

FACULTY HAND BOOK
JSS COLLEGE OF PHARMACY, OOTY

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1.JSS Academy of Higher Education and Research,

Overview

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

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

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

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

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

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

we compete.

Everyone in the university from the highest to the lowest must strive to realize its spirit in their lives. This must be the endeavor of this university, only then will it be a true inheritor of a great movement that began a thousand years ago.

Vision and Mission Vision

As a comprehensive university, JSS Academy of Higher Education and Research, is committed to offering high quality undergraduate, graduate and professional education to its students.

Mission

The Mission of JSS Academy of Higher Education and Research, is to nurture and develop the talents of students and to create applicable knowledge in order to support social and economic advancement.

Core values

The commitment to provide value based education.

Statutory Bodies Composition and Functions Board of Management

(BOM)

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 realising 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 replaced before the Board of Management for consideration and approval.

Finance committee

The Finance committee is responsible for the overall financial policies and planning of
JSS College of Pharmacy, Ootacamund (Ooty)

the University. They are also responsible for approving of budgets presented by other boards, committees and constituent college of university.

Board of Studies

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

There are two Boards of studies in Pharmacy:

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

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

Anti-ragging committee

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

Library Committee

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

Research Coordination Council

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

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

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

2. The College

Jagadguru Sri Dr. Shivarathri Rajendra Mahaswamigalavaru, the 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 1984. JSS College of Pharmacy is a constituent college of JSS Academy of Higher Education and Research, Mysore.

The institution offers B. Pharm (4 years), Pharm. D (6 years), Pharm. D (PB) (3 years), M. Pharm (2 years) in twelve specializations and Ph. D. The college is recognized by Government of Tamilnadu and approved by Pharmacy Council of India (PCI), New Delhi and All India Council for Technical Education (AICTE), New Delhi. It is accredited to National

Board of Accreditation (NBA), AICTE, New Delhi.

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

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

Vision and Mission of the college

Vision:

To be a leader in pharmaceutical sciences & pharmacy practice education, research and continuous professional development for pharmacists with the ultimate aim of providing competent patient care and drug development to national and international communities.

Mission:

- To impart knowledge, develop skills and competencies in students in pharmaceutical sciences and pharmacy practice
- Develop and advance the knowledge, attitude and skills of pharmacists and faculty member who can provide comprehensive pharmaceutical care to patients, improve patient outcomes, and meet societal needs for safe and effective drug therapy.
- Develop, Promote and nurture research activities pursuing advances in pharmaceutical sciences and pharmacy practice. Translating our research in to health care practice is a cornerstone of our mission.

