YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	ST JAMES COLLEGE OF PHARMACEUTICAL SCIENCES CHALAKUDY 680307
• Name of the Head of the institution	Dr. KRISHNA KUMAR K
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04802710937
• Mobile no	9046714021
• Registered e-mail	stjamespharmacycollege@yahoo.co.in
• Alternate e-mail	sjcopsnaac@gmail.com
• Address	ST JAMES COLLEGE OF PHARMACEUTICAL SCIENCES ST JAMES MEDICAL ACADEMY GOVERNMENTAL HOSPITAL ROAD RIVER BANK, CHALAKUDY, THRISSUR
• City/Town	Chalakudy
• State/UT	Kerala
• Pin Code	680307
2.Institutional status	
• Affiliated /Constituent	Affiliated by Kerala University of Health Sciences

• Type of Institution	**Co-education**
• Location	**Urban**
• Financial Status	**Self-financing**
• Name of the Affiliating University	**Kerala University of Health Sciences Thrissur Kerala**
• Name of the IQAC Coordinator	**Dr Dineshkumar B**
• Phone No.	**04802710981**
• Alternate phone No.	**04802710936**
• Mobile	**9048421775**
• IQAC e-mail address	**sjcopsnaac@gmail.com**
• Alternate Email address	**stjamespharmacycollege@yahoo.co.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://stjamespharmacycollege.in
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://stjamespharmacycollege.in/academic-calendar

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**2.54**	**2021**	**10/08/2021**	**09/08/2026**

6.Date of Establishment of IQAC	**10/10/2019**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	NA	NA	NA	0

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)
? Implementing Outcome based education – August 2020 ? Filed Indian Patent application and the same has been published in Indian Patent Journal – January 2021 ? NSS unit Established in the college –January 2021 ? Implemented Smart Board tools for effective Teaching learning process - June 2021 ? Installation of Micromedex Drug information software –June 2021

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Apply for NAAC accreditation	SSR submitted in 06.02.2021
Complete the replacement of lights with LED	Most of the lighting in the campus are LED based lighting now
Strengthen teaching-learning through online mode during the COVID 19 pandemic lockdown	Complete syllabus were covered through online mode and internal assessments were done online including students' seminar
Install smart boards in class rooms	Two smart boards have been installed
Organize activities for overall development of students	Following are some of the activities conducted awareness on Jan Aushadi - March 2021 Training on Fire extinguisher - April 2021 International Day for Biological Diversity - May 2021 World No Tobacco Day-May 2021 World Environment Day-June 2021

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Rev Fr Manoj Mekkadath, Associate Director, St James Medical Academy	17/06/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	21/02/2022

Extended Profile

1.Programme

1.1	143

Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	**549**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	**53**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**179**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**39**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**39**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**11**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**55474082**
4.3 Total number of computers on campus for academic purposes	**30**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

St. James' College of Pharmaceutical Sciences has effective curricular planning and implementation mechanism, supplemented by feedback systems for continual improvement.

College handbook is prepared, which contains various informations including course details, academic schedules. Lesson plan, teaching materials including audio-visual materials, a question bank, and practical manuals, are prepared and made available to students on the first day of the year. The academic calendar is adhered to strictly and teachers maintain a record of work done along. Students' progress are assessed by sessional examination, daily tests, weekly tests, assignments, puzzle solving, quizzes, Personalized care is given for slow learners through Saturday exams.

Monitoring of the curriculum delivery is performed at various levels. At the department level, monthly staff meeting is conducted to review the progress of academic activities and a meeting of parents with Academic Monitoring Committee in the presence of all teachers is arranged wherein the progress of the wards is discussed with the parents.

Student's feedback on the teaching staff performance and curriculum

feedback from students, employers, teachers and alumni are obtained and corrective measures are taken to improve the teaching learning process.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/1.1.1.-Curriculum-Committee.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar forms part of college hand book, which is distributed to each student and staff every year and adherence of academic calendar is taken care of respective committee. Academic activities are monitored at various levels. At class level the class coordinators monitor adherence to academic calendar, at department level HODs conduct staff meetings on every first Saturday of the month to review academic activities while at the Institution level Academic Monitoring Committee oversee the academic activities and take corrective measures wherever necessary Co-curricular 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. Effective completion of continues internal assessment examinations, valuation of papers, and providing feedback to students as per academic calendar are taken care of examination committee through effective planning, timely completion of pre-examination preparedness and effective conduct of examination. Thus adherence to the academic calendar is ensured by decentralising various activities to empowered groups.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://stjamespharmacycollege.in/academic-calendar/

1.1.3 - Teachers of the Institution participate in `C. Any 2 of the above`
following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

105

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

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:

Women self defence classes are taken by the Police department especially the Pink Police.

The syllabus includes a course work on Environmental Sciences to create awareness on importance of environment protection among students

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.

SJCOPS' core values and motto reflect the importance being given to

human values. 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.

The curriculum includes course on Pharmaceutical Jurisprudence to teach professional ethics, in all clinical related subjects, the students are sensitized on importance of the ethics in professional practice. The graduates are administered "Pharmacist oath" in the graduation ceremony.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

19

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

791

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/Action-taken-report-of-the-Institution-on-feedback-report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/Action-taken-report-of-the-Institution-on-feedback-report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

108

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

52

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The students are categorized based on their performance in classroom, daily, weekly and internal examination marks. Students with less than 50%, are considered as slow learners and with more than 80% are categorized Advanced Learners.

FOR SLOW LEARNERS:

- **Saturday Exam, conducted exclusively for slow learners on a Saturday afternoon. The subject in charge gives question paper priorly and students have to submit answers 4 days prior to the examination. The subject in charge returns 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.**
- **Extra classes to clarify doubts and providing simplified learning resources.**
- **Appropriate counseling by mentors, expert counselors, motivational classes with case studies of illustrating Alumnae**

to inspire the slow learners.

FOR ADVANCED LEARNERS:

- Opportunities to develop their creativity by organizing and participating in scientific programmes and presentations, participate in quizzes and group discussions thereby improving their perfromance.
- 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	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/2.2.1.-Additional-information.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
13	1

File Description	Documents
Any additional information	View File

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

EXPERIENTIAL LEARNING ACTIVITIES

Theoretical knowledge is supplemented with practical experiments conducted in the labs, field visits to the medicinal garden ,industrial training 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

Through 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.

Journal club activities and research project work.

Patient counseling by 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.

Health camps, awareness programs and immunization programs conducted by the government as well as different organizations.

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.

The students are given cross-word puzzles in all subjects to improve the problem-solving skills.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/STUDENT-CENTRIC-METHOD.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

SJCOPS, has strengthened the ICT-enabled teaching and learning practice from the mere use of LCD in classroom to use of the ZOOM / Google class platform for teaching-learning process.

ICT used in the classroom:

All the classrooms are provided with audiovisual facilities like LCD projectors and Laptops as well as internet connectivity. All the staff members use power point presentations to supplement "chalk and talk". In addition to this the internet facility available in the classrooms is used to play live demos and other educational videos to enhance the learning process. Two class rooms are supported with highly advanced interactive board.

Online resources:

Paid Lexicomp Database is used for training as well as for drug information services in Hospital. Using this database, the students are trained in drug information services

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

Online teaching-learning platforms:

ZOOM, Google meet and google classroom platforms were being used effectively by all the staff members. These platforms were effective alternatives for class room teaching as well as to conduct students' seminars, students project progress presentations during the COVID19 pandemic. These platforms were also used to deliver invited talk by experts.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

43

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

9

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

217

File Description	Documents
Any additional information	[View File](#)
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment is, as per KUHS rules, based on three components; internal assessment tests, attendance and day-to-day performance including, promptness, viva-voce, interaction with staff members and record maintenance.

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

For Pharm D the assessment is based on seminar, assignments, record works and answering skills. For clinical subjects they have evaluated for 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. The students are informed during the orientation programme about the rules for internal assessment tests.

