



## YEARLY STATUS REPORT - 2022-2023

### 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. KRISHNAKUMAR K**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **04802710937**
- Mobile no **9846714021**
- Registered e-mail **stjamespharmacycollege@yahoo.co.in**
- Alternate e-mail **sjcopsnaac@gmail.com, stjamespharmacycollegecky@gmail.com**
- Address **ST JAMES COLLEGE OF  
PHARMACEUTICAL SCIENCES ST JAMES  
MEDICAL ACADEMY GOVERNMENTAL  
HOSPITAL ROAD RIVER BANK,  
CHALAKUDY, THRISSUR**
- City/Town **Chalakydy, Thrissur District**
- State/UT **Kerala**
- Pin Code **680307**

##### 2.Institutional status

- Affiliated /Constituent **Affiliated by Kerala University  
of Health Sciences Thrissur**

- 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/wp-content/uploads/2022/12/AOAR-2021-22-1.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://stjamespharmacycollege.in/wp-content/uploads/2023/12/Academic-Calendar-2023-2024.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Nil</b>	<b>Nil</b>	<b>2.54</b>	<b>2021</b>	<b>10/08/2021</b>	<b>09/08/2026</b>

**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
Institute Collaborative Research	EMR	ICMR	2021	700000

**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** **11**

- 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)**

? IQAC has taken quality initiative step to undergo Kerala University of Health Sciences (KUHS) accreditation - Quality Assurance Standards (QAS). ? IQAC revamped different committees to strengthen the academic and research qualities. ? IQAC has taken initiatives to set up Innovation and Entrepreneurship Development Centre (IEDC) under Kerala Startup Mission. IQAC ? strengthening the Institutions Innovation Council (IIC) activities. IQAC has taken initiatives for adaptation of villages under Unnat Bharat Abhiyan scheme. ? IQAC has taken active step to undergo National Institutional Ranking Framework (NIRF) for the year 2023 -2024.

**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 NIRF (National Institutional Ranking Framework)	NIRF (National Institutional Ranking Framework) -2021-22 submitted
Quality initiative-Preparation of Internal and external audit	Internal and external audit process completed.
Preparation for submission of AQAR 2022	AQAR 2022submitted
To strengthen the campus placement	Job Fair for students conducted
To strengthen Skill Development Program	Skill Development Program for students conducted
Preparation of Research Policy	Research Policy prepared and implemented

**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, Chalakudy, Kerala	05/12/2023

**14. Whether institutional data submitted to AISHE**

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	ST JAMES COLLEGE OF PHARMACEUTICAL SCIENCES CHALAKUDY 680307
• Name of the Head of the institution	Dr. KRISHNAKUMAR K
• Designation	Principal
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• Mobile no	9846714021
• Registered e-mail	stjamespharmacycollege@yahoo.co.in
• Alternate e-mail	sjcopsnaac@gmail.com, stjamespharmacycollegegecky@gmail.com
• Address	ST JAMES COLLEGE OF PHARMACEUTICAL SCIENCES ST JAMES MEDICAL ACADEMY GOVERNMENTAL HOSPITAL ROAD RIVER BANK, CHALAKUDY, THRISSUR
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• State/UT	Kerala
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• Alternate Email address	<b>stjamespharmacycollege@yahoo.co.in</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2022/12/AQAR-2021-22-1.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2022/12/AQAR-2021-22-1.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2023/12/Academic-Calendar-2023-2024.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2023/12/Academic-Calendar-2023-2024.pdf</a>				
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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Rev Fr Manoj Mekkadath, Associate Director, St James Medical Academy, Chalakudy, Kerala	05/12/2023
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2023	15/12/2022
<b>15.Multidisciplinary / interdisciplinary</b>	
<p>St James College of Pharmaceutical Sciences(SJCOPS) is an affiliated college of Kerala University of Health Sciences(KUHS) and the curriculum for all the programmes conducted at SJCOPS is prescribed by Pharmacy Council of India and adopted by KUHS. In the absence of directives from these bodies SJCOPS has to follow the curriculum prescribed by KUHS only. Some of the proposals</p>	



envisioned in NEP 2020 is already part of the curriculum. All the programmes conducted are credit-based system with an exclusive course on environmental science while Pharm D programme and M.Pharm (Pharmacy Practice) involves frequent community engagement as routine activity as well as in the form of project work.

SJCOPS has already taken steps to initiate multidisciplinary research in collaboration with various departments of Sahridaya College of Advanced Studies, Thrissur, Kerala, Pharmaceutical Industries like Vaidyaratnam Oushadhalaya Pvt Ltd, Chalakudy and in collaborating with clinicians of St James Hospitals.

#### **16.Academic bank of credits (ABC):**

SJCOPS is ready to adopt innovations and will take up initiative to fulfill the requirement of Academic Bank of Credits, multiple entry and exit during the programme as and when University frames rules in this regard

#### **17.Skill development:**

- Being a HEI offering professional degree in Pharmacy, the students are trained specifically for Pharmaceutical industry and for Pharmacy services in hospital along with practical skills and internship. This is supplemented with various soft skill development activities during the programme period to acquire practical skill to work in the pharmacy profession.

Various activities are conducted to provide value-based education to make the students a responsible, patriotic, socially conscious citizen with human values and ethics. The activities include the followings among others;

Propagating Indian Constitution and Citizens duty by including them in the Handbook given to them

Periodic Gender sensitization programmes

Involving students in all social service activities like, immunization camps, awareness programmes, etc.

Enlist the institution's efforts to:: Any additional course works in the form of vocational course in ODL / blended / on campus mode whose credit could be added to the programme needs approval from University. Hence at institute level only add on courses and

value added courses are offered to bridge the gap between curriculum and contemporary needs

#### 18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

At present no formal course is being conducted for integration of Indian Knowledge system. However many activities are organized to promote Indian Knowledge system like;

Celebration of festivals reflecting Indian culture like onam, Hindi diwas celebration to promote Indian Language

#### 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

OBE has already been introduced at SJCOPS by the initiatives of IQAC. POs, PSOs and COs have been framed and mapped. POs and PSOs are computed every year and analyzed to take corrective action needed if any.

#### 20.Distance education/online education:

At present no course is being offered through online mode and efforts are being taken to offer value added course / add on course through online mode.

## 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	<a href="#">View File</a>

### 2.Student

2.1 425

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2

47

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

99

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1

36

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2

35

Number of sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>143</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>425</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>47</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>99</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>36</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	35
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	15
Total number of Classrooms and Seminar halls	
4.2	2,18,34,653
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	30
Total number of computers on campus for academic purposes	

## 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

Annual Quality Assurance Report of ST JAMES COLLEGE OF PHARMACEUTICAL SCIENCES 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	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

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, is distributed to student and staff every year. Adherence of academic calendar is taken care of by 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 by examination committee through effective planning, timely completion of preexamination preparedness and effective conduct of examination. Thus adherence to the academic calendar is ensured by decentralizing various activities to empowered groups. Minor rescheduling is done with prior approval of AMC, if required.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

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

**D. Any 1 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **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**

**4**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)

2

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

130

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

## 1.3 - Curriculum Enrichment

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

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; awareness on environmental protection and preservation via nature club, field visit, rallies, etc 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	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

145

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ internships (Data Template)	<a href="#">View File</a>

## 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	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2022/12/Feed%20back%20analysis%202022-23%20(1).pdf">https://stjamespharmacycollege.in/wp-content/uploads/2022/12/Feed%20back%20analysis%202022-23%20(1).pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**      **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2022/12/Feed%20back%20analysis%202022-23%20(1).pdf">https://stjamespharmacycollege.in/wp-content/uploads/2022/12/Feed%20back%20analysis%202022-23%20(1).pdf</a>

## 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**

90

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

**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**

40

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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

Slow learners and advanced learners are mainly identified based on their performance in various examinations. During the commencement of the course, college organizes an orientation programme in which we are conducting an assessment test which is based on their plus two-level knowledge.

