDES, Sheriguda. Date _____

Sub: - Request of leaves.

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4. Leave Availed So Far : /12
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No. of days with/ date : _____
6. Purpose of Leave : _____
7. Alternative Arrangement of Class Work : _____

Sl. No.	Branch	Period	Name	Sign

Sign. of the Employee: _____ Approved / Not Approved

Note: leave letter should be submitted one day before availing it

HOD/Academic coordinator

PRINCIPAL

SREE DATTHA INSTITUTE OF PHARMACY

**SREE DATTHA INSTITUTE OF PHARMACY
Sheriguda (V) Ibrahimpatnam (M) R.R. Dist.**

FACULTY NO DUE CERTIFICATE

DATE: _____

Name: _____ S/o D/o _____

Branch: _____ Academic Year _____

1) Keys		2) Head of the Department	3) Librarian	4) Transport	5) Accountant	6) Office Supdt.
Lab Key	Almarha Key	Signature	Signature	Signature	Signature	Signature
Cub boards	ID Card.	Stamp	Stamp	Stamp	Stamp	Stamp

**SREE DATTHA INSTITUTE OF PHARMACY
Sheriguda (V) Ibrahimpatnam (M) R.R. Dist.**

FACULTY NO DUE CERTIFICATE

DATE: _____

Name: _____ S/o D/o _____

Branch: _____ Academic Year _____

1) Keys		2) Head of the Department	3) Librarian	4) Transport	5) Accountant	6) Office Supdt.
Lab Key	Almarha Key	Signature	Signature	Signature	Signature	Signature
Cub boards	ID Card.	Stamp	Stamp	Stamp	Stamp	Stamp

SREE DATTHA INSTITUTE OF PHARMACY



SREE DATTHA INSTITUTIONS FACULTY SELF APPRAISAL FORM

Part A: Carries 100 marks – Faculty must score 80 marks to qualify for increments and for filling Part B

Personal Details:

Name of the Faculty:		
Department:		
Designation:		
College Name:		
Date of Joining in Sree Dattha Institutions:		
Exp: (No. of Yrs in current institution):		
Total Experience	Industry	Teaching

I. Syllabus Status in the Current & Previous semester as per teaching schedule: (Note: To be certified by Academic Coordinator and acknowledged by 2 students with their name/ H.T. No and signature) - 25 Marks

S. No.	Name of the subject/ Lab	Branch / Year/ Semester/ Sec.	No. of Units Completed	No. of Experiments conducted

II. Students Feedback for the AY 2016 – 2017 and AY 2017 – 18 – 25 Marks

Sl. No.	Subject Name	Year/ Branch/ semester and section	Feedback percentage

III. Academic results: (Note : To be verified by examination in-charge) - 50 Marks

Sl. No.	Subject Name	Year/ Branch/ Sem./ Sec.	AY 2016 – 2017 and AY 2017 – 18	Pass percentage
1.				
2.				
3.				
4.				

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SREE DATTHA INSTITUTIONS FACULTY SELF APPRAISAL FORM

Part B: 200 Marks – Faculty should fill the details in Part B if they qualify in Part – A, and should score 100 out of 200 marks to be eligible for minimal increment.

(Note: item no. IV, V & VI to be obtained from director's office)

- 2 Academic years means from July 2016 to till current Academic year i.e. 2017 – 2018

- IV.** Total no. of CL's availed in the last 2 academic years (2016– 18): **05 Marks**
- V.** Total no. of Loss of pays in the last 2 academic years (2016– 18): **10 Marks**
- VI.** Total no. of late reporting or early permissions in the last 2 academic year (2016– 18): **10 Marks**
- VII.** Total no. of classes adjusted in the last 2 academic year 2016 - 2018 (to be filled by Head of the department): **10 Marks**
- VIII.** Teaching Methods used:
1. Board work
 2. Slides
 3. PPT's
 4. Flip classes
 5. Think Share & Pair
 6. LMS
 7. Others - **16 Marks**
- IX.** Have you used any innovative method in your respective teaching areas? If So, Give the Details: **10 Marks**

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SREE DATTHA INSTITUTIONS FACULTY SELF APPRAISAL FORM

- X. Number of Books referred (Author Wise) for the subjects handled in the AY 2016– 17 and AY 2017-2018 for each subject allotted: **10 Marks**

Sl. No.	Subject name	No. of books referred	Any other references like Research papers / Online Courses etc.

