

## 6.3.1 Effective welfare measures for teaching and non-teaching staff

### 6.3.1: The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

We as an institution have evolved an outstanding work ethnicity of respecting each other and thus creating an ambience agreeable for academic and individual development. We trust that when the staff grows, the institution also grows. The institute has set high standards for imparting excellence education and thus relevant faculty with higher academic profiles; serve the students and the institution with high quality standards. All the faculty members are experienced in all the academic courses.

The institution has established a professional advancement allowance for a variety of academic activities for all levels and encouraged faculty to participate in conferences, workshops, training programs and faculty development programs etc. The institute encourages faculty to register for their Ph.D.

For the non teaching staff, the institution has organized computer proficiency updating programs, training on equipment, preparation of reagents, cleaning and maintenance of glassware , equipment etc to accomplish the preferred standards. The non teaching staff has been motivated to undergo for demonstration programs to handle the equipment as per SOP.

Along with these, the institution provides welfare measures like:

1. As per the norms, pay commission are implemented.
2. Registration fee, dearness allowance and travel grants for faculty attending conferences.
3. Workshops are provided.
4. Incentives for best research work.
5. Study, maternity and medical leaves are sanctioned for the required staff.
6. Salary advance, loans to desired teaching and non-teaching staff.
7. Transport facility for all the staff.
8. Organizing health awareness programs.
9. Organization of sports and cultural activities in which all the staff can participate.
10. Gifts to the staff members on occasion of marriage, house warming ceremony, children marriage.

**Medical facility in Mahathi College of Pharmacy:**

1. First-aid boxes with all accessories are kept in laboratories and other strategic locations.
2. Head of the institution, respective department heads and staff take care of the medical complaints of students and pass on information to the parents.
3. General medicines are made available within the first aid centre.

**Games and sports in Mahathi College of Pharmacy:**

1. The college has been actively encouraging staff to participate in the various sports and games.
2. Facilities are also made available even beyond college hours.

  
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**Transport facility in Mahathi College of Pharmacy:**

1. Bus facility is available for faculty.
2. Bus starts from source place to MCPM by 09:00 AM and evening bus starts from 04:30 PM

**Faculty development programs in Mahathi College of Pharmacy:**

1. Every semester faculty development programs will be organized to enhance the performance of faculty to achieve the best output.
2. Institute encourages this type of activities for staff to move forward and motivate students in their own carriers.



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**Effective welfare measures**

Medical facility

Games & sports

Transport facility

FDPs & workshops

Cultural programs

Pay commission

Salary advance

Incentives and Gifts

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## POLICY DOCUMENT

### POLICY FOR GETTING FINANCIAL SUPPORT TO ATTEND FDPS/ RESEARCH WORKS CONFERENCES/ WORKSHOPS/ SEMINARS/ SYMPOSIA/ MEMBERSHIPS

#### Introduction

The scheme at the institution provides financial assistance for teaching staff to attend FDPs/ research works/workshops/Seminars/conferences/ symposia at college/state/national and international level in the field of Pharmacy as well as to obtain professional membership of the relevant felid. It intends to promote high standards in faculties by way of extending facilities and researchers by providing a forum for sharing their knowledge, experience and research.

#### Objective

The basic objective of financial assistance is as follows:

1. To inculcate research aptitude and upgrade research skills of the faculty
2. To upgrade educational qualification of teaching staff
3. To create healthy platform for teachers to exchange their knowledge and ideas.
4. To upgrade an in depth knowledge of subject of teachers from eminent academicians as well as from research institutions.

#### Eligibility

Financial assistance will be available for full time teaching faculty of the Institute.

#### Nature of assistance available under the scheme

1. Financial assistance for teaching staff to attend FDPs/ research works/workshops/Seminars/conferences/ symposia at college/state/national and international level in the field of Pharmaceutical Sciences

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

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C.T.M. Cross Roads, MADANAPALLE Mandal  
Chittoor District, A.P. India. Pin: 517 319.

Ph : 08571 - 288666, 288777,  
Fax : 08571-288889, Mob : + 91 9490999782  
email : mahathicollegeofpharmacy@gmail.com

2. Financial support to obtain Professional membership of the relevant field

### Procedure for applying for the scheme

The teachers who wish to avail financial assistance for attending FDPs/ research works/workshops/Seminars/conferences/ symposia under this scheme should get approval from principal and submit it along with the relevant documents to the office after attending FDPs/ research works/workshops/Seminars/conferences/ symposia.

### Procedure for approval

The teaching staff must submit the certificate of attendance of FDPs/ research works/workshops/Seminars/conferences/ symposia, professional memberships to the office. After submission of required documents, college office may release amount with the permission of Principal.