**FOR SLOW LEARNERS:**

- To improve the memorizing and writing skills of slow learners we have implemented a practice of Saturday Exam
- Various compensatory teaching methods are adopted for slow learners which include visual representation of contents, by using more flexible instructional presentations with pictures and videos.
- Remedial teaching approaches also practiced in the institution to eliminate weakness or deficiencies that the slow learner is known to have by reteaching the contents that was not learned earlier and extra classes are organized to clarify doubts.

**FOR ADVANCED LEARNERS:**

- Students are encouraged to take mini projects to inculcate research culture in the first year onwards apart from their major projects , publications, and promote GPAT
- Institution provides opportunity to participate in quizzes and group discussions to develop analytical and problem-solving abilities in them there by improving the presentation skills.
- Students are encouraged to be members of professional bodies like IPA-Students Forum, KPGA etc. to get a platform to interact with eminent personalities and to improve their leadership qualities.
- Advanced learners are provided with resource materials for competitive exams like

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

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

Number of Students	Number of Teachers
12	1

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

**2.3 - Teaching- Learning Process**

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

St. James' College of Pharmaceutical Sciences, adopt various innovative students centric teaching learning practice to ensure that students are active participants.

Theoretical knowledge is supplemented with practical experiments in the labs, field visit to medicinal garden and 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 teaching and

prescription audit.

In participatory learning, teacher and students are involved in the process. Such learning methods include group discussions, assignments and seminars on particular topics, scientific project presentation conducted every year in the college as co-curricular activity. All M Pharm students are involved in the seminar presentations, journal club and research project works. The students of Pharm D and M Pharm Pharmacy Practice participate in counseling the patient on drug use. Further our students are actively involved in health camps, awareness programs and immunization programmes conducted by government as well as different organizations.

Problem-based learning activities for M Pharm Pharmacy Practice and Pharm D students include discussion on solving the drug related problems in complicated cases during their clinical training. Also, the students are given with various cross word puzzles for all the subjects.

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

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

St. James' College of Pharmaceutical Sciences, has strengthened ICT enabled teaching and learning practice. Following provisions are made for ICT enabled teaching learning environment.

ICT used in class room:

The ICT enabled classrooms, computerized language lab, computer lab, and internet facilities in library are provided for students to make learning experience enjoyable. All class rooms are provided with audiovisual facilities as well as internet connectivity. All the staff members use power point presentation for class which is supplemented with "chalk and talk" wherever necessary and show live demos and other educational videos to enhance the learning process.

Online resources:

Paid Lexicomp real time Database are used for drug information services, wherein the students learn to provide information related to rational use of drugs to physicians and other healthcare professionals

The computers 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, Google class room and moodle platforms are being used. These platforms have proved to be effective alternate for class room teaching as well as for students' seminars, students project progress presentations and invited talk by experts.

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

### 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

34

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

## 2.4 - Teacher Profile and Quality

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

34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### **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**

10

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

#### **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**

232

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

## **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.

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

Internal assessment of theory and practical subjects are based on internal examinations and day to day interaction with staff members in the class.

Internal assessment of project work is based on journal club activities, presentation of research proposal and presentation of project work.

For Pharm. D. assessment is based on performance in providing pharmaceutical care in hospital including seminar, assignments, and project works.

Internal assessment is done in transparent manner through examination committee:

- The students are informed during the orientation programme regarding the University rules pertaining to internal assessment tests.
- Internal examinations schedule is included in academic calendar given to students before commencement of session.
- Internal examination answer books are shown to students after evaluation along with feedback on their performance in the examination and signature is obtained. The Progress of Students is informed to their parents and discussed in PTWA meetings.
- Students approach the teacher to resolve grievances if any, regarding the assessment. If not satisfied, the students can represent to College Grievances Cell.

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

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

**Exam grievance redressal mechanism: -**

Exam Grievance Redressal Committee has been constituted to address grievances if any.



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

- Valued answer scripts are shown to students. If there is any doubts, clarification is given by concerned faculty. To the students.
- If any grievance is not solved by faculty in charges, the student may submit grievance to, Grievance Redressal Committee in person or drop it in complaint box.
- Grievances received are addressed by Grievance Redressal Committee maintaining necessary confidentiality to settle the issues on time, impartially and confidentially.
- Action taken against the grievance are documented properly.

**Grievances related to University examination**

- The students have to place their grievances to college grievance redressal cell.
- The committee will help the student to approach the University as per the university procedures to get their grievances resolved.
- Queries related to mistakes in hall tickets and mark sheets regarding name, course name, and programme name are resolved promptly by communicating with University.
- Final report based on grievance received and resolved will be submitted to the Principal and further course of action will be documented and the same shall be intimated to the students

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

**2.6 - Student Performance and Learning Outcomes**

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

- POs, PSOs for all programs and Cos for all courses were finalized through wide discussion among stakeholders.
- Students and parents are apprised of the objectives and expected outcomes of their programme during Orientation programs.
- POs, PSOs and Cos are communicated to students and

teachers through college website, and academic hand book.

- These statements are also communicated to the students at classrooms, Laboratories,
- Course outcomes and assessment strategy are communicated to the students by the respective faculty in the first lecture.
- In addition to this the course outcomes of all subjects are hosted in the college. software Lesson plan of a course contains the COs and each class is marked according to the COs.
- All the key stakeholders are made familiar with program outcomes through mentoring programs, faculty meeting, parent teacher interaction, Industrial visits etc.
- Lab Manual/Student Lab records are updated according to the defined CO.
- The course objectives are documented in the official copy of the syllabus at the University level and it is available on University website.
- Program outcomes are derived from the Program Education Objectives and are fine tuned to the specifics of each program.

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

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 in 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 is carried to the corresponding PO/s and average of POs attainment through all the courses is computed.

