



# ANNAMACHARYA COLLEGE OF PHARMACY

Sponsored by ANNAMACHARYA EDUCATIONAL TRUST (Regd. 135/IV/97)

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

Accredited by NAAC with 'A' Grade, Bangalore, Accredited by NBA (UG Programme), New Delhi

Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi, Recognized Research Center, JNTUA, Ananthapuramu,

## 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

### Response:

Different welfare schemes were implemented by management for the teaching and non-teaching staff.

1. Teaching Staff is provided to participate in various professional programs viz., attending national and international Conferences, Seminars, Workshops and FDPs.
2. Providing facilities to Faculty Member attaining Ph.D Qualification and to carry out research work
3. Various leave facilities for both teaching and Non-teaching staff: Staff members can avail the leave facilities as per the eligibility criteria and college norms.
  - a) **Casual Leave:** Employee shall be entitled to 15 days casual leave in an academic year.
  - b) **Earned Leave:** The confirmed non-vacation teacher shall avail earned leaves.
  - c) **Maternity Leave:** Conceived Female faculty with the minimum two years continuous service shall be entitled to maternity leave.
  - d) **Permission/Movements:** Principal/Faculty/Staff may leave the campus for personal reasons Depending on perseverance of the mater.
4. Group Insurance facility: The Institute Management has obtained Group Insurance for teaching and non-teaching staff members from Insurance Company Limited.
5. Canteen facility is available for students and staff and a dedicated area for staff.
6. Additional increments are given based on the performances
7. Provision of RO water
8. Transport facility for Employees is available with nominal fees from town to Institute.
9. Uniforms are provided to all security staff.
10. Provides hostel facility for female teaching staff.
11. Provides PF for non-teaching staff

### Additional benefits:

1. If the non-teaching staff uses their personal vehicle for College work, conveyance allowance is paid
2. Appropriate Skill development programs are organized to upgrade the skills of both teaching and non-teaching faculties.
3. Encourages training on laboratory handling, fire safety and first aid

PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA DISTRICT





# ANNAMACHARYA COLLEGE OF PHARMACY

New Boyanapalli, RAJAMPET - 516 126.

## APPLICATION FOR LEAVE

Name :

Designation :

Dept. / Course :

Type of leave : CL / EL / AL / OD / Spl. CL / VACATION / LOSS OF PAY

From :

to :

No. of days :

Reason :

Alternate arrangements for class work and / or specific works

Date	Class	Period	Substitute Member	
			Name	Signature

Date :

Signature

Office use only			Recommended / Not recommended because
No. of leaves taken in this month			
CL	EL	AL	
Available leaves			
CL	EL	AL	

Signature of Office Asst. \_\_\_\_\_ Signature of H.O.D. \_\_\_\_\_

Sanctioned / Not sanctioned

PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A.P.



Principal



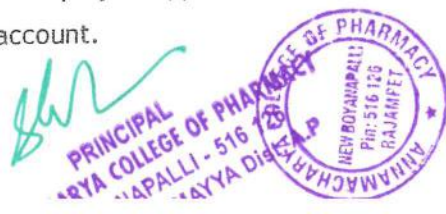
# ANNAMACHARYA COLLEGE OF PHARMACY

New Boyanapalli, Rajampet, Cuddapah Dist, 516 126, A.P.

## LEAVE RULES – 2007-08

### Short Title:

1. (i) These Rules shall be called the Annamacharya College of Pharmacy, Rajampet, Leave Rules  
(ii) They shall be deemed to have come into effect from this academic year (2007-08). They shall be applied to all the employees of the Institute.
2. Leave accounts shall be maintained for each employee in appropriate forms.
3. Leave is earned by "Duty" only. Duty for the purpose of leave includes, in addition to the days on duty;
  - (a) any period of absence on Casual Leave and Special Casual leave;
  - (b) any period of absence on Public Holidays.
  - (c) any period of absence during vacation & other leave period.
  - (d) excludes Extra Ordinary leave period.
4. (a) Leave can not be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any description when the existences of service so demand or based on the reason for leave application.  
(b) An employee who tenders resignation will not be eligible for any Leave excepting the casual leave for the proportionate period.
5. The sanctioning authority may recall an employee to duty before the expiry of his leave or vacation.
6. Unauthorized absence from duty maybe treated as misbehavior involving disciplinary action.
7. An employee on leave shall not take up any service or accept any employment without the prior sanction of the sanctioning authority.
8. The Principal shall be the authority competent to sanction leave to all employees. In the case of the Principal, Chairman of the governing Body will be the authority to sanction leave.
9. (a) Casual leave will be admissible to an employee of the Institute for a total period not exceeding 15 days in a calendar year. It may be granted for a period not exceeding 10 days at a time, including holidays. It may also be granted for half a day. Any balance period of C.L. shall lapse with the Calendar year.  
(b) Casual Leave should not be combined with any kind of regular leave or vacation or with Special Casual Leave.
10. Academic leave : A faculty member is eligible for 15 days of academic leave in a calendar year, which can be sanctioned only for authorized examination work  
(Spot valuation, observer, etc.)
11. Extra-ordinary Leave: Extra-ordinary leave maybe granted in the special circumstances mentioned below:
  1. When no other leave is admissible, or
  2. When other leave being admissible, the employee applied in writing for extraordinary leave.  
Such leave is not debited against leave account.



P. T. O.

12. Leave Salary:

(a) An employee on Leave is entitled to Leave Salary equal to the pay drawn in his post before the day leave commences.

(b) An employee on Extra-ordinary leave is not entitled to any leave salary.

13. Earned Leave

The earned leave admissible to an employee will be 1/22 of the period spent on duty, and period of sanctioned leave, but excluding the period of Extra Ordinary leave.

