



NIRMALA COLLEGE OF PHARMACY MUVATTUPUZHA

Muvattupuzha P.O., Ernakulam Dist., Kerala - 686661

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FIRST CYCLE NAAC ACCREDITATION 2023

CRITERION 6



GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/ development plan etc

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



Criteria 6.1.2: Institutional policies

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Affiliated to Kerala University of Health Sciences, Thrissur
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Managed by

Nirmala College Society (Reg No. ER.928/2001)
Under Catholic Diocese of Kothamangalam

ACADEMIC REGULATORY POLICY

VERSION NO: 1

SEPTEMBER 2018



Muvattupuzha (PO), Ernakulam (Dist)

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ACADEMIC REGULATORY POLICY

PURPOSE

The Academic Regulatory Policy is committed to ensuring that academic activities run smoothly and systematically within the institution.

SCOPE

The Academic Regulatory Policy is applicable to students, and teaching and non-teaching faculty associated with the institution.

POLICY STATEMENT

The Academic Regulatory Policy aims to provide a dynamic and high-quality environment for teaching, learning, and evaluation processes. This is achieved through regulations set by the institutional governing body, in accordance with the affiliating university and the Pharmacy Council of India.

It upholds academic standards, promotes continuous improvement in teaching and learning, and safeguards the overall integrity of academic programs in the institution. By fostering a culture of collaboration, ARC strives to ensure the systematic and smooth functioning of academic activities in the institution, ultimately providing the students with an enriching and transformative educational experience.

STRATEGY

- ❖ Reviews existing academic policies and proposes necessary updates to ensure they remain aligned with the institutional vision and mission.
- ❖ Actively engages with academic departments to develop comprehensive and innovative curricula that respond to evolving educational needs and industry demands.

- ❖ Identify any gaps in the curriculum and take steps to fill them by organizing various value-added courses.
- ❖ Oversees the accreditation process for academic programs, seeking external validation to ensure our institution meets industry-recognized standards.
- ❖ Tracks students' academic progress by monitoring their adherence to the academic calendar, completion of coursework, attendance, and semester outcomes and provides recommendations as needed.
- ❖ Implements rigorous measures to foster a culture of honesty and ethics among students and faculty by discouraging plagiarism and misconduct.
- ❖ Constantly evaluates and enhances assessment techniques to guarantee unbiased evaluation of students' abilities and understanding.
- ❖ Conducts regular evaluations of academic departments, faculty performance, and program outcomes to maintain and enhance academic quality.

DUTIES AND RESPONSIBILITIES

1. To conduct College council meetings on a regular basis and record the minutes.
2. To update ARC policy when the need arises.
3. To conduct meetings with Administrator, Principal, class teachers, committee heads, faculty members, and students on a regular basis to discuss academic matters.
4. To function as Academic Monitoring Committee as per the requirements of KUHS.
5. Staff recruitment: Identification of Vacancies (teaching/non-teaching), initiation of advertisement, shortlisting of candidates for interview based on the criteria kept, and coordination of interview.
6. To initiate a PTA Meeting of each class.
7. To conduct the initial training and orientation of newly joined faculty.

8. To collect and analyze the feedback on newly joined faculty and give necessary support if required.
9. To give orientation to the first years at the time of the inauguration of the academic year.
10. To initiate and coordinate the conduct of Graduation Day.
11. To analyze the feedback of students on faculty and if the grade obtained for any staff is below 60%, bring it to the knowledge of the Administrator and Principal for further proceedings.
12. To ensure that cash prizes, certificates, and gold medals are arranged for proficiency holders and best outgoing students.
13. To conduct a general meeting with non-teaching staff once a year and when the need arises and document it.
14. To conduct monthly audits of Academic activities using Campus 7 under audit for all programs. Cumulative subject-wise reports are to be submitted to the Principal one week before each sessional.
15. To carry out lab document verification and filing,
16. To collect, analyze and document the departmental academic planner at the beginning of the academic year and departmental report at the end of the academic year.
17. To coordinate Hospital/ industrial training for Sixth Semester B.Pharm.
18. To coordinate the conduct of Practice school for the Seventh Semester B.Pharm.
19. To record the events in College Chronicle.
20. To collect and document the workload of teaching and non-teaching faculty.
21. To distribute the faculty exit form, collect a copy of the same submitted to the Principal by faculty from the office and document it.
22. To record the quality of first-year students admitted to the institution every year.
23. To record the action taken for continuous improvement and to achieve the target level of each POs.

24. To publish the master timetable.
25. To prepare a monthly academic plan, annual academic plan, and monthly academic report.
26. Theory & practical/Lab/Clinical work status to be updated.
27. To give the report on net-based learning.
28. To give report of programs conducted for poor performers.
29. To check the adequacy of Faculty qualification and numbers.

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RESEARCH AND DEVELOPMENT POLICY

VERSION NO: 1

September 2018



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RESEARCH AND DEVELOPMENT POLICY

PURPOSE

The Research and Development policy intends to promote and support research activities in the institution.

SCOPE

The Research and Development policy is applicable to students and faculty members of the institution.

POLICY STATEMENT

The institution's Research and Development policy fosters a dynamic innovation ecosystem by promoting scientific excellence, nurturing innovation, supporting cutting-edge research, and instilling a culture of continuous learning.

The policy aims to advance pharmaceutical research and promote collaboration.

STRATEGY

- ❖ Develops and implement a comprehensive plan to provide financial support to faculty and students engaged in research projects.
- ❖ Identifies and assists in applying for government-funded research programs, providing support and guidance to meet compliance requirements.
- ❖ Plans and hosts scientific forums to provide a platform for researchers, faculty, and students to present their research findings.
- ❖ Conducts orientation programs, workshops, and training sessions on research methodologies and development so as to enhance the research capabilities of faculty members and students.

- ❖ Encourages interdisciplinary research collaborations and fosters partnerships with industry and healthcare organizations to address complex pharmaceutical and healthcare challenges.
- ❖ Assesses the effectiveness and influence of research initiatives.

DUTIES AND RESPONSIBILITIES

1. To develop guidelines for research grant applications for staff.
2. To create awareness among staff on various research funding sources.
3. To create the database for various grant details.
4. To encourage staff members to supervise Ph.D. students from KUHS and other universities.
5. To initiate to development of R and D proposals from each department through HODs.
6. To conduct innovation competitions.
7. To identify the best undergraduate and postgraduate projects for award.
8. To develop a policy for the implementation of seed grants for staff.
9. To conduct at least 2 seminars/workshops by R and D in collaboration with IIC and IEDC in an academic year.
10. To develop an action plan to get more students or staff registered under eligible guides.
11. To develop publication incentive policies.
12. To encourage staff members to publish in reputed journals and such articles can be recommended for publication incentives and staff appraisal rewards.
13. To encourage staff to attend various conferences of national and international recognition and present research works.
14. To develop policies for conference travel assistance schemes.
15. To conduct focused activities to address community issues, social issues, and students' holistic development in collaboration with NCP clubs and other local organizations.

16. To plan and organize activities that are included in local/state/ national competitions.
17. To identify national and state-level competitions (research-related) and encourage the students to participate.
18. To identify the NGOs that can collaborate with NCP and conduct community outreach programs.
19. To collaborate with pharmaceutical or medical industries to organize health awareness campaigns and outreach programs.
20. To initiate collaborative talks with institutions of research importance in and out of Kerala and materialize MOU or MOA with them.
21. To initiate collaboration with overseas institutes for student and staff exchange.
22. To plan and conduct meetings of the Research Advisory Board.
23. To coordinate PvPI and present the report regularly to the database of PvPI.
24. To ensure that student projects of all the programs are progressing as per schedule.
25. To periodically update the details of any research, publications, patents, and projects of the institution in the respective files and also on the website.
26. To periodically update the details of funded research projects in the respective files and also on the web site.

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EXAMINATION POLICY

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EXAMINATION POLICY

PURPOSE

The EXAMINATION POLICY serves to organise and conduct examinations in a time-bound and disciplined manner.

SCOPE

The Examination policy is applicable to students, faculty members, and technical staff of the institution.

