R.R. COLLEGE OF PHARMACY

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STANDARD OPERATING PROCEDURES

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Prepared & Reviewed by Heads of the Departments
(In consultation with the faculty members)

TEACHING AND LEARNING PROCESS

PREFACE

The major objective of this manual is to facilitate the work of faculty and administration in the realization of the effective teaching learning process in the institute.

The manual should promote effective working of administration and faculty by delineating and regularizing the operating and procedures and to define and distribute responsibilities.

The teaching learning process is divided in to three categories viz.,

1. Procedures to be followed before the commencement of the semester
2. Procedure to be followed during the course of the semester and
3. Procedures to be followed at the closure of the semester

CONTENTS

1. Procedures to be followed before the commencement of the semester

2. Procedure to be followed during the course of the semester

2.0   Students admission/enrolment
2.1   Fresher's Day/Orientation Program
2.2   Class Room Interactions
2.3   Issue of Lesson Plan, Question Bank and Assignment Questions
2.4   Laboratory Interactions
2.5   Segregation of slow learners and advance learners
2.6   Special programs for slow and advanced learners
2.7   Continuous internal evaluation
2.8   Completion of syllabus by faculty
2.9   Organizing SDP, FDP, Workshops and Seminars/Conferences
2.10   Conduction of Internal Assessment Tests, Valuation and Analysis
2.11   Usage of ICT enabled teaching aids
2.12   Student representation in all committees and events
2.13   Industrial/Field Visits, Internship and student exchange programs
2.14   Research projects/Sponsored projects
2.15   POs and COs attainment
2.16   Industry Academia interactions
2.17   Report of syllabus coverage/ student attendance
2.18   Pre-placement training programs for pre-final year students
2.19   Placement drives for final year students
2.20   Maintaining Faculty Diary
2.21   Academic Review Meetings
2.22   Project, Technical Seminar and Internship/Industrial training
2.23   Elective options from the students for the VIII B.Pharm semester
2.24   Proctors report/performance report of the students to parents
2.25   Parents Teachers meetings
2.26   Online entry of IA Marks and Attendance to University Web portal
2.27   Submission of hard copies of IA Marks to University
2.28   Responsibility of faculty and various coordinators
2.29   Disciplinary action against erroring faculty/staff

3. Procedures to be followed at the closure of the semester

3.0   Students Feedback
3.1   Exit Feedback from outgoing students
3.2   Result Analysis
3.3   Preparation work for the next semester

1. Procedures to be followed before the commencement of the semester

1.0   **Teaching Subjects/Laboratory Classes options by the faculty**

1.0.1   All department faculties have to provide their options for teaching the subjects for the ensuring semester, Semester wise, to the Head of the Department (HoD) whenever asked.

1.0.2   Each faculty have to give their preferences for subjects and laboratories in the stipulated time.

1.1   **Allocation of Subjects/Laboratory classes to the faculty**

1.1.1   Depending upon the preferences given by the faculty, HoD has to allocate the subjects and laboratory classes to each faculty.

1.1.2   In special cases, the HoD can allocate a particular theory subject or laboratory class to any particular faculty by considering the experience and subject knowledge of the faculty.

1.1.3   Once the allocation of subjects is completed, the Timetable Coordinator has to get the signature from each faculty for the allocation list and to be filed in the Timetable file with the signature of the HOD.

1.2   **Class Room Allocations to all departments**

The principal has to allocate the required number of class rooms to each department depending on their requirements like number of elective subjects, student strength. The allocation list is to be sent to all department heads.

1.3   **Class Timetable preparation**

1.3.1   After finalization of the theory subjects/laboratory class allocations, class room allocations and nominations of Class Teachers for each semester, the Timetable Coordinator has to prepare the Timetable for the Odd/Even Semesters.

1.3.2   While preparing the timetable, the coordinator has to take in to account any special requirements of timings for placement activities, Project work, Technical seminar, Proctoring and Tutorials.

1.3.3   The Timetable coordinator of the department has to consult his counterpart in the other department for finalizing the slots for common subjects among departments and first year subject/s.

1.3.4   The draft Timetable to be circulated among the concerned faculties for modifications, if any.

1.3.5   The final Timetable to be signed by the department heads and the Principal for approval.

1.3.6   The approved Timetable copies are to be displayed on the notice board of the departments and the concerned class rooms.

1.3.7   The individual faculty time table has to be issued by the HoD to each faculty.

1.4   Updating of all notice boards including laboratory notice boards

1.4.1   Before the commencement of the semester, all the department notice boards/laboratory notice boards have to display the relevant information required by the students for that semester. This is the responsibility of department HoDs.

1.4.2   The department notice board should display:

      i. Vision and Mission of Institution and Department
      ii. Calendar of Events of the University, Institution and Department
      iii. Class Timetable of all semesters
      iv. Eligible students list
      v. University/Institution/department Circulars pertaining to students
      vi. Previous semester Newsletter
      vii. Project batch list with titles and guides
      viii. Project Evaluation Committee list
      ix. Technical Seminar list with titles and guides
      x. Technical Seminar Evaluation Committee list
      xi. Proctor/Students list
      xii. Anti ragging cell information
      xiii. Internal Complaint Committee
      xiv. Any other relevant documents

1.5   Nomination of Mentors/Proctors nomination

1.5.1   The department heads in consultation with their faculties have to nominate the mentor for each class.

1.5.2   The tenure of the mentors will generally for one academic year (Odd and Even semester).

1.6   Class Teachers nomination

1.6.1   The department heads in consultation with their faculties have to nominate the Class Teachers for each class.

1.6.2   The tenure of the Class Teachers will generally for one academic year (ODD and Even semester).

1.7   Nomination of various faculty coordinators at Institute level

1.7.1   The Principal in consultation with the department heads nominate the coordinators for various committees, clubs at institution level. The tenure of each coordinator, generally, will be for one academic year (Odd and Even Semester) or till further notifications.

1.8   Nomination of various department faculty coordinators

1.8.1   The department heads in consultation with their faculties, nominate the coordinators for various committees/clubs at department level. The tenure of each coordinator, generally, will be for one academic year (Odd and Even Semester).

1.8.2   These department coordinators assist the coordinators at institution level for fulfilling the objectives.

1.9   Provision of Calendar of Events (CoE) at Institute level

1.9.1   Before the commencement of each semester (Odd/Even), the Principal has to issue the calendar of events for that particular semester, based on the calendar of events issued by the University and the programs planned to conduct by the institution for semester.

1.9.2   The approved calendar of events to be displayed on all the notice boards of the departments.

1.9.3   All the faculty of the departments has to file this CoE in their Course Files.

1.9.4   The departments should follow the CoE for the conduction of all the events/programs.

1.10   Preparation of Department wise Calendar of Events

1.10.1   Based on the Calendar of events of the institutions, the department heads has to prepare the department calendar of events considering the planned events/programs to be conducted by the department and get the approval of the Principal and then to be displayed in the department notice boards.

1.10.2   All the faculty of the departments has to file this CoE in their Course Files.

1.10.3   The department heads have to strive to adhere to the planned CoE.

1.11   Course Files preparation by faculties

All the faculties of the departments have to prepare a course file, for their allocated theory subjects/practical classes, consisting of approved copies of the following:

  i.   Vision and Mission of the Institute and Department
  ii.   Syllabus copy
  iii. Importance/Significance of the subject
  iv.   Prescribed Text Books and Reference Books
  v.   CoE of University, Institute and department
  vi.   Lesson Plan
  vii. Student List/Practical Batch List
  viii. Class Timetable
  ix.   Individual Timetable
  x.   Question Bank
  xi.   Assignment Questions for all Modules/Units
  xii. Previous year question papers
  xiii. Notes
  xiv. Attendance Register

1.12   Updating of Students Database

1.12.1   The Class Teachers of all the departments have to prepare and update the student database as per the prescribed format. The copy of the latest database of the students is to be issued to all the concerned faculties to understand the strengths, weaknesses and interest of the students.

2. Procedure to be followed during the course of the semester

2.0   Students admission/enrolment
2.0.1   At the start of each semester, the administration office has to provide the list of eligible students for each department.
2.0.2   The Class Teachers of all departments have to enrol the students to the department through the prescribed registration form.

2.1   Fresher's Day/Orientation Program
2.1.1   Before the commencement of regular classes of the semester (Even and ODD semesters), all the department heads have to organize induction program/orientation program for both new and old students.

2.1.2   The Class Teachers of the concerned classes have to give a Power Point presentation on the following:

i.	Vision and Mission of the Institute
ii.	Vision and Mission of the department
iii.	All the Facilities available in the Institute and department
iv.	Various Committees, Clubs and associations available for students
v.	Significance of the course
vi.	Significance of each subjects of that semester
vii.	Scope of the course in getting placemats
viii.	Gender sensitization for first year students

2.1.3.   The Class Teachers of the departments have to arrange for visit to all the laboratories of their department for first year students.

2.2   Class Room Interaction

2.2.1   All the faculties have to ensure the lectures will be delivered as per the approved lesson plan.
2.2.2   All the faculties have to maintain faculty diary to record the topics covered in class.
2.2.3   All the HODs have to review the diary of their faculties periodically to monitor the progress and any deviations are to be covered in the due course.
2.2.4   All the faculties have to maintain the student attendance registers for both theory and practical classes.
2.2.5   All the faculties are encouraged to make their lecture sessions more interactive.
2.2.6   All the faculties are encouraged to make use of ICT enabled teaching aids in delivering their lectures.

2.2.7   All the faculties are encouraged to strive for continuous internal evaluation of their students in their subjects.

2.2.8   All the faculties have to conduct technical quiz after completion of each unit/module.

2.2.9   It is the responsibility of each faculty to complete the prescribed syllabus by taking special classes, if required.

2.3   **Issue of Lesson Plan, Question Bank, Assignment Questions and Cos**

2.3.1   On the first day of class room interaction, all the faculties of the department have to issue the copies of approved lesson plan, question bank, Course Objectives (COs) and assignment questions to the students.

2.4   Laboratory Interactions

2.4.1   The faculties of the department who are in-charge of particular laboratory classes are responsible for completing the laboratory experiments prescribed by the university.

2.4.2   The concerned faculty has to evaluate the practical records of the students immediately after submission.

2.4.3   The concerned faculty has to conduct *viva-voce* for each experiment.

2.4.4   The concerned faculty has to conduct a test at the scheduled date.

2.4.5   The concerned faculty has to allocate IA marks of laboratory class considering the conduction of the experiment, *viva voce* and lab record marks.

2.5   Segregation of slow learners and advance learners

2.5.1   The proctors/mentors along with the concerned class teacher has to identify the slow learners and advanced learners in the beginning itself by interacting with the students, considering the previous examination marks.

2.5.2   The list of slow learners and advanced learners has to be prepared by the concerned class teachers of the departments. The list is to be reviewed periodically to analyse the progress by the department heads along with the concerned class teachers.

2.6   Special programs for Slow and advanced learners

2.6.1   All the heads of the departments have to conduct the special programs for slow learners and advanced learners according to a timetable prepared separately for them, including counselling, special classes, bridge courses, crash courses, providing mini-projects, internships.

