



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

## **ST JAMES COLLEGE OF PHARMACEUTICAL SCIENCES**

**ST JAMES COLLEGE OF PHARMACEUTICAL SCIENCES ST JAMES MEDICAL  
ACADEMY GOVERNMENT HOSPITAL ROAD RIVER BANK, CHALAKUDY,  
THRISSUR**

**680307**

**[www.stjamespharmacycollege.in](http://www.stjamespharmacycollege.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

St. James' College of Pharmaceutical Sciences (SJCOPS) was established by the Diocese of Irinjalakuda in 2004 and nourished by St James Hospital Trust, headed by Director. In the course of sixteen years of existence, SJCOPS has exhibited enormous growth to reach the present stature in terms of infrastructure, programmes offered, research output coupled with an excellent academic ambiance.

SJCOPS is the only Pharmaceutical Institution in the state of Kerala to have DSIR, Ministry of Science & Technology approved research centre and Materio-Vigilance Reporting Centre as well as Pharmaco-Vigilance Centre; both approved by Indian Pharmacopoeia Commission, Ministry of Health and Family for reporting and prevention of adverse drug-related problem and medical devices. SJCOPS is one of the popular Pharmaceutical Institutions in Kerala state as can be seen from the admission pattern through the single window by State Government.

SJCOPS strongly believes in the holistic development of students and providing an environment wherein the students can develop their personality traits in addition to standard education. As a result, students receive University Ranks every year and won many trophies in sports and cultural meets as well as recognition for their social activities. Our graduates are well accepted by employers.

On the research front, SJCOPS has developed facilities for research in the field of nanotechnology, drug delivery systems, and analytical method development. Based on its research performance SJCOPS could file an application for Patent (Application No: 202141001147 A), made a technology transfer get and received many research grants from funding agencies.

Alumni Association is supporting, on a continuous basis, various students' activities through Oushadhavijnan- (Research club) and Poonchola (Nature club) every year.

SJCOPS management is ever willing to support the public cause through various social related activities especially for health-related issues through the Pharmacy Practice division. It is worth mentioning the service rendered during the unprecedented flood in Kerala in 2018 and now in the COVID-19 pandemic.

### **Vision**

To emerge as a premier centre of international repute to impart Pharmaceutical education of high standard, with high ethical and moral values, and to carry out frontline research and development in the Pharmaceutical field.

### **Mission**

#### **Mission**

- To be a leader in preparing professionals who can provide leadership and exemplary professional services in the changing complex global society.

- To provide conducive ambiance for excellent teaching-learning activities that are responsive to the needs of the community by providing administrative support, infrastructure, facilities and a dedicated team of faculty members.
- To provide opportunities to students for co-curricular, extracurricular and outreach activities that can inculcate social awareness, a sense of involvement, ethical values, and moral values.
- To promote innovative research activities in the field of Pharmaceutical sciences through effective collaboration with experts of hospitals and industries.

### **SJCOPS' Core values**

- *Service* to humanity is service to God
- *Justice* is truth in action
- *Compassion* towards weak, needy and downtrodden
- *Open minded* towards fellow human being
- *Probity* in every action
- *Sanguine* in all situation

### **SJCOPS Motto**

- “*We foster health*”

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

- Committed Christian minority institution with progressive vision.
- Committed management for excellence
- Serene atmosphere creating conducive academic ambiance
- Efficient and dedicated team of teaching staff
- Transparency in staff recruitment based on pure merit
- Good infrastructure with well equipped laboratories
- DSIR approved research centre
- Pharmacopoeia Commission approved Pharmaco-vigilance centre and materio- vigilance centre
- Highly committed and supportive PTA and Alumni
- Well stacked Computerized library
- Saturday Test Programme for slow learners
- Students Development Programme for holistic development of students
- Wide range of Co-curricular and extracurricular activities

### **Institutional Weakness**

- Being self financed private institution generation of fund for front line research is herculean task
- No major Pharmaceutical Industry nearby leading to limited industry-institute linkages
- Lack of Financial Resources for infrastructural augmentation

- Limited MOUs and collaborations
- Lack of foreign students and Foreign collaboration
- Lack of academic flexibility and limited role in redesigning curriculum being affiliated College
- Relatively more turnout of faculty due to personal reasons, since most of the faculty members are Ladies

### **Institutional Opportunity**

- More e-content development by teachers
- Promote funded research through agencies like ICMR, DST, DBT and KSCSTE
- Promote skill development activities to students.
- Encourage faculty to pursue Ph.D to strengthen research activities in college.
- Enhance industry funded collaborative research activities.
- Enhance community service through Pharmacy Practice Division

### **Institutional Challenge**

- Mobilization of Financial resources
- To meet the growing expectations of stakeholders.
- Develop entrepreneurial aptitude in students
- Creating awareness in society to consult pharmacist regarding safe use of medicines.
- Developing language proficiency of students
- Goal Orientation among students coming from ordinary and orthodox backgrounds
- More academic linkages with outside institutions
- Converting all conventional class rooms to smart class rooms

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

SJCOPS follows systematic curriculum delivery process, through effective planning, delivery, monitoring and feedback mechanism. On the day of commencement of classes, time table, hand book, containing the details of all activities, and lesson plan for each course are made available to students. The teachers use different modes of curriculum delivery and student centric teaching learning methods while timely completion of syllabus is strictly adhered. Monitoring curriculum delivery is performed at various levels and corrective/ remedial actions are taken whenever necessary. Various empowered committees have been constituted to ensure that all academic, research, co-curricular, extracurricular and extension activities goes on smoothly. Slow learners and advanced learners are indentified and personalized care is given for slow learners through Saturday exams while advanced learners are encouraged to present paper in seminars and conference. Many of our teaching staffs serve as member of University bodies / examiners.

SJCOPS college has to follow the rules of Kerala University of Health Sciences and there is limited scope for innovation in curriculum. At present SJCOPS offer B.Pharm., Pharm D and M.Pharm (four branches)

programmes and of these except Pharm D other programmes follow credit system and B.Pharm has elective subjects. However SJCOPS offer add on courses to supplement regular syllabus to fill the lacunae identified to attain the stated programme outcome.

Wholesome development of students is ensured by curriculum enrichments through various activities like celebration of commemoration days, National days, conducting programmes on gender equity, etc. which will inculcate social commitments, patriotism, humane values among students. Awareness on environment protection is created among students by involving the students in various environment protection activities like maintenance of herbal garden, Natures club activities, maintenance of chalakudy river etc.

Experimental learning is built in Pharmacy syllabus as these are practical intensive programmes and most of the courses have practical components and all the programmes have project work.

Feedback on the teaching staff performances are obtained from the students and curriculum feedbacks are obtained from all stakeholders. The feedback received is analyzed and suitable corrective action is taken wherever necessary for continual improvement of effective curriculum delivery.

### **Teaching-learning and Evaluation**

The institute follows transparent admission process adhering to the norms of the State Government. The institute has high demand ratio, which reflects the reputation of the institute, and every year all the seats in all the programmes are filled except in few branches of M.Pharm programmes. Government of Kerala rules are followed to fill the seats under reserved category. SJCOPS has required number of staff members as per statutory requirements and well qualified faculty members are recruited on merit basis following recruitment process. Staff members are motivated to enhance their skill by attending courses conducted by NPTEL.

There is wide diversity among the students in terms of learning level, language proficiency, and motivation level. Slow learners and advanced learners are identified and slow learners are given special attention through “Saturday Test” scheme, which is a pride of SJCOPS, while fast learners are encouraged to enhance their capabilities and further their professional knowledge. This process is further strengthened by effective mentoring programme. Various methods of experiential and participatory learning are adopted to ensure that students are active participants rather than passive listeners in the teaching-learning process.

SJCOPS gradually strengthened the ICT enabled teaching and learning practice from mere use of LCD projector in class room to the use of ZOOM / Google class platform for the teaching learning process. This has helped in seamless transition from class room teaching to online classess during this COVID-19 pandemic and syllabus coverage as well as conducting internal assessment tests could be carried out by online mode.

The evaluation of students is done by various tests/examinations as per the rules of KUHS. The values answer papers of internal examinations are shown to students along with feedback on their performance and there is effective redressal mechanism to deal with examination related complains.

The attainment of stated course outcomes and programme outcomes are computed, at the end of the semester / year, based on students performance in the test, employer feedback, placement record, admission to higher studies and performance of the graduates in competitive examinations and corrective actions are taken to achieve continual improvement.

## **Research, Innovations and Extension**

St. James' College of Pharmaceutical Sciences (SJCOPS) has well-defined policies and a desire to promote innovative research in the field of Pharmaceutical Sciences. SJCOPS established a research centre known as "St. James' Hospital Trust Pharmaceutical Research Centre" approved by DSIR, Govt. of India approved research centre from the year 2014 with the key objective to promote and coordinate research in the healthcare system. The Pharmacovigilance Centre and Materiovigilance Centre are approved by the Indian Pharmacopoeia Commission for the activities relating to the detection, assessment, reporting and prevention of adverse effects or other drug-related problems.

St. James' Hospital Trust Pharmaceutical Research Centre" has successfully developed "Nano-gel of Diclofenac" formulation and made "Technology Transfer" to Variety Pharmaceutical Company, Shoranur, Kerala in the year of 2017. Faculty members of SJCOPS have received grants for research projects from funding agencies and receiving many PG Project financial assistance every year under the Student Project Scheme of KSCSTE, Thiruvananthapuram during the year 2015-2020. Our college also received grants for the conduct of seminars and conferences from AICTE, ICMR and KSCSTE. The college also got approval for Ph.D programme in Pharmaceutical Sciences from KUHS. The college started the research journal entitled "Journal of Pharma Innovative Research" in the year 2014. The college started the official publication of the Department of Pharmacy Practice in the form of a newsletter from the year 2014. Many extension programmes were organized in collaboration with government agencies and other well-wishing organizations and received recognitions and acknowledgments. Received letter of appreciation from Government of Kerala for flood relief activities conducted by the staff and students in 2018. The nature club "Poonchola" activities created in house green Nashathravanam in connection with the Haritha Keralam Project. College organize awareness programmes, including recent pandemic COVID-19, by the college students for the residents of nearby municipal wards exhibiting SJCOPS' commitment towards the community. The college IPA-SF and Student Council are actively involved in spreading social messages and awareness videos through social media platforms.

## **Infrastructure and Learning Resources**

Sufficient class rooms, laboratories, administrative area and amenities are provided for efficient teaching learning process. Hostel facility is available for all girl students inside the campus. All classrooms are provided with audiovisual aids and laboratories are provided with amenities like fire fighting installations, exhaust fans, fuming chambers and first-aid box ensuring student safety. All the laboratories are provided with needed equipments / instruments, and apparatus required for efficient conduct of practical classes while meeting the regulatory requirements. The instrumentation room is equipped with sophisticated instruments like HPLC, FT-IR, spectrofluorometer etc and the machine room is equipped with machineries for pharmaceutical operations and unit operations including lyophilizers, prob-sonicator and ultra centrifuge. For extracurricular and co-curricular activities Conference hall, closed auditorium and open auditorium are available. Spacious play ground, medicinal plant garden, nashathravanam are other facilities made available to students. The campus has a backup generator to ensure uninterrupted power supply to college and hostel.

A 450 bedded multi-specialty St. James' Hospital, run by the same management, St. James' Hospital Trust, with clearly defined MOU is used to give clinical training for the students of Pharm D and M.Pharm (Pharmacy Practice) programmes.

The learning process has been made effective with library having vast collection of over 7000 books, National,

International Journals & Magazines. In addition, we have provided departmental library and drug information data base Lexicom, to pharmacy practice department of the institute at hospital for smooth functioning. Library is partially automated with software KOHA.

Faculty members & administrative staff are provided with computer & Internet facility. Every workplace in the institute including classrooms, office, examination cell, seminar hall has BSNL & Airtel internet access through LAN or Wi-Fi. Current Internet connection speed is 30 MBPS. Most of the class rooms are provided with LCD projectors and steps have already been taken for establishing smart class rooms in the College.

The building, installations and equipments are insured and sophisticated instruments are under annual maintenance contract to ensure uninterrupted availability of the instrument. There is established procedure to carry out routine maintenance and repair work by a team working under campus supervisor.

### **Student Support and Progression**

SJCOPS students get support like financial assistance, coaching for slow learners & for competitive examinations, training for placement and timely redressal of grievances. The underprivileged students get scholarship from government and from non government organizations apart from few scholarship provided by SJCOPS management. Government schemes include Minority scholarship, E-grantz, Thayyalsheemanithi scheme, PM Scholarship, fellowship to GPAT qualified students, BPCL scholarship and post metric scholarship, where as financial assistance from non government organizations include Navadharsana assistance, scholarships from south indian bank and IPA. As a result the needy students get placement, get admission for higher studies and or qualify in competitive examinations. Significant number of students get qualified in GPAT examination every year.

Varieties of extra-curricular and extension activities are in place for students to fulfill their emotional needs and relieve their stress so that they can improve their academic performance. SJCOPS has provided ample facilities and encouragements for sports and cultural activities in the campus to students so that they can develop their sports skill and cultural performance. Because of these encouragements SJCOPS' students organise many cultural meets and sports meet every year apart from participating in national /state level meets and get medals/awards every year.

SJCOPS inculcate sense of involvement, group behaviour and develop leadership qualities through their representation in various University / College bodies like Grievances cells, Gender Sensitization Cell, Woman development cell, Anti ragging cell and University Students' Union. Apart from that large number of students are made incharges of various students activities through Student Council and as incharges for Social activities

SJCOPS has an active alumni association christened as "**NEXUS Alumni Association**". This Alumni Association, registered as non profit association under Travancore, Cochin Literacy, Scientific and Charitable Act, was sculpted in the year **2009**. The objectives of alumni association include supporting the fresh graduates and present students in developing their career, acting in a way to raise the image and profile of their alma mater and assisting the scientific, educational, extracurricular and development activities of SJCOPS. Nature club-Poonchola, Journal club – Oushadhavinjan, Career guidance and "Oushadha Udhhyoga Mela" are the significant contribution from the Alumni Association

### **Governance, Leadership and Management**

SJCOPS has well-defined vision to meet the contemporary needs and well-structured road map as the mission of the institution. Providing the students with conducive academic ambience and inculcating social awareness, sense of involvement, ethical values and moral values are the basic principles to realise the stated Mission and Vision. To accomplish the cherished mission SJCOPS has well balanced organizational set up and five years perspective plan for development.

SJCOPS promotes the culture of decentralized and participative management at the strategic level, functional level and operational level. All activities are carried by respective empowered committees for which as many as forty nine committees have been constituted involving all the teaching staffs, representatives from students, parents, social activities and alumni also included wherever necessary.

SJCOPS has five years strategic plan to carry out its activities in a focussed manner. At the financial front annual budget is prepared and get it approved by the Director. The annual financial audit of the college is carried out by external auditors

The motivation level of staff members are enhanced through various staff welfare measures and training programs. SJCOPS follows a balanced appraisal system for the performance of teaching staff and non teaching staff. Self evaluation is an effective appraisal system to improve one's performance by providing a mean for introspection. Hence self appraisal of teaching staff is done every year in which the teachers response to a questionnaire apart from this feedback on their performance is obtained from students so that the staff members can improve their performance based on the feedback. Non teaching staff performance are appraised by the teaching staff.

SJCOPS constituted IQAC in the year 2019 and in this short period of about two years it could take many quality measures to enhance the performance of the students. IQAC brought in various review process so that the corrective measure could be taken in time. Review of syllabus coverage, students attendance, question paper audit, valued sessional examination answer books by respective students, examination results and educational outcome are some of the initiatives of IQAC.

### **Institutional Values and Best Practices**

SJCOPS is well aware of its societal role in protecting environment, energy conservation apart from making the students to appreciate gender equity, tolerant & harmonious towards cultural, regional, linguistic, communal socioeconomic and other diversities and to have humane approach towards fellow citizen.