Note: Leave earned by each employee during any calendar year will be finalized and credited to his Earned Leave account only at the end of the calendar year (31st December) i.e., the leave earned in that year can be availed of during subsequent years only.

14. Vacation Leave :

The Teaching staff and such other members of staff declared as vacation staff shall be eligible for 30 days of vacation in a calendar year provided that the employee has been in service for more than a year. The Earned Leave calculated in 13 above will be reduced by ¼ of vacation days availed by the candidate.

15. An employee will however cease to earn such leave when the earned leave due amounts to 120 days. Further, the grant of earned leave at a time shall not exceed 30 days. This limit may, however, be relaxed by the competent authority who may grant earned leave in excess of 30 days for special reasons

16. Maternity Leave: Maternity leave on full pay may be granted to a woman employee for a total period of 90 days to be availed in the entire career. This will be granted subject to the production of Medical Certificate from the Doctor specifying the period of leave recommended. Maternity leave may be combined with earned leave. Extraordinary leave may be granted if Medical certificate supports the request. Maternity leave may also be granted in case of miscarriage including abortion subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 90 days and the application for leave is supported by Medical Certificate.

Maternity leave will be sanctioned only in case of woman employee with a minimum of three years service at this Institute.

17. Special C.L. not exceeding 6 days commencing from the date of operation shall be granted to an employee when he undergoes sterilization operation under the family planning scheme, once during the service period. This will be granted subject to the production of a Medical Certificate from the Doctor who performs the operation to the effect that the operation has been performed on him.

18. The minimum period of leave under these categories is 3 days and must be applied at least 3 days before proceeding on leave. The employee can proceed on leave only after getting such leave sanctioned.

SECRETARY  
GOVERNING BODY  
ANNAMACHARYA COLLEGE OF PHARMACY



### Group Personal Accident

#### Schedule of Insurance

Agent/Broker Name - AXIS BANK LTD  
Agent/Broker License Code - CA0069  
Agent/Broker Contact No -1800 209 2001(mobile or landline)

**Policy Number:** 0237146121 00  
**Policyholder Name:** ANNAMACHARYA EDUCATIONAL TRUST  
**Address:** HNO: 2-2-25/P/7/1, D.D COLONY, BAGH  
AMBERPET  
HYDERABAD - 500013  
HYDERABAD  
TELANGANA  
INDIA

**Contact number :**  
**Insurance Period :-** **Effective Date** 28/01/2019 **Expiry Date** 27/01/2020  
(Beginning at 12:01 AM and ending at Midnight of the expiry date)

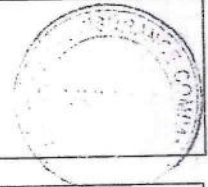
**Business Description:** Educational Institutes  
**Beneficiary :** As designated by each insured person on file with the Company

**Eligible Persons 5600 (Classification of Insured)**


The following persons shall be eligible for Insurance hereunder :

Age group : From 3 To 65 Years ( )

Hazards : 24-Hour Protection



Sr No	Description of Insured Persons / Category / Designation	No. per category
1	EMPLOYEES	600
2	STUDENT	5000

  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P





Total No. of Employees / Members Covered :- 5600

Policy Comment:- Only Students & Staff of the Education Institute are covered.

AGGREGATE LIMIT :- (PER ACCIDENT) Rs 50,000,000.00

This Policy will only be in force if the schedule is signed by a person We have authorised

Provisional Premium (Rs)*	324,857.12
IGST @18 % (₹)	58,474.28
Total Premium (Rs)	383,331.00

GSTIN : 37AABCT3518Q1ZV - ANDHRA PRADESH Service Accounting Code : 9971

\* Subject to final reconciliation at the end of the policy period.

The stamp duty of ₹ 5.00/- paid in cash or demand draft or by pay order, vide Receipt/Challan no:

CSD/272/2018/5529/18 dated the 29/01/2019

Producer Code 0015455000  
Producer Name AXIS BANK LTD  
Producing Office MUMBAI  
Issued at TIRUPATHY  
Issued Date 30/01/2019

For TATA-AIG General Insurance Company Limited



*[Handwritten signature]*



### RECEIPT

Receipt No. : 109791008940758

Receipt Date : 29/01/2019

Policy No : 0237146121 00

Received with thanks from ANNAMACHARYA EDUCATIONAL TRUST a sum of ₹ 3,83,331.00 ( Rupees Three Lakhs Eighty Three Thousand Three Hundred Thirty One And Paise 00 Only) vide Cheque no. 105261 dated 28/01/2019 drawn on AXIS BANK LTD. ,PAYABLE AT PAR branch RAJAMPET towards

Sr. No.	Policy Number	Total Premium (₹)	Utilized from the receipt for policy (₹)	Balance (₹)
1	0237146121 00	3,83,331.00	3,83,331.00	0.00

**Note:**

1. This is a computer generated receipt and does not require a signature.
2. Upon issuance of this Receipt, all previously issued temporary receipts, if any, related to this Policy shall be considered null and void.
3. Amounts received by cheque shall be subject to realisation.
4. Any amount received in excess of the Premium is being/shall be refunded by the Company.

GSTIN : 37AABCT3518Q1ZV - ANDHRA PRADESH Service Accounting Code : 9971

Revenue (consolidated) Stamp Duty duly paid vide challan No.CSD/270/2018/5530/18 date 19/12/2018 for applicable cases.

Insurance is the subject matter of the solicitation. For more details on risk factors, terms and conditions, please read sales brochure carefully before concluding a sale.  
TATA AIG General Insurance Company Ltd. Regd. Office: 15th floor, Tower A, Peninsula Business Park, Ganpatrao Kadam Marg, Off Senapati Bapat Marg, Lower Parel, Mumbai- 400 013.