2.7   Continuous internal evaluation

2.7.1   The faculties of all the departments have to monitor continuously the progress made by each student in their subjects' viz. the internal assessment test marks, laboratory performance and performance in assignments.

2.8   Completion of syllabus by faculty

2.8.1   All the faculties of the departments have to complete the teaching of the prescribed syllabus by the University to the students without fail.

2.8.2   In extra-ordinary cases, the faculty has to complete the syllabus by taking special classes with the approval of the department heads.

2.8.3   The topic covered in each class has to be entered in the Faculty Diary.

2.8.4   The teaching is to be carried out by all faculties as per the approved lesson plan. In case if any deviation in this, the same has to be brought to the notice of the department heads. Suitable corrective action has to be taken by the faculty under intimation to the department heads.

2.9   Organizing SDP, FDP, Workshops and Seminars/Conferences

2.9.1   All the department heads have to organize sufficient number of SDPs, FDPs, workshops and seminars for the benefits of the students and faculty to create awareness on the state-of-the-art technologies.

2.9.2   Reports on the program conducted to be prepared by the faculty of the department in-charge of that program. Attendance of the participants and their feedbacks for all the programs conducted should be taken by the program in-charge.

2.9.3   The funds required for organizing such programs has to be get approved from the Principal.

2.9.4   Proper accounting report to be provided by the program in-charge on the amount spent on organising the event.

2.10   Conduction of Internal Assessment Tests, Valuation and Analysis

2.10.1   The conduction of Internal Assessment Tests, Valuation and Display of IA Marks should be as per the procedures of the approved test conduction process manual only.

2.10.2 The 1st IA test marks scored by the student can be used for segregating the Slow Lerner and Advanced Lerner.

2.10.3 All the faculties of the departments have to analyse the marks scored by first two IA tests and evaluate the progress of each student in their respective subjects. Accordingly, suitable remedial measures have to be taken for the needy students.

2.11 Usage of ICT enabled teaching aids

2.11.1 All the faculties of the departments have to make extensive use of ICT enabled teaching aids and e-learning resources, in delivery of their lectures.

2.11.2 All the faculties of the departments have to make extensive use of online content and NPTEL, and other Video lectures to supplement the class room teaching.

2.12 Student representation in all committees and events

2.12.1 The institute encourages all students to take part in all activities of the institution.

2.12.2 There will be student participation (both male and female) in all the committees/associations/clubs constituted by the Institution.

2.12.3 The HoDs have to nominate the required number of students in all the committees/clubs/groups at the department and college levels.

2.13 Industrial/Field Visits, Internship and student exchange programs

2.13.1 It is the responsibility of the department heads has to organize Industrial Visits/Field Visits/Internships and student exchange programs.

2.13.2 Each department head has to conduct at least three above mentioned programs for the benefit of their students.

2.13.3 The faculty in-charge has to prepare the reports on the above events and to submit to the HODs along with the attendance of the participants.

2.14 Research projects/Sponsored projects

2.14 The faculties of all the departments have to strive for getting research projects/sponsored projects(funded projects) for their respective departments through various agencies like AICTE, UGC, DST (Karnataka State Government), etc,.

2.15   POs and COs attainment

2.15.1   The head of the departments has to upload all the Program Outcomes (POs) and all Course Outcomes (COs) of their departments, based on the Graduate Attributes (GAs) concerning that specific program, in the institution website well in advance.

2.15.2   All the faculties have to frame the IA Test papers giving suitable weight-age for each COs enabling for easy evaluation of the attainments.

2.15.3   At the end of each IA test, all the faculties have to evaluate the COs attainment by each student.

2.15.4   All the faculties have to submit the CO attainment reports to their department heads for their analysis.

2.15.5   Department heads have to nominate one Attainment coordinator for their departments.

2.15.6   Attainment of course objectives and outcomes are to be evaluated through the feedback obtained from the students. This is the responsibility of the Class Teachers of the departments.

2.16   Industry Academia interactions

2.16.1   It is responsibility of the department heads to facilitate the industry academia interactions to bridge the gap by arranging sufficient number of industrial visits, field visits and arranging interactions with industry experts/alumni with students.

2.17   Report of syllabus coverage/ student attendance

2.17.1   All the faculties of the departments has to submit the report on syllabus coverage and attendance of the students in their subjects, in the prescribed format to their HODs, at the beginning of each IA test.

2.17.2   The above report has to be analysed in the Academic Review Meeting to be taken by the Principal. Suitable measures to be taken by the concerned faculty if any discrepancy found.

2.18   Pre-placement training programs for pre-final year students

2.18.1   The faculties are encouraged to take pre-placement training for the pre-final year students of the department, in soft skills and technical skills.

2.18.2 The calendar of events for the pre-placement training is to be prepared by the department heads with the assistance of the placement coordinators.

2.18.3 Attendance of the participants for each program conducted should be taken by the placement coordinators of the departments.

2.19 Placement drives for final year students

2.19.1 The Placement Officer of the institution in coordination with the department faculty coordinators and student coordinators has to conduct placement drives for the students.

2.19.2 The coordinators of all the departments have to maintain the database of the placed students in their department, year wise.

2.19.3 Attendance of the participants for each program conducted should be taken by the placement coordinators of the departments.

2.20 Maintaining Faculty Dairy

2.20.1 All the teaching faculty of the department has to maintain the 'Faculty Dairy' issued to them by the institution (One Faculty Dairy per year).

2.20.2 All the entries (Class Room interactions/Topics covered and other activities of the day) in the dairy to be completed by the faculty and to take the signature of the HODs at the end of the day.

2.20.3 The faculties are required to produce the Dairy to the Principal during Academic Review Meeting (ARM) for his review and signature.

2.21 Academic Review Meeting (ARM)

2.21.1 Principal of the institution has to take Academic Review Meeting with the faculty, department wise during each test time to review the academic progress by each faculty.

2.21.2 Principal has to announce the date and time for each department for the ARM.

2.21.3 The minutes of the meeting is to be send to each department for the improvements in the drawbacks, if any.

2.22 Project, Technical Seminar and Internship

2.22.1 The HODs have to make required number of batches of students for project as follows:

2.22.1.1 B Pharm VIII Semester: 5 students in each batch, considering students preferences.

2.22.1.2 Pharm D. V Year: Minimum 2 and Maximum 4 students in each batch, considering students preferences.

2.22.2 The Technical Seminar has to be given by individual students.

2.22.3 The HODs have to nominate the Project Work Coordinator, Seminar Coordinator and Internship coordinator for their departments.

2.22.4 The HODs have to make arrangements for providing Internships to students in reputed industries.

2.22.5 The HODs have to allocate guides for each batch of students for Project Work and guides for Technical Seminar.

2.22.6 In case the students get permission from industries to carry out the project work, the internal guide has to discuss with the external guide in the beginning of the semester/year and make visits to the industry periodically to evaluate the progress in the project.

2.22.7 Internal guides of the departments have to provide regular updates to the project coordinator and the HoD on the status of the project work and any deviations are to be reported immediately to the HoDs for taking suitable actions.

2.22.8 The guides should ensure that the students are regular and punctual to their work and adheres to the schedule given by the departments in preparing for the seminars/project work, report documentation in lieu with the university requirements.

2.22.9 The guides should ensure that the seminar/project report is of quality standards as per university requirements and is to be submitted within time frame specified.

2.22.10 The Project Work and Technical Seminar Evaluation committees of the department should allocate marks for each phase of the Project and Seminar and to be documented. The final marks to be awarded based on the marks scored by the students in all the three phases of presentation.

2.22.11 The project coordinators has to arrange for the project exhibition in-house and other institutions.

2.23   Elective options from the students for the VIII Semester B Pharm

2.23.1 All the department heads have to offer the open elective subject to all other departments.

2.23.2 The Course coordinator and Elective Coordinators are responsible for getting the options of electives (Open Elective/Professional Elective) from

the students in a written document after explaining the scope of each elective to the students.

2.23.3   The report of Elective selection by students is to be submitted to the Principal by HoDs.

2.24   Proctors report/performance report of the students to parents

2.24.1   At the end of each internal assessment test, the proctors has to prepare the proctor report/progress report of their students and sent to their parents/guardians by post/email.

2.24.2   The parents/guardians of the students are informed about the weakness and strong points of their ward.

2.25   Parents Teachers meeting

2.25.1   The Class Teachers of the department has to organize the Parents Teachers meeting on the days scheduled in the calendar of events of the institution. A separate book to be maintained to record the parent's signature and their feedback/comments.

2.25.2   The proceedings of the meeting and feedback from the parents have to be maintained with Class Teachers concerned.

2.25.3   The feedbacks from the parents to analyse and a report to be submitted to the head of the departments by the concerned class teachers.

2.25.4   The HoDs have to take suitable actions with respect to the reports, if required.

2.26   Online entry of IA Marks and Attendance to University Web portal

2.26.1   The concerned official has instructed to enter the IA marks to University Web portal upon notification by the University.

2.26.2   The concerned official has instructed to enter the attendance to University Web portal upon notification by the University.

2.27   Submission of IA Marks and Attendance Statement to University

2.27.1   The head of each department has to send the IA marks and Attendance statement of students to the University in the format and time prescribed by the University.

2.27.2   The hard copy of the above statements with the signature of the students to be preserved by the department heads for inspection by LIC committee.

2.28   Responsibility of faculty and various coordinators

The duties and responsibilities of the faculty and various coordinators are as per the laid down procedures of the institution in this regard.

2.29   Disciplinary action against erroring Faculty/Staff

Disciplinary action against the erroring faculties in their duties has to be taken as per the laid down procedures of the institution in this regard.

3.   Procedures to be followed at the closure of the semester

3.0   Students Feedback

3.0.1   The faculties nominated by the HoDs have to take feedback from all the studentsof all the classes in the prescribed format at the end of all the semesters and submit to the administration office in closed covers.

3.0.2   The office faculties nominated by the Principal have to analyse the feedback and make a report on the same, department wise and submit to the department heads.

3.0.3   The HoDs have to analyse the report and to take suitable remedial actions if the performance of the faculty is not up to the mark, if any.

3.1   Exit Feedback from outgoing students

3.1.1   The Class Teachers of all the departments have to take feedback from all the outgoing students (Final Semester Students) in the prescribed format at the end of the semester.

3.1.2   The Class Teachers of all the departments have to analyse the feedback and make a report (Satisfactory Index) on the same and submit to the departments heads.

3.1.3   The HoDs have to analyse the report and to give emphasis on the areas where the students' satisfaction index is not up to the mark, if any.

3.2 Result Analysis

3.2.1   The Class Teachers of all the departments have to make result analysis immediately after the announcement of the results of their class by the University.

3.2.2   The result analysis reports should be submitted to the HODs and the Principal by the concerned Class Teachers.

3.2.3   The HoDs have to analyze the result for each class and suitable measures have to take in case any poor performance by the faculty.

3.3   Preparation work for the next semester

3.3.1   All the department heads have to announce the open elective subjects they are offering to VIII Semester students.

