

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

### I. WELFARE MEASURES FOR TEACHING STAFF

- 1. Employees Provident Fund as per PF rules:** All the teachers were given PF benefits right from the day of their joining in the college whose salary is less than Rs15000/-. This is done as per requirements by PCI and keeping in view the financial safety of employees or their dependents.
- 2. Encouragement faculty for doing part time Ph.D:** Faculty is encouraged to do Ph.D. All faculty members in this category are given Special leave when they go for consultation with their guides and for attending research methodology course organized by the concerned universities. They also sent Special casual leave for appearing their examinations as well. This is a satisfying experience to our management.
- 3. Employees State Insurance:** ESI benefits are provided for all the employees. ESI provides medical benefits as well as other benefits as the college is providing the premium for all the employees.
- 4. Maternity Leave:** The women employees are extended the maternity leave as per the service rules of the institution.
- 5. Fees reduction/concession for faculty's ward** is given, if admitted in our group of institutions.
- 6. Funding Registration fees and Travel expenses for Faculty attending Conferences and Workshops and Faculty Development programs.**
- 7. Provision of canteen in the campus.**
- 8. Advance amounts disbursed by the College in case of emergency for Faculty.**
- 9. Staff Grievance Redressal Cell to address the issues and grievances of the staff.** For women faculty ICC committee was provided to address their issues.
- 10. Wi-Fi facility to the staff inside the college campus.**

### II. WELFARE MEASURES FOR NON-TEACHING STAFF

- 1. Employees Provident Fund as per PF rules**
- 2. The staff was given on duty for attending to the classes which have specified by the institution concerned.** They were encouraged to participate in workshops to update their knowledge.

3. Maternity Leave for women
4. ESI provides socioeconomic protection to all the staff.
5. Free uniforms for helping staff.
6. Advance amounts disbursed by the College in case of emergency for Faculty.
7. Staff Grievance Redressal Cell to address the issues and grievances of the staff. For women faculty ICC committee was provided to address their issues.
8. Wi-Fi facility to the staff inside the college campus.
9. Financial assistance to the conduct of staff exposure program.

## PERFORMANCE APPRAISAL SYSTEM

In order to ensure that an effective Performance Appraisal System is in place, the Institute and the employee ensure that the job responsibilities and requirements as well as the performance expectations are understood and interpreted in the right manner. Considering the financial position and performance of the Institute, the Performance Evaluation and Appraisal System is done in a systematic manner for all the Teaching and Non-Teaching Staff of the Institute at the beginning of every academic year usually in the month of July.



**Principal**

PRINCIPAL

Pydah College of Pharmacy  
PATAVALA, KAKINADA

Patavala  
13/02/2024

To  
The Principal  
Pydah College of Pharmacy  
Patavala,

Respected Sir

I am A. Satya Anusha and working as Assistant Professor in our college. As I have pregnancy and my due date is nearing and I am requesting you to kindly grant maternity leave from 13/02/2024 to 12/04/2024.

Thanking you Sir

Yours faithfully  
A. Satya Anusha.

9/6/24  
P.  
13/4/2024