

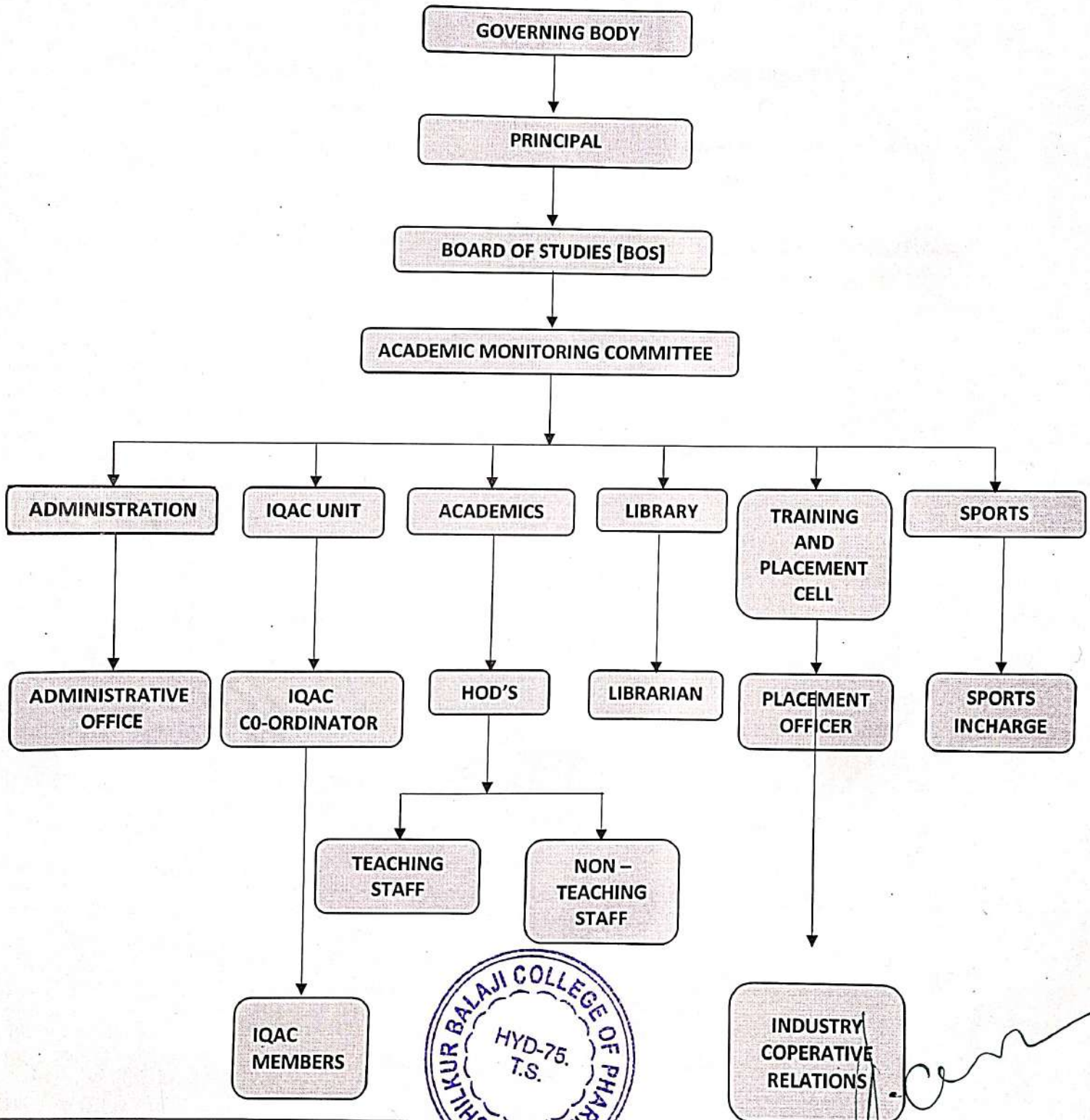


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# CHILKUR BALAJI COLLEGE OF PHARMACY (CBCP)

(Approved by AICTE, New Delhi, Govt of Telangana & Affiliated to JNT University, Hyderabad)  
R.V.S. Nagar, Aziz Nagar (Post), Moinabad Road, Near: T.S.Police Academy  
HYDERABAD - 500 075.