A spectrum of activities are carried out to sensitize the students towards gender equity, ensuring equal representation for boys and girls in all students' committees and empowerment of women is ensured through functional cells like "Anti-Discrimination Cell", "Gender Sensitization Cell", "Women development cell" which also ensure that the ladies are not in an disadvantaged position within the campus by any mean and various programmes to create awareness on women's safety

Environment protection is ensured through recycling waste water, biogas plant to generate fuel from hostel mess waste, making the campus lush green with ornamental plants, nutritional plants, cosmetic plant, star forest, medicinal plant and Fruit trees, proper disposal of wastes and above all maintaining chalakudy river water way, with erosion prevention measure. Energy conservation measures include use of LED lights and captive generation of fuel from waste and green audit & energy audit are under taken.



Initiatives of the College to foster patriotism and social commitments among students are;

- Celebrating festivals of different religions like Christmas and Onam
- Inclusion of “constitutional responsibilities of citizen” in the hand book to familiarise the students on constitutional responsibilities
- Celebration of national and international commemorative days and events.
- Administering pharmacy oath to the graduates on graduation day
- Orphanage visit by students
- Awareness programmes, including street play, to general public

SJCOPS nurtures many practices to the advancement of students and Institution and fulfil its social commitments. Among them “students development programme” and “Environment protection measures” are noteworthy. These activities are being carried out right from the beginning.

The objectives of the “students development programme” are Personality Development, development of Communication skill and improvement in general knowledge and the programme is conducted one hour per week. “Environment protection measures” are taken to make the campus clean and green

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	ST JAMES COLLEGE OF PHARMACEUTICAL SCIENCES
Address	ST JAMES COLLEGE OF PHARMACEUTICAL SCIENCES ST JAMES MEDICAL ACADEMY GOVERNMENT HOSPITAL ROAD RIVER BANK, CHALAKUDY, THRISSUR
City	CHALAKUDY
State	Kerala
Pin	680307
Website	<a href="http://www.stjamespharmacycollege.in">www.stjamespharmacycollege.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Krishna Kumar K	0480-2710937	9846714021	0480-2710936	stjamespharmacycollege@yahoo.co.in
IQAC / CIQA coordinator	Dineshkumar B	0480-2710981	9048421775	0480-2710912	sjcopsnaac@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes <a href="#">Minority certificate.pdf</a>
If Yes, Specify minority status	
Religious	Christian
Linguistic	NA
Any Other	NA

<b>Establishment Details</b>	
Date of establishment of the college	04-10-2004

<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>		
State	University name	Document
Kerala	Kerala University of Health Sciences	<a href="#">View Document</a>

<b>Details of UGC recognition</b>		
Under Section	Date	View Document
2f of UGC		
12B of UGC		

<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
PCI	<a href="#">View Document</a>	10-04-2020	36	NA

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	ST JAMES COLLEGE OF PHARMACEUTICAL SCIENCES ST JAMES MEDICAL ACADEMY GOVERNMENT HOSPITAL ROAD RIVER BANK, CHALAKUDY, THRISSUR	Urban	8.35	6250

## **2.2 ACADEMIC INFORMATION**

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BPharm, Pharmacy	48	Higher Secondary	English	60	60
PG	MPharm, Pharmaceutical Chemistry	24	BPharm	English	15	7
PG	MPharm, Pharmaceutical Analysis	24	BPharm	English	15	7
PG	MPharm, Pharmaceutics	24	BPharm	English	15	4
PG	Pharm D, Pharmacy Practice	72	Plus two	English	30	30
PG	Pharm D, Pharmacy Practice	36	BPharm	English	10	1
PG	MPharm, Pharmacy Practice	24	BPharm	English	15	6
Doctoral (Ph.D)	PhD or DPhil, Pharmaceutical Sciences	60	MPHARM or PharmD	English	5	1

#### **Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	4				7				25			
Recruited	4	0	0	4	2	5	0	7	0	25	0	25
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				16
Recruited	5	11	0	16
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	2	3	0	5
Yet to Recruit				0

#### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	4	0	0	1	2	0	0	0	0	7
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	1	3	0	0	25	0	29

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	1		0		1

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**



Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	1	0	0	0	1
	Others	0	0	0	0	0
PG	Male	10	0	0	0	10
	Female	45	0	0	0	45
	Others	0	0	0	0	0
UG	Male	9	0	0	0	9
	Female	53	0	0	0	53
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	4	3	3	2
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	7	4	1	0
	Female	29	31	24	27
	Others	0	0	0	0
General	Male	12	12	11	13
	Female	63	77	81	80
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	2	0	2	1
	Others	0	2	0	0
<b>Total</b>		<b>117</b>	<b>129</b>	<b>122</b>	<b>123</b>

# Extended Profile

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## 1 Program

### 1.1

**Number of courses offered by the Institution across all programs during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
143	143	143	71	71

File Description	Document
Institutional data prescribed format	<a href="#">View Document</a>

### 1.2

**Number of programs offered year-wise for last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
8	8	8	8	8

## 2 Students

### 2.1

**Number of students year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
483	492	496	520	493

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.2

**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
48	48	53	53	53

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3

### Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
117	121	144	127	81

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
36	36	36	36	36

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
36	36	36	36	36

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 15**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
207.88	167.41	190.8	477.53	395.79

**4.3**

**Number of Computers**

**Response: 36**

NAAC

## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

###### **Response:**

St. James' College of Pharmaceutical Sciences follows the Rules and Regulations of Kerala University of Health Sciences (KUHS), Thrissur. The College has effective curricular planning and implementation mechanism, supplemented by feedback systems for continual improvement. The process is decentralized by forming various empowered committees, with specific responsibilities.

###### **Curriculum planning:**

Course allotment for teachers is done by the Head Of the Department in staff meeting. Based on this the timetable committee prepares the timetable. The examination committee prepares a schedule for internal assessment and forwards it to Academic Dean for approval and inclusion in the handbook. The college handbook is prepared, by the Hand Book Committee which contains the details, like rules and code of conduct for students, committees, course details and academic schedules. The subject in charge prepares course outcome, lesson plan, teaching materials including audio-visual materials, a question bank, and practical manuals, before the commencement of the academic year.

###### **Implementation:**

The academic calendar, time table as well as lesson plan for each subject is made available to students on the first day of the year. The academic calendar is adhered to strictly. The teachers are encouraged to use different modes of curriculum delivery like a traditional lecture, ICT mode (Using audio-visible), team-based learning mode, 3-D model preparation and group assignments. As part of student-centric teaching-learning, seminar, group discussion, case presentation, and bedside teaching wherever applicable, forms the regular practice. Teachers maintain a record of work done along with an attendance register. Timely completion of the syllabus is strictly followed.

Formative assessment of students' progress is carried out by daily tests, weekly tests, assignments, puzzle-solving, quizzes, viva etc. The theory and practical sessional examinations are conducted as per the academic calendar under the supervision of the exam committee members and the papers are corrected in a time-bound manner to give feedback to students. The students are thus evaluated by their subject in-charges and personalized care is given for slow learners through Saturday exams.

###### **Monitoring:**

Monitoring of the curriculum delivery is performed at various levels. At the department level, the HOD is responsible for effective curriculum delivery and continual improvement of the student's performance. Department staff meeting is conducted on the first Saturday of every month to review the progress of academic activities and the minutes of the meeting is submitted to Academic Dean.

In the middle of the semester, meeting of parents with AMC in the presence of all teachers of the class is arranged wherein the progress of the wards is discussed with the parents.

**Feedback:**

Student’s feedback on the teaching staff performance is obtained every year. Curriculum feedback is obtained from different stakeholders viz. students, employers, teachers and alumni after each syllabus revision. Critical analysis of these feedbacks are done by the Principal and Associate Director and corrective measures are taken to improve the performance of the teacher. Thus St. James College of Pharmaceutical Sciences has an efficient system for planning, implementation, monitoring and continual improvement of effective curriculum delivery.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.2 The institution adheres to the academic calendar including for the conduct of CIE**

**Response:**

Academic calendar forms a part of college hand book, which is distributed to each student and staff every year. Adhering to the planned academic activity is the key for creating conducive academic ambience in the College. Hence utmost care is taken to carry out academic activities as well as extracurricular activities, cocurricular activities and extension activities as per academic calendar. Academic calendar is prepared with inputs from various committees including timetable committee, examination committee, cultural committee and sports committee. Apart from curricular activities, tentative dates for cocurricular and extracurricular activities are also included in the academic calendar. Ensuring the adherence to the academic calendar is taken care of by respective committees.

Academic activities are monitored at various levels. At class level the course coordinators interact with teachers to ensure that the classes are conducted as per timetable and the syllabus coverage is as per University regulations so as to complete predetermined portions before each internal assessment tests. At department level HODs conduct staff meetings on every first Saturday of the month and review the academic activities as well as academic performance of the students. At the Institution level Academic Monitoring Committee oversee the academic activities and take corrective measures wherever necessary so that the College adheres to the academic calendar.

Examination committee start preparative work well advance before the scheduled sessional examination dates. The preparation includes sending circulars to teachers and students, collecting question papers from teachers, hall arrangements and other related activities so that the examinations can be conducted as per schedule. If for any reason the examination cannot be conducted on scheduled dates the examination committee inform the AMC and get their prior approval for revised date.

Cocurricular activities like students seminar, project presentation by B.Pharm students and Project protocol

presentation by M.Pharm / Pharm D students are taken care of by respective HODs and completed as per University regulations and academic calendar. For this a time schedule is prepared after discussion in HODs meeting with Principal and meticulously followed.

Commemoration days, like environment day, world tuberculosis day, women's day, national science day, republic day, aids day and world pharmacist day, are celebrated on respective days.

Cultural committee take of organizing programmes like class picnic, pharma zest, farewell day, release of pharmacy practice news letter and talents day while Sports committee look after conducting the college sports events; PHARMA TRACK GAMES, and PHARMA TRACK. The placement cell take every possible steps to conduct annual job mela; OUSHADHA UDYOGAMELA in the month of March and July

However there are few activities like OUSHADHA UDYOGAMELA (JOB FAIR), Department seminar / Special Lecture and Institutional Human Ethical Committee meeting are depends upon experts from outside the Institution. For such activities minor rescheduling is done, depending on the availability of experts, with prior approval of AMC.

Thus adherence to the academic calendar is ensured by decentralising various activities to empowered groups.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

- 1. Academic council/BoS of Affiliating university**
- 2. Setting of question papers for UG/PG programs**
- 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
- 4. Assessment /evaluation process of the affiliating University**

**Response:** C. Any 2 of the above



File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

<b>1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
Response: 62.5	
<b>1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.</b>	
Response: 5	
File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

<b>1.2.2 Number of Add on /Certificate programs offered during the last five years</b>				
Response: 7				
<b>1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.</b>				
2019-20	2018-19	2017-18	2016-17	2015-16
7	0	0	0	0

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

**Response:** 4.35

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
105	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

**Response:**

The SJCOPS enriches the curriculum on issues related to Gender, Human rights, Environment & Sustainability and Professional Ethics by having relevant courses as an integral part of the syllabus. The college also addresses such issues via seminars, lectures, invited talks, rallies, etc.

Efforts taken for curriculum enrichment include:

**Gender Related Issues:** The Gender sensitization cell & Anti discrimination cell of the college works for such cause. Women self defense classes are taken by the Police department especially the Pink Police. The college integrates Gender issues by organizing various activities. Equal representation is given both boys and girls in all students' committees and representation in college committees.

**Environment and Sustainability:** The syllabus includes a subject, Environmental Sciences, which takes care of these elementary needs. Environmental Sciences (BP206T) – in which the students are taught environmental system and the effect of its inherent or induced changes on organisms as well as social & cultural factors that impact environment. Further in the courses related to Pharmacognosy field the students are made to appreciate nature as the source of medicine and realize the importance of preserving it.

Environment day celebrations including planting saplings in the campus, cleaning of surroundings by the students; lectures on environmental protection and preservation via nature club, field visit, rallies, etc are organized periodically. One of the best practices of SJCOPS is maintaining Green and Clean Campus through the involvement of students.

**Human Values:** SJCOPS’ core values and motto are reflection the importance being given to human values. Human values are instilled among students via various practices. St. James’ anthem is framed with a view to inculcate human values among students and it is sung by students and staffs in all the functions of the institution and in daily prayer meet. The subject, Pharmaceutical Jurisprudence includes prevention of cruelty to animals. Ours is a ragging free campus. The other steps taken are blood donations camps, patient counseling, disease awareness classes/ street plays/flash mobs/ rallies etc by our students.

**Professional Ethics:** The codes of Professional ethics are strictly followed in every aspect teaching and learning so as the students implement them during Pharmaceutical Practice. The curriculum includes course on Pharmaceutical Jurisprudence to teach professional ethics, in all clinical related subjects, the students are sensitized the importance of the professional ethics in professional practice. The graduates are administered “Pharmacist oath” in the graduation ceremony. Further, World Pharmacist Day celebration, National Pharmacy Week Celebrations, encouraging students to participate national level competitions related to professional practice to imbibe ethics and professionalism in students. Many students won medals in such competitions.

Other Practices implemented in the college for curriculum enrichment:

- Organizing programs which address the needs of both boys and girls to respect gender equity
- Identifying cross-cutting issues and incorporating beneficial sessions. The prominent ones are:
  1. Self Defense Skill for Women
  2. Professional development sessions
  3. Environmental awareness classes.
  4. Disease diagnosis and awareness camps.
  5. Engaging students in various environment protections activities

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 18.54

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
19	19	19	19	18

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

**Response:** 29.61

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 143

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** E. None of the above

<b>File Description</b>	<b>Document</b>
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback process of the Institution may be classified as follows: Options:**

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

**Response:** E. Feedback not collected

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 73.76

##### 2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
118	124	121	123	153

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
166	166	178	178	178

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 100

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
48	48	53	53	53

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

## 2.2 Catering to Student Diversity

### 2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

#### **Response:**

Slow learners and advanced learners are mainly identified based on their performance in various examinations. After the commencement of classes, the students are categorized based on their performance in classroom, daily, weekly and internal examination marks. If the score in the examination is less than 50%, they are considered as slow learners. Those who achieved above 80% are included in the category of Advanced Learners.

During the course of study, a group of students is assigned to a faculty for Mentoring, who monitor academic performance and interact frequently to understand and assist any student with issues that affects their ability to learn and impede their academic success. Mentor communicate regularly with parents and send them report cards after the completion of each assessment test.

#### **FOR SLOW LEARNERS:**

Different approaches have adopted with an objective to improve the learning and writing skills of Slow learners. Some of them are as follows

- To improve the memorizing and writing skills of slow learners we have implemented a practice of Saturday Exam, which will be conducted exclusively for slow learners on a Saturday afternoon. After the identification of slow learners, they will be intimated about the examination and date. The subject in charge will give the question paper priorly and students have to write and submit the answers using study materials they have on or before 4 days prior to the examination. The subject in charge will return the book with suggestions to the student within one day. With that modification, the student has to write the exam on Saturday and in that, if the student scores less than 50%, their parents will be intimated.
- Various compensatory teaching methods are adopted for slow learners which include a visual representation of contents, by using more flexible instructional presentations with pictures and videos. They will be supplemented with simplified learning resources and incorporated group discussions and co-operative learning.
- Remedial teaching approaches also practiced in the institution to eliminate weaknesses or deficiencies that the slow learner is known to have by reteaching the contents that were not learned earlier and extra classes are organized to clarify doubts. Critical topics are explained for better understanding by the students.
- Appropriate counseling by expert counselors eventually helps to identify the lacuna and the institution organizes various motivational classes with case studies of illustrating Alumnae to inspire the slow learners.

#### **FOR ADVANCED LEARNERS:**

Quick learners are identified through their performance in examinations, interaction in the classroom and laboratory. The Institute promotes independent learning that contributes to their academic and personal

growth. Some of them are as follows.

