



# Dr. K.V. Subba Reddy Institute of Pharmacy

(Approved by AICTE, P.C.I. New Delhi & Affiliated to JNTUA Anantapuramu, MOU with Government General Hospital & KMC, Kurnool)

Recognized Under Section 2(f) and 12(B) of UGC Act 1956

Opp: Dupadu R.S., N.H - 44, KURNOOL - 518 218, A.P. INDIA.

E-mail: principalkvsrip@gmail.com www.drkvsrip.ac.in

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## POLICIES

### IQAC POLICY

#### **About IQAC:**

In accordance with the NAAC guidelines, the Internal Quality Assurance Cell (IQAC) was established in 2015 to initiate, monitor, evaluate and report on relevant measures to upgrade the quality of teaching, learning, and evaluation and research initiatives in the campus. The internal quality assurance cell will take care of continually upgrading the texture of quality in the campus, in keeping with the vision and mission of the management crafted on the basis of inputs from stakeholders. The IQAC of Dr. K. V. Subba Reddy Institute of Technology, since its inception, has been consistently and actively involved in quality sustenance and quality enhancement activities. NAAC has outlined important guidelines in respect of formation of IQAC, its objectives, strategies, mechanisms, functions and benefits of such monitorings put down below.

#### **Objective of IQAC:**

The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institutions.

#### **Mechanism of IQAC:**

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes

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- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices



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- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in HEIs
- Build an organised methodology of documentation and internal communication.

### **RESEARCH POLICY**

#### **Aims of the Research Policy:**

The research policy of the college aims to create and support a research culture among its teachers, staff and students and leverage it for enriching and enhancing the professional competence of the faculty members; for developing and promoting scientific temper and research aptitudes of all learners; for realising the vision and mission of the college and for contributing to national development by establishing an institutional fund and plan for facilitating their participation in research and related activities and by providing the required resources and appropriate facilities.

It also aims at ensuring that the research activities of the college conform to all applicable rules and regulation as well as to the established standards and norms relating to safe and ethical conduct of research.

#### **Scope of the Research Policy:**

This policy shall apply to all the researchers of the college and for the purpose of this policy 'researchers' are defined to include

- i) All staff, temporary and permanent, who are active in teaching, research, administration and provision of any form of support to the core functions of the college;
- ii) All students registered with the college;
- iii) All mentors, guides, external experts and sponsors associated with any of the research activities of the college
- iv) All academic and administrative departments of the college;



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This policy shall apply to all the research and related activities of the college and for the purpose of this policy research and related activities will inter alia include

1. Research activities including basic, strategic and applied research undertaken either for fulfilling the requirements of academic degrees or for solving problems
2. Scholarly activities intended to expand knowledge boundaries by analysis, synthesis and interpretation of ideas and information by making use of rigorous methodologies
3. Knowledge compilation and communication initiatives for keeping abreast of academic developments in any knowledge domain such as writing of textbooks, chapters of textbooks, monographs; developing/updating curriculum, etc.
4. Creative activities involving the generation of new ideas, innovations, hypotheses, images, performances or artefacts, including design in any field of knowledge which leads to the development of new knowledge, understanding or expertise;
5. Research projects of students undertaken as part of the curriculum or for enriching it
6. Publication, presentation and communication of the research outcomes and related activities

### **Objectives of the Research Policy:**

- i) To strengthen the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the college
- ii) To create and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students
- iii) To develop rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities
- iv) To develop rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities
- v) To provide a modality for proper coordination of all research activities of the college and aligning these to the vision and missions of the college and national development goals.
- vi) To prepare and regularly update the research agenda of the college outlining the preferred focus areas

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- and priorities of research activities to be supported
- vii) To guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities
  - viii) To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organisations
  - ix) To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects
  - x) To define an enabling framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project
  - xi) To develop and promote linkages with the Research Council of the JNTUA University and enable all the researchers of the college to benefit from the activities and programmes of the council
  - xii) To identify and establish linkages including MOU s for long term relationships with national and international research organisations for widening the scope of research opportunities and funding options available to the teachers and students of the college.
  - xiii) To identify and establish linkages including MOU s for long term relationships with industry bodies and individual companies for creating opportunities for teachers and students of the college to involve themselves in real life research projects and obtaining sponsorships
  - xiv) To encourage and facilitate the publication of the research work/projects in reputed academic journals
  - xv) To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lectures or the media
  - xvi) To compile data on all the research work/projects undertaken by the teachers and students in to a database for easy monitoring and analysis of the progress being made by them from year to year
  - xvii) To provide a mechanism for ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the College mission;
  - xviii) To draw up and adopt a research code, which informs all researchers about the ethical and legal norms





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and principles to be followed in the conduct of research

xix) To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the college conform to standard quality specifications

xx) To develop, prescribe and administer rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code and all the applicable rules and regulations.

### Composition of Research Cell:

Research Cell will have the following composition

- Principal – Chairperson
- A Professor – Convenor
- Senior Faculty from every Department – Members
- Industry/Academia representative - Member
- Two student representatives - Members

Research Cell may be expanded with the inclusion of more members as necessary. It may also set up and promote 'Action Groups' for managing specific projects/activities.