POLICY STATEMENT

The exam policy is designed to ensure that all exams are scheduled and conducted in accordance with the guidelines of the affiliated university. The policy covers the following aspects: exam dates and times, exam venues and seating arrangements, exam invigilation and security, exam materials and equipment, exam rules and regulations, and exam grading and feedback. The policy outlines guidelines for administering, securing, and reviewing exams. Its objective is to ensure a just and uniform exam experience for both students and faculty members. Additionally, the policy aims to uphold fairness, consistency, and quality in the evaluation of student performance.

STRATEGY

- ❖ The institution has established an "Exam Cell" comprising faculty members, technical staff, and non-teaching staff to monitor all exam-related activities.
- ❖ Transparency is ensured in scheduling exams, conducting exams in accordance with university rules, and promptly addressing any grievances within a specified timeframe.
- ❖ The process of determining exam eligibility, conducting exams, assessing results, promoting individuals, and other related activities are closely monitored and documented..

- ❖ The facilities required for the smooth conduct of exams are created and its availability and maintenance are ensured periodically.
- ❖ The exam policy always initiates reasonable measures to publish exam results at the earliest.

DUTIES AND RESPONSIBILITIES

1. To prepare the tentative sessional examination timetable and make the same available to the students at least one month before the date of the examination.
2. To correct the tentative timetable in line with the observed corrections as may be raised by the students and/or subject teachers before the final timetable.
3. To release the final timetable for the examination at least two weeks before the date of the examination.
4. To prepare the attendance sheets for each venue to be used for the examination.
5. To assign Chief Superintendent, IVO, Invigilators, and Assistants for a particular Internal/ KUHS examination.
6. To prepare and circulate the seating arrangements to students through class teachers, at least two days before the commencement of the examination so that exams are conducted in a proper way to maintain their sanctity.
7. To collect question papers through the class teacher, one week before the commencement of the examinations and keep the confidentiality of questions submitted to the Committee.
8. To document all cases of examination malpractices and forward same to the Disciplinary Committee.
9. To ensure the overall sanctity of the examination by moving around the venues allocated for the examinations, in order to monitor the processes and conducts of the invigilators and/or the students.
10. To collect answer scripts after evaluation and secure them after each schedule.

11. To prepare necessary documents for university theory and practical examination as per university guidelines and forward to the university on time.
12. To circulate the university communications related to the examination to staff and students soon after receiving the same.
13. To prepare the list of stationaries/ chemicals and procure the same for the conduct of examinations through the Administrator.
14. To prepare and maintain the registers and documents directed by the university and PAIC.
15. To share the university and sessional exam question papers with the library.
16. To conduct Orientation programs for newly joined faculties and first-year students.
17. To Collect and analyze the feedback from students and staff periodically and to do suitable action.
18. Details of internal assessment (maximum 500 characters) to be prepared for the KUHS academic committee report.
19. The following records/ registers are to be maintained by the examination committee

KUHS documents

1. Invigilators duty register – KUHS
2. Stock register for KUHS booklets (Theory and Practical)
3. Chief Superintendent diary, IVO reports, invigilators diary (copy).
4. Nominal roll, Time table, invigilator's duty list & seating arrangements – KUHS (copy)
5. Remuneration/ acquittance register.
6. Exam registration details.
7. External mark register.
8. Expenditure statements and bills (copy)
9. University communications and circular

Internal examination

1. Invigilators duty register
2. Internal mark register
3. Stock register for stationery
4. Timetable, seating arrangements, and attendance sheet.
5. Question paper file.
6. Register for exam store.
7. Communications with disciplinary committee.

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LIBRARY POLICY

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LIBRARY POLICY

PURPOSE

The library policy is designed to uphold the institution's mission and vision by ensuring that the library continues to be an essential source of knowledge, and education.

SCOPE

The Library policy is applicable to students and staff of the institution.

POLICY STATEMENT

The Library policy aims to create an inclusive, accessible, and diverse learning environment for the users. It supports the mission of the institution in inculcating the habit of lifelong learning by acquiring and facilitating access to a plethora of learning resources.

The library has a set of policies in place to ensure it operates smoothly and protects the academic interests of its users.

STRATEGY

- ❖ Provides and updates students and academicians with an outstanding selection of books, journals, periodicals, online learning tools, and open educational resources (OER) in all disciplines.
- ❖ Develops a strategic plan that outlines the library's goals and objectives for the future, based on the feedback obtained from its users.
- ❖ Recommends new resources for the library such as books, journals, databases, and electronic resources, and also recommends new services such as research assistance, and workshops.
- ❖ Obtains feedback from library users to identify their needs and priorities.
- ❖ Suggests, organizes, and promotes a variety of programs and events that align with the interests and educational needs of its users.

DUTIES AND RESPONSIBILITIES

1. To update and maintain library registers and files.
2. To give orientation about library rules and policies to freshers of UG and PG programs and to issue library cards within 2-3 weeks of commencement of classes.
3. To allocate the library budget and plan library purchases/renewals.
 - Renewal of online and print journals.
 - Renewal of newspapers and periodicals.
 - Purchase of books recommended by subject teachers in indent form proceeded through department head, recommended by the principal, sanctioned by the administrator, and placing of book order either through online or offline mode which can be done at the beginning of each semester or as per the need arises.
4. To update Campus 7 software to meet library user needs.
5. To initiate Library student committee activities.
6. To maintain proper storage of CDs, student thesis, university, and sessional exam question papers.
7. To update the Library notice board every week by displaying newspaper cuttings or any other related flyers.
8. To ensure the availability of instructional hardware and software for library.
9. To ensure the availability of furniture, assistive devices, or other materials that need to enhance the quality of the library.
10. To assess and prepare monthly reports on library usage.
11. To update books inventory, damaged books inventory, and lost books inventory file.
12. To plan for future facility enhancement and maximum usable journal subscriptions.
13. To update general library policies and regulations which govern the functions of the library, when the need arises.
14. To devise plans in order to maximize library usage.
15. To take and analyse feedback from users.

16. To facilitate updating of the virtual library to make provisions for the students to utilize the journals downloaded, PowerPoint presentations, and video animations relevant to the theory and practical.
17. To conduct a national-level e-quiz giving importance to national freedom fighters/ leaders/movements/ culture etc.
18. To ensure that the librarian takes part in state/ national level training every year (online/ offline).
19. To introduce one new complex vocabulary with English meaning (can be displayed on white board).

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TRAINING AND PLACEMENT POLICY

VERSION NO: 1

SEPTEMBER 2018



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TRAINING AND PLACEMENT POLICY

PURPOSE

The Training and Placement policy is committed to empowering students with the essential skills and guidance needed to achieve their career goals successfully.

SCOPE

The Training and Placement policy is applicable to students and faculty members of the institution.

POLICY STATEMENT

The Training and Placement policy plays a pivotal role in shaping the future of students by fostering a holistic approach to training and placement initiatives. It inculcates the development of soft skills, technical expertise, and interview skills in students and makes provision for career orientation, and drives effective placement initiatives for students.

By implementing various strategic approaches, the policy aims to prepare our students to excel in their chosen careers and contribute positively to society.

STRATEGY

- ❖ Facilitates career orientation programs to help students explore various career paths and make informed decisions about their future.
- ❖ Organizes workshops, training sessions, and personality development programs to enhance students' soft skills, including communication, interpersonal skills, leadership, and problem-solving.

- ❖ Collaborates with academic departments and industry experts to equip students with the most relevant technical skills.
- ❖ Conducts mock interviews, group discussions, and resume-building workshops to prepare students for job interviews and selection processes.
- ❖ Organizes placement drives that connect our students with reputed companies and potential employers and also actively engage with industries, inviting them for campus placements and fostering mutually beneficial partnerships.

DUTIES AND RESPONSIBILITIES

1. To identify career choices of students (Industry/ Hospital/ Higher Education) and conduct various training and development programs for pre-final years and final years.
2. To communicate with organizations for probable placements and to update student placement records and higher education profiles.
3. To obtain MOUs from different organizations/ industries.
4. To conduct career fairs and job fairs.
5. To conduct a SWOT analysis of students and take corrective actions.
6. To initiate to conduct mock interviews and personality tests for the final year students.
7. To give guidance for Higher Studies in India or Abroad.
8. To organize workshops/ seminars on emotional intelligence, soft skills, etc.
9. To carry out periodic career counseling.
10. To periodically update the details of Professional/ Industrial Interactions carried out.
11. To periodically update the details of Continuing Educational Programs conducted.
12. To periodically update the details of placement programs.

