



Tel: 0866-2479775

**Kommareddy Venkata Sadasiva Rao**  
**Siddhartha College of Pharmaceutical Sciences**

Siddhartha Nagar, Vijayawada - 520010, AP, INDIA  
(Sponsors : Siddhartha Academy of General & Technical Education)  
ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 CERTIFIED INSTITUTION

Affiliated to Krishna University, Machilipatnam  
Approved by AICTE, PCI, New Delhi and Govt. of Andhra Pradesh

E-mail : [kvsrsiddharthapharma@gmail.com](mailto:kvsrsiddharthapharma@gmail.com)

Web: [www.kvsrsiddharthapharma.edu.in](http://www.kvsrsiddharthapharma.edu.in)

## 1. NAME : SERVICE RULES

These rules shall be called KOMMAREDDY VENKATASADASIVARAO SIDDHARTHA COLLEGE OF PHARMACEUTICAL SCIENCES, Vijayawada, service and conduct rules, 1994 (Governing the conditions of service of Teaching and Non-Teaching Staff) and reconstituted in April, 2022.

## 2. APPLICATION

These rules shall apply to all the teaching and non-teaching employees of Kommareddy Venkata Sadasiva Rao Siddhartha College of pharmaceutical Sciences, Vijayawada unless otherwise mentioned in the appointment order.

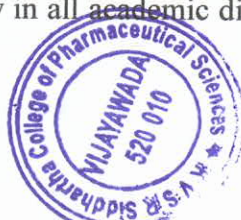
## 3. EFFECTIVE DATE


These rules shall come into effect from 1<sup>st</sup> August, 1994.

## 4. GOALS

The institution with active co-operation and participation of both teaching and non-teaching staff, shall strive for the following:

1. To provide technical education and facilitate students to perform well in the examinations.
2. To build good character traits in students like punctuality, discipline, honesty and integrity.
3. To help students improve and excel in communication skills
4. To help students develop rational thinking and develop cosmopolitan outlook.
5. To expose students for better study environment (theory, practical and workshops), industrial interaction, R& D activities, co-curricular and extra-curricular activities and help them excel in every facet of life.
6. To encourage the staff to get higher qualifications and research.
7. To help the faculty members excel in teaching skills
8. To create cordial relationship between teachers and students
9. To develop consultancy in all academic disciplines.



  
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10. To keep staff abreast of latest happenings in the field/industry.

## 5. GENERAL ADMINISTRATION

The College works from Monday to Saturday. The Class timings are from 9.30 A.M. to 12.50 PM and 2.00 P.M. to 5.00 P.M during Monday to Friday and from 8.30 AM to 1.15 PM on Saturday. The teaching staff are required to be present at their respective work places 10 minutes before the scheduled commencements of Class work in the mornings and 10 minutes in the afternoons. The Non-teaching staff who are attached to Departments/ Laboratories/ Workshops or such other places pertaining to class work are required to be present 30 minutes before the scheduled commencement of classes in the mornings and 10 minutes in the afternoons. Everyday the non-teaching staff are required to keep their work places very clean and all the machines/ equipment /tools for practical in clean and good working condition. The usual timings of the College will be notified by the Principal from time to time.

No staff member (teaching and non-teaching) shall leave the work place earlier than the prescribed working hours. If, for any reason, one has to leave the work place, prior written permission on the prescribed format should be obtained from the Head of the Department and handover in the Principal's Office.

The holidays for important festivals / national holidays will be notified in advance by the Secretary.

Attendance registers are maintained either in Principal's office and all teaching and non-teaching staff shall sign the register before their reporting time on all working days. Non signing of attendance shall be treated as absence.

### Late attendance with permission:

Normally permission for coming late is granted only for 30 minutes. However, permission should not be granted as a matter of course. The request for permission in writing on the prescribed format shall be submitted to Principal through HOD on the previous day and shall be availed only after getting approval.

### Late attendance without permission:

Reporting to duty 30 minutes later than the scheduled time will be treated as leave for half-a-day.

### Late attendance shall be regulated as follows:

- a) 4 days late attendance with - one day leave permission per month
- b) 3 days late attendance without one day leave permission per month



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If any staff member is found to be late frequently, besides regulating the period as leave, disciplinary action will also be initiated.

