PSG COLLEGE OF PHARMACY- COIMBATORE-4

List of Committee members with effect from 25.09.2020

S.No	Name of the Committee	Convenor	Name of the Faculty
I	**Curricular aspects, Teaching learning process**		
	Academic Committee	Dr. Prudence A Rodrigues	Dr. S. Malathi Mr. D. Sivakumar Mrs. R. Nithya Dr. V. Sivakumar Mr. A. Tamilselvan Mrs. C. Vijayalakshmi
	Program coordinators UG/PG	Head of the Institution Senior faculty member	❖ Teachers handling B Pharm (one from each Department) ❖ Four student representatives
	PSG CARE/ MOODLE program		❖ Mrs. S. E. Maida Engels
	Examination Committee ❖ Online marks entry (HIS) ❖ B Pharm ❖ Pharm D ❖ M Pharm	Dr. K. Umaa	Mrs. P. Rama Mr. R. Hariprasad Mr. C. Vaiyana Rajesh Mrs. S. Vanitha Mrs. S. Vijayalakshmi Mr. A. Tamilselvan Mrs. C. Vijayalakshmi Dr. C. Jaikanth Dr. V. Divya
II	**Research and Development Committee**		
	IRRC	Dr. V. Sankar	Dr. M. Khadar Bhatcha Dr. K. Umaa
	Research activities ❖ B Pharm training ❖ B Pharm project	Dr. Sivaram Hariharan	Dr. S. Subramanian Dr. P. Rama Dr. S. Malathi Dr. D. Karthik
III	**Student support services**		
		Student Council	Mr. D. Sivakumar Mrs. R. Nithya Mrs. S. Vijayalakshmi
		NSS and Blood Donors club	Mr. D. Sivakumar Mrs. Deepthi C Denny
		Magazine	Mr. D. Sivakumar

		MAD club	Dr. Sivaram Hariharan
		Science Club	Dr. C. Jaikanth
		Chemmozhi Peravai	Dr. M. Khadar Bhatcha
		Valar Karangal	Dr. M. Ramanathan
		Media Club & Web page	Mr. S. Karthikeyan Mrs. C. Vijayalakshmi
		VR originals	Mr. C. Vaiyana Rajesh
		Achievers' Forum	Dr. P. Rama
	Placement Cell		Dr. S. Subramanian Dr. V. Sivakumar Ms. Indupriyadharshini
	Industry Institute Initiative Cell	Dr. V. Sankar	Dr. Divya Mrs. Deepthi C Denny
	Competitive exam & Personality Development	Dr. M. Ramanathan	Dr. Khadar Bhatcha Dr. Sivaram Hariharam Dr. S.M. Habibur Rahman Mr. C. Vaiyana Rajesh Mrs. R. Nithya
IV	**Infrastructure and Resources**		
	Material Management Committee (chemicals, Glasswares) Maintenance Committee	Dr. S. Ravichandran	Dr. S. Malathi Mrs. S.E. Maida Engels Mrs. P. Rama Mr. S. Karthikeyan Mrs. S. Vanitha Dr. C. Jaikanth
V	**Governance and Leadership**		
		Dr. M. Ramanathan	Dr. V. Sankar Dr. K. Umaa Dr. Khadar Bhatcha Dr. Prudence A Rodrigues Dr. S. Ravichandran Dr. G. Syamala

Dr. M. RAMANATHAN
PRINCIPAL

P.S.G. COLLEGE OF PHARM... PEELAMEDU COIMBATORE - 641 004.

PSG COLLEGE OF PHARMACY, COIMBATORE – 641004

MINUTES OF THE 17th MEETING OF GOVERNING COUNCIL HELD ON WEDNESDAY, THE 17th NOVEMBER 2021 AT 10.30 AM IN TRUST BOARD ROOM

The following Members were present:

1.	Sri. L. Gopalakrishnan	Chairman / Managing Trustee
2.	Sri. G. R. Karthikeyan	Founder Trustee
3.	Dr. T.M. Subbarao	Member
4.	Dr. P. Radhakrishnan	Member
5.	Dr. K. Ilango	Member
6.	Dr. V. Kalaiselvan	Member
7.	Dr. M. Ramanathan	Convenor
8.	Dr. Manjiri S Gharat	Member
9.	Dr. MD Karvekar	Member

The following members had requested for leave of absence:

1.	Dr. J. Jayaseelan	Member
2.	Dr. Ajithadas Aruna	Member
3.	Dr. Jagadeesh Babu Rangisetty	Member

At the outset, the Chairman welcomed the Members present.

ITEM - 1		
To confirm the minutes of the 16th meeting held on 26th May 2021	:	RESOLVED that the minutes of the 16th Meeting held on 26th May 2021. Accepted the Agenda and Notes of the 17th GC Meeting held on 17th November 2021
ITEM – 2		
Brief Report on the working of the College for the period from 1st April 2021 to 31st October 2021	:	RESOLVED and ACCEPTED the report submitted on the college activities. The following suggestions were given 1. Dr. P. Radhakrishnan suggested to discuss with PSGSTEP for incubation centre. For summer & winter workshops to explore with Dr. Suresh Kumar of PSGSTEP. 2. For student progression Dr. K. Ilango suggested to add internship in industry. Dr. M. Ramanathan explained that it is already in existence 3. Dr. P. Radhakrishnan congratulated Dr. M. Ramanathan for receiving D.Sc and suggested to motivate more faculty to do so. 4. Dr.P.Radhakrishnan suggested to make an analysis of NIRF ranking and also make every faculty to publish one paper annually. Proposed to have two papers per faculty per year.
ITEM – 3		
Financial Assistance received from Government of India and other funding agencies - Reporting of	:	RESOLVED and ACCEPTED 1. Dr.P.Radhakrishnan suggested to improve funding position. 2. Managing Trustee suggested to make a road map to achieve better funding for approval.
ITEM - 4		
STAFF POSITION	:	RESOLVED and ACCEPTED The following suggestions were given 1. Dr.P.Radhakrishnan suggested to assess faculty satisfaction index. Appraisal system to capture this including satisfactory index. He also suggested to talk to the faculty periodically.

