

Om Sakthi
ADHIPARASAKTHI COLLEGE OF PHARMACY
MELMARUVATHUR - 603 319.



Criterion 7 - Institutional Values and Best Practices
7.1 Institutional Values and Social Responsibilities
7.1.10 The Institution has a prescribed code of conduct



ADHIPARASAKTHI COLLEGE OF PHARMACY
(Accredited by "NAAC" with CGPA of 2.80 on a seven point scale at "B++" grade)
MELMARUVATHUR - 603 319.



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ADHIPARASAKTHI CHARITABLE, MEDICAL, EDUCATIONAL AND CULTURAL TRUST (Regd.)

MELMARUVATHUR - 603 319. Tamilnadu, INDIA

☎: (04115) 229313, 229217, 229219

Arulthiru **BANGARU ADIGALAR**
Founder President

Thirumathi **V. LAKSHMI BANGARU ADIGALAR**
Vice-president

Ref: ACMECT/EST/2005-06/ R

Date:21.04.2006

ORDER

Sub: Revised Guidelines and norms to be followed by Correspondents,
Adhiparasakthi Educational Institutions – Reg.

Ref: i) Minutes of Board of Trustees dated 20.01.2006
ii) ACMECT/EST/2005-06 dated 5.04.2006.

In continuation of the order cited in reference (i) above, the following guidelines and norms are to be adopted by the Correspondents of Adhiparasakthi Educational Institutions.

FOUNDER CHAIRMAN

His Holiness Arulthiru Bangaru Adigalar, Founder President of the ACMEC Trust, shall be the **Founder Chairman** for all Adhiparasakthi Educational Institutions.

GOVERNING COUNCIL

a) Structure

- | | | | |
|---------|---------------|---|---|
| 1) | Chairperson | - | Vice President of ACMEC Trust-
Thirumathi V.Lakshmi Bangaru Adigalar |
| 2) | Correspondent | - | Appointed or nominated by ACMEC Trust |
| 3 to 5) | Members | - | Three members nominated by
Vice President, ACMEC Trust |
| 6 & 7) | Members | - | Two eminent professionals from the
appropriate areas |
| 8 & 9) | Members | - | Two academicians of excellence |



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Vice-president

- 10) Member - Faculty from the University/affiliated colleges
11) Member Secretary - Principal

b) Functions

The Governing Council is the supreme administrative authority which shall perform the following functions:

- i) To monitor the academic and other related activities of the institution
- ii) To consider the important communications, policy decisions received from the University/Board/Government/Council, etc.,
- iii) To monitor the students development and welfare programmes
- iv) To monitor the faculty development programmes
- v) To pass the annual budget of the institution
- vi) To decide the admission policy and fee structure to be followed by the institution.
- vii) To approve the Revised allowances for the institution.
- viii) To ratify the Purchases made by the institution.
- ix) To ratify the Appointments and Promotions made by the institution
- x) To ratify the disciplinary action taken on erring staff members.

c) Meetings of the Governing Council

The Governing Council shall meet atleast twice in an academic year.



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d) Submission of Reports

Monthly financial statements and the academic and developmental activities of the institution should be submitted by the Member Secretary with the approval of the Correspondent.

e) Major Decisions

All matters in which major policy decisions are to be taken shall be placed before the Governing Council for its consideration and decision.

In case of urgency a note may be submitted to the Chairperson for the approval and later ratified in the Governing Council.

CHAIRPERSON

An office for Chairperson shall be provided in each institution.

The Chairperson shall be visiting the institutions periodically.

All records should be always available in updated form for inspection by the Chairperson.

In the interest of the institution during the visit the Chairperson may call members of teaching and non-teaching staff for discussion.

For the functions viz, Graduation Day & Annual Day the Chairperson has to be informed well in time and the function has to be fixed with full concurrence and approval of the Chairperson.

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BUDGET

Although it is implied that every institution is expected to run the institution within the resource available, a well planned Budget should be prepared for every academic year (before June) and a copy of the Budget should be submitted to Chairperson and should be approved by the Governing Council.

As for as possible all the expenses should be incurred as per the budget proposal. If a major change is inevitable, during an academic year, a revised supplementary budget may be prepared for the balance period of the academic year based on the revenue available. In such a case a copy of the Revised Budget should be sent to Chairperson and later ratified in the Governing Council.

No loan should be taken from bank or other agencies in order to meet the expenses. In such an event of deficiency of funds adequate reasons have to be submitted to the Chairperson who will arrange for the funds from the Trust depending on the merit of the need for additional funds.

OPERATION OF INSTITUTION FUNDS

All receipts of income and expenditure should be reported in the Monthly Reports.

All payment should be made by cheque and salary should be disbursed through bank only. In no case a self cheque should be issued.

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In unavoidable circumstances, a self cheque may be issued subject to the condition that a prior written permission is obtained from the Correspondent by the accountant of the institution reflecting the need for the self cheque.