College Core Values

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

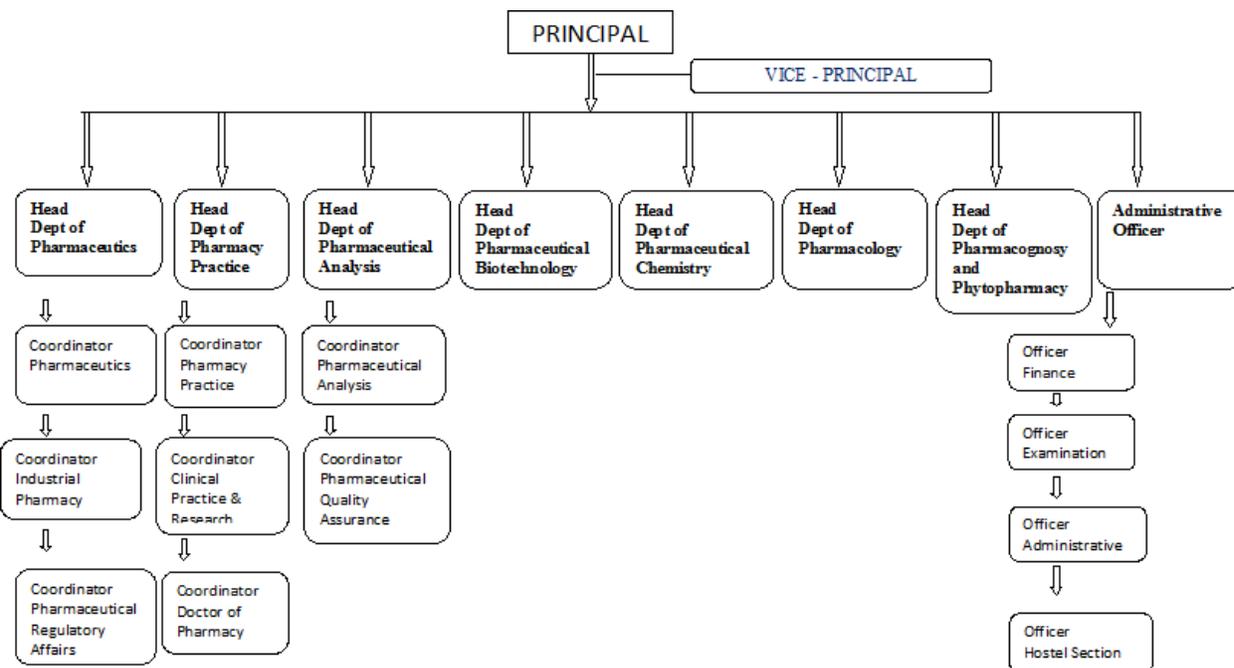
College Quality Objectives

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

Courses offered

S. No.	Courses
1	B.Pharm
2	Pharm. D
3	Pharm. D -Post Baccalaureate
4	<p>M. Pharm (Specialization)</p> <ul style="list-style-type: none"> • Industrial Pharmacy • Pharmacy Practice • Pharmacology • Pharmaceutical Analysis • Pharmaceutical Quality Assurance • Pharmaceutical Chemistry • Pharmaceutics • Pharmacognosy and Phytopharmacy • Pharmaceutical Regulatory Affairs • Clinical Pharmacy and Research
6	<p>Post Graduate Diploma</p> <ul style="list-style-type: none"> • Pharmaceutical Quality Assurance • Pharmaceutical Regulatory Affairs • Pharmaceutical Nanotechnology • Herbal products and their standardization • Clinical research • Medicine and poison information
7	<p>Certificate Course</p> <ul style="list-style-type: none"> • Pharmaceutical Quality Assurance • Herbal drug standardization • Clinical research • Medicine information <p>Association with National Institute of Health (USA)</p> <ul style="list-style-type: none"> • IPCCR • PCP

Organization chart – Academic



2.6. Strategic Plan (2016-2020)

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

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

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

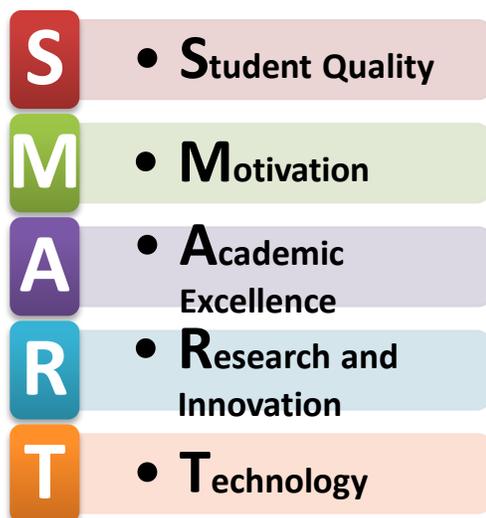
Considering the observations and recommendations of the Assessment Committee, series of tactical and strategic meetings were held during May to September 2015. The faculty members of the colleges, representatives of the administrative staff, employers, alumni, parents and students were invited to participate in these meetings to provide their inputs. In these meetings, the members of the SPG performed an initial SWOC (Strength, Weaknesses, Opportunities and Challenges) analysis of the colleges and the programs offered. Based on such analysis, the strategic plans for the colleges were formulated.

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

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

Strategic Directions

JSS University, Colleges of Pharmacy, Mysuru and Ooty will position themselves as the **SMART Colleges** of Pharmacy in the country by 2020



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



Strategic Direction 1: **Student Quality**

Ensuring the quality of students at both recruitment and graduation levels

This strategic direction has the following objectives:

- 1.1. Achieve popularity and demand to various programs offered by the colleges
- 1.2. Recruiting top quality applicants into various programs offered
- 1.3. Enhancing the international student mobility into various programs offered
- 1.4. Striving for the holistic development of the students

Key Performance Indicators:

- Incremental percentage of the incumbents at UG level with a score of at least 75% of aggregate marks (in core subjects of 12th grade) and achieving 75% by 2020
- Incremental percentage of the incumbents at PG level with merit scholarship and reaching 50% by 2020
- Incremental percentage of research scholars with scholarship and attaining 75% by 2020
- 1:5 ratio of sanctioned intake versus potential applicants by 2020

- 5% of sanctioned intake recruited through international scholarship schemes by 2020
- Conducting at least 2 personality development programs per year to improve the morality,
- ethics, professional and leadership qualities of the students from 2016

Strategic Direction 2: Motivation

Doing the best and becoming leaders in pharmacy education and research

This strategic direction has the following objectives:

- 2.1. Attaining the recognition as a 'Hub of Indian Pharmacy Education and Research'
- 2.2. Achieving National/International recognition by faculty member(s) for teaching/research
- 2.3. Achieving National/International recognition by students for academic excellence, research, extra-curricular and literary talents
- 2.4. Fostering the professional and social responsibilities of students
- 2.5. Attaining 'customer satisfaction' for various clinical pharmacy services
- 2.6. Encouraging structured collaborations with new MoUs and strengthening the existing MoUs

Key Performance Indicators:

- Establishing at least one 'Centre of Excellence' for Pharmacy Education/ Research by 2020
- Being a part of at least one National Initiatives in Public Health Programs by 2020.
- Seeking institutional memberships of national and international professional bodies
- Conducting at least one National and one International scientific meeting in collaboration with partner organizations every year from 2016
- At least 4 professional recognitions by a reputed National/International agency/organization for faculty members by 2020
- A minimum of 6 professional recognitions by a reputed National/International agency/organization for students/research scholars by 2020
- Six recognitions at Regional/National levels for extra-curricular/literary talents of students by 2020