13. To provide the placement/ higher studies details to NBA/ NAAC/ NIRF coordinators on a timely basis.

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DISCIPLINARY POLICY

VERSION NO: 1

SEPTEMBER 2018



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DISCIPLINARY POLICY

PURPOSE

The DISCIPLINARY POLICY serves to continuously monitor and ensure that a proper code of conduct is followed within the college campus.

SCOPE

The Disciplinary policy is applicable to students and staff of the institution.

POLICY STATEMENT

The Disciplinary policy plays a vital role in ensuring that students adhere to the institution's code of conduct and behave in a respectful and responsible manner.

The policy fosters a culture of discipline and academic integrity among the students, which is essential for a conducive learning environment. The committee also handles cases of misconduct and imposes appropriate sanctions when necessary.

STRATEGY

- ❖ The policy oversees the overall upkeep of discipline on campus. The policy issues specific practice directives to ensure that students maintain a code of conduct while pursuing their academic goals in the institution.
- ❖ The institution has adopted a decentralized system in order to ensure overall discipline by implementing various committees and cells like Disciplinary Committee, Anti-ragging cell, Anti-discrimination cell, and Internal Complaints Committee.
- ❖ The policy recommends appropriate actions to address any inappropriate behavior when needed.

DUTIES AND RESPONSIBILITIES

1. To develop strategies and planning to ensure the maintenance of student discipline and provide proper amenities for student wellbeing on the campus.
2. To ensure discipline during the conduct of different programs in the institution.
3. To ensure the proper functioning of the anti-ragging cell.
4. To devise a mechanism to receive grievances from students and report to the authority for necessary action.
5. To ensure the proper functioning of the anti-discrimination cell.
6. To create awareness among students about the negative effects of ragging and the disciplinary actions they may have to face if found guilty of ragging on campus.
7. To analyse the Monthly Cumulative Attendance Report and issue warning letters to students with attendance shortages.
8. To identify long absentees and report to authorities for necessary action.
9. Updated details (maximum 500 characters) of Grievance Redressal programs to be prepared for the KUHS academic committee report.

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CO-CURRICULAR POLICY

VERSION NO: 1

MARCH 2021



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CO - CURRICULAR POLICY

PURPOSE

The CO-CURRICULAR POLICY serves to continuously organise and monitor the co-curricular activities of the institution.

SCOPE

The Co-curricular policy is applicable to students of the institution.

POLICY STATEMENT

Co-curricular policy strives to inculcate the spirit of creativity and real-world experiences among the students along with their academic pursuits. Participation in co-curricular activities are valued and encouraged as a vital component of students' educational program and social development.

Co-curricular activities complement and enhance curricular learning of students. Creative temperament, skill development, and positive social values in students are nurtured through various activities organized under the co-curricular committee.

STRATEGY

- ❖ The institution hosts celebrations for international and national days, as well as commemorative days, with the participation of various student clubs.
- ❖ The institution ensures the active participation of students in national and international conferences, seminars, workshops, and journal club presentations for enhancing their knowledge and technical skills.
- ❖ The institution educates both students and employees on the importance of upholding constitutional obligations, including values, rights, duties, and responsibilities as citizens.

DUTIES AND RESPONSIBILITIES

1. To collect and document a list of publications in conference proceedings by students.
2. To motivate the students for their active participation in workshops/seminars/conferences/guest lectures etc. Document the detailed list & copies of certificates.
3. To collect and document the details of research papers presented by the students in the workshops, seminars, and conferences
4. To motivate and document students' Professional society activities, events, conferences organized, etc.
5. To develop and update the museum periodically for educational and exhibition purposes and maintain proper records.
6. To plan, organize and document co-curricular activities - Day celebrations.
7. To initiate and execute journal club activities for B Pharm students.
8. To document journal club activity registers and files of B Pharm, M Pharm and Pharm D.
9. To coordinate the display of PHARMA ALERT on the notice board.
10. To introduce NEW DRUG CONCEPT to students and perform necessary evaluations.
11. To update the Model pharmacy periodically.
12. To coordinate the publication of the newsletter.
13. To make sure that all the events are updated in the campus 7 along with the report.
14. Updated details (maximum 500 characters) of Community academic programs to be prepared for KUHS academic committee report.

NIRMALA COLLEGE OF PHARMACY

MUVATTUPUZHA

Affiliated to Kerala University of Health Sciences, Thrissur

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Under Catholic Diocese of Kothamangalam

EXTRACURRICULAR POLICY

VERSION NO: 1

MARCH 2021



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EXTRACURRICULAR POLICY

PURPOSE

The EXTRACURRICULAR POLICY serves to organise and conduct various extracurricular activities in the institution.

SCOPE

The Extracurricular policy is applicable to students, faculty members, and technical staff of the institution.

POLICY STATEMENT

The extracurricular policy of our institution aims to provide a conducive environment for students to identify their talents. We believe that extracurricular activities are an integral part of holistic education, as they foster skills such as creativity, teamwork, leadership, and social responsibility.

The institution encourages students to participate in various club activities, cultural and athletic events that interest them and strives to provide adequate facilities, resources, guidance, and recognition for students to excel in their chosen fields of interest.

STRATEGY

- ❖ Organizes intercollegiate events as well as intramural events that provide a platform for students to showcase their skills and talents.
- ❖ Encourages students to be a part of club activities and has set aside designated harmony hours for each batch to explore their hidden talents and interests.
- ❖ Boosts students to compete in state-level events and also provides financial support for the same.
- ❖ The institution promotes social harmony and holistic growth by inspiring students to celebrate various festivals like Onam, Christmas,

Holi, etc., thereby allowing students to enjoy their colourful campus life while learning about different cultural traditions.

DUTIES AND RESPONSIBILITIES

1. To coordinate the conduct of Arts Day, Sports Day, Onam and Christmas celebrations, College Day celebrations, and any other cultural events in association with the college union.
2. To encourage students to compete in various intercollegiate artistic and athletic events.
3. To coordinate the publication of the college magazine with the assistance of the magazine committee.
4. To coordinate club events.
5. To make sure that all the events are updated in the campus 7 along with the report.
6. Updated details (maximum 500 characters) of extra-curricular activities are to be prepared for KUHS academic committee report.

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STAFF AND STUDENT WELFARE POLICY

VERSION NO: 1

SEPTEMBER 2018



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STAFF AND STUDENT WELFARE POLICY

PURPOSE

The Staff and Student Welfare policy strives to provide a supportive and inclusive environment for the overall welfare of staff and students of the institution.

SCOPE

The Staff and Student Welfare policy is applicable to students, faculty members, and technical and non-technical staff of the institution.

POLICY STATEMENT

The Staff and Students Welfare policy is committed to promoting a positive and nurturing environment that fosters a good working atmosphere, harmony, and professional and personal growth of students and employees in the institution. By fostering a supportive atmosphere, it aims to create a thriving community that embraces diversity, nurtures talent, and prioritizes the welfare of all its members.

STRATEGY

- ❖ Creates a positive and inclusive working atmosphere for both staff and students, where everyone feels valued, respected, and motivated to contribute their best.
- ❖ Provides resources and support to help staff and students develop their skills and knowledge.
- ❖ Improves teamwork and communication between staff and students, encourages open discussions and positive conversations to address issues, and maintains a harmonious relationship.
- ❖ Supports the professional growth and development of staff members by identifying opportunities for training, workshops, and skill enhancement programs.

- ❖ Offers support services, counseling, and resources to help both students and staff manage personal challenges and achieve overall well-being.
- ❖ Provides a fair and confidential platform for addressing conflicts and grievances, ensuring that all parties involved are heard and treated equitably.
- ❖ Develops and enforces policies that promote equality, diversity, and inclusion across the institution, ensuring fair treatment and opportunities for all staff and students.
- ❖ Implements and manages scholarship programs for deserving students to support their educational aspirations.
- ❖ Establishes a mentorship program that pairs staff mentors with students for providing guidance, academic support, and career advice to help students succeed in their academic journey.