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Felicitation on the event of Pharmacist's day



Pongal Celebrations

*Principal*  
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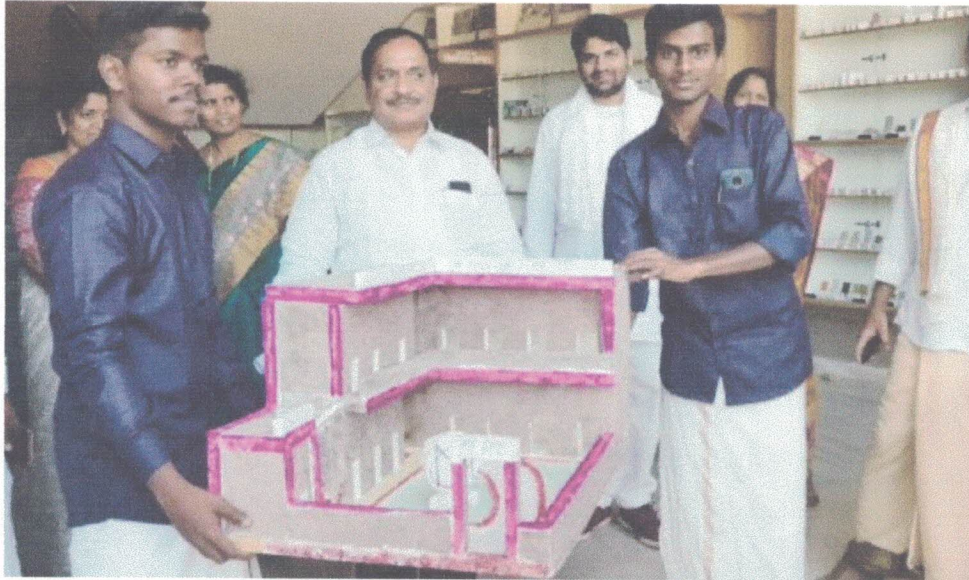
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**Cultural program celebrations**

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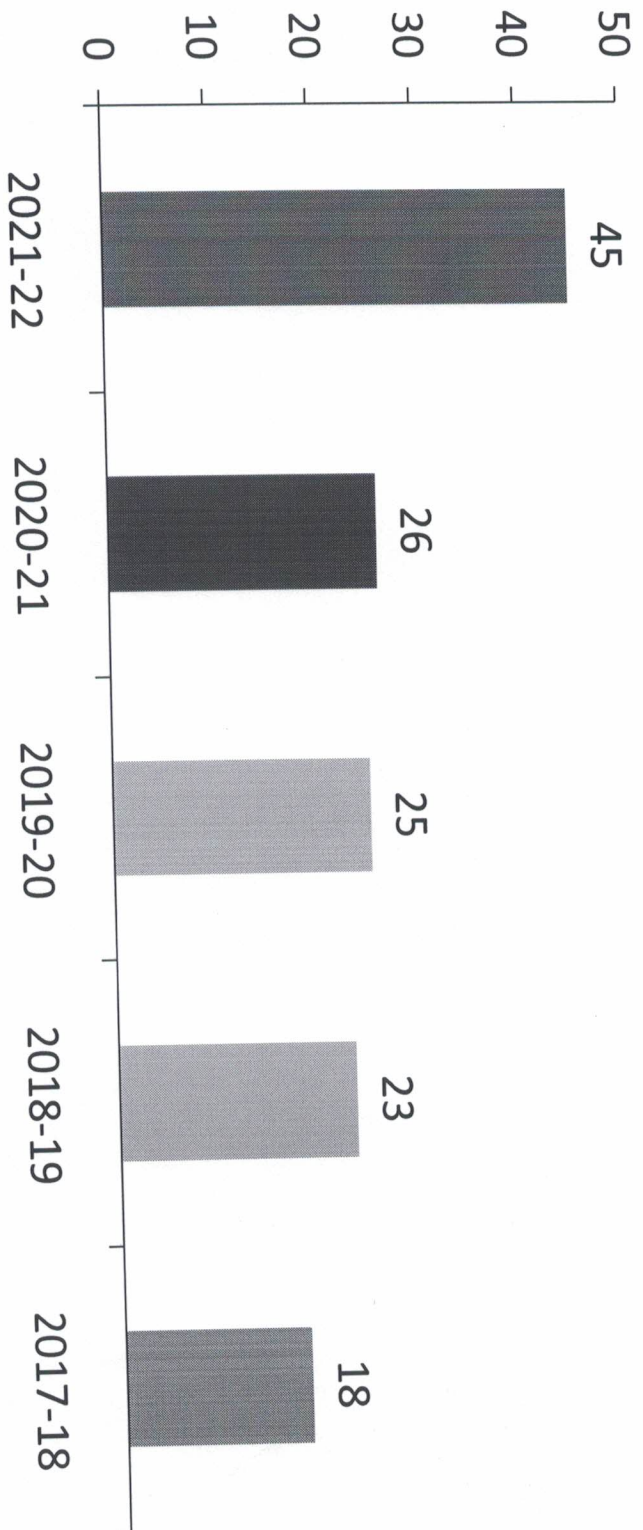