Over all POs attainment is 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	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NIL</a>

### 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

88

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

### 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/2023/12/Students%E2%80%99-Satisfaction-Survey-2022-23.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	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**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**

7

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

**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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2021/01/Links-to-Funding-Agency-Website.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2021/01/Links-to-Funding-Agency-Website.pdf</a>

### 3.2 - Innovation Ecosystem

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

SJCOPS has taken the initiative and hosted for the 1st Kerala Pharmaceutical Congress -2023 (Theme: "A Self-Reliant Pharma Industry for the Future of Pharmacy in Kerala"), organized with KPGA Kerala. The event attracted more than 1600 plus delegates. The scientific sessions were conducted with six eminent speakers and oral presentations and E-Poster presentations were conducted with an overwhelming response from research scholars, students and faculty members across south India. Efforts have been made to increase the number of scientific events to keep up scientific tempo among students and staff and organized 16 such events including training programmes to enhance the capabilities of students. A special attention is also given for the orientation for placement skill and entrepreneurship thoughts among the budding pharma aspirants. Seminar on "Innovation Ecosystem and Young Innovators Programme" was a specially designed programme conducted on June 2023 under Kerala Development and Innovation Strategic Council (K-DISC). The programme aims to empower future innovators to innovate new products, services or models to meet emerging requirements, unarticulated needs, or existing market needs of society more effectively through an innovative challenge. Pharmacovigilance and Materiovigilance Centre reported 245 cases from August 2022 to July 31st 2023. The students and staff of our college also presented their research works and also won prizes in various scientific events.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://stjamespharmacycollege.in/research-detail/">https://stjamespharmacycollege.in/research-detail/</a>

### 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

16

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

### 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

6

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

### 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

19

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

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during 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	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

SJH in collaboration with Conferenza Episcopale Italiana and SJCOPS started 1 year project on the "Kidney Disease Detection Camp" on 15/09/2022 and Pharm D interns are taking classes on kidney diseases. In connection with NPW- 2022 the college organized "Oushadhavijnan-2022" at Chalakudy Block Panchayat Hall with pharma exhibitions, scientific talks, awareness programs and medical check-ups. Our college also conducted Pharmacovigilance awareness and related activities. Participated and volunteered in OppamUnde MP Mega Super Speciality Medical Camp by Sri. Benny Behanan MP, SAUKHYAM by Sri. Hibi Eden MP and Oppam by Shri. Rajeeve P (MoI) and received a recognition letter and appreciation for the same.

On the occasion of Gandhi Jayanthi day, the 'Swatch Bharath Abhiyan- 'Clean India Safe India' campaign was organized by the NSS unit considered as 'Sevana dinam' and organized a 'Mass

cleaning drive' and they have initiated a project 'Construction of Model Road' at Palace Road. A 5-Day camp conducted with activities and awareness programmes on behalf of the NSS at Kodassery Grama Panchayat. Helmet Awareness Rally, A Road Safety Mirror, Close The Care Gap, Vilarchayil Ninnun Valarchayilekku, Grow Food Not Tobacco, Solutions To Plastic, Pollutionnava Darshan Educational Exhibition, Yoga For Vasudhaiva Kutumbakam, OushahaUdhyogmela 2022 and Rashtriya Ekta Diwas - 2022 were the other E&O activities.

File Description	Documents
Paste link for additional information	<a href="https://stjamespharmacycollege.in/extension-outreach-program/">https://stjamespharmacycollege.in/extension-outreach-program/</a>
Upload any additional information	<a href="#">View File</a>

### 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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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

19



File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 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

465

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

5

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

#### 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

4

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

## 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 and 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	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

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 programmes 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 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 m<sup>2</sup> 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, and green room facilities. It has 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 seating capacities.

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

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

15

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

#### 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)

21834653

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

## 4.2 - Library as a Learning Resource

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

The functioning of library has been automated with Campus7 ERP, the details of which is given below;

Nature of Automation : Cloud Based Campus Management Solution

Version : Version 2

Year of Automation : 2019

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

Specific Features :

- Campus7 ERP is a modern integrated library management system (LMS) that provides a simple, clear search interface for all users.
- Scalable to Windows, Linux and Mac OS platform.
- Full catalog, circulation and acquisitions system for library stock management.
- Web based OPAC (Online Public Access Catalog) system
- Acquisition management: helps the library to 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: simple, 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
- Apart from this the Library has IT Zone with good number of computers for students to access E-resources seamlessly.

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

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 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)

462160

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

#### 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

50

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

### 4.3 - IT Infrastructure

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

The St.James College of Pharmaceutical Sciences has internet facilities from 2005 onwards initially with a dial-up connection which was upgraded to 1 GBPS BSNL connection in 2006

In the year 2012, when the M.Pharm post graduate courses were

started, there was considerable increase in internet usage. To meet this requirement the internet facility was facilitated through Optic Fiber Cable Connection.

In order to meet the increased demand of internet for academic as well as administrative work and to conform to the University requirements, the IT facilities were further updated to Broad Band Wi-Fi connection one from BSNL and other from ASIANET with 06 MBPS speed. A Reliance connection was also installed later to give additional support.

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

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

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

In September 2022 Internet connection speed was upgrade to more than 100 MBPS

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

#### 4.3.2 - Number of Computers

49

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

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

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

#### 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)

15328273

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

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

Periodic maintenance and optimal use of facilities are ensured so that the students get uninterrupted availability of resources.

#### Maintenance

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

All buildings in the campus and facilities are under insurance coverage against natural calamity so that the students are not deprived of the facilities when there is damage due to natural calamity.

All sophisticated equipments are under annual maintenance contract with the original manufacturers. All measuring



equipments like electronic balance are periodically calibrated.

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 maintained regularly on contract basis so that students can use the ground for sports practice. The garden and landscaping are maintained by the gardeners of the institution.

Maintenance Register is kept in the office where entry is made regarding repair work needed. The Campus supervisor monitors House- Keeping and maintenance of campus infrastructure as per the requests entered in the register.

#### Utilization

Usage scheduling is done based on request letters received from faculty/students and approved by concerned in-charges. Work schedules book is maintained.

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

## 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

354

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

### 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

22

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

### 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

B. 3 of the above

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

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

271

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

271

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

27

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

20

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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

26

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

### 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.**

7

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

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:**

Two student members, elected by the students among themselves, represents college in University Students' Union of Kerala University of Health Sciences

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

SJCOPS has different cells/Committees like "IQAC, UP/PG Programme committee, Collegiate Student Grievance Redressal Committee", "Anti Discrimination Cell", "Gender Sensitization Cell", "Women development cell", "Anti-ragging cell", Collegiate Student Grievance Redressal Committee, "Anti Discrimination Cell", "Gender Sensitization Cell" and "Woman development cell" for timely redressal of grievances, student representatives are present in different clubs of the college . They provide a platform where students can comfortably participate and share their views

## Student Council

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

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

### 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

54

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

SJCOPS has active registered alumni association christened "NEXUS Alumni Association". (Registration number TSR/TC/183/2018) with the objectives of supporting fresh graduates and present students in developing their career as well as helping their alma-matter.

The association supports the following programmes of SJCOPS:.

- Nature club-Poonchola

Nature club with the name POONCHOLA is supported by NEXUS to create awareness among the students on various environmental issues. The nature club maintains "Nakshathravanam" and herbal garden on the college campus

- Journal club - Oushadhavinjan

Journal club named "Oushadhavinjan" had been established in our college since 2015 to provoke scientific temper among students through exhibitions, scientific talks, discussions, seminars, awarenessprogrammes etc.

- Career guidance"

Nexus organizes campus selection program known as "Oushadha Udhyoga Mela" for the final year students and conduct carrier guidance seminars.

- created by NEXUS are Pharmablizz trophy, Gold medal for first rank M. Pharm (Pharmaceutics) in the University examinations and Pharm. D. topper. Model trophy for Pharmolsavam overall Championship.
- " The Journal of Pharma Innovative Research" (ISSN:. 2350-1332) annual scientific journal is published by NEXUS.

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

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

### 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 five years perspective plan for the development of the institution.

SJCOP is well aware of the fact that Participative Decision Making is the powerful component of successful management process. All the activities of the college are carried out by empowered committees, in-charges and faculty members. 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 and Research Dean monitor the academic and research activities of the College and take corrective action wherever needed.