Internal examinations schedule is published in the academic calendars and given to students Answer books are shown to students after evaluation and answers are also discussed with the students. After full clarification students' signatures are obtained in the concerned name lists.

Students can approach the teacher to resolve grievances if any, regarding the assessment. If not satisfied, the students can represent to College Grievances Cell.

The mark obtained in the internal examination will be uploaded on the University portal on the scheduled dates given by the University.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/Examination-Register-and-Sessional-Examination-Dates.pdf

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

The following mechanism is set to deal with examination related grievances

Grievances related to the internal examination

The examination committee try to settle the grievances initially. Any student not satisfied with the decision of examination committee may approach Grievance Redressal Committee constituted in accordance with the UGC regulations. He/she can submit the grievance either in person or drop it in suggestion box/complaint book placed in various points.

Grievances received are addressed systematically and settled in a time-bound manner. The committee attempts to ensure that the grievances are resolved on time impartially and confidentially.

Grievances related to the semester/yearly university examination

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

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.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/2.5.2-Examination-related-grievances-committee-and-meeting-minutes.pdf

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.

POs and PSOs 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. 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 to identify lacunae so that additional add-on programmes, value-added programmes, co-curricular activities, extracurricular activities and extension activities could be conducted.

The POs, PSOs and COs thus prepared 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. Students and parents are apprised of POs during compulsory orientation programs and also deliberated in the Parent-Teacher Association meet. POs and PSOs are also displayed in strategic places on the campus and teaching staff explain the COs in the first class of the semester. Teaching staff are frequently reminded to take a step to attain stated POs and PSOs in the staff meeting

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

A systematic approach is made for evaluation of attainment of COs, POs and PSOs.

COs attainments are assessed from the performance of students in end-semester examination, internal assessment tests and continuous internal assessment. The weightage for each component is same proportion as that of their mark for that subject.

For internal assessment, 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.

Attainment of POs is measured through COs attainment, employer feedback, placement of graduates and number of students proceeded to higher studies & qualified in competitive examinations. Based on CO-PO correlation mapping the COs of each course was carried to the corresponding PO/s and average of POs attainment through all the courses was computed. Then Over all POs attainment was calculated based on POs attainment calculated as above and POs attainment through employers' feedback.

CO-PO mapping also find lacunae in the attainment of any of the stated POs. Suitable additional activities are carried out to attain the stated POs

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://stjamespharmacycollege.in/naac/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

87

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/2.6.3.-Additional-information.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://stjamespharmacycollege.in/wp-content/uploads/2022/07/SSS-St-James%E2%80%99-College-of-Pharmaceutical-Sciences-Chalakudy.pdf

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

3

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/Links-to-Funding-Agency-Website.pdf

3.2 - Innovation Ecosystem

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

St. James' College of Pharmaceutical Sciences (SJCOPS) has well-defined policies to promote research. 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 encouraging the students to take up front-line research topics and publish research articles in reputed journals.

SJCOPS also filed an Indian Patent application and the same has been published in Indian Patent Journal – January 2021 with title of

invention " WARM SEA WATER FISH SCALE COLLAGEN SCAFFOLD FOR BONE TISSUE ENGINEERING AND METHOD OF MAKING THEREOF" .

SJCOPS has established a DSIR-approved research center known as "St. James' Hospital Trust Pharmaceutical Research Centre" to promote research. The Pharmacovigilance Centre and Materiovigilance Centre approved by the Indian Pharmacopoeia Commission (IPC), have been created.

During the COVID-19 pandemic too, efforts have been made to organize scientific events through the virtual mode like invited scientific webinar on "First Aid in bites and stings", "Importance of Green and Energy Audit" and NSS-Orientation Webinar: History, Philosophy and activities in Zoom Platform.

Following scientific publications are brought out to keep up scientific tempo among students

- "Journal of Pharma Innovative Research" (JPIR) with ISSN: 2350-1332 supported & funded by NEXUS Alumni Association.
- Pharmacy Practice Newsletter

The college encourages PG students to submit project proposals for financial assistance from KSCSTE and encourages faculty members to submit research proposals to various funding agencies.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://stjamespharmacycollege.in/research-detail/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

7

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://stjamespharmacycollege.in/research-detail/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

18

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

3

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

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 year

The SJCOPS instituted NSS to educate the students through community service and enrich their personalities and deepen their understanding of the social environment in which they live.

During COVID-19 lockdown, most of the students of SJCOPS participated in various camps as volunteers and also reached out to the community through virtual mode.

A short video presentation on 'Awareness of COVID-19 Vaccine' was made and released on Social media platforms like YouTube and Facebook.

In connection with the International Day for Biological Diversity celebrations, the NSS Unit of SJCOPS organized a program known as 'My tree challenge'. The volunteers planted a tree in their surroundings of the individual home or street. Awareness on World "No Tobacco Day-Say no to tobacco" was observed by conducting an e-poster competition through social media

In connection with World environmental day celebrations, both offline and online programmes like planting of saplings, invited talk and documentary preparation & presentation on 'Ecosystem restoration' were organized.

The nature club "Poonchola" activities were created and maintained inhouse green Nashathravanam. The college organized various programs which have made students more sensitive to the needs of society and promoted in them a spirit of social commitment.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/extension-outreach-program/
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

4

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

478

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

1

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college is situated on 8 acres of land in a serene atmosphere on the banks of river Chalakudy with lush green gardens and landscapes. The college has 13 spacious well ventilated and well furnished classrooms with audio-visual gadgets to ensure a comfortable learning atmosphere. All the 18 laboratories are provided with first-aid boxes and fire extinguishers with effective drainage system and waste disposable system ensures a smooth and clean working environment. The instrument Laboratory has all sophisticated instruments with required backup UPS systems. The machine room is equipped with machinery for pharmaceutical operations and unit operations.

The Library with 402 sq. m, area with seating capacity of 100 is provided with adequate books, journals, computers and online resources. It is managed by Library management software.

A 450 bedded multi-specialty James Hospital, run by the same management, is used to give clinical training for the students. The hospital block has 2 classrooms, a library, a patient counseling centre and DIC.

Other facilities includes, AC seminar hall with a seating capacity of 70 is available for students for conducting seminars, examination halls, spacious Principal chamber with a strong room, staff rooms, spacious administrative area, herbal garden and a museum.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/4.1.1.Additional-Information.pdf

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

The college is well known for its student's performance in various intercollegiate cultural programmmes and sports meets. The college won the championship in many cultural events 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.

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. Sports ground is situated in an area of 6,789.96 m2 to conduct annual sports meet and for regular recreation for the students as well as staffs.

The college has indoor as well as outdoor auditoriums. Indoor Auditorium is spacious with a stage, audiovisual facilities, green room facilities and seating capacity of 400.

The facilities are adequate to conduct events such as seminars, symposiums, workshops as well as cultural festivals and all other college events. Outdoor Auditorium that is centrally located is also available to conduct annual graduation ceremony, co-curricular and extracurricular activities, with nearly 1500 capacities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/4.1.2-Institutional-Sports-cultural-facilities.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

11

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/4.1.3-Additional-information.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File]()

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

55474082

File Description	Documents
Upload any additional information	[View File]()
Upload audited utilization statements	[View File]()
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File]()

4.2 - Library as a Learning Resource

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

The library has adequate desks and chairs that provide exclusive and undisturbed spaces for library users. Provision has been made for users to access e-resources seamlessly either using their own laptops or a the desktop computer available in the library with the help of LAN/Wifi in the library.

Library has been automated with interggrated library management system, Campus ERP software. The Specific Features of Campus7 are:

- **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	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/4.2.1-Library-facilities-in-College.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

568379

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

260

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

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

The IT facilities were updated to Broad Band Wi-Fi connection from BSNL and ASIANET with 06 MBPS speed in 2011. 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 extended to entire campus through Optic Fibre Cable Connection.