- Conducting 10 outreach programs in a year demonstrating student involvement from 2016
- Achievement of 90 % customer satisfaction level measured through structured questionnaires for the clinical pharmacy services provided by the colleges by 2018
- One new MoU signed with top ranked national/international organization and one activity is executed through existing MoU every year

Strategic Direction 3: Academic Excellence

Demonstrating the quality of delivery of the courses and programs

This strategic direction has the following Objectives:

- 3.1. Achieving good pass percentage in every subject and majority of student pass with first class marks
- 3.2. Achieving good career advancement of graduates
- 3.3. Increasing the number of students qualifying GPAT/other competitive examinations for career advancement
- 3.4. Seeking accreditation from national and international organizations for the pharmacy programs/colleges
- 3.5. Introducing novel techniques for teaching-learning and assessment procedures on par with the standards of reputed international institutions
- 3.6. Enhancing professional experience placements in industry settings, hospital, community and rural settings, with opportunities for international placement
- 3.7. Participating in overseas exchange programs, develop research capabilities and gain leadership training and experience as part of the curriculum
- 3.8. Providing human, instructional and infrastructural resources that supports academic advancement

Key Performance Indicators:

- Class Average of at least 65% in individual subjects in every course/program by 2018
- Incremental percentage of graduates aspiring for higher education getting admissions in top 10 universities and attaining 50 % by 2020
- Incremental percentage of graduates registering in the placement cell getting placements in the top 25 organizations and attaining 100 % by 2020

- Identifying at least 2% of students and nurturing them to become entrepreneurs
- Incremental percentage of students qualifying the GPAT/other competitive exams among the appearing students and attaining 50% by 2020
- National Institutional Ranking Framework (NIRF) ranking for the colleges by 2016
- Seeking accreditation from Canadian Council for Accreditation of Pharmacy Programs for Pharm.D. program by 2017
- Obtaining accreditation from American Society of Healthsystem Pharmacists (ASHP) accreditation for practice site (JSS Hospital, Mysuru) by 2018
- Continue to retain the status of existing accreditations/certifications
- Introducing OSCE and OSPE in University Examinations with 20% weightage of practical scheme in 2017 and increasing it gradually to 50% by 2020
- Introducing at least one novel pedagogy every year and demonstrating its success
- Increasing the number of MoU's with Industry and practice sites that would support student training and placement
- Developing Strategic partnerships with universities internationally to promote international student mobility and exchange programs
- Providing resources aligning with developmental plan

Strategic Direction 4: **Research and Innovation**

Emerging as neoterics in research

This strategic direction has the following Objectives:

- 4.1. Nurturing quality publications in reputed journals
- 4.2. Fostering external research grants from various resources
- 4.3. Increasing the number of patents filed
- 4.4. Transferring the technology to commercial organizations
- 4.5. Promoting the consultancy services
- 4.6. Encouraging interdisciplinary research

Key Performance Indicators:

- Fifty publications annually in journals with JCR impact factor from 2018
- 10% of the total annual budget to be generated through research grants from 2016
- Minimum of 2 national patents to be filed annually from 2017
- One method or product to be commercialized by 2020

- 10% of the total annual budget to be generated through consultancy projects from 2016
- Two research grants under interdisciplinary scheme by 2020
- Ten publications in journals with JCR impact factor as an outcome of interdisciplinary research by 2020

Strategic Direction 5: Technology

Adapting the advancing technologies for success

This strategic direction has the following Objectives:

- 5.1. Effectively implementing ICT enabled teaching, learning and assessment
- 5.2. Digitization of information
- 5.3. Enriching the digital repository in the library
- 5.4. Introducing online certificate courses as per the current trends in pharmaceutical sciences and practice

Key Performance Indicators:

- Incremental percentage of teaching shall be through virtual class room and attaining at least 50% by 2020
- Five online tests per subject to be conducted annually from 2016
- All the documents of the faculty members, official correspondence are to be digitized by 2017
- E-governance of the administrative office in phased manner and 100% achievement by 2018
- A collection of at least 500 e-books, audio visual materials by 2020
- Archiving the copies of dissertations and thesis books in digital format by 2017
- Two online certificate courses should be offered by 2017 and four by 2020

1. Advance Teaching & Learning:

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

Specific Plans:

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

- As a whole preparing the students to become leaders in the pharmacy profession.

2. Research Promotion:

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

Specific Plans:

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

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

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

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

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

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

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

3. Promoting Outreach Programs:

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

Specific Plans:

To increase the awareness among the general public about the pharmacy profession, pharmacist's role as a health care provider.

To enhance the health outcomes and quality of life among patients with chronic diseases by improving quality, effectiveness and efficiency of the medication use and health systems

To conduct various health camps to improve the awareness and perform general health screening for the various segments of the society including the tribal people.