- Students are also provided opportunities to develop their creativity by organizing and participating in scientific programmes and presentations.
- The institution provides an opportunity to participate in quizzes and group discussions to develop analytical and problem-solving abilities in them thereby improving presentation skills.
- Students are encouraged to be members of professional bodies like IPA-Students Forum, KPGA etc. to get a platform to interact with eminent personalities and to improve their leadership qualities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Past link for additional Information	<a href="#">View Document</a>

### 2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

**Response:** 13:1

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Response:**

Considering student as an important stakeholder, St. James' College of Pharmaceutical Sciences, adopt various special student-centric methods to make the students professionally competent. Various methods of experiential and participatory learning are adopted to ensure that students are active participants than remaining passive listeners in the teaching-learning process.

#### **EXPERIENTIAL LEARNING ACTIVITIES**

In the experiential learning method, the theoretical knowledge is validated through practical experiments which are conducting in the labs, a field visits to the medicinal garden and also by doing project works. During hospital training, it is achieved by training the students to provide pharmaceutical services which include patient counseling, drug information service and bedside training and prescription audit.

#### **PARTICIPATORY LEARNING ACTIVITIES**

In participatory learning, both the teacher and students are involved in the development of learning skills. Such learning methods include group discussions, assignments, and seminars on particular topics. All



students actively participate in the scientific project presentation conducted every year in the college in addition to the curricula. As a part of the curricula, all M Pharm students are involved in the seminar presentations, journal club and research project work. The students of Pharm D and M Pharm Pharmacy Practice are participated in counseling the patient on the symptoms of the ailments, drug therapy prescribed, common side effects that can be experienced from the said therapy. They also maintain the patient history and constantly monitor the effect of the drug therapy. Other than this our students are actively involved in health camps, awareness programs and immunization programs conducted by the government as well as different organizations.

The college gives high importance to the holistic development of students beyond the classroom through field-based activities which are conducted under the Poonchola club (Natural club). Guest lectures, seminars, conferences and industry visits are organized to enhance students learning experience.

### **PROBLEM-SOLVING METHODOLOGIES**

The problem-based learning activities for M Pharm Pharmacy Practice and Pharm D students include allotting complicated cases to solve drug-related problems during their clinical training. Also, the students are given various cross-word puzzles for all the subjects to improve the problem-solving skills.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### **2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**

#### **Response:**

The fast development of communication and computer systems, their ease of use, the power and diversity of information transfer allow teachers and students to have access to a world beyond the classroom. It is an accepted fact that an increase in the use of ICT in education with integrating technology to the curriculum has a significant and positive impact on students' achievements. Hence St. James' College of Pharmaceutical Sciences, during the past five years, is gradually strengthened the ICT-enabled teaching and learning practice from the mere use of LCD in the classroom to the use of the ZOOM / Google class platform for the teaching-learning process. Following provisions are made for transition from traditional classrooms into an ICT enabled teaching learning environment.

#### **ICT used in the classroom:**

The ICT enabled classrooms, computerized language lab, computer lab, laptops and internet facilities of the College provide students an enjoyable learning experience. All the classrooms are provided with audiovisual facilities like LCD projectors and Laptops as well as internet connectivity. All the staff members use power presentations for the classroom which is supplemented with "chalk and talk" wherever necessary. In addition to this the internet facility available in the classrooms is used to show live demos and other educational videos to enhance the learning process.

**Online resources:**

Paid Lexicomp Database are used for training as well as for clinical use in Hospitals for rational use of drugs by Pharm D students and M Pharm students. This database is areal-time databases updated on daily basis and used internationally as a tool for drug information services. Using this database, the students are trained in drug information services wherein the students learn to provide information related to the rational use of drugs to physicians and other healthcare professionals

The computer with internet facilities available in the library are used by students, particularly, PG students for attending NPTEL courses and to access Open e-resources, free journals, e-books etc.,

**Online teaching-learning platforms:**

ZOOM, Google hangout, Google meet, google classroom and moodle platforms are being used effectively by all the staff members. In addition to this college has purchased its own software “Instocampus” for teaching-learning as well as managerial activities. These platforms have proved to be effective alternatives for class room teaching during the COVID19 pandemic. Using these platforms coupled with flipped learning practice the entire left out syllabi has been covered. Further students’ seminars, students project progress presentations were carried out using these approaches.

These platforms were used to deliver invited talk by experts also for the benefit of students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

**2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )**

**Response:** 14:1

**2.3.3.1 Number of mentors**

**Response:** 35

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 23.89

#### 2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	8	9	8

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

**Response:** 6.03

#### 2.4.3.1 Total experience of full-time teachers

**Response:** 217

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

#### Response:

St. James College of Pharmaceutical Sciences is affiliated to the Kerala University of Health Sciences and follows the regulations stipulated by the University. A variety of assessment processes are used to award internal assessment marks.

The performance of the students in theory subjects are assessed continuously through two internal examinations for both theory and practical are held per semester; three internal theory examinations and one practical are held for year wise system. Further, the students are assessed by their interaction with staff members in the class indicating the extent of interest to learn the subject, and attendance gave some weight to inculcate discipline among students. In addition to that practical courses, the internal assessment is done based on day-to-day performance in the practical class, promptness, viva-voce and record maintenance.

In the case of project work the internal assessment is based on journal club activities, presentation of research proposal and discussion on the data/findings in the project work

For Pharm D. & Pharm D. PB assessment is based on seminar, presentation of work, Communication skills, assignments, project and record works, answering skills. Clinically they have evaluated all the activities of pharmaceutical care on the basis of proficiency of knowledge, competency, responsibility, punctuality, involvement in patient care and team behavior.

Internal assessment is done in a transparent manner: An examination committee coordinates the examination activities and communicates to the students, teachers and administrative staff regarding examinations,

- The students are well informed during the orientation programme itself regarding the University rules and regulations pertaining to the internal assessment tests.
- The University norms relating to course-wise examination patterns are communicated to the students through the college handbook. The University circulars in this regard are circulated to the faculty members and students from time to time and are also displayed on the notice boards for students.
- Internal examinations are scheduled and are publishing in the academic calendars and given to students before the commencement of the session.
- Changes in schedules, patterns, methods if any, are immediately notified to the students through notice boards and briefing by concerned class coordinators.
- The subject teacher briefs the students in the classroom about their attendance and performance in

the internal examinations. It is the practice of the college to show internal examination answer books after evaluation to the students in the class for self-evaluation. and answers are also discussed with the students. After full clarification students' signatures are obtained in the concerned name lists. The Progress of Students in Internal Assessment is informed to their parents and discussed in PTWA meetings.

- Students approach the teacher to resolve grievances if any, regarding the assessment. If not satisfied, the students can represent to College Grievances Cell.
- All records and data of attendance in internal Examinations, Question papers, valued answer papers, marks sheets, are maintained by the teachers for academic monitoring.
- The mark obtained in the internal examination will be uploaded on the University portal on the scheduled dates given by the University.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### **2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient**

#### **Response:**

Exam Grievance Redressal helps to formulate guidelines for the conduct of examinations in conformity with bye-laws of the institute and the affiliating university & to maintain proper standards of the examination. Committee tries to settle the issues amicably in a time-bound manner.

#### **Exam grievance redressal mechanism: -**

At the institution level, an examination committee, comprising of the controller of the examination and deputy controllers for each course ensure smooth conduct of the examination and internal assessment; the Exam Grievance Redressal Committee was constituted in accordance with the University regulations. Establishment of Exam Grievance Redressal units under the principal (chairman of the committee) & designated faculties as the member and guidance cell is to be considered. As per the university norms, internal assessments are conducted based on the prescribed course plan. Respective subject faculties evaluate and the answer scripts are given to the students to have an idea of their performance in the test. If there arise any doubts, clarification is given which aids them to fare better in the future & thus enhances transparency and rapport between the faculty & students. If any grievance occurs it is immediately considered and redressed. The following mechanism is set to deal with examination related different grievances

- *Grievances related to the internal examination in the institution*

STEP 1:

If any grievance is not solved by faculty in charges, any student with a genuine grievance may approach the Grievance Redressal Committee to submit his/her grievance in writing to “The Chairman, Grievance Redressal Committee or drop it in suggestion box/complaint book placed various points.

STEP 2:

Grievances received are addressed systematically with active involvement and cooperation of the exam committee concerned with the grievance; maintaining necessary confidentiality in the handling process. Committee stabs to settle the issues amicably in a time-bound manner and introduces a reasonable and reliable solution for grievances of various issues received. The committee attempts to ensure that the grievances are resolved on time impartially and confidentially.

STEP 3:

Action taken against the grievance has to be documented properly including the details of the nature of the grievance, action is taken and current status.

- *Grievances related to the semester/yearly university examination*

STEP 1:

The students have to place their grievances college office and grievance redressal cell. The coordinator in turn intimates the matter to the committee for necessary action.

STEP 2:

If the grievance is about the totaling or for the photocopy of the answer books, the committee will direct the student about the university procedures that have to be applied within the stipulated time as per the result notification published on the website.

Queries related to mistakes in hall tickets and mark sheets regarding name, course name, and programme name are resolved promptly by communicating with the university.

STEP 3:

Final report based on grievance received and resolved will be submitted to the Principal and further course of action will be documented and the same shall be intimated to the students

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.**

### **Response:**

Programme outcome (PO), programme specific outcome (PSO) and course outcome (CO) are the foundation for outcome-based education. Well-structured PO, PSO and CO provide clear objectives and goals to the teachers as well as the institution to plan and execute the effective teaching-learning process. Further, scientific mapping of COs –POs/PSOs correlation, scientifically, would help to identify grey areas of the teaching-learning process which can be addressed through add-on courses, value-added courses and other activities. Hence the POs for all the programs were designed with wide consultation among senior faculty members and taking into account the Vision & Mission statement, needs of the Pharmacy profession, societal need and National importance. PSOs were decided by the respective department offering the programme by discussion among the staff members. Based on the POs and PSOs individual teachers prepared COs for the courses handled by them and in consultation with the Head of the Department. A complete mapping of the course outcome and programme outcome was done for all the programmes which helped in identifying lacunae so that additional add-on programmes, value-added programmes, co-curricular activities, extracurricular activities and extension activities could be planned and implemented. The POs, PSOs and COs thus prepared were reviewed by the academic monitoring committee and approved.

The approved POs and PSOs were effectively made known to all the teachers, students as well as technical staff and parents through various communication channels.. POs, PSOs and COs are displayed on the Institutional website. Further, all students and parents are apprised of the objectives and expected outcomes of their programme on admission during the compulsory orientation programs in the mentoring programme which is also deliberated in the Parent-Teacher Association meet while the mentors emphasize the importance of POs and PSOs attainment. POs and PSOs are also displayed in strategic places on the campus and the teaching staff are frequently reminded to take a step to attain stated POs and PSOs in the staff meeting

Course outcomes along with Lesson plans for the courses are hosted in “College software” to which the staff and students have access through login. The syllabus, detailed course outcomes for each course, along with assessment strategy, are communicated to the students by the respective teacher in the first lecture of a semester / academic year

All faculty members are familiarised with the concept of Outcome-based education and they diligently try to ensure that stated outcomes have been attained by the students.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

## 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

### Response:

Evaluation of stated outcome attainment helps to improve the system further. A systematic approach is made for evaluation of attainment of course outcomes (COs) and programme outcomes (POs) and programme specific outcomes (PSOs). SJCOPS is the affiliated college of Kerala University Of Health Sciences and the examination rules of the University are also taken into consideration while evaluating course outcome.

COs attainments are computed based on performance of students, in end-semester examination, internal assessment tests and continuous internal assessment. The weightages in B.Pharm programme are 75%, 15% and 10% for end-semester examination, internal assessment tests and continuous internal assessment respectively for theory and 70%, 20% and 10% for practical courses. For M.Pharm the weightages are 75%, 15% and 10% for end-semester examination, internal assessment tests and continuous internal assessment respectively for theory and it is 67, 20 and 13 for practical courses. In the case of Pharm D programme the weightage is 70% for Annual University examination and 30% for sessional examinations.

COs is 100% when >80% of the students score >60% mark in a question / examination, 85% when >70% of the students score >60% and 70% when >60% of the students score >60%.

For internal assessment the attainment of COs are assessed for each question and carried to respective CO/s. The average of COs attainment of all the questions is taken as COs attainment of the course. For continuous internal assessment and for end semester examination the total mark obtained is taken for computation of COs attainment as the data on mark obtained for each question is not available with College.

Attainment of POs is measured through COs attainment, employer feedback and placement of the graduates within one year of completion. In the case of B.Pharm, apart from the above, number of students proceeded to higher studies and number of students qualified in competitive examinations are also taken in to account.

First, correlation of CO-PO is analyzed through mapping to find lacunae in the attainment of any of the stated POs. Suitable additional activities are carried out to attain the stated POs. For example, mapping of COs-POs showed that the syllabus could not address the stated POs regarding environmental awareness and Professional ethics sufficiently in some programmes. The lacunae were filled through environmental awareness programmes, administering pharmacy oath to graduates on graduation ceremony and organizing programmes like National Pharmacy week celebration and International Pharmacy day celebration.



Based on the correlation mapping the COs attainment of each course was carried to the corresponding PO/s as attainment of that PO/s due to that course. The average of POs attainment through all the courses was computed.

Over all POs attainment was calculated based on POs attainment calculated as above and POs attainment through employers' feedback, placement record, admission to higher studies and qualification in competitive examinations. The weightage was 75% for attainment of POs through COs and 25% for attainment of POs through employers' feedback, placement record, admission to higher studies and qualification in competitive examinations.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 87.88

#### 2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
95	99	133	113	77

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
117	121	144	127	81

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 3.05

<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

NAAC

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 10.05

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	4.58	5.47	0	0

File Description	Document
List of endowments / projects with details of grants	<a href="#">View Document</a>
e-copies of the grant award letters for sponsored research projects / endowments	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 11.11

**3.1.2.1 Number of teachers recognized as research guides**

**Response:** 4

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 6.67

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	1	0	0

### 3.1.3.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
6	6	6	6	6

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

#### Response:

**St. James' College of Pharmaceutical Sciences (SJCOPS)** has well-defined policies and a desire to promote innovative research in the field of Pharmaceutical Sciences. SJCOPS has taken initiative to strengthen its research activity through administrative support, creating facilities, motivating the staff members to take up sponsored research projects and encourage the students to take up front-line research topics and publish research articles in a reputed journal.

Through sustained effort, SJCOPS could establish a research centre known as "**St. James' Hospital Trust Pharmaceutical Research Centre SHRTC**)" by providing necessary infrastructure and equipment. As a result of the significant performance of the centre it has become a **Department of Scientific and Industrial Research (DSIR)** approved research centre from the year 2014 with the key objective to promote and coordinate research in the healthcare system.

The **Pharmacovigilance Centre** and **Materiovigilance Centre** approved by the **Indian Pharmacopoeia Commission (IPC)** under the Ministry of Health and Family Welfare Govt. of India, for the activities relating to the detection, assessment, understanding, reporting and prevention of adverse effects or any other drug-related problem and medical devices. Based on the facilities provided the college is the approved **Research Centre** for Ph.D programme in Pharmaceutical Sciences from Kerala University of

Health Sciences.

The college started the research journal entitled “**Journal of Pharma Innovative Research**” (JPIR) with ISSN: 2350-1332 supported & funded by **NEXUS Alumni Association of SJCOPS**. The college started the official publication of the Department of Pharmacy Practice in the form of a **Newsletter** from the year 2014. It is published twice a year containing medical updates and particulars like publications, outreach activities etc. about the college. Students and teaching staff are encouraged to participate in the Project/Paper presentation contests in the seminars/workshops/conferences.

SHRTC has successfully developed “**Nano-gel of Diclofenac**” formulation and made “**Technology Transfer**” to Variety Pharmaceutical Company, Shoranur, Kerala in the year 2017.

