



JSS COLLEGE OF PHARMACY

(Constituent College)

JSS Academy of Higher Education & Research

(Deemed to be University)

Accredited 'A+' Grade by NAAC

Mysuru - 570 015





I have the great privilege of greeting you as Principal of JSS College of Pharmacy, Mysuru. I acknowledge you for your intellectual contribution in different facets of Pharmacy – in the classroom, laboratory and beyond-mentoring, advising and guiding post graduate and undergraduate students and research scholars. JSS Academy of Higher Education & Research, being a progressive university, demands that all faculty act as coach to the students, each contributing to the university's mission, goals and objectives. Faculty members are the core of every institution of learning. You are with us at a wonderful time in the college, as we are at a threshold moment, to transform our college from mere education provider to

emerge as one of the SMART colleges in the country by 2020 that will establish a new level of educational excellence. You are at the core of that effort, and we shall not compromise in our quality.

This Faculty Handbook is ready reckoner to acquaint faculty members with the organogram and functioning of the university and college with various policies and procedures. Each faculty member has the freedom to determine how to make significant contributions to profession of pharmacy; each is expected to adhere to the highest ethical standards and to discharge responsibly his/her duties to the students, college and the university as a teacher.

Dr T M Pramod Kumar
Principal

| Sl.No. | Content | Page No. |
|--------|--|----------|
| 1. | JSS Academy of Higher Education and Research | 01 |
| 2. | The College | 06 |
| 3. | Organization Chart - College | 10 |
| 4. | Strategic Plan | 11 |
| 5. | Calendar of Events | 12 |
| 6. | Job Description | 13 |
| 7. | Facilities | 15 |
| 8. | College Committees | 22 |
| 9. | Leave Rules | 29 |
| 10. | Code of Conduct | 38 |
| 11. | Code of Ethics | 40 |
| 12. | Expected Competencies for Graduates | 43 |
| 13. | List of Memorandum of Understanding (MoU) | 48 |
| 14. | JSSU Online | 51 |

Overview of JSS AHER

JSS Academy of Higher Education & Research, formerly known as JSS University, is a Deemed to be University located in Mysuru, Karnataka. It was established in 2008 under Section 3 of the UGC Act 1956 and is part of JSS Mahavidyapeetha, which runs a variety of educational institutions. This deemed-to-be university is recognized by MHRD and accredited by NAAC with A+ Grade (3.47 CGPA). JSS AHER has been graded as Category-I Deemed-to-be University by UGC in the Year 2018.

JSS Academy of Higher Education & Research (JSS AHER) is focused on medical and health-related studies, and comprises JSS Medical College, JSS Dental College & Hospital and JSS College of Pharmacy at the main campus in Mysuru as well as another pharmacy college in Ootacamund, Tamil Nadu. With a view to extend the horizons in the field of Health Sciences, the Department of Water and Health (Faculty of Life Sciences) and Department of Health System Management Studies have been integrated as Deemed-to-be University Departments.

Accreditations and Recognitions

National Institutional Ranking Framework (NIRF), MHRD ranked JSS Academy of Higher Education and Research 37th rank among 957 Universities in India in 2018.

Times Higher Education (THE) World University Ranking 2019 announced on 26th September 2018 credits JSS Academy of Higher Education and Research with International Rank band between 401-500 this year out of 1258 institutions worldwide, and among the top 3 universities in India out of 49 participating institutions.

In Subject Ranking by THE World University Ranking (2019) JSS AHER is under rank band 251-300 in the world and 1st in India under the subject - Clinical, Pre-Clinical & Health.

The institution has also been ranked 64th in The Times Higher Education Emerging Economies University Rankings 2019.

JSS Academy of Higher Education & Research has been awarded QS 4-Stars rating in excellence by QS - Quacquarelli Symonds from the UK in 2018.

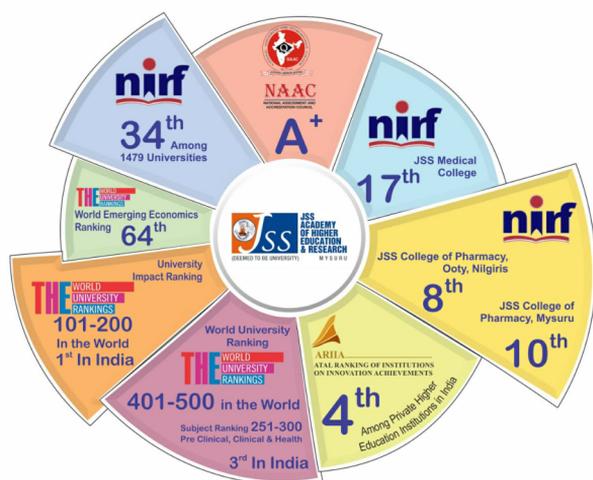
It is also the first institution in the state of Karnataka to receive this recognition and first to receive 4 Star among the Health Science based Institution in India.

Department of Higher Education, Government of Karnataka rated JSS Academy of Higher Education & Research, Mysuru as a four-star institution with a Score of 711 out of 1000 and was first among Young Universities in Karnataka in 2017.

Today, more than 600 faculty members instruct approximately 2000 undergraduate and graduate students and around 300 research scholars. JSS AHER generous financial aid program ensures that talented students from all economic backgrounds can afford quality education. A vast range of educational, cultural, social and extra-curricular activities are available to students, faculty and staff. Campus life activities are built around the concepts of encouraging each member to express his or her talents and to respect all members of our pluralistic culture.

Accreditation Council for Pharmacy Education (ACPE), USA certification for our Pharm D Program and accreditation from National Board of Accreditation (NBA) and ISO-9001:2015 certification reflects on the quality education system both nationally and internationally. TIFAC-CORE in herbal drugs approved by DST, BA/BE centre approved by DCGI, Drug Testing Laboratory approved by State Government, Faculty Training Centre, Industry Institution Partnership Cell, Entrepreneurship Cell approved by AICTE are the active centres of research. Centre for Advanced Drug Research and Testing (CADRAT) of the pharmacy college is recognized for its expertise in industrial/academic consultancy that provides opportunity for problem-based learning.

JSS Academy of Higher Education & Research cater to Medical, Dental, Pharmacy, Life sciences and Health system management professionals with knowledge, skills and competencies at global standards with imbibed core values of respect, professionalism, leadership and social responsibilities to meet the health care needs of mankind.



Vision and Mission

Vision:

To Provide education that helps transformation of individuals and society.

Mission:

The Mission of JSS AHER is to expand the boundaries of education and to make the most amazing learning possible by:

- Providing superior undergraduate, graduate and professional education to its students.
- Developing and advancing the talents of students to create applicable knowledge.
- Nurturing translational and transformational research that benefit the society.
- Inspiring to excel in health sciences delivery and care.

Core Values

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

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

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

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

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

Statutory Bodies Composition and Functions

Board of Management

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

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

Academic Council

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

Planning & Monitoring Board

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

Finance Committee

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

Board of Studies

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

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

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

Antiragging Committee

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

Library Committee

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

Research Coordination Council

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

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

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



(Deemed to be University)
Accredited "A" Grade by NAAC
Sri Shivarathreshwara Nagar, Mysuru - 570 015

| | | | | | |
|--|---|---|--|---|---|
|  <p>NAAC 2018 A+</p> |  <p>CATEGORY 1 University Grants Commission</p> |  <p>2019 nirf 34th in INDIA NATIONAL INSTITUTE FRAMEWORK</p> |  <p>2019 THE WORLD UNIVERSITY RANKINGS</p> | <p>World University Ranking 401-500 in INDIA Subject Ranking 251-300 in INDIA (Clinical, Pre-Clinical & Health)</p> |  <p>2019 ARIIA 4th in INDIA ATL RANKING OF INSTITUTIONS OR INNOVATION ACHIEVEMENTS</p> |
|--|---|---|--|---|---|

The College

Jagadguru Sri Dr. Shivarathri Rajendra Mahaswamigalavaru the 23rd pontiff of Sri Suttur Veerasimhasana Math was the architect and founder president of JSS Mahavidyapeetha, which came into being in 1934. With the divine inspiration of Sri Swamiji, the JSS College of Pharmacy was started in the year 1973. JSS College of Pharmacy is a constituent college of JSS Academy of Higher education and Research (JSS AHER) formerly known as JSS University, Mysuru. Since its inception, the college has made great strides in meeting specific needs of stake holders exploring new frontiers in pharmaceutical sciences and practice.

