

ST. JAMES' COLLEGE OF PHARMACEUTICAL SCIENCES

St. James' Medical Academy

CHALAKUDY-680307, KERALA

(NAAC Accredited)

IQAC (INTERNAL QUALITY ASSURANCE CELL)

OBJECTIVES:

- To develop a quality system to ensure continual improvement in the academic and research performance of the institution.
- To ensure quality culture in every activity of St. James' College of Pharmaceutical Sciences

RESPONSIBILITIES:

- Coordinate quality-related activities through organised documentation process and internal communication
- To conduct internal and external academic audits of departments to promote quality, accountability and transparency.
- Creating and maintaining a system of feedback from stakeholders on processes and policies of the College.
- Preparing the Annual Quality Assurance Report (AQAR) as per NAAC guidelines.
- Organize special programmes for advanced learners and slow learners to suit their needs, motivate them and provide opportunities to explore options for growth.
- To initiate new methods of teaching, learning and evaluation technique based on contemporary needs
- Organize workshops and seminars on quality-related issues/themes in order to promote quality culture in all areas and activities of the College.
- Promote the creation and maintenance of a learner-centric environment and adoption of participatory teaching and learning.
- Contribute to the decision-making process related to the functioning of the institution.
- Promote inter- institutional endeavours to facilitate resource sharing and promotion of research.
- The IQAC will conduct regular meetings and record IQAC meeting minutes in a separate register.

SC/ST CELL

AIM:

To empower the SC/ST students of St. James' College of Pharmaceutical Sciences

OBJECTIVES:

- To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
- To create an environment in the college where all such students feel safe and secure.
- To establish effective mechanism to redress the grievance of SC/ST students, if any
- To organize programmes to enhance the carrier growth of SC / ST students
- To create awareness among the SC/ST students regarding various scholarships and assistance provided by State Government and Central Government

RESPONSIBILITIES:

- To collect State Government and Central Government orders/Notifications on education, employment and other schemes for SC/ST students and circulate among the SC / ST students.
- To motivate them to achieve better academic performance through encouragement and counseling
- To play proactive role to prevent harassment to SC / ST students
- The committee will record SC/ST cell activity in a separate register

MINORITY CELL

AIM:

To empower the students of St. James' College of Pharmaceutical Sciences belonging to minority communities

OBJECTIVES:

- To create an environment in the college where all such students feel safe and secure.
- To establish effective mechanism to redress the grievance of students belonging to minority communities, if any
- To create awareness among the students of minority communities regarding various scholarships and assistances provided by State Government and Central Government

RESPONSIBILITIES:

- To collect State Government and Central Government orders/Notifications on education, employment and other schemes for minority community students and circulate among the minority community students.
- To motivate them to achieve better academic performance through encouragement and counseling
- To play proactive role to prevent harassment to minority community students
- The committee will record Minority cell activity in a separate register

GENDER SENSITIZATION CELL

AIM: To empower female students and staff members.

OBJECTIVES:

- To make the young boy's and girl's gender sensitive and create positive values that supports the girls and their rights.
- To provide overall guidance to the peer group integrating gender in all activities of the institution.
- To create the awareness regarding gender equality empowered in laws and social system.

RESPONSIBILITIES:

- Conduct awareness programmes for women on women empowerment, safety aspects in work place and Government initiatives for the welfare of women.
- Conduct self defense classes to women
- Conduct programmes for male students to sensitize them on the problems faced by women in public places
- Establish effective mechanism to receive complaints from women staff / students regarding gender discrimination
- Examine each complaint received from the women staff/ students by collecting the required information from connected people.
- Find solution for grievances complaints received .
- The committee will record such grievances received from the women staff/ students in a separate register.
- The committee will record gender sensitization cell activity in a separate register

INTERNAL COMPLAINTS COMMITTEE (ICC) [OR] SEXUAL HARASSMENT COMMITTEE

AIM:

Prevent sexual harassment of females in St James' College of Pharmaceutical Sciences