3.3.2   The class coordinator has to take the student options for open elective subjects for the VIII semester. The report on the same is to be submitted to the concerned HoDs.

3.4   Vacations

3.4.1   At the end of each semester, vacation for teaching and non-teaching staff will be declared by the Principal of the institution. Vacation period and slots for vacation are to be decided by the Principal of the institution.

3.4.2   All the teaching faculty has to submit the following documents to their HoDs before availing the vacation.

i.   Department Calendar of Events
ii.   Timetable (Class, Lab, Individual and consolidated)
iii. Lesson plans
iv.   Question Bank, Assignment Questions Unit/Module wise
v.   Course Material
vi.   Attainment of previous courses handled
vii. COs for all the subjects handled
viii. Students Project synopsis/Seminar synopsis
ix.   Proctor Books
x.   List of University recommended Text Books/Reference Books required for the   library
xi.   Entry of IA marks in the University Portal
xii. The department newsletters to be published by the concerned department coordinator/editor

CONDUCTION OF INTERNAL ASSESSMENT (IA) TESTS

PREFACE

The objective of IA manual is to monitor the process of conducting and evaluating the internal assessment as per guidelines of affiliated university to faculty.

The manual promotes effective procedures of carrying out internal assessment for UG and PG programs and finalising and evaluating the internal assessment of students.

CONTENTS

1. Appointment of chief superintendent
2. Duties & responsibilities of the chief coordinator
3. Duties & responsibilities of departmental coordinator
4. Duties & responsibilities of the room superintendent
5. Duties & responsibilities of all the faculties
6. Format for 5th semester to 8th semester time table
7. Format for 1st semester to 4th semester time table
8. Format for room invigilation duty list session wise
9. Format for 5th semester to 8th semester question paper
10. Format for 1st semester to 4th semester question paper
11. Format for statement of marks subject wise all branches & semesters
12. Format for faculty invigilation duty allotment
13. Format for absentee statement branch wise, semester wise and section wise

APPOINTMENT OF CHIEF SUPERINTENDENT [CS]

The Principal shall be the Chief Superintendent of the Internal Assessment Test. The Chief Superintendent [CS] shall appoint one of the senior Professors/Associate Professor and an Assistant Professor of the college as the Chief Coordinators for conduction of the Internal Assessment [IA] Test and suitable number of departmental coordinators to support them in discharging their duties. The Chief Coordinators shall assist the Chief Superintendent in identifying suitable persons for appointing them as Departmental Coordinators [DC], Room Superintendent [RS] and other supporting staff for conduction of IA Test.

The duties assigned with reference to the conduction of IA Test are mandatory for all the staff and non-performance is liable for disciplinary action as per the institutional norms.

2. DUTIES & RESPONSIBILITIES OF THE CHIEF COORDINATOR

2.1   On receipt of appointment order as the Chief Coordinators [CC], he/she shall report to the Chief Superintendent [CS] within a period of 48 hours.

2.2   The Chief Coordinators shall give stationary material required for conduction of IA Test like A4 sheets, Cello tape, Files, no. of Blue books and notice board pins fifteen days before the commencement of IA Test to the Administrative officer [AO].

2.3   The Chief Coordinators shall receive all the stationary material required from the office for conduction of the IA Test.

2.4   The Chief Coordinators shall send a circular to all the HOD's to nominate a Departmental Coordinator [DC].

2.5   The Chief Coordinators shall distribute the blue books to Departmental Coordinator [DC] as per there requirement prior to the one week before the commencement of IA Test.

2.6   The Chief Coordinators shall conduct a meeting with Departmental Coordinator [DC] before the commencement of IA Test and discuss about the overall process.

2.7   The Chief Coordinators shall collect the list of faculties of various Departments

      from the office for discharging the Room Superintendent [RS] duties.

2.8   The Chief Coordinators shall collect the list of students of various departments
      from the office and cross check the list with the Departmental coordinator [DC].

2.9   The Chief Coordinators shall prepare the IA Test time table and get the
       approval from concerned departmental HOD's and display it on the notice
       board ten days prior to the IA Test.

2.10 The Chief Coordinators shall take enough care to arrange the common
      question paper for common subjects, irrespective of the branch. [Ex:
      Pharmaceutical Marketing subject should be common for all the students
      throughout the Class] and instruct the same to DC well in advance.

2.11 The Chief Coordinators shall prepare semester wise, department wise and section
      wise Absentee statement and circulate to each department.

2.12 The Chief Coordinators shall prepare B-form semester wise, department wise
      and section wise for the signatures of students and Room Superintendent [RS].

2.13 The Chief Coordinators shall allot the seating arrangement for students
      session wise as follows;

       (i) There will be two sessions every day.
       (ii) Session 1 [10.30AM to 12 Noon] and session 2 [2.30 PM to 4.00PM] that
            is for 1.30 hour [30 Marks].
      (iii) Maximum capacity of students in a room is 40.

2.14   The Chief Coordinators shall allot room Invigilation duty to Room
       Superintendents [RS] session wise as follows;
       (i) Professor: Two duties.
       (ii) Associate Professor: Three duties.
       (iii) Assistant Professor: Four duties.
       (iv) Assistant Professor (Fresher): Five duties.

2.15   The Chief Coordinators shall send the Time table, Room Invigilation duty list,
       student's room allotment list, question paper format [higher/lower semester] and
       Absentee statement to all the Departmental coordinators [DC] one week before
       the commencement of IA Test.

2.16   The Chief Coordinators shall collect all the question papers from the
        Departmental coordinators [DC] date wise and session wise according to

Time table in a sealed cover and safely stored in strong room two days before the commencement of IA Test.

2.17 The Chief Coordinators shall monitor all sessions for the smooth conduction of IA Test.

2.18 The Chief Coordinators shall assign the duties to the other supporting staff and see that everyone involved in the smooth conduction of IA Test.

2.19 The Chief Coordinator shall report for duty 30 minutes prior to the start of IA Test on all the sessions.

2.20 The Chief Coordinators shall facilitate the recording of the attendance of the staff reported for duties on each day and shall report any discrepancies to the CS.

2.21 The Chief Coordinators shall liaison between the CS and the Departmental Coordinators [DC] for monitoring/inspection during the conduction of IA Test and also in recording the cases of malpractices reported by either the DCs/RS.

2.22 The Chief Coordinators shall display student's room allotment list one hour before the commencement of the IA Test.

2.23 The Chief Coordinator shall collect a copy of Absentee statement form DC and submit it to CS soon after the completion of IA Test.

2.24 Any insubordination or negligence of duties by the coordinators/staff shall be reported by Chief Coordinator to the CS for a suitable action.

3. DUTIES & RESPONSIBILITIES OF DEPARTMENTAL COORDINATOR

3.1 The Professor/Associate Professor/Assistant Professor can be nominated as a Departmental Coordinator by HOD's of concerned department.

3.2 The Departmental Coordinator [DC] shall meet the Chief Coordinators and collect the necessary information about the smooth conduction of IA Test.

3.3 The DC shall give the number of blue books required to Chief Coordinators depending on total number of students in the concerned department [Total no. of students X Total no. of subjects in each semester].

3.4 The DC shall collect the blue books from the Chief Coordinators five days before the commencement of IA Test with the help of Instructor/attender.

3.5 The DC shall display the IA Test time table 10 days prior to the commencement of IA Test.

3.6 The DC shall collect all the question papers of concerned department in a sealed cover from the respective faculties and arrange it in day wise and session wise in a sealed cover and hand it over to the Chief coordinators a day before the commencement of the IA Test.

3.7 The DC shall report to the duty 30 minutes prior to the start of IA Test in their respective sessions.

3.8 The DC shall collect all the necessary documents like IA Test Time table, Invigilation duty list, Absentee statement and Student's room allotment list from Chief Coordinators five days before the commencement of the IA Test.

3.9 The DC shall instruct all the respective departmental faculties to note down their Invigilation duties, arrange their respective subject's blue books according to student's room allotment given and also arrange the respective subject's question paper according to student's room allotment in a sealed cover.

3.10 The DC with the help of instructor/attender shall arrange blue books and question papers session wise, room wise 30 minutes before the commencement of IA Test.

3.11 The DC with the help of instructor/attender takes the signature of students and RS and shall monitor all the respective sessions for the smooth conduction of IA Test.

3.12 The DC with the help of instructor/attender shall report 20 minutes early for the collection of blue books after completion of IA Test.

3.13 The DC with the help of instructor/attender shall send all the blue books to the concerned faculties after the completion of IA Test and take the acknowledgement for the same.

3.14 The DC shall submit a copy of Absentee statement to the Chief Coordinators soon after completion IA Test.

3.15   The DC shall take alternative arrangement for Invigilation duty of the respective faculties if they are going on CL well in advance and inform the same to CC immediately.

4. DUTIES & RESPONSIBILITIES OF THE ROOM SUPERINTENDENT

4.1   The Room Superintendent [RS] shall report to the Chief coordinators at   the Exam section at least 20 minutes before the commencement of the IA Test and record his/her reporting to duties by affixing his/her signature in the attendance register placed for the said purpose.

4.2   The Room Superintendent shall ascertain the IA Test room/block assigned to him/her and the number of candidates in the block.

4.3   The RS shall collect the blue books, question papers and corresponding to the allotted room/block from the Chief Coordinators under acknowledgement.

4.4   The RS shall reach the allotted IA Test room/block, 10 minutes before the commencement of the IA Test and permit the entry of students to the IA Test hall. The RS shall see that the students occupy only the seats allotted for them.

4.5   The Room Superintendent shall ensure that candidates take their seats before the commencement of IA Test, even through the candidate shall be allowed to enter the IA Test hall up to 10 minutes from the commencement of the paper (In such special cases, candidate details should be recorded and submitted to Chief Coordinators).

4.6   Prior to issuing the blue book to the students, the RS shall mandatorily announce to the students to leave the books, papers and other reference materials etc., outside the IA Test hall and instruct the candidates to search desks, tables, their pockets, wallets, instrument box and hand over to the Room Superintendent if any papers / notes/ manuscripts / books or any material. The RS shall inform the students that they shall not be in possession of any written material on hand/s, palm, writing pads, outer covers of calculator/geometry box/programmable calculator, hand kerchief,….etc., also they shall not possess mobile phone or any other electronic gadget such as memory chip etc., in the IA Test hall.

4.7   The blue books shall be distributed to those candidates only who are seated in   the IA Test hall five minutes before the commencement of IA Test and are not to be placed on the vacant seat.

4.8 The Room Superintendent shall distribute the question papers to the candidates seated in the IA Test hall, only when the commencement bell/time of the IA Test is given.

4.9 The Room Superintendent shall affix signature on the answer booklets of the students, at right side of first sheet of IA Test as Room Superintendent signature after checking the necessary details filled by the students.

4.10 The RS shall instruct the candidates to write the date, subject name, subject code, room no. and test no. in the blue book before the commencement of IA Test.

4.11 If any Candidate is absent the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet (FORM B), preferably in red ink, after expiry of 10 minutes from the time of commencement of the IA Test.