**Bus facility**

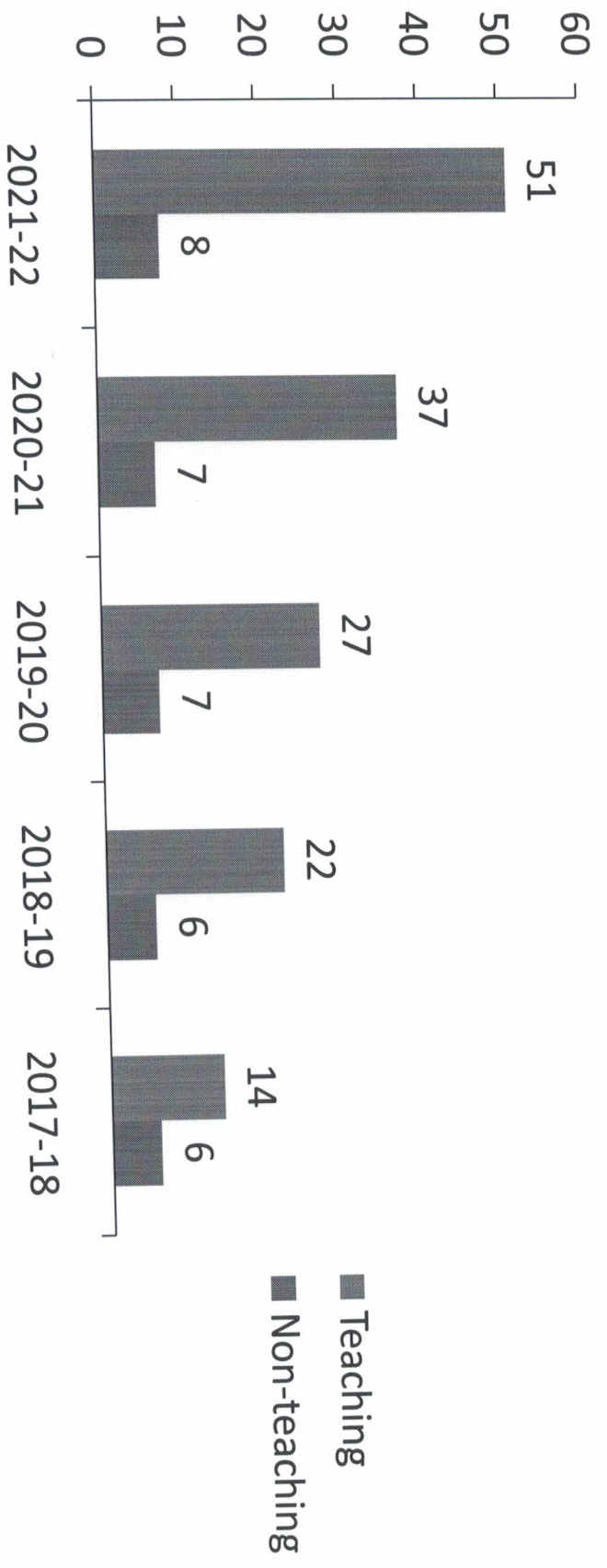
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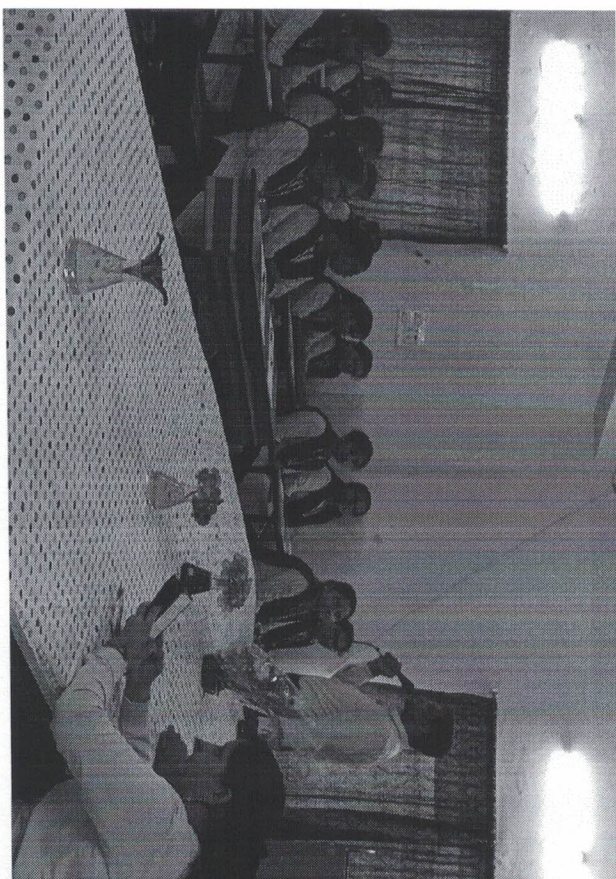
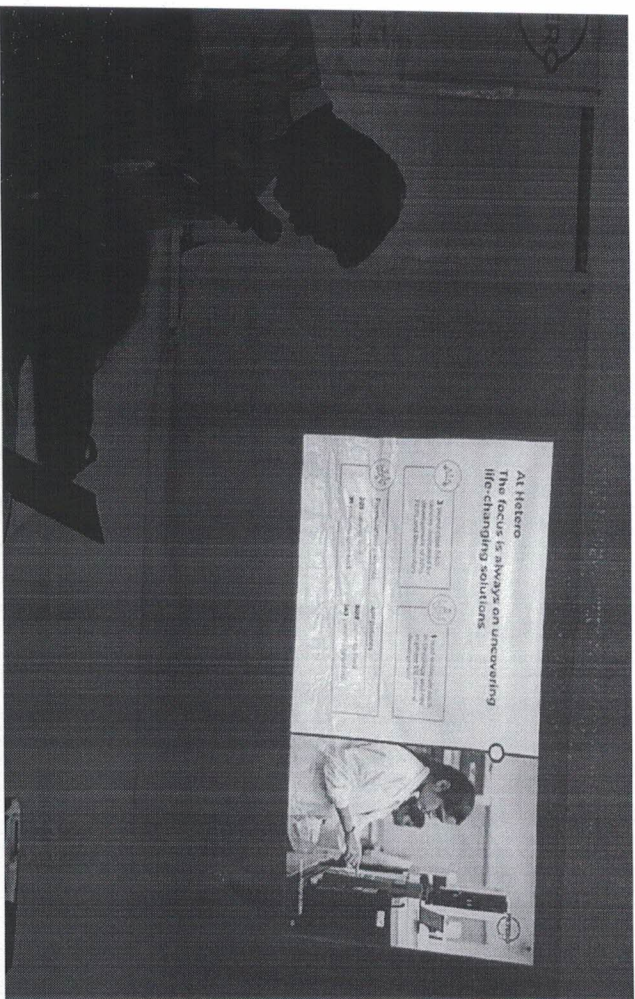
**Number of teachers provided with financial support to attend conferences / workshops and towards membership fee during the last five years**



