



PSG COLLEGE OF PHARMACY
RECOGNISED BY PHARMACY COUNCIL OF INDIA (PCI) AND
AFFILIATED TO TAMILNADU DR.MGR MEDICAL UNIVERSITY
SUBMITTED TO THE MANAGING TRUSTEE FOR APPROVAL

STANDARD TEACHING FACULTY REQUIREMENT AS PER PCI AND UNIVERSITY NORMS

06.05.2020

Annexure-I

(Item No.335 & 498 of 01.101"/CC(April 2017)

Ref.No.14-163/2015-PCI

The following teaching faculty are required to teach B.Pharm-100, M.Pharm-57 (Pharmaceutics-15, Pharmacology-12, Pharmaceutical Analysis-15 and Pharmacy Practice branch -15), Pharm D-30, Pharm D (PB)-10 and D Pharm-60 students intake. The faculty matrix has been calculated as per PCI, New Delhi and the affiliating University The Tamilnadu Dr.MGR Medical University, Chennai. The new staff matrix will be applicable from the academic year 2020-21.

DEPARTMENT	DESIGNATION			Total Required.
	PROFESSOR	ASSOCIATE PROFESSOR	ASST.PROFESSOR/ LECTURER	
	Required	Required	Required	
PHARMACEUTICS	2	3	9	14
PHARMACY PRACTICE	1	2	4	7
PHARMACOGNOSY	1	1	3	5
PHARMACEUTICAL CHEMISTRY INCLUDING ANALYSIS	2	3	9	14
PHARMACOLOGY	2	2	6	10
TOTAL	8	11	31	50

Part Time faculty to teach the following subjects will be out sourced, **For PSG COLLEGE OF PHARMACY**

- | | |
|---------------------------|-------------------------|
| 1. Mathematics | 4. Communication Skills |
| 2. Computer Science | 5. Research Methodology |
| 3. Environmental Science, | 6. Biostatistics |

V.KANNAPPANAYANAR
MANAGER - PERSONNEL

PRINCIPAL-COLLEGE OF PHARMACY

GENERAL MANAGER-ADMINISTRATION



PSG COLLEGE OF PHARMACY
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STANDARD TEACHING FACULTY REQUIREMENT AS PER PCI AND UNIVERSITY NORMS

07.04.2017

Annexure-I

(Item No.335 & 498 of 01.101"/CC(April 2017)

Ref.No.14-163/2015-PCI

The following teaching faculty is required to teach B.Pharm-60, M.Pharm-57 (Pharmaceutics-15, Pharmacology-12, Pharmaceutical Analysis-15 and Pharmacy Practice branch -15), Pharm D-30 and Pharm D (PB)-10 students intake. The faculty matrix has been calculated as per PCI, New Delhi and the affiliating University The Tamilnadu Dr.MGR Medical University, Chennai. The staff matrix will be applicable from the academic year 2017-18 onwards.

DEPARTMENT	DESIGNATION			Total Required.
	PROFESSOR	ASSOCIATE PROFESSOR	ASST.PROFESSOR/ LECTURER	
	Required	Required	Required	
PHARMACEUTICS	2	3	4	9
PHARMACY PRACTICE	1	2	3	6
PHARMACOGNOSY	1	1	1	3
PHARMACEUTICAL CHEMISTRY INCLUDING ANALYSIS	2	3	4	9
PHARMACOLOGY	2	2	3	7
TOTAL	8	11	15	34

Part Time faculty to teach the following subjects will be out sourced,

1. Mathematics
2. Computer Science
3. Environmental Science,

4. Communication Skills
5. Research Methodology

For PSG COLLEGE OF PHARMACY

V. Kannappanayanar
V.KANNAPPANAYANAR
MANAGER - PERSONNEL

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PRINCIPAL-COLLEGE OF PHARMACY

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GENERAL MANAGER-ADMINISTRATION



PSG COLLEGE OF PHARMACY

RECOGNISED BY PHARMACY COUNCIL OF INDIA (PCI) AND AFFILIATED TO
TAMILNADU DR.MGR MEDICAL UNIVERSITY

SUBMITTED TO THE MANAGING TRUSTEE FOR APPROVAL

11.03.2016

STANDARD NON TEACHING STAFF REQUIREMENT AS PER PCI AND UNIVERSITY NORMS AS ON JUNE 2020

DESIGNATION	Required	Required Qualification
LIBRARIAN	1	MLIS
ASSISTANT LIBRARIAN	1	DLIS
LIBRARY ATTENDERS	2	12 TH /PUC
LABORATORY TECHNICIAN	(6UG+4PG)- Departments 1 for each Dept.	D.Pharm
LABORATORY ASSISTANTS/ ATTENDERS	(15 Labs) 15	SSLC
OFFICE SUPERINTENDENT	1	Any Degree
ACCOUNTANT	1	Any Degree
STORE KEEPER	1	D.Pharm/Degree
COMPUTER DATA OPERATOR	1	BCA/Graduate with computer Course
FIRST DIVISION ASSISTANT	1	Any Degree
SECOND DIVISION ASSISTANT	2	Any Degree
PEON	2	SSLC
CLEANING PERSONNEL	Adequate	-
GARDNER	Adequate	-

For PSG COLLEGE OF PHARMACY

V.KANNAPPANAYANAR
MANAGER - PERSONNEL

PRINCIPAL-COLLEGE OF PHARMACY

GENERAL MANAGER-ADMINISTRATION



PSG COLLEGE OF PHARMACY

RECOGNISED BY PHARMACY COUNCIL OF INDIA (PCI) AND
AFFILIATED TO TAMILNADU DR.MGR MEDICAL UNIVERSITY

SUBMITTED TO THE MANAGING TRUSTEE FOR APPROVAL

11.03.2016

FACULTY PROMOTION COMMITTEE (FPC)

MEMBERS IN FRPC COMMITTEE:

S.NO	NAME	DEPARTMENT
1	Dr. Ramanathan M	Principal – PSG College of Pharmacy
2	Dr. S Ramalingam	DEAN
3	Mr. V Jaganathan	General Manager - Administration
4	Dr. Sankar V	Vice Principal – PSG College of Pharmacy
5	HOD	Concerned Department
6	Mr. Kannappanayanar V	Manager - Personnel

PROMOTION POLICY:

There are two methods of Promotion followed in the institution,

1. Vacancy Based Promotion – PCI NORMS
2. Institution criterion based Promotion

1. Vacancy Based Promotion – PCI NORMS

Vacancy Based Promotion will happen provided that, if the vacancy is available in the cadre for which the faculty applied for promotion and if he/she fulfils both the PCI (Pharmacy Council of India) and University norms then the concerned faculty will be promoted.

For PSG COLLEGE OF PHARMACY

2. Institution criterion based Promotion

Institutional criterion promotion will happen irrespective of the vacancy available in the particular cadre of all departments for which the faculty applied for promotion, provided that the respective faculty has to fulfill both the PCI/University norms and institutional criteria.