4.12 The RS shall not allow the candidate to use unfair means in the examination hall.

4.13 No candidate shall be allowed to go out for toilet.

4.14 The Room Superintendent are expected to take rounds in the hall and shall not engage themselves in conversation with other Room Superintendent while the IA Test is going on and also shall should not use mobile phone.

4.15 The Room Superintendent should ensure that, there is no communication among candidates in the IA Test hall.

4.16 The violations of instructions by any candidate shall be brought to the notice of the Chief Coordinators immediately.

4.17 After the expiry of the time of the IA Test, when the final bell/time is given, the Room Superintendent shall collect the blue books and shall arrange seat number wise and hand them over to the DC at Exam section soon after the completion of that session.

4.18 Candidates shall be allowed to leave the examination hall only after the completion of full duration from the commencement of the IA Test.

4.19 The Room Superintendent shall be personally held responsible for loss, misplacement of any blue books.

4.20   While taking rounds of the IA Test hall, if the Room Superintendent notices any candidate indulging in copying or possessing a blue book other than that of the candidate, any written material on calculator/geometry box / scale / parts of the body, he/she shall immediately take in his / her possession the candidate's blue book, question paper, and the materials which he/she has used for copying and immediately report to the Chief Coordinators.

4.21   Any dereliction to duties on the part of the Room Superintendent as observed by the Chief Coordinators will be recorded and reported to the CS based on which the CS initiates the necessary disciplinary action.

4.22   The Room Superintendent shall not leave the College premises until he/she personally hands over the blue books to the DC.

5. DUTIES & RESPONSIBILITIES OF ALL THE FACULTIES

5.1 The Faculty shall prepare the question papers of their respective subjects well in advance and shall get the approval from the concerned HOD's five days prior to the commencement of IA Test.

5.2 The Faculty shall follow the prescribed format for preparing the question papers. [All semester: 30 marks (1.30 hours)].

5.3 The Faculty shall take the necessary copies of question papers of their respective subject depending upon the number of students.

5.4 The Faculty shall prepare the common question paper for common subjects, irrespective of the branch. [Ex: Pharmaceutical Marketing subject should be common for all the students throughout the class].

5.5 The Faculty shall submit the question papers to the concerned Departmental coordinators three days before the commencement of IA Test in a sealed cover by arranging them subject wise and room wise according to the students allotment list.

5.6 The Faculty shall write the necessary details on the sealed questions like IA Test date, Subject name, Subject code and No. of question paper copies before submitting it to DC.

5.7 The Faculty shall note down the Invigilation duties assigned to them and take enough care for smooth conduction of IA Test.

5.8 The Faculty shall make necessary alternate arrangement for their Invigilation duty well in advance if they are going on CL and inform the same to the DC in advance.

5. FORMAT FOR
YEAR/SEMESTER TIME TABLE

R. R. COLLEGE OF PHARMACY BANGALORE-90
Time Table for B Pharm and Pharm D
Sessional Theory Examination

	MORNING SESSION (10.30 AM TO 12.00 Noon)				
Date / Day	**I – B Pharm**	**IV B Pharm**	**II Pharm D**	**III Pharm D**	**V Pharm D**
22/03/2017 WEDNESDAY	Human Anatomy And Physiology	Pharmaceutical Technology& Biopharmaceutics	Pathophysiology	Pharmacology-II	Clinical research
23/03/2017 THURSDAY	Pharmaceutics	Industrial Pharmacognosy	Pharmaceutical Microbiology	Medicinal Chemistry	Pharmacoepidemiology & Pharamcoeconomics
24/03/2017 FRIDAY	Pharmacognosy	Pharmacology & Toxicology	Pharmacognosy & Phytopharmaceuticals	Pharmacotherapeutics-II	Clinical Pharmacokinetics & Pharmacotherapeutics drug monitoring
25/03/2017 SATURDAY	Pharmaceutical Organic Chemistry-I	Medicinal Chemistry- II	Pharmacology - 1	Pharmaceutical Jurisprudence	-----------
27/03/2017 MONDAY	Pharmaceutical Inorganic Chemistry	Instrumental & Biomedical Analysis	Community Pharmacy	Pharmaceutical Analysis	-----------
28/03/2017 TUESDAY	-----------	Advanced Industrial Pharmacy / Pharmacokinetics & Therapeutic Drug Monitoring	Pharmaco therapeutics - 1	Pharmaceutical Formulations	-----------
30/03/2017 THURSDAY	-----------	Pharmaceutical Marketing & Management / Clinical & Hospital Pharmacy	-----------	-----------	-----------

NOTE: 1. ID card & uniform is compulsory   2. All the students should report 15mins before examination

R. R. COLLEGE OF PHARMACY BANGALORE-90
III Sessional Theory Examination March -2017
Time Table for B Pharm and Pharm D

Date / Day	AFFTERNOON SESSION 2.30-4.00PM			
	II B Pharm	III B Pharm	I Pharm D	IV Pharm D
22/03/2017 WEDNESDAY	Physical Pharmaceutics	Medicinal Chemistry- I	Human Anatomy And Physiology	Pharmacotherapeutics-III
23/03/2017 THURSDAY	Pharmaceutical Microbiology & Biotechnology	Pharmaceutical Jurisprudence	Pharmaceutics	Hospital Pharmacy
24/03/2017 FRIDAY	Pathophysiology	Pharmacognosy & Phytochemistry	Medicinal Biochemistry	Clinical Pharmacy
25/03/2017 SATURDAY	Applied Biochemistry	Pharmaceutical Engineering	Pharmaceutical Organic Chemistry	Biostatistics& Research Methodology
27/03/2017 MONDAY	Pharmaceutical Organic Chemistry II	Pharmacology	Pharmaceutical Inorganic Chemistry	Biopharmaceutics & Pharmacokinetics
28/03/2017 TUESDAY	---	Pharmaceutical marketing & Management	---	Clinical Toxicology

 NOTE: ID card & uniform is compulsory.

All the students should report 15mins before examination.

PRINCIPAL

R R College of Pharmacy
Chikkabanavara Bangalore-560090
TENTITIVE I SESSESSIONAL EXAMINATION TIME TABLE FOR BPHARM AND MPHARM FOR THE ACADEMIC YEAR 2019-2020

	TIME	MORNING SESSION 10.30 TO 12.00 PM		AFTER NOON SESSION 2.30 TO 4.00 PM		
SL. NO	DATE	BPHARM I SEMISTER	B PHARM III SEMISTER	BPHARM V SEMISTER	BPHARM IV YEAR	M PHARM I SEMISTER
1	14/10/2019	Pharmaceutical Inorganic chemistry	Pharmaceutical Organic Chemistry II	Medicinal Chemistry II	Pharmaceutical Technology & Biopharmaceutics	Mod,ph.Analytical Techniques
2	15/10/2019	Pharmaceutical Analysis	Pharm engineering	Industrial PharmacyI– Theory	Instrumental & Biomedical Analysis	Mod,Pharmaceutics
3	16/10/2019	Human anatomy &Physiology	Physical Pharmaceutics	Pharmacology II –	Pharmacology & Toxicology	Mod.Release drug Delivery System
4	17/10/2019	Pharmaceutics	Ph.microbiology &Biotechnology	Pharmacognosy and Phytochemistry II– Theory	Medicinal Chemistry – II	Ph.Regulatary affairs
5	18/10/2019	Communication Skilll	....	PharmaceuticalJurisprudence – Theory	Industrial Pharmacognosy	....
6	19/10/2019	Remedial maths/Remedial Biology	....	....	Advanced Industrial Pharmacy	....

NOTE; All the practical sessional will be conducted by respective subject teachers during their regular practical classes

EXAMINATION IN CHARGE   **PRINCIPAL**

R. R. COLLEGE OF PHARMACY BANGALORE-90
Time Table M.Pharm II Sessional Theory Examination MARCH -2017

	MORNING SESSION (10.30 AM TO 12.00 Noon)	
Date / Day	M.PHARM. (PHARAMCEUTICS)	M.PHARM. (PHARAMACOGNOSY)
24/03/2017 FRIDAY	MODREN PHARMACEUTICAL ANALYSIS	MODREN PHARMACEUTICAL ANALYSIS
25/03/2017 SATURDAY	PREFORMULATION & PRODUCTION MANAGMENT	INDUSTRIAL PHARMACOGNOSY
27/03/2017 MONDAY	BIOPHARMACEUTICS & PHARMACOKINETICS	ADNABCE PHARMACOGNOSY & PHYTOCHEMISTRY
28/07/2017 TUESDAY	ADVANCES IN DRUG DELIVERY SYSTEM	MEDICINAL PLANT BIOTECHNOLOGY

NOTE: ID card & uniform is compulsory. All the students should report 15mins before examination.

PRINCIPAL

6. FORMAT FOR
ROOM INVIGILATION DUTY LIST SESSION WISE

R R COLLEGE OF PHARMACY, BANGALORE-90
INVIGILATION DUTY LIST FOR THEORY EXAMINATION JANUARY-2017

S.NO	DATE/DAY	MORNING 10.30AM – 12.00 NOON	AFTERNOON 2.30-4.00PM
1	16/01/2017 MONDAY	Dr.shailesh Yadav Dr.spandana .E. Dr. Geetha Jayaprakash Mr. G Parthasarathy Ms.Vindhya.N.S. Mr. Nagaraj N.D Dr.Gnana ruba priya Ms. Poornima N.B	Mr. Subash P.G Mrs. Srilatha K.S Ms.Hima varshini Mr. Hemanth S Mr. R Raveendra Mrs. Sujatha P.M
2	17/01/2017 TUESADAY	Dr. Geetha Jayaprakash Mrs. Aparna A Mr. Prasad .v. Kalahal Mr.Honnesh Ms.Vindhya.N.S. Dr.Gnana ruba priya Mrs. Srilatha K.S Mr. Nagaraj N.D	Ms.Hima varshini Mr. Hemanth S Mr.subash P.G Mrs. Sujatha P.M Dr.shailesh Yadav Dr.spandana .E.
3	18/01/2017 WEDNESDAY	Ms.Hima varshini Mr. Hemanth S Mrs. Srilatha K.S Mr. G Parthasarathy Mr.subash P.G Dr.shailesh Yadav Dr.spandana .E. Ms. Poornima N.B	Dr. Geetha Jayaprakash Mrs. Aparna A Mr. Prasad .v. Kalahal Ms.Vindhya.N.S. Dr.Gnana ruba priya Mrs. Srilatha K.S
4	19/01/2017 THURSDAY	Mr. R Raveendra Ms.Hima varshini Mr. R Raveendra Mrs. Sujatha P.M Dr.shailesh Yadav Dr.spandana .E. Mr. Prasad .v. Kalahal Mrs. Aparna A	Mr. G Parthasarathy Mr. Nagaraj N.D Dr.Gnana ruba priya Mr.subash P.G Mrs. Srilatha K.S Mrs. Sujatha P.M
5	20/01/2017 FRIDAY	Ms. Poornima N.B Mr. Hemanth S Dr.shailesh Yadav Dr.spandana .E. Mr. G Parthasarathy Mr. Nagaraj N.D Mr. Prasad .v. Kalahal	Ms.Vindhya.N.S. Mr. Hemanth Mr.subash P.G Mr. Syed Nizamuddin Mrs. Aparna A Mrs. Sujatha P.M
6	23/01/2017 MONDAY	Ms. Poornima N.B Mr.Honnesh Mr. G Parthasarathy Mr. Nagaraj N.D	Ms.Vindhya.N.S. Dr.Gnana ruba priya Mr. R Raveendra
7	24/01/2017 TUESADAY	Ms.Hima varshini Mr. Prasad .v. Kalahal Mr.Honnesh	Ms. Poornima N.B Mr.Honnesh Mr. Syed Nizamuddin

Invigilators are requested to report 15mins before the commencement of examination.