### **On duty and other duty**

Any Staff member will be permitted to go on 'Other duty' (Work not directly related to the functioning of the college) or "on duty" (Work directly related to the college functioning) by the Principal in writing on the prescribed format. However, such sanction is at the discretion of the Principal. No staff member shall claim the same as a matter of routine for any purpose. Attending practical or other examinations or invigilation or Meeting of Boards of studies / Academic Senate / University work and such other works as to be notified from time to time will be treated as "on duty".


Each teaching staff member will be permitted on leave for a period of 15 casual leaves and 03 earning leaves in any academic year by the Principal. Any request for leave beyond 15 days shall be made to the Secretary in writing in advance. No staff member should proceed on leave unless permission is granted.

## **6. APPOINTMENTS**

### **Selection Procedure & Rules**

- a) The qualifications required for filling a post shall be such as may be determined by the Governing Body from time to time taking into consideration the norms prescribed by the Government of Andhra Pradesh/University/AICTE/PCI.
- b) All teaching staff posts from Assistant Professor and above and any other post classified as teaching staff shall be filled up by open competition. The selection will be based on the recommendations of the Staff Selection committee duly constituted as per the norms of the Affiliating University.
- c) All other teaching staff posts (such as Teaching Assistants) and non- teaching posts, all temporary and adhoc appointments shall be based on the recommendations of the Staff Selection Committee duly constituted by the Governing Body from time to time.
- d) The Selection Committees interview the candidates invited for interview and make its recommendations to the Governing Body, the names of the selected candidates being arranged in order of merit. The Selection Committee may recommend more names than the number of posts for which applications are invited or may reject all the applicants. However, the appointment orders are issued in the order of merit.



  
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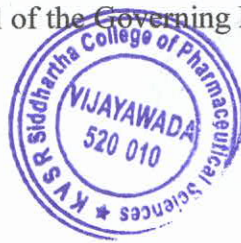
- e) No act or proceedings of any Selection Committee shall be questioned on the ground, merely, of absence of any member of the Selection Committee.
- f) The procedure adopted by the Selection Committee in selecting the candidates shall not be questioned.
- g) The Governing Body may in special circumstances appoint persons (Eg. retired persons) on contract basis year after year up to the age of 65 years.
- h) Any other instruction given, or rule prescribed, from time to time, by Government of Andhra Pradesh/Affiliating University/AICTE/PCI regarding selection procedure will automatically form part of the rules/procedure of selection.

**Probation & Seniority:**

- a) The Secretary shall be the authority for issuing all appointment orders.
- b) All initial appointments to teaching and non-teaching posts shall, ordinarily, be made on probation for a period of two years. All appointments of Non-Teaching Staff, by promotion, shall be made on probation for a period of one year
- c) The Governing Body upon the recommendations of the Principal for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, probation is completed.
- d) The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he, satisfactorily, completed probation.
- e) The rules governing probation will not apply to appointments made on Adhoc /Contract/Contingent basis.
- f) The seniority of an employee in a post shall be determined by the date of commencement of probation in that post. In case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them having regard to the merit order in which they have been placed by the selection committee, if any, which has included them in the panel. However, seniority alone is not the sole criterion for promotion or for conferring any other benefit.

**Pay & Allowances & Increments:**

- a) Scales of Pay, as applicable from time to time, shall be adopted to posts classified as teaching staff, but subject to approval of the Governing Body.



  
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- b) The scales of pay as approved by the Governing Body shall be adopted for all posts not falling under the category of teaching staff.
- c) Dearness and House Rent Allowances as per A.P. State Government rates shall be adopted, but subject to approval of Governing Body.
- d) Unless otherwise stated in the appointment order, an employee on appointment shall be eligible to draw pay at the minimum of time scale of pay for the post. However, in case appointment by promotion from a lower post, his pay in lower post at the time of promotion shall be protected in time scale of pay of the higher post.
- e) All services in a post on time scale of pay shall count for eligibility for increment.
- f) Leave granted shall be counted as service for the purpose of eligibility for increment. But, leave granted on loss of pay, if it is for more than seven days, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than seven days, the date of subsequent increment is postponed by as many days as he was on leave on loss of pay.
- g) The Governing Body shall have the authority to withhold an increment for a certain period as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave on loss of pay, if it is for more than seven days.
- h) The Secretary shall be the authority to sanction normal increment in case of those staff on regular scales of pay and whose personal files do not contain adverse remarks, since the date of sanction of last increment. In all other cases, the Governing Body shall be the competent authority to sanction normal increments.