The College of Pharmacy continues to build on its rich history and tradition of excellence by offering quality degree programs that provide students with the necessary education and skills, supplemented by excellent infrastructure and instructional facilities, for their career growth.



Scan QR Code to for location & website details

Courses offered :

The college offers a comprehensive package of pharmacy education and training opportunities beginning with the Diploma in Pharmacy (D.Pharm), B.Pharm (Practice) ,Bachelor of Pharmacy (B.Pharm), Doctor of Pharmacy (Pharm.D.), Master of Pharmacy (M.Pharm) and Doctoral (Ph.D.) programs, Residency Programs in Oncology & Nephrology. Post graduate diploma and certificate courses are also offered to the students as add-on to the regular programs. The college houses some of the nation`s recognized researchers and educates some of the brightest students nationally and internationally.

Accreditations & Accolades

- The B.Pharm Program offered is accredited by National Board of Accreditation (NBA), AICTE, New Delhi.
- The Pharm D Program is certified by Accreditation Council for Pharmacy Education (ACPE), USA. which is the first and the only institution to have achieved this in India.

- The college has the ISO 9001: 2015 certification for its Quality management System (QMS).
- The Career-360 magazine survey has ranked the college at Fifth position among the top pharmacy colleges across India. (2019)
- National Institution Ranking Frame work (NIRF), MHRD Govt of India, ranked the institution at top 10th position among the pharmacy colleges across the country from last 4 consecutive years.

Vision and Mission

Vision:

To be a leader in pharmaceutical sciences & pharmacy practice education, training, research and continuous professional development for pharmacists and Pharmaceutical Scientists providing competent patient care and nurturing drug discovery and development.

Mission:

To impart knowledge, develop skills and competencies in students in pharmaceutical sciences and pharmacy practice

To develop and advance the knowledge, attitude and skills of pharmacists and faculty members who can provide comprehensive pharmaceutical care to patients, improve patient outcomes, and meet societal needs for safe and effective drug therapy

To develop, promote and nurture research activities in pharmaceutical sciences and pharmacy practice and translating research into healthcare

College Core Values

- | | |
|--------------|-------------------|
| • Innovation | • Integrity |
| • Leadership | • Respect |
| • Excellence | • Professionalism |



Courses offered

The institution offers the following courses

| Sl.No. | Course | Duration |
|--------|---|-------------------------------|
| 1. | D Pharm | 2 years |
| 2. | B Pharm <ul style="list-style-type: none"> • Bachelor of Pharmacy • Bachelor of Pharmacy Lateral Entry • Bachelor of Pharmacy (Practice) | 4 years 3 years 2 years |
| 3. | PharmD Doctor of Pharmacy (Pharm.D) | 6 years |
| | Doctor of Pharmacy–Post Baccalaureate (Pharm. D – PB) | 3 years |
| 4. | M Pharm | 2 years |
| 5. | Ph.D. | 3 years |
| 6. | PG Diploma | 1 year |
| 7. | Certificate Courses | 6 months |
| 8. | Residency Program in Clinical Pharmacy | 2 years |

Diploma in Pharmacy (D Pharm): Diploma in pharmacy is a two years program after 12th standard to begin their journey as Pharmaceutics. The registered pharmacists can either work in community or hospital pharmacy stores. After D Pharm the students can pursue higher studies in Pharmacy by joining B Pharm, B Pharm -Lateral entry or Pharm D Programs.

Bachelor of Pharmacy (B Pharm): Bachelor of Pharmacy is a four years program that prepares students for career in pharmaceutical industry and research. The institution offers an advantage of a value added certificate program, on selected specializations at no additional cost, which benefits students for their industrial recruitment. Bachelor of Pharmacy Lateral Entry is a 3 years program offered for the D Pharm students, Bachelor of Pharmacy (Practice) is a 2 years program offered for practicing community pharmacists who has more than 4 years of field experience.

Doctor of Pharmacy (PharmD): Doctor of Pharmacy is a six years program that offers patient oriented pharmacy education and training.

Pharm.D. (Post Baccalaureate): is a 3 years program as a lateral entry to the Pharm.D., offered to B.Pharm. graduates.

Residency Program in Clinical Pharmacy – 2 years

- Oncology
- Nephrology

Master of Pharmacy (M.Pharm.) : M.Pharm is a two years Master's program and college offers M.Pharm in the following specializations.

1. Industrial Pharmacy
2. Pharmaceutical Analysis
3. Pharmaceutical Chemistry
4. Pharmaceutics
5. Pharmacognosy
6. Pharmacology
7. Pharmacy Practice
8. Pharmaceutical Quality Assurance
9. Pharmaceutical Regulatory Affairs

Doctor of Philosophy (Ph.D.): Doctor of Philosophy is a research degree and the college offer Ph.D. in pharmaceutical sciences and pharmacy practice.

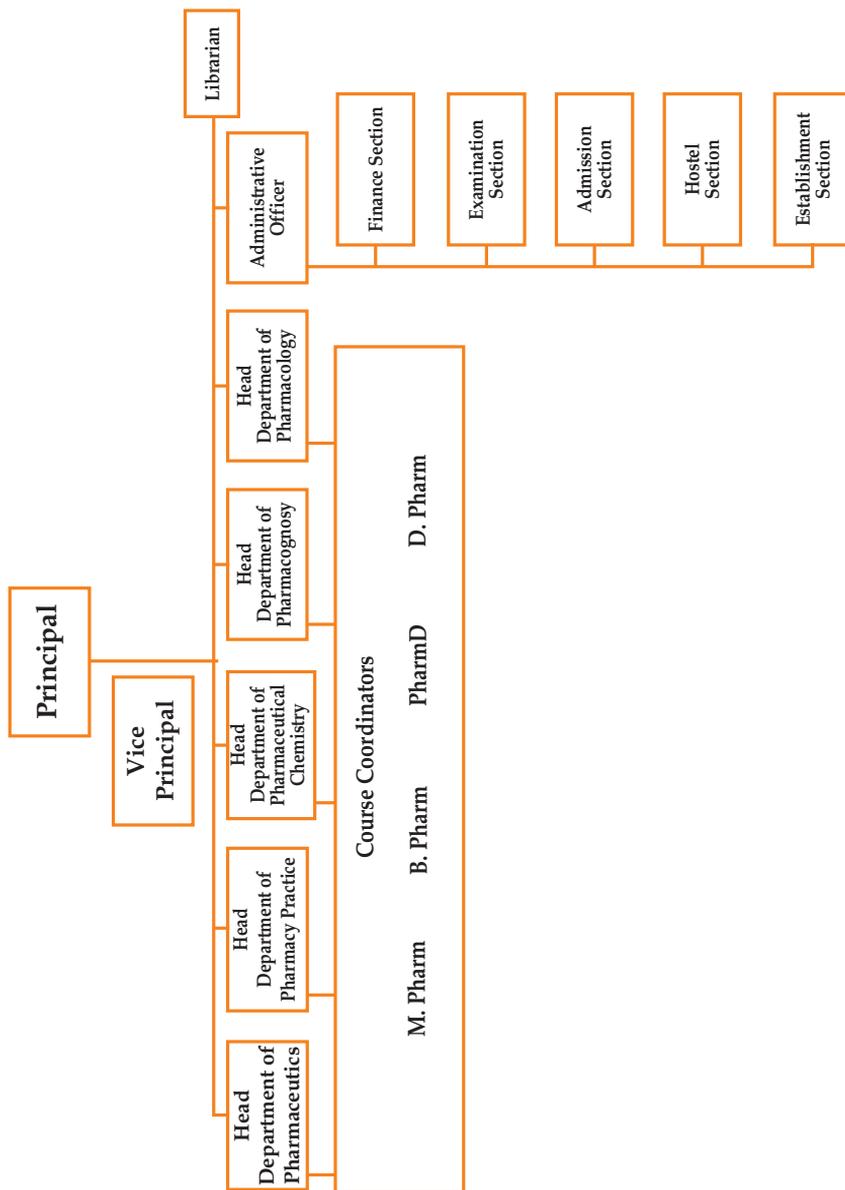
Post Graduate Diploma (PG Diploma): Post graduate diploma is offered in the following specializations