(Note: Item no. XI, XII, XIII and XIV To be certified by Head and acknowledged by atleast 2 students with their name, H.T No and signature)

- XI. Have you conducted 8 assignments in the last 2 academic year - **10 Marks**
- XII. Have you evaluated the assignments and returned back to the students with necessary remarks: **5 Marks**
- XIII. Have you conducted 8 slip tests for each subject in the last academic year (2016– 18): **10 Marks**
- XIV. Have you evaluated the slip test and returned back to the students: **05 Marks**
- XV. Have you conducted mentoring / counseling activity every fortnight and what was the outcome: **10 Marks**
- XVI. (a) Attended any Workshop/Conferences/FDP sessions/Training, if so attach the details: - **15 Marks**

SREE DATTHA INSTITUTE OF PHARMACY



SREE DATTHA INSTITUTIONS FACULTY SELF APPRAISAL FORM

(b) Any Presentation in Seminars/ FDPs/ Conferences etc. – **5 Marks**

XVII. No. of Books / paper Published if so please attach the proof: - **25 Marks**

XVIII. Have you Participated /initiated/ in-charge of any other activities (Eg. Exam conduction, NBA, NAAC, disciplinary committee / cultural activities/Technical Festivals/ Sports Festivals, club formations, anti-ragging committee etc.): - **8 Marks**

XIX. Have you participated in any administrative activities if so give details and are you willing to participate in future – **6 Marks**

XX. Have you neglected, refused or avoided any work related to Academics/Administration or Examination assigned by higher authorities: **10 Marks**

XXI. Have you contributed your services to the admission cell/ process:(to be verified and signed by admission in-charge) – **20 marks**

- Any other information:

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SREE DATTHA INSTITUTIONS FACULTY SELF APPRAISAL FORM

(Signature of staff)

1. Comments of Academic Coordinator/ Head of the Department (please mention in detail)

(Signature of Head)

2. Comments of the Principal/ Director:

(Signature of Director – SDI)

SREE DATTHA INSTITUTE OF PHARMACY



SREE DATTHA INSTITUTE OF ENGG & SCIENCE **NON-TEACHING PROFESSIONAL PERFORMANCE APPRAISAL** **FORM**

1. Name of Staff Member:
2. Position Title:
3. Date of Hire:
4. Dept:
5. Summary of Staff Member's Job Responsibilities (Brief Job Description)

NOTE: One column in each category must be checked.

1. ATTITUDE TOWARDS CO-WORKERS -

Are you cooperative to the needs of your colleagues?

Are you receptive to the needs of your colleagues?

2. ATTITUDE TOWARDS PUBLIC -

Are you cooperative to the needs of the public (Parents, Business Associates, Vendors, Well wishers of the school)?

Are you cheerful when you meet the public?

COMMENTS:

3. PERCEPTIVITY AND SENSITIVITY -

Are you perceptive to the needs of the student, faculty and institutional needs?

Are you sensitive to the needs of the student, faculty and institutional needs?

COMMENTS:

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4. STAFF/STUDENT RELATIONS -

Do you have the ability to engage, motivate, supervise, and effectively work with your colleagues?

Do you have the ability to engage, and effectively work in the interest of students?

COMMENTS:

5. DEPENDABILITY -

Do you carry through your tasks/ areas of management assigned to you in a responsible manner?

COMMENTS:

6. JOB KNOWLEDGE -

Do you meet work standards and complete all works always on time and focus on your work only?

Do you require constant supervision, or follow up to complete the given task?