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

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

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

## 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 efforts 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.
- 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2021/03/perspective%20plan%2021-26.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2021/03/perspective%20plan%2021-26.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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. 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.

At the College level Principal is the overall in charge, responsible for wholesome development of students. His duties include; taking development initiatives, getting approval from the authorities, implementing the same. IQAC plays advisory role 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	<a href="#">NIL</a>
Link to Organogram of the institution webpage	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2021/01/ORGANOGRAM-CHART- 1 .pdf">https://stjamespharmacycollege.in/wp-content/uploads/2021/01/ORGANOGRAM-CHART- 1 .pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

### 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.

**Leave facilities**

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

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

Confirmed teaching staffs 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 of the institution during festivals such as Onam and Christmas.

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

### **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	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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**

3

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

### 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

17

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

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

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	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 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 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	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

#### 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)

0.26

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



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 taken to take up consultancy service to Industries.

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

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 analyze 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	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**6.5 - Internal Quality Assurance System**

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

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

**Strengthening outcome based education through deQ OBE software:**

Outcome based education(OBE) process involves collection of large amount of data, complex calculation and complex data analysis. To make process robust and simple a cloud based software "deQ OBE" has been installed.

An educational model that forms the base of a quality education system. A system where all the parts and aspects of education are focused on the outcomes of the course.

Designed for quality-assured OBE processes in Higher Education Institutions, deQ OBE consolidates learning activities, assessments, course outcomes, multi-dimensional reports, academic expertise, internal and external collaboration on a single, seamless platform to deliver Total Quality Management(TQM) and data-driven decision making in academics.

Strengthening collaborative research activity with Industry and other institutions:

Research project entitled "Development of vaginal ring with exposed core for sustained release of dapivirin and emtricitabine as combination microbicide" in collaboration with KTN College of Pharmacy, Palakkad has been taken up with financial assistance from ICMR, New Delhi.

MOU has been signed with M/S Avenida Innovations, Hyderabad for carrying out research work in the field of Pharmacy Practice as well as to provide training in the field of clinical research, clinical data management & analysis and Pharmacovigilance

File Description	Documents
Paste link for additional information	<a href="https://stjamespharmacycollege.in/iqac-meeting/">https://stjamespharmacycollege.in/iqac-meeting/</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**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 - 2020. 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 SJCOPS.
- 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	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**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)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2023/12/NIRF-SEMINAR-22-23.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2023/12/NIRF-SEMINAR-22-23.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

St. James' College of Pharmaceutical Sciences is co-educational institute and maintain the safety environment for all students as well as staff members. The college is having girl's hostel inside the campus and has a strict security system. Making a safe environment in the college is the key responsibility of security officers who are deployed 24x7 hrs. at the main gate of college campus.

Lectures on Cyber security and women safety laws, Ragging Prohibition act, Women empowerment, Skill development Programme, Yoga classes, Women Entrepreneurship and International Women's Day celebration are being conducted. The lectures are delivered by experts including from Police department.

Facilities for women in campus includes separate ladies' common room, ladies wash rooms, day care centres for needy staff members at St James Hospital and transport facility for sick students.

No. of Gender Equity Programme in the year academic year 2023-24

Sn.

Year

Title of the Gender Equity Programme

Duration

1.  
2024  
Awareness talks on Women empowerment- Updating cyber laws  
1 day
2.  
2024  
Awareness talks on Antiragging act  
1 day
3.  
2024  
Orientation on Gender Sensitization and Gender equity Programme  
1 day
4.  
2024  
International Women's Day celebration  
1 day
5.  
2024  
Skill development training and Entrepreneurship training  
1 day
- 6.

2024

Short term Yoga training Programme

3 days

File Description	Documents
Annual gender sensitization action plan	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2022/12/7.1.1.Gender-sensitization-action-plan.2021-2022-3.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2022/12/7.1.1.Gender-sensitization-action-plan.2021-2022-3.pdf</a>
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	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2021/01/7.1.1.Specific-facilities-provided-for-women-in-terms.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2021/01/7.1.1.Specific-facilities-provided-for-women-in-terms.pdf</a>

**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**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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: St. James Medical Academy campus having 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 in**

the campus. The biogas plant in the campus occupies an area of 10 M2 and biogas generator consists of 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.

Solid waste like sanitary napkins from lady's rest rooms are incinerated using dedicated incinerator present in the lady's hostel

**Biomedical waste Management:**

Very small amount of biomedical waste generated in the pharmacology laboratory of college is collected carefully and incinerated using the incinerator. A logbook is kept on the laboratory to monitor the waste generated from each lab.

**Waste recycling system:** Waste water from Laboratories, hostel mess wash basin and kitchen is recycled efficiently to prevent environmental pollution while conserving natural resource.

**Electronic waste disposal:** All electronic wastes is disposed to the IT section, at St. James Hospital, Chalakudy where they will transfer this to asset management. The asset management will sell this to local scrap vendors.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

A. Any 4 or all of the above



File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**SJCOPS' core values include "Service to humanity is service to God" and "Compassion towards weak, needy and downtrodden" while "inculcating ethical and moral values among the students" forms part of Mission statement of the institution. In line with these**

core values and to accomplish the stated mission SJCOPS has initiated various activities to promote inclusive environment. SJCOPS celebrates Christian festival Christmas and Hindu festival onam every year with the same enthusiasm and fervour. Management also participates in both the celebrations. Teaching staff and non-teaching staff are appointed purely on merit with out and any consideration for regional, communal or linguistic lineage. Similarly, students are also admitted following the rules of Government of Kerala without any other considerations. Students' representation to various institutional bodies and University bodies are made without any cultural, regional, linguistic, communal socio-economic consideration.

The motto of SJCOPS is "We foster health". Hence the institute takes many steps to provide health related services to the nearby community and most of the activities are carried out by students through pharmacy practice department and NSS unit. College also have an NSS unit consisting of 86 volunteers which are involved in social and community service.

Community awareness programmes like Antibiotics awareness Programme to school children and community, Pulse polio immunization programmes, Awareness programmes on TB, Psoriasis, Hepatitis, Malaria, Health survey etc. are organized regularly.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

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

#### Independence Day Celebration

Independence Day Celebration was conducted by St. James college of pharmaceutical sciences on August 15 every year the activities include flag hoisting, distribution of sweets,

Independence Day address will be given by Principal and management representative.

#### Republic Day Celebration

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

#### Display of Preamble

The preamble is framed and kept on all blocks, library, auditorium, exam hall, each class room etc to inculcate the values of Indian constitution.

#### Constitution day celebration

The Constitution Day (Samvidhan Divas), also known as National Law Day celebration was celebrated for the commemoration of Dr. B.R Ambedkar on November 26

#### National Unity Day Celebration

The National Unity Day or Rastriya Ekta divas was celebrated for the commemoration of India's First home minister Sr. Sardar Valla Bhai Patel.

#### Awareness Programme

The college also organized an awareness talk of Anti-ragging Act by Advocate Senior Lawyer to the students who are admitted to the college.