ITEM – 5		
Recommendations of Research Advisory Committee (RAC)	:	RESOLVED & ACCEPTED the minutes. The following suggestions were given 1. For Seed research grant Dr. P.Radhakrishnan said that it exists already. Managing Trustee enquired about this and Dr. M. Ramanathan suggested Rs.20 lakhs (for 4 departments). Based on performance, it can be renewed. Managing Trustee on concurrence with Founder Trustee approved the grant. 2. Dr. MD Karvekar said that seed funds to be sanctioned by Management, especially for PhD and M Pharm. Full time PhD is only considered for NIRF. 3. Dr. M. Ramanathan said that there are 4 Part time PhDs and one full time PhD on roll now.
ITEM – 6		
Extension of approval for Pharm D & Pharm D (PB) courses, reprocess the extension of AICTE approval for the year 2022-2023	:	RESOLVED & ACCEPTED The following suggestions were given 1. Dr.P.Radhakrishnan emphasized to get AICTE approval. 2. Dr. MD Karvekar also emphasized on it and said that it has better funding infrastructure than PCI. 3. Dr. K. Ilango and Dr. Manjiri S Gharat and Dr. V. Kalaiselvan also endorsed on AICTE approval
ITEM – 7		
Starting of Diploma program and Special certificate program with TNAU	:	RESOLVED & ACCEPTED. Explore International certificate and exchange program. Dr. M. Ramanathan expressed, Institution is in discussion with North Texas University, USA.
ITEM – 8		
Result Analysis – UG / PG Courses	:	RESOLVED & ACCEPTED.

ITEM – 9		
1. Conferences proposed to organize in 2021-2022	:	RESOLVED & ACCEPTED.
2. Accreditation - NAAC		RESOLVED & ACCEPTED The following suggestions were given on NAAC recommendations 1. Dr.P.Radhakrishnan suggested to associate with alumni in industry and assign a faculty to work on this. 2. Founder Trustee suggested to work with Mr.Saravanaa for better placements. He also said that all the faculty must actively participate. He suggested to consider Bharat Biotech in which he has contacts to help. 3. Dr. V. Kalaiselvan said that faculty must mandatorily participate, which will promote the developmental activities.
ITEM – 10		
ANY OTHER ITEMS	:	The following suggestions were given 1. Managing Trustee suggested that our faculty has to go and visit the good centers overseas and in India. 2. Dr.P.Radhakrishnan suggested to work with Universities abroad which will enhance our Institutions image. 3. For seed money Dr. K. Ilango suggested to publish the preliminary data in impact journal and with that, apply for higher grants for detailed study. 4. Dr. K. Ilango also suggested for industry exposure to help the students to take such jobs soon after course completion

CONVENOR / PRINCIPAL

17.11.2021

Dr. M. Ramanathan, D.Sc.,
Principal
PSG College of Pharmacy
Peelmedu, Coimbatore - 4

PSG COLLEGE OF PHARMACY
PEELAMEDU
COIMBATORE-641 004.

CHAIRMAN

1. Responsibility

The Governing Council of the college has been constituted to ascertain smooth functioning of the institution. It is an applet body where Managing Trustee of PSG College of Pharmacy & Sons' Charities, Coimbatore will be the Chairman. Currently Shri L Gopalakrishnan is the Managing Trustee of the trust as well as the Chairman of the Governing Council. The major objective of the Governing Council is to bring in confidence to various stake holders like Parents, Students, Employee and Industrial persons and the Society. The Governing council is a prime body for the governance of the institute. It will be contributed by the members nominate by the Chairman from various discipline to have quality outcome.

Strategic Plan and Vision

- Overall responsibility of the Governing Council will be to achieve guide and monitor the goals of the institution by reaching vision and mission of the institute. Governing council also will ensure progress of the institution in their carrier growth.
- Governing Council will have a role in planning, execution, finance, human resource development and approval of strategic plan.
- The primary goal will be to monitor the achievements of mission of the institute through effective teaching, learning and research. Governing Council will approve the strategic plan of the institute and ensure its proper implementation.
- Addressing the financial constraints, support teaching and nonteaching staff for successful action / implementation of strategic plan. The plan prepared by the Principal, Head of the Institute and faculty has to be kept for discussions in the Governing Council for their suggestions and approval.

2. System control and accountability

- Finance is majorly driven by the management. Principal submit the budgetary requirement of the institute. The budget preparation will be carried out by the Heads of the Departments. The management approves the budget for every academic year in the board meeting.

- Procurement of chemicals, equipments will be centralized. The major non recurring expenditure after approval will be placed before the Purchase committee, where the Chairman will approve the purchase. The concern faculty and Principal will be part of the system.

3. Monitoring Institutional performance

Governing Council reviews the faculty performance through key performance indicators like course outcome, research interest, funding received, consultancy, innovations, publications and institutional developmental activities. The members of the Governing Council will analyze and address the gap if any to have quality output. Governing council will also facilitate and encourage the faculty members' welfare and attributes for better quality and gain confidence among the stake holders.

