JKKMMRF's ANNAI JKK SAMPOORANI AMMAL COLLEGE OF PHARMACY, KOMARAPALAYAM

HR POLICY

The faculty and students of the College of Pharmacy will be innovators and leaders in transforming Healthcare to create positive patient outcomes through the Discovery and Research.

Our Mission is to advance societal health through leadership in Pharmacy Education, Research, Community engagement and Patient care.

STRATEGIC GOALS

Short term

- ➢ **To improve the score of weak students**

- ➢ **To further enhance the performance of bright students**

- ➢ **To create state of the art infrastructure and other facility**

- ➢ **To enhance Institute-Industry interactions**

Long term goals

- ➢ **MOU's with different International Universities**

- ➢ **Development of full-fledged and well-equipped pilot plant.**

- ➢ **Strengthening industry-institute interaction and Health care providers.**

GENERAL SERVICE RULES

These rules are claimed as "General Service Rule, JKKMMRF's- Annai JKK Sampoorani Ammal College of Pharmacy. These rules shall come into force with effect from the date of approval of the Governing Council of the College. They shall apply to the faculty and staff of all the category of the posts whether temporary or permanent, under the employee of the college**.**

DEFINITIONS

1. **College**- JKKMMRF's – Annai JKK Sampoorani Ammal College of Pharmacy

2. **Governing body**- Governing council of the college.

3. **Trust**- Annai JKK Sampoorani Ammal Charitable Trust

4. **Government**- means Government of Tamil Nadu

5. **Management**- means the Governing Body of the college

6. **Managing director**- means the Managing director of the trust

7. **Principal**- means Head of the Institution

8. **Head of the department**- means the Head of the Department of the College

9. **Employee**- means a person employed by the college other than those who are engaged on part- time basis or daily wages.

10. **Approved Candidate** -A candidate whose name appears in the authorized list of candidates approved by the competent authority or committee for the appointment of the particular post or category.

RECRUITMENT PROCEDURE

The normal method of recruitment to any service in the teaching cadre is either solely by direct recruitment or by promotion duly satisfying other conditions for promotion from lower cadre to high cadre, approved by the competent authority.

SERVICE BOOK

Service Book in the prescribed form should be maintained by the College for all the employees of the college. It shall contain among others, the particulars of the service rendered by the employees, increments earned by them, promotion, awards, punishments given to them, from the date of entry up to the date of their leaving from the college. Attestation of the entries in the Service book be got from the Principal, from time to time

DISCIPLINARY ACTION

1. All employees are liable for disciplinary action for disobedience, misconduct, and dereliction/ negligence of duty. However, such disciplinary action is initiated after a fair opportunity is provided to the employee to defend himself.

2. As part of the disciplinary action, the following penalties/punishments for valid and sufficient reasons may be imposed upon the employees.

    a. Ensure.

    b. Fine.

    c. Withholding of Increment.

    d. Recovery from the pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.

    e. Reduction to a lower rank in the seniority or to a lower post or to a lower stage in the time scale.

    f. Removal from the college service.

EXTENSION OF TEMPORARY SERVICES

If the appointing authority is of the view that the work and conduct of the temporary staff have not been satisfied, that the notes / memos of warning issued to them had no avail and that the temporary staff is found incapable of discharging the duties entrusted to him/her, the appointing authority may, with reference to the materials placed on record, terminate his/her service or extend the period of temporary services.

REMOVAL OF PERMANENT STAFF FROM SERVICE

If the permanent staff is found not suitable / not satisfactory to carry out the entrusted work or possesses / displays bad conduct which may be detrimental to the student community or institution as a whole, a show because notice shall be given to the individual by the principal / Management. The explanation of the individual shall be placed before the appointing authority / management for final orders either for continuance or for reduction of cadre or reduction of salary or removal from service. If the performance is not satisfied, the management / principal can give a three months' notice / salary in case teaching faculty or one-month notice / salary in case of supporting staff without issuing any showcase notice lo remove him / her from the service

SENIORITY

The seniority of a person in a category shall, unless he/she has been placed to lower rank as a punishment, be determined by the total years of qualifying service rendered by him\her in the post.

RESIGNATION BY EMPLOYEES

A candidate when appointed as a staff in this college shall work for a minimum period of one year. He \she shall be relieved only at the end of the academic year after completing one-year service and also completing all the academic work pertaining to the semester concerned. They should also give three months' notice in case of teaching faculty or one month notice in case of supporting staff in writing or remit 3 months' salary in case of teaching faculty or one-month salary in case of supporting

staff to the college in due of notice period. For notice period, no vacation or casual leave in their credit will be taken into account. In case of any shortage in the notice period appropriate recovery will be made.

INCREMENTS

For increments, year of the service is calculated as **Ist June Each year**. The increment will be given to the staff as decided by the management time to time by considering college admissions and financial position of the trust. An increment may be withheld by the competent authority if his/her conduct is not good or his/her work is not satisfied.

RETIREMENT

Except as otherwise, the college teachers and Principal shall normally retire from service in accordance with the age fixed by the TamilNadu government Norms. The teachers completing the age of retirement by superannuation during the middle of the academic year may, however be permitted to continue in service till the close of the academic year, if the management decides the continuation of service.

ANNUAL PERFORMANCE APPRAISAL REPORT

The faculty member shall submit the open and transparent performance report every year, containing the teacher's academic, research and administrative activities and achievements. The HOD shall offer his remarks and observation on the report. The performance Assessment committee headed by the Chairman and Principal shall review the reports and finalize. The assessment shall be used for the following purposes.

- Award of annual increments.
- Award of special increments and awards for superior performance
- Award of career advancement and promotion.
- Monitoring and recording the regular growth of each faculty member

POWER TO MODIFY THE RULES

These rules are subject to modifications or amendments as may be made from time to time. If any dispute arises in time shall be final, based on the rules, the decision of the Management Governing Council. These rules are subject to interpretation of these recommendation by the Governing Council / Management

QUALITY POLICY

JKKMMRF's Annai JKK Sampoorani Ammal College of Pharmacy is committed indulging in excellent pharmaceutical education that aims the overall health enhancement of the society.

> ➢ Delivering quality pharmaceutical education by creating a brilliant academic environment
> ➢ Constant development in the teaching methodology and infrastructure
> ➢ Providing sound relationship between students and faculty
> ➢ Expert faculty and fruitful academic guidance

HUMAN RESOURCE PLANNING

The **Human Resource Planning** is a process of forecasting the organization's demand for and supply of manpower needs in the near future.

- Objectives of Human Resource Planning
- Current Manpower Inventory
- Forecasting Demand and Supply
- Manpower Gaps
- Employee Plan
- Training and Development
- Appraisal of Manpower Planning

POSITIONS

1. The institute mainly consists of two working wings - Teaching and Administration. The teaching wing comprises of the following positions
   - Principal
   - Professor
   - Associate professor
   - Assistant professor
   - Lecturer

2. In addition, each department is having supporting staff like Lab Technician/Programme.

3. The administration wing consists of the following positions
   - Administrative officer
   - Office Superintendent
   - Computer Operator
   - Accountant
   - Office Assistant

4. In addition to the above-mentioned positions, the institution also maintains ministerial staff.

ELIGIBILITY CRITERIA (As per PCI Norms)

DIRECTOR/PRINCIPAL/ HEAD OF THE INSTITUTION	**First class B.Pharm with Master's degree in Pharmacy in appropriate branch of specialization in pharmacy (Qualifications must be PCI recognized) With Ph.D Degree in any of pharmacy subjects (Ph.D Qualifications must be PCI recognized)**	**Essential 15 years' experience in teaching or research out of which 5 years must be as Professor/HOD in a PCI approved /recognized pharmacy college Desirable Administrative experience in a responsible position**
PROFESSOR	**First class B.Pharm with Master's degree in Pharmacy in appropriate branch of specialization in pharmacy or Pharm.D (Qualifications must be PCI recognized) With Ph.D Degree in any of pharmacy subjects (Ph.D Qualifications must be PCI recognized)**	**Essential 10 years' experience in teaching in PCI approved /recognized pharmacy college or research experience out of which 5 years must be as Associate professor in a PCI approved /recognized pharmacy college**
ASSOCIATE PROFESSOR	**First class B.Pharm with Master's degree in Pharmacy in appropriate branch of specialization in pharmacy or Pharm.D (Qualifications must be PCI recognized**	**3 years' experience in teaching or research at the level of Assistant professor or equivalent in PCI approved /recognized pharmacy**
ASSISTANT PROFESSOR	**First class B.Pharm with Master's degree in Pharmacy in appropriate branch of specialization in pharmacy or Pharm.D (Qualifications must be PCI recognized**	
LECTURER	**First class B.Pharm with Master's degree in Pharmacy in appropriate branch of specialization in pharmacy (Qualifications must be PCI recognized**	

NON-TEACHING STAFFS: As per PCI Norms.

