



**JSS ACADEMY OF HIGHER EDUCATION & RESEARCH, MYSURU**  
(Deemed to be University - Accredited 'A+' Grade By NAAC)

**JSS COLLEGE OF PHARMACY, OOTY**

(An ISO 9001:2015 Certified Institution)  
(Ranked 4<sup>th</sup> in India by NIRF - 2023)

**FACULTY HANDBOOK**



<p><b>NAAC</b> NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL</p> <p><b>A+</b></p>	<p><b>nirf</b> NATIONAL INSTITUTIONAL RANKING FRAMEWORK 2023</p> <p><b>34<sup>th</sup></b> University Category</p>	<p><b>QS</b> WORLD UNIVERSITY RANKINGS BY SUBJECT   2023</p> <p>Pharmacy &amp; Pharmacology: 101-150 Medicine: 651-680</p>	<p><b>OS STARS</b> 2023-2026</p> <p>EXCELLENT</p> <p>Rated for Excellence</p>	<p><b>OS STARS</b></p> <p>Teaching: 4.0/5.0 Employability: 4.0/5.0 Internationalisation: 4.0/5.0 Facilities: 4.0/5.0 Innovation: 4.0/5.0 Social Responsibility: 4.0/5.0 Specialist Criteria: 4.0/5.0 Research: 4.0/5.0</p>	<p><b>THE</b> World University Rankings 2024</p> <p>801-1000 25 in INDIA</p>	<p><b>THE</b> World University Rankings 2024</p> <p>Clinical &amp; Health: 501-600 Life Science: 801-1000</p>	<p><b>THE</b> World University Rankings 2023 Asia</p> <p>Asia-68 2 in INDIA</p>	<p><b>THE</b> World University Rankings 2023 Young</p> <p>Young University: 79 2 in INDIA</p>	<p><b>Impact Ranking</b> 2023</p> <p>SDG 3-16: 301-400 1 in INDIA</p>	<p>ACCREDITATION COUNCIL FOR PHARMACY EDUCATION</p> <p>1<sup>st</sup> in the Asia Pacific ACPE certified Pharm.D Program</p>
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**nirf** NATIONAL INSTITUTIONAL RANKING FRAMEWORK 2023 | JSS College of Pharmacy, Ooty - 4<sup>th</sup> \* JSS College of Pharmacy, Mysuru - 7<sup>th</sup> \* JSS Dental College & Hospital - 11<sup>th</sup> \* JSS Medical College - 37<sup>th</sup>

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## 1.JSS Academy of Higher Education & Research

### Overview

JSS Academy of Higher Education & Research, is a culmination of a half-century of perseverance in the field of education steered by the philosophy of noble minds. The medical institutions, under the aegis of JSS Academy of Higher Education and Research, are islands of excellence in their respective fields in medical sciences. The binding philosophy of these institutions is that of training physicians, dentists, pharmacists, nurses and other healthcare professionals to provide the highest standards of patient care, whilst also pursuing cutting edge research.

The JSS Medical institutions have had a long-standing legacy in advancing education with both the preparation of educators and the advancement of research and scholarship. There is a strong focus on combining practical classroom expertise with clinical exposure, and these two aspects of the University's system of education are a natural and necessary combination. Renowned as a destination of learning, the reputation of JSS medical institutions has become synonymous with quality education in India and abroad.

The University Grants Commission (UGC) declared JSS Academy of Higher Education & Research, Mysore as Deemed-to-be University, hailing an important milestone in strengthening the educational evolution of some of the pioneering institutions. The four constituent colleges under the ambit of the University are JSS Medical College, Mysore, established in 1984, the JSS Dental College in Mysore, established in 1986, the JSS College of Pharmacy, Mysore, established in 1973 and College of Pharmacy in Ooty, which was established in 1980.

Spread over Mysore and Ooty, the University makes for a serene and conducive setting for students and researchers to learn, and grow. To the student and teaching community; JSS Academy of Higher Education and Research, offers a commitment to providing life-long professional development, advanced research, service to society and fostering global integration in healthcare. Students come here from all over India and abroad and bond over the special time they spend in the hallowed environs of the campus and its surroundings.

JSS Academy of Higher Education & Research, has a tradition of total dedication to the service of humanity in the fields of education, culture, religion and more importantly, in nurturing a spirit of tolerance.

The University has the task of carrying this tradition forward. A university is not just an institution for imparting knowledge and providing skilled doctors, pharmacists, engineers and so on; it must take up the task of arousing the spirit of curiosity amongst its students – a burning desire to expand the frontiers of knowledge. Perhaps more importantly, it must have before it the vision of creating in them a spirit of tolerance, compassion, maintaining ethical standards, and a desire to build a better society for themselves and for those less fortunate than themselves. We are living in an increasingly competitive world and must equip ourselves to meet the challenges from the rest of the world, but this competitiveness must never degenerate into hostility. Rivalry must be tempered with tolerance, and friendliness towards those with whom we compete.

## Vision and Mission

### Vision

To provide education that helps transformation of individuals and society.

### Mission

- The Mission of JSS Academy of Higher Education & Research is to expand the boundaries of education and to make the most amazing learning possible by:
- Providing superior undergraduate, graduate and professional education to its students.
- Developing and advancing the talents of students to create applicable knowledge.
- Nurturing translational and transformational research that benefit the society.
- Inspiring to excel in health sciences delivery and care.

### Core Values

JSS Academy of Higher Education & Research will continue to be guided by the legacy and sustaining principles of Sri Suttur Math and the JSS Mahavidyapeetha through:

**Ethical Standards** - Meeting the highest ethical standards of professionalism to achieve excellence in academic and research activities supporting health and environment, thus benefiting society.

**Mutual Respect** - Affirming and protecting the rights, dignity and integrity of each member of diverse community by embracing the social ecological and economic impact.

**Student Centric** - Fostering a student-centric environment and providing student centred, interdisciplinary, multidisciplinary, collaborative, innovative program leading to professional excellence.

**Responsiveness** - Serving the needs of the society and "Touching the lives of millions" through community care and outreach programs.

## Statutory Bodies - Composition and Functions

### Board of Management

The Board of Management is the principal organ and the highest governing body of the university. It administers, supervises and implements various functions to achieve the University objectives and realizing its Vision and Mission.

The Board of Management is responsible for the governance of university. The strategic direction of the College is set by the Board who are responsible for all university policy. Board members take active interest in the work of the university. The Board normally meets four times a year.

### Academic Council

The Academic Council is the principal academic body of the university. It has control over and is responsible for the maintenance of the standards of the education, teaching, training, and research. The Academic Council reviews all University academic programs and related matters. The Council receives and reviews, the proposals and policy decisions on programs submitted by boards of studies (BoS) and its constituent colleges, The Council has the authority to make

recommendations to the Vice Chancellor on the matters that relate to the academic programs and mission of the University.

## **Planning & Monitoring Board**

The Planning & Monitoring Board is the principal planning body of the university and is responsible for the monitoring of the development programs of the institutions of university. The Vice-Chancellor is the Chairman of the Planning & Monitoring Board. The Registrar is its Secretary. It includes seven internal members, and three outside experts, including one nominee of the UGC. The Planning & Monitoring Board advises the Board of Management and the Academic Council on any matter, which it considers necessary for the fulfillment of the objectives of the university. The recommendations of the Planning & Monitoring Board are placed before the Board of Management for consideration and approval.

## **Finance Committee**

The Finance committee is responsible for the overall financial policies and planning of the University. They are also responsible for approving of budgets presented by other boards, committees and constituent college of university.

## **Board of Studies**

The Boards of studies are constituted by the Board of Management as per the provisions under the Rules of the University and term of office of the members of the Board is for two years. Accordingly, there are 12 Boards of Studies constituted for the faculty of Medicine, Dentistry, Pharmacy, Biomedical Sciences and Management.

There are two Boards of studies in Pharmacy:

- a) Postgraduate Board of studies in Pharmacy
- b) Undergraduate Board of studies in Pharmacy

The Boards of studies prepare and recommend, to the Academic Council, courses of studies, text books, schemes of examinations, panel of Examiners and advise the authorities of the University on such matters as may be referred to them.

## **Anti-ragging Committee**

As per the Honorable Supreme Court of India & University Grants Commission (UGC) directions for curbing the menace of ragging in Higher Educational Institutions, university has constituted an Anti-ragging Committee.

## **Library Committee**

The university library committee at the JSS Academy of Higher Education and Research, acts as governing and advisory body. The committee meets twice a year and governs the activities of all the constituent libraries.

## **Research Coordination Council**

The Research Coordination Council is responsible for recommending to the University, the policy and procedures in the areas of University and faculty research projects, coordination of research committees, centers, and institutes, and enhancement of University's research capabilities.

Areas of concern include extramural research grants and contracts, research committees, centers, institutes, dissemination of research results and information, research equipment inventory and replacement, and State /Centre appropriated research funds.

The Research Coordinating Council provides for the formation of special interest groups(SIG)/ sub committees to facilitate intellectual and scientific exchange amongst its members in niche areas identified by the council.

## 2. The College

Jagadguru Sri Dr. Shivarathri Rajendra Mahaswamigalavaru, the 23<sup>rd</sup> pontiff of Sri Suttur Veerasimhasana Math was the architect and founder president of JSS Mahavidyapeetha, which came into being in 1934. With the divine inspiration of Sri Swamiji, the JSS College of Pharmacy was started in the year 1984. JSS College of Pharmacy is a constituent college of JSS Academy of Higher Education and Research, Mysore.

The institution offers B. Pharm (4 years), Pharm. D (6 years), Pharm. D (PB) (3 years), M. Pharm (2 years) in ten specializations and Ph.D. The college is recognized by Government of Tamil Nadu and approved by Pharmacy Council of India (PCI), New Delhi. B.Pharm program is accredited to National Board of Accreditation (NBA), AICTE, New Delhi.

It has committed itself to become a center for excellence in pharmaceutical education and research and be a leader in the field of pharmaceutical sciences including pharmacy practice with the objective of strengthening the health care of the country.

The college is situated at "Rocklands" on a spacious area with lush green garden, cool weather, with spacious building with all educational facilities. The college is about 1.5 Kms from center of Ooty, 90 Kms from Coimbatore and is well connected by road, rail and air.