OBJECTIVES:

To implement the provisions of;

- UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015
- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

RESPONSIBILITIES:

- To establish effective mechanism to receive complaints from women regarding sexual harassment keeping confidentiality and to take effective measures to prevent sexual harassment to women in the College campus
- On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant.
- ICC shall then submit the preliminary enquiry report to Principal along with all the original documents adduced during the preliminary enquiry proceedings.
- In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal cell.
- Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- The committee will record internal complaints committee activity in a separate register

GRIEVANCE REDRESSAL CELL

AIM:

To provide conducive academic ambience in the College so as the students can pursue education without stress or fear.

OBJECTIVES:

- To prevent any type of grievance to students in the College
- To provide solutions for the grievances of the students which arise then and there
- To take corrective steps when there is grievance to the students.

RESPONSIBILITIES:

- To establish effective mechanism to receive complaints from students without fear or hesitation.
- Receive grievances through e mail sjcopsgrievancecell@gmail.com or by dropping in suggestion boxes provided in our campus.
- If grievance is received from students, the college Grievance Redressal cell will meet and take necessary steps to redress the grievance
- On receipt of grievance scrutinize, analyse and discuss the problem with concerned person to find out an amicable solutions ,within a week, without affecting the interests of both the parties
- If no solution could be found the matter is informed to the Principal for further action.
- If the grievances are found to be not genuine, the students are explained about the reason for not implementing them. In all cases maintaining strict confidentiality is ensured by CGRC.
- The committee will record grievance redressal cell activity in a separate register

ANTI-DISCRIMINATION CELL

AIM:

- To prevent discrimination, among students and staff members, based on caste, creed, language, or gender in all the activities of the College

OBJECTIVE:

- To ensure that every staff/student inside the campus enjoys equal rights in the process of offering or receiving education.

RESPONSIBILITIES:

- To establish effective mechanism to receive complaints, from affected person without fear or hesitation, related to discrimination based on caste, creed, religion, language, ethnicity, gender or disability.
- Conduct proper enquiry and submit a detailed report to the Principal for suitable action.
- The cell shall take proactive steps to prevent discrimination against an individual in any form.
- The committee shall record anti-discrimination cell activity in a separate register

ANTI-RAGGING COMMITTEE

AIM: To make St James College of Pharmaceutical Sciences a “Ragging Free Campus”

OBJECTIVES:

- To take prevent measures to eliminate the scourge of ragging including any conduct by any student whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student.
- To take corrective measures as when there is incidence of ragging if any

RESPONSIBILITIES:

- To effectively implement the provisions provided in Prevention and prohibition of ragging in the college act and University Grants Commission (UGC).
- To create awareness among the senior students regarding the legal action that will be taken if any of them indulge in ragging through display board and awareness programme before the commencement of classes for freshers.
- To ensure the display of posters on Institution and Department Notice Boards and other prominent places intimating the contact details of persons to be contacted in case of ragging.
- The committee shall meet before commence of classes for fresher and chart out programme of action to prevent ragging in Classrooms, Canteens, Buses, Grounds, and Hostels etc.
- To conduct an on-the-spot enquiry into any incident of ragging referred to it by the faculty or student or parent or guardian, as the case may be: and the enquiry report along with recommendations shall be submitted to the Head of the Institution for action.

- To establish effective mechanism to receive complaints, from affected person through email (sjcopsantiraggingcell@gmail.com), phone or by dropping in suggestion boxes provided in the college campus.
- If ragging complaints is received from students, the college anti-ragging committee will meet and take necessary steps and submit the report to the Head of the Institution for action.
- As when there is incidence of ragging the committee will meet and decide corrective measures to prevent such incidence
- The committee will record anti-ragging activity in a separate register

ADMISSION COMMITTEE

AIM:

- To make the students admission process, in the College, smooth and effective so that the deserved candidates get admission.