IRDA Registration No.108, CIN No : U85110MH2000PLC128425, PAN : AABCT3518Q  
Website: www.tataaig.com 24X7 Tollfree Helpline 1800-266-7780 E-mail: customersupport@tataaig.com



PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANANDRA PRADESH

Insurance is the subject matter of the solicitation. For more details on risk factors, terms and conditions, please read sales brochure carefully before concluding a sale.  
TATA AIG General Insurance Company Ltd. Regd. Office: 15th floor, Tower A, Peninsula Business Park, Ganpatrao Kadam Marg, Off Senapati Bapat Marg, Lower Parel, Mumbai- 400 013  
IRDA Registration No.108, CIN No U85110MH2000PLC128425, PAN:AABCT3518Q, UIN No IRDA/NL-HLT/TAGI/P-P/V.1/290/13-14  
Website: www.tataaig.com 24X7 Tollfree Helpline 1800-266-7780 E-mail: customersupport@tataaig.com

Policy Number: 0237146121 00

Schedule of Benefits & Principal Sum Insured per Person for all Classes:											
Sr No	Category/Designation	Name	No. of Persons	Avg / Fixed Sum Insured (₹) - Maximum Upto							
				AD Only	DM Only	PTD Only	PPD Only	Weekly	Fixed AME	Acc.Hosp.Cash	Per Mille Rate
1	STUDENT	As Per Declaration	5000	100,000.000	100,000.000	100,000.000	100,000.000	0.000	5,000.00	0.00	0.580102
2	EMPLOYEES	As Per Declaration	600	100,000.000	100,000.000	100,000.000	100,000.000	0.000	5,000.00	0.00	0.580102

AD - Accidental Death, DM - Dismemberment, PTD - Permanent Total Disability, PPD - Permanent Partial Disability, AME - Accident Medical Expenses  
 Weekly - No. of Weeks - 104      Hospital Cash - No. of days - 7  
 Total Capital Sum Insured      ₹ 560,000,000.00

- \* Calculation for per Mille Rate (Post Tax) = Annual premium/ Sum Insured (employee) x 1000
- Calculation for Endorsement premium / person = per mille rate/1000 \* Sum insured \* ((Expiry date - Endorsement Effective Date) + 1),
- Please note that the endorsement is booked subject to availability of the buffer amount & the endorsement per person premium may vary due to capping on Weekly Indemnity or Accident Medical Expenses or Sum Insured

Applicable to all categories mentioned above

Medex Exception	- Fixed IPD/OPD up to Rs 5,000/- or actual claims whichever is lower (only for staff & students)
Education Benefit	- 10000
Terrorism	- COVERED
24-Hour Protection	- 24 HOURS WORLDWIDE

Policy Number: 0237146121 00

Policy Type: Unnamed Policy

Other Exception:





# ANNAMACHARYA COLLEGE OF PHARMACY



Estd: 2003

Sponsored by ANNAMACHARYA EDUCATIONAL TRUST

Approved by AICTE, New Delhi, Recognised by Govt. of A.P., Hyderabad,  
Affiliated to JNTUA, Anantapur. Approved by PCI, New Delhi, Accredited by NBA, New Delhi,  
New Boyanapalli, Rajampet - 516126, Y.S.R. Kadapa District. A.P., India

Tel: 08565-251867(Office), 251868 (Exam Cell)

E-mail: ancpaet@gmail.com, Visit us: www.ancpap.in

Date: 03.04.2018

## CIRCULAR

This is to inform to all the faculty members that the summer vacation allotment (4 Weeks) has been allocated as follows in the view of smooth functioning of all academics & examinations schedules.

Note:

1. It is compulsory that minimum 8 faculties have to be present in the college for smooth functioning of all academics & examinations schedules.
2. During the vacation period if the college has any inspection, University allotted duties and other needed works the faculties has to be make their physical presence compulsorily, if not it will be viewed very seriously.
3. The I B. Pharmacy handling faculties are only allowed to avail vacation during the last slot (i.e. From 03<sup>rd</sup> June to 30<sup>th</sup> June 2018)
4. Before availing the vacation the class works and other allotted work if any has to be *fulfilled* completely.
5. In case of found any improper alteration to the assigned duties, a *written explanation* has to be provided by the respective faculty and the *leave* will be considered as *L.O.P.*
6. The **decision in allotment of vacation** according to the option provided will be *finalized by H.O.I* in the view of smooth conduction of academic activities.
7. The faculties are informed to *submit the requirements* for the next academic year such as equipments, apparatus, chemicals, books, journal etc., *through proper channel without fail.*
8. The *academic & vacation schedules* for all courses are as follows.

S. NO	COURSE	EXAMS	SUMMER VACATION AS PER JNTUA	REOPENING DATES
1	I B. Pharmacy II Semester	Prefinal Examinations 25 <sup>th</sup> - 30 <sup>th</sup> May 2018 II Mid 31 <sup>st</sup> May - 02 <sup>nd</sup> June 2018 JNTUA Practical 04 <sup>th</sup> - 08 <sup>th</sup> June 2018 JNTUA Theory 11 <sup>th</sup> - 20 <sup>th</sup> June 2018	21 <sup>st</sup> June - 27 <sup>th</sup> June 2018	28 <sup>th</sup> June 2018
2	II, III B. Pharmacy II Semester	Prefinal Examinations 04 <sup>th</sup> - 09 <sup>th</sup> May 2018 II Mid 10 <sup>th</sup> - 16 <sup>th</sup> May 2018 JNTUA Practical 17 <sup>th</sup> - 23 <sup>rd</sup> May 2018 JNTUA Theory 24 <sup>th</sup> May - 06 <sup>th</sup> June 2018	07 <sup>th</sup> June - 01 <sup>st</sup> July 2018	2 <sup>nd</sup> July 2018
3	I. Pharni. D	----	07 <sup>th</sup> May - 26 <sup>th</sup> May 2018	28 <sup>th</sup> May 2018
	III. Pharm. D	----	07 <sup>th</sup> May - 2 <sup>nd</sup> June 2018	04 <sup>th</sup> June 2018
	IV. Pharm. D	----		
	V. Pharm. D	----	17 <sup>th</sup> May - 13 <sup>th</sup> June 2018	15 <sup>th</sup> June 2018
	I. Pharm. D (PB)	----	07 <sup>th</sup> May - 25 <sup>th</sup> May 2018	28 <sup>th</sup> May 2018
4	I M. Pharm II Sem	----	14 <sup>th</sup> May - 02 <sup>nd</sup> June 2018	04 <sup>th</sup> June 2018