DUTIES AND RESPONSIBILITIES

1. To develop and update policies relating to Student and staff welfare
2. To develop efforts and strategies to enhance the student facilities & Student experiences in campus.
3. To obtain and analyze Student feedback on Institution and its facilities, submit the report to the management, and explore opportunities to enhance their experience.
4. To make sure that mentor-mentee interactions are carried out in a proper and regular manner.
5. To facilitate and conduct industrial interaction for Students periodically.
6. To constitute a Students Union as per the requirement of KUHS & periodically conduct the union meetings and report the proceedings to Management.
7. To obtain and analyze Student Feedback on Hostels and submit the report to the management
8. To obtain student feedback on faculties and submit the same to the authorities.
9. To obtain and analyze the feedback of parents on the Institution, during PTA Meetings and submit the report to the management

10. To monitor and assure the availability of medicine for common ailments and provide medical facilities to Students and Staff members in need.
11. To make efforts and strategies for developing a good Students-teacher relationship.
12. To record the details of faculty interaction with the outside world.
13. To coordinate and conduct development programs for both teaching and non-teaching faculties.
14. To coordinate induction program for the newly joined staff
15. To make sure that adequate facilities for teaching and non-teaching staff are obtained
16. To obtain yearly staff appraisal as per PBAC- UGC and submit it to the authorities
17. To conduct a satisfaction survey of faculties on the institution and submit the report to the management for further proceedings.
18. To develop strategies for enhancing the work experience in the Institution.
19. To make arrangements for a Staff tour.
20. Details of Teachers who were elected as office bearers of Professional Bodies to be prepared
21. Details of Programs in Educational Technology conducted to be prepared
22. Details of Mentoring/ Tutorial system to be prepared
23. To see whether the Academic staff college Training status of faculty is adequate (FDP/QIP/AICTE/UGC/ KUHS [CEP])
24. To ensure Periodical institutional faculty appraisal programs are implemented
25. To conduct Faculty development programs
26. To update periodically the Details of awards and achievements for the institution

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PURCHASE POLICY

VERSION NO: 1

September 2018



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PURCHASE POLICY

PURPOSE

The purpose of the PURCHASE POLICY is to review and approve all purchases made by the institution, ensuring that they are conducted in a fair, transparent, and cost-effective manner.

SCOPE

The policy is applicable to teaching faculty, technical and non-technical staff of the institution.

POLICY STATEMENT

The purchase policy is critical in effectively and responsibly procuring goods and services for the institution. It ensures that the purchasing process is streamlined, financial transparency is maintained, the best value for money is obtained, and all applicable regulations and policies are followed.

The policy ensures that all purchases are made ethically, efficiently, and in alignment with the organization's strategic goals and financial constraints.

STRATEGY

- ❖ Establishes criteria and a procedure for choosing suppliers and assessing bids.
- ❖ Oversees the approval and implementation of purchases made within the institution.
- ❖ Ensures that inventories are available on time and materials are purchased to meet specified quality standards.
- ❖ Ensures periodical maintenance of equipment by preparing a maintenance schedule, assigning employees for supervision of maintenance, and documenting the procedures.
- ❖ Maintains a proper record of purchases made.

DUTIES AND RESPONSIBILITIES

1. To develop strategies and documents for the estimation of demand, purchase & maintenance of adequate stock for a reasonable period to ensure the smooth functioning of academic activities.
2. To maintain records of all the expenses and to produce the expense statement whenever the IQAC demands.
3. To develop strategies for procuring materials economically, assuring quality and service required.
4. To develop strategies to maintain transparency, competitiveness, and fairness and eliminate arbitrariness in purchases.
5. To develop strategies to maintain good buyer-seller relationships.
6. To prepare a consolidated report for the expenses and utilization of the budget.
7. To prepare the consolidated report for the expenses and utilization of funds by each committee of the IQAC in the respective financial year.
8. To submit the final audit report signed by the chief auditor to the NBA/ NACC coordinators.

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HOUSEKEEPING AND MAINTENANCE POLICY

VERSION NO: 1

JANUARY 2019



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HOUSEKEEPING AND MAINTENANCE

POLICY

PURPOSE

The HOUSEKEEPING AND MAINTENANCE POLICY serves to provide a well-maintained, clean, and safe educational environment in the institution.

SCOPE

The Housekeeping and Maintenance policy applies to students and staff of the institution.

POLICY STATEMENT

Housekeeping and Maintenance policy is in place to ensure that all areas of the building and premises are well-maintained, clean, and orderly, thus enhancing the aesthetic appeal. The policy ensures that a safe and comfortable environment is provided for all staff and students to work productively and maintain a hygienic atmosphere for visitors.

The institution makes sure to regularly maintain its infrastructure, premises, lab equipment, and other facilities to ensure they meet the highest standards for quality and functionality. The institution recognizes that maintaining a high-quality infrastructure is crucial for supporting effective teaching and learning, as well as promoting a sense of pride and community among all stakeholders.

STRATEGY

- ❖ A cleaning schedule is prepared and assigned tasks to employees that will help to ensure that all areas of institution are kept clean and orderly on a regular basis.

- ❖ To ensure effective and efficient cleaning of the institution, employees are provided with proper training and ensure that there are adequate cleaning supplies available for them to use.
- ❖ Proactive approach is taken in identifying and addressing any housekeeping and maintenance issues.
- ❖ Periodically communicated with employees about housekeeping and maintenance requirements to ensure that everyone is aware of their responsibilities.
- ❖ Welcomes any suggestions or feedback from the stakeholders on how to improve the housekeeping services.

DUTIES AND RESPONSIBILITIES

1. To ensure a clean working atmosphere for staff and students of the institution.
2. To perform safety checks and critical installation and maintain the necessary documents.

Sl. No	Document	Frequency
1.	Electrical safety report	Twice a year. Frequency of six months
2.	Water safety report (QC)	Quarterly
3.	Food safety certificate	Once a year
4.	Gas maintenance certificate	Twice a year. Frequency of six months
5.	Fire extinguisher maintenance: Certificate/bill	Once a year
6.	Chemical waste disposal: Disposal register and waste received certificate from KEIL	Yearly once mandatorily. Dispose periodically if the chemicals are excess

3. To carry out calibration and servicing of instruments and equipments as and when necessary.
4. To conduct Safety training for students and staff.

5. To ensure water tank and water purifier maintenance and service.
6. To verify the stock of housekeeping materials and purchase as required.
7. To inspect the places where need of maintenance is required as the request is received and perform the activity as soon as possible.
8. To maintain the program register and do arrangements to conduct all programs as per the need of the program coordinator or chairman.
9. To collect and document the job card from all laboratory assistants and ministerial staff at the end of every month.
10. To prepare hospitality guidelines and update them when the need arises.
11. To collect and analyze the guest feedback form.
12. To maintain an inward register and visitor's diary.
13. Quality assessment of classrooms, labs and clinical classes as per specifications.
14. Quality assessment of common rooms, transportation, toilets, and canteen.

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RECORD KEEPING POLICY

VERSION NO: 1

SEPTEMBER 2022



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RECORD KEEPING POLICY

PURPOSE

The RECORD KEEPING POLICY aims to maintain a comprehensive, accurate, and easily accessible repository of information by streamlining record-keeping processes.

SCOPE

The RECORD KEEPING POLICY is applicable to faculty members and technical staff of the institution.

POLICY STATEMENT

The policy aims to create a centralized documentation system that improves accountability, reduces workload, ensures timely documentation, and protects critical data.

It ensures that records are created and maintained in a way that complies with all applicable laws, regulations, and college policies, thus promoting the overall productivity of the institution.

STRATEGY

- ❖ Adopts a centralized documentation system to consolidate all records and documents from various departments and administrative units.
- ❖ Ensures that the college adheres to proper documentation policies and procedures.
- ❖ Encourages automation and digitization of specific record-keeping tasks to reduce manual effort and increase productivity.
- ❖ Implements regular backups and redundancy measures to safeguard against data loss.
- ❖ Provides clear guidelines and procedures to all staff members to ensure consistent and accurate record-keeping practices.