#### College Union election

Our college conducted the College student's union election as per KUHS election schedule and guidelines. Last year it was held on 27.05.23.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2022/11/7.1.9.Details-of-the-activities-for-inculcate.2021-2022.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2022/11/7.1.9.Details-of-the-activities-for-inculcate.2021-2022.pdf</a>
Any other relevant information	<u>NIL</u>

**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	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**St. James College of Pharmaceutical Science had organized various national, international and commemorative days every year.**

**National Science Day is celebrated all over India with great enthusiasm on 28th February every year in order to commemorate the invention of the Raman Effect by Indian physicist CV Raman. A painting competition and talk was conducted with the theme**

"Impact of science on life on Earth".

International Yoga Day celebration was conducted on 21.06.2023. Students and staffs were actively participated in the mass demonstration of yoga practice.

International Women's Day was conducted on 08/03/2023 with the aim to bring Women empowerment and Gender equality.

Constitution day (also known National Law day) celebration was conducted on 26-11-2022 for the commemoration. of Dr. B R Ambedkar. This day mark the importance of India's Constitution. The faculties and students read the preamble of Indian constitution.

World pharmacist Day was celebrated on September 25,2022. The whole Programme was based on the theme- "Pharmacy: Always trusted for your health".

World Tuberculosis Day was organized with the theme 'Invest to end TB, save lives. Students of IV Pharm D gave awareness to the public with speeches and pamphlets.

National Unity Day/ Rastriya Ekta Diwas was celebrated on 31st October 2022 to commemorate the birth anniversary of Sardar Vallabhbhai Patel. The volunteers had given the oration on the topic- Role of Sardar Vallabhbhai Patel in Unifying India. All the audience has taken National Unity Day pledge.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

**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	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2022/11/7.2-BEST-PRACTICES.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2022/11/7.2-BEST-PRACTICES.pdf</a>
Any other relevant information	<p style="text-align: center;"><a href="#">NIL</a></p>

### 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

St James College of Pharmaceutical Sciences always like to stay distinct form other professional colleges. To remain distinct

the management, principal, staff, and students always strive their best and join hands in hands to achieve their goal.

Our college is the only college among all professional college to introduce and organize 'OUSHADHAVIJNAN' that usually organizes and conducts exhibitions and informative talks related to pharmaceutical sciences to the public. 'OUSHADHAVIJNAN' is a vernacular term which literally means 'Knowledge on Drugs'. The main highlight of the event was demonstrating the different stages of drug manufacturing and exhibition of various instruments and apparatus used for preparation of tablets and parental preparations. This will be conducted in a grand manner by inviting the students from all nearby school, college and other public, to stimulate their basic scientific knowledge on preparation of solid or liquid dosage forms and quality control test for solid or liquid dosage forms. This Programme is conducted during the occasion of National Pharmacy week celebration during the third week of November.2023.

## 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 Annual Quality Assurance Report of ST JAMES COLLEGE OF PHARMACEUTICAL SCIENCES wards is discussed with the parents. Student's feedback on the teaching staff performance and curriculumfeedback 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	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

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, is distributed to student and staff every year. Adherence of academic calendar is taken care of by 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 by examination committee through effective planning, timely completion of preexamination preparedness and effective conduct of examination. Thus adherence to the academic calendar is ensured by decentralizing various activities to empowered groups. Minor rescheduling is done with prior approval of AMC, if required.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">NIL</a>

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

**D. Any 1 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

2

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

130

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

### 1.3 - Curriculum Enrichment

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

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; awareness on environmental protection and preservation via nature club, field visit, rallies, etc 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	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

145

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2022/12/Feed%20back%20analysis%202022-23%20(1).pdf">https://stjamespharmacycollege.in/wp-content/uploads/2022/12/Feed%20back%20analysis%202022-23%20(1).pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2022/12/Feed%20back%20analysis%202022-23%20(1).pdf">https://stjamespharmacycollege.in/wp-content/uploads/2022/12/Feed%20back%20analysis%202022-23%20(1).pdf</a>

## 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

90

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

**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**

40

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## **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**

Slow learners and advanced learners are mainly identified based on their performance in various examinations. During the commencement of the course, college organizes an orientation programme in which we are conducting an assessment test which is based on their plus two-level knowledge.

### **FOR SLOW LEARNERS:**

- To improve the memorizing and writing skills of slow learners we have implemented a practice of Saturday Exam
- Various compensatory teaching methods are adopted for slow learners which include visual representation of contents, by using more flexible instructional presentations with pictures and videos.
- Remedial teaching approaches also practiced in the institution to eliminate weakness or deficiencies that the slow learner is known to have by reteaching the contents that was not learned earlier and extra classes are organized to clarify doubts.

### **FOR ADVANCED LEARNERS:**

- Students are encouraged to take mini projects to inculcate research culture in the first year onwards

apart from their major projects , publications, and promote GPAT

- Institution provides opportunity to participate in quizzes and group discussions to develop analytical and problem-solving abilities in them there by improving the presentation skills.
- Students are encouraged to be members of professional bodies like IPA-Students Forum, KPGA etc. to get a platform to interact with eminent personalities and to improve their leadership qualities.
- Advanced learners are provided with resource materials for competitive exams like

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

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

Number of Students	Number of Teachers
12	1

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

### 2.3 - Teaching- Learning Process

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

St. James' College of Pharmaceutical Sciences, adopt various innovative students centric teaching learning practice to ensure that students are active participants.

Theoretical knowledge is supplemented with practical experiments in the labs, field visit to medicinal garden and 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 teaching and prescription audit.

In participatory learning, teacher and students are involved

in the process. Such learning methods include group discussions, assignments and seminars on particular topics, scientific project presentation conducted every year in the college as co-curricular activity. All M Pharm students are involved in the seminar presentations, journal club and research project works. The students of Pharm D and M Pharm Pharmacy Practice participate in counseling the patient on drug use. Further our students are actively involved in health camps, awareness programs and immunization programmes conducted by government as well as different organizations.

Problem-based learning activities for M Pharm Pharmacy Practice and Pharm D students include discussion on solving the drug related problems in complicated cases during their clinical training. Also, the students are given with various cross word puzzles for all the subjects.

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

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

St. James' College of Pharmaceutical Sciences, has strengthened ICT enabled teaching and learning practice. Following provisions are made for ICT enabled teaching learning environment.

ICT used in class room:

The ICT enabled classrooms, computerized language lab, computer lab, and internet facilities in library are provided for students to make learning experience enjoyable. All class rooms are provided with audiovisual facilities as well as internet connectivity. All the staff members use power point presentation for class which is supplemented with "chalk and talk" wherever necessary and show live demos and other educational videos to enhance the learning process.

Online resources:

Paid Lexicomp real time Database are used for drug



information services, wherein the students learn to provide information related to rational use of drugs to physicians and other healthcare professionals

The computers 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, Google class room and moodle platforms are being used. These platforms have proved to be effective alternate for class room teaching as well as for students' seminars, students project progress presentations and invited talk by experts.

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

### 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

34

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

### 2.4 - Teacher Profile and Quality

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

34

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### **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**

10

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

#### **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**

232

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

#### **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.

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

Internal assessment of theory and practical subjects are based on internal examinations and day to day interaction with staff members in the class.

Internal assessment of project work is based on journal club activities, presentation of research proposal and presentation of project work.

For Pharm. D. assessment is based on performance in providing pharmaceutical care in hospital including seminar, assignments, and project works.