RECRUITMENT

1. A job description and specification for the candidate to be hired must be prepared by the selection committee.

2. The committee will supplement candidates all of the following sources for each position to be filled

   - Advertisement in the newspaper and in faculty plus
   - Direct applications
   - Employee referral

3. If the committee believes it is necessary, walk in interviews may be conducted to supplement the requisite candidates.

4. Recruitment process are

   - Scrutinization of applications
   - Panel/ selection committee formation
   - Conducting interview
     - ❖ class room demonstration
     - ❖ personal interview

5. The committee will finalize the short-listed applicants and submit their recommendations, along with the candidate's personal data sheets to the principal.

6. An order of appointment for the selected candidates will be given.

7. A joining report will be collected from the candidates.

8. Staff members appointed in the institute will be given a brief introduction about the institution by the principal on the day of his/her joining.

9. The principal forwards the joining letter along with credentials to the office.

10. Principal will give a brief overview of the department and introduce the new staff member to the members of the department.

ACADEMIC PROCEDURE

ACADEMIC CALENDAR

For every semester our institution issues Academic calendar. Based on The TamilNadu Dr.MGR Medical University regulations. College academic calendar is prepared by Academic Committee in charges. The academic calendar consists of IAT's, Model exams, End semester University Exams, working days and holidays.

IAT/ MODEL EXAMS AND CONTINUOUS ASSESSMENT MARKS

As per PCI Regulations, IAT's will be conducted. In general, two IATs per semester and three IAT's per year for non-semester with equal weightage in Continuous Assessment (CA) marks are conducted. As per PCI Regulations

ABSENTEES FOR TESTS

Absentees for the test are not permitted. Leave or On-Duty (OD) will not be sanctioned. If there are any absentees or OD on valid grounds, alternate test will be conducted for the students on evening hours with the permission of principal. If a student is absent without any valid reason, he has to meet respective CAS with parent and get permission to proceed further.

REMEDIAL CLASSES AND RETESTS

If a student fails in IAT (below 50 %), the course faculty has to arrange remedial classes It will commence immediately after the IAT. Head of the department will prepare the schedule for remedial classes and retest schedule in consultation with the principal.

TEXT BOOKS AND REFERENCE BOOKS

University syllabus specifies a text book and few reference books. Enough copies of the text books and reference books are available in central library. In addition, the faculty lecture notes, PPTs and previous year question papers are provided by the faculty. The students are used this resource to develop the knowledge and score better in the examination.

STUDENT ATTENDANCE

The students have to secure the minimum attendance of 85% as per the University regulations in order to write the end semester examination.

UNIVERSITY AND PCI REGULATIONS

(As per PCI Norms) B. PHARM and M. PHARM 2016 PCI regulations for PharmD 2008 PCI Regulations.

PROCEDURE FOR FINAL YEAR PROJECT WORK

B.PHARM AND M.PHARM 2014 PCI regulations for Pharm.D 2008 PCI Regulations.

ROLE AND RESPONSIBILITIES

GOVERNING COUNCIL

The Governing Council is the highest administrative body of the institute and it meets twice in a year and its functions are given below:

- ❖ To monitor the academic and other related activities of the college
- ❖ To consider the recommendations of the Staff Selection Committee
- ❖ To review the important communications, policy decisions received
  from the University, Government, PCI, AICTE, etc.
- ❖ To pass the annual budget of the college
- ❖ To review the audited statements of accounts of the institute
- ❖ To review the MOUs signed and Institutions, Industries and Health care providers collaborations
- ❖ To review the state-of-the-art equipment procured
- ❖ To review the faculty position of the college
- ❖ To review the faculty development initiatives and programs
- ❖ To review the admissions of the institute
- ❖ To review the academic performance of the students
- ❖ To review the student's development activities
- ❖ To review the placement activities

ADMINISTRATORS

1. **Principal**: Academic and administrative leadership for the institution based on the directions from the Chairman

2. Annai JKK Sampoorani Ammal Charitable Trust and Annai JKK Sampoorani Ammal College of Pharmacy.

3. **Vice Principal**: Works in consultation with the Principal in maintaining the academic and administrative activities.

4. **Directors-Placement Training & Hospital Training**: Planning and execution of various training programs for the students, liaising with companies, arranging various industry institute interaction programs, Hospital training and internship and arranging ON/OFF campus placements for the students.

5. **Head of the Department (HOD)**: Takes care of academic and administrative responsibilities of the department under his/her preview. HOD has to take care of establishing and maintaining laboratories, teaching, research, consultancy and extension activities, faculty and supporting staff development as per the direction of the Principal and Management.

6. **Examination Management System:** Ensures smooth conduct of Internal Assessment Test, Model examinations, university theory and practical examinations and related activities.

7. **Library**: Purchase, maintenance and monitoring the issue and return of books, journals, e-journals, CDs and other services to the students and faculty.

8. **Equipment and Facilities Maintenance Department:** The department takes care of maintenance of all equipment and facilities in the college except those specific to the department laboratories.

9. **Transport Manager**: Overall in charge for operation and maintenance of college buses, cars, and related activities.

10. **Hostel Residential warden:** Overall in charge for hostel facilities, hostel mess, students discipline in the hostel, and medical needs of hostel students during their stay in the hostel.

CODE OF CONDUCT

GENERAL

1. College working hours is 9.45 AM to 4.45 PM for faculty, staff and students.

2. Faculty should sign in the attendance register twice a day (before 9.45 AM in the morning and after 4.45 PM in the evening) at the principal Office.

3. All staff members should be available in the Institute during working hours and follow the dress code prescribed by the Principal / Management.

4. Faculty should handle the theory, laboratory and other classes for the full duration.

5. University Examination work is mandatory for faculty as per the TN DR MGR MEDICAL UNIVERSITY Regulations.

6. The faculty in the college will be relieved from his duties on his request and under the description Principal and Management. The relieving will be considered only at the end of the academic year.

7. The promotion to higher cadre depends on Vacancy opening for the position, Faculty Performance Appraisal Score, Teaching, Research and **Satisfactory** performance in academic and other related activities in the college.

8. The faculty / staff should abide by the rules and regulations of the institution framed from time to time for the effective functioning.

9. The faculty and staff members shall not engage themselves either directly or indirectly in conduct of any business or trade, part time job in other concerns, etc.

10. The faculty and staff members shall not involve themselves in activities not related to their allotted work, during working hours.

11. The faculty and Staff members are encouraged to take up consultancy projects, however, with the knowledge of the management.

12. The faculty and staff members should not accept valuable gifts in any form from the students / parents / companies having business transactions with the college.