*[Signature]*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P

PRINCIPAL

ANNAMACHARYA COLLEGE OF PHARMACY  
RAJAMPET - 516 126.

EA: 59.064 %  
30 JUL 2022

NON-TEACHING STAFF PAY BILL FOR THE MONTH OF July 2022

Sl. No.	Employee Name, Designation & Code	EASIC AGP	DA	ERA	SPECIAL ALLOWANCE	GROSS SALARY	LLP DAYS	LOSS OF PAY	TOTAL SAL after LOSSOFFRAY	OA	GrossSal for this month	IT	LIC/ GSLIS	EPF	PT	HOSTELS BILL	CELL PHONE	OD	TOTAL DEDUCTION	NET PAYABLE	REMARKS	Slg
1	Mr.G.Reddi Siva Adm.Officer (501001)	24500.00 0.00	0.00	0.00	0.00	24500.00	0.00	0.00	24500.00	0.00	24500.00	0.00	0.00 0.00	1000.00 0.00	200.00	0.00	0.00	0.00	2000.00	22500.00		
2	Mr.H.Pavikumar Raju Sr.Asst. (501002)	13660.00 0.00	8068.10	1366.00	0.00	23094.10	0.00	0.00	23094.10	0.00	23094.10	0.00	0.00 0.00	0.00 0.00	200.00	0.00	0.00	0.00	200.00	22894.10		
3	Mr.K.Sri Rama Raju Librarian (501003)	13660.00 0.00	8068.10	1366.00	0.00	23094.10	0.00	0.00	23094.10	0.00	23094.10	0.00	1180.00 0.00	1000.00 0.00	200.00	0.00	0.00	0.00	3180.00	19914.10		
4	Mr.E.Siva Krishna Account.Officer(501004)	5500.00 0.00	0.00	0.00	0.00	5500.00	0.00	0.00	5500.00	0.00	5500.00	0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	5500.00	DOC:20/07/2022	
5	Mr.J.Chandra Mchar. Rec.Asst. (502002)	8940.00 0.00	5280.30	894.00	0.00	15114.30	0.00	0.00	15114.30	0.00	15114.30	0.00	3118.00 0.00	1700.00 0.00	150.00	0.00	0.00	0.00	4974.00	10140.30		
6	Mr.C.Srihari D.E.O. (502003)	12373.00 0.00	0.00	0.00	0.00	12373.00	0.00	0.00	12373.00	0.00	12373.00	0.00	0.00 0.00	1484.00 0.00	0.00	0.00	0.00	0.00	1484.00	10889.00	LLP:01 DAY	
7	Mr.E.Iswarajah Lab.Tech. (502004)	9700.00 0.00	0.00	0.00	0.00	9700.00	0.00	0.00	9700.00	0.00	9700.00	0.00	0.00 0.00	1164.00 0.00	0.00	0.00	0.00	0.00	1164.00	8536.00	Shed Incent 07/22	
8	Mr.N.Surya Narayana Rec D.E.O. (502005)	5750.00 0.00	0.00	0.00	0.00	5750.00	0.00	0.00	5750.00	0.00	5750.00	0.00	0.00 0.00	0.00 0.00	1.00	0.00	0.00	0.00	0.00	5750.00	LLP:07 DAYS	
9	Mr.K.Siva Ram Prasad Attendar (503001)	11400.00 0.00	0.00	0.00	0.00	11400.00	0.00	0.00	11400.00	0.00	11400.00	0.00	958.00 0.00	1368.00 0.00	0.00	0.00	0.00	0.00	2326.00	9074.00		
10	Mr.A.Subba Reddy Attendar (503002)	11300.00 0.00	0.00	0.00	0.00	11300.00	0.00	0.00	11300.00	0.00	11300.00	0.00	0.00 0.00	1356.00 0.00	0.00	0.00	0.00	0.00	1356.00	9944.00		
PAGE TOTALS :		116783.00 0.00	21416.50	3622.00	0.00	141825.50		0.00	141825.50	0.00	141825.50	0.00	5256.00 0.00	10678.00 0.00	50.00	0.00	0.00	0.00	16684.00	125141.50		