V.KANNAPPANAYANAR
MANAGER - PERSONNEL

Vacancy Based Promotion – PCI NORMS

A faculty intending to apply for promotions after should meet the following requirement;

Director/Principal/ Head of Institution	First Class B.Pharm with Master's degree in Pharmacy (M.Pharm) in appropriate branch of specialization in Pharmacy or Pharm.D (Qualifications must be PCI recognized). With Ph.D degree in any of Pharmacy subjects (Ph.D. Qualifications must be PCI recognized).	Essential 15 years experience in teaching or research out of which 5 years must be as Professor/HOD in a PCI approved/ recognized pharmacy college. Desirable Administrative experience in a responsible position.
Professor	First Class B.Pharm with Master's degree in Pharmacy (M.Pharm) in appropriate branch of specialization in Pharmacy or Pharm.D (Qualifications must be PCI recognized). With Ph.D degree in any of Pharmacy subjects (Ph.D. Qualifications must be PCI recognized).	Essential 10 years experience in teaching in PCI approved/ recognized Pharmacy College or research experience out of which 5 years must be as Associate Professor in PCI approved/recognized Pharmacy College.
Associate Professor	First Class B.Pharm with Master's degree in Pharmacy (M.Pharm) in appropriate branch of specialization in Pharmacy (Qualification must be PCI recognized). A PCI recognized Pharm.D	3 years experience in teaching or research at the level of Assistant Professor or equivalent in PCI approved/ recognized Pharmacy College.

For PSG COLLEGE OF PHARMACY

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	degree holder shall also be eligible for the posts of Associate Professor in the subjects of path physiology, pharmacology sand pharmacy practice. Associate Professor shall acquire PCI recognized Ph.D in any of Pharmacy subjects within 7 years to become eligible for the post of Professor.	
Lecturer/Assistant Professor	First Class B.Pharm with Master's degree in Pharmacy (M.Pharm) in appropriate branch of specialization in Pharmacy (Qualification must be PCI recognized). A PCI recognized Pharm.D degree holder shall also be eligible for the posts of Lecturer/Assistant Professor in the subjects of path physiology, pharmacology and pharmacy practice.	A lecturer will be re-designated as Assistant Professor after 2 years of teaching experience in PCI approved/ recognized Pharmacy College.


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Institution criterion based Promotion

Any faculty intending to apply in this stream should fulfill the Institutional Promotion Criteria in addition to the PCI requirement for that cadre.

<p>Director/Principal / Head of Institution</p>	<p>First Class B.Pharm with Master's degree in Pharmacy (M.Pharm) in appropriate branch of specialization in Pharmacy or Pharm.D (Qualifications must be PCI recognized). With Ph.D degree in any of Pharmacy subjects (Ph.D. Qualifications must be PCI recognized).</p>	<p>Essential 15 years experience in teaching or research out of which 5 years must be as Professor/HOD in a PCI approved/ recognized pharmacy college. Desirable Administrative experience in a responsible position.</p> <p>JOURNALS:</p> <p>Should have published 7 Research Articles in Peer – reviewed Journals in the last 5 years/during the tenure of Professorship.</p>
<p>Professor</p>	<p>First Class B.Pharm with Master's degree in Pharmacy (M.Pharm) in appropriate branch of specialization in Pharmacy or Pharm.D (Qualifications must be PCI recognized). With Ph.D degree in any of Pharmacy subjects (Ph.D. Qualifications must be PCI recognized).</p> <p style="text-align: center;">For PSG COLLEGE OF PHARMACY</p> <p style="text-align: center;"> V.KANNAPPANAYANAR MANAGER - PERSONNEL</p>	<p>Essential 10 years experience in teaching in PCI approved/ recognized Pharmacy College or research experience out of which 5 years must be as Associate Professor in PCI approved/recognized Pharmacy College with PhD.</p> <p><u>Research competency is evaluated for the Professor cadre based Institution Promotion criteria – Should have published two Original</u></p>





		<p><u>Research articles in a reputed journal with impact factor of atleast 2 and to obtain a competitive project/research grant.</u></p> <p>Administrative experience during Associate Professor level is preferable. Active participation in developmental activities and in College Committee, or at University level is required.</p> <p>JOURNALS:</p> <p>Should have published 5 Research Articles in Peer – reviewed Journals in the last 5 years/during the tenure of Associate Professorship.</p>
Associate Professor	<p><u>Completion of PhD is mandatory Institution norm to get promote on basis of Institutional Promotion Criteria.</u></p> <p>First Class B.Pharm with Master's degree in Pharmacy (M.Pharm) in appropriate branch of specialization in Pharmacy (Qualification must be PCI recognized).</p> <p>A PCI recognized Pharm.D degree holder shall also be eligible for the posts of Associate Professor in the subjects of path physiology,</p>	<p>3 years experience in teaching or research at the level of Assistant Professor or equivalent in PCI approved/ recognized Pharmacy College and completion of PhD.</p> <p>JOURNALS:</p> <p>Should have published 3 Research Articles in Peer – reviewed Journals in the last 3 years/during the tenure of Assistant Professorship.</p>

For **PSG COLLEGE OF PHARMACY**

V.KANNAPPANAYANAR
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	pharmacology sand pharmacy practice. Associate Professor shall acquire PCI recognized Ph.D in any of Pharmacy subjects within 7 years to become eligible for the post of Professor.	
Lecturer/Assistant Professor	First Class B.Pharm with Master's degree in Pharmacy (M.Pharm) in appropriate branch of specialization in Pharmacy (Qualification must be PCI recognized). A PCI recognized Pharm.D degree holder shall also be eligible for the posts of Lecturer/Assistant Professor in the subjects of pathphysiology, pharmacology and pharmacy practice.	A lecturer will be re-designated as Assistant Professor after 2 years of teaching experience in PCI approved/ recognized Pharmacy College.

GENERAL PROMOTION GUIDELINES:

- Depending upon the vacancy available in the Department after receiving the Promotion Application, Promotion Committee Meeting will be scheduled on the last month of every quarter.
- Research Publications should be submitted along with the Promotion Application.
- All faculties to read and understand the policies before applying for promotion.
- Faculty is requested to submit all documents in the requested format to the Principal's office to be considered for the promotion.


PRINCIPAL-COLLEGE OF PHARMACY


GENERAL MANAGER-ADMINISTRATION
For PSG COLLEGE OF PHARMACY


V.KANNAPPANAYANAR
MANAGER - PERSONNEL

FACULTY RECRUITMENT, QUALIFICATION DETAILS

S.No	Designation	Qualification
1.	Lecturer	<ul style="list-style-type: none"> • M.Pharm in any specialization having first class at UG or PG or both. • Teaching work load -18 hours per week.
2.	Senior Lecturer	<ul style="list-style-type: none"> • Lecturer with 5 years teaching or industrial experience after PG. • Teaching work load – 18 hours per week
3.	Assistant Professor	<ul style="list-style-type: none"> • M.Pharm PhD in any specialization having first class either at UG or PG or both. • Published research papers in peer reviewed journals will be an advantage. • Teaching work load – 18 hours per week.
4.	Associate Professor	<ul style="list-style-type: none"> • Assistant Professor with 5 years teaching experience. • Industrial experience after PhD will also considered. • Published 3 research papers in peer reviewed journals in last 5 years. • Teaching work load – 12 hours per week.
5.	Professor	<ul style="list-style-type: none"> • Having teaching experience at Associate Professor Level for 5 years. • Published 5 research papers in peer reviewed journals in last 5 years. • Teaching work load – 8 hours per week.
6.	Principal	<ul style="list-style-type: none"> • Having 13 years of teaching experience out of which at least three years at Professor level • Published 7 research papers in peer reviewed journals in last 5 years. • Prior administrative experience will be an advantage. • Teaching work load – 4 hours per week.