13. The faculty and staff members shall not interfere in any matter not connected to their job requirements.

14. The details of student feedback and performance appraisal reports given by the superiors shall be treated as confidential.

15. All correspondence to the Management should be routed through the proper channel (Head of the Department, Principal and to the Management).

16. Faculty members should take active participation in co-curricular and extra-curricular activities.

17. Faculty should take active participation in conducting value added courses to the students to enhance their employability skills.

18. All the faculty should continuously update their knowledge by attending Seminars /Workshops etc.,

19. Each teaching staff with teaching experience of more than 3 years is expected to publish at least one technical paper per year. The technical paper may be an outcome of research / student project work.

LEAVE PROVISIONS

1. Central and State Government holidays will be considered as the holidays for the institution, in general.

2. Faculty/Staff is eligible for 12 days Casual Leave (CL) per academic year and Medical Leave as per the Management consideration. Medical Leave can be taken as Casual Leave as well.

3. Faculty/Staff should take leave with prior permission from HOD and Principal after proper alternate arrangement. Leave can also be informed over phone only in case of emergency.

4. Faculty/Staff can avail one-hour permission twice a month. However, such a facility should be used only for essential needs.

5. Leaves cannot be accumulated and carried forward to the next academic year, in general.

Vacation

1. Teaching staff are normally eligible for three weeks vacation per academic year. one week in winter and two weeks in summer, or three weeks in the summer.

2. Non-teaching staff are normally eligible for 10 days' vacation per year. The Principal has the right to prevent any staff member from availing a portion or the whole of vacation if the services of the particular individual are considered essential.

3. Only staff members who have completed 10 months of service, as on the date of commencement of the vacation period, are entitled for full vacation. Proportionate days will be granted if the service is 6 – 10 months.

4. No leave can be combined with the vacation. The staff member should be present on the last working day before the vacation and also on the first working day after the vacation to become eligible to draw the vacation salary.

5. Personal On-Duties / leave will not be adjusted in the vacation in general. However, Principal may permit based on genuine needs (like serious health issues, marriage).

ON – DUTY PROVISIONS

1. On-Duty (OD) permission can be availed for official work (assigned by the college), Career Development Programs (FDP, Conferences, Workshops, Research Work, Course work examinations and others), and The Tamilnadu DR MGR MEDICAL UNIVERSITY Examination Duty (Invigilation, Practical Examinations and Valuations).

2. Prior permission from the HOD and Principal with proper alternate arrangement is essential.

3. A faculty can avail OD for university examinations related works. Based on special requests from University, Principal can permit the faculty additionally.

4. In general, faculty shall not be eligible for OD for the examination related works of other universities

WELFARE SCHEMES

The teaching and non-teaching staff play a vital role in the growth of the institute and therefore the institute is recognizing their productiveness and acknowledge their needs and requirements. As a result, the institution is implementing various effective welfare schemes. These welfare schemes enrich the physical and mental health of the employee and thus promote a dynamic and encouraging work atmosphere. This stimulates the employee productivity and commitment towards the institute.

❖ Children of our employees who are all studying in our group of the institution are eligible for 50% concession in tuition fee.

❖ The Institute provides three sets of uniform/ year and other safety gadgets for non-teaching staffs like security, lab assistants and staff members.

❖ Employment Provident Fund is applicable to all the staff of our college from their date of joining the institution.

❖ Financial assistance provided to staffs who attending FDP, seminars, workshops and conferences along with On Duty and also financial assistance provided for book publishing.

❖ On Duty will be provided for attending programs for Ph.D. Research work.

❖ Faculty can be avail eligible vacation for his/her marriage and medical treatment.

❖ Free accommodation is provided to faculty who stayed in college hostel.

STAFF RELIVING POLICY:

PROCESS OF SUBMITTING RESIGNATION

Employee desirous of resigning from the services of the Institute will have to communicate the intent of resignation through written communication, either by a letter or email addressed to the Principal. The employee is required to serve the notice period as applicable. The intimation of the resignation of an employee along with the last working day will be updated by the Principal. Initiate exit clearance process with various internal departments and library with No Objection Certificate duly signed by respective in charges.

NOTICE PERIOD

Employees on probation will be required to serve one month notice period or immediately as per situation or decision of Institute Head. for non-teaching employee and teaching employees depends on academic requirement will be intimated to the employees and employees in the confirmed services also will be required to serve at least one month of notice period. Employees who resign, or are serving notice period, as on the date of pay-out of increments, will not be eligible for salary increment. Employees who resign, must Handover his/her Role & Responsibilities to Head of the Department with proper clarification before leaving the institute.

CODE OF CONDUCT FOR STUDENTS

1. Usage of cell phones inside the classrooms is not permitted.

2. Students shall not enter the college premises in intoxicated state and should not possess such materials.

3. No student is allowed to entertain outsiders inside the premises of the college without prior permission from the college authorities.

4. Students should use dustbins for throwing garbage and any unwanted material.

5. Student should keep the class rooms and college premises absolutely neat and clean. Disfiguring and scribbling on the walls, college buses and doors or breaking the furniture is a violation of discipline and will be severely punished.

6. During class hours, students are not permitted to visit office, Principal, HOD or Class Advisors.

7. No student should be seen outside the class room or out of the college during class hours.

8. Students should acquaint themselves in time with the notifications put up on the Notice Board.

9. Students should be punctual to classes and attend their work with devotion.

10. Students should wear their I.D. Cards in the campus and in the college bus compulsorily

11. Girls should wear churidars with dupatta pinned on either side of the shoulder.

12. Boys should wear only formal shirts and tuck-in their shirts when they are inside the campus. Wearing jeans, T-shirts and shirts with tattoos and any other form of symbols are strictly prohibited inside the campus.

13. During laboratory classes, students should wear their lab uniforms properly.

14. Students should maintain absolute discipline inside the class rooms as well as the college premises.

15. Students should converse only in English inside the campus.

16. Students should reach the college on time.

17. Special emphasis is put on maintaining the discipline and good conduct in the institution and students should abide by it

18. Students are subjected to rules of conduct and behavior framed by the authorities of the College.

19. If a student's behavior goes wrong, the parent of the student concerned should come and meet the Class Advisor and the Head of the Department.

20. Boys and girl's interaction on personal grounds is strictly not permitted.

21. There should not be exchange of greetings, photos, gift articles or letters between boys and girls.

22. Students are not allowed to visit the residents of the students of opposite gender.

23. Day-Scholars are not allowed to enter the Hostel without prior permission from the Principal.

24. Students are not allowed to form any type of unauthorized union / meeting and not allowed to celebrate birthday and any form of parties.

RULES AND REGULATIONS FOR HOSTEL RESIDENTS

1. Both the hostels (Gents/Ladies) are managed by Deputy Wardens staying in the hostel.

2. The students can approach the wardens for help, guidance and grievance redressal.

3. At the time of hostel admission, a duly completed Personal Data Form of the student has to be submitted to the warden.

4. Any change of address / telephone number of the parent / local guardian has to be intimated to the hostel warden.

5. Rooms once allotted to the students will not be changed.

6. During study hours, the rooms should be kept open.

7. Watching TV is permitted only at leisure time.

8. Lights, fans, water heater, etc. should be switched off when not in use.

9. The rooms, common areas and surroundings should be kept clean and hygienic.

10. In case of any damage or loss to hostel property, the cost will be recovered from the respective student. As per the Supreme Court order, ragging of students is totally banned. If there is any violation, the students will be dealt with very severely, including expulsion from the college.

11. Consumption of alcoholic drinks/ smoking in the hostel premises is strictly prohibited.

12. Hostel students should not invite day scholar students to the hostel rooms.

13. The visit of men students to the women's hostel and vice versa is restricted.

14. If any student wishes to be away from the hostel during weekend, holidays or any other time, he/she has to get prior permission from the warden and has to be in the hostel before 7.00 pm.