To create public awareness about the college as an important teaching and research organization that can make significant contribution to the health care and welfare of the people of Nilgiris district.

To foster the awareness among the school children of Nilgiris district on various health related aspects and disease preventive measures.

To strengthen the network of alumni and other supporters and increase their involvement in the college activities.

To facilitate lifelong learning and continued professional development for alumni and other pharmacists of the region.

To be one of the renowned centre for training the pharmacy teachers to improve the quality of pharmacy education and practice in the country.

4. Accelerate Internationalization:

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

Specific Plans:

To create an organizational structure to establish and support international scholarly initiatives and collaborations.

To provide opportunity to the students and faculty to get the international exposure and experiences in pharmacy education, research and practice.

To enhance the students and faculty exchange opportunities with premier international pharmaceutical organizations.

To get the international recognition and accreditation for the Doctor of Pharmacy program offered by the college and JSS Academy of Higher Education and Research.

To actively take part in the global initiatives in pharmacy education, practice and research.

5. Industry Institution Partnership:

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

Specific Plans:

To identify both private and public partners at national and international levels to foster the research, education and training.

Submitting collaborative project proposals to funding agencies with partnering organizations.

Conducting national and international level scientific meetings to bring out the knowledge on recent advancements in the profession and practice.

To create an opportunity for the students to get their carrier placements in such partnering organizations.

2.7. Job Description

Student services	Person/sResponsible	Responsibilities
Principal	Dr S P Dhanabal	<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	Dr. AfzalAzam	<ul style="list-style-type: none"> • Supervision, coordination and delivery of teaching

Principal		<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> • 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	Mr. Basavanna	<ul style="list-style-type: none"> • 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

2.8 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.

➤ Resources

Library and Information Centre

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

learning center for students and staff.

Study space

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

Collection

The library has well-developed and systematic policy for the collection and development of learning resources. The comprehensive collection comprises of both traditional resources viz. books and journals in print and the electronic resources – the CD ROMs, videos, slides etc. These volumes include books on pharmaceutical sciences, pharmacy practice and allied sciences like chemistry, anatomy, pathology, microbiology and biochemistry etc. A modest collection of books for competitive exams is maintained. A user can relax with the library's general collection of biographies, fiction, philosophy etc. Library provides access to more than 600 scientific journals either in the print or electronic form. Some of the core journals are European Journal of Pharmaceutics & Biopharmaceutics, Fitoterapia, International Immunology, International of Pharmacy Practice, Journal of Natural Products, Trends in Pharmacological Sciences, Planta Medica, International Journal of Medicinal Chemistry, Journal of Pharmaceutical and Biomedical Analysis, etc. The library has a back collection of 25 years. The college subscribes online databases namely Clinical Key, Scopus, DelNet and Bentham Sciences are being subscribed. A specific drug information source (CDs) for pharmacy practitioners is provided through the Iowa drug information service (IDIS) database.

Library has

- Wi-Fi
- Digital resources
- Over 9000 volumes
- Open 7 days a week

Learning / Educational Resources

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

1. Computers : 25
2. Server : 01
3. Laser printers : 01
4. Network Printer : 01
5. Scanners : 01
6. Internet connections : 25
7. Wi- Fi Router : 01

Educational Softwares

- Schrodinger suite 2012 for molecular modeling and drug design
- Silicon Graphics 2000 for molecular modeling and drug design

- Expharma for experimental pharmacology

Data bases available at the library

CD-ROM

- Iowa Drug Information Service (IDIS) (abstract + 181 journals)

Online

- Clinical key
- Scopus
- DelNet and
- Bentham Science

Library Services

Working Hours

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

Services

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

1. User education

The objective of the library is not complete until the users are aware of the resources available for their use. A day long library induction programme is conducted for every batch of incoming students at the beginning of the academic year. The orientation provides an overview of the collection of the library, its services and the classification system practiced in the library. The users are given hands on training in the use of all the three categories of information sources – primary, secondary and tertiary sources the users have access to in the library.

2. Information retrieval tools

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

3. Reference

The reference collection of 8300 books and 85 full text online journals is available for use within the library from 8 am. to 8 pm. from Monday to Saturday and 9 PM to 2 PM on Sundays throughout the year.

4. Borrowing

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

5. Digital services

Internet access is provided through the library LAN comprising of twenty computers and Wi-Fi access points throughout the college campus. The digital collection comprises of about 1300

e-books, 600 online journals, 6 databases, the institutional repository collection of the abstracts of the theses, the previous year question papers, etc.

6. Library orientation

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

7. Collaborative services

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

8. Other services

- Special assistance is given on request for literature search, scientific writing of articles and thesis, writing the student SOPs and citing references.
- The students and staff can avail the reprographic and scanning facilities in the library
- A general reading section comprising of newspapers, magazines, books of fiction, philosophy, education, biographies is also provided.