**Advance Increments:**

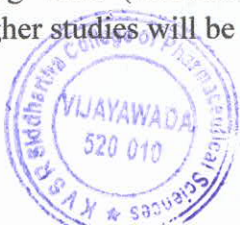
- i) The Governing Body shall be the authority competent to sanction advance increments, in respect of new appointees taking into consideration the pay structure in the previous employment and additional qualification or experience. Advance increments the existing employees may be sanctioned as an incentive in deserving cases.
- j) Teaching staff possessing Ph.D. degree are eligible for two increments at the time of joining the College, provided these qualifications do not form part of essential qualifications. The in-service teachers also are eligible for the above increments from the date of production of the relevant Original Certificate. They are eligible for this incentive only once during their service.



  
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### **Resignation Termination & Relief:**

- a) The services of teaching staff who have completed their period of probation are liable to be terminated by the Employer by giving three months notice or three months salary in lieu of such notice.
- b) The services of teaching staff on temporary/adhoc appointment are liable to be terminated by the Employer by giving one month notice or one month salary in lieu of such notice.
- c) The services of all non-teaching staff are liable to be terminated by the Employer by giving one month notice or one month salary in lieu of such notice.
- d) Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either three months notice or by paying three months salary in lieu of such notice to the Employer. If their resignation is for the purpose of higher studies the notice period is reduced to 45 days instead of three months.
- e) Teaching staff who are on temporary/adhoc appointment can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer.
- f) All non-teaching staff can resign from service by giving one month notice or by paying one month salary in lieu of such notice to the employer.
- g) In the case of teaching staff who have completed probation and are seeking employment elsewhere two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year only. In addition, all applications for admission to higher studies and for All India Service Examinations (such as IAS, IRS, IES etc.) will also be forwarded. However, the Management has the discretion to relax the rule in appropriate case basing on the merits and demerits of the case.
- h) In the case of teaching staff who are on probation no application seeking employment elsewhere will be forwarded. However, all applications for admissions to higher studies and All India Service Examinations (such as IAS, IES, IRS etc.) will be forwarded.
- i) In the case of teaching staff who are appointed on temporary/ adhoc basis and are seeking employment elsewhere four applications per year will be forwarded. In addition, all applications for admission to higher studies and All India Services Examinations (such as IAS, IBS, IRS etc.) will be forwarded.
- j) In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation two applications per year will be forwarded.
- k) In the case of non-teaching staff (whether they are on probation or confirmed) all applications for admission to higher studies will be forwarded.



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l) If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying salary for the remaining notice period.

m) If the employer issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for the remaining part of the notice period.

n) In all the above sub clauses of this article, notice period does not include vacation or earned leave or leave on loss of pay granted to the employee.

## 7. CONDUCT RULES

a) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.

b) Every employee, at all times, shall maintain integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit utmost loyalty and shall, always act in the interests of the College.

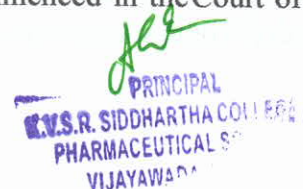
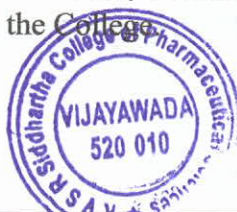
c) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head- quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal in writing through the respective HOD or the Principal directly if he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head- quarters.

d) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organisation which takes part in political activity, nor shall subscribe in the 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 or not.

g) An employee against whom an Insolvency Proceedings commenced in the Court of Law shall forthwith report full facts thereof to the College.



- 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 attack of defamatory character.
- j) Whenever an employee wishes to put forth any claim or seeks redressal 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 claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- 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 and 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 Governing Body and the decision of the Governing Body, thereon, is final and binding on the employee.
- l) No employee shall engage in strike or incitements 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.
- m) The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books etc, during working hours is to be avoided.
- n) Staff members are strongly encouraged to take up consultancy projects but only with the permission of the Management.
- o) The staff members are prohibited from accepting valuable gifts in any form from the students/parents/companies having business transactions with the College.
- p) The staff members shall not interfere in any matter not connected to their job requirement.
- q) The details of student feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.