STUDENTS' ATTENDANCE AND LEAVE

- As per The Tamilnadu DR.MGR MEDICAL UNIVERSITY regulations, 80% attendance is compulsory. Otherwise, students¬ cannot appear for the University Examinations.

- Attendance for the Examinations, Tests, Assignments and Classes is compulsory.

- Leave of absence should be obtained from the CAS in advance.

  Parents should inform the class advisor, in case of sickness or unanticipated absence of their wards. In case of sickness, a medical certificate has to be submitted.

PROHIBITION OF RAGGING

Ragging or harassment of any student of the college anywhere, in any form, is strictly prohibited. As per the Act No. 7 by the Government of Tamil Nadu for prohibition of ragging, if any student is found involved in the act of ragging, the college will lodge police complaint (as per the directive of the Supreme Court) and/or the student will be expelled from the college. The same will be intimated to the University, which may lead to cancellation of the admission of the student

ADMISSION POLICY

S. NO.	COURSE	ELIGIBILITY
1	D.Pharm (2 Years)	Minimum qualification for admission to Diploma in Pharmacy- A pass in 10+2 examination (science academic stream) with Physics, Chemistry and Biology or Mathematics. or Any other qualification approved by the Pharmacy Council of India as equivalent to the above examination. Provided that there shall be reservation of seats for the Scheduled Castes and the Scheduled Tribes candidates in accordance with the instructions issued by the Central Government / State Governments / Union territory administrations as the case may be from time to time.
2	B.Pharm (4 Years)	Candidate shall have passed 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the subjects and Physics, Chemistry, Mathematics (P.C.M) and or Biology (P.C.B / P.C.M.B.) as optional subjects individually. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations. Student should complete the age of 17 years on or before 31st December of the year of admission to the course. Provided that there shall be reservation of seats for the students belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes in accordance with the instructions issued by the Central Government/State Government/Union Territory Administration as the case may be from time to time.

3	B.Pharm (Lateral Entry)	A pass in D. Pharm. course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.
4	Pharm D	(1) 10+2 examination with Physics and Chemistry as compulsory subjects along with one of Mathematics or Biology Subject. (2) A pass in D.Pharm course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act. (3) Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations. Provided that a student should complete the age of 17 years on or before 31st December of the year of admission to the course. Provided that there shall be reservation of seats for the students belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes in accordance with the instructions issued by the Central Government/State Government/Union Territory Administration as the case may be from time to time.
5	M.Pharm (Common for all Branches)	a) B. Pharm Degree examination of an Indian university established by law in India from an institution approved by Pharmacy Council of India and has scored not less than 55 % of the maximum marks (aggregate of 4 years of B.Pharm.) b) Every student, selected for admission to post graduate pharmacy program in any PCI approved institution should have obtained registration with the State Pharmacy Council or should obtain the same within one month from the date of

		his/her admission, failing which the admission of the candidate shall be cancelled. Note: It is mandatory to submit a migration certificate obtained from the respective university where the candidate had passed his/her qualifying degree (B.Pharm.) Examination.
6	Ph.D.,	A recognized qualifying Higher Specialty Degree, Post Graduate Degree in Pharmacy is essential with a minimum of 50% of marks in the qualifying examination or a second class or equivalent in the qualifying Post Graduate degree. The qualifying degree has to be registered with the respective Council/Recognized University is eligible. The non-medical faculties who wish to register for a Ph.D Degree should have obtained a minimum of 55% as aggregate in their Post Graduate Degree. DURATION OF THE RESEARCH: A candidate shall do Full-Time/Part-Time Ph.D. Research Programme in this University, with the following eligibility criteria: The candidates those who are working as a teaching faculty in any one of the affiliated teaching Institution of this University are eligible to do their Part-Time Ph.D. Research Programme in this University. The Doctors who are working in Recognized Research Centers are also eligible to do their Part–Time Ph.D. Research Programme in this University. The candidates those who are working as a non-faculty member are eligible to do their Full-Time Ph.D. Research Programme in this University.

Seat Allotment as per the Government Policy.

RESEARCH POLICY

CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM IN RESEARCH

Academic Freedom, Integrity and Responsibilities

Academic freedom is the freedom to teach study and pursue knowledge and research without unreasonable interference or restriction from law, institutional regulations. Its basic elements include the freedom of scholars to inquire into any subject that evokes intellectual concern, to present findings, to publish data and conclusions without control or censorship and to teach in the manner they consider professionally appropriate.

Academic integrity requires that academic research follows elevated professional standards, including appropriate research design and frameworks, adheres to high levels of research ethics and abides by the requirements set out by professional and regulatory research guidance and research ethics frameworks issued in appropriate areas by the regulatory bodies like The TamilNadu Dr. M.G.R. Medical University. Academic integrity is defined in terms of the commitment to the values of honest, trust, fairness, responsibility, legality and dissemination.

Honesty:

An academic community should advance the quest for truth, knowledge, scholarship and understanding by requiring intellectual and personal honesty in learning, teaching and research.

Trust:

An academic community should foster a climate of mutual trust to encourage the free exchange of ideas and enable all to reach its higher potential.

Fairness:

An academic community should seek to ensure fairness in institutional standards, practices and procedures as well as fairness in interactions between members of the community.

Respect: An academic community should promote respect among students, staff and faculty: respect for self, for others, for scholarship and research, for the educational process and intellectual heritage, with any discrimination to gender, caste, race and religion.

Responsibility:

An academic community should uphold high standards of conduct in learning, teaching and research by requiring shared responsibility for promoting academic integrity among all members of the community.

Legality:

An academic community should observe valid regal norms rerated to the conduct and publication of research particularly in relations to copyright, the intellectual property rights of third parties, the terms and conditions regulating access to research resources and the laws of the state and country

Communication:

An academic community should seek to make the results of its research and widely and as freely available as possible.

INSTITUTIONAL RESPONSIBILITIES

The College Governing Council, Principal, Heads of Departments, Research Supervisors, Librarian, together with the faculty members are responsible for promoting and endorsing a transparent academic environment conducive to the application of the high professional and ethical practice for academic research. The Heads of Departments and Professors are expected to create and sustain a climate of mutual co-operation that facilitates the open exchange of ideas and the

development of academics and research skills. They are also expected to ensure the provision of appropriate supervision and direction for researchers, in accordance with the nature of the individual academic discipline and associated mode of research. The JKKMMRF's Annai JKK Sampoorani Ammal College of Pharmacy is committed to the provision of appropriate direction of research and supervision for researchers. supervisors are expected to adhere to the Code of Practice for Doctoral Supervision of the affiliating university, which delineates the supervisory relationship, the assessment of research progress, and the procedures to resolve problems in the supervisory relationship.

Training

The Academic Departments should ensure that all researchers undertake appropriate training in research design, methodology, regulatory equipment use, confidentiality, data management, record keeping, data protection and publication, the appropriate use of licensed research resources and respect for the intellectual property rights of third parties. The Institute is also committed to preparing its administrative and support staff involved in record keeping and expects them to fully respect the principles and rules of the Code of Ethics in Academic Research.