Faculty recruited with Pharm D qualification will be designated as "Clinical Pharmacist". Their pay scale will be that of a Lecturer with one increment.

For PSG COLLEGE OF PHARMACY

V.KANNAPPANAYANAR
MANAGER - PERSONNEL

Faculty requirement of Pharmacy College as per PCI norms is as follows:

S.No	Designation	Required
Pharmaceutics		
1.	Professor	2
2.	Associate Professor	3
3.	Assistant Professor	2
4.	Lecturer	2
Pharmacology		
1.	Professor	2
2.	Associate Professor	2
3.	Assistant Professor	2
4.	Lecturer	2
Pharmacy Practice		
1.	Professor	1
2.	Associate Professor	2
3.	Assistant Professor	1
4.	Lecturer	2
Pharmacognosy		
1.	Professor	2
2.	Associate Professor	2
3.	Assistant Professor	1
4.	Lecturer	1
Pharmaceutical Chemistry		
1.	Professor	1
2.	Associate Professor	1
3.	Assistant Professor	2
4.	Lecturer	1
Pharmaceutical Analysis		
1.	Professor	1
2.	Associate Professor	1
3.	Assistant Professor	2
4.	Lecturer	1
Total		39

Eligible faculty can apply for promotion. But promotion will be considered on the basis of merit and their contribution towards the development of the Institution.

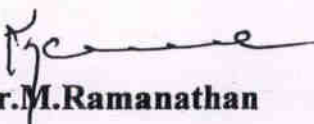
For PSG COLLEGE OF PHARMACY


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Promotion and faculty recruitment committee will have the following members:


- Principal
- Two senior Professors
 1. Dr.Sankar.V
 2. Dr.Geetha. G
- Principal – PSG IMS&R
- General Manager - Administration – PSG IMS&R and Hospitals
- Personnel Officer - PSG IMS&R and Hospitals

Respective H.O.D will be part of the committee as and when required.


Dr.M.Ramanathan
Principal


V.Kannappanayanar
Personnel Officer


V.Jaganathan
General Manager- Administration

For PSG COLLEGE OF PHARMACY

V.KANNAPPANAYANAR
MANAGER - PERSONNEL



STANDARD OPERATING PROCEDURE

Academic Committee

Effective Date: 16.02.2017

Valid up to: 5 years

SOP No: PSGCP / QSP / CUR / 01

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1.0 Objective:

The main objective of the academic committee is to ensure effective functioning of academic activities, implement necessary changes and monitor all the academic programs-D.Pharm, B.Pharm, M.Pharm & Pharm D. This Committee also frames the guidelines, rules and regulations of all academic affairs of the College

2.0 Responsibilities of academic committee:**2.1 Preparation of timetable and workload**


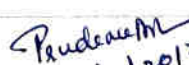

Academic committee will send the request to Head of Department regarding the subject allotment before the start of the academic year. After discussion in the Department meeting, HOD of each department will hand over the Department work load to academic committee with the approval of Principal and acceptance of faculty. Based on work load given by each HOD, academic committee will prepare the time table, work load and lab schedule.

2.2 Preparation of academic calendar and day order

Academic calendar will be prepared considering the list of public holidays issued by Tamil Nadu Government and academic calendar of the affiliating university. This will include important dates related to all college activities. Day order for each month will be prepared based on academic calendar for regular functioning of academic activities.

2.3 Course plan (Lesson Planning)

The faculty has to prepare their yearly plan for course conduction based upon the syllabus and academic work load approved by the Principal. The lesson plan includes distribution of hours for each unit as per PCI regulation, detailed breakup of the lesson on hourly basis and method of teaching. The faculty also expected to define clearly the course outcome. It is also been advised to schedule their lesson plan according to the examination requirement. The academic committee will monitor the academic planning and conduct the audit twice a year / semester. The academic planning has to be approved by the Principal.

Prepared by	Reviewed by	Approved by
 16/2/2017	 16/2/2017	 20/2/17



STANDARD OPERATING PROCEDURE

Academic Committee

Effective Date: 16.02.2017

Valid up to: 5 years

SOP No: PSGCP / QSP / CUR / 01

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2.4 Monitor and maintain alternate arrangements: Academic committee will monitor whether all the theory and practical classes are engaged as per schedule. It will maintain alternative forms given by the teaching faculty during their leave period. Faculty who is availing leave should fill the alternate form which should contain the name of the alternate faculty, class time and subject. Filled alternative form signed by both the teachers should be duly approved by HOD and it should be submitted to academic committee.

2.5 Monitor discipline of students: Academic committee will monitor the discipline of students and take disciplinary action for violation and disobedience to the college rule. It also prepares code of conduct for students.

2.6 Implementation of policy changes by regulatory bodies: Academic committee will implement and monitor curriculum changes based on regulation given by Pharmacy Council of India (PCI), Standing Academic Board (SAB) of affiliating university and Directorate of Medical Education (DME).

2.7 Curriculum planning and recommendations: Academic committee will frame and review policies by conducting regular meeting for existing curriculum and make future recommendations to enhance students learning. It will also coordinate along with Programme Monitoring Committee for all Pharmacy programs.

2.8 Curriculum Enrichment: Academic committee will facilitate curriculum enrichment activity, add on / certificate program for students. It will also actively participate in introducing new short term courses like experiential learning with field work and internship training. The recommendation of academic committee related to this will be discussed in GC. The GC approval is pre-requested for implementation.

2.9 Cater for student diversity: Academic committee will ensure the process of identifying slow learners and advanced learners for each course. It will also make sure that proper remedial measures and motivation was provided for slow learners and advanced learners.

Prepared by

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16/02/2017

Reviewed by

[Signature]
16/2/2017

Approved by

[Signature]
20/2/17



STANDARD OPERATING PROCEDURE

Academic Committee

Effective Date: 16.02.2017

Valid up to: 5 years

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2.10 Orientation Programme: Academic committee will also organize orientation programme for first year students to accustom to the college environment.

2.11 Review of academic related activities: Review of academic committee functioning will be assessed at mid and at the end of the academic year. The review will be based on inputs from students, program monitoring committee and faculty. The major decision will be kept in Governing Council for the approval.


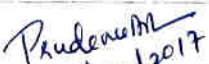
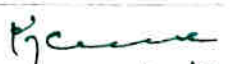
2.12 Academic audit: Academic committee will conduct periodical audit twice during the academic year to ensure the proper functioning of academic and related activities of college. Audit schedule which includes audit plan and time will be prepared by the committee and communicated through circular.. The audit will be conducted as per check list (audit form).