The college encourages PG students to submit the project proposals for financial assistance from **KSCSTE** and also encourages faculty members to submit the project proposals to various funding agencies like ICMR and DBT. Our college dedicatedly to organizes workshops and seminar/symposium to update scientific knowledge for students and faculty members and to promote research in the healthcare system. In addition to the above, the college gives awards to students under different categories such as Outstanding Student Awards and Class Topper Awards.

Faculty members of SJCOPS have received grants (Rs 10.49 Lakhs) for research projects from funding agencies and received PG project financial assistance (Rs 1, 65,000) under the Student Project Scheme of **KSCSTE** during the year 2015-2020. Our college also received grants for the conduct of seminars and conferences from AICTE in previous years.

The number of publications of research articles and paper presentations in conferences and seminars by college faculty members & students has substantially increased while many of them won several awards and recognition for research publications in the field of pharmaceutical sciences.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years**

**Response: 9**

#### **3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
4	0	4	1	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

<b>3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years</b>	
Response: 0.25	
<b>3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years</b>	
Response: 1	
<b>3.3.1.2 Number of teachers recognized as guides during the last five years</b>	
Response: 4	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
URL to the research page on HEI website	<a href="#">View Document</a>

<b>3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years</b>				
Response: 0.33				
<b>3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.</b>				
2019-20	2018-19	2017-18	2016-17	2015-16
4	2	2	0	4

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

**Response:** 0.08

#### 3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	0	0	1	0

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

**Response:**

The institution endeavors to fulfill the vision of its founders to offer sustainable livelihoods, enhance the well-being of people through knowledge, innovation and transformative actions. The College organizes and participates in various extension activities to sensitize students about various social issues. The college organizes various programs like world cancer day, Diabetics Day, TB Day etc. to create awareness on various lifestyle and threatening diseases. The institution also participates in national programmes especially Pulse Polio Immunization Programmes and Pharmacist day. The key factor is that a lot of recognition was received from governmental and non-governmental organizations for outreach activities conducted for the public.

The majority of the programmes were organized in collaboration with government agencies like Taluk HQ Hospital, NGOs (AWARD), Municipal Council, St. James Hospital, KUHS, IPA, IPA-SF, Student Council and other well-wishing organization connected with catholic churches in the Diocese of Irinjalakuda. Medical camps conducted in the remote areas of Chalakudy constituency (Malakkapara) provided health

care to the community still facing the challenge of basic healthcare services especially in the rural community. The nature club “Poonchola” activities created inhouse green Nashathravanam in connection with the HarithaKeralam Project of the Government of Kerala. The Government of Kerala had given recognition to the college for flood relief actives conducted by the staff and students in 2018. The college organizes various activities that focus mainly on schools, parents of school children, women and adolescents, migrant workers on topics like communication and soft skills, waste management, women entrepreneurship, and agricultural science. The student council program “Snehasparsam” volunteered to assist organizations by donating the day to day life things, It has made students more sensitive to the needs of society and promoted in them a spirit of social commitment. The college actively organized awareness programmes for the college students and nearby municipal wards shown the college commitment towards the community. The college IPA-SF and Student Council actively involved in spreading social messages and awareness videos through social media platforms.

The SJCOPS got approval from the NSS Regional Directorate and KUHS to start the NSS unit in December 2020. NSS unit of SJCOPS aimed to educate the students through community service and enrich their personality and deepen their understanding of the social environment in which they live. The more specific objectives of our NSS unit are to arouse the students a social commitment towards nation-building and to provide them opportunities to work with people for community development.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response:** 0

#### 3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted by the institution through



**NSS/NCC/Red cross/YRC etc., during the last five years ( including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**

**Response: 18**

**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
7	4	2	4	1

<b>File Description</b>	<b>Document</b>
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**

**Response: 27.32**

**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
144	116	215	85	116

<b>File Description</b>	<b>Document</b>
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 4

##### 3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	2	1

File Description	Document
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 0

##### 3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

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### 4.1 Physical Facilities

**4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.**

**Response:**

The college is situated on 8 acres of land in a serene atmosphere on the banks of river Chalakudy and the college buildings are surrounded by well-maintained greenery with lush gardens and landscapes, giving a perfect atmosphere for education. College providing required infrastructure facilities in terms of classrooms, laboratories, library, amenities, equipment etc. to create excellent academic ambiance. New buildings and facilities are added as per the needs.

The college has 13 spacious classrooms to conduct classes for B.Pharm, Pharm. D., and M.Pharm. courses. The classrooms are ventilated with an adequate number of fans and with vitreous tiled flooring. Designed wooden chairs with hand rest are provided for students. All classrooms are provided with audiovisual aids like LCD projector, LAN facilities, OHP and blackboard to ensure a comfortable learning atmosphere.

18 well-equipped laboratories, with amenities to reduce pollution and ensure student safety are available for effective conductance of practical classes. All the laboratories are provided with first-aid boxes and fire extinguishers. Effective drainage ensures a smooth and clean working environment. All the laboratories are provided with the needed equipment and apparatus required for the efficient conduct of practical classes.

The college has an instrument Laboratory housing all the sophisticated instruments like HPLC, FT-IR, spectrofluorimeter etc are housed along with required backup UPS systems for uninterrupted power supply.

The machine room is equipped with machinery for pharmaceutical operations and unit operations

AC seminar hall with a seating capacity of 70 is available for students for conducting seminars. The hall is provided with audiovisual facilities with LAN facility.

The college library has a well-equipped with 20 computers enabled with internet facility. Students can utilize this for their curricular purposes.

The Library is located with a total area of 402 sq. m, spacious with a total seating capacity of 100 and with 7837 available books, 3 International & 25 National Journals, 1 e-journals and 14 computers. An extension of the main library is functioning in the Pharmacy Practice Dept of the Hospital Campus

A 450 bedded multi-specialty James Hospital, run by the same management, with clearly defined MoU is used to give clinical training for the students of Pharm D and M.Pharm (Pharmacy Practice) programmes. The hospital has provided space for 2 classrooms, a library, a patient counseling centre and DIC exclusively for conducting the above programmes.

Apart from the above infrastructure facilities for academic activities, provisions are made for administrative and supporting functions. The spacious Principal chamber with a strong room, adequate rooms for Heads of Department, staff, and administrative area make the environment conducive for the

effective functioning of administrative activities as well.

Spacious examination hall with jammer and adequate seating arrangements, Confidential room and record room helps to conduct both University and sessional examination, maintaining the decorum of examination process.

College has spacious well-maintained herbal garden to train the students on identification of medicinal herbs as part of curriculum. The garden has around 50 varieties of medicinal plants. College has also provided a well stacked museum as per the requirement of Pharmacy Council of India.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### **4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.**

##### **Response:**

The college is well known for its student's performance in various intercollegiate cultural programmes and sports meets. The college won the championship in a cultural event called 'PHARMAKALOLSAVAM' organized by the pharmacy college association several times. All these achievements are possible only because of the facilities provided and encouragements are given to the students by the College for extracurricular and co-curricular activities.

##### **SPORTS & GAMES**

The Institute aims at providing a safe and healthy atmosphere for its students and staff members. Adequate facilities are available in the college campus for both outdoor and indoor sports and games for the students to practice and also to conduct inter-department and inter-collegiate sports and tournaments.

We have a huge sports ground of area of 6,789.96 m<sup>2</sup> to conduct annual sports meet "PHARMA TRACK", and for regular recreation for the students. The annual sports meet is completely organized by the students which gives them an excellent opportunity to enhance their leadership qualities and managerial skills. The students are grouped into houses. The physical instructor supervises and guides the sports and games activities. The college maintains state-of-the-art infrastructure facilities to fulfill the objectives like physical, social, emotional and spiritual development of students.

All the necessary sports commodities are provided by the college. Uniforms are provided for all the players who represent the college. In order to provide an opportunity to exhibit their talents, inter-department tournaments for the students are organized and they are also allowed to participate in inter-college sports meet within the University.

##### **STAFF RECREATIONAL FACILITIES**

The institution has provided recreational facilities for the staff. Staff members are encouraged to participate in various games for stress relief such as chess and carrom. The staff looks forward to participating in various competitions during festival celebrations like Onam, Christmas and Hospital Day.

## AUDITORIUM

The college has both indoor as well as outdoor auditoriums. Indoor Auditorium is spacious with a stage, audiovisual facilities, green room facilities and seating capacity of 400. It is well ventilated equipped with good lighting and sound systems. The facilities are adequate to conduct events such as seminars, symposiums, workshops as well as cultural festivals and all other college events. The same facility is also used to conduct the university examinations. Outdoor Auditorium that is centrally located is also available to conduct the mega-events of the academy such as the annual graduation ceremony, co-curricular & extra-curricular activities, with nearly 1500 capacities.

## CULTURAL ACTIVITY

To explore and nourish the hidden talents among the students, every year institution organizes cultural events called “PHARMA BLIZZ”.

College Magazine-Zeitgeist is a college-guide written and edited by college students created in the year 2009. Feature articles on academic advice, career tips, student success stories and celebrity interviews are included. The recent one “Zeitgeist-Medhadhasi” was released in the year 2016.

To Promote the cultural skills of students “Pharmakalolsavam”, the inter-collegiate competitions are held once in two years. The Management has funded nearly Rs. 3.5 lakhs for the training and participation of students in the events.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

**Response:** 73.33

#### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

**Response:** 11

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

**Response:** 22.1

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
16.38	4.84	88.40	62.92	159.21

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

**Response:**

The Library is located in the main block of campus on the ground floor with a total area of 402 sq. m, spacious with a total seating capacity of 100 and with 7837 available books. An extension of the main library is functioning in the Pharmacy Practice Dept of the Hospital Campus.

#### **Library Automation**

The library is partially automated with KOHA in 2019.

**ILMS Software KOHA (installed – 2019)** provides a very user-friendly interface for searching documents in the library and their issue-status.

*Name of ILMS software:* KOHA

Nature of automation(fully or partially) : partially

Version: 3.20.02.000

Year of automation: 2019

Library link : 127.0.0.1

### **Features of KOHA**

It is the first Open source library automation software.

Koha is built using library standards and protocols such as MARC 21, UNIMARC, z39.50, SRU/SW, SIP2, SIP/NCIP, ensuring interoperability between Koha and other systems and technologies, while supporting existing workflows and tools.

we have a Library committee for the campus. The committee plays an important role in increasing the no. of online databases, e-books, print journals, magazines, books and other resources to provide the better services

### **The layout of the library**

#### **ReadingArea**

The library has adequate desks and chairs that provide exclusive and undisturbed spaces for serious reading for library users

#### **Lounge area for browsing:**

The provision has been made for users to access e-resources seamlessly either using their own laptops or a sufficient number of desktop computers with the help of LAN/Wifi in the libraryRelaxed ReadingCapacity:

The library has enough seating capacity to accommodate users for comfortable reading

#### **IT Zone for accessing-Resources:**

The library has made available IT Zones with a good number of computers for users to access E-resources seamlessly.

### **The KOHA ILMS Software has been updated to Campus7 ERP in the month of March 2020**

**Nature of Automation:** Cloud-Based Campus Management Solution

**Version:** Version 2

**Year of Automation:** 2019

**Library Link:** <https://sjma.campus7.in/OPAC>

**Specific Features: Campus7 ERP** is a modern integrated library management system (LMS) that provides a simple, clear search interface for all users.

- Can be scalable to Windows, Linux and Mac OS platforms.
- Full catalog, circulation and acquisitions system for library stock management.
- Web-based OPAC (Online Public Access Catalog) system.

- Acquisition management: helps the library keep track of new print and digital additions to the collection.
- Barcoding: Print your own barcodes. The capacity to add a barcode to a new or damaged acquisition
- Barcode scanning: simply being able to check items in and out
- Catalog Management: keeps track digitally of what is available in the collection.
- Circulation management: tracks who has what and when items are due.
- Fee collection: keeps track of fines owed to the library

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** C. Any 2 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 3.71

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)



2019-20	2018-19	2017-18	2016-17	2015-16
3.02	0	2.57	3.16	9.82

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the last completed academic year

**Response:** 14.45

##### 4.2.4.1 Number of teachers and students using library per day over last one year

Response: 75

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

The St.James College of Pharmaceutical Sciences was established in the year 2004 affiliated with the University of Calicut. The college installed its internet facilities from 2005 onwards. Initially, we had a dial-up connection. From 2006 onwards a pre-paid connection of 1 GB capacity per month was obtained from BSNL.

The college became affiliated to Kerala University of Health Sciences in the year 2010. Right from the first examination held in August 2011, the university has been following the on-line theory question paper transmission, for which two internet connections were mandatory. In order to conform to the university requirements, the IT facilities were updated to BroadBand Wi-Fi connection from BSNL and ASIANET with 06 MBPS speed. A Reliance connection was also installed to give additional support.

In the year 2012, when the M.Pharm postgraduate courses were started, there was a considerable increase

in demand for internet and Wi-Fi facilities for research purposes. To meet this requirement the internet facility was further upgraded to Optic Fibre Cable Connection.

From 28 September 2019 onwards, a dedicated line was installed from BSNL with 2048KBPS (1:1), post-paid solely for St. James College of Pharmaceutical Sciences. AIRTEL internet connection is also available.

All classrooms are enabled with LAN facilities, multi-media room, most faculty rooms, Principal's cabin, examination cell, college office and college library are Wi-Fi enabled.

There are 25 computer systems, 11 projectors and 2 high-speed internet connection.

Generators are installed for complete power back-up.

In September 2020 Internet connection speed was upgraded to 50 MBPS.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 16:1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** B. 30 MBPS – 50 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

**Response:** 13.63

**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
43.83	56.59	9.48	23.93	12.99

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Response:**

The St. James College of Pharmaceutical Sciences continuously strives to meet the growing needs of the institution and augments the facilities to meet the students' need for their curricular,co-curricular as well as extra-curricular activities. Equal importance is given for maintenance and optimal use of facilities so that the students are ensured uninterrupted availability of resources.

**Maintenance**

The entire IT, Plumbing and electrical maintenance in the campus are done by a team working under the campus supervisor.

As per the policy of the College, all the buildings on the campus along with the facilities are under insurance coverage against natural calamity so that the students are not deprived of the facilities when there is damage due to natural calamity. As a result of this policy, the College could get the insurance amount when there was substantial damage to the facilities during the heavy flood in August 2018 and the facilities could be repaired and put to use in a short period.

All the costly sophisticated equipment like HPLC, FT-IR and UV-Visible spectrometers and spectrofluorimeter, are under an annual maintenance contract with the original manufacturers so that the instruments are serviced periodically and repaired immediately whenever there is a need. All measuring

equipment like electronic balance are periodically calibrated by experts and all other laboratory equipment (like microscopes, Hot air ovens, pH meters, Laminar flow unit etc) are maintained by technicians of the maintenance team on a regular basis and they are also serviced just prior to the end semester and annual practical examinations.

The computer systems are maintained by a **team** of Institutional IT maintenance personnel who regularly service the Central Processing Units, monitors, keyboards, modems and install, renew and update the required software. Anti-virus /Anti Malware software is installed and updated regularly. All systems are connected with UPS, providing an uninterrupted power supply to avoid hardware and software problems. Laser Printers, LCD projectors and photocopiers at the library, faculty rooms, examination cell and office are being maintained on a routine basis.

Sports ground such as football court and cricket pitch,etc are maintained regularly by grass cutting and ground leveling on a contract basis so that students can use the ground for sports practice. The garden and landscaping are maintained by the gardeners of the institution.

A maintenance Register is kept in the office where entry is made regarding repair of physical facilities such as lights, fans, furniture, etc as well as plumbing and electrical works. The Campus supervisor monitors the House- Keeping and the maintenance of the campus infrastructure as per the requests entered in the register for the purpose.

### **Utilization**

The utilization policy of the College is to ensure accessibility of available resources, in operation condition, to the needy faculty and students at right time. This is achieved through proper maintenance of the facilities as described above and proper scheduling of usage.

Usage scheduling is done based on request letters received from faculty/students and approved by concerned in-charges. Work schedules book is maintained. Further separate logbooks are maintained for each equipment/facility.