Publication Practice and Authorship, Notification, Archiving and Depositing Copies of Research Publications with the Institutional Repository (IR)

JKKMMRF's Annai JKK Sampoorani Ammal College of Pharmacy encourages the publication and dissemination of results of high-quality research. It also expects that researchers will engage in the process of publishing and dissemination of their work responsibly and with an awareness of the consequences of any such dissemination in the wider media. Results should be published in a form appropriate to the academic discipline. The Institute requires that all individuals listed as authors accept responsibility for the contents of their publication and can identity their contribution to it. Authors should have participated sufficiently in the research to take public responsibility for the content. All the Ph.D. thesis and research articles related to Ph.D. degree are checked for Plagiarism**.**

SCHOLARSHIP POLICY

S. No	Name of the Scholarship	Eligibility	Annual income limit of Parents	Scholarship Amount	
				Day-scholar	Hosteller
1	Tamil Nadu Government First Graduate Scholarship	1. Students admitted through paramedical courses counselling, Selection Committee, Directorate of Medical Education, Chennai. 2. First graduate in the family	Rs. 2,00,000/	B. Pharm Rs. 18,000/ year	Rs. 23,000 / year
2	Tamil Nadu Government BC &MBC/DNC Scholarship	Students admitted through paramedical courses counselling, Selection Committee, Directorate of Medical Education, Chennai.	Less than 2 Lakhs	B. Pharm: Rs. 5000 - 6000 / year (Credited directly into student bank account)	Rs. 7000 - 8000 / year (Credited directly into student bank account)
3	Tamil Nadu Government SC & ST - Scholarship	Students admitted through paramedical courses counselling, selection committee, Directorate of Medical	1.Less than 2.5 lakhs for SC 2. Less than 2.5 lakhs for SCC (converte	B. Pharm: Rs. 43,000 &M. Pharm: Rs.70,000/ year Tuition fees D.Pharmacy, Pharm D : Rs.6,000, M.Pharm	Rs.9,500 / year (Credited directly into student bank account)

		Education, Chennai.	d Christian)	:Rs.9,000 / year Maintenance allowance (Credited directly into student' bank account)	
		Students admitted through Management Quota (MQ)	1.Less than 2.5 lakhs for SC 2. Less than 2 lakhs for SCC (converted Christian)	B. Pharm: Rs. 43,000 / M.Pharm : Rs.70,000/ year Tuition fees D.Pharm, Pharm D :Rs.6,000, M.Pharm :Rs.9,000 / yearMaintenance allowance (Credited into college Account directly)	Rs.10,000 / year (Credited directly into student' bank account)
4	Tamil Nadu Government Farmer Scholarship	Sons/Daughters of Farmers	Father of the student should have Farmer ID Card	Rs. 6,500 / year (Credited directly into Father's bank account)	Rs. 6,500 / year (Credited directly into Father's bank account)
5	National Scholarship	Students belong to Minority communities (Muslims, Christians etc.)	Less than 2 Lakh	Rs. 25,000 / year (Rs.25,000 is credited into student account)	Rs. 25,000 / year (Rs.25,000 is credited into into student account)

SCHOLARSHIP POLICY

SCHOLARSHIPS PROVIDED BY ANNAI JKK SAMPOORANI AMMAL TRUST

S.No.	Name of the Scholarship	Details
1	Lateral entry students (Alumni students) In the year 2017-18 In the year 2018-19 In the year 2019-22	Rs.50,000/ Year Rs.10,000/Year Rs.5,000/ Year
2	M.Pharmacy (Alumni students)	Rs.25,000/ Year
3	M.Pharmacy (Pharmacy Practice II Year)	Rs.15,000
4	Pharm.D (V- and VI-Year Students)	Rs.15,000
5	Merit students	Rs.10,000
6	Sports Scholarship	Rs.10,000

POLICY ON FEEDBACK BASED GOVERNANCE

❖ Feedback on curriculum gap and enrichment (from students, faculty, parents, alumni, employers and stakeholders)

❖ Feedback on Teaching – learning imparted by faculty for each subject at the middle of the semester and end of the semester (from the students attending the class)

❖ Feedback taken on the syllabus coverage, overall teaching learning process, examination and evaluation support systems at class committee meetings

❖ Feedback from outgoing students, each year on infrastructure, academics and facilities.

❖ The structure of the feedback form is 5 points scale (Excellent, very good, good, fair, need to improve)

❖ The feedback is consolidated and presented as HODs meeting with the Principal. In the HOD meeting, feedback is analyzed and corrective actions are taken where needed.

E-GOVERNANCE POLICY

Utilization of Funds

An annual budget is prepared to ensure optimal utilization of financial resources, based on the estimates received from the departments and functional units of the Institute. The amount is sanctioned by the Managing Committee/ Board of Governors. Monthly Statements are prepared for Income and expenditure. Audit is performed periodically to ensure that the budget is optimally utilized for the purpose it is intended. The resources in the form of facilities and equipment are maintained to ensure optimum performance. Annual maintenance contract is in position for the equipment and software.

Scope

The scope of this policy extends to the following areas:

- General Administration.
- Student Admission
- Examination
- Library
- Accounts and Finance.
- ICT Infrastructure

Objectives

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Laptops, Smart boards, Projectors, etc.

Policy

The college implements e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable. The College decides to make the following policies and procedure.

Website

The website acts as an information Centre which will reflect about the college, all its activities, important notices, courses offered, etc. Training is given to the administrative and teaching staff to make important updates on the website. A Website Committee is constituted and headed by the principal and members from each programme for the administration of the website. The Committee looks after the process of updating, maintain working of the website on a regular basis. The committee will also look for the change that are required on the website.

Student Admission

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the University. The College brings out its brochure which is displayed on the website that has guidelines for the admission process. Student portal will be created through which the students can pay the tuition, mess, bus, and hostel and exam fees. Admission portal is used to manage the admissions in the college. The number of students applying to each course, withdrawals, fee submission, all is managed through this portal only. Students are required to submit a separate application form for taking admission to the college through the link given in the college website.

Accounts

The office continues to maintain its account on Tally. The latest version of the software is purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures are taken for maintaining confidentiality of the transactions.

Library

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the faculty and the students. The College continues to subscribe new e-journals/printed version of journals and books regularly. Recommendations are taken from the faculty and students while subscribing to the e-resources. Faculty can apply to get books of different authors for the courses that they are teaching to increase the: knowledge database.

- The Circulation module of the software covers all the operations of circulation, right from creating member records to printing of reminders the outstanding books.
- The Database Maintenance module covers all operations of database creation and maintenance. To encourage original writing among students and faculty, the Library is provided with the access to fully automated software for plagiarism check.
- The entry of the student and staff are counted and registered.

Administration

- The regular attendance of all the staff is monitored through the Bio-metric system. Administrative Office uses advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college is made paperless.
- Students are able to obtain maximum services in online mode.
- The college looks into opportunities to automate some of its functions related to administration. Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.
- The activities of students inside the campus and bus are monitored through CCTV.

- The feedback mechanism is attained through the software and the link is posted in the website the easy access

Examination

The college has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, all the documents related to examination are processed using the software. This package includes student data, courses allotment, course entry, application generation printing, application receipt/student confirmation, Exam hall entry, absentee entry, external mark entry, moderation process, result publishing.

Alumni

In order to strengthen our alumni relationships, a separate alumni page is created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association is consulted for regular updates and database management. The information regarding the Alumni meet will be posted through portal also.

ICT tools Hardware Infrastructure

- The College has adequate number of desktops and laptops for students and staff.
- The Computers and printers are made available in all departments, IQAC cell, office, Library and administrative office.
- Projectors and other multimedia devices are provided in all classrooms, auditorium, seminar halls and laboratories. The infrastructure is complemented by Resograph machine, computer networking devices, scanners and interactive teaching board/smart board etc.
- The department laboratories are equipped with necessary software packages. 'The College maintains adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like MS Office and Antivirus are purchased and updated regularly. The college provides access to licensed e-journals from the departments and digital Library.

DECENTRALISATION OF POWERS AND DELEGATION OF AUTHORITY

The organization structure of the institution has JKKMMRF's AJKKSACP management represented by Chairman, Principal, Various functional heads HOD's, and faculty and supporting staffs with clear roles and responsibilities. The Principal of the institution assisted by vice-principal, Directors and departments heads carries out the policies of the governing council. Faculty members of the concern departments are working under the guidance of HOD's.