2.12A Auditing Schedule :

The schedule for academic audit will be prepared and planned twice during the academic year. The academic audit plan and time is included in the schedule. The academic committee members will audit all documents related to academic activities for all the teaching faculties. The academic audit schedule is prepared well in advance and circulated among the faculties.

2.12 B Preparation of auditing form:

A separate academic audit form is prepared by the academic committee which covers all the academic matters and related documents of teaching learning process. The approved academic audit form is given to all academic committee members before the audit schedule. The academic audit should be completed within two days and the report to be submitted to the academic committee convener.

Prepared by	Reviewed by	Approved by
 16/02/2017	 16/02/2017	 20/2/17



STANDARD OPERATING PROCEDURE

Academic Committee	SOP No: PSGCP / QSP / CUR / 01
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2.12C Implementation / steps taken by academic committee regarding the audit:

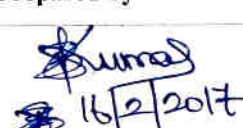
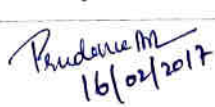
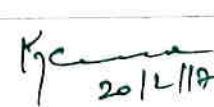
The auditing forms of each faculty will be assessed by the academic committee. The non compliance if any identified will be discussed in the academic meeting and reported to Principal. The necessary steps will be taken by the Principal.

2.13 Monitor Outsourcing faculty: Subjects such as Biostatistics & Research methodology, Remedial Maths, Communication skills and Enviornmental science will be handled by visiting faculty. The visiting faculty will handle the classes according to the time table and conduct exams as per the schedule. If more than one visiting faculty handles the subject, anyone of them will be assigned as subject incharge. To ensure the proper conduct of outsourcing classes & exams for the above subjects, each department has been assigned one subject for monitoring.

- Department of Pharmacology – Biostatistics & Research Methodology
- Dept of Pharmaceutical chemistry/Dept of Pharmaceutical analysis - Remedial Maths
- Dept of Pharmacy Practice – Communication skills
- Dept of Pharmacognosy - Enviornmental science

2.14 Student Faculty Ratio : Academic Committee will ensure to maintain student faculty ratio as per affiliating body for better academic performance. If any faculty resigned, it will be informed to the academic committee by the Head of the Institution. Appointment of new faculty for the vacant position will also be informed to the academic committee by the Head of the Institution. Any change in the handling of subject by the faculty in the due course of academic year will be conveyed to academic committee by Head of the department

2.15 Temporary arrangement for vacancy/resignation: Academic committee will make arrangements for the courses handled by the resigned faculty after discussing with Principal and Head of the department. It will maintain a document stating that subjects handled by the resigned faculty will be handed over to the other faculty with immediate effect. Faculty who is availing maternity leave/sabbatical

Prepared by	Reviewed by	Approved by
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STANDARD OPERATING PROCEDURE

Academic Committee	SOP No: PSGCP / QSP / CUR / 01
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leave will also be informed to the academic committee and the same procedure mentioned above will be followed.


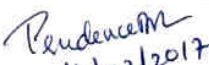

2.16 Mentor ship program: Academic committee will ensure and monitor the process of mentor ship program.

3.0 Composition of academic committee

1. Chairperson – Principal
2. Convenor – 3 (B Pharm, Pharm D, D Pharm)
3. Members – 6 (2 from each program)

4.0 Role of academic committee members

1. Academic calendar preparation.
2. Day order preparation.
3. Time table preparation for D Pharm, B Pharm and Pharm D. For PG respective departments to make time table depending on the time slot available for the faculty.
4. Register preparation and circulation.
5. Work load calculation
6. Academic auditing.

Prepared by	Reviewed by	Approved by
 16/2/2017	 16/02/2017	 20/2/17



STANDARD OPERATING PROCEDURE

Examination Committee

Effective Date: 14.02.2017

Valid up to: 4 years

SOP No: PSGCP / QSP / CUR / 01

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Examinations are a great way to assess the Teaching - Learning process and have an important role in the process of learning.

1.0 Objectives

- 1.1.To maintain the standard and quality of education by assessing the extent to which the students have achieved the academic objectives for the courses of the programs and to bring evaluation reforms wherever necessary as a continuous process.
- 1.2.To facilitate, observe and audit the systematic conduct of Continuous assessment, Internal assessment and End Semester examinations as per The TN Dr MGR University ordinance.
- 1.3.Comparison of student's abilities and identify the slow learners and advanced learners for initiating steps to fine-tune both categories of students.
- 1.4.To bring transparency in evaluation process for placing students in the order of merit.
- 1.5.Prepare course and program attainment according to the designed template to evaluate year wise progress of all the academic activities.
- 1.6.To gain satisfaction by prompt communication of academic performance of their wards.
The committee also addresses the stakeholder's remarks.
- 1.7.Help students to address their grievances related to exams in a transparent, time bound manner.
- 1.8.Documentation and record maintenance of the exam related activities.

2.0 Composition:

Chair Person	:	Principal
Convener	:	Professor & Head
Coordinators (7 faculty members)		
B. Pharm & Pharm D Programs	:	Two Faculty Members each
M. Pharm	:	Three Faculty Members

Prepared by	Reviewed by	Approved by
		
Date 6/2/17	Date 6/2/17	Date 6/2/17

STANDARD OPERATING PROCEDURE



Examination Committee

Effective Date: 14.02.2017

Valid up to: 4 years

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3.0 Roles and Responsibilities:

The role of the committee is to have an effective transparent functioning of the examination system to ensure quality evaluation of teaching and learning leading to a standard academic process of our institution, PSG College of Pharmacy. It evaluates the consistent quality of an individual and his desire to learn, explore, investigate and apply.

Major responsibilities are preparation of SOPs, bring in academic / evaluation reforms, timetables, invigilation duties, circulars, overall monitoring of IA mark entry process, addressing the exam redressal issues, Program Attainment process and other exam related practices throughout the academic year.

4.0 Duties:

- 4.1 Prepare template for teachers to prepare and submit the question paper for different examinations
- 4.2 Circular: Giving advanced circulars to the teachers signed by the Principal regarding submitting question paper, invigilation duties, mark sheets on time and any other exam related documents
- 4.3 Collection of Question papers and carrying out the vetting process with senior faculty
- 4.4 Seating arrangement: Making proper seating arrangement for students for different examinations
- 4.5 Collection of internal marks (Hard copy & soft copy)
- 4.6 Documentation of Sessional exam marks.
- 4.7 Audit on formative and summative assessment
- 4.8 Dispatching of parent guardian correspondence.
- 4.9 Verification of applications and exam payments for university exam.
- 4.10 Issue of Hall tickets and checking of working of CC TV, Camera, Jammer as measures to maintain discipline and decorum.
- 4.11 Entering of internal assessment as per the university norms in website
- 4.12 Checking of university answer booklets and return of unused booklets to the university
- 4.13 Looking into the arrangements for Practical examiners
- 4.14 Documentation of Pass Percentage for each subject and for the overall program
- 4.15 Work for Course attainment and program attainment protocol

Prepared by	Reviewed by	Approved by
Date 6/2/17	Date 6/2/17	Date 6/2/17



STANDARD OPERATING PROCEDURE

Examination Committee	SOP No: PSGCP / QSP / CUR / 01
Effective Date: 14.02.2017	Page No: 3 of 3
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5.0 Recommendations

- 5.1 Examination recommendations that are expressed by the Exam committee will be discussed with the Head of the Institution.
- 5.2 Further, these reforms will be explained in the faculty meetings for collective suggestions.
- 5.3 Then the resolutions are placed for approval in the GC meetings
- 5.4 Announcement will be made through a circular before execution of any new amendment.