- Chairman of the Governing Council is responsible for the appointment of the Principal of the Institution. The performance of the administrative / managerial positions of the Institution is reviewed by the Governing Council.
- Development of HR policy for procurement of teaching and non teaching staff of the institution. All the appointments have to be approved by the Chairman. The matrix of teaching and non teaching faculty will be strictly adhered as per PCI and affiliating university rules. The promotion of the faculty will also be informed in the Governing Council.
- To support industrial, academic and foreign collaborations, Governing Council also will facilitate student faculty exchange program for effective teaching learning process and quality research.
- To promote the scholarship for students, creation of medals and appreciation certificates and prizes to have healthy competition. Governing Council will also be responsible to initiate and approve starting of new programs leading to PG Certificates or Diploma courses. Introduction of new program in the institution also needs Governing Council approval.

Transparency and openness

To promote transparency at all level like annual performance, meeting outcomes, finance, management / promotion policies and in governance will be taken care. This will bring in confidence to the stake holders where ever possible. The minutes and guidelines will be displayed in the Institutional website. Transparency and openness will encourage and support the employees to work fearlessly which is one of the responsibility of the Governing Council as well as the Institution.

Governing Council Composition

The Governing Council is composed as per the guidelines of AICTE / PCI / University. It has been modified as and when required. From 2013 onwards ex-official members of the university will not be a member as per the university letter dated -----. The current members will be

1. Managing Trustee, PSG & Sons' Charities – Chairman
2. Founder Trustee, PSG & Sons' Charities
3. External member representing affiliating bodies (PCI / DME / Government) 2-3
4. Academician Pharmacy at senior level 2-3
5. External member of the – pharmacy discipline with science background 2-3
6. Industrial persons from various discipline 3-4
7. Faculty within institution 1-2
8. Principal PSGCP – Convenor 1

Maximum of 11-13 members will be in the council.

The council members will be nominated by the Chairman and the co-opted members or the special invitees can also attend with the permission of the Chairman. The duration of the committee will be for 3 years, 1/3rd of the members will be shuffled after the term. The Governing Council will meet twice in a year and discuss the Institutional performance.

Order of business

Two weeks before the meeting commencement the approved agenda by the Chairman will be circulated to the members. Convenor of the Governing Council will make a brief presentation on the institutional performance. With the permission of the Chairman the agenda will be discussed in depth and suggestion made by the members will be recorded before taking the consensus of the members.

The extract of the discussion will be prepared as the minutes and with the approval of the Chairman, it will be circulated to the members.

Roles and Responsibilities

Chairman

- Chairman of the Governing Council will be the leader and execute the work towards the stake holders need.
- Smooth conduct and effective discussion will be conducted during the business hours. The final approval of the agenda will be made based upon the discussion.
- He takes up the collective responsibility and operational regulation.
- The strategic plan prepared by the institution for 5 yrs period will be approved through proper discussion.
- Addressing the conflict of interest among the members and dissolve it.
- Adding the utilization of resources, finance and infrastructure including financial safeguard of the institute.
- Any other matters bring in by the members other than agenda can be discussed with the permission of the Chairman.

Members

The members have to work to satisfy the stake holders and institutional progression. The members should posses accountability, commitment, integrity, openness and discuss the agenda points honestly to achieve the objective of the institution.

The following are the expectations of the members of the Governing Council.

- Active participation without any hesitation.
- To address the problem.
- Active involvement in the brain storming session.

Prepared by	Reviewed by	Approved by
V. Santhy	[illegible]	
Date 19/02/2021	Date 19/2/21	Date

- As a senior member he can act as a mentor or guide for the Institutional development.
- The member can also contribute in other sub committees of the college to facilitate the institutional activities.

Principal

The following will be the responsibilities of the Principal with respect to the conduct of Governing Council

- He will initiate the process of meeting conduction in consultation with the Chairman of the committee.
- He will coordinate with other departments and authorities to bring in the points or matter for discussion
- He will deliberate on the institutional progress and obstacles there upon, strategic plan preparation and present it in the Governing council with the permission of the Chairman
- He will take the responsibility for the effective implementation of the decisions taken in the Governing Council or ensuring that they are implemented through the relevant part of the institution management

Frequency of meeting and conduct of meeting

- Governing council meeting will be organized twice in a year, preferably in the month of April and November. Four weeks in advance the meeting notice will be communicated to the members after finalizing the date with the Chairman. Two weeks prior to the meeting the approved agenda will be circulated to the members.

- The meeting will be conducted in the Trust office Board room. The quorum for the meeting has to be maintained. There will be presentation and discussion of the meeting agenda will takes place.

- Convener will note down the minutes and circulate to the Chairman/members for finalization and approval.

Prepared by	Reviewed by	Approved by
U.SANK		
Date 19/02/2021	Date 19/2/21	Date

Subcommittee

The subcommittee has been formed for the effective functioning of the institution. These committees will focus on the teaching learning process, evaluation and monitor the smooth conduct of the program. Principal will be the chairman for these committees. The committee observations and recommendations will be discussed in the Governing council for consideration and approval. The major committees include Academic, Examination and Program Monitoring.

Prepared by	Reviewed by	Approved by
U. SANA		
Date 19/02/2021	Date 19/2/21	Date

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. Implementation of version 3 (Unit wise allocation of marks for each course in all three programs and its correlation with CO).

1.4. Comparison of student's abilities and identify the slow learners and advanced learners for initiating steps to fine-tune both categories of students.

1.5. To bring transparency in evaluation process for placing students in the order of merit.

1.6. Prepare course and program attainment according to the designed template to evaluate year wise progress of all the academic activities.

1.7. To gain satisfaction by prompt communication of academic performance of their wards. The committee also addresses the stakeholder's remarks.

1.8. Help students to address their grievances related to exams in a transparent, time bound manner.

1.9. Documentation and record maintenance of the exam related activities.

1.10. Execution of online activities.

1.11. Documentation for NAAC purpose.

Prepared by	Reviewed by	Approved by
15/2/21		
Date	Date 15/2/21	Date 15/2/21

2.0 Composition:

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

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.