*Handwritten Signature*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P

30 JUL 2022

Sl. No.	Employee Name, Designation & Code	BASIC AGF	DA	HRA	SPECIAL ALLOWANCE	GROSS SALARY	LLF DAYS	LOSS OF PAY	TOTAL SAL after LOSSOFFRAY	OA	GrossSal for this month.	IT	LIC/CSLIS	EPF	PT	HOSTELS BILL	CELL PHONE	OD	TOTAL DEDUCTION	NET PAYABLE	REMARKS	Slg	
11	Mr.M.Ramesh Babu Attendar (503003)	11100.00 0.00	0.00	0.00	0.00	11100.00	0.00	0.00	11100.00	0.00	11100.00	0.00	0.00 0.00	1332.00 0.00	0.00	0.00	0.00	0.00	0.00	1332.00	9768.00		
12	Mr.B.Nagaraju Attendar (503004)	11300.00 0.00	0.00	0.00	0.00	11300.00	0.00	0.00	11300.00	0.00	11300.00	0.00	0.00 0.00	1336.00 0.00	0.00	0.00	0.00	0.00	0.00	1336.00	9944.00	Sned Incmt 607/22	
13	Mr.E.Venkata Ramana Attendar (503005)	10700.00 0.00	0.00	0.00	0.00	10700.00	0.00	0.00	10700.00	0.00	10700.00	0.00	0.00 0.00	1284.00 0.00	0.00	0.00	0.00	0.00	0.00	1284.00	9416.00		
14	Mr.M.Sivakrishna Attendar (503006)	10700.00 0.00	0.00	0.00	0.00	10700.00	0.00	0.00	10700.00	0.00	10700.00	0.00	0.00 0.00	1284.00 0.00	0.00	0.00	0.00	0.00	0.00	1284.00	9416.00		
15	Mr.E.Fenchalaiah Attendar (503007)	9700.00 0.00	0.00	0.00	0.00	9700.00	0.00	0.00	9700.00	0.00	9700.00	0.00	0.00 0.00	1164.00 0.00	0.00	0.00	0.00	0.00	0.00	1164.00	8536.00		
16	Mr.C.Lakshmi Narasaiah Attendar (503008)	8800.00 0.00	0.00	0.00	0.00	8800.00	0.00	0.00	8800.00	0.00	8800.00	0.00	0.00 0.00	1056.00 0.00	0.00	0.00	0.00	0.00	0.00	1056.00	7744.00	Sned Incmt 607/22	
17	Mr.E.Gopalu Attendar (503009)	8200.00 0.00	0.00	0.00	0.00	8200.00	0.00	0.00	8200.00	0.00	8200.00	0.00	0.00 0.00	984.00 0.00	0.00	0.00	0.00	0.00	0.00	984.00	7216.00		
18	Mrs.G.Penchalamma Sweeper (504001)	8900.00 0.00	0.00	0.00	0.00	8900.00	0.00	0.00	8900.00	0.00	8900.00	0.00	0.00 0.00	1068.00 0.00	0.00	0.00	0.00	0.00	0.00	1068.00	7832.00		
19	Mrs.U.Narasamma Sweeper (504002)	8500.00 0.00	0.00	0.00	0.00	8500.00	0.00	0.00	8500.00	0.00	8500.00	0.00	0.00 0.00	1020.00 0.00	0.00	0.00	0.00	0.00	0.00	1020.00	7480.00		
20	Mrs.V.Dakshamma Sweeper (504003)	7500.00 0.00	0.00	0.00	0.00	7500.00	0.00	0.00	7500.00	0.00	7500.00	0.00	0.00 0.00	900.00 0.00	0.00	0.00	0.00	0.00	0.00	900.00	6600.00	Sned Incmt 607/22	
PAGE TOTALS :		95400.00 0.00	0.00	0.00	0.00	95400.00		0.00	95400.00	0.00	95400.00	0.00	0.00 0.00	11488.00 0.00	0.00	0.00	0.00	0.00	0.00	11488.00	83952.00		



*Sel*  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI - 516 126**  
**RAJAMPET, ANNAMAYYA Dist. A.P**

30 JUL 2022

Sl. No.	Employee Name, Designation & Code	BASIC AGP	DA	HRA	SPECIAL ALLOWANCE	GROSS SALARY	LLP DAYS	LOSS OF PAY	TOTAL SAL after LOSS OF PAY	OP	GrossSal for this month	IT	LIC/ESLIS	EPF	PF	HOSTELS BILL	CELL PHONE	OD	TOTAL DEDUCTION	NET PAYABLE	REMARKS	Slg	
21	Mrs.N.Kalavathi Sweeper (504004)	7500.00 0.00	0.00	0.00	0.00	7500.00	0.00	0.00	7500.00	0.00	7500.00	0.00	0.00 0.00	900.00 0.00	0.00	0.00	0.00	0.00	0.00	900.00	6600.00	Sncc Incmt 07/22	
22	Mrs.N.Rathanamma Sweeper (504005)	6000.00 0.00	0.00	0.00	0.00	6000.00	0.00	0.00	6000.00	0.00	6000.00	0.00	0.00 0.00	720.00 0.00	0.00	0.00	0.00	0.00	0.00	720.00	5280.00		
23	Mrs.N.Swathi D.E.O. (505001)	10300.00 0.00	0.00	0.00	0.00	10300.00	0.00	0.00	10300.00	0.00	10300.00	0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	10300.00		
24	Mrs.F.Subhashini D.E.O. (505002)	4800.00 0.00	0.00	0.00	0.00	4800.00	0.00	0.00	4800.00	0.00	4800.00	0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	4800.00	DOJ:14/07/2022	
25	Mr.M.Chandra Sekhar Attendar (505003)	8895.00 0.00	0.00	0.00	0.00	8895.00	0.00	0.00	8895.00	0.00	8895.00	0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	8895.00	LOF: 03 Day	
26	Mr.V.Narasimha Raju Attendar (505004)	8200.00 0.00	0.00	0.00	0.00	8200.00	0.00	0.00	8200.00	0.00	8200.00	0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	8200.00		
27	Mr.M.Narasimhulu Attendar (505005)	8200.00 0.00	0.00	0.00	0.00	8200.00	0.00	0.00	8200.00	0.00	8200.00	0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	8200.00		
28	Mrs.A.Lakshamma Sweeper (505006)	9400.00 0.00	0.00	0.00	0.00	9400.00	0.00	0.00	9400.00	0.00	9400.00	0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	9400.00		
29	Mrs.T.Sarada Substaff (505007)	7000.00 0.00	0.00	0.00	0.00	7000.00	0.00	0.00	7000.00	0.00	7000.00	0.00	0.00 0.00	0.00 0.00	0.00	0.00	0.00	0.00	0.00	0.00	7000.00		
PAGE TOTALS :		70295.00	0.00	0.00	0.00	70295.00		0.00	70295.00	0.00	70295.00	0.00	0.00 0.00	1620.00 0.00	0.00	0.00	0.00	0.00	0.00	1620.00	68675.00		
GRAND TOTALS :		282476.00 0.00	22416.50	3626.00	0.00	307518.50		0.00	307518.50	0.00	307518.50	0.00	5236.00 0.00	23786.00 0.00	780.00	0.00	0.00	0.00	0.00	29782.00	277736.50		