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

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

At present 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. Twenty five computer systems, 11 LCD projectors and 2 interactive panel (Smart Boards) are available for ICT enabled teaching-learning with backup generators for entire campus.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/4.3.1-Institution-IT-facilities.pdf

4.3.2 - Number of Computers

30

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Importance is given for maintenance and optimal use of facilities so that the students are ensured uninterrupted availability of resources.

Buildings along with the facilities are insured against natural calamity. All the costly sophisticated equipments are under annual maintenance contract and serviced periodically. All measuring equipment like electronic balance are periodically calibrated.

The entire IT, Plumbing and electrical maintenance in the campus are done by a team working under the campus supervisor. The computer systems are maintained by a team of Institutional IT maintenance personnel and anti-virus /Anti Malware software are installed and updated regularly.

Sports ground is kept in using condition by grass cutting and ground leveling. 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 work is needed. Maintenance team under campus supervisor take care of repair work as per the requests entered in the register.

Accessibility of resources to the needy faculty and students at

right time is achieved through proper scheduling of usage by maintaining work schedules book. Further separate logbooks are maintained for each equipment/facility

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/4.2.2-Maintenance-committe-minutes.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

113

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/skills-enhancement-supportive-documents.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

39

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

14

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

12

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students' representation in University bodies:

SJCOPS is affiliated with the KUHS-students Union. Thus SJCOPS sends two members; one from UG & PG, elected by the students from respective programme and also support KUHS initiatives like Student Support and GuidanceProgramme (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".

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 activities regularly carried out by the council are;

- **Journal club- Oushadhavijnan.**
- **The council also initiates in welcoming the freshers, giving them guidance for their talents day.**
- **Involvement in the activities of various festive celebrations**
- **Social activities and Awareness programmes through social media platforms**
- **Charity initiatives: 'care and share' programmes that involve**

collection and distribution of clothes to old age homes and other such institutions.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/student-council/
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	[View File](#)
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

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

SJCOPS has an active alumni association christened as "NEXUS Alumni Association" (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.

NEXUS alumni meet is organized every year on the day of graduation ceremony.

The association supports the following programmes of SJCOPS. In connection with environmental day SJCOPS started a nature club with the name POONCHOLA in 2009 to promotes nature protection awareness

and equip the student community to act on various environmental issues . The nature club conduct regular activities and maintain "Nakshathravanam" and herbal garden in the college campus.

Journal club named "oushadhavinjan" had been established in our college since 2015 to familiarize noval trends in pharmaceutical sciences to acquire knowledge.

Nexus organizes campus selection program which was known as "Oushadha Udhyoga Mela" for the final year students of B.pharm, Mpharm, & Pharm.D. The institutional endowments has 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 as " Journal of Pharma Innovative Reasearch" (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.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/introduction/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **D. 1 Lakhs - 3Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

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

SJCOPS has a well-defined vision and mission to meet the

contemporary needs of society and the Pharmacy profession including morale values. To accomplish the cherished vision and mission, SJCOPS management plays a proactive role through two administrative bodies. The Board of Administration is the apex body making policy decisions and the Executive committee is the major management body reviewing the functioning of the Institution on regular basis. SJCOPS prepare road map through five years perspective plan for the wholesome development of the institution.

SJCOP is well aware of the fact that Participative Decision Making is the most powerful component of successful management process 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. Other stakeholders 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. Academic Dean, Research Dean and Course in charges monitor the academic and research activities of the College and take corrective action wherever needed

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/6.1.1-Members-of-Board-of-Administration.pdf
Upload any additional information	View File

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

SJCOPS is well aware that participative management results in effective functioning with commitment among the staff members. All activities are carried by respective empowered committees. All the teaching staffs are member of one or more committees and representatives from students, parents, social activist and alumni also included wherever necessary. 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, weekly test, Saturday test, examinations results committee etc.

The examination committee starts 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 hand book. The sub-committee conduct the respective examinations as per schedule

Each sub-committee has well defined responsibilities which includes planning, executing, monitoring, getting feedback, recording marks and analyzing the results to compute COs.

A report is submitted to Associate Director during weekly meeting through Academic Dean.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/6.1.2-List-of-committee-in-college.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

SJCOPS has the practice of preparing a perspective plan for five years period, in line with the policy of St James' Medical Academy. Every effort were taken to achieve the plan proposals. 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.

Establishing Outcome-Based Education (OBE), is one of the activities envisaged in the current perspective plan. The system was implemented as follows.

- Faculty members were sensitized through lectures by experts and discussion in staff meetings.

- **Programme outcomes were finalized for each programme**
- **Course outcome was framed by respective course incharge. The finalized POs, PSOs and Cos were displayed in the College website**
- **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, attainment of COs are computed by the course incharge and after completion of final examination attainment of Pos are computed.**
- **Based on the outcomes steps are taken to further improve the attainment of Cos/POs.**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/6.2.1perspective-plan-upload.pdf
Upload any additional information	View File

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.

SJCOPS has an effective organizational structure to create conducive ambiance for wholesome development of students and to foster research.

The Board of Administration, SJCOPS is the supreme body making policy decisions, framing rules & regulations, strategic planning for the development of the college and resource allocations.

The Director is the administrative head overseeing the functioning of the SJCOPS 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 is assisted by Executive Committee consisting of, Principal, Academic Dean, Research Dean and faculty members.

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At the College level Principal is the overall in charge, responsible for wholesome development of students. His duties include; taking new development initiatives, getting approval from the authorities, implementing the same. 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.

Thus all the staff members are involved in some or other committees.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/Executive-Committee-meeting-minutes.pdf
Link to Organogram of the institution webpage	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/ORGANOGRAM-CHART-_1_.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

General welfare measures:

Gratuity, Employee's Provident Fund (EPF)/ PF for the teaching and non-teaching staff, benefits of Employees' State Insurance, Health insurance, Free transport Facility for women employees of the college between college and town, canteen Facility and Hostel facilities for female employees are provided to employees

Leave facilities

12 days Casual Leave and 12 sick leaves in an academic year.

The confirmed lady teacher or teacher with a minimum of two years' continuous services are entitled to maternity leave for 6 months.

Confirmed teaching staff are eligible for vacation leaves.

On duty leave for the University duties.

Welfare measure for professional development:

Special leave for teachers to attend non remunerative academic or professional assignments including staff development programmes / seminar / conference outside the College

Leave for higher studies in the Institute of National Importance / certificate course, offered by the Kerala University of Health Sciences.

Goodwill measures:

Director personally meets the staff to offer birthday wishes and a memento.

During the festival, day celebrations management used to give gifts to the staffs' kids.

Appreciation gifts to all the employees working under the institution during festivals such as Onam and Christmas.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/6.3.1-welfare-measures-for-teaching-and-non-teaching-staff-supporting-documents.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

4

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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. 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-appraisal of teaching staff is done every year in which the teacher responses to a questionnaire. The questionnaire covers the teaching, research, extension and administrative performance of the teacher.

Performance appraisal of a teacher by students is carried out at the end of each semester wherein the students' response to a questionnaire for each of the teacher through Google form. The analysis report provided by Google form is passed on to the staff member to assess themselves and improve wherever needed

Appraisal is also done the Dean Academics. The staff members maintain work done log register. The register is reviewed by academic Dean periodically and feedback is given wherever needed

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

Non-teaching staff performance is appraised by teaching staff by responding to a questionnaire and necessary feedback is given.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/6.3.5-Institutions-Performance-Appraisal-System-for-teaching-and-non-teaching-staff.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

SJCOPS has an efficient financial management system to ensure optimal utilization of funds by both internal and external systems. At the institutional level, the annual budget is prepared by the Principal submitted to Associate Director (Finance). The budget is scrutinized by a committee and recommends to St. James Trust Board for final approval.

Externally the accounts are audited by P. V. Chacko & Co, chartered accountants, in accordance with auditing standards generally accepted in India. The audit includes examining on test basis evidence supporting the amounts and disclosures in the financial statements. It also includes assessing the accounting principles used and evaluating the overall presentation of the financial statements.