### **List of persons involved in Maintenance Committee**

Sl No	Name of the person	Designation	
1.	Fr Manoj Mekkadath	Chairman	
2.	Dr. K Krishnakumar	Co-Chairman	
3.	MrPoulose T J	Convenor	
4.	Mr. Davis V T	Member	
5.	Mr.Nidhin K B	Member	
6.	MrVijesh Varghese	Member	

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

NAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 27.78

##### 5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
172	165	131	216	9

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 2.16

##### 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
6	5	16	14	13

#### File Description

#### Document

Upload any additional information

[View Document](#)

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

- 1.Soft skills**
- 2.Language and communication skills**
- 3.Life skills (Yoga, physical fitness, health and hygiene)**
- 4.ICT/computing skills**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 0

**5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 23.1

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
38	43	38	8	12

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 94.87

#### 5.2.2.1 Number of outgoing student progression to higher education during last five years

**Response:** 111



File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**

**Response:** 33.69

**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
28	20	18	07	07

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
50	50	47	40	42

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 0

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

**5.3.2 Institution facilitates students’ representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)**

**Response:**

**Students’ representation in University bodies:**

SJCOPS is affiliated with the Kerala University of Health Sciences and University, students Union. Thus SJCOPS sends two members; one from B.Pharm, the other from M.Pharm. / Pharm. D. programme, elected by the students from respective programme. The duties of the Union include; conducting co-curricular, extracurricular and extension activities at the university level, publish Newsletter, hand-outs, souvenirs and journals, train the students of the College in the duties, and promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among students and support KUHS initiatives like Student Support and Guidance Programme (SSGP).

**Students’ representation in College administrative bodies:**

Grievances cells: SJCOPS has different cells/Committees for timely redressal of grievances. They are “Collegiate Student Grievance Redressal Committee”, “Anti Discrimination Cell”, “Gender Sensitization Cell”, “Women development cell” and “Anti-ragging cell”.

Collegiate Student Grievance Redressal Committee, constituted under the direction of UGC to address the grievances related to admission and examination. “Anti Discrimination Cell” to prevent discrimination based on social status and by taking corrective action if necessary.

“Gender Sensitization Cell deals with the issues of gender-based violence, also take initiation to conduct gender sensitization programmes.

“Woman development cell” provides a platform where students can comfortably participate and share their views

The member of the “Anti-ragging cell” prevents ragging on the campus by giving mentorship to the freshers.

### **Student Council**

SJCOPS has a vibrant student council, involving almost all the students in some activities, representing all the classes and the members are elected democratically. The bylaws of the council is stipulated by KUHS. The council includes; Chairperson, Vice-Chairperson, General Secretary, Joint Secretary, University Union Council representative, Secretary of Fine Arts, College Magazine Editor, Secretary of Sports And Games, Class Representatives, Secretary Poonchola and Secretary IPA Forum. The council functions independently and the staff merely plays an advisory role.

The activities regularly carried out by the council are;

- Sports meet, ‘**Pharmatrack**’ under the leadership of Sports Secretary.
- Cultural events ‘**Pharmablizz**’, under the Arts secretary every year
- College Day celebration ‘**Pharmazest**’, organized every year to exhibit the student’s hidden talents.
- **Oushadhavijnan - Pharma Exhibition Programme**, conducted as a part of pharmacy week celebration
- Coordinates the participation of the students in competitions, exhibitions, seminars, organized in institution and outside it.
- **Journal club- Oushadhavijnan** organized by Class representatives of M.pharm, weekly once to discuss the latest trends in pharmacy.
- The council also initiates in welcoming the freshers, giving them guidance for their talents day.
- Involvement in the activities of various festive celebrations like onam&christmas
- **Social activities:**
  - **Street play or flashmob** arranged by the students in connection with National Pharmacy week celebrations as an awareness programme.
  - **Charity initiatives:** ‘care and share’ programmes that involve collection and distribution of clothes to old age homes and other such institutions.
  - **Awareness programmes** on ‘coronaviruses’, organized by the students in association with KUHS &IPASF to the public.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 59.6

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
91	69	46	54	38

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

**Response:**

SJCOPS has an active alumni association christened as “**NEXUS Alumni Association**”. This Alumni Association, registered under Travancore, Cochin Literacy, Scientific and Charitable Act XII of 1955(**Registration number TSR/TC/183/2018**), was sculpted in the year **2009** and has highly enthusiastic individuals who are willing to take on the organizational initiatives. The association serves as a forum to remain connected between the alumni of SJCOPS as well as with their alma mater and its current students and to organize scientific, development and social activities at SJCOPS for mutual benefit as well as recreation. The objectives of the association as set forth in its Memorandum of association, in a broad sense, includes supporting the fresh graduates and present students in developing their career, acting in a way to raise the image and profile of their alma mater and assisting the scientific, educational, extracurricular and development activities of SJCOPS.

NEXUS alumni meet is organized every year on the day of the graduation ceremony. This meet often provides a forum to form new friendships. Annual alumni meet are conducted and office bearers of respective academic years are selected. The get-together offers their valuable bits of advice and contributions on infrastructure, academic activities and overall development of the college. The college is committed to the valuable feedback of alumni members which are effectively channelized for the better functioning and development of the college. The report on the expense from the alumni fund was also presented during the meet.

The association supports the following programmes of SJCOPS:.

### **Nature club-Poonchola**

In connection with environmental day, SJCOPS started a nature club with the name POONCHOLA in 2009, which was suggested by Dr.Latha (Director, River Research Centre, Thrissur). It promotes nature protection awareness and equips the student community to act on various environmental issues. The nature club conducts regular activities and maintains “Nakshathravanam” and herbal garden on the college campus

### **Journal club – Oushadhavinjan**

Journal club named “**Oushadhavinjan**” had been established in our college since 2015 to familiarize novel trends in pharmaceutical sciences to acquire knowledge. Their activities includes:-exhibitions, scientific talks, discussions, seminars, awareness programmes etc.

### **Career guidance & “Oushadha Udhya Mela”**

Nexus organizes a campus selection program which was known as “**Oushadha Udhya Mela**” for the final year students of B.pharm, Mpharm, & Pharm.D.The association take initiative to conduct organize carrier guidance classes and seminars. The **institutional endowments** have been created by NEXUS namely Pharmablizz trophy, Gold medal for first rank M. Pharm (Pharmaceutics) in the University examinations and Pharm. D. topper. Model trophy for Pharmolsavam overall Championship is provided by NEXUS.

The Journal of Nexus Alumni Association named “ **The Journal of Pharma Innovative Research**” having International serial standard no (ISSN:. 2350-1332) is an annual scientific publication. In addition to the above-structured programmes NEXUS also supports institutional, academic and infrastructure development like seminars, lectures and exhibitions.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years (INR in lakhs)**

**Response:** D. 1 Lakhs - 3 Lakhs

<b>File Description</b>	<b>Document</b>
Link for any additional information	<a href="#">View Document</a>

NAAC

## Criterion 6 - Governance, Leadership and Management

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### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Response:**

St James College of Pharmaceutical Sciences (SJCOPS) has a well-defined vision to meet the contemporary needs of society in general and the Pharmacy profession in particular. The goal of the institution is not only to be a centre to turn out well-qualified Pharmacy professionals but also a centre to inculcate ethical and moral values among the youth. To accomplish the stated vision the institute has a well-structured road map as the mission of the institution. Providing conducive academic ambiance and providing opportunities to students for co-curricular, extracurricular and outreach activities that can inculcate social awareness, sense of involvement, ethical values and moral values are the two basic principles to realize the stated Mission and Vision

To accomplish the cherished mission SJCOPS management plays a proactive role by setting targets for development, providing management support for scientific administration of the Institution in line with the current trends in HEI and periodic review of activities through two major administrative bodies viz; Board of Administration and Executive committee. The Board of Administration is the apex body making policy decisions and approving all proposals submitted by the College and the Executive committee is the major management body reviewing the functioning of the Institution on regular basis. The executive committee meets every Friday wherein the Associate Director reviews the weekly activities of the College.

At the College level, SJCOPS has established an effective system for planning, execution, monitoring Institutional activities, involving all stakeholders including staff, parents, students, alumni and industrial experts.

The College has a well-balanced perspective plan for development with the vision and mission as guiding principle, to set targets that include enhancement of facilities, strengthening research, enhancing students' moral and ethical values while ensuring the quality of education and wholesome development of students. The five years perspective plan is prepared by the Principal in consultation with senior faculty members and the Principal plays a proactive role to accomplish the set target by coordinating with management and by providing administrative support to teaching and non-teaching staff

Complete decentralized administrative set up has been established. All the activities of the college are carried out by empowered committees, in-charges and faculty members. All the teaching staffs are members of one or another committee. Another stakeholder viz; students, parents, experts from industry and local social activists are also made members in some of the committees.

The committees work independently, making their own protocol and plan of action so that the curricular, co-curricular, extracurricular and extension activities go on seamlessly. Empowered Academic Dean, Research Dean and Course in charges monitor the academic and research activities of the College and take corrective action wherever needed

SJCOP is well aware of the fact that Participative Decision Making is the most powerful component of the

whole management process and that teacher participation in decision making not only facilitates decision implementation but also leads faculty members to feel respected and empowered. Further, such participation results in building trust, helps teachers acquire new skills, and strengthen staff morale, commitment and teamwork.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management**

#### **Response:**

SJCOPS is well aware that participative management results in effective functioning with commitment among the staff members. SJCOPS promotes the culture of decentralized and participative management at the strategic level, functional level and operational level. All activities are carried by respective empowered committees for which as many as forty nine committees have been constituted. All the teaching staffs are member of one or more committees, apart from this, representatives from students, parents, social activist and alumni also included wherever necessary. Most of the activities are pre scheduled and included in the hand book. Hence there is no need for instruction from Principal and the respective committee takes initiative and carry out the activity efficiently.

The decentralized and participative management at SJCOPS can be explained taking the functioning of examination committee as case study. Conducting University examination as well as internal assessment examinations are the responsibility of examination committee. The committee is further divided into sub committees to conduct examination for specific programme.

The committee includes staff members among Professors, asst. Professors and few non-teaching staff also. The members are appointed by rotation. The exam committee has following subcommittees

1. B.Pharm., examination committee
2. M.Pharm., examination committee
3. B.Pharm., examination committee
4. Saturday examination committee
5. Weekly examination Committee
6. Exam results committee

The examination committee start their work before the commencement of academic year, without waiting for instruction from Principal. The committee make examination schedule for the entire academic year and send it to hand book committee for inclusion in the hand book. The subcommittee conduct the examinations as per schedule



## Responsibilities of subcommittees

### B.Pharm., M.Pharm., and Pharm.D., examination committee

1. Plan and conduct University examinations and internal assessment examinations and maintain examinations related records.
2. Manage the financial transaction related to conducting University Examinations
3. Appointment of invigilators for the examinations.
4. Appointment of internal and External Examiners for University Practical Examinations from the approved panel.
5. Taking printout of question papers downloaded from University website for University examinations maintaining confidentiality
6. Communicating with faculty members about internal examination.
7. Receiving, Moderation and printing question papers for internal examinations
8. Carry out preparative work for examinations.
9. Register complaints regarding malpractices.
10. Entry of marks in internal examination record.
11. Uploading internal marks in the University website
12. Solving grievances, if any, with respect to examination.
13. Maintenance of valued answer papers and records related to examination
14. Deputy controller receives money from University, disburse the remunerations to the examiners.

### Saturday examination committee:

Saturday examination is conducted for slow learners. The entire process of conducting Saturday examination is coordinated by Saturday examination committee

### Weekly examination Committee

Weekly test is conducted to all the students by respective teacher and the mark obtained is analyzed. These activities are coordinated by Weekly examination Committee

### Exam results committee

Results of each examination, both University Examination and Internal Examination are recorded and analyzed by this committee. A report is submitted to Academic Dean which will be presented to Associate Director during the weekly meeting

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

St James' College of Pharmaceutical Sciences has the practice of preparing a perspective plan for five years period, in line with the policy of St James' Medical Academy, from the year 2011. In the first prospective plan for the period 2011 -2015 the focus was expanding the Institution in terms of new programmes, additional building while strengthening the teaching-learning process, research and students' activities. Accordingly, two new programs were started, construction of PG block was almost completed and few research grants were received in addition to improving academic performance and strengthening students' activities. In the second five years perspective plan for the period, 2016 – 2021 the following activities were planned

1. Augmentation of infrastructure and facilities
2. Curriculum delivery and teaching-learning process,
3. Research & Development
4. Curriculum delivery and teaching-learning process
5. Research & Development
6. Strengthen Clinical Pharmacy services and community services
7. Student Support
8. Nurturing environment
9. Societal commitment

During the past four years, most of the works proposed in the perspective plan have been completed successfully with the active support and encouragement from the administration and hope the remaining work will be completed in due course of time. The positive effects of the perspective plan as a guiding force for the development of the institution is visible from the long list of works completed based on the perspective plan and the following example will explain the way it could be achieved.

Establishing Outcome-Based Education (OBE) based on Washington Accord, for which India is a signatory, is one of the activities envisaged in the current perspective plan. The system was implemented with the following protocol.

First the faculty members were sensitized through lectures by experts and informal discussion in staff meetings. The concept of OBE, Programme education Objective(PEO), programme outcome(PO) and course outcome(CO) along with the relation between them was explained to faculty members.

This was followed by drafting programme outcome. Programme outcomes were finalized for each programme through discussion among senior faculty members while Programme specific outcomes (PSO) were finalized by the respective department. The course outcome for each course was framed by respective teachers who handle the course. While preparing the course outcome, the scope of the course given by the Pharmacy Council of India was taken into account. The finalized POs, PSOs and Cos are displayed in the College website

After finalizing POs, PSOs and COs mapping of CO-PO/PSO was done to find out shortfalls in the curriculum delivery to meet stated POs/PSOs. In such cases value added courses, add on courses and cocurricular/extracurricular activities are planned and executed. After the end of each semester course, in-

charges analyze the results and calculate the extent of attainment of COs which in turn will be used to assess the extent of attainment of POs. Based on this the newly constituted IQAC comes out with ways and means to further improve the attainment of Cos and POs.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

**Response:**

St, James College of Pharmaceutical Sciences(SJCOPS) has an effective organizational structure to create conducive ambiance for wholesome development of students and to foster research.

St. James Hospital trust has a group of Institutions offering health related academic programmes. Chalakudy campus of the Trust, known as St James Medical Academy(SJMA) has two institutions namely; SJCOPS and St. James College of Nursing. The system of governance is as follows:

The Board of Administration, SJCOPS is the supreme body administering SJCOPS and it comprises of the Patron, St. James Hospital Trust, President St. James Hospital Trust, Director (SJGOI), Associate Directors(SJGOI) and the Principal, SJCOPS. Making policy decisions, framing rules & regulations, strategic planning for the development of the college and resource allocations are made by the Board of Administration.

The Director, SJGOI is the administrative head overseeing the functioning of the SJCOPS as per the policies, rules & regulations approved by the Board. The Director provides necessary inputs to the College’s strategic and operational plans, and ensures that the College moves towards fulfilling its vision and mission. He is assisted by an Associate Director stationed at college campus to provide guidance for the Day to day functioning of SJCOPS. Associate director take care of planning and implementation of policies at operational level and provides administrative support. Associate Director is assisted by Executive Committee consisting of, Principal, SJCOPS, Academic Dean, Research Dean and faculty members. **The executive Committee meets every week on Friday to review the activities of the colleges during the week and plan the activities for the coming week.**

At the College level Principal is the overall in charge, responsible for ensuring continual development of Institution and wholesome development of students. He has full freedom to take decision in all matters related to academic and research activities as well as to take appropriate steps to improve performance of students in curricular, extra-curricular, co-curricular and extension activities. His duties includes; strategic planning, getting approval from the authorities, implementing the strategies, ensuring the timely availability of approved resources and creating conducive ambiance so that the college march forward

towards realizing the cherished Vision and Mission of the College. Further it is his duty to ensure the College functions as per rules and regulations on day to day basis while inculcating discipline among students. IQAC plays advisory role to the Principal in the design and implementation of quality enhancement programmes.