- ❖ Obtains feedback from staff and users of documentation system to identify areas for improvement.

DUTIES AND RESPONSIBILITIES

1. To identify PAIC documents by checking through the IQAC list of documents to look for the type of file, person authorized to maintain it, the availability and NBA/NAAC document number.
2. To identify the need to prepare any new documents/ documents not coming under PAIC.
3. To make a new list of documents as per PAIC categories with details regarding personnel authorized to maintain, type of document and NBA/NAAC document number.
4. To make a separate categories for documents not listed under PAIC.
5. To contact committee members through Google forms to get details of hardcopy or soft copy availability, updation of documents and appropriateness of NBA document numbers.
6. To identify PAIC documents available as soft copy and place them in respective folders.
7. To create new pages with soft copies of documents to the NCP-Policies webpage.
8. To receive soft copies of photographs of all events of NCP from the respective program in-charge and store in the hard drive.

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ANTI-RAGGING POLICY

VERSION NO: 1

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NIRMALA COLLEGE OF PHARMACY, MUVAATTUPUZZHA

ANTI-RAGGING POLICY

PURPOSE

To ensure the prevention and prohibition of ragging activities in Nirmala College of Pharmacy, Muvattupuzha.

SCOPE

It plays a pivotal role in creating a safe and conducive environment within the campus

- To prevent ragging incidents from occurring in the first place.
- To foster a culture of respect, empathy and understanding among students.
- To provide counselling and support services to victims of ragging.
- To sensitize senior students about the negative consequences of ragging.
- Establish a robust reporting mechanism for students to report any ragging incidents anonymously and without fear of retaliation.
- To conduct periodic checks and surveillance on the campus to identify and prevent any potential ragging activities.

PREAMBLE

In view of the directions of the Hon'ble Supreme Court dated 8.05.2009 and in consideration of the determination of the Central Government and the

University Grants Commission to prohibit, prevent and eliminate the scourge of ragging, any student of Nirmala College of Pharmacy, Muvattupuzha accused and found guilty of ragging, will be severely dealt with, in accordance with the provisions of the Law.

POLICY STATEMENT

- To enforce a strict prohibition on any behavior, whether through spoken or written words or acts, that involves teasing, treating, or handling freshers or other students rudely.
- To foster awareness among the students regarding the severe consequences of ragging.
- To maintain continuous surveillance and vigilance to prevent any incidents of ragging.
- To promptly address any instances of ragging and take appropriate actions in accordance with the committee's recommendations.

STRATEGY

- Policy formulation
- Awareness campaigns
- Communication
- Reporting mechanism
- Prompt action
- Counselling support
- Senior student training
- Collaboration with authorities
- Regular monitoring
- Legal compliance

DUTIES AND RESPONSIBILITIES

- To strictly adhere to and follow the directives issued by the Hon'ble Supreme Court, maintaining a vigilant stance against any acts that may amount to ragging.
- To disseminate information and make known to all students the prevailing directives and the potential consequences for those engaging in ragging activities.
- To handle complaints received from students diligently, conducting thorough investigations and submitting comprehensive reports to the Anti-Ragging Committee, along with recommended punishments for the offenders.
- To oversee and ensure the proper procedure of obtaining undertakings from students, in accordance with the stipulated provisions.
- To conduct workshops and orientation sessions to raise awareness about the menace of ragging among the students.
- To furnish students with contact details and phone numbers of designated individuals to whom they can report complaints or seek assistance in distressing situations.
- To provide counseling services and create awareness among the students about the adverse effects of ragging.
- To take all necessary and proactive measures for the prevention of ragging incidents within the campus premises.

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E-GOVERNANCE POLICY

VERSION NO: 1

MARCH 2021



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E- GOVERNANCE POLICY

PREFACE

Nirmala college of Pharmacy, Muvattupuzha has developed E-Governance policy for the purpose of streamlining and enhancing the system of governance for development of institute.

PURPOSE

The main objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. The college prioritise to adopt paperless administration as a green initiative. To ensure green and clean campus, as one of the components of the college, it adopts e-governance in all its management and administrative activities.

This policy shall apply to the administration, Finance & Account, Student admission, Examination and many such sections of the institute. This will aid in the automation of many functions providing a layer of transparency.

SCOPE

The scope of this policy extends to the following areas:

- Website
- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

POLICY STATEMENT

The e-governance policy recognizes the transformative potential of digital technologies in modernizing governance and enhancing public service delivery. The policy outlines our commitment to harnessing electronic governance (e-governance) to create a transparent, accessible and efficient government that empowers citizens, optimizes resource utilisation and fosters innovation.

OBJECTIVES

- Implementation of e-governance in effective functioning of the institution.
- Reduce the usage of paper in administration of the institution.
- To improve transparency and accountability.
- Providing online internal and external communication between various executive bodies of the institution.
- Facilitate easy access to the information and to maintain the data on a secure environment.
- To implement automation in academic processes.
- Making the institution visible to the stakeholders globally by the use of digital media.
- To provide e-facilities to students, teachers and Parents in various activities relating to the institution.

WEBSITE

- The college has a website that reflects the mission, history, aims and objectives, information related to faculty, infrastructure, courses offered, various activities, noble initiatives taken by the institute, important notices etc. To ensure the smooth running of the website, a separate service provider/web designer has been appointed by the college.

- The College has constituted a website committee that takes care of the college website and ensures a speedy update of the latest notices/activities.

ADMISSION OF STUDENTS

- The college follows a transparent strategy for the admission process which is reinforced by the code of ethics and conduct. All the admission related affairs are managed through the admission portal including update on the number of students applying for each course, fee submission, withdrawals etc. The brochure having detailed information pertaining to the student related admission is displayed on the website.

ADMINISTRATION

- The regular functioning of all service units in the office shall be supervised by the authorities through ERP software.
- All staff members shall use Biometric attendance. An Attendance Management Software will be used to record and track attendance of the staff members.
- Institutional email ID is provided for all staff members (name@nirmalacp.org) for the official communication. ERP system also been used for sending the official circulars and notices.

FINANCE AND ACCOUNTS

- The accounts office uses the software called Tally which offers advanced features in maintaining financial records effectively and efficiently.
- Generate all the analysis reports through Tally.
- The College also utilizes the ERP to collect fees, generate receipts and to maintain the transaction history.
- All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- Implement appropriate security measures for maintaining confidentiality in transactions.

STUDENT SUPPORT

- Use ERP to manage all student data including their profiles and achievements.
- Students will be able to use ERP to access the various information such as
 - planned academic events,
 - news and events updates
 - Attendance reports
 - Exam schedules
 - Internal marks
 - History of library books
 - Fees remittance and its reports
 - LMS for online exams
 - Learning materials.
- Students are able to report their grievance through ERP.
- Students supports such as mentoring is also available in ERP software.

EXAMINATION

- Use ERP to handle the entire Examination Process.
- The exam schedule, assign exam duties, exam attendance, internal mark preparation are done through ERP software.
- The examination records of students available in ERP portal to maintain the transparency.

DIGITAL LIBRARY

- Nirmala college of Pharmacy has maintained a digital library to ensure disseminating latest updates in the field of interest.
- The J-gate and other online e-journals are available in digital library.
- The library committee is responsible to maintain the digital library.
- They also maintained the soft copy of university question papers, question bank, study materials etc for the easy access of students and staff.

