



MAHATHI COLLEGE
For Innovative Learning

MAHATHI COLLEGE OF PHARMACY

(Approved by AICTE, PCI, New Delhi & Affiliated to JNTUA, Ananthapuramu)

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6.2.1: The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

The core functions of a governing body include:

- Setting and monitoring the organization's mission, purpose, direction, priorities and strategies within the boundaries of the organization's constitution and legal obligations.
- Formulating policies and plans to bring about the organization objectives that allow the organization to best serve its stakeholders.
- Ensuring that the organization complies with all relevant policy and legal requirements
- Actively involving key stakeholders in setting and monitoring the organization's mission and maintaining positive relationships with them
- Specifying key outcomes and ensuring there are adequate resources (people and finances) to achieve the objectives.
- Appointing and supporting the chief executive, evaluating his/her performance and rewarding or replacing him/her as necessary
- Overseeing the assessment and management of risks to the organization
- Ensuring the governing body complies with statutory and contractual requirements and with the governing body's own policies.
- Monitoring the organization's programmes and services
- Regularly scanning the environment in which the organization operates to ensure that what it's attempting to achieve remains relevant and achievable.
- Influencing decisions and finances
- Setting standards for and evaluating its own governance performance.
- Maintaining a governing body succession plan

- Consider the annual budget plan, approve the budget, consider and approve any proposed revisions to the budget plan and decide on how to spend delegated budget within the financial year.
- Ensuring that financial records are maintained that can provide auditors and inspectors with explanations they consider necessary and responding promptly to recommendations made by auditors or inspectors.
- Establish a written performance management policy to govern staff appraisal, after making sure that all staff have been consulted.

Service Rules

- Record of service of each employee is maintained through service book signed by him/her and attested by Principal. A personal file of each employee containing various essential documents such as educational qualifications, appointment letter, experience certificates etc is maintained as per provisions of various regulatory agencies.
- Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority. A written permission shall be sought from Chairman to carry out any more remunerative work outside duty. The service conditions such as payment, leaves will be governed as per college Rules. Attendance, availability of staff in college, study leave will be as per rules of college. The breach of above conditions will attract warning or suspension. Financial accounts should be submitted within seven days after completion of event. In case of relinquishing service or termination the charge should be transferred and appropriate NOC should be obtained.


PRINCIPAL

- Recruitment will be done after collecting staff requirement seeking management approval and through elaborate procedure of advertising, getting university selection committee, issuing appointment orders.
- To improve performance get rid of bad practices and provide teachers understanding of strengths, weaknesses. A scientifically designed student feedback system, results of past three years are also taken in consideration.
- Grievance Redressal through various committees such as anti ragging committee
- Women grievance committee and internal complaints committees



PRINCIPAL

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