## Vision and Mission

### Vision

To be preeminent colleges in shaping society-worthy and SMART pharmacy professionals of global repute

### Mission

- To adopt and lead the transformation of pharmacy education, practice and research nationally and globally
- To inspire and nurture students to become exemplary professionals to serve the global society
- To develop competencies among students and empower them to meet the changing needs of the profession
- To impart quality education and practice to promote and advance public health
- To impart holistic and value-based education to produce new generation humane pharmacy professionals
- To address the sustainable health care challenges through innovative measures and technologies



## College Core Values

- Excellence
- Integrity
- Respect
- Innovation
- Professionalism
- Leadership

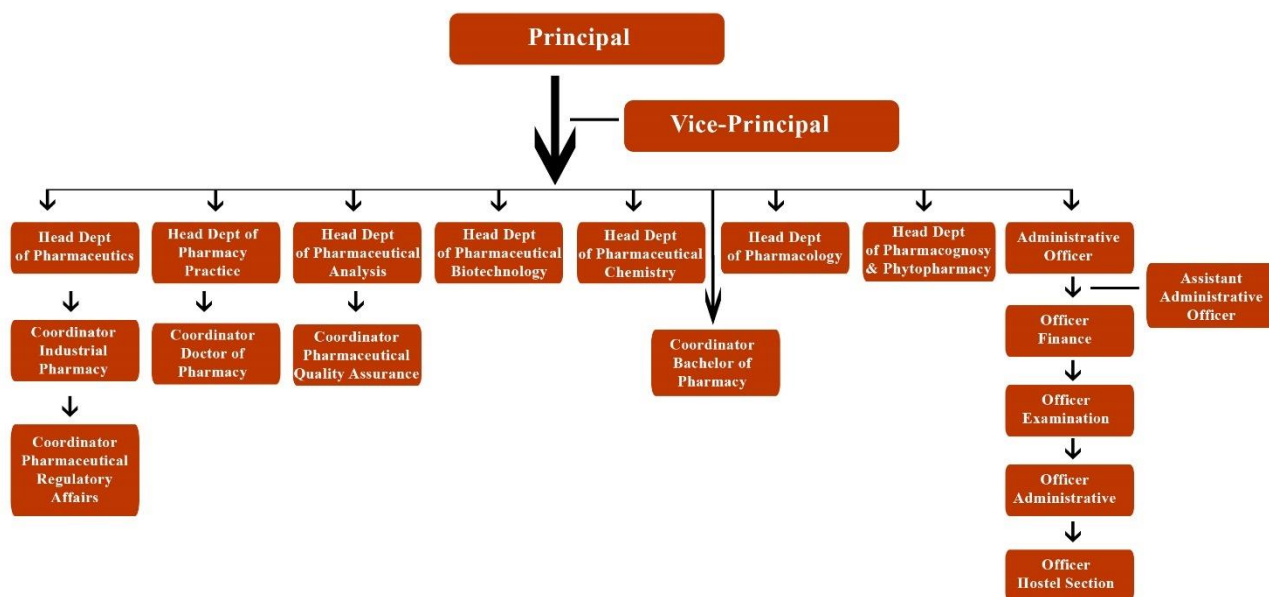
## College Quality Objectives

- To promote highest quality professional pharmacy education at all levels, to produce competent pharmacists, with entrepreneurship and innovative skills.
- To establish continuing professional development (CPD) programme in the institution for practicing professionals.
- To strengthen the industry- institution interactions for mutual benefits.
- To create a model pharmacy in the institution to strengthen the relation between public and pharmacy.
- To collaborate with national and international organizations for outstanding educational/ service/ research programs.
- To educate people regarding drugs, drug products, health and population control.

## Programs offered

S. No.	Courses
1	B.Pharm
2	Pharm. D
3	Pharm. D -Post Baccalaureate
4	M. Pharm (Specialization) Pharmaceutics Pharmaceutical Chemistry Pharmacology Pharmacognosy Pharmaceutical Analysis Pharmacy Practice Pharmaceutical Biotechnology Industrial Pharmacy Pharmaceutical Regulatory Affairs Pharmaceutical Quality Assurance
6	<b>Add on Program (Online)</b> Certificate program (for UG and PG students) Diploma program (for PG students)

## Organization chart – Academic



## Strategic Plan

The strategic plans in accordance with the vision, mission of the pharmacy college and strategic plans of JSS Academy of Higher Education and Research, are enlisted here under five domains.

**Strategic Planning Group (SPG)** comprising Dean, Faculty of Pharmacy; Heads of the Pharmacy Colleges; Senior Faculty Members from both the colleges of JSS University, Mysuru; External members from academia and industry was constituted in the month of March 2015. The SPG also invited opinions and suggestions from the key stakeholders for the formulation of the strategic plan 2016-2020. This strategic plan is formulated based on the mission & vision of faculty of pharmacy and colleges & aligned with JSS University's strategic plan.

A meeting, of SPG to initiate and develop an outcome oriented comprehensive strategic plan 2016-2020, was held in April 2015. Earlier, the Assessment Committee of the faculty of pharmacy critically evaluated the outcomes and achievements of the strategic plan 2010-2015. The Assessment Committee recommended formulating specific criteria with quantitative indicators in the strategic plan 2016-2020.

Considering the observations and recommendations of the Assessment Committee, series of tactical and strategic meetings were held during May to September 2015. The faculty members of the colleges, representatives of the administrative staff, employers, alumni, parents and students were invited to participate in these meetings to provide their inputs. In these meetings, the

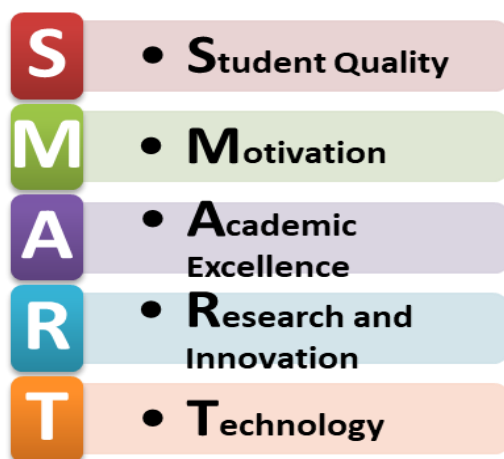


members of the SPG performed an initial SWOC (Strength, Weaknesses, Opportunities and Challenges) analysis of the colleges and the programs offered. Based on such analysis, the strategic plans for the colleges were formulated.

Later in the month of October 2015, Dr. Krathish Bopanna, CEO (Global) of M/s. Semler Research Centre, Bangalore and Dr. Pradeep Desai, a renowned corporate consultant moderated two brain storming sessions on strategic planning. Both these experts had gone through the deliberations of previous meetings and facilitated the development of strategic plan 2016-2020 further.

Subsequently, in the month of November 2015, the draft copy of strategic plan 2016-2020 with a prioritized action list, specific goals, measurable benchmarks, timelines to achieve benchmarks, expected measurable outcomes, and estimate of resources needed for implementing the strategic objectives was formulated and submitted to the JSS University authorities for the approval.

### Strategic Directions (2020-2025)



By developing and advancing and produce **SMART Pharmacists** who excel through



## **1. Student Quality**

### **1.1 Attract students with merit and reflects diversity**

- 1.1.1 Increase the student intake Vs applicants ratio to 1:10 by 2025
- 1.1.2 Attract and enroll 75% of candidates with 75% and above qualifying marks from the year 2021
- 1.1.3 Ensure diversity by enrolling 5% international students and 60% students from other states of the country from the year 2022
- 1.1.4 Maintain gender diversity by enrolling 50% women students across all the programs from the year 2021
- 1.1.5 Achieve a minimum of 90% students' satisfaction on overall educational and campus experiences from the year 2022

### **1.2 Foster & inculcate professional, ethical, moral, social responsibilities and human values among the students**

- 1.2.1 Offer certificate course(s) of minimum 30 hours duration on 'Gender, Environment and Sustainability, Human Values and Professional Ethics' to all the students from the year 2022
- 1.2.2 Establish fast grievance redressal system to minimize complaints to 'Nil' regarding ragging and sexual harassment by 2021
- 1.2.3 Ensure 100% adherence to research and publication ethics by 2021
- 1.2.4 Organize at least 10 outreach programs per year involving students focusing on sustainable development goals
- 1.2.5 Support upliftment of the socio-economic status of the neighborhood
- 1.2.6 Participate actively in national initiatives such as 'Swachh Bharat', 'Swasth Bharat', etc.
- 1.2.7 Undertake at least 5 research projects annually that have direct social impact from the year 2021
- 1.2.8 Organize at least one program on professionalism and human values for staff and students every year from the year 2021

### **1.3 Develop work force ready graduates**

- 1.3.1 Identify the career path of students in early professional years and conduct structured personalized career development programs (PCPs) from the year 2021
- 1.3.2 Conduct soft-skill / employability/ entrepreneurship/ skill development course(s) of at least 30 hours duration for the students across all years from the year 2021
- 1.3.3 Participate in the national initiatives such as Skill India, Innovation Hackathon, MHRD's Institution Innovation Council's activities from the year 2021
- 1.3.4 Ensure 100% employability and employment opportunities of the students registered with placement cell by 2022
- 1.3.5 Ensure closely work with leading organizations in the pharma / health sectors

### **1.4 Guide & nurture potential students to become entrepreneurs**

- 1.4.1 Conduct at least one entrepreneurship development program (EDP) per year from the year 2021
- 1.4.2 Encourage at least 10% of students registered with EDP to become entrepreneurs from the year 2023

## **2. Motivation**

### **2.1 Nurture student activities to attain academic excellence**

- 2.1.1 Recognize the 'best student of the class' against set criteria every year from the year 2021
- 2.1.2 Institute 'best publication / patent award' for the research scholars from the year 2021
- 2.1.3 Provide financial support annually to at least 10 students to present scientific work in national and/or international conferences from the year 2021
- 2.1.4 Create and nurture student interest groups in identified areas
- 2.1.5 Ensure at least 20% of PG students receive scholarship by the year 2023 and 40% by 2025

### **2.2 Motivate staff with a structured, time-bound, transparent, performance based career advancement schemes**

- 2.2.1 Strengthen 360-degree assessment mechanisms and ensure all the staff attain the rating 'accomplished' from the year 2022 and 'exemplary' by 2025
- 2.2.2 Recognize / incentivize staff based on performance from the year 2021

### **2.3 Encourage and recognize students' academic and extra/co-curricular performance through competitive scholarships, rewards and awards**

- 2.3.1 Introduce institutional merit scholarships for at least 2 students per program by 2022 and 5 students per program per year in 2025
- 2.3.2 Introduce one scholarship for students excel in co/extra-curricular competitions at national level from the year 2022
- 2.3.3 Encourage inbound/ outbound students to participate in co/ extra-curricular activities to promote cultural exchange from the year 2021

### **2.4 Encourage students to contribute towards the societal developments & needs**

- 2.4.1 Ensure student participation in at least one national initiatives relating to health and environment from the year 2021
- 2.4.2 Adopt a village and involve students in educating/training the villagers on health and medication related issues by 2022

### **2.5 Empower the academic staff to develop professional capabilities & responsibilities**

- 2.5.1 Organize a minimum of one FDP program of at least a week-long duration annually from the year 2022
- 2.5.2 Ensure at least 50% of young academic staff (teacher with less than 5 years of experience) participate in FDP not less than one week by 2022 and 100% by 2025
- 2.5.3 Ensure at least 50% of senior academic staff undergo leadership programs/ seminars/workshops / training by 2022 and 100% by 2025
- 2.5.4 Ensure 20% of the academic staff participate in state/national level professional development activities by 2023 and 50% of staff by 2025
- 2.5.5 Ensure at least 20% of the academic staff from each department undergo skill development program/training in their respective domain/specialization by 2022 and 60% by 2025