# Number of teaching and non-teaching staff participating in Faculty development and non-teaching Programmes (FDP)



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No.	Year	Name of the teacher	Name of the conference/workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support received (in INR)
1.	2021-22	Dr V. Ragini	7th Indo Caribbean international conference	NIL	3000
2.	2021-22	Dr G. Swarna Latha	7th Indo Caribbean international conference	NIL	3000
3.	2021-22	Dr K Siva Sankara Prasad	7th Indo Caribbean international conference	NIL	3000
4.	2021-22	G.Gopi,	Intellectual Property Rights Awareness programme	NIL	1000
5.	2021-22	Dr L Nandha Kumar	Sample six made easy-Clinical trials: Non-inferiority and Equivalence	NIL	1000
6.	2021-22	Dr. M. Maneesh Kumar Reddy	e-workshop on Data Analysis with Excel	NIL	700
7.	2021-22	Dr-L Reddena	Barriers and Challenges in Advanced Pharmacy Practice in Current Scenario	NIL	1000
8.	2021-22	S Siva Sankara	International Webinar - Worlds Pharmacist Day	NIL	500
9.	2021-22	Dr. Muthukumaran	International Webinar - Redefine Pharmaceutical Care-Post COVID Pandemic	NIL	2000
10.	2021-22	A Bharath Kumar	International Webinar - Advances in Drug Discovery and Development	NIL	2000
11.	2021-22	Gaddem Raghava	International Webinar-Emerging trends in Pharmaceutical Sciences	NIL	2000
12.	2021-22	T Arokiaswamy	National Webinar- Current Scenario of Pharmacovigilance and CPCSEA	NIL	2000
13.	2021-22	Talari Siva Krishna	e-Quiz on Intellectual Property Rights	NIL	500
14.	2021-22	S.Natarajan	5th International Conference on Clinical Pharmacy Practice	NIL	3000
15.	2021-22	Siva Subramaniyan J	National Webinar- March towards innovations in drug discovery and technology	NIL	500
16.	2021-22	Yaga Gowri	National Webinar- March towards innovations in drug discovery and technology	NIL	500
17.	2021-22	Srikanth P	National Webinar- March towards innovations in drug discovery and technology	NIL	500
18.	2021-22	Sai Pedda SubbaRaidey.Y	National Webinar- March towards innovations in drug discovery and technology	NIL	500
19.	2021-22	P Murugan	National Webinar- March towards innovations in drug discovery and technology	NIL	500