At functional level Principal is assisted by Academic Dean, Research Dean and Heads of Departments. Further there are forty nine committees to execute different activities.

At operational level staff members have academic freedom in teaching learning and evaluation process within the frame work of regulatory requirements. Thus all the staff members are involved in some or other extracurricular, Co-curricular and extension activities in addition to the empowered teaching learning process.

Other stake holders like students, parents and industrial experts are also involved in appropriate committees. There is functional Parent teacher association; Thus participative management is ensured at all level.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### **6.2.3 Implementation of e-governance in areas of operation**

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

**Response:** B. 3 of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## **6.3 Faculty Empowerment Strategies**

### **6.3.1 The institution has effective welfare measures for teaching and non-teaching staff**

**Response:**

- College provides gratuity to the eligible staff who are relieving from the service.
- Employee's Provident Fund (EPF)/ PF for the teaching and non-teaching *staff*. Every month the specified amount is deducted from the salary of staff and deposited, along with institute share, to the Employee provident fund account.
- Employees' State Insurance: Nonteaching staff is availing of the benefits of ESI.
- Health insurance: Management is investing the affixed amount in Universal Health Insurance Policy and Janatha Accident Insurance Policy for both teaching & non-teaching staff.
- The college has obtained Group Insurance for its teaching and non-teaching staff

members.

- Transport Facility: All the women employees of the college are provided free transportation from college to town and vice-versa.
- Canteen Facility and Hostel facilities are provided to both teaching and non-teaching staff

members.

- Staff fund: Every month a specified amount is collected from each staff, for the purpose of associated needs.

**Leave facilities**

- Casual Leave: The teaching staff and non-teaching staff are entitled to 12 days of casual leave in an academic year.
- Special leave for teachers: The teachers attending the meeting/ conference/ seminar/ any other non-remunerative official work used to grant permission to take leave. Staff members are encouraged to attend the faculty development program and conferences with an aim to update the faculty with current trends. Official leaves are given to attend such faculty development programs.
- Medical Leave: All the employees are entitled to 12 sick leaves in an academic year.
- Maternity Leave: The confirmed lady teacher or the lady teacher with a minimum of two years' continuous services shall be entitled to maternity leave for 6 months.
- Vacation Leave: Faculties who are in regular service (other than probationary) are eligible for taking vacation leaves.
- Duty leave for the University assigned duties: Staff members are provided with duty leave for the duties assigned in the University.

**Welfare measure for professional development:**

- Provide duty leave to attend Conferences and Professional Development programs.
- Leave for higher studies in the Institute of National Importance.
- Leave for a certificate course, offered by the Kerala University of Health Sciences.

- The college conducts Faculty Development programs, seminars and workshops to upgrade the knowledge and skills of the faculty working under the institution.

**Goodwill measures:**

- Director personally meets the staff members on their birthday to offer birthday wishes and a memento.
- During the festival, day celebrations management used to give gifts to the staffs' kids.
- The management conducts cultural competitions as well as cultural programs to exhibit the talents of the staff on foundation day which provides mental pleasure by relieving stress.
- Various games held on sports day exclusively for staff members and the winners awarded with medals and certificates.
- As a token of love and gratitude, the management provides appreciation gifts to all the employees working under the institution during festivals such as Onam and Christmas.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 0

**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

**Response: 1.2**

**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	1	2	0

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Reports of Academic Staff College or similar centers	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

**Response: 3.33**

**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
6	0	0	0	0

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

**6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff**

**Response:**

SJOPS conducts Performance Appraisal of the teaching staff and Non-Teaching staff regularly and feedback is given to enhance the performance of the staff members and benefit the students and the Institution. The performance of the teacher is appraised by four different approaches viz; annual self-appraisal, performance appraisal of teaching staff by students, weekly appraisal of the teaching process and monthly appraisal of mentor-mentee programme.

Self-evaluation is the most effective appraisal system to improve one's performance by providing a means for introspection. Hence self-appraisal of teaching staff is done every year in which the teacher responses to a questionnaire and gives a grade to each response. The grade is multiplied by weightage for the question. The questionnaire covers the teaching, research, extension and administrative performance of the teacher.

Performance appraisal of a teacher by students has carried out at the end of each semester wherein the students' response to a questionnaire for each of the teacher who has taught to him/her in that year. Previously the responses were obtained in physical format and later on the response is obtained through Google form so that the students will have more freedom to give their views. The analysis report provided by Google form is passed on to the staff member to assess themselves and improve wherever needed

The third practice is a formative appraisal done by the Dean Academics. The staff members maintain work done log register along with students attendance register, on the syllabus coverage and other academic activities. The register is reviewed by the academic Dean periodically and feedback is given wherever needed

In addition to the above, the mentor-mentee process is reviewed by heads of the departments.

In the case of non-teaching staff, their performance is appraised by the teaching staff by responding to a questionnaire and necessary feedback is given to the non-teaching staff.

Necessary feedback is given to the staff members by the Principal, based on the appraisal outcome in a constructive way to improve their performance

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

SJCOPS has an efficient financial management system to look after optimal utilization of available funds



which involves both internal and external systems. The internal system mainly involves scrutinizing and approving the financial proposal submitted by the Principal

At the institutional level, the annual budget is prepared by the Principal in consultation with Heads of Departments and submitted to Associate Director (Finance). The budget is scrutinized by a committee and recommends to St. James Trust Board for final approval. Any expenditure has to be made based on the approved budget.

Externally the accounts are audited by P. V. Chacko & Co, chartered accountants, Kochi -682035, each year 31st March and the Income and Expenditure account for the year ended on that day. The audit is conducted in accordance with auditing standards generally accepted in India. These standards require that they plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit includes examining on test basis evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall presentation of the financial statements. P. V Chacko & Co. audit provides a reasonable basis for their opinion.

The report includes among other remarks;

1. Sufficiency of given Information and explanations necessary for the purpose of their Audit.
2. Maintenance of, proper books of accounts and other records as required by law maintained by the institution so far as appears from their examination of such books.
3. Agreement between the Balance sheet and income and expenditure account.
4. Reliability and fairness of information and explanations given by the institution,
5. Income and expenditure account of the excess of income over expenditure for the year ended on that date.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### **6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**

**Response:** 0.58

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0.129	0.129	0.130	0.130	0.057

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

#### Response:

The same fee is collected from students got admission through the Government quota as well as students admitted in the Management quota and the fee is as per the Government of Kerala rules. No extra fee is collected from students admitted to the management quota. Students admitted under the NRI category also charged fees as per Government of Kerala rules

Apart from students' fees, staff members are encouraged to apply for research grants and Seminar grants. SJCOPS has received research grants mainly from Kerala State Council for Science, Technology and Environment (KSCSTE) and Indian Council for Medical Research (ICMR). Every year a good number of KSCSTE research grants are received as a result of the active involvement of Teachers and Students. Already steps have been taken to get UGC approval under section 2f and section 12B so that SJCOPS will be eligible for grants from UGC.

SJCOPS receives significant support from Alumni Association named NEXUS . Almost all the students' activities are carried out by using financial support from the alumni association.

Steps are being taken to take up consultancy service to Industries through DSIR approved research centre and already a small technology transfer has been made for the preparation of a nanotechnology-based drug delivery system for the drug diclofenac sodium.

While taking steps to mobilize resources, a system has been established for judicious utilization of available funds.

The yearly budget is prepared by the Principal in consultation with senior faculty members which is approved by the Associate Director in the weekly meeting of the Executive committee and forwarded to the Director who in turn place before the Board Of Administration, St. James' College Of Pharmaceutical Sciences for approval. The established purchase procedure is to get quotations from different vendors and

the vendor is selected based on the price, quality/specification and vendor's track record. Further negotiation is carried out with the selected vendor so that the funds shall be spent efficiently. Purchase indents have to be approved by the Associate Director and Director to ensure its authenticity. We have an expenditure meeting monthly which analyses the expenses as required and avoidable. This adds to the optimal utilization of funds. This meeting is conducted in the presence of the operations head, department head, finance head and finance officer.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

#### Response:

Major activity envisaged in five years perspective plan for the period 2016 – 2021 was to establish a quality system in St James College of Pharmaceutical Sciences and subject ourselves to the accreditation process. Accordingly, it was decided to initiate NAAC accreditation and as first step, Internal Quality Assurance Cell (IQAC) was constituted in the year 2019 as per the norms of NAAC guidelines. Since then IQAC is actively involved in the planning and execution of various quality measures. The quality initiative taken up by IQAC is Strengthening the mentor-mentee programme, enhancing ICT facilities in the institution, Continuing education for teaching staff using online resources, automation of academic activities, Add-on courses for students and Implementation of online feedback system. Most of the indented initiatives are progressing well as planned. A quality initiative of IQAC can be explained by the following two examples

- Add on courses and skills enhancement programmes for students
- Automation of academic activities

#### 1. Add on courses and skills enhancement programmes for students:

The pharmaceutical field is advancing at rapid phased by the way of new drugs, new technology and a new approach to clinical pharmacy and there is a long delay in incorporating these concepts in the academic

curriculum and affiliated college has to follow the curriculum approved by the University. As a result, often there is a gap between curriculum and contemporary need. Further the current employability of a graduate depends not only on sound subject knowledge but also on other soft skills and computer knowledge. Considering these requirements IQAC initiated a drive to conduct add-on courses and various Capacity building and skills enhancement programmes (including soft skills, Language and communication skills and Life skills and ICT/ computing skills) to enhance the employability of the graduates. A total of six add-on courses of thirty hours duration and a series of skills enhancement activities were conducted for the students

## 2. Automation of academic activities:

One of the major initiatives of IQAC is bringing in automation in all the activities of the College and it has taken up automation of academic activities and library automation.

For academic activity automation college has installed dedicated software. Principals, Deans, staff and students can log in with a different levels of access. The software is used to perform the following functions

- Managing students' attendance
- Managing Examination marks obtained by students
- Communication with students regarding programmes organized in the college, study materials etc.
- Conducting Online examinations
- Report generation on attendance, examination results, topic coverage etc.

Automation of Library:

The library is partially automated with is The KOHA ILMS Software which has been updated to Campus7 ERP in the month of March 2020

The software provides a user-friendly interface for searching documents in the library and their issue-status.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

St. James' College of Pharmaceutical Sciences (SJCOPS) has been actively engaged in nurturing and fostering quality pharmacists to meet the needs of the health care sector through well-structured curricular delivery coupled with a review process to take preventive action and corrective action.

**Review of the teaching-learning process:****Syllabus coverage review**

All teaching staff maintains record work done statement detailing the topics covered and the same is reviewed by Dean, Academic to assess the syllabus coverage is proportional to the working days and sign the documents. Uestion

**Students attendance review:**

A monthly review of students' attendance is done by the respective teacher and a report mentioning the shortfall in attendance of any student is submitted to the course coordinator for corrective action. Recently installed "College Software" has made the process simple wherein monthly attendance statement can be obtained and analyzed instantaneously

**Question paper audit:**

IQAC has initiated the process of question paper audits from the academic year 2019 – 2010. At the end of the semester, the sessional examination question papers are reviewed for the standard of questions and coverage of the syllabus in setting the questions. Question paper audit is done by the Examination Committee.

**Review of valued sessional examination answer books by respective students:**

After completion of each internal examination, the corrected answer books are given to the students and the teacher gives feedback to each student on their performance for further improvement. At the same time, the students can valuation pattern and settle the grievances if any in awarding the marks

**Examination results review**

The results of the examination, both sessional and University, are analyzed by the examination results committee and the report is submitted to the academic dean. Based on the report slow learners are identified and made to appear for the Saturday Test program which is unique for IJCOPS.

**Weekly review by Executive committee of SJCOPS**

The most effective review process in place at SJCOPS is the weekly review by the executive committee of SJCOPS comprising of The Associate Director (SJGOI), Principal (SJCOPS), Academic Dean and Research Dean. The committee meets every Friday and reviews the functioning of the College. The principal has to give a weekly report, that are received from various committees, to the Associate Director on all academic activities, extracurricular activities, research and extension activities. The report contains

the syllabus coverage, research output, students activities carried out and extra-curricular & co-curricular activities conducted. This practice is followed right from the inception of the College and motivates the Principals to show incremental improvement in all their activities.

### Review of educational outcome

The main thrust of SJCOPS five years perspective plan 2016 – 2021 is to establish a quality system and introduce outcome-based education. The programme is being strengthened gradually and recently constituted IQAC has taken charge of the programme. Course outcome(CO) and Programme outcome (PO) have been defined and after the end of each semester mapping of the outcome is carried out to assess the extent of attainment of COs and POs.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

**Response:** D. 1 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

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### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

St. James College of Pharmaceutical Sciences (SJCOPS) is a co-educational institution having ladies Hostel within the campus, has effective measures to ensure security and safety of all the staff and students. SJCOPS is particularly known for its safe campus for female students and makes it one of the reasons for the parents of female students to prefer SJCOPS. The safety system includes 24 x 7 vigilance by security personals at the entrance of the campus who allows only staff and students during working hours and for others, an entry pass system is in place. After working hours, the entry and exit in the campus are highly regulated. An effective security system is followed for the movement of hostel inmates to go for an outing with a time restriction. Daily attendance of the hostel students is taken in the evening.

Gender equity practice at SJCOPS ensures equal representation for boys and girls in all student committees like the college council. Empowerment of women is ensured through various functional cells like “Anti-Discrimination Cell”, “Gender Sensitization Cell” and Women development cell to ensure that the ladies are not in a disadvantaged position within the campus by any means.

Sensitization of girls and creating awareness among them, regarding issues faced by them in the public domain and other gender-sensitive issues along with means to safeguard themselves, through various programs is a routine practice at SJCOPS. The principal addresses the students and their parents during the inauguration of the academic session for fresher, emphasizing the parent’s role in ensuring the safety of their wards. It is followed by a detailed lecture by the Principal to the freshers wherein he explains various types of gender-related problem that may be faced by the girls during their study and ways to prevent the problems and solve them with the help of College administration. Apart from this series of programs are conducted to create awareness on gender-related issues among the girls and prepare them mentally to face such issues when arisen.

The college has a Grievance Redressal Cell (GRC) and details of GRC & its email id displayed on the college website so that any student can submit their grievance to the GRC directly online.

The programmes include lectures on Hidden dangers involved in the misuse of Mobile phones, Laws guarding Women's safety, the Ragging Prohibition act, Women empowerment, Women in Science, Women Entrepreneurship and the International Women’s Day celebration. The lectures are delivered by experts including from the Police department.

Facilities for women on the campus include a separate ladies common room, ladies' washrooms, a Counselling room for needy staff members at St James Hospital and a transport facility for sick students. Additionally, the college provides bus facilities for the girl students from the college campus to Chalakudy South junction, where they can easily assess their buses to their respective destinations. This bus facility can be availed by the day scholars with payment of nominal fees.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Link for annual gender sensitization action plan	<a href="#">View Document</a>

**7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures**

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** B. 3 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)**

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

SJCOPS takes several measures for waste management to safeguard the environment on the campus.

**Solid waste management:** St. James Medical Academy campus having a hostel mess and serves food for about 500 peoples. Food and vegetable wastes are collected from the hostel mess and this waste is used to generate fuel gas using Biogas-Plant erected on the campus. The biogas plant in the campus occupies an area of 10 M2 and the biogas generator consists of a large concrete tank where the anaerobic digestion of waste material takes place to produce biogas which is used as fuel for cooking in the hostel mess. The solid residue is used as organic compost for maintaining the garden of the college campus. Solid waste like sanitary napkins from ladies' restrooms are incinerated using a dedicated incinerator present in the ladies



hostel Paper waste like old newspapers, examination papers, record books, etc. are sold on a timely basis to the local vendors. Hence piling up of such waste is not allowed to maintain hygienic conditions.

