

The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Our governance body is so reflective and the prime focus is on the vision and mission of the institute.

VISION

The Srinivasarao College of pharmacy serves the nation and the world by regulating talented, broadly educated pharmacists, conducting high quality research, developing infiltrate technologies by propagating and preserving pharmacy knowledge.

MISSION

To be the best at serving society by creating pharmaceutical knowledge and educating pharmacists for dynamic and global careers. The following strategic characteristics and aspirations enable the College to realize its vision:

- Modern and precise educational experiences that develop the pharmacists
- An atmosphere that facilitates personal commitment to the educational success of students in an environment that values multiplicity and society
- Education and research partnerships with Universities, colleges and industries
- Highly successful alumni who contribute to the profession in the global society
- Undergraduate and Post graduate programs that integrate global awareness, communication skills and team building across the curriculum
- Practical and responsible resource management;
- Training that prepares students for interdisciplinary pharmaceutical research and advanced problem solving
- Leadership and service to meet society needs.

Governing body designs and executes Short-term, Long-term plans integrating departmental plans, findings of SWOT analysis and other recommendations from the stake holders. Every year this process is conducted in the institution and at present long term plan of VISION - 2022 is on. The policy and planning are carried out according to consultation with stake holders. Top management with the help of the department wise committees formulates quality policy and integrates the same in the strategic plan.

Formulation of action plans and defining the policy objectives attempts to address the issues of systematic change to provide quality education. Creating robust principles, frameworks, systems and processes the institution intends to reinforce the culture of excellence. All the systems work together as a team aiming to be champions of organizational change. The Departments fosters a healthy competitive atmosphere among themselves and each one strives to accomplish excellence in their standards.

The institution practices decentralization and participative management

The College follows the policy of decentralization. The Governing Body delegates all the academic and non-academic decisions based on policy to the college Committee headed by the Principal. The college Committee formulates common working procedures and entrusts the implementation through departments. The department coordinator manages the day to day activities of the department and keeps a track of co-curricular and extra-curricular activities in the College. Other units of the college like sports, arts, library etc. have operational autonomy under the guidance of the various committees/clubs/associations and students are involved from various departments in the decision-taking process.

Perspective/Strategic plan and Deployment documents are available in the institution

The college management gives liberal freedom and tractability to the Principal together with the department committees to lead all the academic activities of the College. They regularly meet and take necessary steps to formulate and implement strategic plans of the institution. Mentorship is introduced in all the departments and it is commendably supervised by the Principal and the Vice-Principal They invite suggestions from senior staff and to study the impulses of the institute in general and take steps for further improvements as far as they are within the capacity and recommend the management for modifications. The following strategies are adopted by the institution to monitor and evaluate policies:

- Regular meetings of the Councils (Governing Council, Managing Council and IQAC)
- The feedback system (Regular feedback from Stake holders, Alumni Members, Staff and Students)
- Periodical Academic Audit Team visits to the departments (Twice in a Semester).
- Regular visits of the Principal and the Vice principal to the departments and interaction with heads of the departments
- Heads of the departments monitor the system of each department regularly.
- Annual Evaluation and Presentation by each Department and Programme Committee Coordinators regarding their activities.

Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Patron is the Chairman of the Governing Body. The Governing Body is responsible for Policy making and to verifying the reports through the Secretary & Correspondent. The decision

making procedures are made at appropriate levels in the organizational hierarchy. Statutory bodies such as IQAC Cell, Anti-ragging Cell etc., as per the university/ government guidelines are also included in the organizational structure of the institution. A committee comprising of faculty members and administrative staff are involved in the planning and implementation, academic audit and evaluation.

There are different bodies that give academic and administrative leadership to the institution. An optimum level of decentralization through the autonomous departmental system and participative decision making process are in practice.