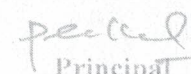
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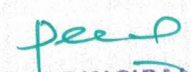
20.	2021-22	Mr Kalyan Bhargav Mannala	National Webinar- March towards innovations in drug discovery and technology	NIL	500
21.	2021-22	Mr Yadam Swetha	National Webinar- March towards innovations in drug discovery and technology	NIL	500
22.	2021-22	Dr. P.Senthil Kumar	National Webinar- March towards innovations in drug discovery and technology	NIL	500
23.	2021-22	Baggala Sukumar	National Webinar- March towards innovations in drug discovery and technology	NIL	500
24.	2021-22	Kondupalli Diwakar	National Webinar- March towards innovations in drug discovery and technology	NIL	500
25.	2021-22	Shaik Baba Fakruddian	National Webinar- March towards innovations in drug discovery and technology	NIL	500
26.	2021-22	Thavili Gangadhara	National Webinar- March towards innovations in drug discovery and technology	NIL	500
27.	2021-22	Settipalli Vinita	National Webinar- March towards innovations in drug discovery and technology	NIL	500
28.	2021-22	Dr Marella Manasa	National Webinar- March towards innovations in drug discovery and technology	NIL	500
29.	2021-22	Dr G Chandana	National Webinar- March towards innovations in drug discovery and technology	NIL	500
30.	2021-22	Dr.Reppala Iliyaz Mahammad	National Webinar- March towards innovations in drug discovery and technology	NIL	500
31.	2021-22	B Sarah Priyanka	National Webinar- March towards innovations in drug discovery and technology	NIL	500
32.	2021-22	R. Mohammad Wahid	National Webinar- March towards innovations in drug discovery and technology	NIL	500
33.	2021-22	Kanduri Venkatesh	National Webinar- March towards innovations in drug discovery and technology	NIL	500
34.	2021-22	Tunga Sravani	National Webinar- March towards innovations in drug discovery and technology	NIL	500
35.	2021-22	Mr M Naresh	National Webinar- March towards innovations in drug discovery and technology	NIL	500
36.	2021-22	N.Jyothi	National Webinar- March towards innovations in drug discovery and technology	NIL	500

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37.	2021-22	Dindukurthi Chaitanya Kumar	technology National Webinar- March towards innovations in drug discovery and technology	NIL	500
38.	2021-22	K Mohammad Rafi	National Webinar- March towards innovations in drug discovery and technology	NIL	500
39.	2021-22	Dr. P. Senthil Kumar	Academic -Pharmacist Membership	APPC	650
40.	2021-22	Dr. V. Ragini	Academic -Pharmacist Membership	APPC	650
41.	2021-22	Dr. P.K. Prakash Reddy	Academic Membership	FPWAI	400
42.	2021-22	Dr. G. Swarnalatha	Academic -Pharmacist Membership	APPC	650
43.	2021-22	Dr. G. Gopi	Academic -Pharmacist Membership	APPC	650
44.	2021-22	Mr. A. Bharath Kumar	Academic -Pharmacist Membership	APPC	650
45.	2021-22	Mr. K. Diwakar	Academic Membership	FPWAI	400

  
 Principal  
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 C.T.M. Cross Roads  
 MADANAPALLE, Chittoor (Dt.) - 517 319

  
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**MAHATHI COLLEGE OF PHARMACY**  
 C.T.M. Cross Roads, MADANAPALLE  
 Annamayya (District), A.P.-517 319



Application

Date: 14/08/22

To  
The Principal,  
Mahathi College of Pharmacy,  
Madanapalle.

Sub: Regarding disbursement/payment of Registration fees/TA-DA for attending seminar/conference/workshop/other.

Respected Sir,

Myself Dr. V. Rajini  
has attended the seminar/ conference/workshop/other having name

Dr. Sub. Carthikeyan International Conference

at Vijayanagara on Date 10-14 Aug. 2022. I request  
you to kindly disburse/pay the Registration fee Rs. 3000 and TA/DA Rs.

Your's faithfully,

*Rajini*

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Annamayya (District), A.P.-517 319

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# MAHATHI COLLEGE OF PHARMACY

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

Near Madanapalle Road Railway Station, C.T.M. Cross Roads,

Madanapalle Mandal, Chittoor Dist, A.P. Indian, Pin : 517 319

Date: 14/8/20

## Payment Voucher

Please Pay to Dr. V. Ragini

DETAILS	Rs.	Ps.
7th Gods caribbean international conference	3000	
TOTAL	3000/-	

Amount \_\_\_\_\_

Stock Entry \_\_\_\_\_

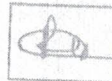
Recommended By \_\_\_\_\_

Passed \_\_\_\_\_

Received Rs Three thousand rupees only

Signature /

Thumb Impression.



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Annamayya (District), A.P.-517 319

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C.T.M. Cross Roads, MADANAPALLE  
Annamayya (District), A.P.-517 319

Application

Date:

14/9/22

To

The Principal,

Mahathi College of Pharmacy,

Madanapalle.

Sub: Regarding disbursement/payment of Registration fees/TA-DA for attending seminar/conference/workshop/other.

Respected Sir,

Myself Dr. C. Sumanalatha

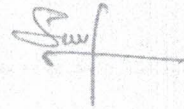
has attended the seminar/ conference/workshop/other having name

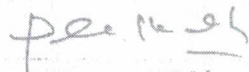
Dr. Subbavathi Subrahmanya Conference

at St. Jayanada on Date 10-11/09/2022. I request


you to kindly disburse/pay the Registration fee Rs. 3000 and TA/DA Rs.