## ORGANOGRAM OF THE INSTITUTION



Email : [cbcpedu.org@gmail.com](mailto:cbcpedu.org@gmail.com)

Website: [www.chilkurbalajipharmacy.com](http://www.chilkurbalajipharmacy.com)

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# POLICY DOCUMENT FOR STAFF SELECTION COMMITTEE OF GOVERNING BODY

## 1. Introduction

Selection Committee occupies an important decision point for a smooth and uniform development of the institute. The focus of this policy document is to identify and place right person for the right job and defined level of performance measured by certain of selection.

## 2. Objectives:

To identify resourceful and efficient workforce, to develop an organizational work culture where there is a room for every one's development.

## 3. There shall be Staff Selection Committee for the institutional to recommend selection of following categories of staff.

- a) Teaching staff
- b) Non- teaching staff

### a) Teaching staff:

The Staff Selection Committee for the teaching staff for the post of Director, Professors, Associate Professors and Assistant Professors shall consist of the following members.

#### i. For Director:

- a. Chairman, Chairman of the Governing Body of the Institute.
- b. Two Vice-Chancellor's Nominees, out of whom one should be an expert.
- c. One member of the Governing Body
- d. Three Experts consisting of a Director of the institute, a professor and an accomplished educationist not below the rank of Professor (to be nominated by the Governing Body) out of panel of experts approved by the Vice-Chancellor.

#### ii. For Professor/Associate Professor / Assistant Professor:

- a. Chairman, Chairman of the Governing Body of the Institute
- b. Two Vice-Chancellor's Nominees, out of whom one should be an expert.
- c. Two subject experts not connected with the institute to be nominated by the chairman of the Governing Body of the Institute out of a panel of names approved by the Vice Chancellor.
- d. Director of the Institute.



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- e. If the post is reserved one, the Vice Chancellor shall nominate one additional member belonging to University Reservation Cell.

[The constitution of selection committee and the cadre of teaching staff will depend upon the guidelines of the affiliating body and the apex body granting approval to the institution.]

- 1) The meeting of the staff selection committee shall normally be arranged in the month of April/May or as and when need arises.
- 2) Before the meeting of the Staff Selection Committee is organized following procedures shall be completed.
  - i. Selection of teaching posts – The vacancies shall be identified from the roster maintained by the institute/trust before March every year.
  - ii. After identification of vacancies, qualifications and experience etc., shall be clearly noted against category of each vacant post.
  - iii. The approval of Governing Body/ Local Managing Committee shall be obtained before a request letter is sent to university for approval of the vacancies.
  - iv. A request letter shall be sent to university for approval of the vacancies as per the roster and also the approval of the draft advertisement. The posts shall be widely advertised in at least one national and one local newspaper giving fifteen days for receipt of application forms (sample format as per appendix I).
  - v. The vacancy notified shall be informed to Reservation Cell, University Employment Bureau, Kukatpally, Hyderabad, Telangana. The candidates may apply against the posts giving their details regarding local/permanent address, date of birth, category, educational qualification, teaching/ industry experience, information about faculty development programme, seminars, Conferences attended etc. in the prescribed application format.
  - vi. The application shall be scrutinized by the Registrar/Office Superintendent in consultation with the Director/Senior faculty nominated for the purpose and a list of eligible candidates shall be prepared.
  - vii. A request letter shall be sent to the University /Board for appointment of Staff Selection Committee for the teaching staff.
  - viii. After receiving the names of the experts of the panels of the staff selection committee appointed by the University/Board through a letter, a suitable date/dates shall be fixed in consultation with the staff selection committee members giving clear fifteen days' notice to the eligible candidates and the members. The particulars of each



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candidate called for interview, in consultation with the head of the department/Principal of the Institute shall be supplied to each member, so as to reach him/her seven days before the date of the meeting.