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.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/6.4.1-Auditors-reports-Additional-information_compressed-Final.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

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

0.2596

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Being a self financing institution, students' fee is the main source of income and the fee charged is as per Government rules. Apart from students' fees, staff members are encouraged to apply for research grants and Seminar grants from funding agencies.

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 and Steps are being taken to take up consultancy service to Industries.

SJCOPS receives significant support from Alumni Association named NEXUS for all the students' activities.

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 quality product at cheaper rate through proper selection of vendors and effective negotiations. Monthly expenditure meeting monthly is held to analyse the expenses as required or avoidable. This meeting is attended by, department head, finance head and finance officer.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/6.4.3.-additional-information.pdf
Upload any additional information	View File

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

IQAC is actively involved in the planning and execution of various quality measures. Following are two examples of Quality initiative of IQAC

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

The pharmaceutical field is advancing at rapid phase and there is a long delay in incorporating these concepts in the curriculum. Further the current employability of a

graduate depends 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 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 are conducted every year

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.
- Conducting Online examinations
- Report generation

Automation of Library:

The library is automated with Campus7 ERP in the month of March 2020

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/iqac-meeting/
Upload any additional information	View File

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

Review of the teaching-learning process:

Syllabus coverage is reviewed by Dean, Academic to assess that the syllabus coverage is proportional to the working days

A monthly review of students' attendance is done by the respective teacher and a report submitted to the course coordinator for corrective action.

IQAC has initiated the process of question paper audits from the academic year 2019 – 2010. Sessional Question paper audit is done by the external experts.

After completion of each internal examination, the corrected answer books are given to the students and, the students can see valuation pattern and settle the grievances if any in awarding the marks

Examination results 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.

The most effective review process in place at SJCOPS is the weekly review by the executive committee of SJCOPS. The committee meets every Friday and reviews the functioning of the College. This practice motivates the Principals to show incremental improvement in all their activities.

The attainment of COs and Pos is reviewed in executive committee meeting

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/6.5.2.-Additional-Information.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://stjamespharmacycollege.in/wp-content/uploads/2021/02/6.5.3.Additional-Information.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

SJCOPS is a co-educational institution having a ladies' Hostel within the campus and has effective measures to ensure the security and safety of all the staff and students with system s 24 x 7 vigilance by security personnel with CC TV camera and pass system. An effective security system is followed for the movement of hostel inmates to go for outings with time restrictions with daily attendance.

Gender equity practice at SJCOPS ensures equal representation for boys and girls in all student committees. With active "Anti-Discrimination Cell", "Gender Sensitization Cell the Women development cell and Grievance Redressal Cell (GRC). Sensitization of girls and creating awareness among them, regarding issues faced by them in the public domain and other gender-sensitive is a routine practice at SJCOPS. The Principal addressed the students and their parents with detailed explanations of various types of gender-related problems that may be faced by the girls during their study and ways to prevent the problems and solve them with the help of the College administration.

The programmes include a lecture on Hidden dangers 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. Facilities for women on the campus include separate ladies' common room, ladies' washrooms, daycare centers, a Counselling room for needy staff members at St James Hospital and a transport facility for sick students.

File Description	Documents
Annual gender sensitization action plan	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/7.1.1.Gender-sensitization-action-plan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/7.1.1.Specific-facilities-provided-for-women-in-terms.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: SMA 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 M 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. 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 are recycled efficiently to prevent environmental pollution while conserving the natural resource. SJCOPS 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. 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 are disposed to the IT section, at St. James Hospital, Chalakudy where they will transfer this to asset management.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the

B. Any 3 of the above

campus

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

    A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

    B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 200 words).

SJCOPS' core values include "Service to humanity is service to God" and "Compassion towards weak, needy and downtrodden". 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.

Students are given training in the performing arts of different believes and different regions of Kerala like Margamkali, Thiruvathira, Vattappatu & Oppana.

"Hindi Diwas" is celebrated during COVID-19 lockdown in September 2020 Hindi Diwas was celebrated in online mode

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.

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

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

Prevalence of alcoholism is high in Chalakudy area hence a study was carried out to assess alcohol withdrawal symdromes 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	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	*View File*
Any other relevant information	*View File*

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

SJCOPS conducts various programmes that bring sensitization of students and employees towards constitutional values, rights, duties and responsibilities.

Independence Day Celebration and Republic day celebrated every year with the activities include flag hoisting, distribution of sweets,

and republic day addresses.

'Harithakeralam' is a Programme that 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 stations, riverbanks, Govt Thaluk hospital. The Programme ends with planting trees in public places.

Teachers' Day was celebrated on September 5. Students arrange various programmes like the distribution of mementos, and sharing their experiences.

The college also celebrates Hindi Diwas on September 14 with elocution and poetry competitions amon students in online mode.

The college also arranges awareness programmes like the Anti-ragging Act, Duties and responsibilities of students etc. taken by Adv. Clemmens Chittilappally, Senior Lawyer.

Right to Information Act lectures and College Union election conducted the College student's union election as per the KUHS election schedule and guidelines

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

Display of Preamble: 'Preamble' of the Indian constitution is displayed in the prominent part of each building and Library.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/7.1.9.Details-of-activities-that-inculcate-values_-necessary-to-render-students-in-to-responsible-citizens.pdf
Any other relevant information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/7.1.9.Any-relevant-information.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,

B. Any 3 of the above

administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

St. James College of Pharmaceutical Science had organized following national and international days.

1. **International Day for Biological Diversity named 'My tree challenge' on 22-05-2021and planted trees.**
2. **Say No To Tobacco 'World No Tobacco Day' was observed on 31-05-2021 by conducting an e-poster competition online.**
3. **World environment day was observed on 5-06-2021 by organizing various programmes like planting tree saplings in campus, arranging webinars and making short documentary related with ecosystem restoration.**
4. **World Pharmacist day, the celebration was conducted on the theme "Role of pharmacist in covid-19 pandemic" on 25-09-2021.**
5. **World Tuberculosis day was observed by conducting a poster competition on 24-03-2021 with the theme 'The Clock is Ticking'**
6. **Mother's Day celebration was conducted on 08-05-2021, by the theme 'Stay at home, keep mothers and new-borns safe from corona virus' and letter writing competition on "A letter to your mother"**
7. **World Hepatitis day, World ORS day, World diabetes day, World**

cancer day, National cancer survivors day, world food safety day, World blood donation day and international Yoga day were conducted on online and through social media.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

NURTURING A GREEN AND CLEAN ENVIRONMENT

Objectives:

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

Intended outcome

Students acquire a sense of commitment toward a sustainable and eco-friendly atmosphere in a participatory mode with "dignity of labor" by participating in this practice

The Nature club on the campus known as 'Poonchola' involved in the establishment of a medicinal plant garden with diversified species of medicinal plants for home remedies, rare and endangered species. The nature club has also taken up the planting of fruits, ornamental plants and seasonal vegetable species which also attracts seasonal birds.

Planting tree species for better carbon sequestration through the idea of planting 'Nakshatra Vana' and conducts awareness programmes

All these are maintained in student participatory mode.

STUDENT DEVELOPMENT PROGRAMME (SDP)

Objectives:

1. **To develop Personality Traits and leadership qualities in our students so that they are employable**
2. **To develop the communication skills of students.**

Context:

Present-day students have low motivation levels and Poor communication skills.

- **The Programme is conducted for 1 hour per week.**
- **SDP programmes include debates, discussions, quizzes, elocutions and presentations.**
- **After the discussions, the staff will analyse the performance of each student with suggestions for improvement.**

Students have used the SDP Programme to develop the key cognitive, social and self-management skills they need to succeed.