1. Pharmaceutical Quality Assurance
2. Clinical Research
3. Pharmaceutical Regulatory Affairs
4. Medicine and Poison Information
5. Pharmacovigilance
6. Pharmaceutical Nanotechnology
7. Cosmeceutics
8. Medical Devices
9. Intellectual Property Rights
10. Regulatory Toxicology
11. Computer Aided Drug Design
12. Phytopharmaceuticals & Industrial Applications

Certificate Courses

- | | | |
|--|---|-----------------------------------|
| <ol style="list-style-type: none"> 1. Principles of Clinical Pharmacology 2. Introduction to the Principles and Practice of Clinical Research | } | In collaboration with NIH, USA |
| <ol style="list-style-type: none"> 3. Pharmaceutical Quality Assurance 4. Medicine Information 5. Herbal Drug Standardization 6. Clinical Research | | |

Organogram

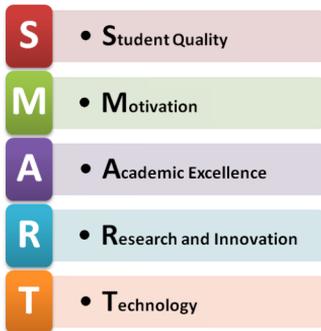


College Strategic Plan

College has a well-defined strategic plan. Strategic planning allows the college to make fundamental decisions or choices by taking mission and vision in to account, and to view what college hopes to accomplish and how it will do so. A strategic plan is built on a thorough analysis of the college's mission and vision, existing structure, governance, staff, collaborations, and resources (financial, human, technical, and material).

JSS Colleges of Pharmacy, Mysuru will position as the SMART Colleges of Pharmacy in the country by 2020.

By developing and advancing



and produce **SMART Pharmacists** who excel through –



Calendar of Events

Calendar of events provide the details of various activities that will take place in the institution for the current academic year. During the start of each academic year, staff coordinators will be identified for various activities and the tentative schedule for individual activity will be scheduled for the committee and will be circulated to the team members.

Activities such as curricular and co-curricular activities, extra-curricular activities, institutional activities and sessional examination will be decided through committees.

College organizes the following events for the benefit of students

1. Freshman Orientation
2. Anti-ragging awareness
3. World Pharmacist's Day
4. National Pharmacy Week
5. Pharmafest
6. Gender sensitization
7. Annual Sports Meet
8. College Annual Day
9. Retreat for students
10. Literary activities
 - Stumag
 - Jaspharm



Job Description

| Designation | Responsibilities |
|---------------------------|--|
| Dean, Faculty of Pharmacy | <ul style="list-style-type: none"> • Develop, administer and promote the academic programs and academic support functions of the college including international programs. • Nurture national and international collaborations through strategic MoU and realize the objective laid therein. • Develop recommendations for the nomination, retention, promotion, tenure and compensation of faculty, department chairs and staff members in departments and units assigned to the college. • Plan, support and execute national and international accreditations and certification of facilities, programs and ranking of the university and its constituent units. • Coordinate and promote academic proposals, changes, reviews and other academic matters with the other deans of the JSS AHER and other institutions and groups. • Provide leadership, conduct and implement strategic planning. |
| Principal | <ul style="list-style-type: none"> • Making decisions on behalf of the faculty, staff, students and alumni to achieve the stated mission and vision of the College. • Effectively organizing and allocating the human and financial resources of the college to achieve the stated mission and vision of the college. • Implementing and enforcing the policies of the College and the University. • Representing and advocating on behalf of the faculty, staff, students and alumni to the University. |
| Vice Principal | <ul style="list-style-type: none"> • Supervision, coordination and delivery of Teaching programs • Management of programs to improve the knowledge, skill and attitude of staff • Responsibility for general discipline matters of students • Contribute to the overall management of the college |

HoD

- The Head of the Department is the Academic and Administrative Head of his department
- He shall have control over the teaching faculty, supporting staff and students of his department, subject to over all supervision and control of the Principal

Administrative Officer

- Coordinate a range of functions, such as finance, human resources and other support areas that contributes significantly to the business management function within the college.
- Manage the delivery of a particular service or function (e.g. finance, library, human resources, facilities)
- Perform routine administrative activities,
- Provide basic physical and emotional care for students
- Assist with coordination and planning of student routines
- Provide routine customer service tasks such as reception and providing straightforward advice about the college
- Provide routine support tasks with respect to college maintenance
- Coordinate the day to day routine operational requirements of a college office
- Assume responsibility for the general cleanliness and maintenance of the college.



Facilities

Academic Facilities

JSS Pharmacy College, Mysore has total campus area of 9.09 acres (36786.92Sq.mts) with a total built carpet area measuring 13846 Sq.mts. Academics and administration-built carpet area measures 7830 Sq.mts the building has 3 floors. The college is completely Wi-Fi enabled.

The college has seven lecture halls, which are equipped with LCD facility and eight seminar rooms. The college has nine undergraduate laboratories, seven postgraduate laboratories and a research laboratory with sophisticated equipment's & instruments. The laboratories of the college are provided with necessary facilities to carry out undergraduate experiment and research work.

Department of Pharmaceutics:

- ❖ Pharmaceutics laboratories are well equipped with instruments and equipments to carry out basic and advance research work. The department has industrial pharmacy laboratory equipped for carrying out pilot plant scale up technique for solid dosage forms. Facilities are also available to study short term, intermediate and long-term stability testing for pharmaceutical dosage forms as per ICH guidelines. Per formulation studies for different dosage forms can be carried out in Post graduate laboratories equipped with tensile testing apparatus, tap density tester, Malvern Zetasizer DSC, FTIR, GC, and HPLC.
- ❖ Formulation and evaluation of modified release dosage forms can be carried out with the facilities viz., bilayered tablet machine, rapid mixer granulator, extruder spheronizer, tablet coating machine, spray dryer, lyophilizer, fluidized bed processor, UV Visible spectrophotometer, HPLC, dissolution test apparatus USP1, USP2 and USP3.
- ❖ The regulatory affairs and quality assurance laboratories have facilities to carry out research in pharmaceutical product life cycle management, validation, Quality by Design (QbD), policy research, dossier compilation to obtain market authorization to various regulated and emerging market.

Department of Pharmacy Practice

The department of pharmacy practice works in close association with FIVE practice sites:

- ❖ JSS Hospital (1800 bed tertiary care, super specialty teaching hospital),
- ❖ Ashakirana hospital and AIDS care centre (HIV clinic),
- ❖ Bharath Hospital and Institute for Oncology (cancer care centre and research institute).

- ❖ Columbia Asia hospital, Narayana Hrudhalaya Multispecialty Hospital
- ❖ The staff and students of the department work in close collaboration with the clinicians at the practice sites facilitating the interdisciplinary research.
- ❖ The availability of diverse, large number of clinical material provides ample opportunity to students for their learning and conduct research in different healthcare settings in the areas like pharmacoepidemiology, pharmacovigilance, quality use of medicines, Pharmacoeconomics and outcomes research.

Department of Pharmaceutical Chemistry

- ❖ Pharmaceutical chemistry laboratories are equipped with molecular docking and QSAR soft wares such as Sybyl X & Gold to assist in silico drug design and sophisticated analytical instrumentation facility to carry out analytical method development of pharmaceuticals.
- ❖ Students and faculties are involved in bio-analytical method development of active pharmaceutical ingredients & drug discovery research in the area of cancer, diabetes and tuberculosis.

Department of Pharmacognosy

- ❖ Pharmacognosy deals with medicinal potential of natural sources focusing herbal drugs, their extraction, standardization and quality control studies. It gives a thorough study about the isolation of phytoconstituents, herbal formulation and development and evaluation aspects.
- ❖ The department has equipment with sophisticated instruments like trinocular microscope with digital camera, microtome, incubator, volatile oil distillation apparatus.
- ❖ The key features of the department are authentication of medicinal plants, standardization of herbal drugs, develop suitable extraction/ isolation and QA methods for natural products used as pharmaceuticals and cosmetics, histochemical studies, isolation, formulation and evaluation of herbal drugs.

Department of Pharmacology

- ❖ The department has adequate sophisticated instruments and animal facilities for the screening of new molecules entities (NMEs) and herbal bio actives for pharmacological activities through in-vitro and in-vivo studies respectively.
 - The NMEs/ herbal bioactives can be screened for antitumor, anti-inflammatory, antidiabetic, anticonvulsant, analgesic, antidiuretic, antihypertensive, antiarthritic, antiparkinsonians', nootropic, cardioprotective, antigenotoxicity, chemoprotective and antiplatelet activities in different animal models.