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GRIEVANCE REDRESSAL POLICY

VERSION NO: 1

JUNE 2022



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GRIEVANCE REDRESSAL POLICY

AIM AND OBJECTIVES

The objective of the Grievance Redressal Cell of Nirmala college of Pharmacy is to develop a responsible and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Redressal Cell is constituted for the redressal of the problems reported by the students, staff members, management, parents, alumni, and other stakeholders of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial relationship of all the stakeholders of the college.
- Encouraging the stakeholders to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

SCOPE

The cell will deal with Grievances received in writing/email (grievance@nirmalacp.org) /through Campus 7 from the stakeholders about any of the following matters: -

- Academic Matters: Related to timely issue of Mark-sheets, Transfer Certificates, and Conduct Certificates etc.
- Exam related matters: Mechanism for conduct of examination , timetable, evaluation, exam time , pattern etc
- Financial Matters: Related to dues and payments for various items from library, hostels etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

FUNCTIONS

- The cases will be attended promptly on receipt of grievances from the stakeholders.
- The grievance cell formally will review all cases and will act accordingly as per the policy.
- The grievance cell will give report to the authority about the grievances attended and the number of pending grievances, if any, which require direction and guidance from the higher authorities.
- Provide organization wide awareness and undertakings on policies with zero tolerance.
- Provide orientation about the functioning of the cell to the new stakeholders

CONSTITUTION OF GRIEVANCE REDRESSAL CELL

As per U.O No.48/2021/DSA/KUHS dated 05.03.2021 Grievance redressal Cell for students has to be constituted in every colleges. The grievance cell of Nirmala college of Pharmacy , Muvattupuzha has been constituted as per this order.

The members of the cell includes :

College Vice principal

College union chairman

College union general secretary

University union councillors

2 teaching faculty members (one woman member)

Hostel wardens/deputy wardens

SSGP Nodal officers

PTA Member

The college vice principal serves as the chairperson and one of the teaching faculty as secretary. If there is no vice principal in the college, a senior teaching faculty will be the chairperson. The validity of the cell will be one year and it should be reconstituted at the starting of each academic year.

MECHANISM OF GRIEVANCE REDRESSAL

Procedure for lodging the grievances

1. Any aggrieved stakeholders with the grievances related to college, class, campus, hostel, food etc. may submit their application seeking grievance redressal to the cell in writing /email or through Campus 7. The written grievances may be dropped in the boxes kept in the college as well as hostels. The grievances may be posted by mail to the grievance cell email ID (grievance@nirmalacp.org). The student grievances may be submitted directly through Campus 7.

Procedure for addressing the grievances

1. The grievance redressal cell shall meet every month and check whether any grievances have been dropped in the box or received through email/Campus 7. However, if necessary, it may meet more frequently at the instance of the Chairperson or at the request of the other members to discuss the various issues received.
2. At least 6 members from the Grievance redressal cell shall be present for the meeting in which chairperson, secretary and a student member is compulsory.

3. The cell shall study the grievances with relevant documents, discuss with those concerned and the recommendations and report will be communicated to the principal within a weeks' time.
4. If a member of the Grievance redressal Cell is connected with the grievance of the aggrieved individual, the concerned member of the Grievance redressal Cell shall not participate in the deliberations regarding that individual's case.
5. If the aggrieved person happens to be a member of the Grievance redressal Cell, then he shall not participate in the deliberations as a member of the Cell when his/her representation is being considered.
6. The recommendations/ decisions taken on the grievances will be communicated to the aggrieved within 10 days of receipt of the grievances.
7. All the discussions will be documented and confidentiality is maintained.
8. The grievances related to sexual harassment may be reported directly to ICC/gender sensitization cell for further processing.
9. Grievances which come under ragging may be reported to Anti-ragging cell for further processing.

Procedure for communicating the decisions taken by Grievance redressal Cell to Aggrieved parties.

1. A circular will be issued explaining the decisions taken by Grievance redressal Cell, if the aggrieved is a batch/class of students.
2. A letter in writing will be provided to the aggrieved if it is a single student or a group of students.

TRANSPARENCY OF GRIEVANCE REDRESSAL CELL IN NCP

In order to maintain the transparency of the cell, students are also included in the Grievance redressal cell for students. It is made mandatory, the presence of at least one student representative while addressing the grievances.

EXCLUSIONS

The Grievance Redressal cell shall not entertain the following issues:

- Decisions of the executive council, academic council, board of studies and other administrative or academic committees constituted by the university.
- Decisions or regulations put forward by PCI, AICTE and UGC
- Decisions with regard to award of scholarship, fee concessions, medals etc;
- Decisions made by the university with regard to disciplinary matters and misconduct.
- Decisions of the university about admissions in any courses offered by the institute.
- Decisions by competent authority on assessment and examination result.

NIRMALA COLLEGE OF PHARMACY

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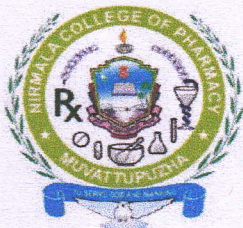
Nirmala College Society (Reg No. ER.928/2001)

Under Catholic Diocese of Kothamangalam

MINORITY CELL POLICY

VERSION NO: 1

JULY 2022



Muvattupuzha (PO), Ernakulam (Dist), Kerala-686661, India

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Verified by

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Administrator
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MINORITY CELL POLICY

INTRODUCTION

The **Minority Cell** of the College was constituted to empower the students from the institution's minority populations. The cell has been extremely keen to meet the educational and cultural demands of the minority population of our college. Basically, the cell supports minority students' academic growth and encourages their enrolment in career orientation programs that will empower and provide them the tools they need to choose a career path. Additionally, the minority cell helps students receive funding from governmental organizations and other sources. The Cell is devoted to helping minority students by offering counselling, personality development, communication skill development, remedial coaching, tutorial sessions, and preparatory courses.

OBJECTIVES

- To provide equal opportunity for education of minorities.
- To create awareness among the minority students regarding various scholarships program of State Government and UGC.
- To facilitate financial support to students from minority communities from governmental agencies and other sources.
- To ensure provisions for an environment where all such students feel safe and secure.
- To encourage these students to enroll for courses, workshops, programs, etc. which the College offers students in an attempt to equip them with the skills needed for their careers.
- To provide prompt counselling for any emotional emergencies arising on account of any event on the College campus.

ROLES AND RESPONSIBILITIES

- To communicate with the students and motivate them for better future planning.

- To publicize the various Central and State Government scholarship schemes and any updates in these matters
- The Cell is committed to provide assistance to the minority students through counselling, personality development, development of communication skill and preparatory classes for professional and employment purposes etc.
- The Cell is actively engaged in coordinating and resolves the problems in the matter of conduct of coaching and other measures with a view to see that the education system succeeds in bringing to a level quantitatively as well as qualitatively indistinguishable from the level of the rest of the students.
- To coordinate with other College Cells and Committees such as the Mentoring Cell, Placement Cell, Students' Council, Sports Council, Cultural Council, etc. and ensure that students from minority communities participate in their activities.
- In coordination with grievance cell of institution, providing a mechanism to redress the grievance of students from these communities.

COMPOSITION OF MINORITY CELL

Sl. No:	Members
1	Associate Professor (Chairperson)
2.	Faculty Representative (Co-Chairperson
3.	Office Representative
4.	Office Representative

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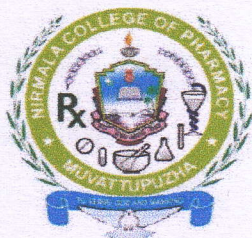
Nirmala College Society (Reg No. ER.928/2001)

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POLICY FOR INTERNAL COMPLAINTS COMMITTEE
(ICC)

VERSION NO: 1

DECEMBER 2022



Muvattupuzha (PO), Ernakulam (Dist)

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POLICY FOR INTERNAL COMPLAINTS COMMITTEE (ICC)

PURPOSE

The purpose of an Internal Complaints Committee (ICC) is to address and resolve complaints related to sexual harassment at Nirmala College of Pharmacy, Muvattupuzha.

SCOPE

The scope of an Internal Complaints Committee (ICC) is focused on addressing and resolving complaints related to sexual harassment in the workplace. The ICC's primary responsibility is to ensure the effective implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, which applies to all workplaces in India.

The key areas within the scope of an ICC

- Handling Complaints
- Investigation
- Redressal
- Confidentiality
- Prevention and Awareness
- Record-Keeping
- Support and Protection of the complainant

PREAMBLE

In view of the directions of the Hon'ble Supreme Court, Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 and in consideration of the determination of the Central Government and as per UGC (prevention, prohibition, and redressal of sexual harassment of women employees and students in higher education institutions) regulations, 2015 and No F. 91-1/2013(TFGS).