List of Databases

- A. Scopus:** Abstract and citation database of peer-reviewed literature with bibliometrics tools to track, analyze and visualize research. It contains over 19,300 titles from more than 3,000 publishers around the world, covering the fields of science, technology, medicine, social sciences, and arts and humanities. Scopus has 46 million records dating back to 1823, 72% of these containing references dating from 1996.
- B. International Pharmaceutical Abstracts :** Worldwide, comprehensive bibliographic coverage of pharmaceutical science and health related literature produced in co-operation with the American Society of Health-System Pharmacists International Pharmaceutical Abstracts includes 30 years of in-depth indexed reference to the world pharmacy (in the broadest sense) literature; plus, related health, medical, cosmetic journals, and state pharmacy journals; abstracts of presentations at major pharmacy meetings are also included. IPA is unique in its coverage-no other service provides this.
- C. Iowa Drug Information Service:** The IDIS database consists of full-text articles and an index of article citations selected from 200 peer-reviewed English language journals. Articles and reports for the *IDIS* database are selected from 200 peer-reviewed English language medical and pharmaceutical journals, FDA approval packages, FDA Advisory Committee briefing documents, FDA boxed warnings, AHRQ publications, National Institute for Health and Clinical Excellence (NICE) guidelines and appraisals, clinical practice guidelines and more. *IDIS* pharmacists index those articles that pertain to drug use in humans, identifying the main drugs and diseases.
- D. Clinical Key:** is a clinical search engine which includes
- ALL Elsevier medical and surgical journals (over 300)

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- Selected third-party journals and content sources
 - ALL Elsevier medical and surgical reference books (over 1000)
 - ALL medical and surgical clinics of North America
 - ALL First Consult point-of-care clinical monographs
 - ALL Procedures Consult content and associated videos
 - ALL Clinical Pharmacology drug monographs from Gold Standard
 - ALL Elsevier medical and surgical videos (over 13,000+)
 - Millions of medical and surgical images
 - Over 2,000 Practice Guidelines
 - Elsevier and third-party published patient education handouts in both English and Spanish, where available.

Facilities of JSS College of Pharmacy, Ootacamund (Ooty)

- JSS College of Pharmacy, Ootacamund has total campus area of 7 acres (30548 Sq. Mts) with a total built carpet area measuring 16874.89 Sq. Mts
- Academics and administration built carpet area measures 5680.46 Sq. Mts(1676.15 Sq. Mts amenities and stairs) the building has 4 floors.

Other Facilities:

- Completely Wi-Fi enabled campus
- Five class rooms, one smart class room, six department seminar rooms, six departmental libraries, one medicinal plants garden, one drug and poison information center.
- Eleven undergraduate laboratories and eight postgraduate laboratories
- Eight Research laboratories
- Guest house facility
- Computer work stations
- Library and Information center
- seven washrooms
- Placement cell
- Research and consultancy
- An open lobby
- Animal quarantine
- In campus men's hostel
- In campus women's hostel
- Generator room
- Cafeteria
- Approved Drug Testing laboratory
- IIPC
- Entrepreneur development cell
- Alumni association

Academic Facilities

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

- Dept. of Pharmaceutics- research laboratory
- Sports utility room covering the area of
- Chemical and stationary store room covers area of

The ground floor has a built carpet area measuring 1567.56 Sq. Mts accounting for

Academic block measuring area of 1107.56 Sq. Mts as follows

- Department of Pharmacognosy and Phytopharmacy with seminar room, research laboratory, store room and preparation area.
- Dept. Pharmacy Practice with a seminar room equipped with LCD projection, power backup, department library, drug information centre and wash room
- TIFAC Office
- IIPC (Industry institution partnership cell) office
- Under graduate laboratory – Pharmaceutics I
- Under graduate laboratory – Pharmaceutics II
- Post graduate laboratories – Industrial Pharmacy
- Post graduate laboratory with seminar room – Regulatory affairs
- Electrical room
- Restrooms

Administrative block measuring area of 460 Sq. Mts as follows

- A lobby entrance
- Administrative officer room
- Principal chamber with waiting lobby
- Board room
- PA to Principal room
- Vice principal chamber
- Cashier room
- Office staff room
- Electrical Panel room
- Court yard
- Rest rooms

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

Academic

- One Research laboratory- Pharmacology and Toxicology, all equipped with preparation space and store area

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- One undergraduate laboratory- Pharmacology I, all equipped with preparation space and store area
 - Undergraduate laboratory- Pharmacology II equipped with preparation space and store area
 - Undergraduate laboratory- APH I equipped with preparation space and store area
 - Undergraduate laboratory- APH II equipped with preparation space and store area
 - Two lecture halls equipped with LCD projection (UG)
 - One smart class room
 - Library
 - Twenty five computer workstation with internet and e-journal facilities
 - UPS room
 - Rest rooms

Animal house with carpet area of 348.76 sq.mt

- Animal storage room
- Surgical room
- Phlebe& Necropsy
- Washing area
- Breeding room
- Change room
- Aseptic room