- ❖ Currently the department has collaboration with JSS Medical college, Department of biochemistry to perform in vitro cell based assays, mechanism and gene expression studies for various NMEs, herbal bio actives and cosmetic preparations.
- ❖ The department has facilities for carrying out toxicity studies such as acute, subacute and chronic toxicity studies and mutagenicity studies as per the guidelines.
- ❖ The department extends the preclinical facility to pharma companies and post graduate studies and research scholars from other biomedical sciences for various pharmacological and toxicological studies.

The other supporting infrastructure facilities are mentioned below

- | | |
|-------------------------------------|-------------------------------|
| ❖ A research laboratory | ❖ Generator room |
| ❖ Six guest rooms | ❖ Cafeteria |
| ❖ Teaching staff cubicles | ❖ Community Pharmacy |
| ❖ Computer work stations | ❖ JSS Drug Testing Laboratory |
| ❖ Gymnasium | ❖ Pilot plant |
| ❖ Training and Placement cell | ❖ Research and consultancy |
| ❖ Auditorium | ❖ Animal quarantine |
| ❖ Gallery Lecture Hall | ❖ In campus women's hostel |
| ❖ In campus men's hostel | ❖ Fire alarm & safety systems |
| ❖ Herbal Garden | |
| ❖ Differently-abled friendly campus | |



Library and Information Centre

The first law of library science “Books are for use” constitutes the basis for any library and is one of our library objectives. The first step towards achieving this is the location of the library. The main library is housed within the college building and departmental libraries at various departments. The library is open from 8:00 AM to 8:00 PM throughout the week days and from 9:00 AM to 2:00 PM on Sundays. This facilitates the users to use the library at their convenient and preferable time.

Study space

The main library at Mysuru college is of two floors and two mezzanines, with a floor area of 67,494 sq.mts. and has a seating capacity of 150 that provides a conducive atmosphere for reading. There is a provision for a separate private study area earmarked for personal reading.

Collection

The library has well-developed and systematic policies for the collection and development of learning resources. The comprehensive collection comprises of both traditional resources viz. books and journals in print and the electronic resources – the CD ROMs, videos, slides etc. The total number of book collections as on date is about 10000. These volumes include books on pharmaceutical sciences, pharmacy practice and allied sciences like chemistry, anatomy, pathology, microbiology and biochemistry etc. A modest collection of books for competitive exams is maintained. A user can relax with the library's general collection of biographies, fiction, philosophy etc. The library provides access to more than 1600 scientific journals either in the print or electronic form. Some of the core journals are European Journal of Pharmaceutics & Biopharmaceutics, Fitoterapia, International Immunology, International of Pharmacy Practice, Journal of Natural Products, Trends in Pharmacological Sciences, Planta Medica, International Journal of Medicinal Chemistry, Journal of Pharmaceutical and Biomedical Analysis, etc. The library has a back collection of 25 years. The library subscribes to 7 online databases namely, Drugdex, Poisindex, Scopus, Clinical Key (full text journals and books), Elsevier Pharmacy Journals (Full text), Bentham Pharmacy journals (Full text) and EBSCO Pharmacy journals (Full Text). The computer technology is an integral part of a library and its educational resources. The campus is Wi-Fi enabled.

Information retrieval tools

An online public access catalogue (OPAC) of the library's collection is provided in the main library. OPAC access points in their respective departments, is also available. An index for the contents pages of the journals subscribed by the library is maintained for the benefit of the users.

Services

The libraries provide a range of services through a team of dedicated library staff. The services aim to put information within easy reach. The conventional services – reference and lending, provide the staff and students the option of either using the information resources within the library or borrowing (textbooks) them for a stipulated period of time.

Internet access is provided through the library LAN comprising of desktops and Wi-Fi access points throughout the college campuses. The digital collection comprising of e-books, online journals, databases, the institutional repository collection of the abstracts of the theses and examination question bank can be accessed through the library network. Library orientation and 'hands on' training are given to the new users on the use of online sources and is supported by periodical training from the service providers like the Elsevier, EBSCO etc.

Collaborative services provide library members the access to the rich collection of about 30 thousand titles and 1500 journals available in the constituent libraries of JSS University. A union catalogue of all the libraries is maintained in the library. Special assistance is given on request for literature search, scientific writing of articles and citing references. The students and staff can avail the reprographic and scanning facilities in the library.

Computer Laboratory

The computer laboratory of the college is well equipped with the latest computers (Cyrix-II and Pentium). Adequate computers with CD ROM drives and printers are available. The ratio of computers to student ratio is 1:5. The College has adopted the ICT enabled technology in its teaching learning, evaluation and research strategies. Adequate computers were provided to all the post graduates Departments with internet connectivity.

Adjunct Faculty

Adjunct faculties from various universities of India and abroad share their expertise and experience with students which provide them plenty of opportunities to correct their weaknesses and to strengthen their abilities. Guest lecturers arranged by scholarly and experienced persons help the students and staff to update their knowledge.

Research and Publications

Projects are carried out by M Pharm and Ph. D, students which are of national thrust area and impact the society. Some of the areas include essential drugs, traditional medicine, pharmacokinetics, industrial pharmacy, ADR monitoring, community medicine, Poison information, Home medication review etc.

Industrial Tour and Industrial Training

Industrial tours and training are organized, for graduate and post graduates students, to various pharmaceutical industries, to get an orientation about the industrial culture and functioning of the pharmaceutical industries.

Training and Placement Cell

The college has a training and placement cell (T&PC) to co-ordinate the student placements in pharmaceutical industries and health service sectors. It operates throughout the year to facilitate connecting companies with the college. T&PC comprises of staff and student coordinators, who responds to the students queries which includes placement procedures, assistance for resume writing and interview facing skill by organizing campus recruitment training sessions. T&PC also counsel the students who seek higher education and research within India and abroad. Placement portal (<http://jssuni.edu.in/placements/>) keeps the registered students updated of the placement activities. This portal enables the potential employers to short list and contacts the suitable candidates.

Scholarship and Financial Aid

- A. **Sir Ratan Tata Trust scholarships:** JSS College of Pharmacy, Mysore is one of the institutions recognized by Sir Ratan Tata Trust for providing scholarships under "Study in India Program". Meritorious students of Pharm D, B. Pharm & M.Pharm are awarded scholarship.
- B. **GPAT Scholarships:** All India Council for Technical Education (AICTE), New Delhi provide scholarship of Rs. 12,000/- PM, for qualified, GPAT examination, students.
- C. **JSS AHER Scholarship:** University has established research fund, to encourage fulltime research scholars, small grant is provided.

Residential Facilities

JSS AHER have come up with newly constructed staff quarters intended to allot to the staff on rental basis, The staff quarters has 10 No's of One BHK and 20 No's of two BHK houses, The request for allotment of staff shall be submitted in the prescribed application format duly understanding the terms of reference, All applications shall route through the head of the institution and allotment shall be made centrally at the JSS AHER office. JSS Housing corporative society also provides the options of purchasing plots in and around Mysuru to the employees of JSS organizations at affordable prices.



College Committees

Library Committee

The institutional library committees chaired by the Principal, staff members and student representatives. The librarian is the member secretary of the committee. The committee coordinates between the library and its users. The library activities are discussed and appropriate actions are taken.

Cultural Committee

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

Sports committee

The committee encourages the students to participate in sports. The committee organizes Annual athletic meet and indoor sports competitions. The committee also coordinates the participation of students in the different sports events held outside the college. The committee has Principal as its chairman with a staff member as member Secretary and other staff and students as its members

Hostel Review Committee

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

Magazine Committee

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

National Service Scheme (NSS) Advisory Committee

The Advisory Committee provides platforms for discussion and evaluating the NSS programs organized by the college. A faculty member is identified at the beginning of the academic year as NSS Coordinator. Experts in allied fields and eminent persons in the field of social and public service are on the advisory board along with student representatives. The experience and suggestions provided by these experts is used for organizing various NSS programs.

Research Advisory Committee

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

Institutional Pharmaceutical Society

The society is involved in overall coordination of the various extracurricular activities for the academic year. It is constituted at the beginning of the year with one year term. The Principal is the president with the rest of the team consisting of students. They actively participate with their fellow students in organizing cultural, literary and sports activities.