POLICY STATEMENT

- To prevent incidents of sexual harassment by creating awareness, conducting training programs, and implementing policies that promote a safe college environment
- To provide a formal and confidential platform for employees/students to report incidents of sexual harassment without fear of victimization or retaliation.
- To receive complaints related to sexual harassment, whether from victims or witnesses and conduct prompt and impartial investigations into the allegations.
- To ensure fairness and objectivity
- To take corrective action
- To conduct awareness programs to educate employees and students

STRATEGY

- Policy Development and Communication
- Awareness and Training
- Confidential Reporting Mechanism
- Prompt and Impartial Investigations
- Non-Retaliation Measures
- Regular Reviews and Audits
- Record-Keeping and Compliance
- Continual Improvement

DUTIES AND RESPONSIBILITIES

- The ICC is responsible for receiving complaints of sexual harassment from employees, students, interns, or any other person within the organization, irrespective of their gender.
- The committee ensures that all complaints are treated with confidentiality and sensitivity, providing a safe environment for complainants to come forward.

- The ICC conducts impartial and prompt investigations into the complaints received. The investigation process should be fair and transparent, and all parties involved should be given a chance to present their side of the story.
- The ICC takes necessary measures to protect the complainant from any form of victimization or retaliation for filing a complaint.
- The committee ensures that the details of the complaint, identities of the complainant, the accused, and witnesses are kept confidential throughout the investigation.
- The ICC provides support and guidance to the complainant during the investigation process, which may include counseling or assistance in any related matter.
- Based on the findings of the investigation, the committee determines whether sexual harassment has occurred or not.
- If sexual harassment is established, the ICC recommends appropriate disciplinary action against the perpetrator, adhering to the organization's policies and applicable laws.
- The committee in association with other statutory bodies, organizes periodic awareness programs and training sessions to educate employees/students about sexual harassment, prevention strategies, and the complaint redressal process.
- The ICC reviews the organization's sexual harassment policy periodically to ensure its effectiveness and compliance with applicable laws.
- The committee maintains proper documentation of all complaints received, actions taken, and their outcomes for record-keeping and compliance purposes.
- The ICC prepares and submits periodic reports to the appropriate authority about the complaints received and actions taken.
- If any party is dissatisfied with the ICC's decision, the committee may be involved in handling appeals according to the organization's policies and procedures.

- The ICC continuously seeks ways to improve its processes and functions, aiming to create a safer work environment and enhance the complaint redressal mechanism.

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SC/ST POLICY

VERSION NO: 1

JULY 2022



Muvattupuzha (PO), Ernakulam (Dist), Kerala-686661, India

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SC/ST POLICY

As per the Provisions laid down by the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, Act No. 33 OF 1989, dated 11/09/1989) & the Notification No. GSR – 316 (E) by Ministry of Welfare, New Delhi dated 31/03/1995 and as per the UGC Directives to be adhered and followed by the Educational Institute in this regard, following shall be the SC-ST Welfare Committee of Nirmala College of Pharmacy, Muvattupuzha.

CONSTITUTION OF SC/ST COMMITTEE

Sl. No:	Members
1	Principal, Chairperson
2.	Faculty Representative (Coordinator)
3.	Administrator
4.	Faculty Representative
5.	Faculty Representative
6.	Office Representative
7	Non-Teaching Staff Representative
8.	Student Representative
9.	Student Representative

The SC/ST Standing Committee ensures the effective implementation of the policies and programs of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged. It also suggests measures for achieving the objectives laid down by the various government agencies. The Committee meets at least two times in a year and the decisions arrived at are mandatory to be implemented. The Committee functions under the Chairmanship of the Principal.

OBJECTIVES OF THE SC/ST COMMITTEE

This Committee shall be functioning for the following objectives of this Act:

- To implement, monitor and evaluate continuously the Reservation Policy in the Institute (if any applicable).
- To take necessary steps of measuring for ensuring effective implementation of the policy & programs/schemes of the State and Central Govt. for SC-ST, if any.
- To ensure the Prevention of Atrocities (as defined within the meaning of this Act) on the SC, ST Staff, Faculty and Students.
- To ensure the equal opportunity in matters of employment/promotions subject to fulfilling Qualification, Eligibility criteria and Merits.
- To hear and resolve the issues/complaints if any; of such nature of Atrocity reported/complained.
- To conduct the inquiries on the reported & complained issues and to aid and advice the Director & the Management of the Institute in this regard for the justice and smooth functioning of the Institute. There is an Advisory Committees & Special Cell at the University Level for Aid & Advice and to hear appeals if any; in this regard.

FUNCTIONS OF THE SC/ST COMMITTEE

The SC/ST Committee/Antidiscrimination Cell Committee will address the following issues/complaints of aggrieved SC/ST students/staff:

1. Effective updating and implementation of the policy & programs /schemes of the State and Central Govt. for SC-ST
2. Complaints of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes
3. Irregularity in the admission process adopted by the Institute.
4. Publishing any false or misleading information not based on facts in the Prospectus.

5. Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution.
6. Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution.
7. Breach of the policy for reservation in admission as may be applicable.
8. Non-payment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by the AICTE, or by any other authority.
9. On provision of student amenities as may have been promised or required to be provided by the institution.
10. Denial of quality education as promised at the time of admission or required to be provided.
11. Non-transparent or unfair evaluation practices.
12. Harassment and victimization of students/staff, including sexual harassment

STANDARD OPERATING PROCEDURE FOR HANDLING ISSUES/COMPLAINT REGISTERED TO SC/ST COMMITTEE

1. On receipt of communication (written/email/portal) of issue /complaint /grievance related to SC/ST Committee/Antidiscrimination Cell Committee from grievance committee, the same will be discussed in house or with the concerned committee
2. Issues/Complaints related to SC/ST shall be considered by this committee and addressed accordingly.
3. The concerned committee shall investigate the cases directed accordingly.
4. Suitable hearing would be given to the concerned and steps to resolve issues will be undertaken.
5. The concerned shall be informed about the action taken by the committee.

6. If any complaint/grievance is found invalid, the complainant and the person against whom the complaint is made will be informed accordingly.

7. Attempts will be made to resolve issues within one month of receipt of communication

NIRMALA COLLEGE SOCIETY

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No.

Date...12-05-2014

E. Head of the Institution (HOI): The term "Head of the Institution" typically refers to the individual who holds the highest administrative or leadership position within an educational institution. This person is often responsible for overseeing the overall functioning of the institution, implementing policies, managing resources, and representing the institution to the external community.

F. Sanction of new scholarships: The term "sanction of new scholarships" refers to the formal approval or authorization process for introducing and implementing new scholarship programs. When an organization or institution decides to establish and offer new scholarships, there is a need for official approval from relevant authorities or decision-makers. This approval process, often referred to as "sanctioning," involves assessing the feasibility, budgeting, and overall alignment of the new scholarships with the goals and policies of the organization

G. Continuation of existing scholarships. The "Continuation of existing scholarships" indicates the ongoing approval or support for scholarships that are already in place.

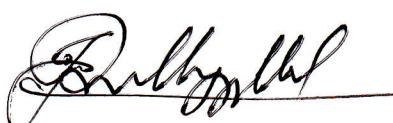
3. OBJECTIVE:

The objective of Scholarship policy is to provide financial assistance to students who demonstrate academic excellence, leadership potential, and social commitment. A scholarship can help the institute attract and retain talented and diverse students who share its vision and values. It can also enhance the institute's reputation and impact in the community and beyond.

4. RESPONSIBILITY:

A. Governing Body: The College's governing body is developing various scholarship schemes based on the needs of the students. The governing body also has the power to revise the scholarship policy periodically after receiving feedback from students, faculty members and parents.

B. Head of the Institution: The college principals have the duty to communicate with the management about the scholarship needs of the students. They should report the number and eligibility of the applicants, the amount, and the criteria and process of selection. This will help the management to allocate resources and support the academic goals of the students.