- ix. Call letters shall be sent to the eligible candidates under certificate of posting. The candidates shall be asked to bring their original documents with them on the date of the interview for verification.
- x. On the day of the interview, the candidate's original documents are verified by the registrar/office superintendent or through a committee appointed for the purpose and placed before the selection committee to facilitate them to conduct the interview.
- xi. The selection committee shall prepare the merit list of the selected candidates and recommended them to the university in the prescribed format within 72 hours of the meeting (see appendix. II)
- xii. A copy of the selection committee report is retained in the institute for issuing offer of the appointments/ order of appointments as a follow up action.

### **Local Selection Committee for filling the temporary vacancies:**

Where vacancy of a teacher is to be filled in temporarily but not exceeding one term (i.e., six months), the appointing authority on the recommendation of the principal of the institute shall fill in the temporary basis.

If the vacancy exceeds the period of a term but does not exceed more than a year, the vacancy will be filled in by the appointing authority on the recommendations of the Local Selection Committee constituted as follows and information of the same will be given to the competent authority.

- a) Chairman, Chairman of the Governing Body or his nominee
- b) Principal of the Institute
- c) The senior most faculty member of the institute
- d) One expert in the subject concerned nominated by the Chairman of the Governing Body out of a panel suggested by the University.

The Principal of the institute shall be the Secretary of the committee.

### **b. Non-Teaching staff:**

The staff selection committee for the non-teaching staff shall consist of the following members.

- 1) Chairman, Chairman of the Governing Body or his nominee
- 2) Principal of the Institute



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- 3) One senior most faculty member of the institute
- 4) An expert nominated by the Principal
- 5) Registrar/ Office superintendent – Member Secretary


For the post of Office Superintendent,

- 1) Chairman, Chairman of the Governing Body or his nominee
- 2) Principal of the Institute
- 3) One senior most faculty member of the institute
- 4) An expert nominated by the Principal

The vacancies so identified shall be placed before the Local Managing Committee / Governing Body for their information.

- a) The posts shall be widely advertised in local news paper giving fifteen days form receipt of application forms
- b) The candidates may apply against the posts giving their details regarding local/permanent address, date of birth, category, educational qualification and experience etc., in the prescribed application format.
- c) The application shall be scrutinized by the Registrar/Office Superintendent in consultant with the principal/senior faculty nominated for the purpose and a list of eligible candidates shall be prepared.
- d) A suitable date / dates shall be fixed in the consultation of the staff selection committee members giving clear fifteen days' notice to the eligible candidates and the members.
- e) Call letter shall be sent to the eligible candidates under certificate of posting. The candidates shall be asked to bring their original document with them on the date of the interview for verification.
- f) On the day of the interview, the candidate's original documents are verified by the Registrar / Office superintendent or through a committee appointed for the purpose and placed before the selection committee to facilitate them to conduct the interview.
- g) The selection committee shall prepare the merit list of the selected candidates and recommended them to the Chairman of the Governing Body.
- h) In case of urgent needs walk-in-interview may be arranged to fill the vacancies of the non-teaching posts.



  
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# POLICY ON GRIEVANCE REDRESSAL


## Preamble:

A Grievance is any discontent or dissatisfaction, whether expressed or not, whether valid or not, arising out of anything connected with the Institute that a student or an employee think, believes, or even feels, is unfair, unjust or inequitable.