ORGANISATION CHART

GOVERNING COUNCIL

PRINCIPAL

IQAC

ACADEMICS

ADMINISTRATION

NON-ACADEMICS

COLLEGE COMMITTEES

PROFESSIONAL DEVELOPMENT

HOD

ADMINISTRATIVE OFFICER

SPORTS

CULTURALS

SOCIAL WELFARE ACTIVITIES

ADMISSION COMMITTEE

GRIEVANCE REDRESSAL COMMITTEE

ACADEMIC COMMITTEE

TEACHING STAFF

NON-TEACHING STAFF

OFFICE STAFFS

ANTI -RAGGING COMMITTEE

NSS COMMITTEE

IPR PUBLICATION COMMITTEE

PROFESSOR

LAB TECHNICIAN

HOSTEL AND MAINTENANCE

CULTURAL COMMITTEE

LIBRARY COMMITTEE

ASSOCIATE PROFESSOR

LAB ASSISTANT

TRANSPORT AND CANTEEN

ANIMAL ETHICAL COMMITTEE

EXAMINATION COMMITTEE

PLACEMENT COMMITTEE

ASSISTANT PROFESSOR

LIBRARIAN

SPORTS COMMITTEE

INTERNAL COMPLIANCE COMMITTEE

SESSIONAL BOARD COMMITTEE

LECTURER

COMMITTEES AND THEIR RESPONSIBILITIES

S.NO	COMMITTEES NAME	RESPONSIBILITIES
1	COLLEGE GOVERNING COUNCIL	To conduct meeting to monitor, regulate the administration, academic, recruitment, improvement etc.,
2	ACADEMIC COMMITTEE	Suggesting remedial steps wherever there are short comings in education delivery system
3	ADMISSION COMMITTEE	Admission facilitation cell can provide complete information package about the various courses offered by the institution, fee structure and admission process
4	ALUMNI COORDINATION CELL	Monitoring the Alumni activities of the institution Documentation of the papers of Alumni's, and creation of memberships, etc.
5	ANTI RAGGING COMMITTEE	To ensure that there is no ragging in the campus or hostel
6	IPR AND PUBLICATION COMMITTEE	Monitoring the research activities of the institution
7	CULTURAL COMMITTEE	Planning the cultural events for the year in the beginning of the year
8	ENTERPRENSHIP INNOVATION AND INCUBATION CELL	Addressing the students and encouraging for entrepreneurship
9	ANIMAL ETHICAL COMMITTEE	To maintain the record and documents as per the CPCSEA norms and regulations and the same should be uploaded in the CPCSEA website as and when required.
10	EXAMINATION COMMITTEE	Adhere to timelines for the development, conduct and review of examinations

11	GRIEVANCE REDRESSAL COMMITTEE	Implementation of the steps taken to address the grievances of the students
12	MENTOR AND PARENTS TEACHERS ASSOCIATION/ STUDENT COUNSELLING CELL	Student teacher works with small groups and individual students in need of special attention, helping to differentiate instruction in the classroom.
13	INDUSTRY INSTITUTION COLLABORATION AND PLACEME NT CELL	Arrange Training programs for soft skills and for interview facing skills for the students using institutional and external expertise
14	PCI UNIVERSITY COMMITTEE	Online data submission along with document preparation for the continuation of approvals from PCI/University/DME/MHRD/AISHE/NAAC.
15	IQAC COMMITTEE	Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
16	NSS COMMITTEE	Maintain the documents pertaining to NSS
17	LIBRARY COMMITTEE	Compilation, Verification and Monitoring of Library activities
18	SPORTS CELL	Organize sports meet
19	WEBSITE SYSTEM MAINTENANCE	Contacting the agencies for service and maintenance
20	INTERNAL COMPLIANCE CELL	Implement strategies to achieve targets related to student learning outcomes.
21	MINORITY COMMITTEE	To maintain the record of the minority students & Parents.
22	ACADEMIC CALENDER AND TIME TABLE	Prepare the time table and academic calendar

23	SESSIONAL BOARD CELL	Submitting the sessional reports to the Chairmen of the board. Have to maintain the Registers and documents.
24	HIGHER EDUCATION AND COMPETITIVE EXAM	Promote and motivate the students for Higher Education
25	CERTIFICATE COMMITTEE	Periodical evaluation is made to assess the student quality and involvement
26	DISCIPLINE COMMITTEE	Initiates necessary actions on students who indulge in in-disciplinary action and unbecoming behaviour.
27	HOSTEL COMMITTEE	Maintaining Discipline / attendance among the Students in the Hostel
28	WOMEN EMPOWERMENT CELL	Conduct sessions on women rights, gender equality, and related legal Frameworks.

PURCHASE OF EQUIPMENTS AND OTHER ITEMS

❖ Faculty / laboratory in-charge / Department in-charge identify the list of items / equipment's / Software to be purchased

❖ Head of the department concerned reviews and forwards the purchase request along with approximate cost to the Principal

❖ After principal approval the purchase request send to the management approval.

❖ After Management approval, the faculty concerned calls for quotation from vendors minimum three quotations are necessary

❖ Faculty prepare the comparative statement and final recommendation for purchase either based on minimum cost or quality of product / item is forwarded to the management through principal and HOD.

❖ If the item / product is received, its quantity, quality and other aspects are verified. If it is found to be satisfaction, then faculty prepare the details for bill payment. The payment is made through Principal and trust office.

❖ Items are entered into the proper stock register before paying the bill, the stock entry is signed by the administrative officer, principal and HOD's**.**

POLICY ON GRIEVANCES AND REDRESSAL

❖ The Students, Parents, Faculty, Staff and Public can express any of the grievances in a very transparent manner. The grievances submission form is available at JKKMMRF's Annai JKK Sampoorani Ammal college of Pharmacy website. www.jkkmmrfpharmacy.edu.in

❖ In addition, suggestion boxes are available at AJKKSACT president office, Principal office and PG Block.

❖ All the grievances are addressed is rectified within 7 to l0 days by the Principal of the college / President of the Trust.

Step 1: Grievance Input

Initially the students/faculty convey their grievances to the organization through grievance box, grievance portal, letters, registered communication, emails, etc. These inputs may be submitted by mail, over the Internet, or in person.

Step 2: Grievance Redressal committee

Then there is a dedicated committee assigned called as Grievance Redressal committee. They will process the incoming grievances from students brain storm the issues among them and conclude whether to escalate further or not.

Step 3: Appropriate Action

After thoroughly analyzing the problems, if the filed grievance demands a solution it will be resolved by involving all the stakeholders of the problem. Suggestions will be shared to the departments concerned through Principal

Step 4: Student Acknowledgement &Satisfaction

Finally, the student concerned will also be acknowledged regarding the issue and the committee will also ensure whether he is satisfied with the solution. If he is satisfied, then the grievance is resolved and closed. In case, if he is not satisfied with

the solution then again, the committee would readdress the issue and proceed further. But if they feel that it's not worthy of consideration, then they will counsel the student.

S. No.	Responsibility	Name of the Members	Designation
1	Chair Person	Dr.B.Anbarasi	Associate Professor / Department of Pharmaceutical Chemistry
2	Internal Member	Dr.V.Suresh	Professor & Head / Pharmacology I & III B. Pharm Co-Ordinator
3	Internal Member	Mr.R.Vijay Amirtharaj	Professor & Head / Pharmaceutical Analysis II & IV B. Pharm Co-Ordinator
4	Internal Member	Dr.S.Chandra	Professor & Head Department of Pharmaceutics I & II M. Pharm Co-Ordinator
5	Internal Member	Dr.K C Arul Prakasam	Professor & Head Department of Pharmacy Practice Pharm D Co-Ordinator
6.	Internal Member	Dr.P.Satheesh Kumar	Associate Professor / Pharmacognosy D.Pharmacy Co-Ordinator
7	Student Representative	Male Student Representative from each class	
8	Student Representative	Female Student Representative from each class	

GENDER EQUITY/ WOMEN EMPOWERMENT POLICY

In order to ensure that women have equal rights and opportunities in all facets and levels of the Institution, as students and employees, it is important to have a clear vision and mission.