Besides the above, the provisions of the Andhra Pradesh Private Educational Institutions Employees (Conduct) Rules, 1985 (vide G.O. Ms. No.13 Education (Rules) dt. 08.01.1986 as amended from time to time shall also be applicable to all the staff members in the institution.



Principal  
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**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 fair opportunity has been provided to the employee to defend himself.

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

I. Censure;

II. With holding increments/promotion;

III. Recovery from his salary whole or part of any pecuniary loss caused to the College due to negligence of duty of breach of orders;

IV. Suspension;

V. Removal from service;

VI. Dismissal from service.


**Explanations:**

The discharge of a person appointed on probation during the period of probation or of a person engaged under contract in accordance with the terms of contract or of a person appointed otherwise than under the contract to hold a temporary appointment, does not amount to removal or dismissal within the meaning of this rules.

c) The penalty under (iv) may be imposed in addition to any other penalty which may be imposed in respect of negligence or breach of orders.

d) Before any of the penalties specified in Rule 11 (b) above is imposed against an employee of the College, it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him by intimating to the employee concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed. The employee shall be required within a reasonable time to put in a statement in writing of his/her defence and to state whether he/she desires an oral enquiry or only to be heard in person. If he/she desires an enquiry or if the authority concerned so directs an oral enquiry shall be held. If no oral enquiry is held and if he/she had desired to be heard in person, a personal hearing shall be given to him/her. The proceedings shall contain sufficient record of the evidence and a statement of the findings and the grounds thereof;



  
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e) The requirement of sub-rule 11 (f) shall not apply where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him;

f) All or any of the provisions of sub-rule 11 (f) may in exceptional cases for special and sufficient reasons be waived where there is a difficulty in observing those requirements.

g) The punishment given by a higher authority need not necessarily be the same as that given/recommended by the lower authority.

In addition to the above, the provisions of A.P. Education Act, 1982 (as amended from time to time) shall also be applicable wherever necessary (Sec 79, 60, 61, 82 and 83 of A.P. Education Act, 1982) dealing with disciplinary action.

#### 8. GENERAL :

a) In respect of matters not specifically provided in these rules, the Governing Body of the College shall be the competent authority to issue such directions or orders it may consider appropriate and such directions or orders shall carry as much authority and effect as these rules.

b) Points requiring clarification and interpretation shall be referred to the Governing Body, whose clarification/ interpretation shall be final.

c) Any other rule prescribed by the Government / Instruction / University / AICTE / PCI given for adoption by Private Pharmacy Colleges shall, automatically, form part of the rules, even if the provisions in such rule / instruction contravene with these rules.

d) Unless other-wise stated, specifically, in the terms of, appointment every employee is a whole-time employee of the college and may be called upon to perform duties as may be assigned to him/her by the appropriate authority, if necessary, beyond the scheduled working hours and on holidays and Sundays whether compensated for or not.

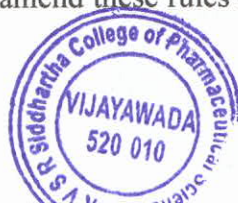
e) Every employee shall perform the duties assigned to him to the best of his abilities, and shall always act in the interest of the institution.

f) All employees of the College are subject to the provisions of Employees Provident Fund Act.

g) The age of superannuation of all members categorized as Teaching Staff shall be 60 years and in case of other staff it shall be 58 years.

h) A Service Register shall be maintained for each employee and the relevant service entries shall be attested by the Principal and Secretary.

i) The power to add, delete or amend these rules shall rest with the Governing Body of the College.



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## T.A & D.A RULES

Employees of the institution, whenever they are deputed to any outstation on official assignments, shall be entitled to traveling allowance, daily allowance and other expenditure they incur which shall be regulated as under :

### 1 . Grades:

The original provision stands deleted. In its place the following paragraph is inserted.

Grade	Basic Pay
Grade – I	Re. 5040-8700 and above
Grade – II	Re. 2600-5580 to RS. 4770-8700
Grade – III	Rest of the employees

### NOTE:

- Such of the staff drawing U.G.C pay scales of 1986 of Rs. 3700-5700 and above shall be under Grade - I.
- Other staff (U.G.C Pay Scales) shall come under Grade-II.

### 2. Rail Travel:

All officers of Grade - I are permitted to travel by 1st class/ A.C - II tier/A.C. Chair Car.

All officers of Grade - II are permitted to travel by I class/A. C - 3 Tier/A. C. Chair car.