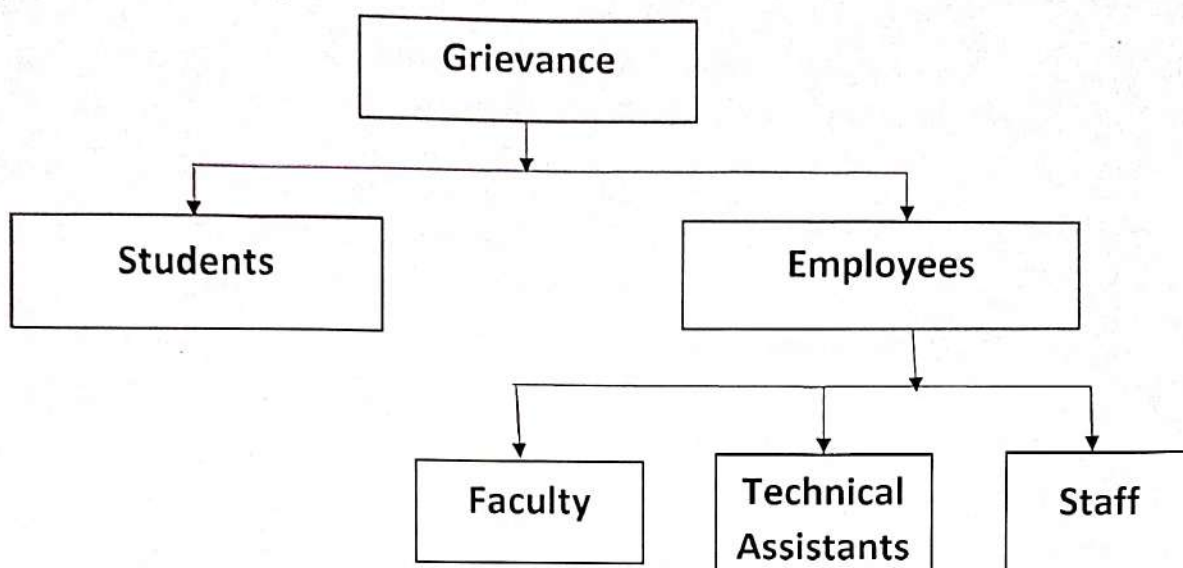
## 1) Objective:

- a) Linking with a well-defined Disciplinary System to make it acceptable to all.
- b) All action should be prompt for better redressal of Grievance.
- c) To make the redressal process fair, impartial, consistent, with prior warnings and commensurate with gravity of misconduct.
- d) Aim should be on prevention of misconduct rather than controlling through punitive measure.
- e) The objective of the policy is to provide a mechanism for speedily redress the grievance and complaints of the students and employees to their satisfaction in accordance with the applicable rules and regulations of the institute.
- f) Every College/ Institute shall constitute grievance redressal committee in the beginning of every academic year specifying names of the members of the committee with a tenure of three years.



  
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## 2) Classification:



## 3) Understanding the Grievance: (students):

- a) **Open Door Policy:** student informally drop in the HOD's room and talk informally over their grievance. They may even present the grievance through the official contact numbers of the said officers.
- b) **Suggestion Boxes:** Students/employees can drop their anonymous complaints.
- c) **Opinion surveys:** through mentor and other feedback schemes, the opinion surveys may be conducted for better understanding.
- d) **E-mails:** Through separate e-mails to HOD, Registrar, Principal or to the Top Management directly.

## 4) Grievance Redressal Procedure:

- i. An aggrieved employee shall first present his/her grievance verbally or in writing to the concerned head of the department. The HOD is required to furnish the answer within 48 hrs. of the presentation of grievance.



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- ii. If the student is not satisfied with the answer, he/she can approach to the "Disciplinary and Grievance Redressal Committee" which shall evaluate the case and make its recommendations to Principal within seven days of presentation of the case. The student would be communicated the recommendation within 3 days.
- iii. If the committee fails to take the decision within the stipulated time or the student is not satisfied with the decision, he/she can an appeal for revision to management. Management is supposed to communicate its decision within seven days of student's revised appeal
- iv. If the student is unsatisfied with the management's decision, student's council or management may refer to JNT University of Hyderabad/ affiliating board of Director of Technical Education, Telangana,/All India Council for Technical Education, New Delhi.