PRINCIPAL

R. R. College Of Pharmacy, Chikkabanavara, Bengaluru-90

I st Sessional (Theory)Exam October-2015

Year:-   I B.Pharm

       Sub:-

Date: **Max. Marks: 30**

Day: **Duration: 1hr 30 min.**

Your answer should be specific to the question asked.   Draw a neat diagram wherever require.

I - Answer "ANY ONE" of the following.   **1X10 = 10 M**

  1.

  2.

II - Answer "ANY TWO" of the following.   **2X5 = 10 M**

  3.

  4.

  5.

III - Answer "ALL" of the following.   **5X2 = 10 M**

  6.

  7.

  8.

  9.

10.

R.R.COLLEGE OF PHARMACY

IV SEM B.PHARM SECTION A INTERNAL ASSESSMENT MARKS LIST 2019-20

SUBJECT:

SUBJECT INCHARGE:

Sl.No	REGISTER NO	NAME OF THE Student	I IA(T)			I IA(P)			II IA(T)			II IA(P)			AVERAGE					
			CM	SE	TOTAL	CM	SE	TOTAL	CM	SE	TOTAL	CM	SE	TOTAL	THEORY			PRACTICAL		
			10	15	25	5	10	15	10	15	25	5	10	15	CM	SE	TOTAL	CM	SE	TOTAL
															10	15	25	5	10	15
1																				
2																				
3																				
4																				
5																				
6																				
7																				
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9																				
10																				
11																				

12																					
13																					
14																					
15																					
16																					
17																					
18																					
19																					
20																					

SIGNATURE OF THE FACULTY   **SIGNATURE OF HOD**   **SIGNATURE OF PRINCIPAL**

R.R. COLLEGE OF PHARMACY
FINAL YEAR B.PHARM SESSIONAL EXAM INTERNAL ASSESSMENT   STATEMENT 2019-20

SUBJECT: SUBJECT
INCHARGE:

Sl.No	Name of the Student	I Sessional Exam		II Sessional Exam		III Sessional Exam		Average	
		Theory	Practical	Theory	Practical	Theory	Practical	Theory	Practical
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

SIGNATURE OF THE   SIGNATURE OF THE
FACULTY   HOD   SIGNATURE OF PRINCIPAL

RR COLLEGE OF PHARMACY
Chikkabanavara, Bangalore-90
Academic Year:
Absentee statement

Year :   **Internal Assessment.:**
Subject:

Register No	Name of the Student	Date	Invigilator's Signature

Signature of Sessional Exam In-charge   Signature of Principal

PREFACE

The major objective of this manual is to facilitate the Research and Innovative work carried out by the faculty in their respective domain.

The manual is used as guide line for regularizing the registration and admission procedures and effective monitoring of the research work as per the Rajiv Gandhi University of Health Sciences (RGUHS), Bengaluru norms.

CONTENTS

1. R & D Procedure
2. Establishment of Research And Development (R&D) Cell
3. Objectives
4. Research Committee
5. University eligibility for admission
6. Research process

1. R & D PROCEDURE

Improving high-quality scientific research is a necessary requirement for creating successful applications. The objective of Research & development (R&D) initiatives undertaken by R R College of Pharmacy is to build research careers, utilization of human potential, support to strengthen the knowledge foundation and promote the creation of new applications, as well as societal impact of education, research and innovation.

To achieve the high quality research ambience, following policies has been undertaken. A research development cell has been established that will prepare and implement the documents for development of research and development activities within the institute.

2. ESTABLISHMENT OF RESEARCH AND DEVELOPMENT (R&D) CELL

2.1. The Research and Development (R&D) Cell was established as per the university guidelines.

2.2. The R&D Cell comprise of the following members:

- Principal,
- Head of the Department
- R & D co-ordinator
- Research guide
- Faculty Members of Department

3.   OBJECTIVES

- To develop necessary infrastructure for establishing Incubation centre.
- Promote emerging areas of research and development of internal research facilities and utilizing facilities available with IISc, NIPER, and ICMR etc.
- Educating the faculty regarding the importance of IPR (Intellectual Property Rights)
- To enhance the industry and institution interaction through consultancy, development new product to improve quality, productivity and process of manufacturing
- The provision of research and development opportunities for academic staff to maintain enthusiasm, awareness of current scholarship and relevance in teaching and other institutional activities.
- The development and enhancement of the Institute's research capacities and mobilize funds from government and non-government organizations.
- Motivate all faculty members to pursue research and development of innovative ecosystems in their respective areas of expertise.

- Motivating faculty to carryout consultancy activities and publish journal papers related to their thrust area of research.
- Latest RGUHS regulations will be followed for Ph. D admission.
  Revised ordinance governing enrolment of candidates for research leading to Ph.D in various faculties of health sciences 2020. (Link provided below)
  https://www.rguhs.ac.in/phd/2019/Ordinance%20for%20Ph.D%202019-20.pdf

4. RESEARCH COMMITTEE

4.1. Constitution of Boards/Committees

The University shall constitute the following Boards/Committees for monitoring the Ph.D. Programme:

a) Ph.D Registration Committee

The composition, duties and responsibilities of the Boards and Committees shall be as given below:

a) **Ph.D Registration Committee**
The Registration Committee to be constituted by the Vice Chancellor for Faculty shall consist of:

1.	Dean of the Faculty	Chairman
2.	BOS Chairman, PG Studies	Member
3.	Past Dean	Special Invitee
4.	Two Senior Faculty	Members
5.	Two Subject Experts	Special Invitees
6.	Director R and D	Member Secretary

5. UNIVERSITY ELIGIBILITY FOR ADMISSION

5.1 ELIGILIBLITY CRITERIA TO APPEAR FOR ENTRANCE EXAMINATION:
A postgraduate qualification in the concerned specialization and faculty.

5.2 ELIGIBILITY CRITERIA FOR ADMISSION TO Ph. D. PROGRAMME:

The Students who score 50% and above marks in the Entrance Examination are declared qualified for admission as per calendar of events and such marks are valid for two terms (for that academic year and next academic year).

5.3 **Pharmacy:** Candidates with M.Pharm, Pharm-D and Pharm - D (PB) degree awarded by this University or a College/University recognized by AICTE/PCI/RGUHS or a P.G. Degree in Pharmacy considered as equivalent by RGUHS, are eligible for enrollment for Ph.D course in Pharmacy.

 Note:

- Candidates with Pharm
  D degree are eligible to register for Ph.D in Pharmacy Practice only.
- Candidates with M -
  Pharm in Pharmaceutics, Pharmaceutical Technology and Industrial Pharmac y are eligible to register for Ph.D in any one of the 3 subjects.
- Candidates with M -
  Pharm in Quality Assurance and Pharmaceutical Analysis are eligible to register fo r Ph.D in any one of the 2 subjects.

5.4 Admission procedure to Foreign Nationals / NRIs:

- Foreign Nationals / NRIs intending to register for Ph.D Programme should obtain equivalence certificate from AIU and Eligibility Certificate from RGUHS before admission.
- The post graduate qualified Candidates from other Universities applying for Ph.D Registration are required to obtain eligibility certificate by paying the eligibility fees as prescribed for PG Programme by RGUHS.
- All foreign nationals irrespective of their PG Studies in India (including RGUHS) or abroad are required to obtain eligibility certificate by paying eligibility fees and submission of copies of valid passport, visa and police permission for residential permit for stay in India.

5.5 DURATION OF THE Ph.D. PROGRAMME:

5.5.1 The Candidate, Ph. D guide and the research department are in the same institution, the Course duration for full time course is three years and for part time course it is four years for the faculty.

5.5.2 The guide and research department are from one institution and the candidate is from another institution affiliated to RGUHS, the minimum course duration for Part time Ph.D. shall be or four years.

The registration of candidates for Ph. D will not be considered, if the candidate, guide and research department are in three different places.

5.5.3 Maximum duration shall be seven years including course work from the date of his/her provisional registration for the faculty.

5.5.4 Extension beyond the above limits may be considered by the Ph. D. Registration committee of the respective faculty on case to case basis, only in exceptional cases, for maximum period of one year, based on the representation submitted by the student and the guide.

5.5.5 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph. D. in the maximum duration.

5.5.6 The women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph. D. for up to 240 days.

Note: In case of relocation of a Ph. D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate, with prior consent of the Guide provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/Guide from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done. This relocation should be done with the approval of the Ph.D. Registration committee of the faculty.

5.5.7 The contact period for Part time Ph. D Student shall be **45 days for every 6 months**. The candidate has to submit attendance certificate duly signed by the Guide and the Principal for this period through proper Channel along with half yearly reports.

5.5.8 Part Time facility provided for pursuing Ph. D Programme can be availed ONLY by teaching faculty working in colleges affiliated to RGUHS and eligible candidates working in department of different Institutions/ Industry/ Hospitals recognized by RGUHS as Ph. D research centres.

6.0   PROCEDURE FOR ADMISSION:

6.1. All the candidate intending to register for Ph. D. programme shall appear for the entrance test conducted by the University

6.1.a.

An Entrance Test shall be qualifying test with qualifying marks as 50%. The test consists of two papers, conducted over two sessions of one and half hours each. The syllabus of

the first paper consists of Basics of research methodology and will carry 50 marks. The Second theory paper which will be subject specific, preferably short notes with the competence of PG standard will carry 50 marks. The Entrance Test shall be conducted at the Centre(s) notified by the University.

6.1.b.

An interview/*viva-voce* to be organized by the University for the candidates who success fully clear the entrance test and are selected for the Ph. D. course to discuss their research interest/area through a presentation before a duly constituted University Ph.D. R egistration committee of the respective faculty.

6.1.c. The interview/viva voce will also consider following aspects, viz. whether:

i . To evaluate the research aptitude of the applicants.

i i . The candidate possesses the competence for the proposed research.

i i i . The research work can be suitably undertaken at the Institution/College.

i v . The proposed area of research can contribute to new/additional knowledge.

6.2. There will be only one stream of admission annually. The eligibility secured at the entrance test is valid for admission as per calendar of events and such marks are valid for two terms (for that academic year and next academic year).

6.3. The Colleges under the university which are allowed to conduct Ph. D. programmes shall decide on an annual basis through their academic bodies, a predetermined and manageable number of Ph.D. scholars to be admitted, depending on the number of available Research Guides (not exceeding the permissible number of Scholars in each department) and other academic and physical facilities available. They shall follow the norms regarding the scholar- guide ratio, laboratory, library and such other facilities.