**Biomedical waste Management:** A very small amount of biomedical waste generated in the pharmacology laboratory of the college is collected carefully and incinerated using the incinerator.

**Waste recycling system:** Wastewater from Laboratories, hostel mess washbasin and kitchen is recycled efficiently to prevent environmental pollution while conserving the natural resource. St. James College of Pharmaceutical Sciences has constructed a water recycling system i.e. Sewage treatment plant. The treated water is utilized for regular maintenance of landscaping throughout the college campus and irrigation of herbal gardens and plantations on the campus. The Sewage water from the entire college and hostel buildings is received through underground pipelines and passed through the grid chamber, bar screen chamber and degreasing chamber. In the grid chamber, dense materials like sand are removed. In the bar screen chamber floating material like leaves are separated. Then it is passed through a degreasing tank where the floating greasy materials are scrubbed away from the degreasing tank. After that, the slurry is transferred to a collection tank having a capacity of 50,000 L. From the collection tank, it is transferred to aeration tank containing bioreactor, then to sludge settling tank, then to carbon and sand filters. After this process, good quality treated water is produced, which is passed to a storage tank. Then this treated water is used for gardening.

**Electronic waste disposal:** Electronic waste in the college campus is minimized by reusing the electronic components and regular maintenance. All electronic wastes (which are not fit for usage) are disposed to the IT section, at St. James Hospital, Chalakudy where they will transfer this to asset management. The asset management will sell this to local scrap vendors. No Hazardous and Radioactive waste is generated in college. Toxic chemicals are avoided in the laboratories for experiments and no toxic chemicals are produced in the laboratories during experiments. The non-toxic chemical, mostly organic compounds are very low in quantity and get converted to inert compounds in the water treatment process.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

**Response:** B. 3 of the above

<b>File Description</b>	<b>Document</b>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.5 Green campus initiatives include:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

**Response:** Any 4 or All of the above

<b>File Description</b>	<b>Document</b>
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

**7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:**

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions / awards**
- 5. Beyond the campus environmental promotion activities**

**Response:** B. 3 of the above

<b>File Description</b>	<b>Document</b>
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certification by the auditing agency	<a href="#">View Document</a>

**7.1.7 The Institution has disabled-friendly, barrier free environment**

- 1. Built environment with ramps/lifts for easy access to classrooms.**
- 2. Disabled-friendly washrooms**
- 3. Signage including tactile path, lights, display boards and signposts**
- 4. Assistive technology and facilities for persons with disabilities ( Divyangjan) accessible**

**website, screen-reading software, mechanized equipment**  
**5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**Response:** B. 3 of the above

<b>File Description</b>	<b>Document</b>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Details of the Software procured for providing the assistance	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**

**Response:**

SJCOPS' core values include "Service to humanity is service to God" and "Compassion towards weak, needy and downtrodden" while "inculcating ethical and moral values among the students" forms part of Mission statement of the institution. In line with these core values and to accomplish the stated mission SJCOPS has initiated various activities to promote inclusive environment.

SJCOPS celebrates Christian festival Christmas and Hindu festival onam every year with the same enthusiasm and fervour. Management also participate in both the celebrations.

Students are given training in the performing arts of different believes and different regions of Kerala like Margamkali (Practiced by Christians of central Kerala), Thiruvathira (Hindu traditional dance), Vattappatu & Oppana (practiced by Muslims in Malabar region)

Teaching staff and non teaching staff are appointed purely on merit with out and any consideration for regional, communal or linguistic lineage. Similarly students are also admitted following the rules of Government of Kerala without any other considerations

"Hindi Diwas" is celebrated on 14th September to inculcate linguistic harmony among students and this year during COVID-19 lockdown in September 2020 Hindi Diwas was celebrated in online mode

Students' representation to various institutional bodies and University bodies are made without any cultural, regional, linguistic, communal socio-economic consideration.

The motto of SJCOPS is "We foster health". Hence the institute takes many steps to provide health related services to the nearby community and most of the activities are carried out by students.

As part of "Snehasparsham" activities SJCOPS students involved in different socio-economic and community based activities. The collect grocery, cloths and medicines and distribute to the orphanages and needy in nearby community every year in the month of December.

Monsoon illness awareness week, Antibiotics awareness programme to school children and community, Pulse polio immunization programme, Community awareness programme on diabetes, Cancer awareness survey, child abuse and Medical camps are organized regularly for the benefit of nearby community.

World commemoration days are observed through community service in the form of rallies, awareness programmes and door to door campaign. World diabetes day, world AIDS day, Harithakeralam and TB week are some of such occasions.

SJCOPS students involved themselves in a big way in relief during unprecedented flood in 2018 as well as post flood rehabilitation activity. Realizing the service rendered by SJCOPS students, the district authorities have issued letter of appreciation.

During COVID-19 pandemic the students conducted awareness programmes and volunteered themselves for COVID-19 management efforts of Government of Kerala

SJCOPS students take up community related issues for their project work so as to assess the health related community issues and find ways to mitigate them. Followings are some of such projects undertaken;

Prevalence of alcoholism is high in Chalakudy area hence a study was carried out to assess alcohol withdrawal syndromes during treatment. Realising the danger of self medication by local public a study was carried out to assess the extent of self medication among the public and their impact.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

**Response:**

St James College of Pharmaceutical Sciences conducts various programmes that bring sensitization of students and employees towards constitutional values, rights, duties and responsibilities.

**Independence Day Celebration:** Independence Day Celebration was conducted by St.James college of pharmaceutical sciences on August 15 every year the activities include flag hoisting, distribution of sweets, independence day addresses will be given by the Principal and management representative.

**Republic Day Celebration:** Republic Day Celebration was conducted by St.James college of pharmaceutical sciences on January 26 every year the activities include flag hoisting, distribution of sweets, republic day addresses will be given by the Principal and management representative.

**Harithakeralam:** 'Harithakeralam' is a programme which resembles "Swatch Bharath" for cleaning the campus and public places. The students were divided into different groups and they will be given responsibilities for cleaning Bus stand, Railway station, Riverbank, Govt Thaluk hospital. The programme ends with planting trees in public places. Students were also involved in cleaning the medicinal garden, removing the weeds and also maintaining the botanical garden.

**Teacher's Day Celebration:** Teachers Day was celebrated on September 5 as a commemorative day for remembering Dr.S Radhakrishnan. Students arrange various programmes like the distribution of mementos, sharing their experiences.

**Celebration of 'Hindi Diwas':** The college also celebrates 'Hindi diwas' on September 14 of every year by conducting programs in Hindi like Hindi elocution, Hindi poetry competition, etc. This year in 2020, Hindi diwas was conducted on September 15th with an Elocution competition among students. The topic of the 'Hindi Diwas' competition was 'Mere Bharath Mahan'.

**Awareness Programme:** The college also arranges awareness programmes like the Anti-ragging Act, Duties and responsibilities of students etc. It was taken by Adv. Clemmens Chittilappally, Senior Lawyer to the students who are admitted to the college for the first time. This includes the students of I semester B.Pharm, I Pharm D and First Semester M.Pharm. The programme usually conducted on first week of the commencement of the course.

**Right to Information Act:** The students of the fifth semester B. Pharm and Pharm D Third-year were given lectures on the topic ' Right to information act' as a part of their curriculum.

**College Union election:** Our college conducted the College student's union election as per the KUHS election schedule and guidelines. Last year it was held on 2/11/2019 Saturday with Dr. B. Dinesh Kumar as a chief presiding officer the results were announced on the same day various post for the students union are the following: Chairperson, Vice-chairperson, General, Vice-chairperson female, General Secretary, Joint Secretary, University union chairman [UG& PG], Secretary[ Fine Arts], Student Editor [College Magazine], Secretary[Sports& Games].

**Women's Day Celebration:** Women's Day Celebration was conducted on March 8 with various cultural competitions for women. This year poetry competition was conducted and winners were felicitated.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** B. 3 of the above

<b>File Description</b>	<b>Document</b>
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

St. James College of Pharmaceutical Sciences had organized various national and international days every year.

**National Science day** is celebrated all over India with great enthusiasm on 28th February every year in order to commemorate the invention of the Raman Effect in India.

**World AIDS day** was conducted on December 1st every year. SJCOPS and AVARD Bhavan, Chalakudy jointly organized “Bodhi 2015”. This event is conducted every year with the participation and cooperation of students and faculties of the college in AIDs awareness rally and Flash mob.

**Antibiotics awareness week** was organized by the Pharmacy practice department from November 16 to 20th every year. They conducted activities like Quiz competition, poster presentation and awareness classes in various schools, colleges and hospitals in and around Chalakudy. Every year more than 200 students from schools and colleges actively participate. The awareness regarding misuse, non-compliance and overuse as well incorrect way of administration of antibiotics is clearly brought to the knowledge of the society.

**World Heart day** is conducted on September 29th every year. SJCOPS organized blood donation camps every year. The awareness was brought by giving knowledgeable lectures by resource persons mainly the cardiologists on diet control exercise etc.

**World Pharmacist day** is celebrated every year on September 25th all over the world. SJCOPS celebrates

this event every year from 2013 onwards. Seminars were taken by different dignitaries on various topics that are relevant to the National theme of the year. The importance of the role of the pharmacist is emphasized every year.

**World Environment Day** is celebrated on the 5th of June every year for encouraging awareness and action for the protection of our environment. In connection with World Environment day, SJCOPS started a nature club with the name “Poochola” in the year 2009. Different activities like procurement and distribution of medicinal and nutraceutical plants to the society, forest visit, planting of saplings, cleaning the surrounding areas of Chalakudy etc. Making of Nakshatravanam, awareness on risks involved in the use of plastics, planting and awareness of using plants that act as purify atmospheric air are some of the important highlights of the events. The plant saplings are used given as gifts from the Kerala forest department. Global warming awareness was brought by conducting a river protection rally at Athirampally forest areas. A two-day conference was organized in association with the River Protective forum, Thrissur with the theme lessons to be learned from the natural disaster floods. World Diabetes Day is celebrated on the 14th of November all over the world

**World Cancer Day** is celebrated on the 4th of February all over the world with a seminar in association with Oushadhavijnan, the journal club of SJCOPS.

**Palliative care Day** organized by the Government Taluk headquarters hospital and our students participated in the awareness rally and flash mob as part of the day.

**St. James Day**, the feast day of St. James is celebrated on 25th July every year at St. James hospital with various official programs and games.

File Description	Document
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

**7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**

**Response:**

### 1. NURTURING GREEN AND CLEAN ENVIRONMENT

**Objectives of the Practice**

1. To conserve natural resources and protect environment for the betterment of society

- 2.To make the students conscious of environment protection by involving them in maintaining green and clean environment in the campus.
- 3.To inculcate the culture of protecting and conserving natural resources among students.

### **Intended outcome**

- 1.Students acquire sense of commitment towards sustainable and eco-friendly atmosphere in a participatory mode
- 2.Students experience “dignity of labour” by participating in this practice
- 3.Prevention of erosion of Chalakudy river banks surrounding the college campus
- 4.Conserving water resource through recycling and recharging bore wells
- 5.Improving carbon sequestration by planting tree species and medicinal plants linking eco clubs
- 6.Production of fuel gas from hostel mess waste through biogas plant
- 7.Partially meet the banana requirement for hostel inmates

### **Context**

- Ignorance of the present generation of clean and green environment
- Depleting Ground water level in an alarming rate.
- Global warming is a major threat to Mother Nature.
- Proper disposal/recycling of waste to preserve environment is becoming a challenging task
- Erosion of Chalakudy river banks surrounding the College campus
- Hostel mess waste disposal

### **Underlying practices**

#### **Formation of Nature club in the campus known as ‘Poonchola’**

St James College of Pharmacy has launched Nature club, ‘Poonchola’ on June 5, 2009 on the occasion of ‘World Environment day’. The activities of this club have resulted in establishment of medicinal plant garden in an area of 0.02 ha with diversified species of medicinal plants for home remedies, rare and endangered species. The nature club has also taken up planting of fruits, ornamental plants and seasonal vegetable species. The fruit plant cafeteria harbours seasonal birds. The college mess partially meets its vegetables and fruits requirements.

Planting tree species for better carbon sequestration through the idea of planting ‘Nakshatra Vana’ (‘Zodiac tree species’ forest) was held on June 2017 and inaugurated by Rev. Fr. Lijo Kongoth. Nature Club “Poonchola” is organizing National Environmental Day celebrations every year in collaboration with Alumni Club through programmes such as tree plantation drive, awareness talks on the areas like River protection, Climate change, prohibition of plastic etc.

Conservation of electricity through the use of LED lights and sensor controlled pumps

The college campus in the bank of Chalakudy River also supports Chalakudy River Protection Forum. The team of students participated in the Bamboo planting Programme along the river bank. The slopy sand embankment was protected by planting long rooted Vetiver Grass to prevent soil erosion. The tree species along the bank of river also help to harbor birds.



Guidance from Kerala Agricultural University, Kerala Forest Research Institute, and Oushadi Research Centre, a government of Kerala Undertaking is obtained for the above activities.

### **Evidence of Success**

Entire campus is green with diversified crop species. The campus has about 200 fruit bearing trees, 50 species of ornamental plants, around 525 species of medicinal plants. All these are maintained in student participatory mode. The students enjoy the greenery and are nurturing in a good oxy parlours and imbibing the green atmosphere in a self-motive drive. Hostel mess meets partial fuel requirement from biogas plant and the fruits & vegetables are used for hostel inmates

### **Problems Encountered and Resource Required**

Lack of technical knowledge in maintaining green atmosphere

## **1. STUDENT DEVELOPMENT PROGRAMME (SDP)**

### **Objectives of the Practice**

1. To develop Personality Traits and leadership qualities in our students so that they are employable
2. To develop the Communication skills of students.
3. Improve general knowledge:

Concept of the practice include facial expression, body language, voice modulation, gap between words, eye contact, self-confidence, self-initiation, creativity, dynamic presence, English language proficiency.

### **The Context:**

Present day students have low motivation level and Poor communication skill.

Most of the graduates are not employable though they have good academic record

There is lack of ability to shoulder responsibility and lack of leadership qualities

### **The Practice**

1. The Programme is conducted for both B.Pharm and Pharm D students.
2. Each B.Pharm batch is divided in to three groups, with 20 members in one group and in case of Pharm.D, two groups in a batch.
3. A staff is assigned to each group.
4. The Programme is conducted for 1 hour per week.
5. SDP programmes include debates, discussions, quiz, elocutions and presentations.
6. After the discussions, the staff will analyses the performance of each student.
7. At times, he/she will give suggestions for improvement.

Faculty members are given orientation to conduct such SDP programmes by invited experts and provided with study materials about how to conduct the programme, monitor student progress and evaluate overall performances.

### Evidence of Success

Students have used the SDP Programme to develop their key cognitive, social and self-management skills they need to succeed. The success of the programme can be judged from;

The feedback of our alumni students,

Active participation of the students in recruitment drive involving presentations, group discussion and interviews

Active Participation of the students in the national level elocution competitions

### Problems Encountered and Resource Required

Initial stages of conduct of SDP faculty faced some problems mentioned below:

- The lack of knowledge to participate in SDP programmes like debates, discussions, quiz, elocutions, presentations, write up.
- Conducting SDP Programme effectively with the present student : faculty ratio

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

**7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

‘OUSHADHAVIJNAN’ programme, which literally means ‘Knowledge on Drugs Programme’ is unique

to SJCOPS.. The objective of the programme is to create awareness on pharmaceutical sciences among public through exhibitions and informative talks related to pharmaceutical sciences to the public.

The first 'OUSHADHAVIJNAN' programme was conducted in year 2010 on 25th and 26th November at town hall Thrissur. It was conducted on behalf of IPA and Kerala drugs control department. The highlight of the event was demonstrating drug manufacturing and exhibition of various instruments and apparatus. The Programme was inaugurated by then Honorable speaker of Kerala Mr. K. Radhakrishnan.