(Rupees two lakh(s) seventy seven thousand(s) seven hundred and sixty six and paise fifty only)



*[Signature]*  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI - 516 126**  
**RAJAMPET, ANNAMAYYA Dist. A.P**

*[Signature]*  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI - 516 126**  
**RAJAMPET, ANNAMAYYA Dist. A.P**



# ANNAMACHARYA COLLEGE OF PHARMACY

Sponsored by ANNAMACHARYA EDUCATIONAL TRUST (Regd. 135/IV/97)

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

Accredited by NAAC with 'A' Grade, Bangalore, Accredited by NBA (UG Programme), New Delhi

Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi, Recognized Research Center, JNTUA, Ananthapuramu.

## 6.3.1 Performance Appraisals System for teaching and non teaching

Faculty members of Institutions today have to perform a variety of tasks pertaining to diverse roles. In addition to classroom instructions, Faculty members need to innovate and conduct research for their self-renewal, keep abreast with changes in technology, and develop expertise for effective implementation of curricula. Another role relates to the shouldering of administrative responsibilities and co-operation with other faculty, Head-of-Departments and the Head of the Institution. An effective 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 assessing the faculty's contribution to the Department and the Institution on the whole. We strongly believe that, apart from their contribution to the Curriculum delivery to the students, their involvement in Administrative activities and Research activities are a vital part of their contribution. Appraisal happens at the end of one-year service since last appraisal or upgradation of qualification /designation. 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 the Annual Faculty Performance Review process is to provide a meaningful assessment of faculty productivity, promote the development of goals and expectations, foster and support faculty development and mentorship, and guide junior faculty in career advancement through formative discussions with senior faculty. In addition to this, the transparent procedure adopted by the college will enable faculty to have set goals for the next year of service at the organization. Faculty Performance appraisal system at the Institute is given in Figure 6.3.1.i

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

1. **Teaching Learning related activities:** (i.e., Classes taught, syllabus covered, pass percentage and student responses.)
2. **Additional responsibilities:** (i.e., administrative responsibilities, examination and evaluation duties, organizing works/ conferences/symposia)
3. **Research Publications and academics:** (i.e., Research paper publications in journals and conferences, sponsored projects, consultancy, research guidance, fellowship/awards etc.)



*[Handwritten Signature]*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126

Thallapaka Panchayat, New Boyanapalli (Post), Rajampet - 516126, Y.S.R. Kadapa District. A.P., India

Tel: 08565-251865 (Principal), 251867 (Office), 251868 (Exam Cell) Mobile: +91 9848998651, +91 9912342118

E-mail: ancpaet@gmail.com Visit us: www.ancpap.in



# ANNAMACHARYA COLLEGE OF PHARMACY

Sponsored by ANNAMACHARYA EDUCATIONAL TRUST (Regd. 135/IV/97)

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

Accredited by NAAC with 'A' Grade, Bangalore, Accredited by NBA (UG Programme), New Delhi

Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi, Recognized Research Center, JNTUA, Ananthapuramu.

4. However, the definition of accomplishment within each area as well as rubric for achievement may vary from time to time. The format used for collecting data from faculty members as shown in Following Figure 6.3.1.ii (a), (b), (c), (d).