6.0 Order of Business

- 6.1 Welcome
- 6.2 The points of the previous meeting will be read out to check on the implementation of all the assigned jobs.
- 6.3 The main agenda for the day's meeting will be discussed
- 6.4 Documentation of the Minutes of the meeting

7.0 Feedback:

PSG College of Pharmacy maintains a feedback system.

Exit survey on Program Outcome (PO) attainment with the outgoing batch.

At the end of the examination, feedback form is circulated and collected from students.

This is a measure of the standard academic process in our institution.

8.0 Implementation, monitoring and audit:

It is an integral part of the teaching learning process. The reforms implemented for up-gradation are audited time to time. The observations are monitored to check whether the students have achieved the academic objectives. These salient points are discussed in the forthcoming exam meetings for further action plan and implementation.

Result analysis is the major outcome reflecting on course outcome (CO) and Program Outcome (PO) attainment. A failure in the PO attainment has to be discussed and proper suggestions to be given as a feedback.

The best practices carried out by a faculty for better CO attainment is stated as a feedback in the audit report and in the yearly outcome to benefit other faculty.

Prepared by	Reviewed by	Approved by
Date 6/2/17	Date 6/2/17	Date 6/2/17



STANDARD OPERATING PROCEDURE

Research Development Cell (RDC)	SOP No: PSGCP / QSP / RDC / 01
Effective Date: 18.01.2019	Page No 1 of 8
Valid up to: 5 years	Revision No: 00

1. Objective

The objective is to promote research mentor the junior faculty into research activities getting research funds to achieve quality in education through research. To promote the research activity Research Advisory board is formed. The institution also publishes one research journal, (International Journal of Pharma Research) and two news letters, PSG News Digest and Pharmapedia from Department of Pharmacy Practice and Department of Pharmaceutics respectively.

2. Vision

Develop the Institute as a Centre for Excellence in Pharmaceutical Research and Drug Development

3. Mission

- Up-gradation and modernisation of Laboratory and infrastructure to suit the present need
- Branching out to Basic and Applied Sciences to tap the potential for collaboration
- Establishing Industry-Institute cell
- Enhance foreign exposure and tapping of funds for research
- Motivating young talented minds in research
- Inculcating research culture among students

4. Research Advisory Board**4.1 Objective**

- To invoke a dynamic research program and to promote active participation of all faculty in research.
- To initiate research in thrust areas, to help improve healthcare through advancing the knowledge and skills of Pharmacists and other Health Care Professionals.
- To introduce best practices and networking with experts in other Institutions and Industry to foster collaborative research

4.2 Responsibility

- Encourage, promote and coordinate research in areas of healthcare
- Identify thrust areas of research, through interaction with experts, participation in scientific forum and other technical events

Prepared by	Reviewed by	Approved by
<u>V. Sankar</u>	<u>[Signature]</u>	<u>[Signature]</u>
Date	Date	Date
	10/1/19	10/1/19

09/01/2019.



STANDARD OPERATING PROCEDURE

Research Development Cell (RDC)	SOP No: PSGCP / QSP / RDC / 01
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- Develop a comprehensive list of potential funding agencies and the requirements for submission
- Manage faculty-wise research projects and keep updates for submission to the management and other statutory bodies
- Encourage all faculty members to submit at least one proposal in a year for funding
- Coordinate and help to publish research
- Coordinate research activities and enhance Industry-Institution collaborative research for further promoting Industry link and help improve student placement
- Up-gradation of laboratory facilities
- Tracking college research activities
- Conduct of workshop related to Scientific writing for young faculty
- Maintenance of records related to research activities including papers published and presentations in conferences

4.3 Composition

- It consists of 1 convenor and 10 members. 4 – Senior faculty, 3- External academics, 3- Industry experts.
- Principal of PSG College of Pharmacy will be the Chairman.
- RAC members serve in an honorary capacity and therefore receive sitting fees for their services in the Committee.
- When external review of applications is required, the RAC will source reviewers and coordinate responses, and incorporate external comments into recommendations.

4.4 Frequency and course of conduct of meeting

Once in a year

5. Sub-Committee

Under Research and Development cell the following sub committees will be functioning to ensure smooth conduct and execution of research at UG and PG level. The sub committees will report their recommendation to the Research Advisory Board. The subcommittees are IRRC, Students Projects UG/Pharm D, Students Project PG/Ph.D.

5.1 IRRC

5.1.1 Objective

Prepared by	Reviewed by	Approved by
<i>V. S. Aravind</i>	<i>R. G. Aravind</i>	<i>R. G. Aravind</i>
Date	Date	Date
09/01/2019	09/01/19	09/01/19



STANDARD OPERATING PROCEDURE

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- To guide and review the research projects submitted by the students and faculty for grants and for the award leading to PhD degree
- To review the conferences/ seminar/ paper presentation of students and faculty

5.1.2 Composition

- Principal is the chairman. Convener and other members will be appointed by the chairman
- Internal and External experts from different specialties at the level of Professors/Associate Professors will be the members
- Special invitees will be included during the review of project proposals as per subject specialization and expertise
- Tenure of committee will be for 5 years
- Committee will start functioning from the date of approval by the Chairman

5.1.3 Responsibility

Recommendations submitted to RAB

5.1.4 Frequency & Course of conduction of meeting

- The committee will meet four time in a year to review the progress of the research activities
- Meeting will also be organized periodically on the basis of research project proposals/presentations received to the committee.

Submission of proposals by students/faculty

- The students/faculty have to submit their research work to be presented in the conference or research project or PhD proposal details to the committee convener.
- The research scholar/faculty has to submit the proposals two weeks in advance through Email.
- On receipt of email, the date of presentation with power point template will be communicated to the scholars.
- During presentation the project guide/mentor have to present.

Prepared by	Reviewed by	Approved by
<u>V. S. M. N. B. S.</u>	<u>P. S. M. N. B. S.</u>	<u>P. S. M. N. B. S.</u>
Date	Date	Date
09/01/2019	9/1/19	9/1/19



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- The abstract of the meeting minutes has to be circulated to all the members for their reference and approval by the convener.