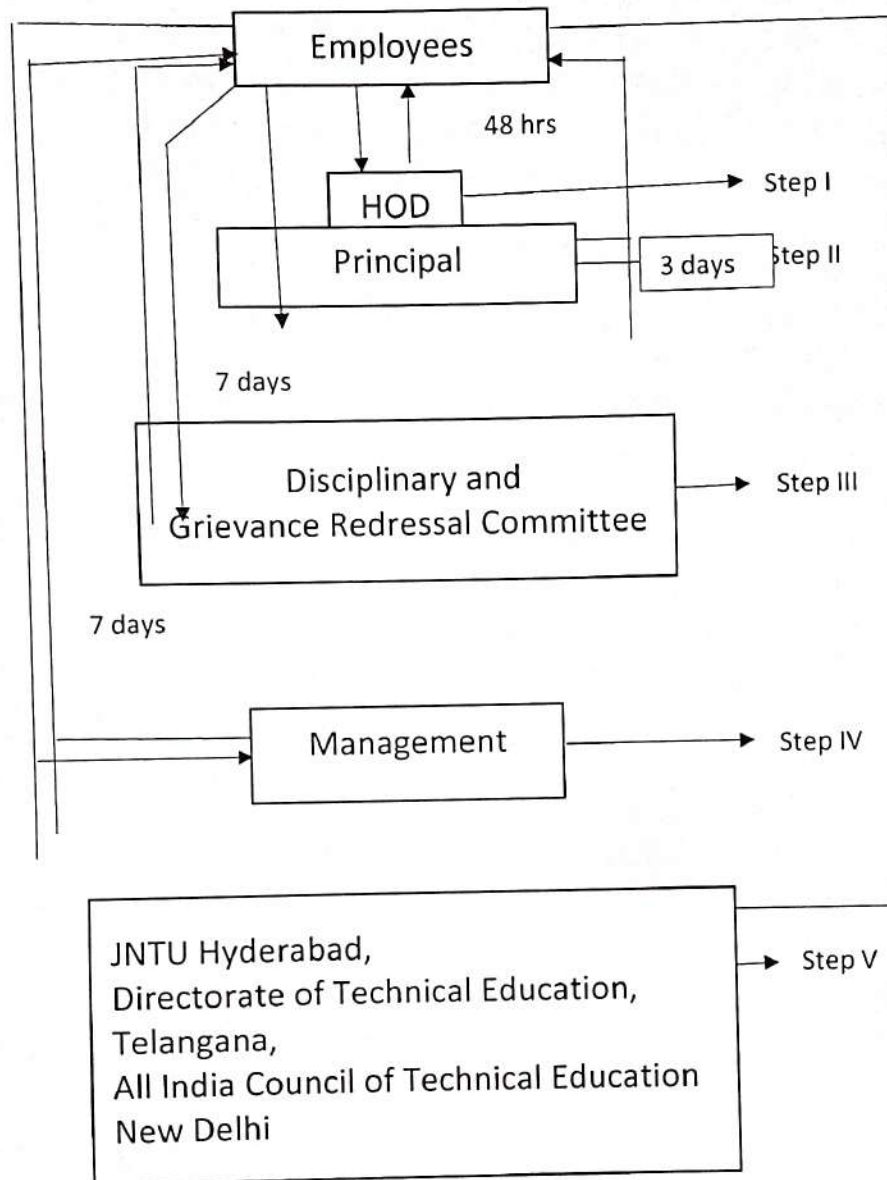


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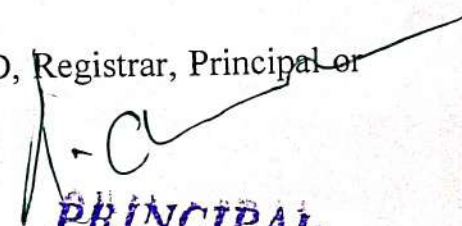