Service Rules:

The institution strictly follows the service rules according to the AICTE norms. It's been uploaded on the website too. The institution runs for 8 hours. The teaching and non-teaching faculty have the benefits of PF, ESI, Casual Leaves, Earned Leaves , Medical Leaves and Maternity leaves etc.,

Recruitment is taken place according to the norms of the University, a body comprising of Secretary, Dean Academic Affairs, Principal, HOD and Subject experts decides the worthiness of the faculty member by his/her performance in the interview according to the parameters they are looking for.

Promotional policies:

The institution follows the good academic standards, provide free transport facility to poor students, Merit scholarships are given to the meritorious students to those who have secured above 950 marks in Intermediate.

Grievance Redressal Mechanism:

Once the members of the faculty, non-teaching staff or supporting staff concerning their appointments or employment where the grievances relate:

- To matters affecting themselves as individuals
- To matters affecting their personal dealings or relationship with other staff members of the college or students
- If other remedies within the faculty, staff, department or other similar area have been exhausted, the member of the staff may raise the matter with the Head of the department or similar authority.
- If the staff member is dissatisfied with the result of approach as mentioned above or if the grievance directly concerns the Hod of the department , the staff member may directly approach the Principal for the redressal of his/her grievance.

- If the Principal feels that the grievance is trivial or invalid, he will take no action upon it. If he feels otherwise he shall inform the grievance committee and take the action accordingly.

Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Governing Body

Chair person

Dr. S.V.H.Rajendra

Secretary & Correspondent

Management Member

Mr. K.S.P.Rao

Director (HR & Admin)

Patron

Dr. G. VidyaSagar

Principal (SRCP)

Coordinator

Dr.J. Ravindra

Asst.Professor

Organizing Committee

Dr.G. Sudhakar

Dr. M. Sarada Devi

Mrs. A.K.D.Valli

Mr. K.C.S. Varma

Dr.M. Pavani

Minutes of Meeting-

- - Plan for Awareness Program on Digital Banking
 - Plan for Medical Camp
 - Breast Cancer Awareness Rally
 - Result Analysis
 - Plan for the academic year 2016-17
 - Plan for conducting Technical Fests
 - Proposal for external advisor
 - Plan for taking MoU's
 - Proposal and suggestions from senior members
 - Establishing Internal Quality Assessment Cell
 - Plan for applying NAAC
- Discussions & Resolutions
 - It was decided to conduct an Awareness Program on Cashless Transfer in the college with the help of ICIC Bank, Isukathota.
 - It was decided that the camp to be conducted from 10 am till 3 pm
 - All the pharmacy students and Pharm. D. students in particular will be attending this program and rectify their doubts regarding digital banking.
 - It was decided to conduct a Medical Camp in the college for the benefit of the people living in and around P. M. Palem on 21st November, 2016.
 - It was decided to conduct this awareness with the help of Appolo Hospitals, Arilova, Visakhapatnam.
 - It was decided that the camp to be conducted from 9 am till 6pm to facilitate all the needy in and around P. M. Palem.
 - Eminent doctors from Appolo Hospital are to attend this camp and make it a success.
 - Preliminary check-ups like Weight, Height, BMI, BP and Sugar levels would be taken care of and necessary consultation would be provided to all the patients attending the camp.
 - All the pharmacy students and Pharm. D. students in particular will be attending this camp to have a fair view of monitoring the patients, awareness on preliminary check-ups,conducting of various blood tests and prescribing medicines.
 - It was decided to conduct a Breast Cancer Rally in association with Queen's NRI Hospital, Visakhapatnam.
 - The said rally was decided to be conducted on 01.10.2016 at Beach Road, Visakhapatnam.