File Description	Documents
Best practices in the Institutional website	https://stjamespharmacycollege.in/wp-content/uploads/2021/02/7.2.1.-BEST-PRACTICES-SJCOPS.pdf
Any other relevant information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/7.2.1.Any-relevant-document.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

'OUSHADHAVIJNAN' programme, which means 'Knowledge on Drugs Programme' is unique to SJCOPS. The objective of the programme is to create awareness on pharmaceutical sciences among the public through exhibitions and informative talks related to pharmaceutical sciences to the public. The 'OUSHADHAVIJNAN' programme was conducted in the year 2010, 2011 at 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 at Irinjalakuda. The programme was conducted with several informative sessions to the public through seminars were delivered by eminent personalities. Oushadhavijnan 2017 was conducted at town hall Thrissur with similar informative sessions. 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 released through the SJCOPS Facebook page and same awareness programme was also conducted in St. James Hospital and Chalakudy townhall.

Oushadhavijnan 2020 could not be conducted due to the COVID-19 pandemic, however, the students visited the nearby college, Chalakudy and give an awareness programme on COVID-19 to their staff. Oushadhavijnan programme is well appreciated by the audience, visitors and well-wishers, and provided encouragement and motivation to continue the programme on regular basis.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

St. James' College of Pharmaceutical Sciences has effective curricular planning and implementation mechanism, supplemented by feedback systems for continual improvement.

College handbook is prepared, which contains various informations including course details, academic schedules. Lesson plan, teaching materials including audio-visual materials, a question bank, and practical manuals, are prepared and made available to students on the first day of the year. The academic calendar is adhered to strictly and teachers maintain a record of work done along. Students' progress are assessed by sessional examination, daily tests, weekly tests, assignments, puzzle solving, quizzes, Personalized care is given for slow learners through Saturday exams.

Monitoring of the curriculum delivery is performed at various levels. At the department level, monthly staff meeting is conducted to review the progress of academic activities and a meeting of parents with Academic Monitoring Committee in the presence of all teachers is arranged wherein the progress of the wards is discussed with the parents.

Student's feedback on the teaching staff performance and curriculum feedback from students, employers, teachers and alumni are obtained and corrective measures are taken to improve the teaching learning process.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/1.1.1.-Curriculum-Committee.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Academic calendar forms part of college hand book, which is distributed to each student and staff every year and adherence of academic calendar is taken care of respective committee. Academic activities are monitored at various levels. At class level the class coordinators monitor adherence to academic calendar, at department level HODs conduct staff meetings on every first Saturday of the month to review academic activities while at the Institution level Academic Monitoring Committee oversee the academic activities and take corrective measures wherever necessary Co-curricular 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. Effective completion of continues internal assessment examinations, valuation of papers, and providing feedback to students as per academic calendar are taken care of examination committee through effective planning, timely completion of pre-examination preparedness and effective conduct of examination. Thus adherence to the academic calendar is ensured by decentralising various activities to empowered groups.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://stjamespharmacycollege.in/academic-calendar/

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 year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

105

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

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:

Women self defence classes are taken by the Police department especially the Pink Police.

The syllabus includes a course work on Environmental Sciences to create awareness on importance of environment protection among students

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.

SJCOPS' core values and motto reflect the importance being given to human values. 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.

The curriculum includes course on Pharmaceutical Jurisprudence to teach professional ethics, in all clinical related subjects, the students are sensitized on importance of the ethics in professional practice. The graduates are administered "Pharmacist oath" in the graduation ceremony.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

19

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Institutional Data in Prescribed Format	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

791

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	A. All of the above

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/Action-taken-report-of-the-Institution-on-feedback-report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/Action-taken-report-of-the-Institution-on-feedback-report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

108

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

52

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The students are categorized based on their performance in classroom, daily, weekly and internal examination marks. Students with less than 50%, are considered as slow learners and with more than 80% are categorized Advanced Learners.

FOR SLOW LEARNERS:

- Saturday Exam, conducted exclusively for slow learners on a Saturday afternoon. The subject in charge gives question paper priorly and students have to submit answers 4 days prior to the examination. The subject in charge returns 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.
- Extra classes to clarify doubts and providing simplified learning resources.
- Appropriate counseling by mentors, expert counselors, motivational classes with case studies of illustrating Alumnae to inspire the slow learners.

FOR ADVANCED LEARNERS:

- Opportunities to develop their creativity by organizing and participating in scientific programmes and presentations, participate in quizzes and group discussions thereby improving their perfromance.
- 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	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/2.2.1.-Additional-information.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
13	1

File Description	Documents
Any additional information	View File

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

EXPERIENTIAL LEARNING ACTIVITIES

Theoretical knowledge is supplemented with practical experiments conducted in the labs, field visits to the medicinal garden ,industrial training 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

Through 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.

Journal club activities and research project work.

Patient counseling by 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.

Health camps, awareness programs and immunization programs conducted by the government as well as different organizations.

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.

The students are given cross-word puzzles in all subjects to improve the problem-solving skills.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/STUDENT-CENTRIC-METHOD.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

SJCOPS, has strengthened the ICT-enabled teaching and learning practice from the mere use of LCD in classroom to use of the ZOOM / Google class platform for teaching-learning process.

ICT used in the classroom:

All the classrooms are provided with audiovisual facilities like LCD projectors and Laptops as well as internet connectivity. All the staff members use power point presentations to supplement "chalk and talk". In addition to this the internet facility available in the classrooms is used to play live demos and other educational videos to enhance the learning process. Two class rooms are supported with highly advanced interactive board.

Online resources:

Paid Lexicomp Database is used for training as well as for drug information services in Hospital. Using this database, the students are trained in drug information services

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

Online teaching-learning platforms:

ZOOM, Google meet and google classroom platforms were being used effectively by all the staff members. These platforms were effective alternatives for class room teaching as well as to conduct students' seminars, students project progress presentations during the COVID19 pandemic. These platforms were also used to deliver invited talk by experts.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

43

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

9

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

217

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment is, as per KUHS rules, based on three components; internal assessment tests, attendance and day-to-day performance including, promptness, viva-voce, interaction with staff members and record maintenance.

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

For Pharm D the assessment is based on seminar, assignments, record works and answering skills. For clinical subjects they have evaluated for 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. The students are informed during the orientation programme about the rules for internal assessment tests.

Internal examinations schedule is published in the academic calendars and given to students Answer books are shown to students after evaluation and answers are also discussed with the students. After full clarification students' signatures are obtained in the concerned name lists.

Students can approach the teacher to resolve grievances if any, regarding the assessment. If not satisfied, the students can represent to College Grievances Cell.

The mark obtained in the internal examination will be uploaded on the University portal on the scheduled dates given by the University.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/Examination-Register-and-Sessional-Examination-Dates.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound

and efficient

The following mechanism is set to deal with examination related grievances

Grievances related to the internal examination

The examination committee try to settle the grievances initially. Any student not satisfied with the decision of examination committee may approach Grievance Redressal Committee constituted in accordance with the UGC regulations. He/she can submit the grievance either in person or drop it in suggestion box/complaint book placed in various points.

Grievances received are addressed systematically and settled in a time-bound manner. The committee attempts to ensure that the grievances are resolved on time impartially and confidentially.

Grievances related to the semester/yearly university examination

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

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.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/2.5.2-Examination-related-grievances-committee-and-meeting-minutes.pdf

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.

POs and PSOs for all the programs were designed with wide consultation among senior

faculty members and taking into account the Vision & Mission statement, needs the Pharmacy profession, societal need and National importance. 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 to identify lacunae so that additional add-on programmes, value-added programmes, co-curricular activities, extracurricular activities and extension activities could be conducted.

The POs, PSOs and COs thus prepared 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. Students and parents are apprised of POs during compulsory orientation programs and also deliberated in the Parent-Teacher Association meet. POs and PSOs are also displayed in strategic places on the campus and teaching staff explain the COs in the first class of the semester. Teaching staff are frequently reminded to take a step to attain stated POs and PSOs in the staff meeting

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

A systematic approach is made for evaluation of attainment of COs, POs and PSOs.

COs attainments are assessed from the performance of students in end-semester examination, internal assessment tests and continuous internal assessment. The weightage for each component is same proportion as that of their mark for that subject.

For internal assessment, 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.