OBJECTIVES:

- To assist the management in the process of students admission to all programmes offered in the College
- To ensure the guidelines (all Quota including reservation policy) of Government of Kerala and Kerala State Self Financing Pharmacy College Managements Association (KSSPCMA) are followed.

RESPONSIBILITIES:

- Keep track of the amendments in the guidelines of Government of Kerala, Kerala State Self Financing Pharmacy College Managements Association (KSSPCMA) and other statutory agencies and inform Principal about the amendments.
- Prepare merit list of candidates and display on the college notice board.
- Assist management in every aspects of admission process.
- Collect data of admitted students in a format approved by The Principal.
- Prepare a admission report containing details required for IQAC
- The committee will record admission Committee activity in a separate register

ACADEMIC MONITORING CELL (AMC)

AIM:

To oversee the teaching-learning-evaluation process in SJCOPS and suggest means to further improve the process

OBJECTIVES:

To carry out the KUHS guidelines on the responsibilities of AMC

To promote quality of teaching-learning-evaluation process in the College

RESPONSIBILITIES:

- Ensure timely completion of syllabi
- Promote innovative teaching methods by Faculty members
- Ensure quality of education to students.
- Any other initiative to promote quality education after getting approval from Principal
- Record academic monitoring cell activity in a separate register

EXAMINATION COMMITTEE

AIM:

- To ensure smooth conduct of internal assessment examinations and University examinations as per rules and regulations of Kerala University of Health Sciences (KUHS), Thrissur, Kerala.

OBJECTIVES:

- To plan and conduct internal assessment examinations
- To assist the Principal/Chief Superintendent in smooth conduct of University Examination.

RESPONSIBILITIES:

- Meet before the commencement of academic year to finalize the internal assessment examination schedules and pass on the schedule to Handbook committee to include the schedule in the academic hand book
- Meet before each examination and prepare plan of action for the ensuing examinations including, including appointment of examiners, display of schedule, assessment, evaluation, timely declaration of examination results and other activities for smooth conduct of the Examination
- Establish a mechanism to receive examination related complains and redress the complains.
- Suggest examination and evaluation reforms in order to make examination and evaluation system more efficient
- Maintain internal examination mark register.
- Record examination committee activity in a separate register

EXAM RESULTS COMMITTEE

AIM:

- To assist IQAC in the evaluation of learning outcome of the students

OBJECTIVES:

- To publish the results of internal assessment examinations received from examination committee and results of Semester examination received from KUHS
- Provide feedback to IQAC on the performance of students in the examinations to take corrective action in teaching learning process if needed

RESPONSIBILITIES:

- Collect the examination results of students, published by KUHS University as well as the marks obtained in internal assessment examinations from examination committee and display in the notice board.
- Analyse the pass percentage in each course of UG and PG programmes and submit a report in a format approved by IQAC
- Calculate course outcome for each course with respect to only University examination component and pass on to concerned staff in-charge for computation of course outcome.
- Record exam result analysis activity in a separate register

RESEARCH COMMITTEE

AIM:

- To make SJCOPS a vibrant research centre

OBJECTIVES:

- To promotes research culture among students and faculty members.
- To create conducive atmosphere to carry out research by students and faculty members
- To play supportive role for faculty members in getting research grants and research publications

RESPONSIBILITIES:

- Circulate notifications from funding agencies, for seminar grants/research grants, and notification of forthcoming seminar / conference
- Encourage, help, facilitate and guide faculty members to apply for research grants from Various funding agencies
- Identify promising students and encourage them for paper presentation in seminar/ conference.
- Motivate the faculty to publish their research findings in refereed journals / Present papers in seminars and conferences
- Play proactive role to strengthen industry – Institute interaction for mutual benefits.
- Play proactive role to initiate collaborative research or academic activities with Industry, organization and other Institute through MOU.
- To instill research culture among students through their UG and PG projects.
- Record research Committee activity in a separate register

DOCTORAL COMMITTEE

AIM:

- To make SJCOPS an advanced research centre through strengthening Ph D programme