Grievance Redressal Committee

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

Institutional Animals Ethics Committee

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

- ◆ To receive, review and approve research proposals involving experiments on small laboratory animals
- ◆ To receive, review and recommend research proposals involving experiments on large laboratory animals to CPCSEA
- ◆ Monitor the research activity on laboratory animals
- ◆ To regulate the housing, breeding, transport of laboratory animals and maintenance of animal house as per guidelines of the Committee for the purpose of Control & Supervision of Experiments on Animals

Institutional Human Ethics Committee

Human Ethics Committee manages the administration of all ethics applications and reviews. To receive, review and recommend research proposals involving experiments on humans and monitor the research. The committee consists of Clinician as a chairman with members consisting from different faculties such as medical, pharmacy, law, anthropology lay person and faculty from Pharmacology being Member Secretary

ISO Committee

Institutional ISO committee coordinates periodical internal audits, surveillance and recertification audits. This committee will also oversee the development of audit tools for ISO certification, the development of supporting documents and education materials for use by the auditor. Principal is chairman, with staff members as committee members with one of them being nominated as Management Representative

Program Committee

Program committee is specific to the program being offered and is a recommendation body to the Head of the Institution. It is responsible for the overall planning and effective implementation of the Program. The various committees are

D. Pharm Program Committee

B. Pharm Program Committee

Pharm. D Program Committee

M. Pharm Program Committee

Purchase Committee

Institutional (Local) purchase committee consists of the representation from JSS AHER, Principal and Heads of the department. As per the requirements of the departments, HoD prepares a consolidated list of purchases to be made to the department, call for quotations and stores prepares the comparative statement. The Purchase Committee meets periodically and invites vendors for negotiation and recommends for the purchase of quality products and services.

Internal Quality Assurance Cell (IQAC)

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

Student Wall Magazine Committee

The student wall magazine (STUMAG) is a periodical, coordinated by students. The students are given specific theme by the student editorial members to post their articles, poems, drawings and other such compositions. The committee consists of a staff coordinator with student as Editor in Chief along with students as other members.

Anti-ragging Committee

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

Prevention of Sexual Harassment Committee

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

Publication review Committee

Publication policy of JSS AHER is framed to ensure that all the research activities are communicated and published in the form of publications in peer reviewed journals. The publication policy of JSS AHER is framed with a view

- I. To support and assist the faculty members, research scholars, research associates and students for an effective research output.
- II. To increase the visibility of their publications by gathering and exhibiting them in the public domain within the liability of copyright agreements.
- III. To have uniform affiliation template for publication for better visibility.

Mentor - Mentee system

Mentoring is a complex and multiple-dimensional process of guiding, teaching, influencing and supporting students with an objective of all-round development of the students. A mentor teacher leads, guides and advices young student mentee in a friendlier environment with mutual trust and belief.

Roles of a mentor include but may not be limited to

- ✓ Provide guidance to student regarding discipline and conduct of the student in classrooms, labs and in the campus.
- ✓ Identify the strength and weakness of the student and measure to overcome those weakness
- ✓ Identify the slow learners and to spend more time on improving the learning ability of the slow learners.
- ✓ Interact with the respective subject teachers if students have expressed any difficulties in the particular subject
- ✓ Help students to set short term and long-term career goals
- ✓ Motivate the students for higher studies and to be lifelong learner
- ✓ Meet the student's parents/guardians to interact with them and give suggestions for overall development of the student
- ✓ Appraise the achievers and encourage them to continue the same in future

Leave Rules

General Principles Regarding Grant of Leave

1. Right to leave

- i. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- ii. Leave sanctioning authority cannot alter the kind of leave due and applied for.
- iii. Leave will not be granted to staff under suspension.

2. Authority empowered to sanction Leave

- i. Applications for leave shall be addressed to the Head of the Institution/Registrar/Vice Chancellor/Pro- Chancellor or Chancellor by the other members of staff.
- ii. Leave may be sanctioned by the Head of the Institution or by a member of staff to whom the power has been delegated by the Head of the Institution. Normally, the Registrar will regulate the leave accounts of the staff members.

3. Commencement and termination of leave

- i. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed.
- ii. Saturdays, Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as sufficed to any leave, subject to any limit of absence on leave prescribed under each category of leave
- iii. Absence without leave will constitute an interruption in service
- iv. A staff on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.

4. Combination of leave

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

5. Grant of leave beyond the date of retirement and in the event of Resignation

- i. No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.

- ii. If any employee of the Institute resigns, he/she shall not be granted either prior or subsequent to his resignation, any leave due to his/her credit. Provided that the Head of the Institution may, in any case, grant leave to an employee prior to his/her resignation if, in the opinion of the Head of the Institution, the circumstances of the case justify such grant of leave.

6. Rejoining duty on return from Leave on medical grounds

- i. An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.
- ii. Leave sanctioning authority may secure second medical opinion, if considered necessary.

7. Rejoining duty before the expiry of leave

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

8. General

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

- i. Casual leave to the temporary employee/ probationer will be granted in the same manner as to those holding permanent appointment but in the case of new entrants who have not put in at least one year of service, casual leave will be granted in proportion to their service at the rate of one day for every completed month of service.
- ii. Registrar of University / head of the institution can sanction casual leave to an employee on the recommendation of the head of department/ head of the office as the case may be.
- iii. Only non-teaching / administrative staff are eligible to take half a day CL.
- iv. Absence from duty after expiry of leave entails disciplinary action.
- v. Absence without leave will constitute an interruption in service
- vi. A staff on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.

Nature of Leave

Casual Leave (CL)

- i. Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as of right and is subject to a maximum of 15 days in a calendar year. In addition each employee will also be allowed to avail himself/herself of any two holidays from the list of restricted holidays declared by the Government of India. (Casual Leave may be granted to all staff not more than seven days at time.)
- ii. It shall not be granted in continuation of other kinds of leave, but it can be combined in any manner with Sundays or other authorized holidays provided that not more than seven days Casual Leave exclusive of such Sundays / and holidays and shall be granted during one period of absence and provided also that such period of absence shall not exceed ten days in all.

Special Casual Leave (SCL)

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

- i. Special Casual Leave may be granted for 20 days per year for examinations or for university work and to inspect institutions if requested by any official body and 10 days to attend Conferences / Seminars / Training program
- ii. This leave can be combined with any regular leave and not with ordinary Casual Leave.
- iii. Inspection work on direction of statutory bodies will not be considered as OOD, however, participation to attend meetings, seminars etc., as a member of the statutory body will be considered as OOD.
- iv. To receive awards – national etc.,
- v. To give special lectures with honorarium, the faculty member must take leave at credit. No SCL is admissible.

Earned Leave (EL)

- i. All permanent employees are eligible for Earned leave.
- ii. Teaching staff of vacation departments shall be entitled to Earned Leave of 10 days in a calendar year and the Non-teaching staff and administrative Staff shall be entitled to Earned Leave of 30 days in a calendar year.

- iii. The Earned Leave shall be credited to the account of every employee in two installments i.e. 1st January and 1st July every year.
- iv. Those who are posted for duty during vacation are entitled to 1 day EL for every 3 days of vacation duty.
- v. The leave at the credit of an employee at the close of previous half year shall be carried over to the next half year, subject to the condition that the leave so carried forward does not exceed 240 days.
- vi. This leave will not exclude in any manner Sundays or other authorized holidays if the same falls in the middle of the leave availed. However it may be combined either at the beginning or ending of such leave.
- vii. Employees who have not completed one year continuous service will be entitled to earned Leave at the rate of one day leave for every completed duty of one month.
- viii. An employee on consolidated pay or on a contract appointment not eligible for Earned Leave. However, a person appointed on contract basis for a period, exceeding one year is eligible for the same at the rate of two and half days for each completed month after completion of one year of service. (i.e. Earned leave will be considered only from second year of service till the completion of the contract period).

Compensatory Leave

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

- i. If the University / Board Examinations of any constituent college are scheduled on Government holidays and general holidays, no compensatory leave would be granted.
- ii. If the examination duty falls during vacation period for the said incumbent the employee may avail compensatory leave at the rate of one day for every three working days of work done.
- iii. Compensatory leave would be admissible to employees who are by the direction of the office required to be present on general holidays and Government holidays for official purposes and would be sanctioned at the rate of one day for every day of work done during such holidays.
- iv. If an official duty during vacation period he will be eligible to avail one day leave for every three days of work done.