Attainment of POs is measured through COs attainment, employer feedback, placement of graduates and number of students proceeded to higher studies & qualified in competitive examinations. Based on CO-PO correlation mapping the COs of each course was carried to the corresponding PO/s and average of POs attainment through all the courses was computed. Then Over all POs attainment was calculated based on POs attainment calculated as above and POs attainment through employers' feedback.

CO-PO mapping also find lacunae in the attainment of any of the stated POs. Suitable additional activities are carried out to attain the stated POs

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://stjamespharmacycollege.in/naac/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

87

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/2.6.3.-Additional-information.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://stjamespharmacycollege.in/wp-content/uploads/2022/07/SSS-St-James%E2%80%99-College-of-Pharmaceutical-Sciences-Chalakudy.pdf

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 in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

3

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/Links-to-Funding-Agency-Website.pdf

3.2 - Innovation Ecosystem

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

St. James' College of Pharmaceutical Sciences (SJCOPS) has well-defined policies to promote research. 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 encouraging the students to take up front-line research topics and publish research articles in reputed journals.

SJCOPS also filed an Indian Patent application and the same has been published in Indian Patent Journal – January 2021 with title of invention " WARM SEA WATER FISH SCALE COLLAGEN SCAFFOLD FOR BONE TISSUE ENGINEERING AND METHOD OF MAKING THEREOF" .

SJCOPS has established a DSIR-approved research center known as "St. James' Hospital Trust Pharmaceutical Research Centre" to promote research. The Pharmacovigilance Centre and Materiovigilance Centre approved by the Indian Pharmacopoeia Commission (IPC), have been created.

During the COVID-19 pandemic too, efforts have been made to organize scientific events through the virtual mode like invited scientific webinar on "First Aid in bites and stings", "Importance of Green and Energy Audit" and NSS-Orientation Webinar: History, Philosophy and activities in Zoom Platform.

Following scientific publications are brought out to keep up scientific tempo among students

- "Journal of Pharma Innovative Research" (JPIR) with ISSN: 2350-1332 supported & funded by NEXUS Alumni Association.
- Pharmacy Practice Newsletter

The college encourages PG students to submit project proposals for financial assistance from KSCSTE and encourages faculty members to submit research proposals to various funding agencies.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://stjamespharmacycollege.in/research-detail/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

7

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://stjamespharmacycollege.in/research-detail/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

18

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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 year

3

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

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 year

The SJCOPS instituted NSS to educate the students through community service and enrich their personalities and deepen their understanding of the social environment in which they live.

During COVID-19 lockdown, most of the students of SJCOPS participated in various camps as volunteers and also reached out to the community through virtual mode.

A short video presentation on 'Awareness of COVID-19 Vaccine' was made and released on Social media platforms like YouTube and Facebook.

In connection with the International Day for Biological Diversity celebrations, the NSS Unit of SJCOPS organized a program known as 'My tree challenge'. The volunteers planted a tree in their surroundings of the individual home or street. Awareness on World "No Tobacco Day-Say no to tobacco" was observed by conducting an e-poster competition through social media

In connection with World environmental day celebrations, both offline and online programmes like planting of saplings, invited talk and documentary preparation & presentation on 'Ecosystem restoration' were organized.

The nature club "Poonchola" activities were created and maintained inhouse green Nashathravanam. The college organized various programs which have made students more sensitive to the

needs of society and promoted in them a spirit of social commitment.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/extension-outreach-program/
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

4

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

478

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

1

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	[View File](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college is situated on 8 acres of land in a serene atmosphere on the banks of river Chalakudy with lush green gardens and landscapes. The college has 13 spacious well ventilated and well furnished classrooms with audio-visual gadgets to ensure a comfortable learning atmosphere. All the 18 laboratories are provided with first-aid boxes and fire extinguishers with effective drainage system and waste disposable system ensures a smooth and clean working environment. The instrument Laboratory has all sophisticated instruments with required backup UPS systems. The machine room is equipped with machinery for pharmaceutical operations and unit operations.

The Library with 402 sq. m, area with seating capacity of 100 is provided with adequate books, journals, computers and online resources. It is managed by Library management software.

A 450 bedded multi-specialty James Hospital, run by the same management, is used to give clinical training for the students. The hospital block has 2 classrooms, a library, a patient counseling centre and DIC.

Other facilities includes, AC seminar hall with a seating capacity of 70 is available for students for conducting seminars, examination halls, spacious Principal chamber with a strong room, staff rooms, spacious administrative area, herbal garden and a museum.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/4.1.1.Additional-Information.pdf

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

The college is well known for its student's performance in various intercollegiate cultural programmmes and sports meets. The college won the championship in many cultural events 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.

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. Sports ground is situated in an area of 6,789.96 m2 to conduct annual sports meet and for regular recreation for the students as well as staffs.

The college has indoor as well as outdoor auditoriums. Indoor Auditorium is spacious with a stage, audiovisual facilities, green room facilities and seating capacity of 400.

The facilities are adequate to conduct events such as seminars, symposiums, workshops as well as cultural festivals and all other college events. Outdoor Auditorium that is centrally located is also available to conduct annual graduation ceremony, co-curricular and extracurricular activities, with nearly 1500 capacities.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/4.1.2-Institutional-Sports-cultural-facilities.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

11

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/4.1.3-Additional-information.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

55474082

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

The library has adequate desks and chairs that provide exclusive and undisturbed spaces for library users. Provision has been made for users to access e-resources seamlessly either using their own laptops or a the desktop computer available in the library with the help of LAN/Wifi in the library.

Library has been automated with interggrated library management system, Campus ERP software. The Specific Features of Campus7 are:

- 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	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/4.2.1-Library-facilities-in-College.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

568379

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

260

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

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

The IT facilities were updated to Broad Band Wi-Fi connection from BSNL and ASIANET with 06 MBPS speed in 2011. 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 extended to entire campus through Optic Fibre Cable Connection.

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

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

At present 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. Twenty five computer systems, 11 LCD projectors and 2 interactive panel (Smart Boards) are available for ICT enabled teaching-learning with backup generators for entire campus.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/4.3.1-Institution-IT-facilities.pdf

4.3.2 - Number of Computers

30

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Importance is given for maintenance and optimal use of facilities so that the students are ensured uninterrupted availability of resources.

Buildings along with the facilities are insured against natural calamity. All the costly sophisticated equipments are under annual maintenance contract and serviced periodically. All measuring equipment like electronic balance are periodically calibrated.

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

maintenance personnel and anti-virus /Anti Malware software are installed and updated regularly.

Sports ground is kept in using condition by grass cutting and ground leveling. 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 work is needed. Maintenance team under campus supervisor take care of repair work as per the requests entered in the register.

Accessibility of resources to the needy faculty and students at right time is achieved through proper scheduling of usage by maintaining work schedules book. Further separate logbooks are maintained for each equipment/facility

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/4.2.2-Maintenance-committe-minutes.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

113

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to Institutional website	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/skills-enhancement-supportive-documents.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

39

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

14

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

12

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - 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) during the year

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Students' representation in University bodies:

SJCOPS is affiliated with the KUHS-students Union. Thus SJCOPS

sends two members; one from UG & PG, elected by the students from respective programme and also support KUHS initiatives like Student Support and GuidanceProgramme (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".

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 activities regularly carried out by the council are;

- Journal club- Oushadhavijnan.
- The council also initiates in welcoming the freshers, giving them guidance for their talents day.
- Involvement in the activities of various festive celebrations
- Social activities and Awareness programmes through social media platforms
- Charity initiatives: 'care and share' programmes that involve collection and distribution of clothes to old age homes and other such institutions.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/student-council/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

SJCOPS has an active alumni association christened as "NEXUS Alumni Association" (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.

NEXUS alumni meet is organized every year on the day of graduation ceremony.

The association supports the following programmes of SJCOPS. In connection with environmental day SJCOPS started a nature club with the name POONCHOLA in 2009 to promotes nature protection awareness and equip the student community to act on various environmental issues . The nature club conduct regular activities and maintain "Nakshathravanam" and herbal garden in the college campus.