6.4. The University will notify well in advance through the University website regarding the criteria for admission, procedure for admission, details of entrance test centre(s) and all other relevant information for the benefit to the candidates.

6.5 The University shall maintain the list of all the Ph. D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/ her Guide/co-Guide and date of enrolment/registration.

6. RESEARCH PROCESS

Mission of Research process is mainly on future oriented, long term activities in Health sciences using easy and feasible methods and techniques to scientific research directed towards wishful outcomes and with broad forecasts of societal and commercial yield.

Research process of R&D cell includes of research activities as well as the laboratory facilities.

6.1. Research activity:

- Applying research proposals to access research funding from various authenticated State and Central Government agencies like UGC, AICTE, RGUHS, DST, VGST, CSIR, DBT, ICMR, etc.
- Writing research journal papers associate with research work.
- Conducting project exhibitions related to students project models.
- Organising National and International conferences and workshops related to thrust research area.
- R & D consists of Ph. D guides with their regular interaction with students.
- Planning patents for new product development.
- Institute promote teachers to attend research seminars / workshops and trainings.
- Institute provides academic infrastructure like instruments, laboratories, ICT facility, Library, HELINET and other requirements, to carrying out research activity.
- College provides continuous inputs to promote students to expose various research regions where they can handle projects independently.
- Proposals have sent to purchase sophisticated instruments to improve research infrastructures.

6.2. Laboratory Facility Available

1. Well-equipped Machine Room
2. Well-furnished Instrumentation Room
3. Animal House
4. Bromine Chamber
5. Laboratories with Air-conditioned
6. Softwares: a) Ex-pharm Software at Pharmacology Lab
   b) Design Expert Software at Pharmaceutics Lab

PROCTORIAL SYSTEM

PREFACE

The major objective of this manual is to set the guidelines of student counseling by Proctorial system, to improve academic environment. Manual will promote effective academic learning and improves interaction between Mentor and Mentees.

The general objectives of the Proctorial System are:

1. To inspire a healthy relationship between the teacher and student.
2. To eliminate any indiscipline among the students and to motivate.
3. To improve the overall academic performance in Curricular and Co-Curricular Activities
4. To give students a measure of self-confidence
5. To be in touch with Parent/Guardians.

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CONTENTS

1. INTRODUCTION

The Proctorial System has been introduced in the year 2017 with the main objective of providing supportive care and counseling to students in their academic and personal problems. This system helps the students complete their studies comfortably and successfully. The Proctorial system is used to continuously and regularly monitor the overall progress of the students and to rectify their problems. The college encourages parents to be in regular contact with the Proctor/Chief Proctor/HOD/Principal.

The Institution implements a Proctorial system under which each faculty is assigned 10 to 20 students. Academic and personal counseling for the students are effectively carried out by the proctor in regular intervals. The parents are also being taken into confidence and are being informed regarding the continuous improvement of their wards, through progress report.

1.1 Vision

To motivate students towards effective education through mentoring and counselling

1.2 Mission

To continuously communicate and track student overall performance and help to improve their professional skills.

1.3 Objective
1. To resolve academic and personal problems in any
2. To be in contact with parents/guardians
3. To counselling when required and at regular intervals
4. To build confidence and motivate
5. Track and improve academic progress

2. GENERAL PROCESS

1. Principal or Senior Professor or Senior HOD will be designated as Chief Proctor and HODs as Deputy Chief Proctor.

2. The Proctorial Process is a supportive process, wherein the Chief Proctor heads the system. Each department has a deputy chief proctor and all the faculty members act as proctors. Proctors will be same Teacher for a student from the student enters department and till the completion of this degree or course

3. Each proctor is allotted around 10 to 20 students.

4. The proctor acts as a local guardian helping to solve the academic and administrative problems faced by his wards, and would help in solving personal problems, if any.

5. The proctor maintains a Student Proctorial Book for each of his/her wards which gives all the details of the students, in terms of course registration/course dropping/withdrawn/re-registration etc.

6. In addition to details of proctor-student meetings held from time to time, proctorial book also gives the details of the performance of the candidate in the semester end examination.

7. Provision has been made to send the progress reports of each student to his/her parents/ guardians furnishing the details of attendance, class marks, examination results, etc. These reports are sent twice in a semester (at the end of 45 days & 90 days from the starting of the semester) to the parent / guardian of each student.

8. The third report is sent in case of such students who fail to satisfy the minimum attendance requirement of 80% in each of the subjects and the necessary internal marks of 25% for B. Pharm and M. Pharm Semester and 30% Pharm D as stipulated by Rajiv Gandhi University of Health Sciences norms.

9. The Chief Proctor regularly conducts scheduled meetings with the deputy chief proctors, HODs and Principal on the Proctorial process.

10. A student whose performance is not up to the mark is asked to appear for counseling with the proctor/deputy chief proctor/chief proctor in order to help the student improve his/her performance in the coming semesters.

3. DUTIES OF PROCTORS

1. Every teaching staff will be designated as proctor and he is a leader of a specified number of students.
2. The Proctor shall exercise an effective control and influence over the students under his charge.
3. The Proctor shall facilitate in academic and over all development of the student under his charge.
4. The Proctor shall enquire into their various problems and help them to solve either by himself or by bringing it to the notice of the Chief Proctor or the parents of the students.
5. The Proctor shall maintain the quarterly Proctorial record and shall submit to the Chief Proctor on the last working day of every session.
6. The Proctor shall send quarterly progress report to the Parent/Guardians of the student, wherever deemed necessary as discussed in earlier section.

4. INFORMATION TO BE SENT TO PARENTS

1. Marks secured by the students in college examination.
2. Shortage of attendance.
3. Non-payment of college dues.
4. Absence from college examinations.
5. Any act of misconduct of the student.
6. Payment of scholarship and free-studentship to the student.
7. Any matter which the Principal deems necessary.

FEEDBACK MECHANISM

PREFACE

Feedback is a powerful communication tool. As such, it can have incredibly deep, positive effects. Good feedback can open a world of insight for the people involved, used prudently and wisely; feedback can change our experience of the world, our understanding of our place in it, and our relationship to it.

The institute has a strong feedback mechanism to collect and analyse the feedback from the various stakeholders of the institute to improve the Quality of the Institute.

CONTENTS
1. Student Feed Back.
2. Exit Feed Back.
3. Faculty Self-Performance Evaluation of Teaching.
4. Performance Appraisal Feed Back for HOD/MANAGEMENT.
5. Parents Feed Back.
6. Faculty Feed Back on Institution.

1. **Student Feedback:**

1.1. The above feedback is taken from all the students in the class about the teaching performance of the faculty members in the particular class.

1.2. The feedback form is given to the students in the class just before the third internal test

1.3.   The percentage feedback is calculated for each faculty based on the feedback forms returned by the students.

1.4. From 2017-2018 the format SFDBK – 1, was used for the feedback form.

1.5. From 2016 onwards format SFDBK – 2, is being used for the feedback form.

1.6. If the feedback obtained by a faculty member is less than 70%, the particular faculty is counselled by HOD/Principal and shall be asked to give an action plan for improving the performance in coming semesters.

2. **Quality of Campus Life (Exit) Feedback:**

2.1. This feedback is taken from final year students, regarding the various infrastructure and other facilities provided to the students.

2.2. Canteen facilities, Library facilities, services provided by college offices, Examination section, maintenance of the Institute Premises, Teaching Learning Process, laboratory maintenance, Placement Training Facilities, Extra Curricular and Co-Curricular activities, Sports activities, Personality development Opportunities, Redressal of grievances are some of the aspects, on which the feedback is taken. The feedback format EXFB-1, is used for this purpose.

2.3. Based on this feedback any improvement if required shall be taken up for implementation.

3. **Faculty Self-Performance Evaluation of Teaching:**

3.1. Faculty self-appraisal is taken at the end of each academic year.
3.2. Format FSAFB – 1, is used for this purpose.
3.3. The percentage of pass in the final exam, student feedback percentage, number of research papers published by the faculty, number of conferences conducted/attended, number of FDP conducted/ attended, number of text books written, member of various university committees are some of the aspects that are taken into account in this appraisal feedback.

3.4. Based on the points scored in this appraisal feedback, awards are   given
      to the best performing faculty members.

4.   **Performance Appraisal Feedback for HoD/MANAGEMENT:**

4.1. Performance appraisal feedback is taken from all the faculty members   about
      HoD in the feedback format PAFB -1 and about the management   in the
      feedback format PAFB -2.
4.2. The feedback received with regard to HoD/Management shall enable to draw
      conclusion about the realizing of the Vision and Mission of the
      Department/Institutions.

5.   **Parents Feedback:**

5.1. The attendance status as well as the Internal Test marks (I and II internal tests)
      reports is sent to the parents of the students by the respective proctors within about
      one week of the conduction of the internal tests.
5.2.   The parent – teacher meeting shall also be conducted and the reports   are
      discussed with the parents. The feedback of the parents is taken in the format
      Parents Feedback. Appropriate actions are taken if required.

6.   **The Institutional Feedback by faculties:**

6.1. The feedback from each faculty is taken on the questionnaire about   the
      Institution. The format is Faculty Feedback-1.

PLACEMENT ACTIVITIES

PREFACE

This manual explains the various activities conducted by the Preplacement cell for the placement assistance to the students.

CONTENTS

1. Procedure to conduct Pre Placement Training
2. Procedure to conduct Campus Placement Drive
3. Procedure to conduct Job Fair.
4. Procedure to conduct Placement Committee Meeting

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1. Procedure to conduct Pre Placement Training

1.1 To conduct Pre placement Training programme, The Placement Department calls for a discussion with Faculty Placement Coordinators and Students Coordinators which is headed by the Principal. Based on the feedback the training will be conducted.

1.2 Receiving the proposal from the vendors as per the requirement of students, year wise.

1.3 Conducting pre placement demo before the students from the different vendors.

1.4 Collecting feedback and updated syllabus and proposal from the vendors after demo.

1.5 Screening the vendors' proposal based on the report.

1.6 Calling for the vendors for the discussion with Management and finalize.

1.7 Signing the MOU's from the both the parties.

1.8 Giving information to the students about pre placement training dates & syllabus. The same syllabus and circulars will be displayed in Notice Board and sending mails to students.

1.9 Department Faculty Placement Coordinator's takes the attendance classwise during the training program.

1.10 At the end of the Pre-placement Training Programme, collect feedback from the students about the programme. The same analysed report will be received from the training vendors along with invoice.

2 Procedure to conduct Campus Placement Drive

2.2 Before starting Placement Drive, the Placement Team collects Final year students Database in the prescribed format and based on the eligibility criteria, sending invitation mails to various companies for campus drive and doing follow up. Contacting companies through calls and mails.

2.3 Receiving requirement details from companies.

2.4 Writing a requisition/proposal letter to Principal for their approval. Based on eligibility criteria, scheduling the campus drive. Sending circular to respective department's about campus placement drive. A copy to HOD's and Faculty placement coordinators.