- v. Compensatory leave will not be admissible to any employee claiming to have held classes / sessionals / lectures / seminars etc., on holiday days as the same is constructing to be an exercise of completion of the academic responsibilities entrusted to them which should have normally been completed during the regular working days.
- vi. It shall not be granted in continuation of other kinds of leave, but it can be combined in any manner with Casual leave / Sundays or other authorized holidays provided that not more than three days Compensatory Leave exclusive of such Sundays / and holidays and shall be granted during one period of absence and provided also that such period of absence shall not exceed ten days in all.

Extraordinary Leave

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

- i. Leave without pay may be granted to an employee in special circumstances when no other leave is by rule admissible, an employee on extra-ordinary leave (leave without pay) is not entitle to any leave salary.
- ii. Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
 - a) Leave taken on the basis of medical certificates:
 - b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the staff, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the staff has no other kind of leave to his credit;
 - c) Leave taken for pursuing higher studies; and
 - d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- iii. Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave shall not exceed three years in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

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

Maternity Leave

- i. Maternity Leave may be granted to a female staff with less than two surviving children, for a period of up to 133 days from the date of its commencement.
- ii. Maternity Leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed 43 days in entire service and the application for leave is supported by a medical certificate.
- iii. Maternity Leave shall not be debited to the leave account.
- iv. Maternity Leave may be combined with leave of any other kind except Casual Leave.
- v. Any leave may be taken without medical certificate up to one year in continuation of Maternity leave.
- vi. During maternity leave, leave salary equal to last pay drawn is admissible.
- vii. Only those who have completed the probation period of their service at the constituent colleges or university can avail the Maternity Leave facility.

Sabbatical leave/ Academic Leave

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

- I. Sabbatical Leave may be granted only with the prior approval of the authorities of the University for one or more of the following purposes, namely:-
 - a) To conduct research or advanced studies in India / abroad;
 - b) To write text books, standard works and other literature;
 - c) To visit or work in industrial concerns and technical departments of Government to gain practical experience in their respective fields;
 - d) To visit or work in a University, Industry or Government research laboratory in India and Abroad; and any other purposes for the academic development of the staff as approved by the Board of management.

- ii. A Faculty, who has availed himself / herself of study leave, would not be entitled to the sabbatical leave; provided further that sabbatical leave shall not be granted until after the expiry of five years from previous study leave or any other kind of training Program.
- iii. A Faculty shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/ her immediately prior to his/ her proceeding on sabbatical leave.
- iv. A Faculty on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He / she may however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Board of Management may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- v. During the period of sabbatical leave, the Faculty shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension / contributory provident fund, provided that the Faculty rejoins the university on the expiry of his / her leave.
- vi. The Faculty availing the sabbatical leave shall submit a bond to serve the institution for a period of five years on his return. Any breach of bond entail in his reimbursing the emoluments received by him from the college / university during the period of his availing the sabbatical.

Study Leave

- i. At the discretion of the Board of Management of the University, study leave not exceeding three years (ordinarily) may be granted to an employee, if the same is considered as beneficial to the college / university. The conditions, payment of allowances, if any, will be decided by the Board of Management on the recommendation of the Registrar.
- ii. Study leave shall be granted by the Board of Management on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases if the Board of Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.

- iii. Study leave shall not be granted to a Faculty who is due to retire within five years of the date on which he/ she is expected to return to duty after the expiry of study leave.
- iv. Subject to the provisions of sub-clauses (3) and (6) below, study leave may be granted on No pay/ full pay up to two years extendable by one year at the discretion of the university.
- v. The amount of scholarship, fellowship or other financial assistance that an employee granted study leave, has been awarded will not preclude his/ her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowances on which the study leave may be granted. The Foreign scholarship/ fellowship would be offset against pay only if the amount of so granted is above a specified amount, which is to be determined from time to time, based on the cost of living in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the Faculty, the salary would be forfeited.
- vi. Subject to the maximum period of absences from duty on leave not exceeding three years, study leave may be combined with earned leave or vacation, provided that the earned leave at the credit of the Faculty shall be availed of at the discretion of the Faculty. A Faculty, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- vii. A Faculty granted study leave on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time as if he/she had not proceeded
- viii. Study leave shall count as service for pension/ contributory provident fund & similar benefit provided the Faculty joins the university on the expiry of his/ her study leave.
 - i. Study leave granted to a Faculty shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the Faculty may apply again for such leave.
 - ii. A Faculty availing himself / herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/ her resuming duty after expiry of the study leave.

- iii. After the leave has been sanctioned, the Faculty shall, before availing himself/ herself of the leave, execute a bond in favour of the university, binding himself/ herself for the due fulfillment of the conditions laid down in sub-clause (10) and (11) above and give security of immovable property to the satisfaction of the Finance Officer/ Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent Faculty for the amount which might become refundable to the university in accordance with sub-clause above.
- iv. The Faculty shall submit to the Registrar, six monthly reports of progress in his/ her studies from his/ her supervisor or the Head of the institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

Resignation

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

Code of Conduct

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

Obligations towards Students

- ✓ Treats all students with respect and affection.
- ✓ Respects the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status, disability, language and place of birth.
- ✓ Facilitates student's professional, social, intellectual, emotional, and moral development.
- ✓ Makes planned and systematic efforts to facilitate the student to actualize his/her potential and talent.
- ✓ Transacts the curriculum in conformity with the rules as prescribed by the university.
- ✓ Adapts his/her teaching to the individual needs of students.
- ✓ Maintains the confidentiality of the information concerning students and dispenses such information only to those who are legitimately entitled to it.
- ✓ Refrains from subjecting any student to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment.
- ✓ Keeps a dignified demeanor commensurate with the expectations from a teacher as a role model.

Obligations towards Parents, Community and Society

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

Obligations towards the Profession and Colleagues

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

Code of Ethics

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

1. Pharmacist in relation to job.
2. Pharmacist in relation to trade.
3. Pharmacist in relation to medical profession.
4. Pharmacist in relation to profession.

Pharmacist in relation to his job

1. When premises are registered under statutory requirements and opened as a pharmacy, extensive pharmaceutical services should be provided.
2. These involve the supply of commonly required medicines without undue delay and furnish emergency supplies, at all times.
3. The appearance of the place should reflect the professional character of pharmacy and indicate to the public that the practice of pharmacy is carried out in the establishment.
4. They should be qualified pharmacist having personal control over pharmacy.

Pharmaceutical services

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

Conduct of the Pharmacy

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

Handling of prescription

- ✓ When a prescription is presented for dispensing, it should be received by a pharmacist without any comment or discussion over it, regarding the merits demerits of its therapeutic efficiency.
- ✓ It is not within a capacity of a pharmacist to add, omit or substitute any ingredient or alter the composition of a prescription without the consent of a prescriber.

- ✓ In case of any obvious error in it, due to any omissions it should be referred back to the prescriber for correction.
- ✓ When such an act is necessary, it should neither offend the customer nor affect the reputation of the prescriber.

Handling of drugs

- ✓ Prescription should be correctly dispensed with the drugs of standard quality.
- ✓ All the ingredients must be weighed correctly and must be in exact proportions.

Pharmacist in relation to his trade

- **Price structure:** Prices charged from customers should be fair and must be in accordance with the quality and quantity of drugs including his compounding charges.
- **Fair trade practice:** No attempts should be made to get business by unethical and cut throat competitions, labels, trade market and science and symbols of others should not be imitated.
- **Purchase of drugs:** Always standard drugs must be purchased from reputable and genuine sources.
- **Hawking of drugs:** Hawking of drugs and medicines should not be encouraged nor should any attempt be made to get orders for such substances from door to door. Pharmacies and drug stores should not practice the method of self servicing or counter sales without the qualified person. They should discourage self medication, which is dangerous and highly undesirable.
- **Advertising and display:** The pharmacist should not advertise or display in his the premises, in the press, elsewhere, regarding the sale of medicines, which claim to cure and any other advertisements or display containing
 - a) Symptoms of ill health
 - b) A guarantee of therapeutic efficiency
 - c) An appeal to fear
 - d) An offer to refund money paid
 - e) An incentive schemes
 - f) Any reference to a medical practitioner or a hospital
 - g) A reference to sexual weakness, premature aging or loss of virility
 - h) Any reference to condemn the products of similar nature of others

Pharmacist in relation to medical profession

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

- i. The professional activity of the medical practitioner as well as the pharmacists should be confined to their own field only. Medical practitioners should not possess drugs stores and pharmacists should not diagnose diseases and prescribe remedies. A pharmacist may, however, can deliver first aid to the victim in-case of accident or emergency.
- ii. No pharmacist should recommend a medical practitioner in particular. Pharmacist should be never entering into secret arrangements with practitioner to offer them commission by recommending his dispensary or drug store. He should maintain strictly the professional secrecy, unless required to do so by law.
- iii. A pharmacist should always maintain proper link between physicians and people. He should advise the physicians on pharmaceutical matters and should educate the people regarding health and hygiene. The pharmacist should keep himself/herself up-to-date with pharmaceutical knowledge from various journals or publications.