## 5) Grievance Flowchart (For Faculty and Administration):



## 6) Understanding the Grievance (for employees):

- Open Door Policy:** Employees informally drop in the principal's room and talk informally over their grievance. They may present the grievance through the official contact numbers of the principal.
- Suggestion boxes:** Employees can drop their anonymous complaints.
- E-mails:** Through separate e-mails to HOD, Registrar, Principal or to the Top Management directly.

  
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## 7) Grievance Redressal Procedure (for employees):

- i. An aggrieved employee shall first present his/her grievance verbally or in writing to the concerned head of the department. The HOD is required to furnish the answer within 48 hrs. of the presentation of grievance.
- ii. If the employee is not satisfied with the answer, he/she can approach to the "Disciplinary and Grievance Redressal Committee" which shall evaluate the case and make its employee would be communicated the recommendation preferably within 3 days.
- iii. If the committee fails to take the decision within the stipulated time or the employee is not satisfied with the decision, he/she can an appeal for revision to management. Management is supposed to communication its decision within seven days of employee's revised appeal.
- iv. If the employee is unsatisfied with the management's decision, he/she may refer to JNT University Kukatpally, Hyderabad and/or Directorate of Technical Education, Telangana and/or All India Council for Technical Education, New Delhi.

## 8) Grievance Redressal Committee:

**Procedure:** There shall be Grievance Redressal Committee constituted at every college / institute.

**Frequency of Meeting:** within 02 days from the date of receipt of Complaint.

**Quorum of Meeting:** At least 04 members, Principal is mandatory.

**Tenure of Committee:** The Committee shall have tenure of one year.



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# Policy Document for Finance committee of Governing Body

## 1. Introduction:

As per the direction of AICTE it is mandatory for all the colleges/ institutes under the ambit of AICTE, to constitute the Governing Body as the apex body to take academic, administrative and financial decisions for the smooth functioning of colleges/Institutes. The Governing Body shall constitute subcommittee as below.

- a. Financing Committee
- b. Building Committee
- c. Purchase Committee
- d. Staff Selection Committee

Accordingly, policy guidelines have been framed for the activating of the Finance committee.

## 2. Constitutions of Finance Committee:

The finance committee shall be constituted as below:

- |      |  |          |
|------|--|----------|
| i.   | The Principal of the college/ institute                            | Chairman |
| ii.  | Accountant / Account officer of the society (nominated by PRES)    | Member   |
| iii. | Accountant of the college / Institute                              | Member   |
| iv.  | Vice-Principal, Administration                                     | Member   |
| v.   | Registrar / Office superintendent of college / Institute secretary | Member   |

## 3. Role and Responsibilities of the Committee:

- i. To prepare the budget of the college / Institute by the month of Jan every year and present the same to the Governing Body for their consideration and approval.
- ii. To call for proposals for expenditure and approve the same.
- iii. To prepare expenditure statements for presenting to the meetings of the Governing Body.
- iv. To prepare revised budget estimate and to place before the Governing Body for their approval.
- v. To recommend a panel of C.A.S. for consideration of Governing Body.
- vi. To prepare Minutes of Meeting of the Finance Committee and present the same to Chairman of finance committee for approval.

## 4. Frequency of Meeting:

The accounts committee shall meet at least once in every quarter.

## 5. The Quorum:

The quorum shall be three, of which attendance of Chairman and the accountant of the college / Institute is mandatory.

## 6. The Tenure of the committee

The Tenure of the committee shall be three years.