## **2.6 Demonstrate the institutional values and social responsibilities**

2.6.1 Initiate and execute at least one social welfare activity every year that benefit the society from the year 2021

2.6.2 Impart institutional values and social responsibilities to students to make them socially responsible graduates

## **2.7 Inculcate values of lifelong learner, resilient, leadership quality**

2.7.1 Recognize the passion of students and encourage them to form 'student clubs' to hone their talents

2.7.2 Provide opportunities for the students to participate in professional development activities to make them life-long learners

2.7.3 Nourish the leadership qualities among students by involving them in organizing various curricular, co/extra-curricular and institutional activities

## **3. Academic Excellence**

### **3.1 Develop and maintain high standard learner-centric teaching, learning and assessment methodology**

3.1.1 Incremental increase in adopting innovative pedagogies across all courses by 2022 and to deliver 70% of the curriculum through innovative pedagogies by 2025

3.1.2 Conduct at least one capacity building program annually on innovative pedagogies from the year 2021

3.1.3 Attain 100% compliance of competency mapping with course objectives of all programs by 2021

3.1.4 Ensure an average of 75% attainment of POs, PEOs and COs in all the courses and programs by 2025

3.1.5 Engage students with adjunct faculty/subject matter experts for at least 10 hours annually in UG and PG programs from the year 2021

3.1.6 Adopt at least 2 novel continuous assessment techniques across all courses per year from the year 2022

### **3.2 Provide a comprehensive appraisal and support system for academic staff**

3.2.1 Implement structured teaching appraisal system and develop a comprehensive teaching support system from the year 2021 and ensure 100% compliance by 2025

3.2.2 Allocate budgetary provision for implementing innovative pedagogies and support at least 2 pedagogies per year from the year 2022

### **3.3 Introduce value added programs and twinning program(s)**

3.3.1 Introduce at least one PG / PG Diploma / certificate/ residency / Continuous Professional Education/ Online Education programs annually from the year 2022

3.3.2 Implement at least one integrated twinning program (bilateral) with national and/or international universities/ organizations by 2025

3.3.3 At least 75% of UG, PG and PhD students graduated with at least one value-added certificate/PG diploma program offered by JSS AHER by 2025

### **3.4 Enhance internal networking, team building and employee engagement**

- 3.4.1 Enhance internal networking to periodically update the proceedings, amendments and advancements in policies and procedures from the year 2021
- 3.4.2 Ensure pastoral/mentorship system for employee well-being at workplace from the year 2021
- 3.4.3 Attain a minimum of 90% employees' satisfaction through annual survey from the year 2021

### **3.5 Continue to advance pharmacy education and brand building through advocacy and international collaborations**

- 3.5.1 Each department to have a minimum of one international collaboration with highly ranked institution/ industry and to show tangible outcomes by 2022
- 3.5.2 Each department to have one distinguished adjunct faculty from highly ranked institution/ industry abroad from the year 2021
- 3.5.3 Develop an online platform for students interaction and knowledge sharing with the existing National and/or International academic/Industry partners by 2021
- 3.5.4 Introduce mechanisms to assess, and improve the overall perception of the institution amongst various stakeholders nationally and internationally from the year 2022

### **3.6 Contribute to educational /professional development**

- 3.6.1 Actively engage with statutory/ regulatory/ professional bodies in framing policies/guidelines in pharmacy education and practice
- 3.6.2 Organize at least one educational/professional development program annually from the year 2022

### **3.7 Create inter professional/interdisciplinary/ collaborative students learning cultures**

- 3.7.1 Conduct at least six inter professional/ interdisciplinary education sessions for UG and PG programs from the year 2021
- 3.7.2 Adopt at least one innovative approach/ pedagogy for collaborative students' learning from the year 2021
- 3.7.3 Implement at least one self-directed learning approach among students from the year 2021

### **3.8 Initiate training programs in emerging technologies on education and research**

- 3.8.1 Introduce at least one targeted/ skill specific short term training program on emerging technologies for UG and PG students in collaboration with industry/ educational institutions from the year 2022
- 3.8.2 Introduce at least one software training program for research scholars by 2022

## **4. Research and Innovation**

### **4.1 Motivate, enroll and nurture research aspirants**

- 4.1.1 Ensure 100% PhD admissions against the eligible admission intake by 2022
- 4.1.2 Ensure obtaining scholarship/ fellowship for at least 50% of the research scholars by 2023 and 75% by 2025
- 4.1.3 Ensure at least 90% of the research scholars are able to obtain scholarship/ fellowship from second year of the program by 2025
- 4.1.4 Attain at least 10% of the registrations for PhD program with interdisciplinary/ inter professional qualification from the year 2023
- 4.1.5 At least 5 international research scholars registered for PhD year on year through various Government of India scholarship schemes by 2025

### **4.2 Initiate and nurture innovative/thematic research in identified thrust areas where expertise exists**

- 4.2.1 Constitute thematic research groups for the identified domains by 2021 and implement at least one new research work/ project annually from the year 2022
- 4.2.2 Establish 'Innovation & Research Collegium' comprising both internal and external experts by 2021 for strengthening next generation /vertical research
- 4.2.3 At least two centre of excellence in research be recognized by the Government/funding agencies with financial support by 2025
- 4.2.4 Introduce use of Artificial Intelligence (AI) and associated technology in various research activities/ projects from the year 2022
- 4.2.5 Conduct at least 2 research projects that have social impact and to demonstrate their outcomes

### **4.3 Foster interdisciplinary and collaborative research relevant to national & global needs and priorities**

- 4.3.1 Each department/Centre of excellence to have at least one interdisciplinary/Collaborative academic/ funded research projects of national / international importance from the year 2023
- 4.3.2 Each department to have a minimum of one collaboration with highly ranked institution/industry for research advancements by 2021 and to show tangible outcomes by 2023
- 4.3.3 Ensure at least five staff/student/ research scholar exchange programs per year with the collaborative organizations from the year 2023
- 4.3.4 Organize at least one workshop/ seminar annually partnering with collaborating organization from the year 2022

### **4.4 Sustain and strengthen research activities & scholarly outcomes including consultancy services**

- 4.4.1 Each department to have at least one on-going Government funded research projects by 2022 and two by 2025
- 4.4.2 Acquire at least 2 international research grants by 2025
- 4.4.3 Attain at least 10% and 5% receipt of the annual budget from government/nongovernment agencies through research grants and consultancy services respectively from the year 2022
- 4.4.4 Publish at least 400 research papers annually in peer-reviewed, indexed journals (Scopus and/or Web of Science) with 20% in Q1 or Q2 ranking by 2023 and attain 50% by 2025
- 4.4.5 Present 300 research papers annually in national and 20 in international conferences/



seminars from the year 2022

4.4.6 File at least 40 national and 2 international patents annually from the year 2023 and 2025 respectively

4.4.7 Commercialization / technology transfer of at least two products by 2023 and five products by 2025

4.4.8 Attract at least 1 angel fund/investor or venture capitalist to establish a start-up or spinoffs by 2023

4.4.9 Publish at least 75 books / book chapters with ISBN numbers by 2025

4.4.10A minimum of 1 publication/ presentation on the impact of best teaching/learning/assessment practices by each department from the year 2022

## **4.5 Establish and promote infrastructural facilities for cutting-edge research and innovation**

4.5.1 Invest about 1% of budget annually to enhance research infrastructure and technology advancements from the year 2022

4.5.2 Receive at least one infrastructure development grant (FIST, MODROBS etc.) by each department by 2025

4.5.3 Establish a generic research lab by 2025

4.5.4 Establish a drug allergy testing facility by 2025

## **5. Technology**

### **5.1 Adopt e-governance and administration**

5.1.1 Develop an electronic portal to capture and analyze data required for various ranking/ rating agencies in a phased manner and attain 100% by 2022

5.1.2 Ensure paperless communication and documentation in a phased manner and attain 100% by 2023

5.1.3 Develop an electronic database of the graduates of various programs and make it available for employer from the year 2021

5.1.4 Implement e-governance in administrative activities in a phased manner and achieve 100% by 2025

5.1.5 Mass communication systems to be in place by 2022

### **5.2 Enhance infrastructural facilities to Integrate the digital technologies in education, research and practice**

5.2.1 Adopt technology based teaching and learning approach and integrate seamlessly virtual mode of education by 2025

5.2.2 Attain 100% compliance with JSS AHER learning management system (LMS) across all programs by 2023

5.2.3 Introduce technologies that support simulated experiential learning by 2023

5.2.4 Introduce online assessment and evaluation systems for all programs by 2021

5.2.5 Create facilities for research involving Artificial Intelligence by 2025

## 5.3 Technology for green campus initiatives

5.3.1 Adopt technologies that support a green campus including waste management, e- waste, biomedical waste and fire safety from the year 2022

5.3.2 Upgrade physical infrastructure and technologies for green campus by 2023 and obtain green audit certificate by 2024

## 5.4 Alumni engagement through web portal

5.4.1. Organize at least 5 'Alumni Talk and Inspire Students' (ALTIS) programs annually from the year 2021

5.4.2. Establish an electronic networking portal for alumni to form local chapters nationally / internationally and achieve 100% alumni e-registration by 2023

5.4.3. Compile achievements of top 50 alumni as e-bulletin by 2022

5.4.4 Organize at least one technology-based executive development programs/ continuing professional development programs annually for alumni from the year 2022

## Advance Teaching & Learning:

It is one of the missions of the pharmacy college at Ooty to encourage and support the process of learning that is constant and enduring throughout the life.

### Specific Plans:

- To implement innovative teaching methodologies and enhance the student learning.
- Introduction of certificate and post graduate diploma programs to facilitate in depth understanding of a particular subject area.
- To fortify the library and learning resources including electronic versions.
- Effective use of information technologies in teaching and learning process.
- To use performance and outcome measures for continuous advancement of quality.
- To collaborate with other national and international organizations for acquiring advanced teaching and learning exposures.
- To identify and provide high quality professional experience program sites.
- To train students with the effective and efficient pharmacy practice tools in wide range of existing and potential future roles in hospitals, community pharmacy settings, academia, government and industrial settings.
- As a whole preparing the students to become leaders in the pharmacy profession.

## Research Promotion:

JSS College of Pharmacy, Ooty is committed and continued with research in the areas of pharmaceutical sciences and pharmacy practice through sustained external funding from national and international agencies.

### Specific Plans:

2.1 To capitalize the traditional knowledge of the native tribal people of Nilgiris district and translate them into scientific knowledge and evidences.

2.2 To maintain independent principal investigators in diverse fields of conventional pharmaceutical sciences and pharmacy practice areas.

To provide constant encouragement and adequate financial support for research activities of the faculty members and ensure that they are all engaged in research activities in their respective field of specializations viz. Drug discovery, computational modeling, herbal drug research, system pharmacology, molecular targets, pharmacogenetics, pharmacokinetics, drug metabolisms and health outcome measures.

To initiate combined efforts to enhance collaborative team research at bench, at the bedside and in practice settings through the formation of SIGs

To seek opportunity and funding from external agencies to establish new state-of-the-art infrastructure and laboratory space and or enhancing / renovating the existing facilities, investment in personnel for supporting research needs.