2.5 Display a circular in the Placement Department's Notice Board and other visible notice boards. Scheduling seminar hall for presentation and identifying other class rooms to conduct tests and other processes depending upon company's interview process. Taking support from student's coordinators and faculty coordinators during the placement drive.

2.6 Well Coming the HR's or concerned representatives of company's on the day of drive.

2.7 Respective Department's Faculty Placement coordinator collects students' attendance. Taking photos of interview process.

2.8 At the end of the interview process, on the same day few companies issue offer letter on spot or they will send confirmation mail from their mail ID's and within few days offer letters will be received by the students directly.

2.9 Preparing the report of drives and submitting to The Principal.

3 Procedure to conduct Job Fair.

3.1 Conducting meeting with all Principals headed by the Management to get suggestion for a job fair date. The process starts a month before. Sending proposal to Management for approval.

3.2 Forming various committees for smooth work process, this is lead by the respective Principals. Sending MoM to all Principals.

3.3 Sending invitations to various companies, sending invitation to various colleges for participation. Advertisement through posters, banners, electronics and print media.

3.4 Identifying class rooms for different companies and allotting class rooms as per company's requirement. On the day of job fair having various registration counters for the students and guiding them about the interview process.

3.5 Displaying details about company's details related to eligibility criteria, role and interview procedure. Inaugural function in the morning on the day of job fair. Taking photos of the event.

3.6 Few companies give offer letter on spot and few give companies conduct further rounds in the company's premises.

3.7 Preparing report of the job fair and submitting to the Principal.

4 Procedure to conduct Placement Committee Meeting.

4.1 One Faculty Placement Coordinator from each department will be nominated by the HOD's as members of Placement Committee.

4.2 Sending circular with agenda to conduct meeting. Taking signature during the meeting.

4.3 Writing MoM in a note book after the meeting. Submitting MOM's note book to the Principal.

ORGANIZING THE EVENTS

PREFACE

The utmost objective of this manual is to assist the work of faculty and administration in the realization of the effective conduction of Conferences and workshops in the institute.

The manual should upgrade effective working of administration and faculty by portraying and regularizing the operating and procedures and to define and distribute.

CONTENTS

1. Planning the Workshop/ Conference
2. Financial Planning
3. Targeting the Right Audience
4. Registration and Mailing
5. Final registration
6. Final Mailing
7. Communication and Promotion
8. Logistical Matters
9. Planning and Preparing the Programme
10. Convention Stationary
11. Workshop Pack Contents
12. Venue Related Activities
13. Equipment's
14. Photograph(s)
15. Press Releases/ Press Conference
16. Feedback

1. Planning the Workshop/ Conference

1.1 Planning to conduct an international conference should begin at least 18 months before the event. The primary step is to make few vital decisions. If this is not the first event, preceding year's attendance data can be applied to estimate number of attendees, vendors, speakers, and size of venue. If it is the first event of its kind, apply akin event as a guide and adjust the estimate on early responses.

1.2 Compose and define theme(s) and subjects of event.

1.3 Agree and set dates.

1.4 Frame organizing working group(s) – ensure support within the organization;

1.5 Appoint conference staff/assistants.

2. Financial Planning

Finding budget – Enlist all costs to bear and identify the sources of funding/ income to incur the following items:

2.1. Hire of venues

2.2. Catering – meals, lunches, tea and coffee breaks etc.

2.3. Conference stationery

2.4. Evaluation report and publication of results of workshop

2.5. Local accommodation for non-paying delegates.

2.6 Transport requirements – e.g. College bus to/ from venue

2.7 Contact potential funders.

2.8 Substantiate appropriate systems to control and account for all financial transactions. This must include a list of confirmed registered participants showing the details of the amount paid and when this was received.

3. Targeting the Right Audience

3.1 Write-up in brief person specification – the type of people you think will benefit most from attending.

3.2 Recruit chairpersons.

3.3 Invite VIPs and other officials.

3.4 Invite speaker for opening address.

3.5 Invite keynote speakers.

3.6 Determine who is welcoming VIPs and other officials.

3.7 Recruit opening address and keynote speakers, and panellists.

4. Registration and Mailing

4.1 Workshop registration – set deadline.

4.2 Corroborate method for registration – usually by email or the mailing address for registration forms.

4.3 Generate registration form, considering all essential information necessary – be critical and look at this from the point of view of recipients – easy to complete? / Clear and apparent?

4.4 With respect to the budget, establish the registration fee and think about

i) Late registration fees.

ii) Spot registration fees.

iii) Discount fee structure for students, research scholars, etc

iv) Deposits and finalization of payments (deadline).

v) Mode(s) of payment/mention the type of currency – include bank account details and other required information for international money transfers.

v) Cancellation and refund conditions.

5. Final registration

Ensure all registration forms received have been processed and resolve any queries.

5.1 Send final confirmation of registration to participants.

5.2 Collate final list of registered participants.

5.3 Report updated list of participants to convener(s).

5.4 Prepare name badges including participant's register number, first name, family name and country of origin.

5.5 Prepare name badges for staff involved in workshop.

6. Final Mailing

Contents of final mailing

i) Workshop title, dates, location.

ii) Description of workshop venue (facilities).

iii) Postal address, contact details with fax numbers, e-mail address of lead contact.

iv) Reception arrangements and registration desk opening hours.

v) Hotel and other accommodation details

vi) Locations relative to workshop venue – a map is always useful.

vii) Organising local transport etc.

7. Communication and Promotion

7.1 Confirm all acknowledgements, including logos to be included on all material for the workshop – adverts, hand-outs, flyers, reports, website announcements, posters, social media announcements etc.

7.2 Prepare a summary of the event and use it as the support for internal communication (within your own organization).

7.3 Compile mailing list of specialist/trade journals.

7.4 Contact and recruit graphic designer in order to produce promotional material.

7.5 Create first announcement/workshop flyer, including challenge, outcome, venue, date and pre-registration deadline.

7.6 Print first announcement circular and pre-registration form.

7.7 Mail soft copy of first announcement circular and pre-registration form.

7.8 Ensure links installed on contacted websites to advertise about the workshop.

8. Logistical Matters

8.1 Identify right place for workshop and venue – considering remoteness of venue and further arrange travel to and from venue for participants.

8.2 Determine the need for break-out rooms and their capacities.

8.3 Consider choices on preferred workshop venues – make spot bookings wherever possible.

8.4 Organise working group(s) and/or committee(s).

8.5 Check the schedule for bus/ train times etc to and from the venue to attend workshop conveniently. Describe how to get to venue of workshop from main points of arrival in prospectus.

8.6 Inquire, check and arrange special transport facility for officials and/ or delegates.

8.7 Find out catering facilities (like coffee, tea, drinks, snacks, lunches, dinners, conference dinner) and likely requirements.

8.8 Inquire and hire caterer - Check special meal requirements (dietary, vegetarian etc. extra costs).

8.9 Inquire and contact the suppliers of appropriate promotional items – bags, pens etc.

> ### Procedures to be followed on the day of the Conference/ Workshop

9. Planning and Preparing the Programme

During the development of programme and its content, need to remember to include the following elements.

9.1 Confirm who will make the opening address and welcome.

9.2 Complete sessions.

9.3 Parallel working sessions/ break-out groups.

9.4 Poster and display arrangement.

9.5 Specified time for inter-transmission from one place to another within venue etc.

9.6 Transportation facility to get to the conference site: by train, local public transport, car.- Provide clear, concise route descriptions.

9.7 Schedule for the call for papers, posters and abstracts.

• Time limit for submission of abstracts/ speaker biographies etc for inclusion in pre-workshop information.

• Availability of or need for guidelines for presenters/ speakers – amongst other things this should confirm.

i) Length and duration of presentations.

ii) Responsibilities of the speakers before and after the presentation.

iii) Suggestion on audience numbers, description of venue and technical facilities.

9.8 Post workshop reporting:

i) Give clear advice on editorial requirements.

ii) Confirm a deadline for submission of reports.

9.9 Consider the need for receptions, depending on when any officials, special invitees or dignitaries.

9.10 Preparations, venue, style, format and timing etc of a conference dinner.

• Appropriate entertainment.

• Parking facilities (parking lot, tickets).

• Transport to and from conference venue and hotels.

10. Convention Stationary

Excluding the contents of the workshop pack, only badges are essential in the following list.
The other items listed below are subject to available budget.

• Badges with clip/pin combination.

• Pens (or other promotional materials).

• Folders.

• Clip boards.

• Event (conference) bags.

• Book pads

11. Workshop Pack Contents

• Note paper.

• Programme schedule.

• Speaker biographies.

• List of participants.

• Up-to-date logistical information.

• Copy of evaluation form.

12. Venue Associated Activities

• Sign boards to meeting rooms and other areas.

• Prepare display area for promotional stands etc.

• Establish registration/help desk and ensure access to telephone, photocopiers, printers, first-aid supplies etc.

• Take stationery box – pens, marker pens, scissors, tape, blue-tac, paper, post-its etc. – as well as last minute registration forms, public transport time tables, city map and a list of all staff and their mobile phone numbers.

• Ensure workshop staffs are familiar with emergency evacuation procedures, toilets and other services;

• Co-ordinate the timing of coffee/tee breaks and meal services.

• Assistance by staff at registration desk.

• Co-ordinate assistance in the meeting rooms.

• Briefing with workshop venue staff.

13. Equipments

Communications are heart of the workshop. Presentations must be as clear and audible in the back row as they are in the front, and guests must have the ability to stay in contact throughout the session.

Most conferences will require the following items:

- Audio and visual equipment
- Lighting,
- Computer stations,
- LED screens and many other essential electronics.

14. Photograph(s)

• Keen observation on the entire programme and consider when and where it would be useful to have Photographs.

• Inquire and make contact and contract agreement with a skilled photographer – he/she may be a local staff member rather than an official photographer to keep costs as low as possible, but for formal events, especially involving officials and dignitaries, a professional photographer is worth considering.

• If contracted-out, this should be a written confirmation, including:

1. Acceptance of offer

2. Conference site

3. Shooting date and time

4. Estimated group size

5. Size and number of photographs required

6. Black and white or coloured

7. Delivery date

15. Press Releases/ Press Conference

• Draft press releases and consider means of dissemination – via participants, personal media contacts, those of others participating. This can be a very formal expectation and requirements, especially for visiting dignitaries and officials.
• Compile mailing list for press release.
• Consider the need for a press conference - site, date and time.
• Determine a lead contact (official) spokesperson.
• Make arrangements for press to interview VIPs, officials, speakers, etc.

16. Feedback

At the end of Program feedback is collected from Participants.

PURCHASE PROCEDURE

PREFACE

This manual helps in following a method for purchase in the institution.

CONTENTS

1. Procedure to be followed before purchasing

2. Procedure to be followed during purchasing

3. Procedure to be followed after purchasing

1. Procedure to be followed before purchasing

1.1. The user departments HOD or Faculty have to give purchase requisitions in a specified form (indent form).

1.2. Sometimes, the storekeeper may inform to Administrative officer to buy the stationery items, which have reached in the minimum level from the each department.

