



SANTHIRAM COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi - Affiliated to JNTUA, Anantapur
NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

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

The Institution provides effective welfare measures to both teaching and non-teaching staff. All statutory welfare measures are implemented. Various welfare measures towards personal and professional growth are being followed to the satisfaction of the employees.

- As per the norms of AICTE, 6th Pay commission recommendations are implemented. The benefits under CAS is being extended as per AICTE norms.
- Employees are covered under EPF and Gratuity to all eligible members (as per PF Rules).
- Study, Maternity and Medical leaves are sanctioned for the needy staff. Sanction of SCL, OD for Conferences, Workshops, FDPs, STTPs, and other university-related work.
- Festival & Medical Advance extended to all employees.
- The college supports and recommends for the sanction of personal loan, laptop loan, vehicle loan, house loan, gold loan etc from the State Bank of India at RGM CET branch which is present in the college campus.
- Financial assistance to attend Conferences, Workshops, FDPs, STTPs. Registration fees, dearness allowance, travel grants for faculty attending conferences and workshops are provided.
- Cash incentives provided for best research work.
- Reward for publication of papers / research articles
- Reward for producing University Ranks
- Awards for academic excellence / 100% pass
- Faculty can avail 2 books from the library for a period of one semester.
- Incentive scheme to enthruse faculty to take up Membership Fee in respect of any Indian / Foreign Professional Body/Society.
- Providing management quota seats to wards of teaching staff. Fee concessions/free seats to the children of the staff. They are also rewarded for their best performance in



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academics. Support for education of the children of the teachers in the group institutions

- Free transportation for all staff.
- Uniform is provided for supporting staff.
- Subsidised canteen fare
- Incentive for vehicle utilization or transport allowance for non-teaching staff
- Incentive for dress materials for housekeeping staff
- Health coverage – group insurance scheme for the whole staff and the premium is paid by the college who don't fall under ESI. Medical discount facility is provided.
- On campus free Full time medical facility with qualified Doctor and nurse are available in the institution.
- Vacation for every Year
- Reward for attending orientation programmes, workshops and conferences for non-teaching staff
- Gifts during Teachers' Day celebrations
- Family Get – togethers

The following amounts spent for the welfare measures for teaching and non-teaching staff:

S.No.	Academic Year	Amount of welfare for Teaching and non- teaching Staff in INR
1	2017-18	2,31,522
2	2018-19	1,69,750
3	2019-20	2,34,000
4	2020-21	1,79,500
5	2021-22	2,52,314

Performance Appraisal System for teaching and non-teaching staff

Faculty Performance Assessment is done considering the following:

1. Faculty Self-Appraisal
2. Student feedback
3. Appraisal by Head of the Department.



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The Institution has a formal annual performance appraisal for both teaching and non-teaching staff conducted every year. Self-Appraisal is collected once in an academic year. At the beginning of the academic year the faculty appraisal format is shared by the HOD to all the teaching and non-teaching staff of the department so that faculty members are well aware of the appraisal measurement criteria. The faculty is required to submit the filled in pro forma of self-appraisal which is based on “Performance Based Appraisal System” as per UGC regulations.

Evaluation of each staff member's appraisal report is based on the criteria like: work load, qualifications, experience, student feedback, Anna University exam results and pass percentage of the classes the teacher has taught, research papers published (national/international), patents filed/obtained, projects work/dissertation and Ph.D. guided, UG projects guided, research projects applied/funded, FDPs conducted/attended, international/national conferences/ seminars/ workshops conducted/ attended, pedagogy methods adopted/followed details, administrative responsibilities, responsibilities for students co-curricular activities and university duties.

Student feedback is collected and assessed once in a semester. Every faculty self-appraisal is evaluated by HoD based on the above criteria and the same is forwarded to the Principal. The consolidated API scores are analyzed, reviewed and appropriate actions are taken accordingly. The principal in consultation with HoD makes recommendations to the GB. This system helps the staff in setting up new goals and self-assesses their strengths and weaknesses.

Based on the Annual appraisal the teaching and non-teaching staff are given increments and this is one of the parameters in giving promotions in their respective cadre. On an average 95% of the staff are given increments in the last 5 years and 15% are promoted in their respective cadre.

Management reviews the performance of the faculty's appraisal, which reflects in increment, incentive, allowances and promotions in turn this will be communicated to the respective members. Promotion order copies are also filed in their individual files and maintained in the



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Principal office. Faculty members have been asked to fill the annual performance appraisal report every academic year. Based on filled in pro-forma faculty are suggested for the scope of improvement. In case of adverse remarks in the annual performance report, the employees are counseled and provided training to improve efficiency.

Non-teaching staff are also assessed based on their work achievements, qualification enhancement and adoptability towards the technological changes. Annual performance reports of the employees and the subsequent rating are being taken into consideration for extending the benefits like CAS promotions for teaching staff, time bound promotions of non-teaching staff and continuation of service & enhancement of the annual increments employees and performance awards.