Internal assessment is done in transparent manner through examination committee:

- The students are informed during the orientation programme regarding the University rules pertaining to internal assessment tests.
- Internal examinations schedule is included in academic calendar given to students before commencement of session.
- Internal examination answer books are shown to students after evaluation along with feedback on their performance in the examination and signature is obtained. The Progress of Students is informed to their parents and discussed in PTWA meetings.
- Students approach the teacher to resolve grievances if any, regarding the assessment. If not satisfied, the students can represent to College Grievances Cell.

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

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

Exam grievance redressal mechanism: -

Exam Grievance Redressal Committee has been constituted to address grievances if any.

Grievances related to the internal examination in institution;

- Valued answer scripts are shown to students. If there is any doubts, clarification is given by concerned faculty. To the students.
- If any grievance is not solved by faculty in charges, the student may submit grievance to, Grievance Redressal Committee in person or drop it in complaint box.
- Grievances received are addressed by Grievance Redressal Committee maintaining necessary confidentiality to settle the issues on time, impartially and confidentially.
- Action taken against the grievance are documented properly.

Grievances related to University examination

- The students have to place their grievances to college grievance redressal cell.
- The committee will help the student to approach the University as per the university procedures to get their grievances resolved.
- Queries related to mistakes in hall tickets and mark sheets regarding name, course name, and programme name are resolved promptly by communicating with University.
- Final report based on grievance received and resolved will be submitted to the Principal and further course of action will be documented and the same shall be intimated to the students

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

## 2.6 - Student Performance and Learning Outcomes

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

- POs, PSOs for all programs and Cos for all courses were finalized through wide discussion among stakeholders.
- Students and parents are apprised of the objectives and expected outcomes of their programme during Orientation programs.
- POs, PSOs and Cos are communicated to students and teachers through college website, and academic hand book.
- These statements are also communicated to the students at classrooms, Laboratories,
- Course outcomes and assessment strategy are communicated to the students by the respective faculty in the first lecture.
- In addition to this the course outcomes of all subjects are hosted in the college. software Lesson plan of a course contains the COs and each class is marked according to the COs.
- All the key stakeholders are made familiar with program outcomes through mentoring programs, faculty meeting, parent teacher interaction, Industrial visits etc.
- Lab Manual/Student Lab records are updated according to the defined CO.
- The course objectives are documented in the official copy of the syllabus at the University level and it is available on University website.
- Program outcomes are derived from the Program Education Objectives and are fine tuned to the specifics of each program.

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

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 in 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 is carried to the corresponding PO/s and average of POs attainment through all the courses is computed.

Over all POs attainment is 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	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NIL</a>

### 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

88

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

## 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/2023/12/Students%E2%80%99-Satisfaction-Survey-2022-23.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	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**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**

7

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

### 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)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2021/01/Links-to-Funding-Agency-Website.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2021/01/Links-to-Funding-Agency-Website.pdf</a>

### 3.2 - Innovation Ecosystem

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

SJCOPS has took the initiative and hosted for the 1st Kerala Pharmaceutical Congress -2023 (Theme: "A Self-Reliant Pharma Industry for the Future of Pharmacy in Kerala"), organized with KPGA Kerala. The event attracted more than 1600 plus delegates. The scientific sessions were conducted with six eminent speakers and oral presentations and E-Poster presentations were conducted with an overwhelming response from research scholars, students and faculty members across south India. Efforts have been made to increase the number of scientific events to keep up scientific tempo among students and staff and organized 16 such events including training programmes to enhance the capabilities of students. A special attention is also given for the orientation for placement skill and entrepreneurship thoughts among the budding pharma



aspirants. Seminar on "Innovation Ecosystem and Young Innovators Programme was a specially designed programme conducted on June 2023 under Kerala Development and Innovation Strategic Council (K-DISC). The programme aims to empower future innovators to innovate new products, services or models to meet emerging requirements, unarticulated needs, or existing market needs of society more effectively through an innovative challenge. Pharmacovigilance and Materiovigilance Centre reported 245 cases from August 2022 to July 31st 2023. The students and staff of our college also presented their research works and also won prizes in various scientific events.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://stjamespharmacycollege.in/research-detail/">https://stjamespharmacycollege.in/research-detail/</a>

### 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

16

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

### 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

6

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

### 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

19

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

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during 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	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

SJH in collaboration with Conferenza Episcopale Italiana and SJCOPS started 1 year project on the "Kidney Disease Detection Camp" on 15/09/2022 and Pharm D interns are taking classes on kidney diseases. In connection with NPW- 2022 the college organized "Oushadhavijnan-2022" at Chalakudy Block Panchayat Hall with pharma exhibitions, scientific talks, awareness programs and medical check-ups. Our college also conducted Pharmacovigilance awareness and related activities. Participated and volunteered in OppamUnde MP Mega Super Speciality Medical Camp by Sri. Benny Behanan MP, SAUKHYAM by Sri. Hibi Eden MP and Oppam by Shri. Rajeeve P (MoI) and received a recognition letter and appreciation for the same.

On the occasion of Gandhi Jayanthi day, the 'Swatch Bharath Abhiyan- 'Clean India Safe India' campaign was organized by the NSS unit considered as 'Sevana dinam' and organized a 'Mass cleaning drive' and they have initiated a project 'Construction of Model Road' at Palace Road. A 5-Day camp conducted with activities and awareness programmes on behalf of the NSS at Kodassery Grama Panchayat. Helmet Awareness Rally, A Road Safety Mirror, Close The Care Gap, Vilarchayil Ninum Valarchayilekku, Grow Food Not Tobacco, Solutions To Plastic, Pollutionnava Darshan Educational Exhibition, Yoga For Vasudhaiva Kutumbakam, OushahaUdhyogmela 2022 and Rashtriya Ekta Diwas - 2022 were the other E&O activities.

File Description	Documents
Paste link for additional information	<a href="https://stjamespharmacycollege.in/extension-outreach-program/">https://stjamespharmacycollege.in/extension-outreach-program/</a>
Upload any additional information	<a href="#">View File</a>

### **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**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

19

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**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**

465

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

5

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

#### 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

4

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

## 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 and 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	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

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 programmes 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 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 m<sup>2</sup> 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, and green room facilities. It has 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 seating capacities.

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

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

15

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

#### 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)

21834653

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

#### 4.2 - Library as a Learning Resource

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

The functioning of library has been automated with Campus7



ERP, the details of which is given below;

Nature of Automation : Cloud Based Campus Management Solution

Version : Version 2

Year of Automation : 2019

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

Specific Features :

- Campus7 ERP is a modern integrated library management system (LMS) that provides a simple, clear search interface for all users.
- Scalable to Windows, Linux and Mac OS platform.
- Full catalog, circulation and acquisitions system for library stock management.
- Web based OPAC (Online Public Access Catalog) system
- Acquisition management: helps the library to 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: simple, 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
- Apart from this the Library has IT Zone with good number of computers for students to access E-resources seamlessly.

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

<b>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</b>	<b>C. Any 2 of the above</b>
--	------------------------------

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### **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)**

**462160**

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

#### **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**

**50**

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

#### **4.3 - IT Infrastructure**

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

The St.James College of Pharmaceutical Sciences has internet facilities from 2005 onwards initially with a dial-up connection which was upgraded to 1 GBPS BSNL connection in 2006

In the year 2012, when the M.Pharm post graduate courses were started, there was considerable increase in internet usage. To meet this requirement the internet facility was facilitated through Optic Fiber Cable Connection.