5.2 Students Projects UG/Pharm D

5.2.1 Objective

- To create interest in research and technical writing among Degree /Integrated degree students during their course work
- To arrange internship training for students in pharma companies, hospital community pharmacy during the course period

5.2.2 Composition

- For B Pharm Evaluation : 4 members will be in the committee (Two senior and junior faculty suggested by Principal)
- For Pharm D Evaluation : Department of Pharmacy Practice staff members with more than 5 years teaching experience
- Criteria for guide : Students are allotted to guides with 2 years teaching experience for B Pharm and 5 years for Pharm D. Guides are allotted through lot system at the start of the every academic year

5.2.3 Responsibility

- Announcement for power point presentation dates with time schedule for project group. There will be 3 presentations before book submission. The committee has to prepare examination schedule for final examinations is the primary responsibility.
- Announcement will be displayed in notice boards 10 days in advance after Principal approval. Minutes register /file will be maintained by the committee.
- Internship training of students for pharma companies, hospital training, visiting labs under government schemes, abroad visits/training based on the students interest are scheduled by the committee

5.2.4 Frequency & Course of conduction of meeting

Three times in a year

5.3 Students Projects PG/Ph.D

5.3.1 Objective

Prepared by	Reviewed by	Approved by
U. SANKAR	R. GANESH	R. GANESH
Date	Date	Date
09/01/19	09/01/19	09/01/19

09/01/2019



STANDARD OPERATING PROCEDURE	
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To initiate PG and PhD projects in a structured and scientific manner with quality output.

5.3.2 Composition

PG: Department will decide, HoD with all the M Pharm project guides.

Ph.D: Guide, Internal and external members approved by University will monitor the research

5.3.3 Responsibility

PG: Topic selection, Frequent review, Chemical Purchase, Monitor student/teacher relationship, Addressing grievances, Timely completion/ publication.

Ph.D: To conduct methodology examination, sending periodical reports to University, Doctoral committee meets, Synopsis presentation

5.3.4 Frequency & Course of conduction of meeting

Two times in a year

PG Projects

Method of Evaluation: PG projects are evaluated as per the University guidelines. In the third semester Journal club, title of research proposal presentation, research works (synopsis) are evaluated with guide & HOD. In IV semester Journal club, research presentation on works carried out, works to be carried out with guide and HOD. Finally research work and colloquium are evaluated by an internal and external examiner appointed by university.

Recommendation: After evaluation, marks are entered for individual students base on institutional criteria. Marks are entered in the University portal with credit points.

PhD Projects

Eligibility for PhD registration under different stream is shown below.

Method of Evaluation

Prepared by	Reviewed by	Approved by
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Date	Date	Date
09/01/2019	09/11/19	09/11/19



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- Research scholars have to present the topic of interest to Institutional research and review committee. Suggestions / corrections by the committee have to be included before submission to Ethical committee.
- Scholar has to present his research proposal to ethical committee for approval.
- After approval the candidate will present the proposal in front of University screening committee.
- Candidate has to appear 3 subject papers and 1 research methodology and biostat paper before provisional registration. Before synopsis submission to university the candidate have to present the synopsis presentation to IRRC, along with 2 research papers indexed in scopus / web of science with impact factor more than 1.

Before thesis submission the candidate have to check for Plagiarism using university software. After the submission of thesis the candidate has to present on model presentation to the staff, PG students and research scholars of PSG College of Pharmacy before the university viva voce examination.

Funded projects

Objective

To inculcate research interest among faculty and to promote research component in Institution.

Method of screening

Based on the notification from funding agencies the faculty can request the institutional research and review committee (IRRC) for project proposal screening atleast 3 weeks before submission date.

- Based on the request IRRC experts will be invited for a meeting to scrutinize the project.
- Suggestions / corrections by the experts to be incorporated in the project and it should be re-submitted within 72 hours for final approval.
- Based on the feedback from the experts after reviewing the corrected project, final approval letter will be issued by the Chairman to the applicant.

6. Facilitation of research promotion and augmentation

Prepared by	Reviewed by	Approved by
<i>V. Sankar</i>	<i>P. Sankar</i>	<i>P. Sankar</i>
Date	Date	Date
09/01/2019	09/01/19	09/01/19



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Institution will help the researchers to do their work by permitting them to use all facilities in PSG College of Pharmacy with prior intimation and permission. Institution will provide financial support to present the research outcome of the projects in national / international conferences.

7. Integrated research and collaborative activities

To enhance integrated research institution will promote inter disciplinary research between departments and institution. Joint research proposals of mutual interest between institutions are encouraged through non disclosure agreement, proper MOUs or mutual agreement. Joint publications/patents also encouraged without conflict of interest.

8. Extramural & faculty student exchange research promotion

To acquire specific experience in a particular field of interest or to explore new research techniques extramural faculty from leading institutions in India/Abroad will be invited to provide hands on training to PSGCP faculty. Faculty and students from PSGCP also encouraged to go for internship visits to renowned lab and specific companies to learn new / novel techniques and to establish the same in the institution.

9. Consultancy

- Academic – Specific tests are carried out with sophisticated instruments on samples. Each department listed sample preparation techniques for testing with charges in the website. Requests along with sample to be forwarded to Principal for analysis, he will in turn forward the same to the concerned departments. Reports will be sent to the mail in a sequential way.
- Industry – Consultancy work are carried out after signing non disclosure agreement for blind samples. Specific industry oriented projects are carried out after detailed discussion on budget and mutual agreement. From the budget 60% is allotted for chemicals / instrument maintenance and 40% is given to the faculty involved at different levels.

10. Research Publications

Research and development cell monitors the research and news letter publications.

- International Journal of Pharma Research:** IJPR is a half yearly journal, publishes articles from Pharma and life sciences since 2009. Editorial review board reviews the article before publication.

Prepared by	Reviewed by	Approved by
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Date	Date 9/1/19	Date 9/1/18

09/01/2019



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- ii) **Pharma News Digest:** This quarterly news letter disseminates clinical and hospital related information to Physicians, Nurses, Pharmacist about the recent trends in Pharmacy practice.
- iii) **Pharmapedia:** This E-new letter published every quarterly, with respect to recent advancements in Pharmaceutical industrial perspective. PG students are involved in the design of contents.

11. Research Report

From the Academic year 2021, the Institution will initiate an annual research report to record the different research outcomes of research initiatives. The same will be reviewed in the Annual Research Advisory Board meeting.

Prepared by	Reviewed by	Approved by
V. Sankar	[Signature]	[Signature]
Date	Date	Date
09/01/2019	08/1/19	08/1/19

STANDARD OPERATING PROCEDURE



Material Management Committee

Effective Date: 06.01.2020

Valid up to: 5 years

SOP No: PSGCP / QSP / INF / 01

Page No: 1 of 3

Revision No: 02

1.0 Objectives

To make efficient material planning at right price with low procurement and storage cost, maintain consistency in quality with favorable supply relationship, inventory turnover and good records.

The committee also takes care of the maintenance of the infrastructure facility except equipments.

2.0 Composition

1. Chairperson – Principal
2. Convener – Professor (Senior faculty)
3. Faculty lab in charge – 10 members
4. Non teaching staff – 2 at technical level
5. Office staff – 2 members (store keeper and clerk)

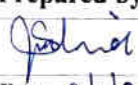


3.0 Roles and Responsibilities

3.1 Materials Planning: Perform day to day support to estimate the requirements, calculating quantities for scheduling, ordering and distribution of materials.