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

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

The **third floor** has a built carpet area measuring **571** Sq. Mts, accounting for

- Research laboratory - Pharmaceutical chemistry equipped with preparation space and store area
- Research laboratory - Pharmacognosy equipped with preparation space and store area
- Post graduate laboratory - Pharmaceutical chemistry

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- Post graduate laboratory - Pharmacognosy
 - Rest rooms

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

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

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

The department of pharmacy practice works in close association with Govt. District Head Quarters Hospital (GHQH), Ooty which is a 420 bedded secondary care district public hospital. GHQH has the following units such as: medical ward, surgical ward, paediatrics ward, ICU & ICCU, orthopaedics ward, OBG etc. The staff and students of the department work in close collaboration with the clinicians at the practice sites facilitating the interdisciplinary research. The availability of diverse, large number of clinical material provides ample opportunity to students for their learning and conduct research in different healthcare settings in the areas like pharmacoepidemiology, pharmacovigilance, quality use of medicines, pharmacoeconomics and outcomes research.

Pharmaceutical chemistry laboratories are equipped with molecular docking and QSAR soft wares such as Schrodinger suite 2012 and Silicon Graphics 2000 for molecular modeling *in silico* drug design.

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

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

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

Others facilities and amenities area

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

Visiting Faculty

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

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

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

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

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

Residential facilities

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

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

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

Training and placement cell

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

The training and placement cell utilizes information and computing technology and has

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

Scholarship and financial aid

- a) **GPAT Scholarships:** All India Council for Technical Education (AICTE), New Delhi provide scholarship of Rs. 8,000/- PM, for qualified, GPAT examination, students.
- b) **JSS Academy of Higher Education and Research, Scholarship:** University has established research fund, to encourage fulltime research scholars, small grant is provided.

College Committees Library Committee

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

Cultural Committee

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

Sports Committee

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

Hostel Review Committee

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

Magazine Committee

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

achievements of the college for the academic year.

National Service Scheme (NSS) Advisory Committee

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

Research Advisory Committee

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

Anti-Ragging Committee

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

Anti-Sexual Harassment Committee

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

Academic Council Board (ACB)

Academic council Board (ACB) is constituted to evaluate the academic performance of the students. ACB comprises of Principal, class teacher, mentors and all the academic staff of the class. ACB reviews the performance of students and gives oral feedback to the students on their academic performance. Students who secured less than 50% of marks in the internal assessment examinations are counseled by the mentors (batch teachers) and strategies are planned to improve the student's academic performance.

Grievance Redressal Committee

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

Institutional Animals Ethics Committee

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

Objectives:

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

These are enforced by the Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA), a statutory body under the Prevention of Cruelty to Animals Act, 1960. The committee consists of Principal and nominee from outside the institution like scientist, Veterinarian, Nonscientific socially aware member with staff as the member secretary.

Institutional Human Ethics Committee

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

- To receive, review and approve research proposals involving experiments on humans.
- To receive, review and recommend research proposals involving experiments on humans and monitor the research.
- Monitor the research activity

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

Course Coordinators Committee

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

Purchase Committee

Institutional (Local) purchase committee consists of atleast three members of an appropriate level. First meeting of the committee will be called to discuss and finalize specification of items list of vendors. The Purchase Committee monitors the purchase of all items required by various

departments of the College. Required items are prioritized and quotations for these items are obtained from at least three suppliers.

Internal Quality Assurance Cell (IQAC)

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

3. Faculty Recruitment Process

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

4. Pay and Allowances

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

5. Teaching Days, Work Load and Leave Rules

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

Leave rules are as follows:

General Principles Regarding Grant of Leave

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. (Refer Appendix I).
- 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 suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

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

- i. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- ii. Absence from duty after expiry of leave entails disciplinary action.
- 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.

Nature of Leave

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

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.
- iii. Casual Leave to the temporary employee / probationer will be granted in the same

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

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

Special Casual Leave (SPCL)

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

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

Compensatory Leave

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

- 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.

Risk Leave:

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

Sabbatical Leave / Academic Leave:

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

- 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
 - e) Any other purposes for the academic development of the staff as approved by the Board of Management.
 - ii. Permanent, whole-time Faculty of the University who have completed seven years of service as Lecturer / Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University.
 - iii. The duration of leave shall not exceed one year at a time and two years in the entire career of a Faculty.
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- iv. The grant of Sabbatical Leave shall be subject to the following conditions, namely:-
 - a) No substitute shall be appointed in the vacancy and his/her work shall be shared by the other members of the faculty.
 - b) Sabbatical Leave shall not be granted for less than 6 months at a time and splitting of Sabbatical Leave is not permissible and cannot be utilized in parts.
 - c) If the leave availed of is less than the maximum permissible period, it would still be presumed that the opportunity has been fully utilized and the eligibility criteria would apply afresh from the date of reporting back from such leave.
 - d) The faculty member shall specify the places he proposes to visit, the nature of work he proposes to do and how this would contribute to his academic development.
 - e) While recommending the leave, the Head of the Department/Centre has to certify that alternative arrangements have been made for sharing of the academic, research and project activities and other departmental duties and commitments of the staff member concerned during his absence.
 - f) A staff member having a long term project may request for permission to avail himself of Sabbatical Leave only after completion of one year from the commencement of a project and only if a co-investigator as approved by the funding agency is available to take care of the project.
 - g) At any point of time, in a Department a maximum of 13% of the sanctioned strength of the academic staff members of the Department (subject to any fraction in the figure thus arrived at being rounded off to the next higher integer) may be permitted to avail of long leave either within India or abroad. No substitute will be appointed in the vacancy and the other members of the Faculty will share the work.
 - v. A Faculty, who has availed himself / herself of study leave, would not be entitled to the sabbatical leave; provided further that sabbatical leave shall not be granted until after the expiry of five years from previous study leave or any other kind of training programme.
 - vi. 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.
 - vii. 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.
 - viii. 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.
 - ix. 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.
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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 on study leave. No Faculty shall however, be eligible to received arrears of increments.
- 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.
- ix. 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.
- x. A Faculty availing himself / herself of study leave shall undertake that he/she shall serve the university for a continuous period of atleast three years to be calculated from the date of his/ her resuming duty after expiry of the study leave.
- xi. 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.
- xii. The Faculty shall submit to the Registrar, six monthly reports of progress in his/ her studies from his/ her supervisor or the Head of the institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

Interpretation of Rules:

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

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

Resignation

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

6. Code of Conduct

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

Obligations towards Students

- Treats all students with respect and affection.
- Respects the value of being just and impartial to all students irrespective of their caste,

creed, religion, sex, economic status, disability, language and place of birth.

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

Obligations towards Parents, Community and Society

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

Obligations towards the Profession and Colleagues

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

General Rules

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

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

- Students should always keep their Tagged identity card with them.
- Students should abide by all the rules and regulations of college.
- Students should participate actively in the extracurricular activities organized by college.

- Students are expected to attend all classes. Minimum physical attendance required is 80%.
- Students are required to adhere to the formal dress while engaging in academic activities in the campus such as attending lectures or working in laboratories.
- Students shall not use mobile/cell phones in the college premises. Any student using their phone will have their mobile phone confiscated.
- Ragging is an offence, do not indulge in ragging.

Specific to pharmacy practice students

As a student of pharmacy practice, you must demonstrate you are able to exercise those privileges and bear those responsibilities as listed below. This means you must conduct yourself professionally at all times.

This Code of Conduct is based on the following principles

1. Make patients your first concern

The health, wellbeing and safety of patients must be your main concern. To support this, you will learn about the design and development of medicines and their safe and effective use. Even when you are not in direct contact with patients, you will be developing values, attitudes, knowledge and skills that you will use as a pharmacist.

As a student you must:

- Always bear in mind your future role as a pharmacist when studying.
- Apply your learning to ensure you know how to develop and use medicines for the maximum benefit of patients.
- Promote the health of patients.
- Use your professional judgement in the interests of patients and the public.
- Use Professional judgement at all times: your course is designed to help you understand, what this means is,
 - consider and act in the best interests of patients and the public
 - ensure your beliefs do not compromise patient care
 - make sure your judgement is not influenced by personal interests
 - be prepared to challenge the judgement of others if you have reason to believe that their decisions could compromise safety or care

2. Show respect for others

Demonstrating respect for the dignity, views and rights of others is fundamental in forming and maintaining appropriate professional relationships with patients, cares colleagues and other individuals with whom you come into contact.

As a student you must:

- recognise diversity and respect the cultural differences, values and beliefs of others, including students and staff
- treat others politely, with consideration and with respect
- listen to, and respect others, opinions and be non-judgemental in your attitudes toward them
- maintain proper professional boundaries in the relationships you have with others, especially with vulnerable adults and children
- recognise and respect the rights of patients
- respect patient confidentiality and consent, but disclose relevant information as required

3. Encourage patients and the public to participate in decisions about their care

A. Patients and the public have the right to be involved in decisions about their treatment

and care. Pharmacists must respect this right and help patients to take part in decisions which affect their health and wellbeing.

As a student you must:

- learn how to listen to patients and their care takers and communicate effectively with them in a way they can understand
- learn how to give patients information and advice so they can take part in decisions about their care, including recognizing their right to refuse care
- learn how to work in partnership with patients, their care takers and others to manage a patient's treatment and care

B. Develop your professional knowledge and competence

At all stages of your pharmacy career you must take responsibility for ensuring your knowledge and skills are up-to-date and that you maintain your competence.

As a student you must:

- reflect on and develop your professional knowledge and competence throughout your course
- recognize and stay within the limits of your competence
- make rational and informed decisions
- engage constructively with assessments
- ensure you are aware of the continuing professional development

C. Be honest and trustworthy

The public trust healthcare professionals, and at all times pharmacists must justify that trust.