In order to meet the increased demand of internet for academic as well as administrative work and to conform to the University requirements, the IT facilities were further updated to Broad Band Wi-Fi connection one from BSNL and other from ASIANET with 06 MBPS speed. A Reliance connection was also installed later to give additional support.

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

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

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

In September 2022 Internet connection speed was upgrade to more than 100 MBPS

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

#### 4.3.2 - Number of Computers

49

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

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

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

#### 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)

15328273

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

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

Periodic maintenance and optimal use of facilities are ensured so that the students get uninterrupted availability of resources.

## Maintenance

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

All buildings in the campus and facilities are under insurance coverage against natural calamity so that the students are not deprived of the facilities when there is damage due to natural calamity.

All sophisticated equipments are under annual maintenance contract with the original manufacturers. All measuring equipments like electronic balance are periodically calibrated.

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 maintained regularly on contract basis so that students can use the ground for sports practice. The garden and landscaping are maintained by the gardeners of the institution.

Maintenance Register is kept in the office where entry is made regarding repair work needed. The Campus supervisor monitors House- Keeping and maintenance of campus infrastructure as per the requests entered in the register.

## Utilization

Usage scheduling is done based on request letters received from faculty/students and approved by concerned in-charges. Work schedules book is maintained.

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

## 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**

354

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

**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**

22

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

**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**

**B. 3 of the above**

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

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

271

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

271

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

27

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

20

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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**

26

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

**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.**

7

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

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:**

Two student members, elected by the students among themselves, represents college in University Students' Union of Kerala University of Health Sciences

Students' representation in College administrative bodies:

SJCOPS has different cells/Committees like "IQAC, UP/PG Programme committee, Collegiate Student Grievance Redressal Committee", "Anti Discrimination Cell", "Gender Sensitization Cell", "Women development cell", "Anti-ragging cell", Collegiate Student Grievance Redressal Committee, "Anti Discrimination Cell", "Gender Sensitization Cell" and "Woman development cell" for timely redressal of grievances, student representatives are present in different clubs of the college . They provide a platform where students can comfortably participate and share their views

Student Council

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

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

**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**

54

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
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)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

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

SJCOPS has active registered alumni association christened "NEXUS Alumni Association". (Registration number TSR/TC/183/2018) with the objectives of supporting fresh graduates and present students in developing their career as well as helping their alma-matter.

The association supports the following programmes of SJCOPS:.

- Nature club-Poonchola

Nature club with the name POONCHOLA is supported by NEXUS to create awareness among the students on various environmental issues. The nature club maintains "Nakshathravanam" and herbal garden on the college campus

- Journal club - Oushadhavinjan

Journal club named "Oushadhavinjan" had been established in our college since 2015 to provoke scientific temper among students through exhibitions, scientific talks, discussions, seminars, awarenessprogrammes etc.

- Career guidance"

Nexus organizes campus selection program known as "Oushadha

Udhyoga Mela" for the final year students and conduct career guidance seminars.

- created by NEXUS are Pharmablizz trophy, Gold medal for first rank M. Pharm (Pharmaceutics) in the University examinations and Pharm. D. topper. Model trophy for Pharmolsavam overall Championship.
- " The Journal of Pharma Innovative Research" (ISSN:. 2350-1332) annual scientific journal is published by NEXUS.

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

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>

## **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 five years perspective plan for the development of the institution.

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

process. All the activities of the college are carried out by empowered committees, in-charges and faculty members. 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 and Research Dean monitor the academic and research activities of the College and take corrective action wherever needed.

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

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. Each sub-committee has well defined responsibilities which includes planning, executing, monitoring, getting feedback, recording marks and

analyzing the results to compute COs.

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

## 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 efforts 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.
- 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2021/03/perspective%20plan%2021-26.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2021/03/perspective%20plan%2021-26.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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. 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.

At the College level Principal is the overall in charge, responsible for wholesome development of students. His duties include; taking development initiatives, getting approval from the authorities, implementing the same. IQAC plays advisory role 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	<a href="#">NIL</a>
Link to Organogram of the institution webpage	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2021/01/ORGANOGRAM-CHART-1.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2021/01/ORGANOGRAM-CHART-1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

**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.

**Leave facilities**

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



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

Confirmed teaching staffs 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 of the institution during festivals such as Onam and Christmas.

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

**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	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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**

3

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

### **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**

17

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

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

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	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

#### 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 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	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

#### 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)

0.26

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

#### 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 taken to take up consultancy service to Industries.

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

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 analyze 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	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

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

**Strengthening outcome based education through deQ OBE software:**

Outcome based education(OBE) process involves collection of large amount of data, complex calculation and complex data analysis. To make process robust and simple a cloud based software "deQ OBE" has been installed.

An educational model that forms the base of a quality education system. A system where all the parts and aspects of education are focused on the outcomes of the course.

Designed for quality-assured OBE processes in Higher Education Institutions, deQ OBE consolidates learning activities, assessments, course outcomes, multi-dimensional reports, academic expertise, internal and external collaboration on a single, seamless platform to deliver Total Quality Management(TQM) and data-driven decision making in academics.

### Strengthening collaborative research activity with Industry and other institutions:

Research project entitled "Development of vaginal ring with exposed core for sustained release of dapivirin and emtricitabine as combination microbicide" in collaboration with KTN College of Pharmacy, Palakkad has been taken up with financial assistance from ICMR, New Delhi.

MOU has been signed with M/S Avenida Innovations, Hyderabad for carrying out research work in the field of Pharmacy Practice as well as to provide training in the field of clinical research, clinical data management & analysis and Pharmacovigilance

File Description	Documents
Paste link for additional information	<a href="https://stjamespharmacycollege.in/iqac-meeting/">https://stjamespharmacycollege.in/iqac-meeting/</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

#### 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 - 2020. 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 SJCOPS.
- 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	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**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)**

**A. All of the above**



File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2023/12/NIRF-SEMINAR-22-23.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2023/12/NIRF-SEMINAR-22-23.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

St. James' College of Pharmaceutical Sciences is co-educational institute and maintain the safety environment for all students as well as staff members. The college is having girl's hostel inside the campus and has a strict security system. Making a safe environment in the college is the key responsibility of security officers who are deployed 24x7 hrs. at the main gate of college campus.

Lectures on Cyber security and women safety laws, Ragging Prohibition act, Women empowerment, Skill development Programme, Yoga classes, Women Entrepreneurship and International Women's Day celebration are being conducted. The lectures are delivered by experts including from Police department.

Facilities for women in campus includes separate ladies' common room, ladies wash rooms, day care centres for needy staff members at St James Hospital and transport facility for sick students.

No. of Gender Equity Programme in the year academic year 2023-24

Sn.	Year	Title of the Gender Equity Programme	Duration
1.	2024	Awareness talks on Women empowerment- Updating cyber laws	1 day
2.	2024	Awareness talks on Antiragging act	1 day
3.	2024	Orientation on Gender Sensitization and Gender equity Programme	1 day
4.	2024	International Women's Day celebration	1 day
5.	2024		

**Skill development training and Entrepreneurship training**

1 day

6.