Other staff of Grade-III are eligible to travel by sleeper class wherever available and when night Journey is involved.

Journey incidentals on food and local conveyance in Vijayawada and place of visit will be paid on "Actuals" basis.

### 3. Travel by Public Transport System by Road or Private Transport system:

Actual Fare is reimbursable to all categories of staff for travel to any outside places on official work. Where Officers of Grade - I & II travel by taking full taxi actuals will be paid on production of bills. Where they use their own car or two wheeler they are entitled to claim mileage as under for travel to places beyond 100 Kms.

Motor Car : Rs. 5.00/- per  
k.m  
Two Wheeler : Rs- 2.50/- per  
k.m



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Journey incidentals on food and local conveyance in Vijayawada arid piece of visit will be paid on "Actuals" basis.

#### 4. Daily Allowances:

Daily allowances admissible to each Grade of Officers are as under:

	Metropolitan Cities Rs.	Major Cities Rs.	Other places Rs.
Grade- I	600/-	400/-	300/-
Grade - II	500/-	300/-	200/-
Grade - III	300/-	150/-	100/-

#### NOTE:

A) For officers of Grade I & II actuals (Bearding & Locking) will be admissible with prior sanction of the Management in exceptional classes.

B) Local Conveyance at the place of visit either by Public Transport system/Local Train/Auto will be reimbursed on "Actual" basis.

C) Metropolitan Cities: New Delhi, Mumbai, Calcutta and Chennai.

D) The period of absence from head quarters for being eligible to draw

Daily Allowance shall be as indicated below:

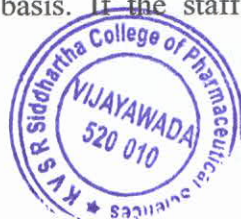
A day should be reckoned as to cover 24 hours of absence from the headquarters commencing from the minute the officer leaves the headquarters. The rates of Daily Allowance shall be as follows:

- a) Absence of 12 hours and more - 1 Daily allowance  
b) Absence of 6 hours and more - 1/2 Daily allowance  
c) Absence of less than six hours - No Daily allowance

E) Traveling Allowance and Daily Allowances will not be paid if the same is reimbursed to the staff by any other source for attending Seminars/ work Shops/ Conferences/ presentation of papers or any other work. If a part of Lodging and Boarding expenses is reimbursed to the staff, then the Daily Allowance will be paid at 50% of the above rates.

5. Local visits include surrounding places of Vijayawada within a radius of 50 k.m.

For all official visits to any place either within the city or outside the city within a radius of 50 k.m., all the staff would be reimbursed the actual cost of travel either by Public Transport/Train/Auto on actuals basis. If the staff use their own vehicle, the cost would be



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reimbursed at the rate of Rs. 3.50/- per k.m for the motor car (4-wheeler) and Rs. 1/- per k.m. for Two wheeler. If the journey is by own car, prior sanction of the Secretary has to be obtained.

## LEAVE RULES

I. Casual Leave: All categories of employees will be entitled for 15 days casual leave per annum starting from 1st January. If any employee joins later, he will be given casual leave pro-rata. Administrative staffs shall be entitled to compensatory leave whenever they work on a holiday. But these compensatory holidays have to be utilised during the calendar year only.

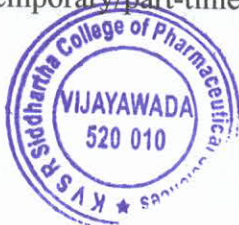
2. Earned Leave: All the permanent teaching and non - teaching staff of the institution are eligible for 03 days of earned leave for each completed year of service. Whenever any of them is prevented to attend official duties during the vacations, they will be entitled to

committee and appointed and who have successfully completed the period of probation as prescribed will be treated as permanent staff. They will be entitled for the credit of earned leave from the date of success full completion of probation period.

Non-vacation of the college shall be credited with 15 days earned leave on 1st January of every year and with 15 days earned leave on 1st July every year. However, if they resign/retire in the course of the six months period, their earned leave shall be debited with 2 1/2 days for each unserved month and proportionately for a part of the month. For such of the employees who join in the course of the six month period, they will be credited within 2 1/2 days for each remaining month end proportionately for a part of the month. Employees of all categories can accumulate earned leave upto a maximum of 180 days only.