- This awareness initiative of Queen's NRI Hospital will be conducted with the Staff and students of our College. Staff and a large number of students will participate in this rally.
 - During the course of this rally from Kali Matha Temple to YMCA it was decided to educate people on the causes, remedies and prevention of breast cancer.
 - It was also decided that a speech by the eminent doctorsofNRI Hospital would be delivered at YMCA junction on the completion of the rally.
 - It was also decided that all the students and Staff would wear a Pink T-shirt and a cap depicting Breast Cancer Awareness.
 - The Pharmacy department has conducted Technical fests where students have actively participated in it
 - Training & Placement department has given a brief report of the campus drives for the final year students as per the enclosure.
 - The subject wise result analysis has come up for discussion in detail and it is proposed that necessary remedial steps is to be chalked out and implemented immediately to improve the pass percentage of the students.
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- Suggestions by the governing body members
 - Outcome should be good
 - Results of the overall institute irrespective of the branch should be improved
 - No. of students joined and no. students discontinued list should be maintained
 - No. of students with distinction/ 1st classes should be maintained
 - To make a note that results or the index of the teacher's performance
 - Staff and students ratio to be maintained according to AICTE norms
 - Student's assessment and feedback should be taken into consideration
 - In person feedback from students has to be maintained
 - To present the investments in R&D Cell
 - To identify the focused area of research in R&D Cell
 - To identify the probable date for applying NAAC
 - To constitute all statutory committees as per the guidelines of AICTE
 - To maintain records of all necessary committees
 - Frequent industrial visits to be conducted with prior permission from concerned authorities
 - Maintaining good track record of placements especially for core jobs

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

College Management is much keen in taking welfare measures for both teaching and non-teaching staff in all aspects. They provide:

- EPF is being paid by the Management along with faculty contribution
- ESI provision for the staff
- Institution gives the faculty members Letter of Appreciation for acquiring good results along with the Cash award
- Encouraging higher education
- Providing free transport facility
- Sponsoring National/International conferences for paper presentations and workshops
- Subsidized canteen rates
- All the types of leaves applicable as for the norms like:
 1. Casual leave
 2. Earned leave
 3. Maternity leave
 4. Study leave
 5. Permissions
 6. Vacations
 7. The staff who are in need of financial support are helped through management for getting loan.

Provide opportunities to show case the inner talents of the staff members

Institution has Performance Appraisal System for teaching and non-teaching staff

- The institution follows an effective designed staff appraisal system
- Performance Appraisal form comprises of multiple activities concerned to academic achievements and over all performances.
- Number of Conferences, Seminars and Workshops attended/participated
- Results and feedback
- Additional responsibilities and contributions in department and college level
- Active participation in the development of the institution
- Based on the performance appraisal the staff is given incentives and increments

Institution conducts internal and external financial audits regularly

Our Institution has an effective mechanism for auditing the accounts. The accounts of the college are audited by chartered accountant regularly as per the Government rules.

Whenever there are additional expenses over and above the budget proposals, special sanction is to be taken from the Governing body. The Accounting and Auditing Committee looks after the internal audit and it is presented to the certified Chartered Accountant. The Last external audit was done Last year's audit report was satisfactory.

Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The Institution has well set mechanism to monitor efficiently the available resources. The college obtains proposals from the concerned departments in an academic year which is run by three different heads of accounts i.e., capital budget, developmental budget and maintenance budget. After estimating the projected income for an academic year, the Principal sends it for approval to the Governing body. Once it is approved by the governing body, the principal himself is allocated with some contingency fund and also allocates budget to each department. After the allocation, the departments can avail the financial resources within the given limit. Purchases are made with the recommendations of duly constituted purchase committee. The amounts withdrawn from the banks follow a systematic mechanism of obtaining the approval at various levels. If any expenditure is made beyond budget sanctioned, it gets ratified in a special meeting.

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Srinivasarao college of Pharmacy has taken concrete steps for the development of students and faculty members and thus established IQAC on 19th December 2016. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

Srinivasarao college of pharmacy has taken concrete steps for the development of students and faculty members.

The primary goals of IQAC are:

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- Sharing of research findings and networking with other institutions in India and abroad.
- Equitable access and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.

The following are the roles and responsibilities carried by IQAC:

- To coordinate the distribution of information on various quality parameters of higher education.

- To coordinate the documentation of the various programmes / activities leading to quality improvement.
- To coordinate the quality-related activities of the institution.
- To coordinate the timely and efficient execution of the decisions of IQAC committee.