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

Pharmacist in relation to his profession

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

- i. **Professional vigilance:** A pharmacist must abide by the pharmaceutical laws and he/she should see that other pharmacists are abiding it.
- ii. **Law-abiding citizens:** The pharmacists should have a fair knowledge of the laws of the country pertaining to food, drug, pharmacy, health, sanitation etc.
- iii. **Relationship with Professional Organizations:** A pharmacist should be actively involved in professional organization, should advance the cause of such organizations.
- iv. **Decorum and Propriety:** A pharmacist should not indulge in doing anything that goes against the decorum and propriety of Pharmacy Profession.
- v. **Pharmacists Oath:** A young prospective pharmacist should feel no hesitation in assuming the pharmacist's oath.

Pharmacist's Oath

- ✓ I Swear by the code of Ethics of Pharmacy Council of India in relation to the community and shall act as an integral part of health care team.
- ✓ I shall uphold the laws and standards governing my profession.
- ✓ I shall strive to perfect and enlarge my knowledge to contribute to the advancement of pharmacy and public health.
- ✓ I shall follow the system, which I consider best for pharmaceutical care and counseling of patients.
- ✓ I shall endeavor to discover and manufacture drugs of quality to alleviate sufferings of humanity.
- ✓ I shall hold in confidence the knowledge gained about the patients in connection with professional practice and never divulge unless compelled to do so by the law.
- ✓ I shall associate with organizations having their objectives for betterment of the profession of Pharmacy and make contribution to carry out the work of those organizations.
- ✓ While I continue to keep this Oath in violated, may it be granted to me to enjoy life and the practice of pharmacy respected by all, at all times!
- ✓ Should I trespass and violate this oath, may the reverse be my lot!

Expected competencies for graduates of Pharm. D.

1. Development of Knowledge and Skills
2. Assessment of Patient Medical Condition
3. Development of Pharmaceutical Care Plan
4. Management of Patient Medication Therapy
5. Pharmacotherapeutic Decision-Making Skills
6. Hospital Pharmacy Management
7. Promote Public Health Care Program
8. Ethics and Professionalism
9. Analytical Thinking and Interpretational Skills
10. Communication Skills
11. Management Skills
12. Design and Conduct of Need Based Research Projects
13. Life-long Learning

Expected General Outcomes (Pharm. D.)

Outcome 1:

Development of Knowledge and Skills: The student should understand and possess the required knowledge to demonstrate the ability and utilize scientific knowledge in practice.

Outcome 2:

Assessment of Patient Medical Condition: The student should be able to gather, document and interpret patient case history including laboratory data and patient-specific medication information from various patient data sources and/or by conducting patient medication history interview. Should also be able to identify and prioritize the drug related problems.

Outcome 3:

Development of Pharmaceutical Care Plan: The student should be able to formulate a pharmaceutical care plan by working in close relation with healthcare professionals, and patient/care taker in order to ensure the enhanced therapeutic outcome in the patient. Also, the pharmaceutical care plan includes maximization of therapeutic benefit by detecting, preventing and resolving drug related problems. The student should be able to recommend pharmaceutical care plan based on evidence, and follow-up and document the outcome of the pharmaceutical care service provision.

Outcome 4:

Management of Patient Medication Therapy: The student should be able to review and evaluate the patient medication therapy for the appropriateness. Monitor the clinical progress/outcome of the patient, and modify the plan of therapy as appropriate in order to achieve the set therapeutic goals.

Outcome 5:

Pharmacotherapeutic Decision-Making Skills: The student should be able to make pharmacotherapy decisions and individualize the patient's drug therapy by considering patient-related and drug-related factors supported by evidence-based and best practice literature. Pharmacotherapeutic decision-making includes recommendation of appropriate use of prescription and non-prescription medications, alternative and complementary therapies and non-drug therapies.

Outcome 6:

Hospital Pharmacy Management: The student should be able to accurately interpret prescriptions, dispense medications and manage drug distribution system adhering to patient needs and in compliance with hospital policy and the recommendations of regulatory agencies. Also able to prepare inventory, procure, and use appropriate methods drug storage and adopt appropriate techniques of drug distribution to ensure correct dispensing of medicines.

Outcome 7:

Promote Public Health Care Program: The student should be able to participate in various public health care programs of the nation including disease prevention initiatives to improve public health. Contribute to the development and promotion of national health policies including rational drug use program and essential drug policy.

Outcome 8:

Ethics and Professionalism: The student should deliver the duties in accordance with legal, ethical, social, economic, and professional guidelines. Able to provide patient care services by making rational and ethical decisions that represent the best interest of the patient and the society, and respect the patient, healthcare professionals, and the privacy and confidentiality of health information.

Outcome 9:

Analytical Thinking and Interpretational Skills: The student should be able to retrieve, understand, interpret, apply, analyze, synthesize, and evaluate information. Able to apply critical thinking and interpretational skills to identify, manage, and prevent problems and make appropriate decisions.

Outcome 10:

Communication Skills: The student should be able to communicate effectively with patients/caretakers, healthcare professionals. Able to effectively counsel, provide medicines information, and educate patients, caretakers & healthcare professionals about medication therapy and other health related issues. Effective communication includes use of both oral and written communications skills and various communication techniques.

Outcome 11:

Management Skills: The student should be able to set personal and professional goals and priorities, effectively plan and manage time, organize work, and work in a team. Work collaboratively with patients /caretakers, health care professionals, hospital administrators and supportive personnel to manage and use the various resources of the health care system to optimize the drug therapy.

B Pharm Program

Program expected outcomes

PEO 1: To acquire the theoretical knowledge of Pharmaceutical sciences

PEO 2: To acquire practical skills in

- isolation of medicinal compounds from natural sources
- synthesis and analysis of medicinal compounds
- screening medicinal compounds for pharmacological activities
- formulation of pharmaceutical dosage forms and their evaluation

PEO 3: To develop competent Pharmacists with ethical attitude, research intuition, leadership qualities, to participate in public health programs and engage in life-long learning

List of the expected competences for graduates of the B Pharm Program

1. Pharmacy Knowledge
2. Planning ability
3. Problem analysis
4. Modern tool usage
5. leadership skills
6. Professional identity
7. Pharmaceutical ethics
8. Communication
9. The pharmacist and society
10. Environmental and sustainability
11. Life long learning

Expected General Outcome:

1. Pharmacy Knowledge: Possess knowledge and comprehension of the core and basic knowledge associated with the profession of pharmacy, including biomedical sciences; pharmaceutical sciences; behavioral, social and administrative pharmacy sciences and manufacturing practices.

2. Planning ability: demonstrate effective planning ability including time management, resource management, delegation skills and organizational skills. Develop and implement plans and organize work to meet deadlines.

3. Problem analysis: utilize the principles of scientific enquiry, thinking analytically, clearly and critically, while solving problems and making decisions during daily practice. Find, analyze, evaluate and apply information systematically and shall make defensible decisions.