Prepared by	Reviewed by	Approved by
Date 15/2/21	Date 15/2/21	Date 18/2/21

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
4.16 Protocol for online examination framed

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.

Prepared by	**Reviewed by**	**Approved by**
Date 15/2/21	Date 15/2/21	Date 15/2/21

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 15/2/21	Date 15/2/21	Date 15/2/21

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

a. To invoke a dynamic research program and to promote active participation of all faculty in research.
b. To initiate research in thrust areas, to help improve healthcare through advancing the knowledge and skills of Pharmacists and other Health Care Professionals.
c. 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
V Sankar		
Date	Date 10/1/19	Date 10/1/19

09/01/2019.

- 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

- 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.

- 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

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

i) 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.

ii) Scholar has to present his research proposal to ethical committee for approval.

iii) After approval the candidate will present the proposal in front of University screening committee.

iv) 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.

i) Based on the request IRRC experts will be invited for a meeting to scrutinize the project.

ii) Suggestions / corrections by the experts to be incorporated in the project and it should be re-submitted within 72 hours for final approval.

iii) 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
V.Sankar	[signature]	[signature]
Date 09/01/2019	Date 09/01/19	Date 09/1/19

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

i) 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.

ii) 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.

i) **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
V. Sandy		
Date	Date 9/1/19	Date 9/1/19

09/01/2019

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. Sarthy		
Date 09/01/2019	Date 09/1/19	Date 09/1/19

STANDARD OPERATING PROCEDURE	
Material Management Committee	SOP No: PSGCP / QSP / INF / 01
Effective Date: 06.01.2020	Page No: 1 of 3
Valid up to: 5 years	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

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 staring (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: 04.01.2021	**Page No: 1 of 5**
Valid up to: 5 years	**Revision No: 01**

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
S. Vijayakumar	[signature]	[signature]
Date 1.01.2021	Date 1.1.2021	Date 4/1/21

3.0 Selection Process & Functioning of Council

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

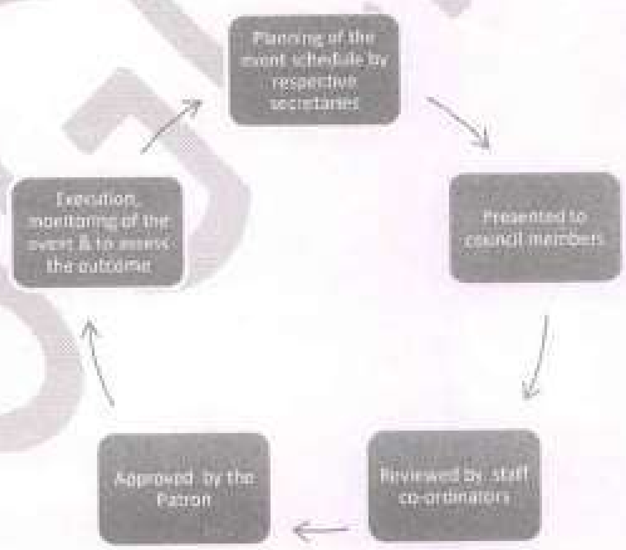
3.1 Equal weightage given to both B. Pharm and Pharm D students (the ratio of the members elected will be based on student ratio)

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

Prepared by	Reviewed by	Approved by
S.Vipriya	Kumar	Geeta
Date 1/1/2021	Date 1.1.2021.	Date 4/1/21

4.0 General Attributes of Council members

The students must possess

- Leadership Qualities
- Effective Communication skills
- 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.

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.

Prepared by	Reviewed by	Approved by
S. Vignym		
Date 1/1/2021	Date 1.1.2021	Date 4/1/21

STANDARD OPERATING PROCEDURE	
Student Council	SOP No: PSGCP / QSP / SSP/ 01
Effective Date: 04.01.2021	Page No: 5 of 5
Valid up to: 5 years	Revision No: 01

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.

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
C. Vignyan	Kumar	Kanna
Date 1/1/2021	Date 1.1.2021	Date 4.1.21

1.0 Objectives

1.1 The main objective is to administer the maintenance of discipline in the classroom, labs, college campus and as well as in the clinical duties.

1.2 Maintenance of proper code of conduct

2.0 Composition

- Vice Principal
- Convenor/Senior faculty
- Class co-ordinators
- Student representatives (B Pharm, M Pharm, and Pharm D)

3.0 Roles and Responsibilities

3.1 Disciplinary committee maintain and enforce discipline within the college campus.

3.2 Disciplinary committee members periodically ensure students are in proper uniform and display identity (ID) card during the college hours.

3.3 Disciplinary committee members confiscate the ID cards, if a student commits any misbehaviour, disturbances in the classroom or violation of the college rules.

3.4 Monitor and prevent unwanted loiter of students in and around the college corridors during the college working hours.

3.5 Disciplinary committee should ensure that students are punctual and regular for the classes.

3.6 Disciplinary committee ensure that no students smoke/drink or use any of substances of abuse inside the college campus.

3.7 Disciplinary committee also assist/co-operate with anti-ragging committee, Sexual Harassment / Gender sensitization, Grievance & Redressal Committee in prevention of ragging and other discipline related issues in the college.

Prepared by	Reviewed by	Approved by
Jsdnid	V. Santy	Kc
Date	Date 15/04/2021	Date 15/04/21

PSG COLLEGE OF PHARMACY
PEELAMEDU
COIMBATORE-641 004

4.0 Frequency Of Meeting

4.1 A meeting including the members of the discipline committee will be conducted during the third week of every start of the semester.

4.2 In some circumstances, if any sensitive issues, an emergency meeting will be conducted within a week period from the date of complaint registration.