Oushadhavijnan 2011 was conducted between 18-20th, November at Town hall Thrissur. The college exhibited various instruments and apparatus with suitable demonstrations to the students of various schools and colleges who visited there.

Considering the huge response it was decided to conduct the programme once in three years. Hence Oushadhavijnan 2014 was organized between 26-28th November at municipal town Hall, Irinjalakuda, Thrissur district. The programme was inaugurated by Smt. Marykutty Joy, Municipal chairperson, Irinjalakuda Municipality. Several informative sessions to the public through seminars were delivered by eminent personalities. The outstanding session was on the topic 'Ayurarogyathinu Karshikavrithi' delivered by Dr. Ranjan S Karippai, HOD, Krishivijnana Kendra. The other innovative topics of discussion were 'Importance of Pharma Management', 'Marunnukalude Dhurupayogam', 'mamsyatharathile rasavashishtam-oru avalokam', 'oushadha surakshayude praadhanyam', 'Oushadhopyogathinte uthravadhithvam-pharmacistilude'. The various departments of our college exhibited different equipment and instruments to the visitors.

Oushadhavijnan 2017 was organized on October 20 and 21st in town hall Thrissur. This time seminars were delivered by our own college staff. Further a rally was organized by the college to bring awareness to the public regarding the importance of pharmacist as health care professionals, as well as various role of a pharmacist in the different field of health. An exhibition of various instruments, apparatus and equipment were also conducted. Each department of our college took one stall each and arranged the different instruments and equipment. Our staff and students explained to them in a very informative way. A stall for the drug control was also there which explained about the uses and misuse of medicines. Apart from all these there was a stall for the registration of Pharmacist, where the pharmacist could register themselves. Facility for renewal of registration was also arranged to help senior pharmacist, who had registered long back, to update registered pharmacist certificate.

The students of our college also prepared short videos to give public awareness against various diseases like Tuberculosis, Antibiotics awareness, Diabetes, Pain and Palliative care, Cancer care, Monsoon disease etc. and release through the SJCOPS Facebook page (<https://www.facebook.com/Ipasf-sjcops-chapter-109737530662250>) and same awareness programme was also conducted in St. James Hospital and Chalakudy townhall.

Oushadhavijnan 2020 could not be conducted due to COVID-17 pandemic however, the students visited nearby college, Chalakudy and give awareness programme on COVID-19 to their staffs.

Oushadhavijnan programme is well appreciated by the audience, visitors and well-wishers, and provided encouragement and motivation to continue the programme on regular basis.

<b>File Description</b>	<b>Document</b>
Link for appropriate web in the Institutional website	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

NAAC

## 5. CONCLUSION

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### **Additional Information :**

#### **Genesis of St. James College of Pharmaceutical Sciences:**

The Catholic Church in India has played a special role in the field of education, health care and social welfare of the Indian community, especially to the marginalized. Diocese of Irinjalakuda as a part of church in India has committed the same through different activities. Diocese of Irinjalakuda in connection with sacerdotal silver jubilee of the first bishop, Mar James Pazhayattil instituted St. James' Hospital Trust and started a multi-speciality hospital in the year of 1989. In the year of silver jubilee of the diocese of Irinjalakuda (2002-2003) the trust gave birth to an offshoot "St. James' Medical Academy" with ten acres of land and building in the river side of Chalakudy. St. James' College of Pharmaceutical Sciences and St. James' College of Nursing are the institutions in the St. James' Medical Academy. St. James' College of Pharmaceutical Sciences was established in the year 2004. The vision and mission of Mar James Pazhayattil is continued under the relentless guidance of our patron His Excellency Mar Pauly Kannookadan, Bishop of Irinjalakuda from April 2010 to till date. Msgr. Joy Pallikkara is the President of St. James' Hospital Trust. Rev.Fr. Paul Elamkunnappuzha, the founder director of SJCOPS took on his shoulder the responsibility of establishing the college. At present, St. James' College of Pharmaceutical Sciences is under the able administration of Rev. Fr.Varghese Pathadan – Director

#### **Management response to Natural calamity**

St. James' Medical Academy is committed to serve the society in time of distress. The commitment can be explained by the followings.

Kerala state experienced devastating flood in 2018 and the entire Chalakudy town was under water destroying the livelihood of poor. St. James' Medical Academy rendered yeomen service to mitigate the sufferings of flood affected family. About 100 families were sheltered in the college building for a week with adequate supply of free food apart from providing them free medical needs

In the current COVID-19 pandemic college hostel was used as COVID Frontline Treatment centre, and SJCOPS provided logistics and took welfare measures for the COVID affected persons`

### **Concluding Remarks :**

SJCOPS is a self-financed private Christian minority institution offering established in the year 2004. Currently B.Pharm, M.Pharm, Pharm.D, Pharm.D (Post-Baccularate) and Ph.D programmes are being offered all the programmes are approved by Pharmacy Council of India (PCI) and Kerala University of Health Sciences, Thrissur. SJCOPS is one of the most sought after private Pharmacy institution in Kerala state.

The management of SJCOPS plays proactive role to provide the best possible environment for teaching learning process and research. The college has decentralized administrative set up involving all the teaching staff, representation from students, parents and social activists and the college activities are managed by various empowered committees

SJCOPS has all the required infrastructure, facilities, library resource, ICT facilities, play ground and facilities for extracurricular activities to conduct all the programmes efficiently. Well qualified and dedicated team of staff members take care of the education of the students in a best possible way and the students get ample opportunities to develop their soft skill through participation in various extracurricular, co-curricular and extension activities. In the academic front our students get University rank while in extracurricular activities they come with many trophies by participating in national / state level meets. Our graduates are well accepted by the employer and most of the graduates got placements within six months after successful completion of the programme. Our alumni support various students' activities every year showing their regards to their alma mater.

In the research front SJCOPS has filed an application for patent and has DSIR approved research centre. It is an also the approved centre for Pharmacovigilance and Materiovigilence programme of Indian Pharmacopoeia commission.

SJCOPS recently initiated establishing quality system in the college. As the first step IQAC has been constituted and outcome based education system has been introduced. IQAC has initiated various quality measures to improve the overall performance of the Institution and SJCOPS is marching towards becoming an Institute of national repute in the near future.

SJCOPS promotes environment protection, energy conservation, gender equity, tolerance & harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities and humane approach towards fellow citizen.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	<p><b>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</b></p> <ol style="list-style-type: none"><li><b>1. Academic council/BoS of Affiliating university</b></li><li><b>2. Setting of question papers for UG/PG programs</b></li><li><b>3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses</b></li><li><b>4. Assessment /evaluation process of the affiliating University</b></li></ol> <p>Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: C. Any 2 of the above Remark : DVV has select 2 of the above as per shared nomination letter of teachers in SI. No. 1 and 4 by HEI.</p>
1.4.1	<p><b><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></b></p> <ol style="list-style-type: none"><li><b><i>1) Students</i></b></li><li><b><i>2)Teachers</i></b></li><li><b><i>3)Employers</i></b></li><li><b><i>4)Alumni</i></b></li></ol> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: E. None of the above Remark : DVV has select E. None of the above because curriculum for the year 2020 has not considered.</p>
1.4.2	<p><b>Feedback process of the Institution may be classified as follows:</b></p> <p><b>Options:</b></p> <ol style="list-style-type: none"><li><b>1. Feedback collected, analysed and action taken and feedback available on website</b></li><li><b>2. Feedback collected, analysed and action has been taken</b></li><li><b>3. Feedback collected and analysed</b></li><li><b>4. Feedback collected</b></li><li><b>5. Feedback not collected</b></li></ol> <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: E. Feedback not collected</p>

Remark : DVV has select E. Feedback not collected because feedback report has not considered in 1.4.1 and 1.4.2

**2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)**

2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
10	8	16	12	8

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
48	48	53	53	53

Remark : DVV has made the changes as per looking at seat earmarked against admitted reserved students.

**2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**

**2.4.3.1. Total experience of full-time teachers**

Answer before DVV Verification : 293

Answer after DVV Verification: 217

Remark : DVV has made the changes as per shared experience letter by HEI excluding those teachers who leave the college.

**3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

**3.1.1.1. Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0.363	0.315	5.775	3.818	0.215

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	4.58	5.47	0	0



3.1.3	<p><b>Percentage of departments having Research projects funded by government and non government agencies during the last five years</b></p> <p>3.1.3.1. <b>Number of departments having Research projects funded by government and non-government agencies during the last five years</b>  Answer before DVV Verification:</p> <table border="1" data-bbox="306 472 1046 607"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>3</td> <td>4</td> <td>3</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 685 1046 819"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>3.1.3.2. <b>Number of departments offering academic programmes</b>  Answer before DVV Verification:</p> <table border="1" data-bbox="306 898 1046 965"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	3	3	4	3	2	2019-20	2018-19	2017-18	2016-17	2015-16	0	1	1	0	0	2019-20	2018-19	2017-18	2016-17	2015-16					
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0	1	1	0	0																											
2019-20	2018-19	2017-18	2016-17	2015-16																											
3.2.2	<p><b>Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years</b></p> <p>3.2.2.1. <b>Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years</b>  Answer before DVV Verification:</p> <table border="1" data-bbox="306 1245 1046 1379"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>3</td> <td>3</td> <td>2</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1458 1046 1592"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>0</td> <td>4</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	10	3	3	2	0	2019-20	2018-19	2017-18	2016-17	2015-16	4	0	4	1	0										
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4	0	4	1	0																											
3.3.2	<p><b>Number of research papers per teachers in the Journals notified on UGC website during the last five years</b></p> <p>3.3.2.1. <b>Number of research papers in the Journals notified on UGC website during the last five years.</b>  Answer before DVV Verification:</p> <table border="1" data-bbox="306 1872 1046 2007"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>21</td> <td>23</td> <td>27</td> <td>34</td> <td>27</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p>	2019-20	2018-19	2017-18	2016-17	2015-16	21	23	27	34	27																				
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21	23	27	34	27																											

2019-20	2018-19	2017-18	2016-17	2015-16
4	2	2	0	4

**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**3.3.3.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
3	1	0	1	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2	0	0	1	0

**3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

**3.4.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	3	1	3	3

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years ( including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**

**3.4.3.1. Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

8	7	2	9	6
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Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
7	4	2	4	1

3.4.4 **Average percentage of students participating in extension activities at 3.4.3. above during last five years**

3.4.4.1. **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
144	116	215	132	116

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
144	116	215	85	116

3.5.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	1	2	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	2	1

4.1.4 **Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
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95.2	12.5	90.6	135	83.4
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Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
16.38	4.84	88.40	62.92	159.21

4.2.3 **Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2.26	1.80	2.2	3.25	4.23

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
3.02	0	2.57	3.16	9.82

4.4.1 **Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
208	166	75.7	127	102

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
43.83	56.59	9.48	23.93	12.99

5.1.2 **Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**

5.1.2.1. **Total number of students benefitted by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

Answer before DVV Verification:

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2019-20	2018-19	2017-18	2016-17	2015-16
10	13	16	14	13

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
6	5	16	14	13

Remark : DVV has made the changes as per the report provided by the HEI.

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
14	6	6	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Relevant document not shared by HEI.

**5.2.2 Average percentage of students progressing to higher education during the last five years**

**5.2.2.1. Number of outgoing student progression to higher education during last five years**

Answer before DVV Verification : 112

Answer after DVV Verification: 111

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
06	19	01	27	01

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

5.3.3 **Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
96	79	53	61	42

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
91	69	46	54	38

6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
16	4	2	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
6	0	0	0	0

6.5.3 **Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : C. 2 of the above

	<p>Answer After DVV Verification: D. 1 of the above  Remark : DVV has select D. 1 of the above as per shared report of IQAC by HEI.</p>
7.1.2	<p><b>The Institution has facilities for alternate sources of energy and energy conservation measures</b></p> <ol style="list-style-type: none"> <li>1. Solar energy</li> <li>2. Biogas plant</li> <li>3. Wheeling to the Grid</li> <li>4. Sensor-based energy conservation</li> <li>5. Use of LED bulbs/ power efficient equipment</li> </ol> <p>Answer before DVV Verification : A. 4 or All of the above  Answer After DVV Verification: B. 3 of the above  Remark : DVV has select B. 3 of the above as per Geo tagged photos of SI. No. 2, 4 and 5 by HEI.</p>
7.1.4	<p><b>Water conservation facilities available in the Institution:</b></p> <ol style="list-style-type: none"> <li>1. Rain water harvesting</li> <li>2. Borewell /Open well recharge</li> <li>3. Construction of tanks and bunds</li> <li>4. Waste water recycling</li> <li>5. Maintenance of water bodies and distribution system in the campus</li> </ol> <p>Answer before DVV Verification : A. Any 4 or all of the above  Answer After DVV Verification: B. 3 of the above  Remark : DVV has select B. 3 of the above as per Geo tagged photos of Si. No. 2, 3, 4 by HEI.  Provided bills other than current year has not considered.</p>
7.1.6	<p><b>Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:</b></p> <ol style="list-style-type: none"> <li>1. Green audit</li> <li>2. Energy audit</li> <li>3. Environment audit</li> <li>4. Clean and green campus recognitions / awards</li> <li>5. Beyond the campus environmental promotion activities</li> </ol> <p>Answer before DVV Verification : A. Any 4 or all of the above  Answer After DVV Verification: B. 3 of the above  Remark : DVV has select B. 3 of the above as per audit report of SI. No. 1, 2 and 3 by HEI.</p>
7.1.10	<p><b>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</b></p> <ol style="list-style-type: none"> <li>1. The Code of Conduct is displayed on the website</li> <li>2. There is a committee to monitor adherence to the Code of Conduct</li> <li>3. Institution organizes professional ethics programmes for students, teachers,</li> </ol>

**administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has select B. 3 of the above as per shared report of code of conduct, monitoring committee proceeding and professional ethic program by HEI.

**2.Extended Profile Deviations**

ID	Extended Questions																				
1.1	<p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>71</td><td>71</td><td>143</td><td>143</td><td>143</td></tr></tbody></table> <p>Answer After DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>143</td><td>143</td><td>143</td><td>71</td><td>71</td></tr></tbody></table>	2019-20	2018-19	2017-18	2016-17	2015-16	71	71	143	143	143	2019-20	2018-19	2017-18	2016-17	2015-16	143	143	143	71	71
2019-20	2018-19	2017-18	2016-17	2015-16																	
71	71	143	143	143																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
143	143	143	71	71																	
2.2	<p><b>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>37</td><td>37</td><td>41</td><td>41</td><td>41</td></tr></tbody></table> <p>Answer After DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>48</td><td>48</td><td>53</td><td>53</td><td>53</td></tr></tbody></table>	2019-20	2018-19	2017-18	2016-17	2015-16	37	37	41	41	41	2019-20	2018-19	2017-18	2016-17	2015-16	48	48	53	53	53
2019-20	2018-19	2017-18	2016-17	2015-16																	
37	37	41	41	41																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
48	48	53	53	53																	
2.3	<p><b>Number of outgoing / final year students year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>135</td><td>114</td><td>127</td><td>95</td><td>76</td></tr></tbody></table> <p>Answer After DVV Verification:</p> <table border="1"><thead><tr><th>2019-20</th><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th></tr></thead><tbody><tr><td>117</td><td>121</td><td>144</td><td>127</td><td>81</td></tr></tbody></table>	2019-20	2018-19	2017-18	2016-17	2015-16	135	114	127	95	76	2019-20	2018-19	2017-18	2016-17	2015-16	117	121	144	127	81
2019-20	2018-19	2017-18	2016-17	2015-16																	
135	114	127	95	76																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
117	121	144	127	81																	
3.2	<p><b>Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)</b></p>																				



Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
283	242	422	548	459

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
207.88	167.41	190.8	477.53	395.79

3.3

**Number of Computers**

Answer before DVV Verification : 30

Answer after DVV Verification : 36

NAAC