Objectives

1. To encourage men and women to reach their full intellectual potential.
2. To ensure that women and men have equal access to services, employment opportunities, and information.
3. To design institution-wide policies that will direct the institution's response to sexual harassment and gender inequality.
4. To suggest changing institutional beliefs, customs, and behaviors that obstruct the development of gender equality
5. To direct the intellectual and social advancement of female students and employees.
6. To specifically and immediately apply the policy directives, suggestions, and provisions of the Gender Policy to all departments, administration, and other organizational structures.
7. To carry out awareness campaigns about sexual harassment, women's safety, and health and hygiene.

ENERGY CONSERVATION POLICY

General

- Constructing the buildings with more natural ventilation and lighting there by conserving the use of electricity.
- Replacing conventional lighting system with energy efficient lighting systems at 20% per year level.
- Replacing the conventional electrical equipment (like fans, ACs) with energy efficient systems in a phased manner
- Installing solar PV power generation systems to meet the base demand in 5 years
- Encouraging faculty, staff and students to use common transport facilities to reduce the carbon foot print.

MAINTENANCE POLICY

The institution has building infrastructure, electrical equipment's, furniture and fittings, IT infrastructure (Computers, Printers, Scanners and networking), CCTV camera surveillance system, laboratory equipment's and sports items. The maintenance requirements vary as daily, weekly, fortnightly, monthly, quarterly, half yearly and yearly. Repair and maintenance schedule are prepared accordingly and implemented. The laboratory that requires calibration is carried out as per the specified requirement. In case of software, Annual Maintenance Contract (AMC) is signed wherever necessary and upgraded on a yearly basis. Equipment Facility Maintenance Department (EFMD) monitors the implementation of Repair & Maintenance (R&M) work.

Maintenance and Utilization of Library and Resources

The library staffs are clearly instructed about the care and handling of library documents, the following registers are maintained in the library

- ✓ Each book is assigned an accession number, which is kept in the Book Stock Register.

- ✓ Staff and students visit the library to use the books, the visitor's information is kept on file in the E-Gate register on a daily basis.
- ✓ A book transactions register is kept in the library for the issue and return of books.
- ✓ A gate entry register is kept for the Digital Library.
- ✓ Periodicals and non-book items are kept up to date every year.
- ✓ Every day, a daily newspaper is kept in the library.
- ✓ Once a year, the newspapers are disposed of based on the date of purchase.
- ✓ A fire extinguisher is kept in the library in case of a fire.
- ✓ A feedback from staff and students are received periodically in order to improve the Library.
- ✓ Old books, journals and periodicals are bound to avoid damage.
- ✓ Physical stock verification is performed in the Library once a year.
- ✓ Every day in evening, the library's book shelves are reorganized.
- ✓ Every morning, all section furniture is cleaned.
- ✓ Every day, the working conditions of all computer systems and printers are examined.
- ✓ Computer systems and printers are cleaned on a daily basis.
- ✓ Every day, the library floors and book stack area are cleaned.
- ✓ Every week, all electrical components are inspected

Maintenance of Laboratories

- ✓ The respective lab in-charge, lab technician, assistants and other service personnel are given responsibility to maintain the equipment's; These are the procedures following for laboratory maintenance
- ✓ Under the supervision of the Head, the technician in charge does regular maintenance work as per the maintenance schedule, which is then reordered in the maintenance register.
- ✓ The IP peripherals of the system are maintained and serviced in accordance with the contained method.
- ✓ Stock register is kept separately for consumables and non-consumables.

✓ Consumables are monitored and verified at the beginning of every semester.

✓ Non-consumables are serviced every year by the Lab Technician. If the technician is unable to repair the defect, the supplier/manufacturer will be notified of the nature of the problem and asked to attend the service. In response, the supplier/manufacturer may visit the campus and service the same, for which a service charge will be provided. If the supplier wants to take the system peripherals to their location for repair, the malfunctioning equipment will be returned to the company after proper approval. Upon receipt of the malfunctioning system peripherals, the supplier will provide with an oral service estimate. If it is acceptable, the faculty equipment is repaired and serviced equipment is used.

✓ At the end of the semester, the maintenance work is cross-checked by the faculty in-charge and the Heads.

✓ Every year, inter department stock verification is done.

✓ System maintenance in the Laboratories is done based on the need.

✓ UPS maintenance is also done periodically and based on the need; it is processed immediately.

Maintenance of Classrooms

✓ The classrooms are well-furnished, and the desks and benches are well organized.

✓ The Green board is cleaned after each session by the concerned faculty, and it is cleaned with water in the evening by an attendant every day.

✓ Every day, the classrooms are cleaned.

✓ Students are instructed to dispose of waste in the trash can.

✓ For electrical faults in fan/tube lights, the student representative will notify the Class advisor. The class advisor will notify the concerned section (Work Section/Electrical Maintenance Section) via the Head of the Department.

✓ The projector in the classrooms are ensured to be turned off when the students leave the class room

✓ Every day, the lights and fans in the classroom are turned off by the students themselves when they leave the classroom every day.

Maintenance of CCTV camera, Networking and Internet

✓ In addition, technician in-charges will provide maintenance service in response to requests from various departments.

✓ The major equipment, such as NVRs and cameras, will be maintained and monitored on a daily basis by a campus-wide centralized Network Video Recorder monitoring facility.

✓ If the technician is unable to repair the defect, the supplier/manufacturer will be notified of the nature of the problem and asked to come to the institution for service.

✓ If the supplier requires that the equipment to be repaired in the approved service center, the malfunctioning equipment will be forwarded to the repair center via them. When necessary, the above maintenance work is cross checked by the Professor in charge of the System group.

✓ Every day, system administrators will do regular maintenance by technical in- charges in response to requests from various departments.

✓ In the event of a switch fault, the supplier/manufacturer will be notified of the nature of the fault and the switch will be delivered to them for service or repair.

✓ If the supplier requests that the faulty equipment be sent to the authorized service center, the faulty equipment will be sent to the service center.

✓ The status of the access points will be reported to the system management, and the maintenance work will be reviewed

Maintenance of Transport section

The Transport Department, which is part of the Annai JKK Sampoorani Ammal Charitable Trust, is in charge of the buses and services (JKKM)

- ✓ The vehicle's permit is renewed every five years. Grease is applied to all joints and spring bushes once a week

- ✓ The oil level in the engine is checked and maintained on a daily basis.

- ✓ The distilled water level in the battery is appropriately cleansed and maintained.

- ✓ Every week, the joint bolts and wheel bolts are checked and tightened.

- ✓ The radiator coolant is tested and refilled on a daily basis.

- ✓ Water servicing is performed in the service station every three months.

- ✓ The engine oil and filters are changed every 10,000 kilometers.

- ✓ Every 10,000 kilometers, the tiers will be rotated.

- ✓ Insurance, road tax, and fitness certificate are all renewed.

- ✓ Medicines in First-Aid kits are replenished when they expire.

- ✓ The fire extinguishers are replaced once a year.

- ✓ Vehicle insurance is renewed once a year.

IT POLICY

To integrate the changing technology and its requirements, redrafting of the policy on a regular basis becomes essential. As effective policies are a sign of due diligence, JKKMMRF 's has embarked upon the establishment of the high-end network infrastructure. JKKMMRF's has always given priority for up-gradation of IT facilities. Regular updating is done in facilities at institute level as well as department level.