Your's faithfully,





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Madanapalle Mandal, Chittoor Dist, A.P. Indian, Pin : 517 319

Date: 11/8/20

**Payment Voucher**

Please Pay to Dr. G. Swarnalatha

DETAILS	Rs.	Ps.
7th Indo Caribbean International Conference	3000	
TOTAL	3000	

Amount \_\_\_\_\_

Received Rs Three thousand rupees only -/

Stock Entry \_\_\_\_\_

[Signature]

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Recommended By \_\_\_\_\_

Signature /



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Passed \_\_\_\_\_

Thumb Impression.

[Signature]  
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## Strength, Weakness, Opportunity and Challenges (SWOC)

### Institutional Strength

**Location:** Mahathi College is located just less than one km from Madanapalle road railway station and also it's very near to Tirupati - Madanapalle highway, which enables the students and staff to commute conveniently by bus, train, and auto from the city. The college is located at an elevation of approximately 695 m above sea level, which will give pleasant climatic conditions in winter and summer. Around the year the minimum temperature is approximately 15°C and the maximum temperature is 30 °C. 90% of staff members' residences in & around 50 km from the college location, so that staff members can able to work around clock to smooth the functioning of the college.

**Approvals:** Beginning with the College in 2010, which was accredited by AICTE and affiliated with JNTUA, PCI granted approval after a brief period of time. The college is approved by ISO 9001. Approved by Green Audit, Energy Audit, and Environment audit. We have a CPCSEA-approved animal house specialty for pharmacology subjects.

**Infrastructures:** There are enough spacious and well-ventilated classrooms at the college. Laboratories in the college have an adequate amount of equipment, glassware's and chemicals. There are more than enough experienced professors working at the college. The library at the college is excellent and includes a large selection of books and journals. The library has been upgraded with digital amenities like software, Wi-Fi, and a cloud storage system. The college supplied buses to pick up and drop off daytime students from various locations across the city.



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email : mahathicollegeofpharmacy@gmail.com

We are one of the fastest-growing pharmacy colleges in Andhra Pradesh. For pharmacology subjects, we have a dedicated animal house specialty that has been approved by CPCSEA. In order to facilitate the placement conclave and the internship training program, we have MoUs with hospitals and the pharmaceutical industry. Activity: In order to raise social awareness, we run a number of programs. It attempts to make sure that all pertinent regional and sub-regional bodies are aware of the effects of specific climate changes and are acting to address them.

**Institutional Weakness** The location of the college is in the village area. Support from the municipality is very less especially with electricity and internet facilities. The government fee reimbursement system always puts financial pressure on annual budgeting and expenditures. Poor availability of trained and experienced faculty as the college is in a rural area with no or poor recreational facilities.

### **Institutional Opportunity**

1. The institution has the potential to urge professors to devote more time to research and to participate in funded initiatives.
2. Alumni collaboration sessions, and technical practitioners' exchanges with students with the goal of practicing experiential learning.
3. From an economic standpoint, the Institute has the opportunity to maximize resource use while minimizing waste on campus.

### **Institutional Challenge**

1. The organization faces a financial burden as a result of fast technological advances on a national and worldwide scale.

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email: mahathicollegeofpharmacy@gmail.com

2. A mismatch in terms of competencies between required expectations and students' abilities.
3. Training is given to the students in accordance with the current market needs for the industry.
4. 4. Availability of Ph.D. faculty with specialized areas of expertise, as well as research and development.
5. The volatility of the educational system in terms of curriculum development is a challenge for the institution
6. To initiate need-based and interdisciplinary courses.
7. To strengthen the institution's effort in career counseling and placement of students.

  
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### 6.3.1. PERFORMANCE APPRAISALS SYSTEM FOR TEACHING AND NON TEACHING

Faculty members of Institution at the moment have to execute a multiplicity of tasks pertaining to diverse roles. In addition to classroom instructions, faculty members need to innovate and conduct research for their self-renewal, keep update with changes in technology and expand proficiency for efficient implementation of curriculum. Another role relates to the shouldering of administrative responsibilities and co-operation with other faculty, Head of the Departments and Head of the Institution. An efficient performance appraisal system for faculty is vital for optimizing the contribution of individual faculty to institutional performance.

The assessment is based on:

- A well defined system for faculty appraisal for all the assessment years
- Its implementation and effectiveness

The institution has a well framed and a completely transparent appraisal process. This system helps in accessing the faculty's contribution to the department and to the institution on the whole. We strongly believe that apart from their contribution to the curriculum delivery to the students, their involvement in administrative and research activities are a vital part of their contribution. Appraisal happens at the end of one-year service since last appraisal or up gradation of qualification. The following procedure is adopted by the college to review the performance of each of its staff member. Faculty submits a self assessment report along with proofs, documents to the Principal office.