5.0 Order of Business

5.1 Discipline committee function thereby under the direction of the Head of the Institution; and in prior to take any disciplinary enquiry/actions, it is the responsibility of the convener or class co-co-ordinator to inform the Head of the Institution.

5.2 A disciplinary enquiry is carried out, based on the principles of natural justice, whenever any student commits any misconduct, in an order to decide the fate of their regular curriculum. No specific clauses are provided with respect to the procedure of the disciplinary enquiry.

5.3 The following procedure will be implemented if any enquiry is needed,

- Preliminary enquiry by class co-ordinator (Enquiry officer)
- Notice of enquiry to the student
- Submission of relevant materials to the committee
- Explanation by student in front of committee members
- Enquiry of witness (if any)
- Report of enquiry officer – submission of reports by class co-ordinator to the head of institution.
- Conclusion – Final decision on the query will be presented by the committee to principal. Collective decision will be taken and the same will be informed to the concerned person.

Prepared by	Reviewed by	Approved by
[signature]	V. Sankar	[signature]
Date	Date 15/04/21	Date 15/04/21

PSG COLLEGE OF PHARMACY PEELAMEDU COIMBATORE-641 004

6.0 Recommendations

Committee members can recommend any inclusions or exclusions in regard to the components of roles, responsibilities, implementation and monitoring of the disciplinary committee.

7.0 Feed Back

Disciplinary committee obtain regular feedback from individual faculty based on student-teacher interaction including student's approach with faculty and maintenance of discipline during class hours.

8.0 Implementation, Monitoring and Audit

8.1 The disciplinary committee monitor student behaviour inside the college premises routinely. Also observe proper code of conduct inside the college premise.
8.2 To achieve the goal, disciplinary committee direct the class co-ordinators to implement and supervise the students to maintain discipline inside the college/hospital campus.
8.3 To implement effective and proper maintenance of discipline inside the college premises, committee will host programmes demonstrating the importance of discipline to the students during every semester. This is to motivate the students in relation to develop their proper personal behaviour, inter-personal approach and inter- communication.
8.4 The disciplinary committee receive report only through the class co-ordinators, neither the students nor the parents to get contacted individually regarding any issues listed in the roles and responsibility of disciplinary committee.
8.5 It is the sole responsibility of the disciplinary committee to maintain records in regard to programmes conducted, committee meetings and disciplinary enquiry
8.6 The implementation and monitoring of disciplinary committee will be audited by concerned authorities.

Prepared by	Reviewed by	Approved by
	V. Santha	
Date	Date 15/04/21.	Date 16/4/21

PSG COLLEGE OF PHARMACY
PEELAMEDU
COIMBATORE-641 004.

STANDARD OPERATING PROCEDURE	
Anti Ragging Committee	SOP No: PSGCP / QSP / SSP / 02
Effective Date: 09.4.2021	Page No 1 of 2
Valid up to: 5 years	Revision No: 01

1.0 Objective:

1.1 To eradicate ragging in any forms in the Institution.

1.2 To punish the candidates who indulge in ragging by the conduct of investigations followed by the stated policies of government authorities.

2.0 Composition:

2.1 Head of the Institution

2.2 Representative of legal Authority

2.3 Representative of police Administration

2.4 Representative of Local media

2.5 NGO involved in youth activities

2.6 Representative of faculty member

2.7 Representative of parent

2.8 Representative of student belonging to student category

2.9 Representative of student belonging to senior category

2.10 Representative of nonteaching Staff

3.0 Roles and responsibilities.-

3.1 Constitution of Anti ragging commitee and the conduct of awareness programs against ragging.

3.2 Display of Anti -ragging helpline numbers in the campus and hostels

3.3 Receipt of Anti-ragging undertaking from the student and parent at the time of registration/admission.

3.4 Complaints can be received by all faculty members, hostel wardens and Head of the Institution.

3.5 Active vigil by the anti ragging squad inside the campus premises.

Prepared by	Reviewed by	Approved by
V. Sankar	[signature]	[signature]
Date 08/04/2021	Date 8/4/21	Date 8/4/21

3.6 Investigations on the complaints received related to ragging with the members stated by the government authorities.

4.0 Frequency of meetings:

The meetings will be conducted twice in a year. However, change in the period is applicable during the investigations on complaints.

5.0 Order of business

5.1 Conduct of Anti ragging meetings

5.2 Minutes of previous meetings its implementations will be on discussion

5.3 Agenda for the meeting will be communicated earlier to the members

5.4 Details of investigations done by Anti ragging committee members

5.5 Conclusion of the investigations

5.6 Report to Affiliated University with all supported documents on yearly basis

6.0 Implementations, Monitoring and audit

As per the guidelines of regulatory authorities, the process will be implemented. The internal and external audit & the top management will monitor the processes

Prepared by	Reviewed by	Approved by
V.Santhi	[signature]	[signature]
Date 08/04/2021	Date 8/4/21	Date 8/4/21