- ❖ The Institution has a total of 225 computers.

- ❖ The campus is enabled with 24x7 Wi-Fi.

- ❖ The Wi-Fi system has been functioning with 100 Mbps (1:1) leased line connectivity provided by Rainbow Communications Pvt Limited.

- ❖ The Institution has a **9** Wi-Fi access points to cover entire campus.

- ❖ JKKMMRF uses fiber optical networking cable with a speed of 100 Mbps media converters and layer 5 switches like D-Link 10/100/1000 Giga byte.

❖ Upgrading of IT is seen in teaching learning process as OHPs in the institute have been intermittently replaced by LCD projector with smart boards in all classrooms.

❖ Printers are available in various locations and tonners are refilled as and when required.

❖ JKKMMRF's uses firewall service from TACTINE 220.

❖ Totally 70 CCTV surveillance cameras available for 24x7 surveillance in the institution.

❖ All the faculty members, students, technical staff and other workers of our institution are responsible for exercising appropriate use of information and network resources in accordance with the policies and standards.

POLICY DOCUMENT FOR GREEN CAMPUS

Scope

JKKMMRF's Annai JKK Sampoorani Ammal college of pharmacy has adopted many green cover initiatives, there by embellishing the eco-friendly ambience of the campus. Faculty members, staff members and students are directed to prevent pollution, avoid wastage of water and conserve energy by adopting various sustainable measures for the wellbeing of individual and society.

Objectives

Green initiatives implemented within the campus are:

- Enriching greenery inside the campus by planting saplings.
- Sustaining a clean environment by practicing 3R's approach (Reduce, Reuse and Recycle).
- Stimulating the creativity of the students to craft art piece from solid waste
- Maintaining rainwater harvesting system and recharging pits/wells to meet the increasing demand of water.
- Usage of environment-friendly products such as paper, cloth and jute bags. ' Diminishing the amount of single use items like plastics, coated paper cups and straws.

- Improvisation of energy saving process by installation of solar panels, solar water heaters, LED bulbs and sensor-based systems within the campus.

- Promotion on natural lighting inside the classrooms and hostel.

- Turning off lighting and appliances in unoccupied rooms.

- Switching over to e-transaction and maintaining paperless ambience.

- Encouraging students to volunteer for clean upon campus.

- Creating awareness among staff and students to reduce CO_2 emission through the usage of bicycles and battery powered vehicles.

- Furnishing waste collection points and specific guidelines for disposal of waste.

WASTE MANAGEMENT POLICY

Waste management policy articulates promise to reducing its environmental impacts through effective waste management and sustainable practices in converting waste to resources,

The campus strives to realize sustainable and holistic waste management essential and reducing its foot print and providing a safe and healthy work environment for teaching and non-teaching employees, students, visitors and stake holders.

- Committed for obtaining a Zero waste plan thus obtaining its ecofriendly status through the policy of reduce, reuse and recycle.

- Recycling and reuse - the recyclable material like plastic, metals, paper and other shall be handled over to the external agencies.

- Avoiding and minimizing the generation of waste- organizing awareness program for waste management through various club activities.

- Segregation of solid waste- biodegradable and non-biodegradable wastes are suggested to handle over separately as mentioned in solid waste management.

- Reducing paper waste through relying more electronic devices at all levels including governance, examinations, admission and finance. E-governance shall be ensured to implement innovate strategies and these by reduce paper waste in the campus.

- Reduce E-Waste to maximum with proper maintenance before moving on to replace and recycle.

- The campus is provided into training on legislation, hazardous, compliance and the policy by conducting waste management awareness programme throughout the year. All the students, faculty, staff members and stake holders are made aware of the policy.

ENVIRONMENTAL POLICY

Our college fosters awareness and accountability when implementing green ideas on campus. Promoting awareness of green practices among students and stakeholders is crucial for the development and maintenance of green campuses. JKKMMRF's Annai JKK Sampoorani Ammal College of Pharmacy manages solid waste management, water recycling, sewage disposal, and disposal of waste materials like papers, plastics, electronics, and biological wastes, among other things. To make the best possible use of the resources present in the surrounding areas for the community's future wellbeing, effective water management is carried out. The following actions are taken by the institute to create and maintain a green campus.

Landscaping with trees and plants

We create a clean environment by planting a significant number of trees and plants so that it plays a great role as earth's lungs in regulating the CO_2 emission.

Save water and save lives

- Closure of taps when not in use and frequent inspection of valves is encouraged to detect leaks

- Rain water harvesting and drainage recycling for drip and sprinkle irrigation are performed.

Use of Bicycle/ battery powered vehicles

Our college is always ingenious in minimizing the consumption of non-renewable energy by encouraging staff and students to use the bicycle, battery-powered vehicles, public transport and carpooling.

Pedestrian-friendly pathways

Pedestrian-friendly pathways are abounded with noticeable logos / sign boards in our campus.

WATER CONSERVATION POLICY

To ensure efficient and responsible use of our water resources for the benefit of all.

1.Ensure continuous water supply

The Institute has put in place continuous transmission and automated distribution systems to make sure there is an adequate and reliable water supply on campus.

2. Reduce wastage of water

Water waste inside the institution is decreased by finding and fixing leaks, inspecting and installing pressure lowering valves, flow restrictors, and aerator taps where they are needed.

3. Recycle the waste water

The Institute (water recycling or water reclamation) reclaims the water from a variety of sources then treats and reuses it for beneficial purposes such as irrigation, groundwater replenishment, gardening, and environmental restoration. Water reuse can provide alternatives to existing water supplies and be used to enhance water security, sustainability, and resilience.

4. Rain water harvesting

The Institution collects rainwater from a surface that resembles a roof and sends it to a tank, a deep pit, a well, and a borehole so that it can percolate down and replenish the ground water. In order to provide drinking water, domestic water, water for livestock, and a mechanism to restore groundwater levels, the institution features a roof-top rainwater gathering system.

5. Treat effluents from laboratories

The Institution follows Standard Operating Procedures for disposal of hazardous chemicals collected from the laboratories.

6. Sewage Treatment Plant process

The Institute has a Sewage treatment plant to recycle the waste water. This plant treats the waste water and makes it fit for reuse in watering plants and trees. Also, to protect the surrounding environment from raw sewage discharge.

7. Store water

The institute contains storage facilities to prevent water shortages and to hold extra runoff during times of heavy rain.

8. Awareness about Water Conservation

The institution runs awareness Programmes for students to enhance water conservation in order to deal with water shortages and ensure sustainability. The programme has been organized at all levels of society to raise awareness of the need of saving water.

DIVYAGAN POLICY

Our institution has constituted the policy to ensure disabled friendly and barrier free environment for the disabled people to live with equal opportunities in college premises.

- College provides disables rest room that can be approached with wheel chairs.
- Signage boards are placed in all prominent places to ensure barrier free movement and to access to the needed facilities.
- College provides disabled friendly infrastructure like ramp and lift facilities.
- College provides the provision for enquiry and information at the reception.
- The institution committed to extend scribe facility for deserving candidates during examination by obtaining prior permission from the affiliated University.

CODE OF PHARMACEUTICAL ETHICS

The faculty of Pharmacy has adopted the code of ethics laid down by the Pharmacy Council of India and is imbibed in the practice, teaching and training processes.

Code of Pharmaceutical Ethics as formulated by Pharmacy Council of India and University which 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:

1. Pharmacist in relation to job.

2. Pharmacist in relation to trade.

3. Pharmacist in relation to medical profession.

4. Pharmacist in relation to profession.

1. <u>Pharmacist in relation to his job</u>

- 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.

<u>Pharmaceutical services</u>

- 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 and 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.

2. 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 throat competitions, 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 virility
- Any reference to condemn the products of similar nature of others

3. 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:

- 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.

- 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.

- 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!