The goal of annual faculty performance review process is to provide a meaningful assessment of faculty productivity, promote the development of goals and expectations, support faculty development and mentorship and guide junior faculty in career advancement through formative discussions with senior faculty. This procedure will enable faculty to have set goals for the next year of service at the organization.

#### **Appraisal of non-teaching staff**

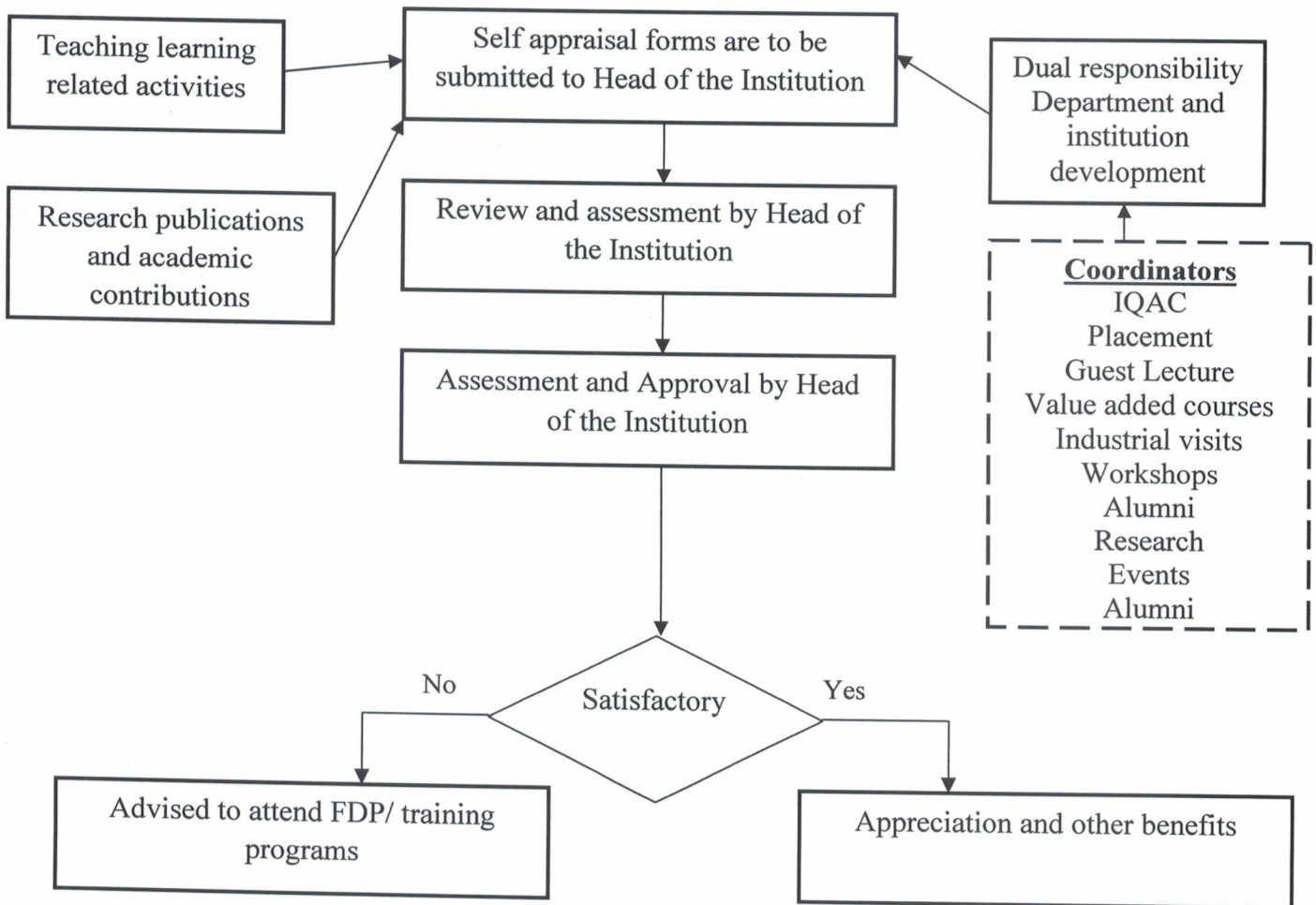
The appraisal of non-teaching staff members is done after screening of self appraisal from which includes job responsibility, courses and training programs attended, performance in technical works, administration related activities, co-curricular works and development activities. The necessary recommendation is given by the concerned Head of the department and the Principal.