To effectively utilize the financial support from JSS Academy of Higher Education and Research, for research activities through seed money, fellowships, etc.

Enhance the communication of research findings to the scientific community and increase the intellectual property outputs of the college and commercialization of the same.

### **Promoting Outreach Programs:**

Through the effective and need based outreach programs, the teaching, research and scholarship are translated towards improving the health outcomes for the people of Nilgiris district.

### **Specific Plans:**

- To increase the awareness among the general public about the pharmacy profession, pharmacist's role as a health care provider.
- To enhance the health outcomes and quality of life among patients with chronic diseases by improving quality, effectiveness and efficiency of the medication use and health systems
- To conduct various health camps to improve the awareness and perform general health screening for the various segments of the society including the tribal people.
- To create public awareness about the college as an important teaching and research organization that can make significant contribution to the health care and welfare of the people of Nilgiris district.
- To foster the awareness among the school children of Nilgiris district on various health related aspects and disease preventive measures.
- To strengthen the network of alumni and other supporters and increase their involvement in the college activities.
- To facilitate lifelong learning and continued professional development for alumni and other pharmacists of the region.
- To be one of the renowned centre for training the pharmacy teachers to improve the quality of pharmacy education and practice in the country.

### **Accelerate Internationalization:**

International exposure is essential to excel in the professional education, research and practice and so exploring opportunities around the world is inevitable and that should enable us to get the international identity.

**Specific Plans:**

- To create an organizational structure to establish and support international scholarly initiatives and collaborations.
- To provide opportunity to the students and faculty to get the international exposure and experiences in pharmacy education, research and practice.
- To enhance the students and faculty exchange opportunities with premier international pharmaceutical organizations.
- To get the international recognition and accreditation for the Doctor of Pharmacy program offered by the college and JSS Academy of Higher Education and Research.
- To actively take part in the global initiatives in pharmacy education, practice and research.

**Industry Institution Partnership:**

Positive interaction and partnership with the major stakeholders of pharmacy profession, both the industries and hospitals is a must for the successful implementation of advanced research and to bridge the gap between the curriculum and practice.

**Specific Plans:**

- To identify both private and public partners at national and international levels to foster the research, education and training.
- Submitting collaborative project proposals to funding agencies with partnering organizations.
- Conducting national and international level scientific meetings to bring out the knowledge on recent advancements in the profession and practice.
- To create an opportunity for the students to get their carrier placements in such partnering organizations.

## Job Description

Student Services	Persons/ Responsible	Responsibilities
Principal	Dr S P Dhanabal	<p>Making decisions on behalf of the faculty, staff, students and alumni to achieve the stated mission and vision of the college.</p> <p>Effectively organizing and allocating the human and financial resources of the college to achieve the stated mission and vision of the college.</p> <p>Implementing and enforcing the policies of the College and the University.</p> <p>Representing and advocating on behalf of the faculty, staff, students and alumni to the University.</p>
Vice Principal	Dr. K P Arun	<p>Supervision, Coordination and delivery of teaching programs</p> <p>Management of programs to improve the knowledge, skill and attitude of staff</p> <p>Responsibility for general discipline matters of students contribute to the overall management of the college</p>
HoD		<p>The Head of the Department is the Academic and Administrative Head of his department</p> <p>He shall have control over the teaching faculty, supporting staff and students of his department, subject to overall supervision and control of the Principal</p>
Administrative Officer	Mr. Basavanna	<p>Coordinate a range of functions, such as finance, human resources and other support areas that contributes significantly to the business management function within the college.</p> <p>Manage the delivery of a particular service or function (e.g. finance, library, human resources, facilities)</p> <p>Perform routine administrative activities,</p> <p>Provide basic physical and emotional care for students</p> <p>Assist with coordination and planning of student routines</p> <p>Provide routine customer service tasks such as reception and providing straightforward advice about the college</p> <p>Provide routine support tasks with respect to college maintenance</p> <p>Coordinate the day-to-day routine operational requirements of a college office</p> <p>Assume responsibility for the general cleanliness and maintenance of the college</p>

## Resources

### Library and Information Centre

The institution has a well-equipped library to support the students of the academic and research activities. The library has a collection of latest books and subscribes a good number of national international journals. The library with the objective of "Providing the right information for the right user at the right time" is committed to excellence in service and is a learning center for students and staff.

### Study space

The library has a floor area of 4100 sq. ft and it has two section such as reference/technical and lending and provides conducive atmosphere for reading. There is a provision for a separate private study area earmarked for personal reading.

### Collection

The library has well-developed and systematic policy for the collection and development of learning resources. The comprehensive collection comprises of both traditional resources viz. books and journals in print and the electronic resources – the CD ROMs, videos, slides etc. These volumes include books on pharmaceutical sciences, pharmacy practice and allied sciences like chemistry, anatomy, pathology, microbiology and biochemistry etc. A modest collection of books for competitive exams is maintained. A user can relax with the library's general collection of biographies, fiction, philosophy etc. Library provides access to more than 1300 scientific journals either in the print or electronic form. Some of the core journals are European Journal of Pharmaceutics & Biopharmaceutics, Fitoterapia, International Immunology, International of Pharmacy Practice, Journal of Natural Products, Trends in Pharmacological Sciences, Planta Medica, International Journal of Medicinal Chemistry, Journal of Pharmaceutical and Biomedical Analysis, etc. The library has a back collection of 25 years. The college subscribes online databases namely Clinical Key, Scopus, DelNet and Bentham Sciences are being subscribed.

### Library has

- Wi-Fi
- Digital resources
- Over 14000 volumes
- Open 7 days a week



## Learning / Educational Resources

The library and the computer and statistical center help faculty/students to explore new models for teaching and scholarly literacy in the digital knowledge environment. The wide range of hardware with the essential software that supports the same is as given below

Particulars	Numbers
Computers	25
Server	01
Laser printers	01
Network printers	01
Scanners	01
Internet connections	25
Wi- Fi Router	01

## Educational Softwares

Computational Chemistry (Instant J chem) for molecular modeling and drug design NonMem Modeling ICON for Clinical Research

## Library Databases

- ❖ Clinical key
- ❖ Scopus
- ❖ Del Net
- ❖ Bentham Science
- ❖ Micromedex
- ❖ Web of Sciences
- ❖ EBSCO

## Library Services

### Working Hours

8 AM to 8 PM (Monday to Saturday) and 9 AM to 2 PM (Sundays)

## Services

The users have a range of services at their disposal, rendered by a team of dedicated library staff, all of which aim to put information within easy reach to achieve their educational goals and to furthering their intellectual, social and cultural development.

## User education

The objective of the library is not complete until the users are aware of the resources available for their use. A day long library induction programme is conducted for every batch of incoming students at the beginning of the academic year. The orientation provides an overview of the collection of the library, its services and the classification system practiced in the library. The users are given hands

on training in the use of all the three categories of information sources – primary, secondary and tertiary sources the users have access to in the library.

### **Information retrieval tools**

A good collection without standard retrieval tools are of little use. So, an updated catalogue (Library OPAC) of the collection of the library and an index for the journal articles published in the journals subscribed by the library is maintained for the benefit for the users.

Also we provided all e- resources remote access through EBSCO platform

### **Reference**

The reference collection of 14600 books and 1300 full text online journals is available for use within the library from 8 am. to 8 pm. from Monday to Saturday and 9 PM to 2 PM on Sundays throughout the year.

### **Borrowing**

The students and staff have the provision of borrowing the books, especially the textbooks out of the library for a specified period of time.

### **Digital services**

Internet access is provided through the library LAN comprising of twenty computers and Wi-Fi access points throughout the college campus. The digital collection comprises of about 3600 e-books, 1300 online journals, 6 databases, the institutional repository collection of the abstracts of the theses, the previous year question papers, etc.

### **Library orientation**

A hand's on training is given at the beginning of the academic year for the use of online sources and is supported by periodical training from the service providers like the Elsevier, Wolters Kluwer, Micromedex etc.

### **Collaborative services**

The library users have access to the libraries of the constituent colleges of the JSS Academy of Higher Education and Research. Hence a union catalogue of the all those libraries is also maintained in the college library.

### **Other services**

Special assistance is given on request for literature search, scientific writing of articles and thesis, writing the student SOPs and citing references.

The students and staff can avail the reprographic and scanning facilities in the library

A general reading section comprising of newspapers, magazines, books of fiction, philosophy, education, biographies is also provided.

## List of Databases

**A: Scopus:** Abstract and citation database of peer-reviewed literature with bibliometrics tools to track, analyze and visualize research. It contains over 19,300 titles from more than 3,000 publishers around the world, covering the fields of science, technology, medicine, social sciences, and arts and humanities. Scopus has 46 million records dating back to 1823, 72% of these containing references dating from 1996.

**B: Clinical Key:** is a clinical search engine which includes.

ALL Elsevier medical and surgical journals (over 300)

Selected third-party journals and content sources

ALL Elsevier medical and surgical reference books (over 1000)

ALL medical and surgical clinics of North America

ALL First Consult point-of-care clinical monographs

ALL Procedures Consult content and associated videos

ALL Clinical Pharmacology drug monographs from Gold Standard

ALL Elsevier medical and surgical videos (over 13,000+)

Millions of medical and surgical images

Over 2,000 Practice Guidelines

Elsevier and third-party published patient education handouts in both English and Spanish, where available.

**C: Micromedex Clinical Knowledge Suite:** Micromedex is Designed specifically for point-of-care clinicians, the Micromedex® Solutions browser-based interface is intuitive and easy-to-use, providing quick access to evidence-based content at any point in the patient care process.

The new Micromedex provides a single interface to access, search, and navigate to drug, disease, toxicology, and patient education information. This single interface ensures clinical consistency across our fortified evidence. You now have direct access to the most used drug information, such as: dosing, adverse effects, indications, and interactions. There is also direct access to other useful information such as: "drugs that treat" and "drugs that cause" when searching for a condition. In addition, we have updated the look and feel and made it more intuitive. Fewer clicks and better searching make it easier to find the information you need...fast.

### **D: DEL NET:**

Union Catalogues and Databases

Union Catalogue of Books

Union List of Current Periodicals

Union Catalogue of Periodicals

Database of Periodical Articles

CD-ROM Database

Union List of Video Recordings

Theses and Dissertations

Profile of Member-Libraries

Knowledge Gainer Portal

Vision Portal (Video Lectures)

Concour Portal

DELPLUS Library Automation Software - Free of Cost to Members

DELNET also Provides Access to Full-Text E-journals in following 13 Subjects:

## **E: The Web of Science Core Collection consists of six online indexing databases:**

Science Citation Index Expanded (SCIE), previously entitled Science Citation Index, covers more than 9,200 journals across 178 scientific disciplines. Coverage is from 1900 to present day, with over 53 million records.

Social Sciences Citation Index (SSCI) covers more than 3,400 journals in the social sciences. Coverage is from 1900 to present, with over 9.3 million records.