1.3. The Administrative officer may place the order by considering the rate of use of stationery in the departments and the balance of stock in store room.

1.4. Re-order quantity for the same suppliers to taken into account for placing an order.

1.5. The Administrative officer has to consider offer, durability, performance, discount, price, after sales service, quality, design and the like.

1.6. The Administrative officer makes enquiries from the suppliers about the terms and conditions of supply and asks for price lists, quotations etc after deciding the type of (consumable or non-consumable) stationary idem required.

1.7. The Administrative officer has to prepare the comparative statement based on price lists, quotations and samples sent by the different suppliers to clarify to the management

1.8. The Administrative officer and Management commence the negotiations with suppliers based on lowest price quoted by the supplier.

1.9. The supplier has decided the terms and conditions for supply of stationery items and Administrative officer, then an order has been placed with the selected supplier in a prescribed form.

2. Procedure to be followed during purchasing

2.1 The purchasing order contains the details like quantity, quality, services, replacement of the items with manufacturing defects, rate, time of delivery, terms of payment etc.

2.2 The Administrative officer or the office manager/store keeper may sign the order.

2.3 The Administrative officer also takes the follow up action if there is any delay in the delivery of stationery items and when the items will come.

3   Procedure to be followed after purchasing

3.1 The administrative officer has to check up the stationary items whether they are supplied according to the order of quality, quantity, or not.

3.2 After receiving the stationery items, entries are made in the stationery Stock register in the stationery store under appropriate heads this maintained by stationery department/store keeper.

3.3 Then, the administrative officer has to inform to the department HOD or faculty, which are requested the stationery regarding receipt of the same from the store in the Institute/College.

PURCHASE PROCEDURE/ POLICY

Purchase Committee

The member of the purchase committees is as follows

1.   Management Representative
2.   Principal
3.   Concerned Department HOD
4.   Advisor

The all the concerned have to follow the defined purchase procedure as below

1.   Requisition (indent) for the required item/consumables/material should be raised by the staff/lab in charge and submitted to the Purchase committee for scrutiny and approval from the Principal.

2.   Purchase committee shall scrutinize the requirement and accord the sanction for the purchase taking into consideration the allocated budget for the same within two working days of receipt of the recruitment.

3.   The approval shall be sent to Head of the Department for calling quotations from various vendors.

4.   The indenter will select three or more quotations which suits the specification of the requirement with the help of stores Department and will prepare comparison statement and forward the same to the purchase committee for approval. The committee may invite the vendors for discussion/ negotiations.

5.   On approval the purchase order shall be prepared. The purchase order, indent, 3 quotations, comparison statement, to be forwarded to the Principal for signature

6.   Once the material is received the same will be forwarded to the concerned department for installation and testing. The department will check the material, certify and the concerned Head/Authority will sign on the Installation/Testing

Report supplied by the Supplier, then the same will be entered in the Stock Register.

7. The invoice from the supplier will be submitted to the Stores for passing and forwarded to Accounts Dept. for payment. Without passing remarks by HOD, lab In charge and Stores Department, Account Department will not process for payment.

8. In case of emergency requirement of consumables/ small items, the same may be procured verbally in consultation with Principal, Head of the Department and then follow all the above procedures.

9. While passing Invoice, following documents in original are compulsory:
   a. Purchase Order
   b. Invoice
   c. Delivery Challan
   d. Comparative Report
   e. Quotation
   f. Good Received Note

WEBSITE MAINTAINENECE

PREFACE

The major objective of this manual is to set a standard procedure to design update and maintenance Institution official website. It also will be responsibility to design and utilize the website for the use of Institutional Information and student community at large.

The general objectives of the **RRCP** website are:
1. To present an attractive, professional image of the **RRCP** to the wider community (including prospective parents)
2. To promote the **RRCP** community and its activities within the technical community and also to engage the students and parents, helping them to take interest and pride in their **RRCP** and its achievements

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CONTENTS

1. INTRODUCTION

The RRCP website will be hosted at https://www.rrcollegeofpharmacy.com/ with the provisions that the updating and management of the website will be in the hands of the Director, Principal and Website Manager of RRCP. This is the Website Policy Document of RRCP. The website will be reviewed regularly for development, in addition to updating the website content. This policy outlines the procedures and rules in place to set out the type of information that is to be included /excluded and the procedure for approving updates.

1.1 Vision

To Update and Maintain RRCP Website to be best in the technical training world

1.2 Mission

1. To Upgrade college website
2. To do content management

1.3 Core Values

1. Professionalism and integrity
2. Quality Customer Service
3. Update and Up-to-the-minute
4. Team spirit and team work
5. Integrity

2. GENERAL POLICIES

1. The website and its components, including design, images, written content, and all other contents, are copyrighted by RRCP and may not be copied, modified, used on other sites or re-purposed without express, written permission from the college.

2. It is the responsibility of each department or office to bring corrections if any, changes needed to the Website Manager.

3. It is the responsibility of the department website editorial team member to ensure that all information in their section of the site is accurate, current and adheres to college policies. HOD/TPO/AO of respective department/Office will be the content owner for their page.

4. Web initiatives, which exceed the scope of simple maintenance or effect navigation, should be sent to the Website Manager to be prioritized in accordance with policies set by the Web Advisory Committee.

5. Student information or student work may not be published on a web page without the student's prior permission.

6. Information created and posted on the RRCP Website is the intellectual property of the institution. Content providers must comply with copyright and fair use laws and all relevant College policies, including those governing use of computing resources, nondiscrimination, harassment, use of College facilities and services for commercial purposes, and student and employee conduct.

7. Illegal or inappropriate activities and harassment is prohibited. Illegal activities shall be defined as a violation of local, state, and/or central laws. Inappropriate use shall be defined as a violation of the intended goals of the RRCP Web site. Harassment is defined and addressed in the RRCP Harassment/Discrimination Committee.

8. Unauthorized use of RRCP Web sites for commercial purposes is prohibited. Personal or institutional Web pages may not be used for direct advertising for personal profit or gain.

3. ROLES AND RESPONSIBILITIES

Website Manager has overall responsibility for the implementation and monitoring of the RRCP policy on the RRCP Website. The Website Manager is the day to day manager of routines contained in the policy with the assistance of all staff members. Maintenance and updating the website is carried out by the appointed website administrator.

3.1 Website Advisory Committee
The Management, Principal, experts from Industries and HODs will be the members of this committee.

3.2 Website Manager
The Management / Principal will appoint the Website Manager who is HOD or Senior Professor on annual basis.

3.3 Website Editorial Team
The Website Manager will appoint the website Editorial team. The team consists of Faculty from each department and student (preferably from pre-final year).

3.4 Website Technical Team
The Website Manager will appoint the website Technical team. The team consists of Faculty from each department and student (preferably from pre-final year) with programming knowledge.

3.5 Website Data Collection Team
The Website Manager will appoint the website Data Collection team. The team consists of Faculty from each department and student (preferably from pre-final year)
with good communication skills

3.6 Website Administrator

The Management/ Principal will appoint a website administrator. He/She will be responsible for uploading the content items for the RRCP website. This will be completed at the request of and in consultation with the Management/Principal.

4. GENERAL PROCEDURES

The website will be regularly checked by the Website Team, website administrator and principal to ensure that there is no content that compromises the safety of the Students, members of staff or members of the RRCP community. Website content will be subject to the following rules:

1. Information on and updates to the website will be approved by the Website Manager and then by Management, before being uploaded. All faculty data and student data published in the website is the approved and allowed data. Newsletters/Event Information will be adapted for uploading to the website.

2. Students will be given the opportunity to publish projects, artwork or technical work on the RRCP website in accordance with the following rules:
   a. Publication of RRCP work will be co-ordinated by the class teachers and uploaded for approval by the website administrator.
   b. The RRCP website will publish full names alongside Students' work. Work published will be linked to subject areas. Students' work published will appear in an educational context with a copyright notice prohibiting the copying of such work without express written permission. Students continue to own the copyright of any work published.

3. Photographs: The RRCP anticipates using digital photographs of group activities and events. The content of the photos will focus on the

activity/event in question. Photographs will be published in accordance with the following rules:

   a. The administrator and other approved contributors, in consultation with the Website Manager, have permission to publish photographs of RRCP related activities/events.

   b. No photographs of students for whom consent has not been received will be shown on the website. Individual student will not be named and other identifying information will not be attached to the photos. Photographs will focus on the activities and not on the individuals.

5. WEBSITE MAINTENANCE PROCEDURES

1. Any requests for web updates should be sent to the website contact address. The website team will assume that all content received has been through a quality check and approval process from their work unit or team.

2. The turnaround time for the website team to update information provided is 48 hours from the time content is received. For any large quantities of work, this time may increase to one week or more.

3. The department website editorial member and HOD will take responsibility for the accuracy of the information, and ensuring deadlines are met.

4. The website editorial member or HOD is to inform the web team to remove or archive any outdated information.

5. For any new page creation, an additional approval from the Website Manager is required

SOP FOR REMEDIAL CLASSES

Objective:

Remedial classes are meant basically for slow learners, needy students and students admitted late to the institution for various reasons. The main objective is to provide minimum basics required for a student to cope up with the subject in regular classes and also to prepare them for the Class tests, Internal Assessment and Semester End Examination.

1. Selection/Identification of students for Remedial Classes

Students are selected

   i.   Based on their previous grades obtained. (Failure in more than two subjects)

  ii.   Based on general observation made by the faculty handling Tutorial classes.

 iii.   Late admitted students.

2. Formation of Remedial class Time Table

   i.   Class coordinators identify the slow learners based on above mentioned criteria and the list must be submitted to the HoD.

  ii.   HoDs to seek permission/approval from Principal to conduct remedial classes, highlighting the justification for the same.

 iii.   Time table to be framed for the subjects approved by the Principal, by identifying suitable time slots.

 iv.   Approved Time table by the Principal as per college format to be displayed in all the prominent notice boards.

v.   Remedial classes other than regular class hours may also be planned with the permission of the Principal including the option of conducting remedial classes from 8.30 AM.

vi.   Faculty handling remedial classes at 8.30 AM should report fifteen minutes before the start of the class.

vii.   Classes to start immediately a week after announcement of results.

viii.   Maximum of fifteen classes for each course must be held in each semester.

3. Conduct of classes

i.   With due approval from the Principal, HoDs to allot faculty to handle remedial classes.

ii.   A separate attendance registers to be maintained by each faculty handling the class.

iii.   Classes should be more interactive rather than the regular chalk and talk classes.

iv.   Faculty must solve minimum of 3 previous year's university question papers encompassing three modules of faculty choice.

v.   HoDs to monitor the remedial classes on regular basis.

vi.   Mentors to ensure that the students are attending the classes regularly.

4. Assessment

i.   Faculty to ensure good performance of students in the semester end examination.

ii.   Each faculty to submit result analysis in their subjects to the HoD.

iii.   HoDs to send consolidated result analysis to the principal for necessary action.

Based on the analysis of results, action plan for the next semester to be drafted for further improvement.