Journal club named "oushadhavinjan" had been established in our college since 2015 to familiarize noval trends in pharmaceutical sciences to acquire knowledge.

Nexus organizes campus selection program which was known as "Oushadha Udhyoga Mela" for the final year students of B.pharm, Mpharm, & Pharm.D. The institutional endowments has 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 as " Journal of Pharma Innovative Reasearch" (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.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/introduction/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

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

SJCOPS has a well-defined vision and mission to meet the contemporary needs of society and the Pharmacy profession including morale values. To accomplish the cherished vision and mission, SJCOPS management plays a proactive role through two administrative bodies. The Board of Administration is the apex body making policy decisions and the Executive committee is the major management body reviewing the functioning of the Institution on regular basis. SJCOPS prepare road map through five years perspective plan for the wholesome development of the institution.

SJCOP is well aware of the fact that Participative Decision Making is the most powerful component of successful management process 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. Other

stakeholders 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. Academic Dean, Research Dean and Course in charges monitor the academic and research activities of the College and take corrective action wherever needed

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/6.1.1-Members-of-Board-of-Administration.pdf
Upload any additional information	View File

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

SJCOPS is well aware that participative management results in effective functioning with commitment among the staff members. All activities are carried by respective empowered committees. All the teaching staffs are member of one or more committees and representatives from students, parents, social activist and alumni also included wherever necessary. 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, weekly test, Saturday test, examinations results committee etc.

The examination committee starts 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 hand book. The sub-committee conduct the respective examinations as per schedule

Each sub-committee has well defined responsibilities which includes planning, executing, monitoring, getting feedback, recording marks and analyzing the results to compute COs.

A report is submitted to Associate Director during weekly meeting through Academic Dean.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/6.1.2-List-of-committee-in-college.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

SJCOPS has the practice of preparing a perspective plan for five years period, in line with the policy of St James' Medical Academy. Every effort were taken to achieve the plan proposals. 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.

Establishing Outcome-Based Education (OBE), is one of the activities envisaged in the current perspective plan. The system was implemented as follows.

- Faculty members were sensitized through lectures by experts and discussion in staff meetings.
- Programme outcomes were finalized for each programme
- Course outcome was framed by respective course incharge. The finalized POs, PSOs and Cos were displayed in the College website
- 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, attainment of COs are computed by the course incharge and after completion of final examination attainment of Pos are computed.

- **Based on the outcomes steps are taken to further improve the attainment of Cos/POs.**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/6.2.1perspective-plan-upload.pdf
Upload any additional information	[View File](#)

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.

SJCOPS has an effective organizational structure to create conducive ambiance for wholesome development of students and to foster research.

The Board of Administration, SJCOPS is the supreme body making policy decisions, framing rules & regulations, strategic planning for the development of the college and resource allocations.

The Director is the administrative head overseeing the functioning of the SJCOPS 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 is assisted by Executive Committee consisting of, Principal, Academic Dean, Research Dean and faculty members.

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At the College level Principal is the overall in charge, responsible for wholesome development of students. His duties include; taking new development initiatives, getting approval from the authorities, implementing the same. 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.

Thus all the staff members are involved in some or other committees.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/Executive-Committee-meeting-minutes.pdf
Link to Organogram of the institution webpage	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/ORGANOGRAM-CHART-_1_.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

General welfare measures:

Gratuity, Employee's Provident Fund (EPF)/ PF for the teaching and non-teaching staff, benefits of Employees' State Insurance, Health insurance, Free transport Facility for women employees of

the college between college and town, canteen Facility and Hostel facilities for female employees are provided to employees

Leave facilities

12 days Casual Leave and 12 sick leaves in an academic year.

The confirmed lady teacher or teacher with a minimum of two years' continuous services are entitled to maternity leave for 6 months.

Confirmed teaching staff are eligible for vacation leaves.

On duty leave for the University duties.

Welfare measure for professional development:

Special leave for teachers to attend non remunerative academic or professional assignments including staff development programmes / seminar / conference outside the College

Leave for higher studies in the Institute of National Importance / certificate course, offered by the Kerala University of Health Sciences.

Goodwill measures:

Director personally meets the staff to offer birthday wishes and a memento.

During the festival, day celebrations management used to give gifts to the staffs' kids.

Appreciation gifts to all the employees working under the institution during festivals such as Onam and Christmas.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/6.3.1-welfare-measures-for-teaching-and-non-teaching-staff-supporting-documents.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

4

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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. 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-appraisal of teaching staff is done every year in which the teacher responses to a questionnaire. The questionnaire covers the teaching, research, extension and administrative performance of the teacher.

Performance appraisal of a teacher by students is carried out at the end of each semester wherein the students' response to a questionnaire for each of the teacher through Google form. The analysis report provided by Google form is passed on to the staff member to assess themselves and improve wherever needed

Appraisal is also done the Dean Academics. The staff members maintain work done log register. The register is reviewed by academic Dean periodically and feedback is given wherever needed

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

Non-teaching staff performance is appraised by teaching staff by responding to a questionnaire and necessary feedback is given.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/6.3.5-Institutions-Performance-Appraisal-System-for-teaching-and-non-teaching-staff.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

SJCOPS has an efficient financial management system to ensure optimal utilization of funds by both internal and external systems. At the institutional level, the annual budget is prepared by the Principal submitted to Associate Director (Finance). The budget is scrutinized by a committee and recommends to St. James Trust Board for final approval.

Externally the accounts are audited by P. V. Chacko & Co, chartered accountants, in accordance with auditing standards generally accepted in India. The audit includes examining on test basis evidence supporting the amounts and disclosures in the financial statements. It also includes assessing the accounting principles used and evaluating the overall presentation of the financial statements.

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.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/6.4.1-Auditors-reports-Additional-information_compressed-Final.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

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

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0.2596
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File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Being a self financing institution, students' fee is the main source of income and the fee charged is as per Government rules. Apart from students' fees, staff members are encouraged to apply for research grants and Seminar grants from funding agencies.

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 and Steps are being taken to take up consultancy service to Industries.

SJCOPS receives significant support from Alumni Association named NEXUS for all the students' activities.

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 quality product at cheaper rate through proper selection of vendors and effective negotiations. Monthly expenditure meeting monthly is held to analyse the expenses as required or avoidable. This meeting is attended by, department head, finance head and finance officer.

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/6.4.3.-additional-information.pdf
Upload any additional information	View File

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

IQAC is actively involved in the planning and execution of various quality measures. Following are two examples of Quality initiative of IQAC

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

The pharmaceutical field is advancing at rapid phase and there is a long delay in incorporating these concepts in the curriculum. Further the current employability of a

graduate depends 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 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 are conducted every year

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.**
- **Conducting Online examinations**
- **Report generation**

Automation of Library:

The library is automated with Campus7 ERP in the month of March 2020

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/iqac-meeting/
Upload any additional information	View File

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

Review of the teaching-learning process:

Syllabus coverage is reviewed by Dean, Academic to assess that the syllabus coverage is proportional to the working days

A monthly review of students' attendance is done by the respective teacher and a report submitted to the course coordinator for corrective action.

IQAC has initiated the process of question paper audits from the academic year 2019 – 2010. Sessional Question paper audit is done by the external experts.

After completion of each internal examination, the corrected answer books are given to the students and, the students can see valuation pattern and settle the grievances if any in awarding the marks

Examination results 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.

The most effective review process in place at SJCOPS is the weekly review by the executive committee of SJCOPS. The committee meets every Friday and reviews the functioning of the College. This practice motivates the Principals to show incremental improvement in all their activities.

The attainment of COs and Pos is reviewed in executive committee meeting

File Description	Documents
Paste link for additional information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/6.5.2.-Additional-Information.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://stjamespharmacycollege.in/wp-content/uploads/2021/02/6.5.3.Additional-Information.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

SJCOPS is a co-educational institution having a ladies' Hostel within the campus and has effective measures to ensure the security and safety of all the staff and students with system s 24 x 7 vigilance by security personnel with CC TV camera and pass system. An effective security system is followed for the movement of hostel inmates to go for outings with time restrictions with daily attendance.

