



MEDARAMETLA ANJAMMA MASTAN RAO COLLEGE OF PHARMACY

Kesanupalli (Village), Narasaraopet, Palnadu (District), Andhra Pradesh -522601

(Approved by AICTE, PCI, New Delhi & Permanently Affiliated to Acharya Nagarjuna University)

Recognized by UGC under sec 2(f) & 12(B) & ISO Certified Institution)

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Best Practice: 1

1. Title of the Practice

Periodical Academic and Administration Review System (Monthly meetings)

2. Objectives of the Practice

- a. To disseminate information to meeting participants.
- b. To take periodical review of every committee.
- c. To identify the problems encounter during day to day activities.
- d. To offer input to solve a problem or address an issue.
- e. Planning Academics, Extracurricular, Resource management etc.
- f. To provide information, encourage discussion, boost morale or inspire creativity.

3. The Context

Governance is the key activity that connects between the management, staff, students and the community. We believe it should be effective and efficient in execution of its duties. We support modern governance and proper administration and believe these should be carried out in a way that actively acknowledges diversity, that is respectful of identity and serious belief and that reflects balance. The institute has maintained coordination mechanism through which the periodical review of various administration and policy matters are taken.

4. The Practice

The institute has well organized structure of various committees for the smooth functioning of day to day activities. These academic bodies are having precise functions and responsibilities. The organization structure of various committees is as under-

S. No.	Name of Committee
1	Academic In charge (UG)
2	Academic In charge (PG)
3	Exam In- charge
4	Admission committee
5	Seminar ,Conference, workshop and Guest Lectures, Academic & Research coordinator, Student Welfare Officer Research Activity & Publication



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6	Store Department In charge
7	Training & Placement Committee
8	Sports (indoor / outdoor)
9	Cultural Committee
10	Discipline Committee
11	Class In-Charge
12	H.O.D.'s (UG & PG) 1.Pharmaceutics 2 Pharmaceutical Analysis 3. Q.A 4. Pharmacology 5. Regulatory Affairs
13	AICTE- Documentation
14	PCI- Documentation
15	Library
16	Computer In charge
17	Alumini meet
18	Magazine
19	Educational/ Industrial Visit
20	Purchase committee
21	NSS Officer
22	Anti-Ragging
23	Medicinal Garden
24	Second year project In-charge (Environment)
25	Maintenance & Warehouse In-charge
26	Governing Body Meeting & LMC
27	Staff Meeting
28	Women Redressed grievances

These committees meet once in a month with the principal for periodic review of work and problems encountered. The committee members along with Heads of the Department and the Principal discuss these problems and find solution.

5. Evidence of Success

a) Academic Planning and Curriculum Completion: The status of syllabus completion and results of Sessional exam is reviewed in meetings. As a result 100% of syllabus completion and increase in the academic result is achieved.

b) Faculty feedback and Subject Result Improvement

Results were improved by appropriate planning for the subjects in monthly meetings by taking faculty feedback.



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c) **Conducting Seminar/Workshops:**

Seminars and workshops were organized in college by sanctioning grants from ANU, Guntur. Appropriate planning for the same was made in monthly meetings. External expertise shared their insights on the subject with the faculty members and students of the institute in seminars.

d) Library: Students feedback in relation to library was discussed in monthly meeting. After discussions the library time was decided from 9.00 am to 6.00 pm.

e) Extra Coaching: As per the discussion in the monthly meeting of UG academics, extra coaching for GPAT is provide by our staff to the aspirant students. It is observed that due to extra efforts of faculty, students were qualified in GPAT.

f) Exposure to scientific knowledge: Exposure to scientific knowledge of students was increased by inspiring students for attending various conferences, poster presentations etc. This helps in grooming the interpersonal skill of the student.

6. **Problems encountered and resources required:**

It's not happen all the times that all faculty members are present for the meeting



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