PSG COLLEGE OF PHARMACY, COIMBATORE
ANTI RAGGING COMMITTEE 2020-21

S. No	Role	Particulars
1.	Head of the Institution & Chairman	Dr. M. Ramanathan Principal, PSG College of Pharmacy Peelamedu, Coimbatore – 641004 Mobile : 8870009199 Email : principal@psgpharma.ac.in
2.	Representative of Legal Authority	Mr.Gowpathi Vellappan . T Advocate Gayathri Complex, 26-C, Huzur Road Coimbatore Mobile : 9843362762 Email :
3.	Representative of Police Administration	Mr. Somasundaram Asst. Commissioner of Police (L&O) Coimbatore East Phone : 0422 – 2580677, 2580114 Email :
4.	Representative of Local Media	Mr. Balaji Raju Managing Editor, The Covai Post Mobile : 9842250678 Email :
5.	NGO involved in Youth activities	Mr. Raviselvan RAAC – Vice President Mobile: 9344318705 Email : raviselvan@vsnl.net
6.	Representative of faculty member	Dr. V. Sankar Vice Principal, PSG College of Pharmacy Peelamedu, Coimbatore – 641004 Mobile : 9842290701 Email : sansunv@yahoo.co.in
7.	"	Dr. Prudence A. Rodrigues Professor, PSG College of Pharmacy Peelamedu, Coimbatore – 641004 Mobile : 9952582356 Email : prudencear@rediffmail.com
8.	"	Dr. Maida Engels Associate Professor, PSG College of Pharmacy Peelamedu, Coimbatore – 641004 Mobile : 8124407607 Email : maidase@gmail.com
9.	Representative of Parent	Mrs. Nirmala Parent of Ms. Niloufer Thouraya III year B Pharm (2017 Batch) Mobile : 9894947363 Email : nirmalaalbert.66@gmail.com
10.	Student's Representative - Fresher	Ms. A. Ragavi I year B Pharm (2018 Batch) Mobile : 8754257833 Email : ragavinkl18@gmail.com
11.	Student's Representative – Senior	Mr. S. Nithin Selvan V year Pharm D (2014 Batch) Mobile : 8778245029 Email : nithinammu97@gmail.com

8/6/21

12.	Representative of Non teaching staff	Mrs. P. Girija Manager Student Academic Section PSG IMSR & Hospital Peelamedu, Coimbatore – 641004 Mobile : 9952149944 Email : girijanandu@yahoo.co.in
13.	"	Mr. S. Gurusankar Gents Hostel Manager - Paramedical Peelamedu, Coimbatore – 641004 Mobile : 9786190469 Email :

STANDARD OPERATING PROCEDURE	
Internal Complaints Committee	SOP No: PSGCP / QSP / SSP / 04
Effective Date: 07.01.2019	Page No 1 of 6
Valid up to: 5 years	Revision No: 00

PSG College of Pharmacy has an Internal Complaints Committee (ICC) that would play a critical role in Gender Sensitization, prevention of sexual harassment and student grievance redressal. This policy is meant to sensitize the employees and students about their fundamental rights to have safe and healthy environment.

The Articles 14, 15 and 21 of the Indian Constitution, ensure "equality of status and opportunity" under the law, to live a life free from discrimination on any ground and to protection of life and personal liberty.

1. **Gender Sensitization** – Gender Sensitization is a basic requirement to understand the sensitive needs of a particular gender. It is about changing behavior and instilling understanding into the views about our own and the other gender.

2. **Sexual Harassment of employee and students** – Sexual harassment is unwelcome sexual behavior, which could be expected to make a person feel offended, humiliated or intimidated. It can be physical, verbal or written.

Sexual harassment is against the law under the Equal Opportunity Act 2010.

3. **Student Grievance Redressal Committee (SGRC)** – This cell attempts to address redressal of grievances related to assessment, victimization, attendance, conducting of examinations, harassment by colleague students or teachers etc.

1.0 Objectives:

1. To introduce an ethical, impartial and consistent mechanism for redressal of various issues faced by the students and employees.
2. Create a platform to investigate and review complaints or grievances of students and faculty respecting the right and dignity of one another.
3. Take necessary steps to ensure effective solutions depending upon the gravity of the problem and resolve promptly in a confidential manner.

Prepared by	Reviewed by	Approved by
Jashid	Kgeeena	Kgeeena
Date 20/12/2018	Date 22/12/18	Date 22/12/18

4. To create transparency and awareness about the ICC committee members to the faculty and the students for maintaining a harmonious atmosphere.

5. To address the issues related to sexual harassments.

6. To conduct gender sensitization awareness programs for female staff and students to create conducive environment over safety and security.

2.0 Composition:

Internal Complaints Committee (ICC) will be composed of the following members:

S. No	Member	Eligibility
1.	Chair person	Principal
2.	Convener	1 Senior Faculty
3.	Members	3 Senior Faculties
4.	Warden	Ladies Hostel Faculty i/c
5.	Member (Officer - Law)	Advocate Head constable
6.	Parents	
7.	Advisor	From HR department Manager (Student section)
8.	Clinical Psychologist	Clinical Psychologist
9.		Mentors/Class coordinators/Head of the department (if necessary)
10.	Students	

Before functioning the institutional Internal Complaints Committee (ICC) should get prior approved from the chairman of Governing council.

3.0 Roles and Responsibilities

A Complaints Committee must first be aware of their key responsibilities, some of which are highlighted below:

- Be thoroughly prepared
- Know the Act, Policy and/or relevant Service Rules
- Gather and record all relevant information
- Determine the main issues in the complaint
- Prepare relevant interview questions
- Conduct necessary interviews
- Ensure parties are made aware of the process and their rights/responsibilities within it
- Analyze information gathered
- Prepare the report with findings/recommendations

4.0 Do's and Don'ts for Complaints Committee

4.1 Do's

- Create an enabling meeting environment.
- Use body language that communicates complete attention to the parties.
- Treat the complainant with respect and maintain confidentiality.
- Discard pre-determined ideas.
- Determine the harm.

4.2 Don'ts

- Get aggressive and use of demoralizing words.
- Insist on a graphic description of the sexual harassment.
- Interrupt.
- Discuss the complaint in the presence of the complainant or the respondent

Prepared by	Reviewed by	Approved by
J.Sobia	Kcanna	Kcanna
Date 20/12/2018	Date 23/12/18	Date 23/12/18

5.0 Conduct of meeting

5.1 The committee will meet twice in a year or whenever necessary.

5.2 The committee will be intimated well in advance about the agenda to be discussed in the meeting.

5.3 Meeting will be started with the discussion of minutes of the previous meeting or reports of the committee members.

5.4 If any suggestions or complaints to be addressed will be discussed.

5.5 Recommendations if any will be forwarded to the management.

5.6 Receipt should be acknowledged.

5.7 Analyze the merit of the compliant.

5.8 Quorum has to be maintained.

5.9 In the absence of chairman senior faculty can conduct the meeting.

6.0 Frequency of meeting:

Minimum twice in a year the committee will meet to assess the status and functioning of the committee.