Arts & Humanities Citation Index (AHCI) covers more than 1,800 journals in the arts and humanities. Coverage is from 1975 to present, with over 4.9 million records.

Emerging Sources Citation Index (ESCI) covers more than 7,800 journals in all disciplines. Coverage is from 2005 to present, with over 3 million records.

Book Citation Index (BCI) covers more than 116,000 editorially selected books. Coverage is from 2005 to present, with over 53.2 million records.

Conference Proceedings Citation Index (CPCI) covers more than 205,000 conference proceedings. Coverage is from 1990 to present, with over 70.1 million records.

### **Regional databases**

Since 2008, the Web of Science hosts a number of regional citation indices:  
Chinese Science Citation Database, produced in partnership with the Chinese Academy of Sciences, was the first indexing database in a language other than English.

SciELO Citation Index, established in 2013, covering Brazil, Spain, Portugal, the Caribbean and South Africa, and an additional 12 countries of Latin America  
Korea Citation Index in 2014, with updates from the National Research Foundation of Korea  
Russian Science Citation Index in 2015

## **F: Science Direct:**

ScienceDirect is a website that provides access to a large bibliographic database of scientific and medical publications of the Dutch publisher Elsevier. It hosts over 18 million pieces of content from more than 4,000 academic journals and 30,000 e-books of this publisher.

The access to the full text requires subscription, while the bibliographic metadata is free to read. ScienceDirect is operated by Elsevier. It was launched in March 1997.

The Journals are grouped into four main sections:

Physical Sciences and Engineering

Life Sciences

Health Sciences

Social Sciences and Humanities.

High quality journals

Facilitate interdisciplinary research and scholarship across 2,650 peer-reviewed journals.

19M articles & chapters

600 open access journals

1.4M open access articles

Award-winning books

Get comprehensive coverage of the full range of disciplines featuring renowned imprints Academic Press, Woodhead Publishing and W.B. Saunders. Search, read and work seamlessly across books and journals.

43K books

1M authors

More than 50 imprints

## **Facilities of JSS College of Pharmacy, Ootacamund (Ooty)**

JSS College of Pharmacy, Ootacamund has total campus area of 7 acres (30548 Sq. Mts) with a total built carpet area measuring 16874.89 Sq. Mts

Academics and administration built carpet area measures 5680.46 Sq. Mts(1676.15 Sq. Mts amenities and stairs) the building has 4 floors.

### **Other Facilities:**

Completely Wi-Fi enabled campus

Five class rooms, one smart class room, six department seminar rooms, six departmental libraries, one medicinal plants garden, one drug and poison information center.

Eleven undergraduate laboratories and eight postgraduate laboratories

Eight Research laboratories

Guest house facility

Computer work stations

Library and Information center

seven washrooms

Placement cell

Research and consultancy

An open lobby

Animal quarantine

In campus men's hostel

In campus women's hostel

Generator room

Cafeteria

Approved Drug Testing laboratory

IIPC

Entrepreneur development cell

Alumni association

### **Academic Facilities**

The basement floor has built carpet area measuring 517.72 Sq. Mts accounting for

Dept. of Pharmaceutics- research laboratory

Sports utility room covering the area of

Chemical and stationary store room covers area of

The ground floor has a built carpet area measuring 1567.56 Sq. Mts accounting for Academic block measuring area of 1107.56 Sq. Mts as follows

Department of Pharmacognosy and Phyto pharmacy with seminar room, research laboratory, store room and preparation area.

Dept. Pharmacy Practice with a seminar room equipped with LCD projection, power backup, department library, drug information centre and wash room

TIFAC Office

IIPC (Industry institution partnership cell) office  
Under graduate laboratory – Pharmaceutics I  
Under graduate laboratory – Pharmaceutics II  
Post graduate laboratories – Industrial Pharmacy  
Post graduate laboratory with seminar room – Regulatory affairs  
Electrical room  
Restrooms  
Administrative block measuring area of 460 Sq. Mts as follows  
A lobby entrance  
Administrative officer room  
Principal chamber with waiting lobby  
Board room  
PA to Principal room  
Vice principal chamber  
Cashier room  
Office staff room  
Electrical Panel room  
Court yard  
Rest rooms

The **first floor** has a built carpet area measuring **1567.56** Sq. Mts, accounting for

One Research laboratory- Pharmacology and Toxicology, all equipped with preparation space and store area  
One undergraduate laboratory- Pharmacology I, all equipped with preparation space and store area  
Undergraduate laboratory- Pharmacology II equipped with preparation space and store area  
Undergraduate laboratory- APH I equipped with preparation space and store area  
Undergraduate laboratory- APH II equipped with preparation space and store area  
Two lecture halls equipped with LCD projection (UG)  
One smart class room  
Library  
Twenty five computer workstation with internet and e-journal facilities  
UPS room  
Rest rooms  
Animal house with carpet area of 348.76 sq.mt  
Animal storage room  
Surgical room  
Phlebe& Necropsy  
Washing area  
Breeding room  
Change room  
Aseptic room

The **second floor** has a built carpet area measuring **1107.86** Sq. Mts, accounting for

Research laboratory – Pharmaceutical Biotechnology equipped with preparation space and store area  
Research laboratory – Pharmaceutical Analysis equipped with preparation space and store area  
Drug Testing Laboratory (DTL)  
Postgraduate laboratory – Pharmaceutical Analysis all equipped with preparation space  
Two undergraduate laboratories- Pharmaceutical Chemistry, all equipped with preparation space  
Post graduate laboratory- Pharmaceutical Chemistry, all equipped with preparation space  
Rest rooms



The **third floor** has a built carpet area measuring **571 Sq. Mts**, accounting for  
Research laboratory - Pharmaceutical chemistry equipped with preparation space and store area  
Research laboratory - Pharmacognosy equipped with preparation space and store area  
Post graduate laboratory - Pharmaceutical chemistry  
Post graduate laboratory - Pharmacognosy  
Rest rooms

The college has lecture halls which are equipped with LCD facility and seminar rooms. The college has undergraduate laboratories, postgraduate laboratories and a research laboratory with sophisticated equipments & instruments.

The laboratories of the college are provided with necessary facilities to carry out undergraduate experiment and research work.

Pharmaceutics laboratories are well equipped with instruments and equipments to carry out basic and advance research work. The department has industrial pharmacy laboratory equipped for carrying out pilot plant scale up technique for solid dosage forms. Facilities are also available to study short term, intermediate and long term stability testing for pharmaceutical dosage forms as per ICH guidelines. Pre-formulation studies for different dosage forms can be carried out in Post graduate laboratories equipped with DSC and HPLC. Formulation and evaluation of modified release dosage forms can be carried out with the facilities viz., tablet machine, rapid mixer granulator, extruder spheronizer, tablet coating machine, spray dryer, lyophilizer, fluidized bed processor, dissolution test apparatus. The regulatory affairs and quality assurance laboratories have facilities to carry out research in pharmaceutical product life cycle management, validation, Quality by Design (QbD), policy research, dossier compilation to obtain market authorization to various regulated and emerging market.

The department of pharmacy practice works in close association with Govt. District Head Quarters Hospital (GHQH), Ooty which is a 420 bedded secondary care district public hospital. GHQH has the following units such as: medical ward, surgical ward, paediatrics ward, ICU & ICCU, orthopaedics ward, OBG etc. The staff and students of the department work in close collaboration with the clinicians at the practice sites facilitating the interdisciplinary research. The availability of diverse, large number of clinical material provides ample opportunity to students for their learning and conduct research in different healthcare settings in the areas like pharmacoepidemiology, pharmacovigilance, quality use of medicines, pharmacoconomics and outcomes research. Pharmaceutical chemistry laboratories are equipped with molecular docking and QSAR soft wares such as Schrodinger suite 2012 and Silicon Graphics 2000 for molecular modeling *in silico* drug design.

Pharmaceutical analysis department has sophisticated analytical instrumentation facility to carry out analytical method development of pharmaceuticals. Students and faculties are involved in bio analytical method development of active pharmaceutical ingredients & drug discovery research in the area of cancer, diabetes and tuberculosis.

Pharmacology department has well established research laboratory facility to carry our PG and PhD research and well maintained, CPCSEA approved animal house with breeding facilities.

**Computer Laboratory:** The computer laboratory of the college is well equipped with the latest computers. Adequate computers with CD ROM drives and printers are available. The ratio of computers to student ratio is 1:2. The college has adopted the ICT enabled technology in its teaching learning, evaluation and research strategies. Adequate computers were provided to all the Departments with internet connectivity.

## Others facilities and amenities area

Gas rooms covering the area of 55.94 Sq. Mts  
Security room covering the area of 5.80 Sq. Mts  
Cafeteria covering the area of 41.66 Sq. Mts  
Generator room covering the area of 137 Sq. Mts  
Auditorium covering 526.96 Sq. Mts

### *Visiting Faculty*

Adjunct faculties from various universities of India and abroad share their expertise and experience with students which provide them plenty of opportunities to correct their weaknesses and to strengthen their abilities.

Guest lecturers arranged by scholarly and experienced persons help the students and staff to update their knowledge.

**Research and publications:** Need oriented projects of national importance are carried out by M. Pharm and Ph.D., students. Some of the areas include traditional medicine, pharmacokinetics, industrial pharmacy, drug delivery and nanotechnology.

Staff and students are encouraged to present their research findings in seminars/conferences and publish the same in national and international journals. Several publications of the college have received the best article awards.

**Industrial tour & Industrial training:** Industrial tours are organized, for Final B.Pharm, and M.Pharm students, to visit various pharmaceutical industries, to get an orientation to the pharmaceutical industries.

## Residential facilities

The JSS College of Pharmacy, Ooty has two student hostels one for boys and one for girls with accommodation capacity of around 240 and 220, respectively. The hostels are well planned and executed, students and environmental friendly, the hostels are provided with water geysers and gas supply for continuous supply of Hot water for the hostel intimates, the hostels also have indoor games rooms, common reading rooms, Gym facility, television facilities, etc.

The men's hostel built carpet area is 3839.2 Sq. Mts and girl's hostel built carpet area is 4041.63 Sq. Mts.

The guest house built carpet area is 1057.8 Sq.Mts and staff quarter's area is 870.09 Sq. Mts

## Training and Placement cell

The college has a training and placement cell to co-ordinate the student placements in pharmaceutical industries and health service organizations. The training and placement cell operates year round to facilitate contacts between companies and graduates. Staffs are available to respond to student's question and concern of all kinds. This may include advice on placement procedures, help with preparation of applications and resumes and practice for interviews. Training and placement cell helps the students to have the information and skills necessary for an effective job search. Those considering to pursue higher education, research and academic career are offered guidance.

The training and placement cell utilizes information and computing technology and has developed a placement portal (<http://jssuni.edu.in/placements/>) in which final year graduate and post graduate students register and upload their resume which is accessible to all the recruiters on web. This enables the potential employers to short list and contacts the suitable candidates directly.

## Scholarship and financial aid

**GPAT Scholarships:** The Scholarship under the scheme is ₹12,400/- per month per student.  
2. An annual contingency of ₹5,000/- will be given to the eligible student by University Grants Commission.