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# POLICY DOCUMENT FOR PURCHASE OF STORES, EQUIPMENTS, FURNITURE, BOOKS AND SUCH OTHER ITEMS (STORES ITEMS)

## 1. Introduction: -

As per the directions of AICTE it is mandatory for all the colleges/institute under the ambit of AICTE, to constitute the Governing Body as the apex body to take academic administrative and financing decisions for the smooth functioning of colleges / Institutes. The Governing Body shall constitute subcommittee as below:

- a. Financing Committee
- b. Building Committee
- c. Purchase Committee
- d. Staff Selection Committee

Accordingly, policy guidelines have been framed for the activating of the Purchase committee.

It is observed that a sizable amount of budget provision is utilized for the purchase of stores and equipment's annually. In order to procure these items efficiently and economically, following policy guidelines have been prepared for implementation by the college / institute under PRES.

The purchase of stores items shall be done by constituting purchase committees at the college/institute levels coordinated by central purchase committee at the head office.

## 2. The Purchase Committee of the college/institute:

Every college/institute shall constitute a purchase committee as the sub-committee of Governing Body having following members.

- |  |          |
|--|----------|
| i. The Principal                                     | Chairman |
| ii. Vice-Principal (Administration-where applicable) | Member   |
| iii. Head of the Depts./Sections                     | Members  |
| iv. Registrar/Office Superintendent<br>secretary     | Members  |

The committee shall be responsible to compile the requirement of stores and equipment from different departments/sections with full specifications. While examining the requirements of stores and



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equipment's of the college, the committee shall ensure that no items are purchased in excess of requirements/over stocked.

The committee shall ensure that all the equipment's, machinery and items of stores are received as per schedule, installed/commissioned with two weeks of the receipt of equipment's/instruments.

### 3. Process:

- a. The process of collecting requirements of stores and equipment's for the ensuring academic year shall be initiated by the departments and sections in the first week of the April every financing year. The purchase committee shall compile and consolidate after carefully assessing the requirements in the last week of April/February and submit the same to PRES.
- b. The requirement of books and periodicals etc. shall be compiled by the college/institute looking to the needs of students, faculty and researches. This work could be done by constituting a library committee under the chairmanship of the principal involving students, faculty and the librarian as the member secretary.
- c. A panel of suppliers of stores, books, periodicals and equipment's shall be compiled by the colleges/institutions and submitted to PRES for updating the list of suppliers of stores, books, periodicals and equipment's at the head office in the week of April.

### 4. The Central Purchase Committee:

PRES shall constitute a central purchase committee for the procurements of stores, books, equipment's and furniture, so that duplicate of work at the level of college/institutions is avoided and maximum cost saving are affected owing to bulk purchase.

The committee shall comprise following members:

- Chairman PRES or his nominee
  - Trustee Members.
  - Special Invites (Experts)
  - Accounts Officer-Member Secretary
- a. The central purchase committee shall compile and consolidate, requirement of stores, equipment's, books and furniture received from the principals of the colleges/institutions in the first week of May.



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- b. PRES involving the principals of the colleges/institutes shall call sealed quotations from registered suppliers in the first week of May in every year. The purchase department of the head office shall prepare comparative statements of the stores and equipments by opening the sealed quotations in the presence of officers/trustees nominated for the purpose.
- c. The specifications given by the suppliers shall be examined and approved by the principal of the college/his nominee. The PRES shall call the suppliers for negotiation in the third week of May every year. The negotiations shall be done in the presence of the central purchase committee appointed by the society.
- d. The central purchase committee shall prepare the comparative statements. Comparative statements shall be carefully checked and countersigned by the concerned principal/his nominee. The comparative statement will be approved by the chairman/his nominee.
- e. The order shall be placed to the approved suppliers in the first week of June every year so that the stores items and equipment's are received by the colleges/institutes before the commencement of next academic year i.e., before first week of July/August, as the case may be.
- f. No compromise shall be made in the quality of the store items.
- g. Suppliers, who do not supply the items, habitually, as per schedule and who are observed to adopt unfair means in maintaining quality, shall be blacked listed by PRES.



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