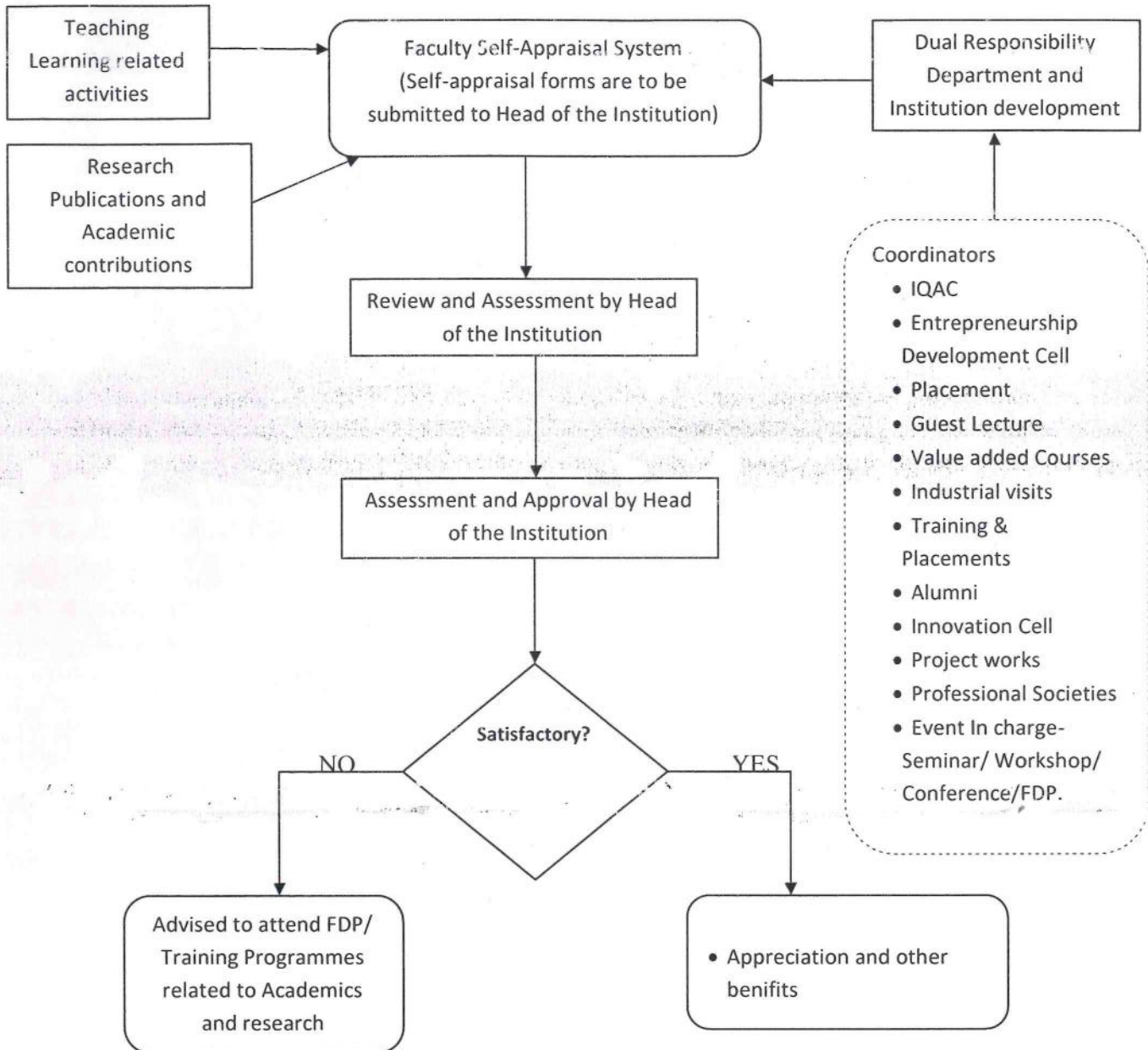


Figure 6.3.1 i: Faculty Performance appraisal system at the Institute.



*[Signature]*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET ANNAMAYYA Dist. A.P.



## ANNAMACHARYA COLLEGE OF PHARMACY

Sponsored by ANNAMACHARYA EDUCATIONAL TRUST (Regd. 135/IV/97)  
 Recognised by Govt. of A.P., Hyderabad, Approved by AICTE, New Delhi,  
 Affiliated to JNTUA, Anantapur, Approved by PCI, New Delhi, Accredited by NBA, New Delhi  
 New Boyanapalli, Rajampet - 516126, Y.S.R. Kadapa District. A.P., India

**FORM - A**  
*To be filled by Faculty*

### SELF ASSESMENT REPORT (SAR) FOR FACULTY FOR THE ACADEMIC YEAR \_\_\_\_\_

*To be filled in by the Teaching Faculty at the end of each Semester/ Year*

Name : \_\_\_\_\_ Age & Date of Birth : \_\_\_\_\_  
 Qualification : \_\_\_\_\_ Date of Joining : \_\_\_\_\_  
 Designation : \_\_\_\_\_ Experience : \_\_\_\_\_

\*\*\*

#### TEACHING PERFORMANCE

*(Attach necessary documents wherever necessary!)*

**1. TEACHING:**

a)

Performance Indicators	If Yes, what efforts you made	Levels of Performance			
		1	2	3	4
Uses Text books & other relevant documents while planning					
Collects & prepares relevant teaching materials					
Presents the course content & materials clearly in a well organized manner within the specified time					
Encourages the students to use technology in learning process					
Treats all students in a fair & consistent manner					
Makes special efforts to guide exceptionally genius students					
Takes special coaching classes for depressed / academically weak students					
Identifies irregular students & makes efforts to improve their attendance					
Acknowledges student's response and encourages their participation					
Maintains Student Profile of Learning and Performance (Record of different tests/Assignments/Project works, etc.)					
Uses the college time effectively					

**b) Do you undertake activities to popularize your subjects? If Yes, attach documentary evidence**

- a. Wall paper/Display boards  \_\_\_\_\_
- b. Special display of lead event  \_\_\_\_\_
- c. Periodicals  \_\_\_\_\_
- d. Newspaper clips  \_\_\_\_\_
- e. Celebration of Special day  \_\_\_\_\_
- f. Contests & Competition  \_\_\_\_\_

**Figure 6.3.1.ii (a): The format used for collecting data from faculty members**



Sh

PRINCIPAL  
 ANNAMACHARYA COLLEGE OF PHARMACY  
 NEW BOYANAPALLI - 516 126  
 RAJAMPET, ANNAMAYYA Dist. A.P.

**2. SUBJECTS HANDLED & PASS PERCENTAGE:**

S. No	Course	Year & Sem	Subjects taught	No. of hours per week			No. of students		Pass %	Grade	Class Strength	No. of Students Detained
				L	P	T	Appeared	Passed				

L: Lecture hours P: Practical hours T: Total hours

Grade: A: >80% B: >70% C: >60% D: >50%

**3. INTERPERSONAL RELATIONSHIP**

Specific Standard	Performance Indicators	Levels of Performance				Observation, if any
		1	2	3	4	
Relationship with students	Shows respect & care towards students					
	Recognizes & appreciates students contributions					
	Easily approachable to students					
Relationship with Colleagues	Shows respect towards colleagues					
	Appreciates other colleagues for their contribution					
	Cooperates & collaborates with the members of the staff in conducting various activities					
Relationship with Head of the Institution	Responsibility: Understands duties, & accepts responsibilities readily					
	Commitment: Committed to assigned works					
	Loyalty: supports & follows institute policies & guidelines					
	Oral communication: speaks effectively with Head of the Institute					
	Leadership: gives clear directions & listens to Head of the Institution					