**JSS Academy of Higher Education and Research, Scholarship:** University has established research fund, to encourage fulltime research scholars, small grant is provided.

## College Committees

### Library Committee

The institutional library committee, is chaired by the principal, consists of the heads of the departments, the academic course coordinators and student representatives. The librarian is the member secretary of the committee. The committee coordinates between the library and its users. The library activities are discussed and appropriate actions are taken.

### Cultural Committee

The Cultural Committee encourages the students to participate in extracurricular activities. The committee has Principal as its President, staff member as member Secretary and staff and students as its members committee engages in the organization of cultural activities like National Pharmacy Week Celebrations. Committee also coordinates the participation of students in different Cultural activities held outside the college, helping in the overall development of students.

### Sports Committee

To build the ability to communicate, to develop soft skills and to establish good rapport with students of other courses, college has Sports Committee that encourages the students to participate in sports. The committee organizes Annual athletic meet and indoor sports competitions. The committee also coordinates the participation of students in the different sports events held outside the college. The committee has Principal as its chairman with staff member as member Secretary and staff and students as its members

### Hostel Review Committee

The Hostel Review Committee meets every month to monitor the functioning of the men's and women's hostel. The committee members regularly visit the hostel to monitor health, hygiene and discipline. The committee provides suggestions to the Principal, who is Chairman of the committee along with warden as its Member Secretary, for smooth functioning of the hostel. It actively disposes hostilities' grievances. Identified Staff & student representatives are the other members of the committee.

## **Magazine Committee**

The committee is responsible for publishing the college annual magazine, PHARMASAGA. The committee is constituted at the beginning of the academic year. Members of the committee are responsible for collecting quality articles, poetry, paintings and short essays etc. from the students and faculty. The magazine showcases the complete academic, extracurricular & other achievements of the college for the academic year.

## **National Service Scheme (NSS) Advisory Committee**

The Advisory Committee provides platforms for discussion and evaluating the NSS programs organized by the college. NSS Coordinator, one of the faculty members, is identified at the beginning of the academic year. Experts in allied fields and eminent persons in the field of social and public service are on the advisory board along with student representatives. The experiences and suggestions provided by these expert persons in the field of education, administration, social work, youth movements and in technical fields are to enrich the NSS programs organized.

## **Research Advisory Committee**

The committee consists of Principal as its chairman with senior members of the faculty being members. The aim of the committee is to mainly monitor the research progress of the institution with periodic review of the doctoral research work being carried out by research scholars. It also suggests guidelines for future research to meet global trends in niche areas of research.

## **Anti-Ragging Committee**

As per the directive of Honorable Supreme Court of India, New Delhi, Anti- ragging Committee at Institute level is constituted for prevention of the ragging and also to ensure the implementation of anti- ragging measures in the college campus. The committee consists of Principal as chairman with staff and police Inspector as its members.

## **Anti-Sexual Harassment Committee**

Sexual harassment being a crime, employers are obligated report offences. Penalties range from one to three years imprisonment and/or a fine. Sexual harassment is described as: unwelcome sexual gesture or behavior whether directly or indirectly as sexually coloured remarks; physical contact and advances; showing pornography; a demand or request for sexual favours; any other unwelcome physical, verbal/non-verbal conduct being sexual in nature and/or passing sexually offensive and unacceptable remarks. The critical factor is the un-welcomeness of the behaviour, thereby making the impact of such actions on the recipient more relevant rather than intent of the perpetrator. According to the Indian constitution, sexual harassment infringes the fundamental right of a woman to gender equality under Article 14 and her right to life and live with dignity under Article 21. The college committee is headed by senior lady staff with other staff as its members.

## **Academic Council Board**

Academic council Board (ACB) is constituted to evaluate the academic performance of the students. ACB comprises of Principal, class teacher, mentors and all the academic staff of the class. ACB reviews the performance of students and gives oral feedback to the students on their academic performance. Students who secured less than 50% of marks in the internal assessment

examinations are counseled by the mentors (batch teachers) and strategies are planned to improve the student's academic performance.

### **Grievance Redressal Committee**

Grievance Redressal Committee has been constituted with the objective of resolving the grievances of students, parents and other stakeholders. The committee comprises of Principals as chairperson, staff, Administrative Officer, Librarian as other members. Vice-Principal is the member secretary

### **Institutional Animals Ethics Committee**

Research activities, in the college, are conducted considering ethical values. College has independent ethics committee to review, monitor and to ensure that all research activities involving animals are conducted in accordance to ethics in biomedical research.

#### **Objectives:**

- ❖ To receive, review and approve research proposals involving experiments on small laboratory animals
- ❖ To receive, review and recommend research proposals involving experiments on large laboratory animals to CPCSEA
- ❖ Monitor the research activity on laboratory animals
- ❖ To regulate the housing, breeding, transport of laboratory animals and maintenance of animal house as per guidelines of the Committee for the Purpose of Control & Supervision of Experiments on Animals (CPCSEA).
- ❖ These are enforced by the Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA), a statutory body under the Prevention of Cruelty to Animals Act, 1960. The committee consists of Principal and nominee from outside the institution like scientist, Veterinarian, Nonscientific socially aware member with staff as the member secretary.

### **Institutional Human Ethics Committee**

Human Ethics Committee manages the administration of all ethics applications and reviews.

To receive, review and approve research proposals involving experiments on humans.

To receive, review and recommend research proposals involving experiments on humans and monitor the research.

Monitor the research activity

The committee consists of Clinician as a chairman with members consisting from different faculties such as medical, pharmacy, law, anthropology etc. & lay person Pharmacologist with Member Secretary.

### **Course Coordinators Committee**

The academic course coordinator committee is responsible for development and innovations of a specific course. The course coordinators work closely with Principal in the planning and execution of a course.

## Purchase Committee

Institutional (Local) purchase committee consists of at least three members of an appropriate level. First meeting of the committee will be called to discuss and finalize specification of items list of vendors. The Purchase Committee monitors the purchase of all items required by various departments of the College. Required items are prioritized and quotations for these items are obtained from at least three suppliers.

## Internal Quality Assurance Cell (IQAC)

College has IQAC to work towards realizing the goals of quality enhancement and sustenance. The committee is involved in developing system for conscious, consistent and catalytic improvement in the performance of college. It also channelizes the efforts and measures of the college towards academic excellence. Committee consists of principal as chairman, senior faculty and university nominee as members.

## 3. Faculty Recruitment Process

Faculty is appointed according to the policy and procedures of JSS Academy of Higher Education and Research.

## 4. Pay and Allowances

As per JSS Academy of Higher Education and Research, norms.

## 5. Teaching Days, Work Load and Leave Rules

The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the University from time to time.

Leave rules are as follows:

### General Principles Regarding Grant of Leave

#### Right to leave

Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.

Leave sanctioning authority cannot alter the kind of leave due and applied for.

Leave will not be granted to staff under suspension.

Authority empowered to sanction Leave

Applications for leave shall be addressed to the Head of the Institution/Registrar/ Vice Chancellor/ Pro- Chancellor or Chancellor by the other members of staff.

Leave may be sanctioned by the Head of the Institution or by a member of staff to whom the power has been delegated by the Head of the Institution. Normally, the Registrar will regulate the leave accounts of the staff members.

Commencement and termination of leave

Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed.



Saturdays, Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

#### Combination of leave

Except as otherwise provided any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

#### Grant of leave beyond the date of retirement and in the event of Resignation

No leave shall be granted beyond the date on which a member of the staff must compulsorily retire. If any employee of the Institute resigns, he/she shall not be granted either prior or subsequent to his resignation, any leave due to his/her credit. Provided that the Head of the Institution may, in any case, grant leave to an employee prior to his/her resignation if, in the opinion of the Head of the Institution, the circumstances of the case justify such grant of leave.

#### Rejoining duty on return from Leave on medical grounds

An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.

Leave sanctioning authority may secure second medical opinion, if considered necessary.

#### Rejoining duty before the expiry of leave

With the permission of the authority, who has granted leave, any member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

General Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.

Absence from duty after expiry of leave entails disciplinary action.

Absence without leave will constitute an interruption in service

A staff on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.

## **Nature of Leave**

The following kinds of leave shall be admissible to the members of the staff of this Institute:

### **Casual Leave (CL)**

Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as of right and is subject to a maximum of 15 days in a calendar year. In addition each employee will also be allowed to avail himself/herself of any two holidays from the list of restricted holidays declared by the Government of India. (Casual Leave may be granted to all staff not more than seven days at time.)

It shall not be granted in continuation of other kinds of leave, but it can be combined in any manner with Sundays or other authorized holidays provided that not more than seven days Casual Leave exclusive of such Sundays / and holidays and shall be granted during one period of absence and provided also that such period of absence shall not exceed ten days in all.

Casual Leave to the temporary employee / probationer will be granted in the same manner as to those holding permanent appointments but in the case of new entrants who have not put in at least one year of service, Casual Leave will be granted in proportion to their service at the rate of one day for every completed month of service.

Registrar of University / Head of the Institution can sanction Casual Leave to an employee on the recommendation of the Head of the Department / Head of the Office as the case may be. Only non-teaching / administrative staff are eligible to take half a day CL.

### **Special Casual Leave (SPCL)**

Special Casual leave may be granted when a staff member wishes to attend conferences/seminars/symposia/practical training etc. in or out of India up days in a calendar year. SCL may be granted only for the academic purposes.

Special Casual Leave may be granted for 20 days per year for examinations or for university work and to inspect institutions if requested by any official body and 10 days to attend Conferences / Seminars / Training program

This leave can be combined with any regular leave and not with ordinary Casual Leave.

Inspection work on direction of statutory bodies will not be considered as OOD, however, participation to attend meetings, seminars etc., as a member of the statutory body will be considered as OOD.

To receive awards – national etc.,

To give special lectures with honorarium, the faculty member must take leave at credit. No SCL is admissible.

### **Earned Leave (EL)**

All permanent employees are eligible for Earned leave.

Teaching staff of vacation departments shall be entitled to Earned Leave of 10 days in a calendar year and the Non-teaching staff and Administrative Staff shall be entitled to Earned Leave of 30 days in a calendar year.

The Earned Leave shall be credited to the account of every employee in two installments i.e. 1<sup>st</sup> January and 1<sup>st</sup> July every year.

Those who are posted for duty during vacation are entitled to 1 day EL for every 3 days of vacation duty.

The leave at the credit of an employee at the close of previous half year shall be carried over to the next half year, subject to the condition that the leave so carried forward does not exceed 240 days.

This leave will not exclude in any manner Sundays or other authorized holidays if the same falls in the middle of the leave availed. However it may be combined either at the beginning or ending of such leave.

Employees who have not completed one year continuous service will be entitle to Earned Leave at the rate of one day leave for every completed duty of one month.

An employee on consolidated pay or on a contract appointment is not eligible for Earned Leave. However, a person appointed on contract basis for a period, exceeding one year is eligible for the same at the rate of two and half days for each completed month after completion of one year of service. (i.e. Earned leave will be considered only from second year of service till the completion of the contract period).