3.2 Materials Sourcing: Identifying suppliers, choosing the right supplier with right price, planning the supply chain systems, scheduling and follow up.

3.3 Inventory Control: To maintain the proper inventory levels and to have inventory control.

3.4 Stores Management: Physical control of materials, stores maintenance, minimize obsolescence, disposal of waste, maintenance of records and stock control.

Prepared by 	Reviewed by 	Approved by 
Date 3/1/2020	Date 3/1/2020	Date 03/1/2020



STANDARD OPERATING PROCEDURE

Material Management Committee

SOP No: PSGCP / QSP / INF / 01

Effective Date: 06.01.2020

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Valid up to: 5 years

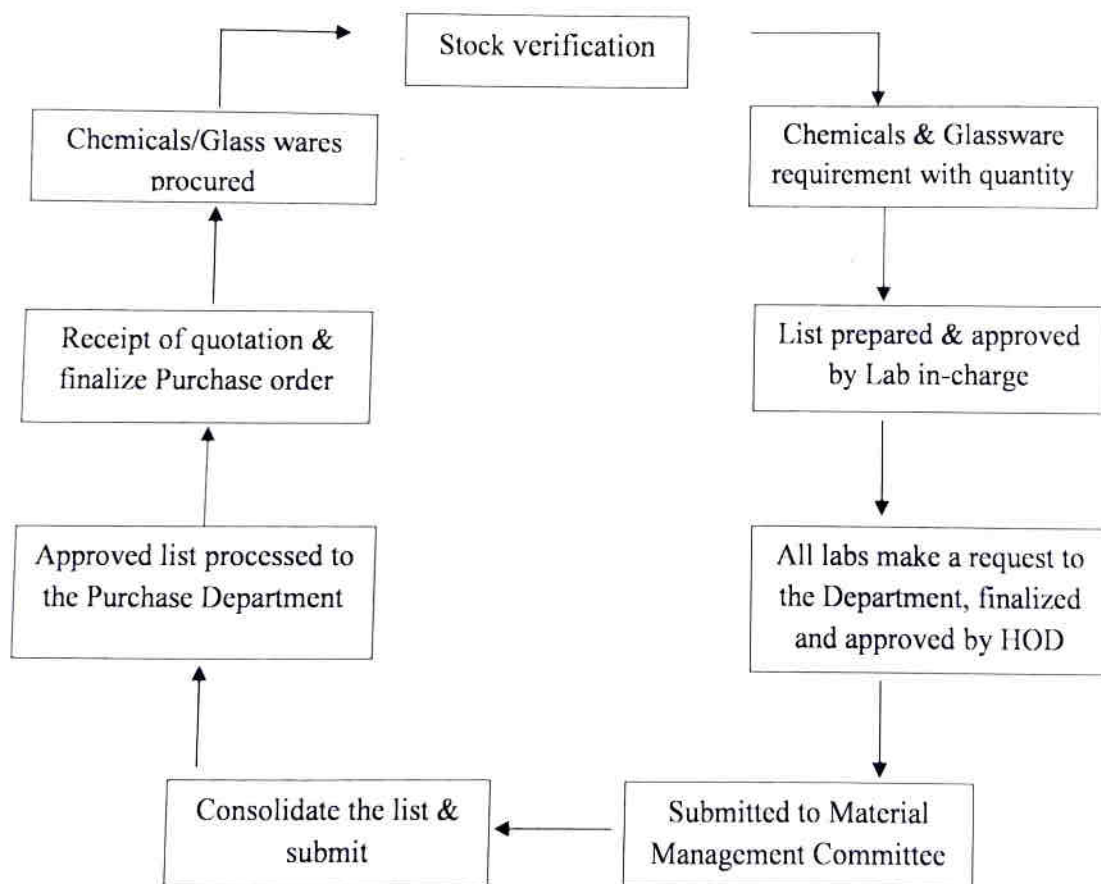
Revision No: 02

3.5 Auditing: Periodical auditing will be done. After the final audit- the list of chemicals and glass wares will be finalized and the order will be placed for chemicals and glass wares.

3.6 Research and Project requirements ordering will be based on budget allocated with the departments. The funded project chemicals & glassware purchase will be done by the respective PI of the project processing through Principal.

3.7 Educate and train the personnel on using material management, maintain and handling of inflammable solvents, handling fire safety equipments and first aid measurers

Protocol for chemical and glassware purchase



Prepared by

Reviewed by

Approved by

[Signature]
Date 3/1/2020

[Signature]
Date 3/1/2020

[Signature]
Date 03/1/2020



STANDARD OPERATING PROCEDURE

Material Management Committee

SOP No: PSGCP / QSP / INF / 01

Effective Date: 06.01.2020

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3.8 Maintenance related queries have to be raised by the respective lab in charges. Upon request it will be communicated to the concern persons or department for rectification. There is maintenance engineering department is present which address most of the issues related to electricity, infrastructure and furniture maintenance.

3.9 IT related issues will be addressed by the Department of Information technology, PSG Hospitals. The specific IT issues has to be registered through on line call. The concern department faculty will close the query by addressing it

3.10 Housekeeping related matters pertaining to cleaning will be taken care by the housekeeping department. The specific remarks raised by the faculty, students on the cleanliness will be informed to the department personnel or the manager for rectification.

4.0 Frequency of meeting

The meeting will be scheduled every semester starting (Feb-March) and end period (Oct-Nov) of academic calendar

Annual meeting will be scheduled at the starting of calendar year (January)

5.0 Implementation, Monitoring and Audit

Feedback and suggestion will be done on the quality of chemicals and company services. Based on the feedback, the recommendations will be implemented for best procedure in the purchase of materials. Regular monitoring and audit will be conducted.

Prepared by 	Reviewed by 	Approved by 
Date 3/1/2020	Date 3/1/2020	Date 03/1/2020



STANDARD OPERATING PROCEDURE

Student Council	SOP No: PSGCP / QSP / SSP/ 01
Effective Date: 05.01.2016	Page No: 1 of 5
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Constitution

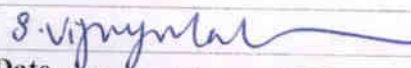
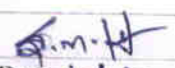

The student council is an association comprising student representatives to engage a coherent relationship with the students, teachers and the management. The council was constituted during the academic year 2008-2009. The student council is guided by the Principal as the Patron, with a team of 4 staff co-ordinators. Every year, new council will be constituted and the member list will be declared during the college day celebration.

1.0 Objectives

- 1.1 To encourage students participation in cultural, social activities & facilitating to develop various skills and competencies and foster holistic development.
- 1.2 To organise institutional activities such as cultural, sports, Graduation day, College day and induction programs.
- 1.3 To promote a conducive environment for senior-junior relationship, they also facilitate student - teacher interaction.
- 1.4 To contribute to the growth of the Institution and publish the college magazine The Pharma Quintessence.
- 1.5 To inculcate the spirit of social well being in students and learn discipline, organisational skills, human resource handling and to face challenges.
- 1.6 To create opportunities, groom and bring in attributes.
- 1.7 To contribute in curricular development and give feed back to the Patron.