**4. PROFESSIONAL DEVELOPMENT** *If Yes, attach documentary evidence*

**a. Participation in Seminars/Conferences/Workshops/QIPs**

Name of the Conference/Workshop/QIP	Organized by	Presented Paper	Chaired Session	Date

**b. Publications (No. of Research or Review Articles)**

National Journals	International Journals	Levels of Performance			
		1	2	3	4

1. Co-Author
2. Co-Author in impact factor journal
3. Corresponding author
4. Corresponding author in impact factor journal

Figure 6.3.1.ii(b): The format used for collecting data from faculty members



*[Signature]*  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI - 516 126**  
**RAJAMPET, ANNAMAYYA Dist. A.P**



c. No. of Books published

Number: ..... (give the details below)

d. Research/Review topics guided to students in various conferences/seminars

Name of the Conference/Seminar	Organized by	Date	No. of topics guided

5. CONTRIBUTIONS TO THE ORGANIZATION FOR THE DEVELOPMENT (if yes, write the nature of work)

a. Admissions	<input type="checkbox"/>	_____
		Under CQ: D.PH:    B.PH:    M.PH:    PHA.D:    FHAD (PB):
		Under MQ: D.PH:    B.PH:    M.PH:    PHA.D:    FHAD (PB):
b. Test & Evaluation	<input type="checkbox"/>	_____
c. Extracurricular activities	<input type="checkbox"/>	_____
d. Sports	<input type="checkbox"/>	_____
e. Extramural Activities	<input type="checkbox"/>	_____
f. General Administration	<input type="checkbox"/>	_____
g. Laboratory Management	<input type="checkbox"/>	_____
n. Discipline	<input type="checkbox"/>	_____

6. FACULTY'S ATTENDANCE

Specific Standard	Performance Indicators	Levels of Performance				No. of Leaves Utilized		
		1	2	3	4	CL	EL	AL
Regularity & Punctuality	Attends college regularly					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Arrives & leaves the college according to college timings					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Uses the college time effectively							<input type="checkbox"/>

1: Poor    2. Average    3. Good    4. Excellent (Works beyond the time)

7. FACULTY PARTICIPATION IN UNIVERSITY ACTIVITIES

Duty	No. of Times Appointed	No. of Times Attended
Observer		
Spot Valuation duty		
External Examiner		

8. ANY OTHER ASSIGNED WORKS FOR THE OVERALL DEVELOPMENT OF THE INSTITUTION

Nature of work assigned	Contributions made for the development of the Institution



*[Handwritten Signature]*

PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLE - 516 126  
RAJAMPET, ANNAMAYYA DIST. A.P.

Signature of Faculty

Figure 6.3.1.ii(c): The format used for collecting data from faculty members



# ANNAMACHARYA COLLEGE OF PHARMACY

Sponsored by ANNAMACHARYA EDUCATIONAL TRUST (Regd. 135/IV/97)  
 Recognised by Govt. of A.P., Hyderabad, Approved by AICTE, New Delhi,  
 Affiliated to JNTUA, Anantapur, Approved by PCI, New Delhi, Accredited by NBA, New Delhi.  
 New Boyanapalli, Rajampet - 516126, Y.S.R. Kadapa District. A.P., India

**FORM - B**  
 To be filled by Principal

## ANNUAL APPRAISAL REPORT FOR FACULTY FOR THE ACADEMIC YEAR

To be filled in by the Head of the Institution

Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_

### 1. Consolidated Rating of the Faculty

S. No.	Performance Standard	Not meeting the Expected Standard (1)	Approaching the expected standard (2)	Approached the expected standard (3)	Beyond the expected standard (4)	Total
1.	<b>Teaching</b>					
a)	Designing, Learning Experience for students					
b)	Strategies for facilitating learning					
2.	<b>Subjects Handled &amp; Pass Percentage</b>					
a)	Pass percentage					
b)	efforts to improve irregular students attendance					
3.	<b>Interpersonal Relationship</b>					
a)	Relationship with students					
b)	Relationship with Colleagues					
c)	Relationship with Head of the Institution					
4.	<b>Professional Development</b>					
a)	Participation in Seminar/QIPs					
b)	Publications					
c)	No. of Books published					
d)	Topics guided to students in various conferences/seminars					
5.	<b>Contributions to the Organization for the Development</b>					
a)	Admissions					
b)	Test & Evaluation					
c)	Extracurricular activities					
d)	General Administration					
e)	Laboratory Management					
6.	<b>Faculty's Attendance</b>					
7.	<b>Faculty Participation in University Activities</b>					
8.	<b>Any other Assigned Works for the overall development of the Institution</b>					
<b>OVERALL PERFORMANCE</b>						

Consolidated rating in each of the performance standard should be based on the Self Assessment Report of the Faculty

### 2. Brief Comments (By the Head of the Institution)

- a. Overall Appraisal: Outstanding      Very Good      Good      Poor
- b. Remarks by the Principal:
- c. Remarks by the Secretary:

Signature of the Principal

Signature of the Secretary



*[Handwritten Signature]*  
 ANNAMACHARYA COLLEGE OF PHARMACY  
 NEW BOYANAPALLI - 516 126  
 RAJAMPET, ANNAMACHARYA Dist. A.P.

Figure 6.3.1 in(d): The format used for collecting data from faculty members

**Appraisal of Non-Teaching Staff:**

The appraisal of non-teaching staff members is done after screening of self-appraisal form which includes Job responsibility, Courses and Training Programme Attended, Performance in technical work, Administration related activities, Co-curricular work and Development related activities. self-motivation, Behavior/Attitude related to staff and students, attitude toward work, Team Player, Punctuality, Adaptability, Technical Knowledge. The necessary recommendation is given by the concern Head of the departments and the Principal



PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P

A.  
RAJAMPET