IQAC is monitored by the following members:

- Chairperson Dr.S.V.H.Rajendra Secretary
- Management Member Mr.K.S.P.Rao Director(HR & Admin)
- Patron Dr.G.Vidyasagar Principal (SRCP)
- Coordinator Dr. J.Ravindra, Assistant Professor.

Organizing Committee:

- **Dr. G. Sudhakar**
- **Dr. M. Sarada Devi**
- **Mrs. A.K.D.Valli**
- **Mr. K.C.S. Varma**
- **Dr.M. Pavani**

(EXAMPLE 1)

In the IQAC meeting held on 20th December 2016, It was decided to conduct aAwareness Program on CashlessTransfer in the college with the help of ICIC Bank, Isukathota.

The main theme of the program is “ CASHLESS INDIA”

It was decided that the camp to be conducted from 10 am till 3 pm

All the pharmacy students and Pharm. D. students in particular will be attending this program and rectify their doubts regarding digital banking.

The meeting ended with a vote of thanks to the chair the members discussed the benefits to the campus by the MoU’s with various corporates. Memorandum of understandings were taken from various corpotares like JKC, True copy, Oracle academy in the next 6 months for the benefit of the students.

(EXAMPLE 2)

In the IQAC meeting held on 12th november 2016,

- It was decided to conduct a Medical Camp in the college for the benefit of the people living in and around P. M. Palem in the 21st November, 2016.
- It was decided to conduct this awareness with the help of Appolo Hospitals, Arilova, Visakhapatnam.
- It was decided that the camp to be conducted from 9 am till 6 pm to facilitate all the needy in and around P. M. Palem.
- Eminent doctors from Appolo Hospital are to attend this camp and make it a success.
- Preliminary check-ups like Weight, Height, BMI, BP and Sugar levels would be taken care of and necessary consultation would be provided to all the patients attending the camp.
- All the pharmacy students and Pharm. D. students in particular will be attending this camp to have a fair view of monitoring the patients, awareness on preliminary check-ups, conducting of various blood tests and prescribing medicines.

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

IQAC monitors the teaching learning process regularly through their organizing committee members. All the Head of the departments are the members of it. IQAC conducts an annual meeting every year in the month of December to check the learning process, structures & methodologies of operations and learning outcomes. These annual meetings are intended to check the overall result analysis and to check the planned goals and achievements of IQAC.

- In every tri quarterly meeting of IQAC few decisions and modifications will be taken in the regular process.
- Every department conducts workshops, training programs and guest lecturers periodically addressed by the eminent persons from Industry, Academic and Research Institutions. Eminent experts of National reputed people are invited from academia/organization/industries for seminars and conferences related to the subjects in course curriculum ,basic practical , hands on experience fundamental and advance topics as planned in the IQAC.
- As part of the closure of teaching learning process the content delivered for the respective subjects along with evaluation outputs are summed up as course files and are made available in the Departments.
- Class Teachers, Class Representatives, HoDs and Staff meetings are conducted periodically to review teaching and learning process.
- The teaching learning process is reviewed by senior and expert members ever month.
- A detailed report is prepared and assessed with necessary actions for the annual meeting.

- In the annual meeting all the Head of the departments present a detail presentation report about the planned agendas & achieved goals for the year.
- Principal and the Management Committee plans for what else can be added for the improvement and suggests the modifications to it.

Incremental improvements made for the preceding five years with regard to quality (*in case of first cycle*) and post accreditation quality initiatives (*second and subsequent cycles*)

SWOC analysis of the department and Future plans Strengths:

1. Good infrastructure facilities.
2. Well established laboratories.
3. Experienced and highly qualified faculty.
4. Collaboration with industries and institutes.
5. Handling live projects.

Weaknesses: 1. No core placements for students.

2. Increase in number of seats for other branches and increase in number of colleges.
3. Low pay scales for pass out batches in core field.

Future Plans:

1. Application for R&D projects to different funding agencies like DST, DBT, UGC etc.
2. Planning to initiate consultancy works.
3. Department will thrive for attaining centre for excellence by initiating core R&D works. Planning to invite industries to promote placements in core field.