OBJECTIVES:

- To continually increase the number of Ph D scholars at SJCOPS
- To increase the number of Faculty members with Ph.D qualification
- To help the staff members, registered for Ph D in all possible ways for their timely completion of Ph,D programme

RESPONSIBILITIES:

- To encourage, facilitate and help faculty members to register for Ph D programmes at KUHS or other UGC approved Universities
- Review research progress of Ph.D candidate periodically
- Ensure timely completion of lab works/field works by the Ph.D candidate
- Record doctoral council activity in a separate register

INSTITUTIONAL ETHICAL COMMITTEE

AIM:

- To ensure moral and ethical values in all the research activities of SJCOPS

OBJECTIVE:

- To ensure the research protocol of every research / project follow the standards and principles prescribed in the National Ethical Guidelines for Biomedical and Health Research Involving Human Participants, given ICMR 2017 Ethical Guidelines

RESPONSIBILITIES:

- Review students academic research activities by IEC for ethical values and provide approval to carry out the academic research activities in the college
- Take proactive steps to prevent plagiarism.
- Record institutional ethical committee activity in a separate register

PARENT-TEACHER-WELL-WISHER ASSOCIATION

AIM:

- To provide parents and teachers a mutual platform, to work for the betterment of students

OBJECTIVES:

- To work for the welfare of the students and the institution
- To apprise the parents about their wards performance
- To help the Institution to carry out “teaching – learning” process effectively

RESPONSIBILITIES:

- Organize PTWA meeting periodically
- Promote better participation of the parents in the various programs of the college and to establish better relationship with the teachers.
- Offer constructive suggestions on various issues for the smooth and successful functioning of the college.
- The committee will record PTWA activity in a separate register

PLACEMENT AND CAREER GUIDANCE CELL

AIM:

- To ensure placement for all the passed out students

OBJECTIVES:

- To make the students employable through training and guidance
- To be a link between potential employers and the passing out students
- Placement and Career Guidance Cell facilitates the process of placement of students graduating from the college, besides collaborating with private organisations in setting up training programmes for the students. The College provides the infrastructural facilities to conduct

RESPONSIBILITIES:

- Arrange training programmes to enhance Aptitude, Group Discussion and Interview skills of students
- Provide pre-placement training through on-line test/ written aptitude tests, Group discussions and interviews.
- Arrange On-campus/Online interviews
- Help the students to attend off-campus interviews and also arranging interviews for passed out students.
- Collecting and maintain up to date database (Soft and Hard copy) of passed out student along with their placement records
- Provide training to qualify in Competitive Examinations
- To motivate and counsel the students to acquire higher education
- Record placement and career guidance cell activity in a separate register

COLLEGE COUNCIL COMMITTEE (CCC)

AIM:

- Effective teaching-learning-evaluation process through involving student members

OBJECTIVE:

- To finalize plan of action for academic, extra-curricular and Co-curricular activities involving students who are members of CCC

RESPONSIBILITIES:

- Carry out the function as per the guidelines of KUHS
- Meet every year before the preparation of Hand Book
- Get inputs from the student members and pass on the information to The Principal for necessary action

NSS UNIT

AIM:

To inculcate humane values and social commitments among the students

OBJECTIVES:

To make the students realize and follow “Not Me But You” concept which is the essence of democratic living.

To make the students appreciate “dignity of labour” through service to the downtrodden and needy

RESPONSIBILITIES:

- Make student to understand the community in which they live.
- Make student to understand themselves in relation to their community.
- Identify the needs and problems of the community and involve students in problem-solving.
- Develop among students a sense of social and civic responsibility.
- Utilize students’ knowledge in finding practical solutions to individual and community problems.
- Develop competence required for group-living and sharing of responsibilities.
- Practice national integration and social harmony.
- Record NSS activity in a separate register

ALUMNI CELL (NEXSUS Alumni Association)

AIM:

- To provide a platform for the alumni to connect with each other and with their Alma Mater