### Research Policy Implementation Mechanism:

The Research and Development Cell of the college shall be responsible for implementing this research policy of the college by working closely with the college management. The specific roles and functions of the research cell will be as follows

1. Facilitate the faculty in undertaking research and will work with the college management to set up a research fund for providing seed money
2. Provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.
3. Encourage and promote a research culture (eg. teaching work load remission, opportunities for attending conferences etc.).
4. Encourage the faculty to undertake research by collaborating with other research organisations/ industry.
5. Create suitable procedures for giving due recognition for guiding research.



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6. Facilitate the establishment of specific research units/ centres by funding agencies / university.
7. Organise workshops/ training programmes/ sensitisation programmes are conducted by the institution to promote a research culture on campus.
8. Prepare budgets for supporting students' research projects.
9. Invite industry to use the research facilities of the college and sponsor research projects.
10. Approach National and international organisations such as UGC, ICSSR, ICHR, ICPR, DST, DBT, UNESCO, UNICEF to fund major and minor research projects undertaken by the faculty / students
11. Make efforts to improve the availability of research infrastructure requirements to facilitate research.
12. Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
13. Facilitate Interdepartmental / interdisciplinary research projects.
14. Institute research awards.
15. Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
16. Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
17. Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
18. Publicise the research expertise and consultancy capabilities available in the college.
19. Facilitate the provision consultancy services to industries / Government / Non- Government organizations / community/ public.
20. Prepare Rules & Guidelines for Grant of Research related leave and other remissions
21. Prepare Guidelines for design and evaluation of curriculum oriented research projects
22. Prepare a college research agenda with relative priorities.



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### **ACADEMIC POLICY**

Academic Advising is a resource for students to receive information and guidance about gaining the most from their experience as a student in the Dr.K.V.Subba Reddy Institute of Pharmacy. Advisors will advise in the planning of courses to achieve the degree, adding or dropping courses, career paths, honours, research and more. All students are required to meet with their advisor during designated advising periods prior to registering for classes each semester. It is recommended for students to regularly meet and build a working relationship with their advisor.

In the Dr.K.V.Subba Reddy Institute of Pharmacy, students are assigned to a faculty advisor in their department or a professional academic advisor in the Student Development Center. Assignment to faculty or professional advisors is determined by program of study and class year. Students may request to change their advisor when it is deemed appropriate.





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### **CONSULTANCY POLICY**

Objective: To establish a framework to support consultancy activities

Eligibility:

- i) This policy applies to all faculty and staff of Dr. K. V. Subba Reddy Institute of Pharmacy.
- ii) The faculty members involving in the conduct of a consultancy service can avail on-duty for industrial visit and meeting industry person for discussion related to consultancy work.
- iii) The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the college.

Circumstances under which consulting activity may be permitted:

- i) The Organization requiring consultancy services from Faculty or the Department shall write to the Principal indicating the expertise required.
- ii) The Principal on receiving the request from the Organization shall inform to the Department concerned.
- iii) The Head of the Department shall nominate the Faculty or a Group of Faculty having the required expertise and get permission from the Principal.
- iv) In considering whether or not permission will be given for consulting activity, the Principal will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the Faculty member(s), potential conflicts of interest and the use of Institution resources.
- v) An MoU may be signed between the Organization and the Department towards the nature of Consultancy Work and the commercials involved in the presence of the Principal.
- vi) The Faculty or a Group of Faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the Principal through the Head of the Department.

Publications:

- Publication arising from consultancy work shall include the Faculty affiliation of the College and acknowledge for the facilities used from the college.

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v) Costs:

Cell: 9704 333 789  
9177287508  
7660003344



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This is the calculation made for internal use only to determine the costs towards faculty expertise and resources including the use of college space and equipment.



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मानव-विकास विभाग

प्रो. रजनीश जैन  
सचिव

Prof. Rajnish Jain  
Secretary



सत्यमेव जयते

UMs-742

विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph : 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

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UM Section

11<sup>th</sup> August, 2020

PUBLIC NOTICE

## NON RETENTION OF CERTIFICATES OF TEACHERS BY HIGHER EDUCATIONAL INSTITUTIONS - REGARDING

It has come to the notice of the UGC that many of the universities/ colleges/institutes collect the original academic certificates, mark-sheets etc. at the time of issuing employment contracts to the teachers and then continue to retain those documents with them. The teachers face tough time recovering their certificates from their employer educational institutions when they leave their job. Many have to forego their better prospects as they are not able to recover their documents in time.

The UGC, taking a serious view on these matters, hereby notifies that no employing Higher Educational Institutions (HEIs) shall keep in their possession any teacher's academic certificates/documents in original which is akin to depriving them of their rights. Further every Higher Educational Institutions (Universities/Colleges/ Institutes) are mandatorily required to issue employment contracts clearly specifying all the terms and conditions in accordance with the stipulated norms of the UGC and other statutory bodies concerned.

All the institutions are required to strictly comply the above.

(Rajnish Jain)



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