2024

**Short term Yoga training Programme**

3 days

File Description	Documents
Annual gender sensitization action plan	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2022/12/7.1.1.Gender-sensitization-action-plan.2021-2022-3.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2022/12/7.1.1.Gender-sensitization-action-plan.2021-2022-3.pdf</a>
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	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2021/01/7.1.1.Specific-facilities-provided-for-women-in-terms.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2021/01/7.1.1.Specific-facilities-provided-for-women-in-terms.pdf</a>

**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**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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:** St. James Medical Academy campus having 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 in the campus. The biogas plant in the campus occupies an area of 10 M2 and biogas generator consists of 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.

Solid waste like sanitary napkins from lady's rest rooms are incinerated using dedicated incinerator present in the lady's hostel

**Biomedical waste Management:**

Very small amount of biomedical waste generated in the pharmacology laboratory of college is collected carefully and incinerated using the incinerator. A logbook is kept on the laboratory to monitor the waste generated from each lab.

**Waste recycling system:** Waste water from Laboratories, hostel mess wash basin and kitchen is recycled efficiently to prevent environmental pollution while conserving natural resource.

**Electronic waste disposal:** All electronic wastes is disposed to the IT section, at St. James Hospital, Chalakudy where they will transfer this to asset management. The asset management will sell this to local scrap vendors.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water**

**B. Any 3 of the above**

**harvesting Bore well /Open well recharge  
Construction of tanks and bunds Waste  
water recycling Maintenance of water  
bodies and distribution system in the  
campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### **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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### **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**

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**SJCOPS' core values include "Service to humanity is service**

to God" and "Compassion towards weak, needy and downtrodden" while "inculcating ethical and moral values among the students" forms part of Mission statement of the institution. In line with these core values and to accomplish the stated mission SJCOPS has initiated various activities to promote inclusive environment. SJCOPS celebrates Christian festival Christmas and Hindu festival onam every year with the same enthusiasm and fervour. Management also participates in both the celebrations. Teaching staff and non-teaching staff are appointed purely on merit with out and any consideration for regional, communal or linguistic lineage. Similarly, students are also admitted following the rules of Government of Kerala without any other considerations. Students' representation to various institutional bodies and University bodies are made without any cultural, regional, linguistic, communal socio-economic consideration.

The motto of SJCOPS is "We foster health". Hence the institute takes many steps to provide health related services to the nearby community and most of the activities are carried out by students through pharmacy practice department and NSS unit. College also have an NSS unit consisting of 86 volunteers which are involved in social and community service.

Community awareness programmes like Antibiotics awareness Programme to school children and community, Pulse polio immunization programmes, Awareness programmes on TB, Psoriasis, Hepatitis, Malaria, Health survey etc. are organized regularly.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

St James College of Pharmaceutical Sciences conducts various programmes which brings sensitization of students and employees towards constitutional values, rights, duties and

responsibilities.

#### Independence Day Celebration

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

#### Republic Day Celebration

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

#### Display of Preamble

The preamble is framed and kept on all blocks, library, auditorium, exam hall, each class room etc to inculcate the values of Indian constitution.

#### Constitution day celebration

The Constitution Day (Samvidhan Divas), also known as National Law Day celebration was celebrated for the commemoration of Dr. B.R Ambedkar on November 26

#### National Unity Day Celebration

The National Unity Day or Rastriya Ekta divas was celebrated for the commemoration of India's First home minister Sr. Sardar Valla Bhai Patel.

#### Awareness Programme

The college also organized an awareness talk of Anti-ragging Act by Advocate Senior Lawyer to the students who are admitted to the college.

#### College Union election

Our college conducted the College student's union election as per KUHS election schedule and guidelines. Last year it was



held on 27.05.23.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2022/11/7.1.9.Details-of-the-activities-for-inculcate.2021-2022.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2022/11/7.1.9.Details-of-the-activities-for-inculcate.2021-2022.pdf</a>
Any other relevant information	<u>NIL</u>

**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	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**St. James College of Pharmaceutical Science had organized various national, international and commemorative days every year.**

National Science Day is celebrated all over India with great enthusiasm on 28th February every year in order to commemorate the invention of the Raman Effect by Indian physicist CV Raman. A painting competition and talk was conducted with the theme "Impact of science on life on Earth".

International Yoga Day celebration was conducted on 21.06.2023. Students and staffs were actively participated in the mass demonstration of yoga practice.

International Women's Day was conducted on 08/03/2023 with the aim to bring Women empowerment and Gender equality.

Constitution day (also known National Law day) celebration was conducted on 26-11-2022 for the commemoration. of Dr. B R Ambedkar. This day mark the importance of India's Constitution. The faculties and students read the preamble of Indian constitution.

World pharmacist Day was celebrated on September 25,2022. The whole Programme was based on the theme- "Pharmacy: Always trusted for your health".

World Tuberculosis Day was organized with the theme 'Invest to end TB, save lives. Students of IV Pharm D gave awareness to the public with speeches and pamphlets.

National Unity Day/ Rastriya Ekta Diwas was celebrated on 31st October 2022 to commemorate the birth anniversary of Sardar Vallabhbhai Patel. The volunteers had given the oration on the topic- Role of Sardar Vallabhbhai Patel in Unifying India. All the audience has taken National Unity Day pledge.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

**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	<a href="https://stjamespharmacycollege.in/wp-content/uploads/2022/11/7.2-BEST-PRACTICES.pdf">https://stjamespharmacycollege.in/wp-content/uploads/2022/11/7.2-BEST-PRACTICES.pdf</a>
Any other relevant information	<u>NIL</u>

### 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

St James College of Pharmaceutical Sciences always like to stay distinct form other professional colleges. To remain distinct the management, principal, staff, and students always strive their best and join hands in hands to achieve their goal.

Our college is the only college among all professional college to introduce and organize 'OUSHADHAVIJNAN' that usually organizes and conducts exhibitions and informative talks related to pharmaceutical sciences to the public. 'OUSHADHAVIJNAN' is a vernacular term which literally means 'Knowledge on Drugs'. The main highlight of the event was demonstrating the different stages of drug manufacturing and exhibition of various instruments and apparatus used for preparation of tablets and parental preparations. This will be conducted in a grand manner by inviting the students from all nearby school, college and other public, to stimulate their basic scientific knowledge on preparation of solid or liquid dosage forms and quality control test for solid or liquid dosage forms. This Programme is conducted during the occasion of National Pharmacy week celebration during the third week of November.2023.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.3.2 - Plan of action for the next academic year

For the year 2023, the developmental activities have been planned on the following subjects:

**Academics:** Planned to introduce Bloom's taxonomy based teaching and evaluation to improve the programme outcome of students. Initially a training programme will be conducted for faculty members on Bloom Taxonomy subsequently questions will be set based on predefined Bloom level. Necessary

software will also be procured.

**Infrastructure:** Create a new spacious IQAC room for effective functioning of IQAC. Considering the health of students particularly of hostel students' construction of a gymnasium for the students has been proposed.

**Collaboration:** Collaborative academic and research activities are proposed. For this MOU will be signed with other organization/industry

Proposed to organize two faculty development programmes and a training programme on Safety utilization of laboratory chemicals.

**Outreach activities:**

Proposed to organize industrial visits to students

A programme called "Oushadha Vignan" is planned for the year 2023 - 24 where in an exhibition will be organized in a public place for people of Chalakudy to create awareness on drug development, manufacturing, and their use. Seminars and video display by students also will form part of the programme.

It is proposed to adopt a nearby village with the purpose of helping the locals