### **Compensatory Leave**

An employee who has worked during the General Holiday (Sunday / National Holidays / Declared Holidays by the State Government) is eligible for Compensatory Leave equivalent to the every completed day of work during the General Holiday; subject to the approval of the sanctioning authority.

If the University / Board Examinations of any constituent college are scheduled on Government holidays and general holidays, no compensatory leave would be granted.

If the examination duty falls during vacation period for the said incumbent the employee may avail compensatory leave at the rate of one day for every three working days of work done. Compensatory leave would be admissible to employees who are by the direction of the office required to be present on general holidays and Government holidays for official purposes and would be sanctioned at the rate of one day for every day of work done during such holidays. If an official duty during vacation period he will be eligible to avail one day leave for every three days of work done.

Compensatory leave will not be admissible to any employee claiming to have held classes / sessionals / lectures / seminars etc., on holiday days as the same is constructing to be an exercise of completion of the academic responsibilities entrusted to them which should have normally been completed during the regular working days.

It shall not be granted in continuation of other kinds of leave, but it can be combined in any manner with Casual leave / Sundays or other authorized holidays provided that not more than three days Compensatory Leave exclusive of such Sundays / and holidays and shall be granted during one period of absence and provided also that such period of absence shall not exceed ten days in all.

### **Extraordinary Leave**

Extraordinary Leave shall always be without leave salary and may be granted when no other kind of leave is admissible, or when other leave being admissible, the staff concerned has specifically applied in writing for the grant of EOL.

Leave without pay may be granted to an employee in special circumstances when no other leave is by rule admissible, an employee on extra-ordinary leave (leave without pay) is not entitle to any leave salary.

Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:

Leave taken on the basis of medical certificates

Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the staff, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the staff has no other kind of leave to his credit;

Leave taken for pursuing higher studies ; and

Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave shall not exceed three years in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

### **Maternity Leave**

Maternity Leave may be granted to a female staff with less than two surviving children, for a period of up to 133 days from the date of its commencement.

Maternity Leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed 43 days in entire service and the application for leave is supported by a medical certificate.

Maternity Leave shall not be debited to the leave account.

Maternity Leave may be combined with leave of any other kind except Casual Leave.

Any leave may be taken without medical certificate up to one year in continuation of Maternity leave.

During maternity leave, leave salary equal to last pay drawn is admissible.

Only those who have completed the probation period of their service at the constituent colleges or university can avail the Maternity Leave facility.

### **Risk Leave:**

Employees exposed to radiation in the Department of Radiology are entitled for 13 days risk leave for every 6 months in a calendar year. It will not be accumulated.

### **Sabbatical Leave / Academic Leave:**

The Sabbatical Leave is a special facility to the academic staff members in order to enable them to update their knowledge and experience so that they will be of greater use to the Institute on their rejoining. It should be applied 4 months in advance to the Registrar through proper channel.

Sabbatical Leave may be granted only with the prior approval of the authorities of the University for one or more of the following purposes, namely:-

To conduct research or advanced studies in India /abroad;

To write text books, standard works and other literature;

To visit or work in industrial concerns and technical departments of Government to gain practical experience in their respective fields;

To visit or work in a University, Industry or Government research laboratory in India and Abroad; and

Any other purposes for the academic development of the staff as approved by the Board of Management.

Permanent, whole-time Faculty of the University who have completed seven years of service as Lecturer / Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University.

The duration of leave shall not exceed one year at a time and two years in the entire career of a Faculty.

The grant of Sabbatical Leave shall be subject to the following conditions, namely:-

No substitute shall be appointed in the vacancy and his/her work shall be shared by the other members of the faculty.

Sabbatical Leave shall not be granted for less than 6 months at a time and splitting of Sabbatical Leave is not permissible and cannot be utilized in parts.

If the leave availed of is less than the maximum permissible period, it would still be presumed that the opportunity has been fully utilized and the eligibility criteria would apply afresh from the date of reporting back from such leave.

The faculty member shall specify the places he proposes to visit, the nature of work he proposes to do and how this would contribute to his academic development.

While recommending the leave, the Head of the Department/Centre has to certify that alternative arrangements have been made for sharing of the academic, research and project activities and other departmental duties and commitments of the staff member concerned during his absence.

A staff member having a long-term project may request for permission to avail himself of Sabbatical Leave only after completion of one year from the commencement of a project and only if a co-investigator as approved by the funding agency is available to take care of the project.

At any point of time, in a Department a maximum of 13% of the sanctioned strength of the academic staff members of the Department (subject to any fraction in the figure thus arrived at being rounded off to the next higher integer) may be permitted to avail of long leave either within India or abroad. No substitute will be appointed in the vacancy and the other members of the Faculty will share the work.

A Faculty, who has availed himself / herself of study leave, would not be entitled to the sabbatical leave; provided further that sabbatical leave shall not be granted until after the expiry of five years from previous study leave or any other kind of training programme.

A Faculty shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/ her immediately prior to his/ her proceeding on sabbatical leave.

A Faculty on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He / she may however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Board of Management may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

During the period of sabbatical leave, the Faculty shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension / contributory provident fund, provided that the Faculty rejoins the university on the expiry of his / her leave.

The Faculty availing the sabbatical leave shall submit a bond to serve the institution for a period of five years on his return. Any breach of bond entail in his reimbursing the emoluments received by him from the college / university during the period of his availing the sabbatical.

### **Study Leave:**

At the discretion of the Board of Management of the University, study leave not exceeding three years (ordinarily) may be granted to an employee, if the same is considered as beneficial to the college / university. The conditions, payment of allowances, if any, will be decided by the Board of Management on the recommendation of the Registrar.

Study leave shall be granted by the Board of Management on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases if the Board of Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.

Study leave shall not be granted to a Faculty who is due to retire within five years of the date on which he/ she is expected to return to duty after the expiry of study leave.

Subject to the provisions of sub-clauses (3) and (6) below, study leave may be granted on No pay/ full pay up to two years extendable by one year at the discretion of the university.

The amount of scholarship, fellowship or other financial assistance that an employee granted study leave, has been awarded will not preclude his/ her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowances on which the study leave may be granted. The Foreign scholarship/ fellowship would be offset against pay only if the amount of so granted is above a specified amount, which is to be

determined from time to time, based on the cost of living in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the Faculty, the salary would be forfeited.

Subject to the maximum period of absences from duty on leave not exceeding three years, study leave may be combined with earned leave or vacation, provided that the earned leave at the credit of the Faculty shall be availed of at the discretion of the Faculty. A Faculty, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

A Faculty granted study leave on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time as if he/she had not proceeded on study leave. No Faculty shall however, be eligible to received arrears of increments.

Study leave shall count as service for pension/ contributory provident fund & similar benefit provided the Faculty joins the university on the expiry of his/ her study leave.

Study leave granted to a Faculty shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the Faculty may apply again for such leave.

A Faculty availing himself / herself of study leave shall undertake that he/she shall serve the university for a continuous period of atleast three years to be calculated from the date of his/ her resuming duty after expiry of the study leave.

After the leave has been sanctioned, the Faculty shall, before availing himself/ herself of the leave, execute a bond in favour of the university, binding himself/ herself for the due fulfillment of the conditions laid down in sub-clause (10) and (11) above and give security of immovable property to the satisfaction of the Finance Officer/ Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent Faculty for the amount which might become refundable to the university in accordance with sub-clause above.

The Faculty shall submit to the Registrar, six monthly reports of progress in his/ her studies from his/ her supervisor or the Head of the institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

## Interpretation of Rules:

Any doubt or dispute arising about the interpretation of these rules shall be referred to the Board of Management of the University, whose decision shall be final and binding on all.

Type of leave	No. of days	Power	
		For subordinate staff	For Head of the institution
Casual leave	As per rules	Head of institution	Registrar
Earned leave	Upto 30 days	Head of institution	Registrar
	Upto 60 days	Registrar	Vice-Chancellor
	Leave up to 90 days	Vice-Chancellor	Pro-Chancellor
	Leave exceeding 90 days	Pro-Chancellor	Chancellor
Extraordinary leave (LWA)	Upto 30 days	Registrar	Vice-Chancellor
	Upto 90 days	Vice-Chancellor	Pro-Chancellor
	Leave exceeding 90 days	Pro-Chancellor	Chancellor
Maternity leave	As per rules	Registrar	-
Study leave	As per rules	-	Pro-Chancellor
Special casual leave	Upto 10 days (including holiday leave exceeding 10 days)	Head of institution	Registrar
		Registrar	Vice-Chancellor
Sabbatical leave	As per rules	Pro-Chancellor	Chancellor

## Resignation

A whole-time salaried teacher may, at any time, terminate his / her contract by giving the University "three months" notice in writing or on payment to the University of three months' salary in lieu thereof. The notice period shall be one month in case of probationers, salary in lieu thereof provided that the Executive Council may waive the requirement of notice at its discretion. The other conditions of service or any matter which are not covered above shall be as prescribed by the University from time to time.

## 6. Code of Conduct

Code of conduct has been developed and adopted to express the guidelines for the conduct of all employees and students of the colleges. The present code of conduct is an attempt to provide direction and guidance to the teachers, employees and students in enhancing the dignity of their professional work and institution.

## Obligations towards Students

Treats all students with respect and affection.

Respects the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status, disability, language and place of birth.



Facilitates student's professional, social, intellectual, emotional, and moral development.  
Makes planned and systematic efforts to facilitate the student to actualize his/her potential and talent.  
Transacts the curriculum in conformity with the rules as prescribed by the university.  
Adapts his/her teaching to the individual needs of students.  
Maintains the confidentiality of the information concerning students and dispenses such information only to those who are legitimately entitled to it.  
Refrains from subjecting any student to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment.  
Keeps a dignified demeanor commensurate with the expectations from a teacher as a role model.

### **Obligations towards Parents, Community and Society**

Establishes a relationship of trust with parents/guardians in the interest of all round development of students.  
Desists from doing anything which is derogatory to the respect of the student or his/her parents/guardians.  
Strives to develop respect for the composite culture of India among students.  
Keeps the country uppermost in mind, refrains from taking part in such activities as may spread feelings of hatred or enmity among different communities, religious or linguistic groups.

### **Obligations towards the Profession and Colleagues**

Strives for his/her continuous professional development.  
Creates a culture that encourages purposeful collaboration and dialogue among colleagues and stakeholders.  
Takes pride in the teaching profession and treats other members of the profession with respect and dignity.  
Refrains from engaging himself/herself in private tuition or private teaching activity.  
Refrains from accepting any gift, or favors that might impair or appear to influence professional decisions or actions.  
Refrains from making unsubstantiated allegations against colleagues or higher authorities.

### **General Rules**

Students, as adult learners, are expected to follow the rules and the code of conduct as laid down by the institution. The rules and the code of conduct is so framed so as to facilitate and support the living and learning for all stakeholders on the campus. Remember that someone else defying the code or violating the rules might embarrass you. It thus, becomes necessary that all of us follow rules to make life easy for everyone including us.