COMMENTS:

**EMPLOYEE
SIGNATURE**

**DAT
E**

SREE DATTHA INSTITUTE OF PHARMACY



SREE DATTHA INSTITUTE OF PHARMACY

(Approved by P.C.I., Approved by AICTE, New Delhi, Affiliated to JNTUH, College Code : U2, Hyderabad, Telangana)
Sagar Road, Sheriguda (V), Ibrahimpatnam (M), R.R. Dist. - 501 510.
Ph. : 08414-320919, 9393808082, Fax : 040-30522458, www.sreedattha.ac.in, E-mail : sdipu2@gmail.com

EAMCET CODE : SDIP

Date : _____

LETTER OF APPOINTMENT

Proceedings No.Esst /SDIP

DATE:DD-MM-YYYY

Sub:- Esst. – Appointment of Sri/Smt. Mr. XXXXXXXXXXXXXXXX as
ASSOCIATE. PROFESSOR in the department of **PHARMACY** orders
Issued.

Ref:- Faculty Reference

His/Her appointment is temporary/ Ad-hoc and based on the recommendation of the selection committee of the college Sri/Smt. Dr/Mr/Ms. XXXXXXXXXXXXXXXX is appointed **ASSOCIATE. PROFESSOR** in the department of **PHARMACY** with a pay scale of Rs. 39100-15600+AGP 10000.

His/Her appointment is temporary and liable for termination at any time without notice and without assigning any reasons thereof. However, his/her services will be regularized after his/her selection by regular selection committee constituted by the management in consultation with Concern University and the other statutory body.

He/She has to serve the organization at least for a period of three academic years if he/she desires to leave the organization during this period then he/she has to give two months' notice or in lieu 2 months' salary to avoid any dislocation of any teaching work in the college

SECRETARY & CORRESPONDENT

To

Sri/Smt/ Dr/Mr/Ms. XXXXXXXXXXXXXXXX

He/She is required to report the Principal of the college along with his/her original certificates for verification and record.

1. Copy to Principal
2. Copy to the Accounts section for necessary action.
3. Copy to file Dr/Mr/Ms. XXXXXXXXXXXXXXXX

Sponsored by : Vyjayanthi Educational Society

SREE DATTHA INSTITUTE OF PHARMACY



SREE DATTHA INSTITUTE OF PHARMACY

Sagar Road, Sheriguda, Ibrahimpatnam, R.R.Dist.-501510

BRIEF RESUME AND UNDERTAKING

PHOTO

Post Applied for : _____ Branch: _____

Name of the candidate: _____

Father name: _____

Date of Birth: _____ Category (OC/BC/SC/ST): _____

Address for Correspondence: _____

Permanent Address: _____

Email ID.: _____

Contact Number: _____ Marital Status: _____

Educational Qualification:

Examination Passed	Year of Passing	Institution	University/ Board	% of Marks
1				
2				
3				
4				

Experience:

Designation	Organization with Address	Period	Pay
1			
2			
3			

Minimum Salary Expected: _____

Reference

1) _____ _____ _____ Phone No. _____	2) _____ _____ _____ Phone No. _____
---	---

Declaration/Undertaking

1. I have undertake to stay at Hyderabad town, on my selection and appointment as _____ Sree Dattha Institute of Pharmacy and sponsored by Vyjayanthi Educational Society.
2. I also declared that I shall discharge my duties diligently and to the satisfaction of my superiors and principal. I don't indulge in any acts, which may bring disreputation to the college and profession.
3. I declare that I will abide by the rules and regulations of Sree Dattha Institute of Pharmacy sponsored by Vyjayanthi Educational Society, in force
4. I declare that the above information provided by me is true and correct
5. Original certificates need to be handed over for verification before final selection.

Place: _____

Date: _____

Signature of the Candidate

SREE DATTHA INSTITUTE OF PHARMACY

JOINING REPORT

To,
THE PRINCIPAL,
SREE DATTHA INSTITUTE OF PHARMACY,
SHERIGUDA, IBRAHIMPATNAM,
R.R.DIST.

SUB: Submission of Joining Report- reg.

Respected Sir,

As per the subject cited above, I, _____
S/o/D/o _____, here with submit Joining Report as
_____ of **SREE DATTHA INSTITUTE OF PHARMACY**, on
_____.

Thanking You Sir,

Yours truly,

From:

SREE DATTHA INSTITUTE OF PHARMACY



Nagarjuna Sagar Road,
Sheriguda (V),
Ibrahimpattam (M), Rangareddy Dist,
Pin_code - 501510.

Mobile : 8801099913,20,22.
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info@sreedattha.ac.in