The performance appraisal system will follow the rules and evaluation system which define the evaluation areas to be:

- 1. Teaching Learning related activities** (Classes taught, syllabus covered and pass percentage)
- 2. Additional responsibilities** (administrative responsibilities, examination and evaluation duties and organizing programs)
- 3. Research publications and academics** (Conference presentations, Publication in indexed journals, sponsored projects, consultancy, fellowship and awards)



**Faculty performance appraisal system at the Institute**

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MAHATHI COLLEGE OF PHARMACY  
C.T.M. Cross Roads, MADANAPALLE  
Annamayya (Dist)



MAHATHI COLLEGE  
For Innovative Learning

# MAHATHI COLLEGE OF PHARMACY

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

Madanapalle Road Railway Station,  
C.T.M. Cross Roads, MADANAPALLE Mandal  
Chittoor District, A.P. India, Pin : 517 319.

Ph : 08571 - 288666, 288777,  
Fax : 08571-288889, Mob : + 91 9490999782  
email : mahathicollegeofpharmacy@gmail.com

## Faculty Self Appraisal Form

(Maximum API Score: 100, Minimum Required API: 60 required)

### PART A

#### A. General Information:

<b>Name:</b>			
<b>Designation:</b>			
<b>Department:</b>			
<b>Qualification:</b>			
<b>Area of Specialization:</b>			
<b>Date of Appointment:</b>	<b>In Institution:</b>		
	<b>In Present Post:</b>		
<b>Experience (In Years)</b>	<b>At Previous Institution</b>	<b>At Present Institution</b>	<b>Total</b>

### PART B

#### ACADEMIC PERFORMANCE INDICATORS (APIs)

#### CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (65)

#### B. Additional Teaching Work Load (5):

(Other than Regular Teaching Work load: Per Week --> Theory: One period (1Point), Lab: Two periods (1Point))

S. No.	Class & Course	Total number of lectures Allocated	Self-appraisal Score	Verified API Score
1				
2				
3				
4				
5				
<b>Total</b>				

#### C. Course File & Material/Lab Manual Completion (20):

(For each Theory Course file (4), Theory Material (10), Lab Course file (2), Lab Manual (4))

S. No.	Class & Course	Self-appraisal Score	Verified API Score
1			
2			
3			
4			
5			
<b>Total</b>		<b>17</b>	

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**D. Student Feedback (20):***(Feedback Scales:1-10, Points: Scale x 2)*

S. No.	Class & Course	Self- appraisal Score	Verified API Score
1			
2			
3			
4			
5			
<b>Average</b>			

**E. Results (20):**

(If the pass % is above 90, its 20 Points, else if the average of pass percentage is 'y' for last three years in a subject is taken as reference and performance will be evaluated. IF x is current pass %, then  $x < y \rightarrow 0$  pts ;  $x = y - 10$ pts;  $x > (y + 5\%) \rightarrow 15$  pts, otherwise  $\rightarrow 20$ pts)

S. No.	Class & Course	Last 3 years average pass %	Pass Percentage	Self- appraisal Score	Verified API Score
1					
2					
3					
4					
5					
<b>Average</b>					

**Score for Category I**

S. No.	Maximum API Score	API Score obtained	Remarks
B	5		
C	20		
D	20		
E	20		

**CATEGORY II: PROFESSION – RELATED CONTRIBUTION (20)****F: Additional Responsibilities (5):***(Need to submit the detailed report on your additional work)*

S. No.	Nature of Role	Self- appraisal Score	Verified API Score
1			
2			
3			
<b>Total</b>			

**G: Memberships (5):***(For each professional membership (1 Points))*

S. No.	Organization	Self- appraisal Score	Verified API Score
1			
2			
3			
4			
<b>Total</b>			

**H: Workshops/FDPs/Conferences Attended as a Participant or Resource person (10)/Year:**  
 (For each day 1 Point for participant and 2 points for resource person)

S. No.	Workshop/FDP/Conference Name	No. of days	Self- appraisal Score	Verified API Score
1				
2				
3				
4				
5				
6				
7				
8				
<b>Total</b>				

**Score for Category II**

S. No.	Maximum API Score	API Score obtained	Remarks
F	5		
G	5		
H	10		

**CATEGORY - III: RESEARCH AND RELATED CONTRIBUTIONS (15)**

**I: Publications/Reviewer (10)**

(International Journal/Book (5), National Journal (4), International Conference (3), National Conference (2), Article in anymagazines (2),Reviewer (2))

S. No.	Title	Type	Self- appraisal Score	Verified API Score
1				
2				
3				
4				
5				
6				
7				
8				
<b>Total</b>				

**J: Funded Projects (Ongoing/Completed) (5)**

(For each Project (5))

S. No.	Title	Sanctioned Organization	Self- appraisal Score	Verified API Score
1				
2				
3				
4				
<b>Total</b>				

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### Score for Category III

S. No.	Maximum API Score	API Score obtained	Remarks
I	10		
J	5		

### Summary of API Scores

Category	Criteria	Last Academic Year API Score	Total API Score for the Assessment period
I	TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES		
II	PROFESSION - RELATED CONTRIBUTION		
III	RESEARCH AND RELATED CONTRIBUTIONS		
<b>Total</b>			

### List of Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

### Recommendations:

Signature of the Faculty  
with designation and date

Signature of HOD

Signature of the  
Principal with date

  
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