As a student you must:

- act with honesty and integrity
- honor your commitments and take responsibility for your work
- not plagiarize the work of others
- use research and laboratory data honestly and ethically, seeking permission to use data as required
- supply accurate information in response to lawful requests and update that information as necessary
- respond honestly, openly and courteously to complaints and criticisms concerning yourself or others
- cooperate with formal investigations about you or others
- abide by the rules and regulations of the university and other organisations linked to your studies

Pharmacists, like all healthcare professionals, must take responsibility for their work.

As a student you must:

- comply with this Code of Conduct
- take responsibility for your learning and your actions and work constructively with others
- ask for help when you need it and respond appropriately
- plan and use your time effectively
- follow dress codes
- attend classes and conduct yourself appropriately
- be punctual
- be contactable

- ensure you have adequate English language skills
- abide by health and safety requirements of the institution

7. Code of Ethics

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

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

1. **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.
2. **Fair trade practice:** No attempts should be made to get business by unethical and cut through throat competitions, labels, trade market and science and symbols of others should not be imitated.
 3. **Purchase of drugs:** Always standard drugs must be purchased from reputable and genuine sources.
 4. **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.
 5. **Advertising and display:** The pharmacist should not advertise or display in the premises, in the press, elsewhere, regarding the sale of medicines, which claim to cure and any other advertisements or display containing
 - 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 vitality
 - 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 inviolate, may it be granted to me to enjoy life and the practice of pharmacy respected by all, at all times!
- Should I trespass and violate this oath, may the reverse be my lot!

Expected Competencies for Graduates Pharm.D. Program

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

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 non-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.

Outcome 12 – Design and Conduct of Need Based Research Projects: The student should be able to understand the research needs of the region/nation, and design and conduct the research that would add value to the health care requirements of the patients and community/ society.

Outcome 13 - Life-Long Learning: The student should be able to recognize knowledge and skill deficits that exist in the effective delivery of health care needs of the patient / society. As a life-long learner, student should be able to identify and analyze issues emerging in the advancing healthcare delivery, and set learning goals, locate, interpret appropriate resources, and assess progress toward meeting learning goals.

B.Pharm. Program

List of the expected competencies for graduates of the B. Pharm. program

1. Development of Industrial Pharmacy Knowledge and Skills
2. Design and Evaluation of a dosage forms
3. Detailed Understanding of various In Process Tests for the Dosage forms
4. Technology Transfer for the Product Process
5. Development of Packaging Materials based on Dosage form Design
6. Market Understanding
7. Dosage form manufacture process end Point determination & decision making
8. Technical Knowhow on Cosmetic Preparation
9. Natural Products and Path way of Discovery of New Drugs
10. Communication Skills
11. Computer Literacy – MS Office
12. Team Work, Assertiveness, Integrity, Sense of Urgency, Presentation Skills

Expected General Outcomes:

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

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

Outcome 3. Development of Various in Process tests for the Dosage Forms: The student should be able to understand the importance of the in process tests for the dosage forms like Tablets, Powders, Capsules, Liquid orals, Semisolid External Preparations.

Students shall learn and demonstrate the preparation during the practice sessions (Practical).

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

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

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

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

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

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

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

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

Outcome 12. Team Work, Assertiveness, Integrity, Sense of Urgency, Presentation Skills: Soft Skill training shall be taught to the students and they shall be evaluated during the campus placement and other platforms like debate competitions, group event, and Pharmacy week celebrations in the institutions.

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

Sl. No.	Name of the Organization	Specialty
1.	Semler Research Center, Bangalore	Research
2.	Sristek Consulting Pvt. Ltd., Hyderabad	Research
3.	Bureau of Police Research and Development, Ministry of Home Affairs, New Delhi	Research
4.	Himalaya Drug Company, Bangalore	Research
5.	Philips Research, Bangalore	Research
6.	Strides Arcolab Limited, Bangalore	Academics
7.	JSS College of Arts, Commerce and Science, Mysore	Academics
8.	Council of Scientific and Industrial Research-Institute of Genomics and Integrative Biology (CSIR-IGIB)	Research
9.	DRDO, New Delhi	Research
10.	IFGL Refractories Limited, Kolkata	Research
11.	Gunasheela Assisted Reproduction Center, Pvt. Ltd., Mysore	Research
12.	Gujarat Forensic University, Gandhinagar	Research
13.	Polyclone Bioservices Pvt. Ltd, Bangalore	Research
14.	JSS College for Women, Mysore	Academics
15.	NMIMS University, Mumbai	Academics
16.	Physicians from Cincinnati – Mysore Sister City Organization	Academics
17.	La Trobe University, Australia	Academics
18.	KhonKaen University, Thailand	Academics
19.	University of Southern Nevada, USA	Academics
20.	Long Island University, USA	Academics
21.	AIMST University, Malaysia	Academics
22.	Howard University, Washington DC	Academics
23.	University of Illinois, Chicago, USA	Academics
24.	AlfaGene Biosciences Inc, USA	Academics
25.	National Institutes of Health, USA	Academics
26.	Oman Medical College	Academics