Gender equity practice at SJCOPS ensures equal representation for boys and girls in all student committees. With active "Anti-Discrimination Cell", "Gender Sensitization Cell the Women development cell and Grievance Redressal Cell (GRC). Sensitization of girls and creating awareness among them, regarding issues faced by them in the public domain and other gender-sensitive is a routine practice at SJCOPS. The Principal addressed the students and their parents with detailed explanations of various types of gender-related problems that may be faced by the girls during their study and ways to prevent the problems and solve them with the help of the College administration.

The programmes include a lecture on Hidden dangers 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. Facilities for women on the campus include separate ladies' common room, ladies' washrooms, daycare centers, a Counselling room for needy staff members at St James Hospital and a transport facility for sick students.

File Description	Documents
Annual gender sensitization action plan	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/7.1.1.Gender-sensitization-action-plan.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/7.1.1.Specific-facilities-provided-for-women-in-terms.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: SMA 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 M 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. 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 are recycled efficiently to prevent environmental pollution while conserving the natural resource. SJCOPS 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. 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 are disposed to the IT section, at St. James Hospital, Chalakudy where they will transfer this to asset management.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	`B. Any 3 of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	`A. Any 4 or All of the above`

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and	`B. Any 3 of the above`

energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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

`B. Any 3 of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 200 words).

SJCOPS' core values include "Service to humanity is service to God" and "Compassion towards weak, needy and downtrodden". 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.

Students are given training in the performing arts of different believes and different regions of Kerala like Margamkali, Thiruvathira, Vattappatu & Oppana.

"Hindi Diwas" is celebrated during COVID-19 lockdown in September 2020 Hindi Diwas was celebrated in online mode

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.

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

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

Prevalence of alcoholism is high in Chalakudy area hence a study was carried out to assess alcohol withdrawal symdromes 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	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

SJCOPS conducts various programmes that bring sensitization of students and employees towards constitutional values, rights, duties and responsibilities.

Independence Day Celebration and Republic day celebrated every year with the activities include flag hoisting, distribution of sweets, and republic day addresses.

'Harithakeralam' is a Programme that 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 stations, riverbanks, Govt Thaluk hospital. The Programme ends with planting trees in public places.

Teachers' Day was celebrated on September 5. Students arrange various programmes like the distribution of mementos, and sharing their experiences.

The college also celebrates Hindi Diwas on September 14 with elocution and poetry competitions amon students in online mode.

The college also arranges awareness programmes like the Anti-ragging Act, Duties and responsibilities of students etc. taken by Adv. Clemmens Chittilappally, Senior Lawyer.

Right to Information Act lectures and College Union election conducted the College student's union election as per the KUHS election schedule and guidelines

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

Display of Preamble: 'Preamble' of the Indian constitution is displayed in the prominent part of each building and Library.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/7.1.9.Details-of-activities-that-inculcate-values_-necessary-to-render-students-in-to-responsible-citizens.pdf
Any other relevant information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/7.1.9.Any-relevant-information.pdf

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

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

St. James College of Pharmaceutical Science had organized following national and international days.

1. **International Day for Biological Diversity named 'My tree challenge' on 22-05-2021and planted trees.**

2. Say No To Tobacco 'World No Tobacco Day' was observed on 31-05-2021 by conducting an e-poster competition online.

3. World environment day was observed on 5-06-2021 by organizing various programmes like planting tree saplings in campus, arranging webinars and making short documentary related with ecosystem restoration.

4. World Pharmacist day, the celebration was conducted on the theme "Role of pharmacist in covid-19 pandemic" on 25-09-2021.

5. World Tuberculosis day was observed by conducting a poster competition on 24-03-2021 with the theme 'The Clock is Ticking'

6. Mother's Day celebration was conducted on 08-05-2021, by the theme 'Stay at home, keep mothers and new-borns safe from corona virus' and letter writing competition on "A letter to your mother"

7. World Hepatitis day, World ORS day, World diabetes day, World cancer day, National cancer survivors day, world food safety day, World blood donation day and international Yoga day were conducted on online and through social media.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

NURTURING A GREEN AND CLEAN ENVIRONMENT

Objectives:

1. To make the students conscious of environmental protection by involving them in maintaining a green and clean environment in the campus.

2. To inculcate the culture of protecting and conserving natural resources among students.

Intended outcome

Students acquire a sense of commitment toward a sustainable and eco-friendly atmosphere in a participatory mode with "dignity of labor" by participating in this practice

The Nature club on the campus known as 'Poonchola' involved in the establishment of a medicinal plant garden with diversified species of medicinal plants for home remedies, rare and endangered species. The nature club has also taken up the planting of fruits, ornamental plants and seasonal vegetable species which also attracts seasonal birds.

Planting tree species for better carbon sequestration through the idea of planting 'Nakshatra Vana' and conducts awareness programmes

All these are maintained in student participatory mode.

STUDENT DEVELOPMENT PROGRAMME (SDP)

Objectives:

1. To develop Personality Traits and leadership qualities in our students so that they are employable
2. To develop the communication skills of students.

Context:

Present-day students have low motivation levels and Poor communication skills.

- The Programme is conducted for 1 hour per week.
- SDP programmes include debates, discussions, quizzes, elocutions and presentations.
- After the discussions, the staff will analyse the performance of each student with suggestions for improvement.

Students have used the SDP Programme to develop the key cognitive, social and self-management skills they need to succeed.

File Description	Documents
Best practices in the Institutional website	https://stjamespharmacycollege.in/wp-content/uploads/2021/02/7.2.1.-BEST-PRACTICES-SJCOPS.pdf
Any other relevant information	https://stjamespharmacycollege.in/wp-content/uploads/2021/01/7.2.1.Any-relevant-document.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

'OUSHADHAVIJNAN' programme, which means 'Knowledge on Drugs Programme' is unique to SJCOPS. The objective of the programme is to create awareness on pharmaceutical sciences among the public through exhibitions and informative talks related to pharmaceutical sciences to the public. The 'OUSHADHAVIJNAN' programme was conducted in the year 2010, 2011 at 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 at Irinjalakuda. The programme was conducted with several informative sessions to the public through seminars were delivered by eminent personalities. Oushadhavijnan 2017 was conducted at town hall Thrissur with similar informative sessions. 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 released through the SJCOPS Facebook page and same awareness programme was also conducted in St. James Hospital and Chalakudy townhall.

Oushadhavijnan 2020 could not be conducted due to the COVID-19 pandemic, however, the students visited the nearby college, Chalakudy and give an awareness programme on COVID-19 to their staff. Oushadhavijnan programme is well appreciated by the audience, visitors and well-wishers, and provided encouragement and motivation to continue the programme on regular basis.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

For the year 2022, the developmental activities have been planned on the following subjects:

1. **Academics: it has been decided to improve the utilization of the smart board facilities in the classroom for an effective teaching-learning process.Strengthening of mentor-mentee system.**
2. **Infrastructure: Separate software will be used for outcome-based education. It is also been decided to purchase Pharmacokinetics software for Pharmaceutics PG Program and Insilco Docking s Software for Pharmaceutical Chemistry PG program to promote research activities.**
3. **Research collaboration: Strengthening of MoU with Herbal industries to promote collaboration for Student projects, industrial training and industrial visit. Strengthening the submission of funding project proposals to different funding agencies.**
4. **Student's activity: It has been decided to have coaching classes for GPAT competitive examination, Encourage students for their higher education in abroad and in India. Encourage students to participate in extracurricular activities. To promote students' social responsibilities through the NSS programme as well as an outreach activity.**
5. **Governance leadership: In the college Executive meeting, it has been decided to apply the National Institutional Ranking Framework (NIRF) ranking for the year 2022.**