OBJECTIVES:

- To involve alumni in the developmental activities of SJ'COPS
- To use Alumni expertise in the career development of current students

RESPONSIBILITIES:

- To help Alma Mater in all possible ways develop the Institution
- Extend help to the current students in the placements and internships of students.
- Arrange alumni meet every year.
- Recognize alumni for their significant contributions to education.
- To involve alumni in various cultural and social activities
- Record alumni cell activity in a separate register

MAINTENANCE COMMITTEE

AIM:

- To ensure all the facilities, equipments and installation are available for use as when required

OBJECTIVES:

- To take measures to keep all facilities, equipments and installations in working conditions
- To manage the maintenance of facilities, equipments and installations in the college

RESPONSIBILITIES:

- Arrange for Annual Maintenance contract wherever possible
- Arrange for annual energy audit and annual green audit
- To establish effective procedure to repair the equipment, facility or installation at the earliest whenever they go out of order

LIBRARY COMMITTEE

AIM:

- To keep the Library facilities up to date by stacking with required learning resources and make them available to students in a seamless way

OBJECTIVES:

- To add books and journals in the Library on yearly basis
- To update e-learning resources continually
- To work towards modernization and improvement of Library and documentation Services.

RESPONSIBILITIES:

- Prepare general library policies and regulations for the functioning of College library
- Meet well before commencement of academic year to prepare the list of books and other learning resources needed along with budget estimate and submit to the principal for further action
- Arrange guest lecturers for faculty members and research scholars on effective utilization of library
- Collect feedback on functioning of Library from students
- Prepare and submit the annual report on the functioning of the library
- Record library Committee activity in a separate register

MATERIAL MANAGEMENT COMMITTEE

AIM:

- To make available the required chemicals, consumables and stationeries on time

OBJECTIVES:

- To assist the management in the purchase of required chemicals, consumables and stationeries, at low cost without compromising the quality.
- To manage the functioning of the stores for effective utilization of chemicals, consumables and stationeries

RESPONSIBILITIES:

- Establish a system to collect list of materials required from concern faculty/Department HOD/Non-teaching staff well in advance.
- Collect quotations from different companies for required materials and prepare comparative statement
- Place the order of required materials as approved by the authorities
- Oversee the maintenance of stock register by stores in-charge
- Carry out internal stock verification annually.

EQUIPMENT COMMITTEE

AIM:

- To ensure the availability of quality equipments at low cost

OBJECTIVES:

- To assist authorities in the process of equipment purchase and maintenance at low cost without compromising quality

RESPONSIBILITIES:

- Establish a system to collect list of equipments required, from concern faculty/Department HOD/Non-teaching staff well in advance.
- Assist the management in the purchase of required equipment, at low cost without compromising the quality
- Oversee the maintenance of equipment stock register by stores in-charge
- Take measures for annual maintenance contract (AMC) of the equipments wherever possible
- Take measures for calibration of the measuring equipments every year
- Prepare Standard Operation Procedure (SOP) for each equipment and make them available along with the equipment

STUDENT SUPPORT CELL

AIM:

- To ensure wholesome development of students to be a successful Pharmaceutical Professional

OBJECTIVES:

- To provide guidance and counseling to the students to solve their personal and educational problems.
- To develop soft skill among the students

RESPONSIBILITIES:

- Motivate students for their academic progress.
- Encourage students participate in co-curricular & extracurricular at college, University & national levels
- Organize activities for personality development of students.
- Provide psychological support, counseling if needed.
- Arrange guest-lectures on syllabus topics, morals, career guidance etc.
- Record student support cell activity in a separate register

PROGRAMME COORDINATOR COMMITTEE

AIM:

- To be event management team for all the events organized in SJCOPS

OBJECTIVE:

- To make all co-curricular and extra-curricular activities in the college, a grand success by working in tandem with respective Co-ordinator of the program

RESPONSIBILITIES:

- Prepare the master plan for the co-curricular and extra-curricular activities
- Organize program-related meetings and events
- Circulate the programme details to students in an advanced and display in the college notice board.
- Carry out the stage management by involving student volunteers
- Record programme details and programme report to be prepared and submitted to Principal

ACADEMIC CALENDAR AND HAND BOOK COMMITTEE

AIM:

- To ensure that all the students are provided with informations regarding rules & regulations, calendar of academic , co-curricular & extra- curricular activities at the commence of academic year

OBJECTIVES:

- To prepare Hand book contains following informations before the commencement of academic year using inputs from HODs and various committees and with the approval of Principal and associate Director;
 - College Rules and Regulations
 - Various committees
 - Academic Calendar specifying tentative dates for all academic, co-curricular and extracurricular activities

RESPONSIBILITIES:

- Obtaining faculty wise activity plan from each departments
- Obtaining details from different cells and clubs about events
- Discuss with concern department HODS and Principal to finalize the events
- Obtaining approval from Principal and Associated Director for printing of calendar and college hand book
- Communicating the approval to BLM printing press to initiate printing
- Upload the soft copy of the calendar and handbook in college website
- Receive the hard copy of the college calendar and handbook from printing press and distribute among students
- Record the activity in a separate register

CURRICULUM COMMITTEE

AIM:

To achieve target “programme outcome” and “programme educational objective”

OBJECTIVE:

To assist IQAC in achieving stated attainment of programme outcome” and “programme educational objective” through co-curricular /extra-curricular activities, add on courses and value added courses

RESPONSIBILITIES:

- Review the curriculum of UG & PG Courses to identify lacunae to achieve the stated outcome of “programme outcome” and “programme educational objective”.
- Coordinate with HODs to
 - Identify co-curricular /extra-curricular activities, add on courses and value added courses to fill the lacunae in the curriculum
 - Design the course content
 - Conduct the courses
- Record the activity in a separate register

CULTURAL COMMITTEE

AIM:

- To create vibrant atmosphere in the College campus through engaging students in variety of constructive programmes

OBJECTIVES:

- To bring out hidden talents of students through various cultural and literal talents
- To provide a platform for students to develop their skills in arts, music, literature etc.

Responsibilities:

- To organize various cultural and literal programmes spread through the year
- Prepare a schedule of programmes to be conducted in an academic year before the preparation of Hand Book and include the same in Hand Book after approval from Principal
- Conduct the programme as per the schedule involving as many students as possible
- Prepare students to participate cultural programmes organized by other institutions
- Prepare a report of each programme in a format approved by IQAC

SPORTS COMMITTEE

AIM:

- To improve the physical wellbeing of students

OBJECTIVE:

- To provide a platform for students to develop their skills in sports.

RESPONSIBILITIES:

- To organize sports meet every year.
- Prepare a schedule of programmes to be conducted in an academic year before the preparation of Hand Book and include the same in Hand Book after approval from Principal
- Conduct the programme as per the schedule involving as many students as possible
- Prepare students to participate sports meet organized by other institutions
- Prepare a report of each programme in a format approved by IQAC

COVID-19 JAGRATHA COMMITTEE

AIM:

To prevent the spread of COVID 19 and other forms of virus in SJCOPS campus

OBJECTIVES:

To ensure the compliance of the directives of the Ministry of Health and the Government of Kerala to arrest the spread of covid19 and other forms of lethal viral attacks JCOPS campus

RESPONSIBILITIES:

- Ensure
 - Thermal screening at entrance.
 - Provision of sanitizer at college entrance, class rooms, office and faculty rooms.
 - N-95 mask worn by all in college/hostel.
 - Day scholars not entering the hostel.
 - Hostilities do not go out.
 - Social/physical distancing (6 feet/1mtr).
 - Students and staff are carrying their own food items, water bottle.
 - Spitting is avoided.
- Report immediately, if students are sick.
- Students infected with COVID-19 ensure their RT-PCR result is negative while entering college/hostel
- Record the activity in a separate register