2.0 Composition

It comprise of 13 members which includes President, Vice-President, Secretary, Treasurer and other club secretaries. The clubs functioning under the council are MAD club, Sports club, Cultural club, Science club, Valar karangal, Chemmozhi peravai, magazine editor and Media club. Each club functions under the guidance of the faculty in-charge. The member composition may vary based on the recommendations of the previous council or students.

Prepared by	Reviewed by	Approved by
		
Date 28.12.2015	Date 4/1/2016	Date 05/1/16



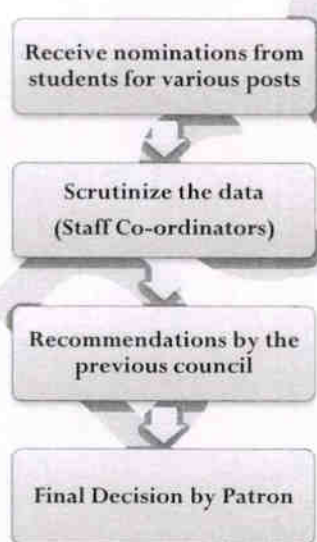
STANDARD OPERATING PROCEDURE

Student Council	SOP No: PSGCP / QSP / SSP/ 01
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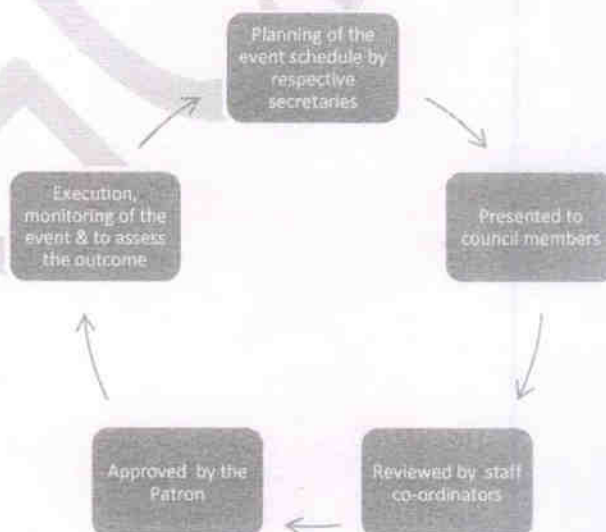
3.0 Selection Process & Functioning of Council

The following are emphasized in the process of selection of members to the council.

- 3.1 Equal weightage given to both B. Pharm and Pharm D students (the ratio of the members elected will be based on student ratio)
- 3.2 The President, Vice-President, Secretary and Treasurer are elected among IV year B. Pharm or Pharm D students.
- 3.3 The club secretaries are selected from III year B Pharm or Pharm D students.
- 3.4 The Joint secretaries and the executive members are from I & II year B Pharm or Pharm D students.
- 3.5 To ensure equal contribution from all the sectors, there is a elected member to the council in every class. Gender equality has also been maintained.



Selection Process of Student Council



Functioning of Student Council

4.0 General Attributes of Council members

The students must possess

- Leadership Qualities
- Effective Communication skills

Prepared by	Reviewed by	Approved by
<i>S. Vignesh</i>	<i>S. M. H</i>	<i>M. S. S.</i>
Date 23.12.2015	Date 4/1/2016	Date 5/1/16



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- Proactive
- Efficient organising skills
- More compassionate
- Innovative thinking skills
- Friendly relation with the fellow student
- Impressive Curricular and Extra-curricular activity skills

5.0 Roles and Responsibilities of the Council members

5.1 President

- The President is responsible for presiding the council meetings.
- Along with the Secretary, prepares the agenda for the meeting.
- Communicates the views of the council to the management.
- Address the general body meeting with the annual planner for the council.

5.2 Vice-President

- Co-ordinate the work of the various clubs functioning under the council and assist president.
- Shall preside over the meetings in the absence of president.

5.3 Secretary -General

- Shall prepare agenda for conducting the meetings.
- Maintain minutes of the meeting.
- Must be responsible for communicating the activities of the council to the fellow students.
- Shall prepare and present the annual report of the council activities.

5.4 Treasurer

- Responsible for maintaining the accounts and financial details of the council.
- Shall actively participate with the secretary in funds raising activity.

Prepared by	Reviewed by	Approved by
<i>S. V. Jeyaraj</i>	<i>S. M. H.</i>	<i>K. S. S.</i>
Date 23/12/2015	Date 4/1/2016	Date 05/01/16



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5.5 Club Secretaries

- The club secretaries shall motivate the students to take part in various club activities, inspire great team work and inculcate social responsibility in students.
- The Sports Secretary is in-charge of planning and execution of all the sports activities in the institution and selection of team for different games. He / She conducts annual sports meet and take part in sports activities at State level.
- The Cultural Secretary has control over the various cultural events organised in the institution. Encourage student's talent and exhibit in various inter college cultural fests.
- The MAD Club Secretary conducts the annual MAD club events such as Voice of PSGCP, Performer of PSGCP and artist of PSGCP.
- The Valar karangal secretary is responsible for organising charity programs.
- The Science club secretary shall conduct events which provoke the creative thinking skills of the students.
- The media club secretary's duty is to cover all on campus and off campus activities/events of the institution. To encourage the student to exhibit their talents in photography and filming.

5.6 Joint secretary

- Shall assist the secretary in all his responsibilities
- To carry out the work of secretary in his absence

5.7 Executive Members

- They shall act as a conveyor between the council members and the students.
- Shall perform effectively in executing the functions of the council.

6.0 Tenure

The council members will take Oath in the month of June every year and hold the office for a period of one year.

7.0 Frequency of Meeting

The council shall meet every month or as when required.

Prepared by	Reviewed by	Approved by
<i>S. Vignay</i>	<i>S. M. H</i>	<i>K. C. S.</i>
Date 23/12/2015	Date 4/1/2016	Date 05/01/2016



STANDARD OPERATING PROCEDURE

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8.0 Faculty Co-ordinators

Two male and two female faculties with more than 5 years of teaching experience are nominated as co-ordinators of the council.

9.0 Order of Business

1. Opening of the meeting after ensuring the presence of quorum.
2. Reports of the President, General Secretary and Club Secretaries.
3. Approval of minutes of the meeting.
4. Closing of the meeting.

10.0 Recommendations

- The recommendations of the previous council members are considered in the constitution and composition of new council.

11.0 Feed back

- The challenges encountered during the functioning of the council are addressed by the council members as feedback at the end of the year to the Patron.

12.0 Implementing, Monitoring & Audit

- The student council activities are executed after the approval of the patron.
- The council activities are monitored by the staff co-ordinators.

Prepared by	Reviewed by	Approved by
<i>C. Vignesh</i>	<i>S. M. H</i>	<i>K. G. S.</i>
Date 23/12/2015	Date 4/1/2016	Date 05/1/16