(or)

The committee will convene whenever necessary and make enquiry on the complaint made. The committee is expected to review with one week period and to submit the report.

Duration of the committee: The committee constituted will function for five years

7.0 Recommendations:

The additional implementation required will be discussed in the faculty meeting followed by approval. If require, members from other sister institution in PSGIMSR Health campus shall be included.

Prepared by	Reviewed by	Approved by
J Selvi	Kganesan	Kganesan
Date 20/12/2018	Date 22/12/18	Date 22/12/18

8.0 Improvement to betterment

The ICC Cell can be approached both by students and employees to voice their grievances. Suggestion boxes are provided in every floor of the Pharmacy College.

To address the grievance /complaints in an effective way, the difficulties faced by the committee will be discusses and measures will be taken.

The students can express their constructive suggestions and drop them in the box. Any oral complaints are also redressed. They are enquired and scrutinized by the ICC committee with utmost confidentiality.

Apart from this, there are Mentors, Class coordinators, Department Heads available to tackle departmental issues.

The individual who is dissatisfied with the committee's decision can repeal to the appellate committee functioning at PSG health campus for final decision.

Any redressal submitted by the student or employee has to be answered with in a week's time with possible solution.

If, redressal submitted within the perview is not possible to be addressed by the committee, it can be informed with proper explanation.

The individual can approach and submit the compliant to the convener of ICC.

Students who has personnel problem can approach the mentor or class coordinator first and then approach the ICC if not satisfied.

For sexual harassment related issues, the individual can seek the ICC immediately for redressal.

Gender sensitization related issues can be complained to the mentor, class coordinator or ICC depending upon the nature of the issues.

Prepared by	Reviewed by	Approved by
Date 20/12/2018	Date 22/12/18	Date 22/12/18

9.0 Implementation, monitoring and audit :

- Students and staffs are made to aware of ICC and its grievance redressal protocols.
- On receiving a complaint, depending upon the nature of the complaint ICC meets immediately or at prescribed time.
- General protocol will be followed and necessary actions will be taken.

Prepared by	Reviewed by	Approved by
Jsliid	Kceena	Kceena
Date 20/12/2018	Date 20/12/18	Date 20/12/18

Internal Complaints Committee (ICC) will be composed of the following members:

S. No	Member	Eligibility
1	Chair person (Principal)	Dr. M.Ramanathan Mobile No: 8870009199
2	Members (Senior Faculty)	Dr. V. Sankar Mobile No: 9488481701 Dr. K. Umaa Mobile No: 9789347310 Dr.Khadar Batcha Mobile No: 9688198989
3	Warden - Ladies Hostel (Faculty i/c)	Dr. G. Syamala Mobile No: 9080710305
4	Member (Officer - Law)	1. Mrs. B. Shanthi Vijayakumar MA., BL., Advocate, C Block, G1, Pioneer Apartments, Avinashi Road, Cbe -18 Mobile No: 9944561124 2. Mr. V. Natarajan, Head Constable, C2, Race Course Police Station, Cbe-18. Mobile No: 9843899525
5	Parent	1. Mr. S. Senthil Kumar F/O S.Vishnu Varthan, I Pharm.D (2019 Batch) Mobile No: 9363101317 2. Mrs. Nirmala Albert M/O Niloufer Thouraya .S V Sem, B.Pharm.(2017 Batch) Mobile No: 9894947363
6	Advisor (HR)	1. Mr. D. Arun Prakash HR department, PSG Hospitals. Mobile No: 9944009193. 2. Mrs. Girija Palaniswamy P Manager (Student section) PSG Hospitals, Cbe. Mobile No: 9952149944
7	Clinical Psychologist	Dr. S.Anuja Panicker Clinical Psychologist, PSG Hospitals, Cbe. Mobile No: 9894759937

- Additional faculty members and psychologist will be called, depending upon the nature of the complaint.

P.S.G. COLLEGE OF PHARMACY
PEELAMEDU
COIMBATORE - 641 004.

STANDARD OPERATING PROCEDURE	
MENTORSHIP PROGRAMME	SOP No: PSGCP/QSP/TLP/02
Effective Date:13.4.2021	Page No 1 of 2
Valid up to: 5 years	Revision No:01

1.0 Objective:

To provide continuing guidance and support to the students during the tenure in college and to support their professional and personal skills development

2.0 Functional Responsibilities

- It is the responsibility of the faculty and students to implement the laid down procedure.
- Academic committee to ensure and monitor the process of mentorship programme.

3.0 Assigning of mentor:

3.1 The academic committee will prepare the name list of faculty who will be the mentors for UG programme.

3.2 Each faculty will be assigned three or four students from UG program

3.3 For PG program faculty with 5 years and above experience will be assigned 3 or 4 students for mentorship programme.

3.4 The academic committee will randomize the students for mentorship programme.

3.5 The academic committee will prepare submit the mentor-mentee list for principal approval.

3.6 The mentors schedule regular meetings with their mentee and maintain a record of their performance.

4.0 Mentoring orientation for students.

4.1 During the general orientation program, the students and their parents are introduced to the mentors.

4.2 The mentors maintain a file of the academic records ,parents contact and also register other details such as career progression, personal and academic difficulties during the further meetings with the mentee in the same file.

4.3 During the induction program, a session on mentorship is arranged for the students to make them aware of their responsibilities and the benefits of mentorship program.

