

ESTD.: 1994-95



G. PULLA REDDY COLLEGE OF PHARMACY

Affiliated to Osmania University, Approved by AICTE and PCI
An ISO 9001:2008 Certified Institution for Graduate and Post
Graduate Education

Mehdipatnam, Hyderabad-500028, Telangana, INDIA

HANDBOOK FOR STAFF



COURSES OFFERED

B. Pharm

M. Pharm

- **Pharmaceutical Chemistry**
- **Pharmacognosy**
- **Pharmaceutics**
- **Pharmacology**
- **Pharmaceutical Analysis**

Pharm D

EAMCET CODE.: GPRP

PGECET CODE.: GPRP1

VISION

G. Pulla Reddy College of Pharmacy envisages to become the centre of excellence for research in Pharmacy. It aims to contribute significantly to drug development and drug discovery.

MISSION

G. Pulla Reddy College of Pharmacy aims to be on forefront in imparting the disciplined and quality Pharmacy education. The Graduate and Postgraduate students shall be groomed as responsible & highly acclaimed professionals in the Pharmaceutical Arena.

Website: www.gprcp.ac.in Email: gprcphyd@gmail.com

HANDBOOK FOR STAFF

Duties and Responsibilities of Employees

Teaching Faculty/Principal:

- The primary duty of the teacher is to teach theory, practicals and thesis guidances for B.Pharm, M.Pharm and Pharm D classes as per the time tables and syllabus.
- If required should engage more number of classes for remedial and filling the gaps purposes.
- Apart from these teaching activities, they should also perform the duties of invigilation, valuation, question paper setting, admissions, examinations, conduct of seminars, symposia, workshops, taking charge of laboratory/ class/ sessionals, library, museum, medicinal plants garden, industrial visits/ tour/ training etc., guiding the students for project work/ paper publications/ presentations/ debates/ quizzes/ exhibitions, sports/ cultural and social events and any other related activity.
- They should shoulder the responsibility primarily the completion and revision of syllabus in time, besides accomplishing the tasks like achieving good results, ranks, prizes, awards and rewards.
- They should also Endeavour for getting Research and infrastructural grants from UGC, AICTE, PCI, DST, DBT and other bodies, consultancies/ project work from industry.
- They should also actively take-up any other responsibility/assignment to improve the college performance as decided by the Management/ Director/ Principal from time to time.

Non Teaching staff:

- They should primarily perform the duty for which they are recruited viz., office and administration, laboratories, library, stores, general maintenance etc., with due diligence and in time.
- They should also take-up all other works assigned by the Director/ Principal/ Management as and when necessary.

CODE OF CONDUCT RULE FOR TEACHING AND NON TEACHING STAFF

- Every Employee of the college shall be devoted to his/her duty and shall maintain absolute integrity, honesty, discipline, impartiality and a sense of propriety.
- No Employee of the college shall behave in a manner which is unbecoming of such an Employee or which is derogatory to the prestige of the College.
- No Employee of the college shall, by any public utterance, written or otherwise, criticize any policy or action of the Management of the college nor shall he/she participate in any such criticism.
- No Employee of the college shall, in performing his official duties, act in a discourteous or discriminatory manner with colleague and/ or students and shall not indulge in sexual harassment in any manner either directly or by implication.
- No Employee of the college should remain absent from place of work without the permission of the Departmental Head or Director/Principal.

- No Employee of the college should involve in eve-teasing (sexual harassment) in the college premises or in the transport vehicles provided by the College.
- No Employee of the college should Demand or accept bribe from students or other employees for the official or regular works in the college.
- No Employee of the college should Demand for special facilities or behaving in an indecent way during the examination work in the college or in other colleges.

Note: Any other act/actions of the employee which is not covered in the above and which is damaging in any way shall be considered as an act of misconduct and appropriate action will be taken as per the general service rules.

Code of conduct for governing body:

Governing body is constituted as per general norms of Osmania University and AICTE. The constitution of governing body is as follows

S.No	Name		Nomination
1	Sri P. Subba Reddy	Chairman	Management
2	Sri G. Raghava Reddy	Member	Management
3	Sri G. Ekamber Reddy	Member	Management
4	Dr. B. Madhava Reddy	Member	Principal
5	Dr. C. Gopalakrishna Murty	Member	Management co-opted
6	Dr. B. Manohar	Member	Osmania University Nominee
7	Dr. C. Srinath	Member	Director of technical education, State Govt.
8	Dr. B. Prabhashankar	Member	Industry representative
9	Dr. A.V. Srikanth	Member	Management co-opted
10	Dr. K. Janardhan Reddy	Member	Educationalist
11	Dr. Sama Venkatesh	Member	College representative
12	Mr. Y. Sreehari	Member	College representative

The governing body meets twice or thrice in a year. In the meeting the governing body discusses the agenda items prepared by the principal.

These agenda items generally include

- Progress of the college (results, students/staff achievements, awards, seminars, conferences, workshops, guest lecture conducted in the college/attended by staff and students)
- Infrastructure requirement and review
- Financial statement and audit reports
- Teaching staff/Non teaching staff requirement and recruitment
- Review on inspection and approvals
- Introduction of new courses/ increase in intake of existing course
- Any other matter as it deemed to be fit for discussion

Leave and vacation:

- Full summer vacation is given for all the teaching staff and Half summer vacation for Non teaching staff as per the almanac of Osmania University and with the permission of the management. However the management/ principal may prune the vacation to the extent required in case of examinations / inspections or any other important task.
- The regular teaching staff/ non teaching staff are eligible for casual leave / special casual leave/ academic leave and maternity leave for female employees, as per the service rules.

Special provision

Regular teaching and non teaching staff are provided EPF, Gratuity, Medical Insurance and ESI (as applicable). However these schemes may be reviewed by the management as and when required.

G. PULLA REDDY CHARITIES TRUST, HYDERABAD

Institutions Sponsored and Managed by the Trust

- G. Pulla Reddy Engineering College, Kurnool.
- G. Pulla Reddy Dental College & Hospital, Kurnool
- G. Pulla Reddy Govt. Polytechnic, Kurnool.
- G. Pulla Reddy College of Pharmacy, Mehdipatnam, Hyderabad
- G. Pulla Reddy Degree & PG College, Mehdipatnam, Hyderabad
- G. Pulla Reddy Junior College, Abids Circle, Hyderabad
- G. Pulla Reddy High School, Mehdipatnam, Hyderabad
- G. Narayanamma High School, Mehdipatnam, Hyderabad
- G. Narayanamma Institute of Technology & Science (for Women), Shaikpet, Hyderabad
- G. Narayanamma Hospital, Gokavaram, Atmakur, Tq., Kurnool, Kurnool District.
- G. Narayanamma Pulla Reddy Respite Home for Mentally Retorted Women, Kurnool.
- Samskrutha Bhasha Prachara Samiti, Nampally Station Road, Abids, Hyderabad.
- Vignana Peetham (Orphanage), Kurnool.
- Bhakta Kannappa Gurukulam for Welfare of Tribal Children, Gokavaram, Kurnool Dist.
- Seshacharyulu Hospital, G. Pulla Reddy Engineering College Campus, Kurnool.

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