3. Half Pay Leave: Every staff member is entitled to 20 days half pay leave on medical grounds with facility to commute upto 10 days with full pay. However, those who have less than one year of service and those who are appointed on temporary/part-time/ad-hoc basis for one academic year are not entitled to this leave.

It is clarified that this kind of leave has to be claimed if any employee falls sick. His/Her application has to be submitted along with certificate issued by any Medical Practitioner. It is further clarified that staff would be entitled for half-pay leave with effect from the completion of one year of service in the case of temporary/part-time/adhoc staff who are not entitled to this leave.



  
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4. Extra-Ordinary Leave: "Extra-Ordinary Leave" may be granted for a maximum period of two years to employees on private affairs or on academic affairs such as higher studies etc., at the sole direction of the management. Such leave will be without pay and allowances. Any leave application for higher studies will be considered after submission of a bond stating that he/she works for a minimum period of three years in the college after acquiring the higher qualifications, failing which, damages to the institute equal to three months salary have to be paid.


5. Special Casual Leave: If any Teaching staff member attends any seminar/work-shop/refresher course/conference or other academic work as a sponsored candidate of the institution, such period will be treated as special casual leave subject to a maximum of 10 days in a year.

6. Maternity Leave: All confirmed lady staff members (Teaching/non-teaching) are entitled to Maternity leave to the extent of two months (60) days with pay and allowance- Any leave on these grounds beyond two months will be without pay and allowances. Such Maternity leave falling during vacation/Mid-term break the leave under this provision will be for the period of two months less the number of days of vacation/break in which maternity occurred.

7. Account of earned leave & Half-pay leave: Earned leave and half-pay leave account shall be maintained Prefixing and suffixing of all holidays and vacation may be permitted to all types of leave other than casual leave. However, while availing the vacation the staff member shall have to be present either on the last working day of the academic year of each academic year or on the reopening day.

8. Vacation: All teaching staff members are entitled to "summer vacation" for a minimum period of 15 days and a maximum of 30 days. However vacation does not mean that he/she is automatically on holiday or ceases to work for the institution. No staff member is permitted to leave head quarters during vacation without prior written permission from the Principal after applying for such permission in writing stating proper reason and giving contact address. In respect of Non-Teaching staff (Technical & Administrative) the entitlement of summer vacation will be through specific written orders to be issued by the Management/Principal each year to a group of staff or individual cases granting vacation duly specifying the period of vacation depending upon the work in the institution. The Management/Principal shall have right to cancel the vacation already granted for any emergency or urgent need in the college.



  
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9. No kind of leave shall be claimed as a right. The Principal/Management has the discretion to refuse/revoke leave if the business of the college requires. The employee shall take prior sanction for availing any leave. Only in exceptional cases such as sudden illness or urgency of circumstances that the leave may be availed without prior sanction for a maximum of three days. Leave application should reach the sanctioning authority with justifiable reasons before the expiry of the third day from the starting of the day on which he/she is absent. Failing which the absence will be treated as without leave and without pay.

10. The Management shall have every discretion to sanction any kind of leave with or without pay on application to any of the staff recruited on permanent basis.

11. While Principal is authorised to sanction Casual Leave and Earned Leave, the other kinds of leave shall be sanctioned by the Secretary. No employee shall proceed on leave without its prior sanction.



  
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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author outlines the various methods used to collect and analyze the data. This includes both primary and secondary data collection techniques. The analysis focuses on identifying trends and patterns over time, which is crucial for making informed decisions.

The third part of the document provides a detailed breakdown of the results. It shows that there has been a significant increase in sales volume, particularly in the online channel. This is attributed to the implementation of the new marketing strategy and the improved user experience on the website.

Finally, the document concludes with a set of recommendations for future actions. It suggests continuing to invest in digital marketing and exploring new product lines to further drive growth. Regular monitoring and reporting will be essential to track the success of these initiatives.



The following table provides a summary of the key performance indicators (KPIs) for the period. It shows that while revenue has increased, profit margins have remained relatively stable, indicating that the cost of goods sold is being managed effectively.

Metric	Target	Actual
Total Revenue	\$1,000,000	\$1,100,000
Operating Profit	\$200,000	\$210,000
Customer Acquisition	5,000	5,500
Website Conversion Rate	2.5%	2.8%

Overall, the data indicates a positive performance for the period. The company has successfully implemented its strategic goals and is well-positioned for continued growth in the coming year.