Prepared by	Reviewed by	Approved by
NH [R. Nithya]	Prudence	
Date 12.4.2021	Date 12.4.2021	Date 12.4.21

STANDARD OPERATING PROCEDURE	
MENTORSHIP PROGRAMME	SOP No: PSGCP/QSP/TLP/02
Effective Date:13.4.2021	Page No 2 of 2
Valid up to: 5 years	Revision No:01

5.0 Responsibilities of Mentor

5.1 Maintain academic performance and progression of the students.

5.2 Provide ethical and moral guidance. If required advice him/her to attend student wellness program.

5.3 Assist the mentees in their career and skill development.

5.4 Identify his/her hidden talent and develop it.

5.5 Maintain confidentiality about the student and gain their confidence.

5.6 To constantly update on student performance to principal.

5.7 For PG students, mentors will also supervise their research activity.

6.0 Responsibilities of Mentee

6.1 Meet the mentors in the counselling hours slotted in the timetable

6.2 Provide details of attendance, continuous assessment, term, university examination, co curricular and extra-curricular activities to the mentor.

6.3 Seek advice from mentor whenever required and receive help to works towards your career goal.

7.0 Outcome

7.1 Academic growth and overcome obstacles.

7.2 Mould students of their talents and protect their area of interest.

7.3 Inculcate lifelong learning process and indentify their strength/weakness.

7.4 Improve student attributes and take up responsibility and challenges.

Prepared by	Reviewed by	Approved by
Nit. [R. Nithya]	Prudencia	
Date 12.4.2021	Date 12-4-2021	Date 12-4-21

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 Deparment 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.

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 disclipine of students**:Academic committee will monitor the disclipine 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 affiliatinguniversity 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.

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.

2.12 C 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 coveyed 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 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
Kumar	Prudence A	
Date 21.02.22	Date 21/2/2022	Date 21.2.22

STANDARD OPERATING PROCEDURE

PSGCP – Vidhya Akarsh	**SOP No: PSGCP / QSP / TLP / 01**
Effective Date: 01.11.2021	**Page No: 1 of 2**
Valid up to: 5 years	**Revision No: 00**

1.0 Objective:

To strengthen quality parameters of teaching and non teaching staff with respect to teaching learning process, research, soft skills and documentation process to exhibit quality outcome.

2.0 Responsibilities:

2.1 To organize Faculty development programs for teaching faculty periodically to hone the skills and upgradation of knowledge.

2.2 To provide required training to non teaching staff in soft skills, documentation safety and technical skills.

2.3 To invite relevant resource persons to train the trainers.

2.4 To collaborate with other Institutions with respect to quality initivatives relating to teaching learning process

2.5 To monitor and ensure 60 % of the faculty attending the training / orientation / workshop in an academic year.

2.6 To ensure faculty attending one National / International conference per year.

3.0 Composition

Consist of seven members. Principal will be the Chairman, 2 HODs, 1 faculty each at Associate Professor and Assistant Professor level, 1 representative each from non teaching staff and HR.

4.0 Roles & Responsibilities

4.1 IQAC will recommend to PSGCP – Vidhya Akarsh to identify thrust areas in teaching and learning to make an action plan.

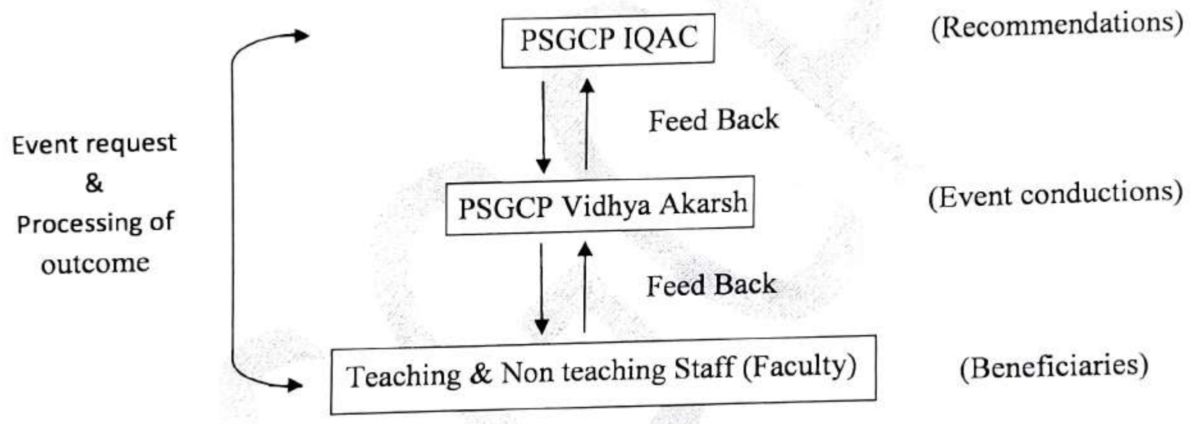
4.2 After identification, for Teaching staff maximum seven programs per year and for Non teaching staff maximum three programs per year will be scheduled in an academic year.

Prepared by	**Reviewed by**	**Approved by**
V. SOMA	—	[signature]
Date 01.11.2021.	Date	Date 1.11.21

5.0 Functioning & Deployment

IQAC cell will monitor the activities and collect feedback and do the assessment for continuous quality improvement aspects of teaching and non teaching staff.

Functioning & Deployment



6.0 Assessment

At the end of the academic year an Award (APJ Abdul Kalam Best Teacher Award) will be given to the faculty, who have excelled through teaching, faculty development program and research contributions. The award will be given during Teacher's day or College day function.

Prepared by	Reviewed by	Approved by
V. Sa Nbr	—	
Date 01.11.2021	Date	Date 01.11.21