4. **Modern tool usage:** Learn, select and apply appropriate methods and procedures, resources and modern pharmacy – related computing tools with an understanding of the limitations.
5. **Leadership skills:** understand and consider the human reaction to change, motivation issues, leadership and team building when planning changes required for fulfillment of practice, professional and societal responsibility. Assume participatory roles as responsible citizens or leadership roles when appropriate to facilitate improvement in health and wellbeing.
6. **Professional Identity:** Understand, analyze and communicate the value of their professional roles in society (eg health care professionals, promoters of health, educators, managers, employers, employees).
7. **Pharmaceutical ethics:** honor personal variability and apply ethical principals in professional and social contexts. Demonstrate behavior that recognizes culture and personal variability in values, communication and lifestyles. Use ethical frameworks; apply ethical principals while making decisions and take responsibility for the outcomes associated with the decisions.
8. **Communication:** communicate effectively with the pharmacy community and with society at large, such as being able to comprehend and write effective reports, make effective presentations and documentation and give and receive clear instructions.
9. **The pharmacist and society:** apply reasoning informed by the contextual knowledge to assess societal, health, safety and legal issues and the consequent responsibilities relevant to the professional pharmacy practice.
10. **Environmental and sustainability:** understand the impact of the professional pharmacy, solution in societal and environmental contexts and demonstrate the knowledge of and need for sustainable development.
11. **Lifelong learning:** recognize the need for and have the preparation and ability to engage in independent and lifelong learning in the broadest context of technology change. Self-access and use feedback effectively from others to identify learning needs and to satisfy these needs on an going basis.

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

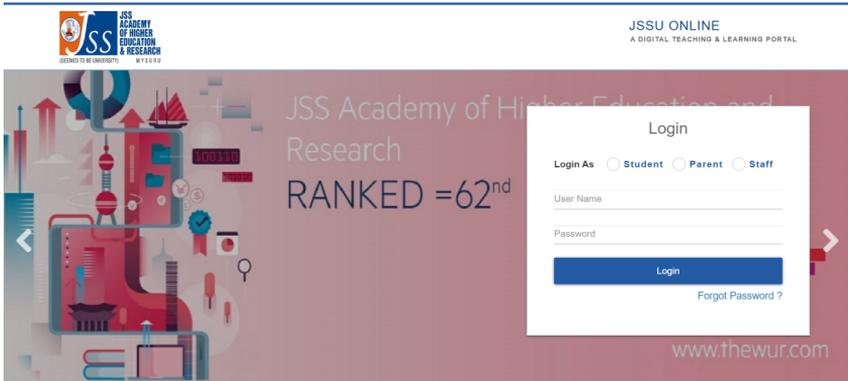
| Sl. No. | Name of the Organization | Specialty |
|---------|---|-----------|
| 1. | Accreate additive labs private limited, Bengaluru | Research |
| 2. | AIMST University, Malaysia | Academics |
| 3. | Albany College of Pharmacy and Health Sciences, USA | Academics |
| 4. | Alveus Pharmaceuticals Pvt. Ltd, Hyderabad | Research |
| 5. | Apollo BGS Hospital, Mysuru | Academics |
| 6. | Asha Kirana Hospital, Mysuru | Academics |
| 7. | Bharath Hospital and institute of Oncology, Mysuru | Academics |
| 8. | Bharathiar University, Coimbatore | Academics |
| 9. | Biocon Foundation Bangalore | Academics |
| 10. | Charite - Universities Medicine Berlin Germany | Academics |
| 11. | CSIR-CFTRI, Mysore | Research |
| 12. | CSIR-IGIB, New Delhi | Research |
| 13. | Defence Food Research Laboratory, (DFRL) Mysuru | Research |
| 14. | DRDO, New Delhi | Research |
| 15. | Farooqia College of Pharmacy, Mysuru. | Academics |
| 16. | Forensic Science University, Gujarat | Research |
| 17. | GlaxoSmithKline Asia Private Limited, Bengaluru | Research |
| 18. | Global Health City Chennai | Academics |
| 19. | Green Chem, Bangalore | Research |
| 20. | Gulbrandsen Technologies (India) Pvt. Ltd | Research |
| 21. | Himalaya Drug Company, Bangalore | Research |

| Sl. No. | Name of the Organization | Specialty |
|---------|--|-----------|
| 22. | Howard University, Washington DC, USA | Academics |
| 23. | Imaginarium (India) Private Limited, Mumbai | Research |
| 24. | Innov4sight Health & Biomedical Systems Pvt. Ltd - Bangalore | Research |
| 25. | Innovative Nano & Micro Technologies Bangalore | Research |
| 26. | Institute for Global Public Health Frank H. Netter MD School of Medicine Quinnipiac University | Academics |
| 27. | Institute of Applied Dermatology (IAD) Kasargod | Academics |
| 28. | J.S.S. Academy of Technical Education, Noida | Academics |
| 29. | Jagdale Industries Pvt. Ltd (Juggat Pharma), Bengaluru | Research |
| 30. | JSS Academy of Higher Education and Research (Mauritius) Ltd. | Academics |
| 31. | JSS College for Woman Saraswathipuram, Mysore | Academics |
| 32. | JSS College of Arts, Commerce & Science, Ooty Road, Mysore | Academics |
| 33. | JSS College of Physiotherapy, Mysuru | Academics |
| 34. | JSS Hospital and Organization For Rare Disease India. | Research |
| 35. | JSS Science and Technology University, Mysuru | Research |
| 36. | Khon Kaen University, Thailand | Academics |
| 37. | La Trobe University, Australia | Academics |
| 38. | Maastricht University, Netherlands | Academics |
| 39. | Narayana Health Multispecialty Hospital, Devanur, Mysuru | Academics |
| 40. | National Institute of Health (NIH), USA | Academics |
| 41. | National Institute of Pharmaceutical Education and Research (NIPER), Kolkata | Academics |
| 42. | National Institute of Veterinary Epidemiology and Disease Informatics (NIVEDI), Bangalore | Research |
| 43. | Nesa Med Tech Pvt, Ltd, Bangalore | Research |

| Sl. No. | Name of the Organization | Specialty |
|---------|--|-----------|
| 44. | NMIMS University, Mumbai | Academics |
| 45. | OMAN Medical College Sultanate of OMAN | Academics |
| 46. | Pacific University, Oregon, USA. | Academics |
| 47. | Philips Electronic India Ltd, Bangalore | Research |
| 48. | PII Tech, USAQuantumzyme LLP, Bangalore | Academics |
| 49. | Raksha Shakti University, Ahmedabad, Gujarat | Research |
| 50. | Roseman University of Health Sciences, College | Academics |
| 51. | of Pharmacy Henderson, Nevada, USA | Academics |
| 52. | Scitus Pharma Services Pvt. Ltd. Chennai | Research |
| 53. | Seragen Biotherapeutics Privat Limited, Bangaluru. | Research |
| 54. | Skantry Technologies Private Limited | Research |
| 55. | Southern Illinois University Edwardsville (SIUE), USA | Academics |
| 56. | St. Philomena's College Mysuru. | Academics |
| 57. | Sunway University, Malaysia | Academics |
| 58. | Swami Vivekananda Youth Movement, Mysore | Academics |
| 59. | Texas Southern University, USA | Academics |
| 60. | The University of Charleston, USA | Academics |
| 61. | Triphase Pharmaceuticals Pvt Ltd, Mysuru. | Research |
| 62. | UCSI University, Malaysia | Academics |
| 63. | University of Pretoria, South Africa | Academics |
| 64. | University of Cincinnati-Mysore sister city Organization, USA | Academics |
| 65. | University of Malaya, Malaysia | Academics |
| 66. | University of North Carolina (UNC), USA | Academics |
| 67. | University of Valparaiso, Chile | Academics |
| 68. | Uppsala Monitoring Centre, Sweden | Academics |
| 69. | VGM Hospital Coimbatore | Academics |
| 70. | Yenepoya, Deemed to be University Mangaluru. | Academics |

JSS University Online (www.jssuonline.com)

JSSU Online frame work is envisaged to continuously evolve under a strategic operating model fulfilling many aspects of our university requirements in its quest to achieve excellence. It is envisaged that this portal enables the streamling both academic and administrative processes of the university in a phased manner.



This portal is intended for use of JSS AHER staff, students and parents. Our endeavor is to provide you with the right technology tools to assess infoamation intended to you.

A host of capabilities in JSSUonline covers both academic and operational areas.

- Time table schedule preparation
- Teaching plan preparation
- Teachers diary
- Students attendance
- Digital content management course wise as per teaching plan which includes MCQ management toolset.
- eNotice Board
- leadership message board
- event showcase
- leave management
- sessional marks
- eTapaal
- Business card

WE STAND FOR QUALITY



We are ranked
 10th by NIRF, Govt. of India



Doctor of Pharmacy (PharmD)
 Program Certified by ACPE, USA



ISO 9001:2015 Certification for
 Quality Management Systems



Certified by
 NAAC with 'A+' Grade and CGPA of 3.47