Institution believes in self-discipline and would actively work towards a threat free environment. This cannot be achieved without the active support and participation of the faculty, staff and students. However, any act of indiscipline inside or outside the institute may attract strict action in accordance with the rules applicable.

Students should always keep their Tagged identity card with them.

Students should abide by all the rules and regulations of college.

Students should participate actively in the extracurricular activities organized by college.

Students are expected to attend all classes. Minimum physical attendance required is 80%.

Students are required to adhere to the formal dress while engaging in academic activities in the campus such as attending lectures or working in laboratories.

Students shall not use mobile/cell phones in the college premises. Any student using their phone will have their mobile phone confiscated.

Ragging is an offence, do not indulge in ragging.

## 7. Code of Ethics

Code of Pharmaceutical Ethics formulated by Pharmacy Council of India, is adopted by the college. These are meant to guide the pharmacist as to how he (or she) should conduct himself (or herself), in relation to himself (or herself), his / her patrons (owner of the pharmacy), general public, co-professionals etc. and patients, which may be categorized under the following headings:

Pharmacist in relation to job.

Pharmacist in relation to trade.

Pharmacist in relation to medical profession.

Pharmacist in relation to profession.

### Pharmacist in relation to his job

When premises are registered under statutory requirements and opened as a pharmacy, extensive pharmaceutical services should be provided.

These involve the supply of commonly required medicines without undue delay and furnish emergency supplies, at all times.

The appearance of the place should reflect the professional character of pharmacy and indicate to the public that the practice of pharmacy is carried out in the establishment.

They should be qualified pharmacist having personal control over pharmacy.

#### *Pharmaceutical services*

Pharmacy premises (medicine shops) should be registered. Emergency medicines and common medicines should be supplied to the patients without any delay.

#### *Conduct of the Pharmacy*

Error of accidental contamination in the preparation, dispensing and supply of medicines should be checked in a pharmacy.

#### *Handling of prescription*

When a prescription is presented for dispensing, it should be received by a pharmacist without any comment or discussion over it, regarding the merits demerits of its therapeutic efficiency.

It is not within a capacity of a pharmacist to add, omit or substitute any ingredient or alter the composition of a prescription without the consent of a prescriber.

In case of any obvious error in it, due to any omissions it should be referred back to the prescriber for correction.

When such an act is necessary, it should neither offend the customer nor affect the reputation of the prescriber.

#### *Handling of drugs*

Prescription should be correctly dispensed with the drugs of standard quality.

All the ingredients must be weighed correctly and must be in exact proportions.

### Pharmacist in relation to his trade

**Price structure:** Prices charged from customers should be fair and must be in accordance with the quality and quantity of drugs including his compounding charges.

**Fair trade practice:** No attempts should be made to get business by unethical and cut through throatcompetitions, labels, trade market and science and symbols of others should not be imitated.

**Purchase of drugs:** Always standard drugs must be purchased from reputable and genuine sources.

**Hawking of drugs:** Hawking of drugs and medicines should not be encouraged nor should any attempt be made to get orders for such substances from door to door. Pharmacies and drug stores should not practice the method of self servicing or counter sales without the qualified person. They should discourage self medication, which is dangerous and highly undesirable.

**Advertising and display:** The pharmacist should not advertise or display in the premises, in the press, elsewhere, regarding the sale of medicines, which claim to cure and any other advertisements or display containing

Symptoms of ill health

A guarantee of therapeutic efficiency

An appeal to fear

An offer to refund money paid

An incentive schemes

Any reference to a medical practitioner or a hospital

A reference to sexual weakness, premature aging or loss of vitality

Any reference to condemn the products of similar nature of others

## **Pharmacist in relation to medical profession**

The pharmacist must be law obeying citizen and must fulfill the provisions of the pharmaceutical and other laws and regulations. He should have relationship with his own professional organizations. He should maintain dignity, decorum, decency and propriety of his profession. Following are the code of ethics of a pharmacist in relation to medical profession:

(i) The professional activity of the medical practitioner as well as the pharmacists should be confined to their own field only. Medical practitioners should not possess drugs stores and pharmacists should not diagnose diseases and prescribe remedies. A pharmacist may, however, can deliver first aid to the victim in-case of accident or emergency.

(ii) No pharmacist should recommend a medical practitioner in particular. Pharmacist should be never entering into secret arrangements with practitioner to offer them commission by recommending his dispensary or drug store. He should maintain strictly the professional secrecy, unless required to do so by law.

(iii). A pharmacist should always maintain proper link between physicians and people. He should advise the physicians on pharmaceutical matters and should educate the people regarding health and hygiene. The pharmacist should keep himself/herself up-to-date with pharmaceutical knowledge from various journals or publications.

Any information acquired by a pharmacist during his professional activities should not be disclosed to any third party until and unless required to do so by law.

## **Pharmacist in relation to his profession**

Regarding to the profession the following code of ethics should be fulfilled.

### *Professional vigilance*

A pharmacist must abide by the pharmaceutical laws and he/she should see that other pharmacists are abiding it.

*Law-abiding citizens*

The pharmacists should have a fair knowledge of the laws of the country pertaining to food, drug, pharmacy, health, sanitation etc.

*Relationship with Professional Organizations*

A pharmacist should be actively involved in professional organization, should advance the cause of such organizations.

*Decorum and Propriety*

A pharmacist should not indulge in doing anything that goes against the decorum and propriety of Pharmacy Profession.

*Pharmacists Oath*

A young prospective pharmacist should feel no hesitation in assuming the pharmacist's oath.

**Pharmacist's Oath**

I Swear by the code of Ethics of Pharmacy Council of India in relation to the community and shall act as an integral part of health care team.

I shall uphold the laws and standards governing my profession.

I shall strive to perfect and enlarge my knowledge to contribute to the advancement of pharmacy and public health.

I shall follow the system, which I consider best for pharmaceutical care and counseling of patients.

I shall endeavor to discover and manufacture drugs of quality to alleviate sufferings of humanity.

I shall hold in confidence the knowledge gained about the patients in connection with professional practice and never divulge unless compelled to do so by the law.

I shall associate with organizations having their objectives for betterment of the profession of Pharmacy and make contribution to carry out the work of those organizations.

While I continue to keep this Oath inviolate, may it be granted to me to enjoy life and the practice of pharmacy respected by all, at all times!

Should I trespass and violate this oath, may the reverse be my lot!

**8. Expected Competencies**

Development of Industrial Pharmacy Knowledge and Skills

Design and Evaluation of a dosage forms

Detailed understanding of various in Process Tests for the Dosage forms

Technology Transfer for the Product Process

Development of Packaging Materials based on Dosage form Design

Market Understanding

Dosage form manufacture process end Point determination & decision making

Technical Knowhow on Cosmetic Preparation

Natural Products and Path way of Discovery of New Drugs

Communication Skills

Computer Literacy – MS Office

Team Work, Assertiveness, Integrity, Sense of Urgency, Presentation Skills

## Expected General Outcomes:

**Outcome 1. Development of Industrial Pharmacy Knowledge and Skills:**The student should understand and possess the required knowledge to demonstrate the ability and utilize scientific knowledge in Industrial Pharmacy Profession.

**Outcome 2. Design and Evaluation of a dosage forms:**The student should be able to understand the dosage form Design like Oral Solid and Liquid Dosage Form, Sterile Dosage Forms and External Application Semisolid Preparations and demonstrate the preparations during the practical sessions extensively.

**Outcome 3. Development of Various in Process tests for the Dosage Forms:**The student should be able to understand the importance of the in process tests for the dosage forms like Tablets, Powders. Capsules, Liquid orals, Semisolid External Preparations. Students shall learn and demonstrate the preparation during the practice sessions (Practical).

**Outcome 4. Technology Transfer Knowledge:**it is being taught to the student during the curriculum and student shall demonstrate the same during their assignments as part of the internship program at Industry.

**Outcome 5. Development of Packaging Materials based on Dosage form :**Knowledge on various Packaging materials and its importance shall be imparted to the students during the curriculum and student shall learn and demonstrate the requirement of stability for the dosage form through the packaging design.

**Outcome 6. Market Understanding:**Detailed understanding of the market shall be imparted to the student about Pharmaceuticals, medical devices, Bio Pharmaceuticals and radioactive substances during the curriculum and student shall learn and demonstrate the same during the internal and final evaluations.

**Outcome 7. Dosage form manufacture process end Point determination & decision making:**Detailed Technological Advancement in the manufacturing Process End Point determination shall be imparted during the curriculum and student shall learn and exhibit these learning during the practical sessions.

**Outcome 8. Technical Knowhow on Cosmetic Preparation:** Cosmetics technology know how shall be imparted to the students and students shall demonstrate the application aspects during the practical assignment by making certain cosmetic dosage form like emulsion, cream and powders.

**Outcome 9. Natural Products and Path way of Discovery of New Drug:** Knowledge on the natural products and Phyto-chemistry shall be imparted to the students during the curriculum and students shall learn the technique and exhibit the same during the practical learning and student shall be evaluated during the internal and final examination.

**Outcome 10. Communication Skills:** Communication Skills shall be imparted to the students during the curriculum and students shall demonstrate the ability communicate well through group discussion and during Viva voce.

**Outcome 11. Computer Literacy – MS Office:** Detailed Computer Literacy shall be taught during the curriculum and student shall demonstrate the learning during the internal and final examination on computer literacy.

**Outcome 12. Team Work, Assertiveness, Integrity, Sense of Urgency, Presentation**

**Skills:** Soft Skill training shall be taught to the students and they shall be evaluated during the campus placement and other platforms like debate competitions, group event, and Pharmacy week celebrations in the institutions.

**9. Memorandum of understanding (MoU):** The University to nurture research and academic excellence has developed and maintained wide range of collaborations. The written agreements for collaboration basically originates for mutual benefit of the organization (University/college of pharmacy and the partnering organization) with the intent of sharing their expertise for the overall development of the organizations and society at large. List of collaborations (MoU) are shown below.

Sl. No.	Name of the Organization	Specialty
1.	South Kazakhstan Medical Academy (SKMA), Shymkent, Kazakhstan	Research & Academics
2.	Pfizer Healthcare India Private Ltd., Chennai	Research & Academics
3.	Sai Mirra Innopharm Pvt Ltd., Chennai	Research & Academics
4.	Delvin Formulation Pvt Ltd., Chennai	Research & Academics
5.	Tablets (India) Limited, Chennai	Research & Academics
6.	Allianz Biosciences Pvt Ltd., Puducherry	Research
7.	Nuray Chemicals Pvt, Ltd. Chennai	Research & Academics
8.	SMC Medical Manufacturing Private Limited, Bengaluru	Research & Academics
9.	Pacific University, Oregon, USA	Academics
10.	Global Health City, Chennai	Academics
11.	VGM Hospital Coimbatore	Academics
12.	PSG Arts & Science College, Coimbatore	Research & Academics
13.	Human Biologicals, Ooty	Research
14.	National Ayurveda Research Institute, Kerala	Research
15.	Royal Care Super Speciality Hospital	Academics
16.	Government Medical College & Hospital Ooty	Academics
17.	Ganga Hospital	Academics