The amount so drawn on a self cheque should be used only for the purpose for which it is drawn. The amount should be disbursed as early as possible. A separate register should be maintained for self-cheque issue and disbursement of the amount. There should not be any reappropriation of the amount.

OPERATION OF OTHER FUNDS

Collection of funds from students for industrial visits, association activities, training and placement activities, alumni association, etc., shall be made with the permission of the Correspondent.

Necessary bank accounts for each case has to be maintained. The accounts may be operated by the Principal and the faculty-in-charge for each activity. Withdrawal of amount from such bank accounts should be done with the written approval of the Correspondent.

STAFF SERVICE RULES

Staff Service Rules for each institution should be framed and got approved by the Governing Council. (Refer to APEC Staff Service Rules – Annexure)

Staff Service Rules should be closely followed for staff-cadre, number of posts in each cadre, method of selection, promotions, annual increments, service benefits, leaves, punishments, etc..

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COMMITTEES

For the smooth functioning of all the institutions uniformly the following committees shall be formed:

a) **Purchase Committee**

Requirement of equipment/instrument needed for the institution has to be well planned keeping in view the necessity and longevity of the equipment/instrument.

Before purchasing any equipment/instrument a well-defined specification should be prepared along with guarantee/warranty period and other terms and conditions. All purchases should be made only from reputed firms with long-time proven record. It is not necessary to purchase equipment/instrument only on the basis of lowest rate. Adequate sealed quotations should be obtained from reputed firms.

A Purchase Committee should be formed in every institution headed by a Purchase Officer in the capacity of a Professor/Senior faculty. The Purchase Committee may include members from other sister-institutions so as to have uniformity of procedure in all the institutions. Based on the recommendations of the Purchase Committee, the Correspondent will give his/her approval to place orders.

As far as possible all purchases should be made through M/s. Uma Agencies and M/s. Om Sakthi Books & Stationery Stores. If need be additional quotations may be obtained from outside agencies and the above firms may be requested to get the



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equipment/instrument through the firms provided the price is competitive and the material is standard one satisfying the specification

b) Staff Selection Committee

Recruitments for teaching and non-teaching posts have to be made as per the requirement. The qualification and experience and pay should be adopted as per norms of Council/University/Board/Govt. keeping in view the practice followed in the institution.

The Correspondent shall be the Chairperson for the Selection Committee. The Correspondent may invite additional experts in the subject apart from the Head of the Department. The University/Board may be informed of the selection to be made.

A copy of the selection list along with qualification, experience and pay fixed for the recruited candidates will be sent to Chairperson for information

c) Staff Disciplinary Action Committee

Staff Service Rules of an institution should be fully adopted for teaching and non-teaching staff.

The cases of staff members who are violating the rules and regulations and bringing dis-repute to the institution shall be referred to a Staff Disciplinary Action Committee for which the Principal shall be the Convener. Three or four senior faculty members shall constitute the other members of the committee.

The recommendations of the Staff Disciplinary Action Committee shall be placed before the Correspondent for his/her perusal and further action.



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PROMOTIONS

All efforts should be made to retain qualified, experienced staff members so as to strengthen and improve the stability of the institution.

All promotions of teaching and non-teaching staff shall be made as per the norms of the concerned Council, University/Board and Govt. of Tamil Nadu. However, certain relaxation may be made in norms in most deserving cases keeping in-view the service-need of the individual for the institution

All promotions for deserving cases shall be made by the Correspondent and the details of staff promoted shall be sent to the Chairperson for her information.

TRANSFERS

For efficient functioning of the institution local transfers of faculty members and other staff members may be made department to department or section to section by the Correspondent

ANNUAL INCREMENTS

All annual increments for Teaching and non-teaching staff shall be approved by the Correspondent..

REVISION OF ALLOWANCES

Revision of Dearness and other allowances need not be the same for all institutions. Only institutions which are performing well and having adequate revenue should be considered for increase in allowances.



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Before commencement of an academic year a proposal for Revision of Dearness and other allowances should be submitted by the institution to the Governing Council for approval and the same has to be reflected in the annual budget.

This order supersedes the previous order No.ACMECT/EST/2005-06 dated 5.4.2006.

V. Lakshmi

(THIRUMATHI V.LAKSHMI)

Vice President

To

- 1) The Correspondent,
Adhiparasakthi Engg. College & Adhiparasakthi Polytechnic College.
- 2) The Correspondent,
Adhiparasakthi College of Nursing, Adhiparasakthi College of Physiotherapy
and Adhiparasakthi College of Pharmacy.
- 3) The Correspondent, Adhiparasakthi Dental College.

Copy to:

- 1) The Director, APEC
- 2) The Principals concerned
- 3) Secretary/A.O., Adhiparasakthi Educational Institutions,
G.B.Nagar, Kalavai.