Secretary
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FINANCE OFFICER
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5. ELIGIBILITY CRITERIA:

1. The applicant should be enrolled in regular program of any college under Nirmala College society.
2. Applicants should have 80 percentage attendance in their academic classes.
3. They should have high moral value and integrity.

6. PROCEDURE:

- A. Sanction of New scholarships:** The institute's principal should submit a detailed proposal for any new scholarship scheme, specifying the purpose, eligibility criteria, amount, and number of scholarships to be awarded annually. The governing body will review the proposal and decide whether to approve or reject the new scheme, based on the institute's budget, vision, and academic standards.
- B. Identification of Need and Objectives:** Clearly define the need for the new scholarship and establish the specific objectives it aims to achieve. Identify the target group or demographic that will benefit from the scholarship.
- C. Proposal Development:** Prepare a comprehensive proposal outlining the details of the new scholarship program. Include information on the purpose, eligibility criteria, selection process, award amount, and any other relevant details.
- D. Approval from Decision-Makers:** Present the scholarship proposal to the relevant decision-making body within the organization for formal approval. This may involve presenting to a board of directors, an executive committee, or other governing bodies.
- E. Legal and Compliance Review:** Ensure that the new scholarship program complies with all relevant laws, regulations, and organizational policies. Seek legal counsel if needed.
- F. Establishment of Selection Criteria:** Define the criteria for selecting scholarship recipients. This may include academic performance, financial need, extracurricular activities, or other relevant factors.
- G. Send the formal communication:** The GD has to send the formal communication to the HOI regarding the status of scholarship.


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7. CONTINUATION OF EXISTING SCHOLARSHIPS.

- A. Review of Scholarship Terms and Conditions by HOI:** Examine the terms and conditions of the existing scholarships to understand the criteria for continuation.
- B. Notification to students:** Notify scholarship recipients in advance about the renewal process and any requirements they need to fulfil for the continuation of their scholarships.
- C. Submission of Required Documents by students:** The students to submit any necessary documents, to verify their continued eligibility.
- D. Academic Performance Evaluation:** Evaluate the academic performance of scholarship recipients to ensure they meet the specified criteria. To be done the HOI.
- E. Verification of Enrolment:** Confirm that scholarship recipients are still enrolled in the educational institution and are maintaining the required enrolment status.
- F. Send the official communication to GB.** To apply for the scholarships offered by GOB, you must submit the following documents: A letter explaining the need of scholarship and how it will benefit your academic goals. A list of students who are applying for the same scholarship, along with their completed application forms.

8. DECISION AND NOTIFICATION:

Make a decision on the continuation of each scholarship based on the review process. Notify recipients of the decision and provide feedback or instructions if necessary.

9. DISBURSEMENT OF FUNDS:


If the scholarships are monetary, arrange for the disbursement of funds to the recipients based on the continuation decision.

10. RECORD KEEPING:

Maintain accurate records of the continuation process, including documentation of eligibility verification and communication with scholarship recipients.



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11.APPLICATION PROCESS FOR CONTINUATION OF EXISTING SCHOLARSHIPS:

- The college office has to notify different institutional scholarship and its criteria time to time
- Eligible students should apply in prescribed application form with all supporting document before the last date of submission.

12. SELECTION PROCESS:

The Collage office will process the scholarship application and selection will be on merit basis.

13. SCHOLARSHIP AMOUNT AND DURATION:

- Scholarship will be given to one academic year only.
- For the renewal of scholarship student has to reapply in the next academic year.
- For some scholarship student has to pay the amount and he or she can reimburse from college office.

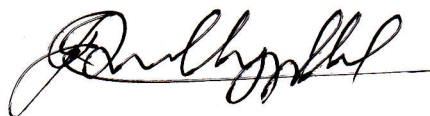
14. TERMS AND CONDITIONS:

The management has the right to decide the terms and conditions for each scholarship provided by the management.


Cancellation or Termination: management has the right to cancel or terminate the scholarship under the circumstances which the scholarship can be revoked, such as academic failure, misconduct, or failure to meet requirements.

15. RIGHTS TO AMEND:

Reserves the right for the scholarship provider to modify the policy terms under certain conditions.



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Nirmala College Society (Reg No. ER.928/2001)

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SOCIAL SERVICE POLICY

VERSION NO: 1

NOVEMBER 2020



Muvattupuzha (PO), Ernakulam (Dist)

Kerala-686661, India

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NIRMALA COLLEGE OF PHARMACY, MUVATTUPUZHA

SOCIAL SERVICE POLICY

PURPOSE

The SOCIAL SERVICE POLICY is committed to fostering students' social responsibility, volunteerism, and leadership skills through active participation in community development and service programs.

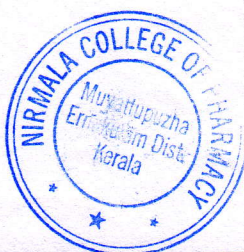
SCOPE

The SOCIAL SERVICE POLICY applies to all members of the institution, including students, faculty, technical and non-technical staff, and management.

POLICY STATEMENT

The Social service policy strives to inculcate in students a feeling of civic engagement towards the role of social work in nation-building. It recognizes the profound impact of community engagement and social responsibility in shaping well-rounded and conscientious pharmacy professionals.

The policy is committed to fostering a sense of social consciousness, empathy, and active citizenship among the students. It will also provide students with opportunities to apply their knowledge and skills towards addressing societal challenges, thereby contributing to the community's overall welfare.

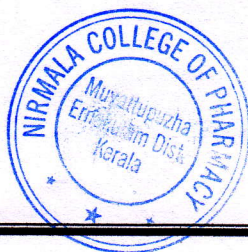


STRATEGIES

- ❖ Supports a nearby village or underprivileged community and works on sustainable development projects that cater to their healthcare needs.
- ❖ Organizes regular health camps in local communities to provide free health check-ups, basic medical advice, and awareness sessions on common health issues.
- ❖ Collaborates with blood banks to organize blood donation drives on and off campus.
- ❖ Raises awareness about the dangers of drug abuse and addiction by organizing street plays and interactive sessions.
- ❖ Organizes workshops that teach practical skills related to health and pharmacy, such as first aid, basic life support, and OTC medication guidance.
- ❖ Initiates tree planting drives, waste management campaigns, and cleanliness programs to promote environmental sustainability.
- ❖ Conducts Social service activities through clubs such as social service club, and nature club.

DUTIES AND RESPONSIBILITIES

1. To give students the chance to engage in various forms of community service and positively impact society.
2. To instil in students a sense of civic responsibility, national integration, and social harmony.
3. To enhance students' skills and comprehension across various fields such as health, education, environment, and more.
4. To foster students' leadership skills, promote collaboration, and develop teamwork abilities.
5. To promote the principles of democracy, secularism, and humanism among students.
6. To improve the capacity of students for responding to crises and natural catastrophes.



NIRMALA COLLEGE OF PHARMACY MUVATTUPUZHA

Affiliated to Kerala University of Health Sciences, Thrissur

Approved by the Government of Kerala and PCI, New Delhi

Managed by

Nirmala College Society (Reg No. ER.928/2001)

Under Catholic Diocese of Kothamangalam

STUDENT SUPPORT AND GUIDANCE POLICY

VERSION NO: 1

AUGUST 2017



Muvattupuzha (PO), Ernakulam (Dist)

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STUDENT SUPPORT AND GUIDANCE

PROGRAM POLICY

PURPOSE

The STUDENT SUPPORT AND GUIDANCE PROGRAM POLICY is committed to fostering a supportive and inclusive learning environment that empowers our students to excel both academically and personally.

SCOPE

The Student Support and Guidance Program policy is applicable to students and faculty members of the institution.

POLICY STATEMENT

The policy for the Student Support and Guidance Program aims to ensure the holistic development and success of every student in our pharmacy college community by providing comprehensive assistance and resources. The policy is dedicated to nurturing a thriving academic community where each student is empowered to achieve their fullest potential.

By adhering to the policy, we strive to create an environment that fosters excellence, well-being, and lifelong success for all students at the institution.

STRATEGY

- ❖ Facilitates academic achievement by offering tutoring, study skills workshops, and personalized academic support that enhances student learning outcomes.
- ❖ Promotes students' personal growth and well-being through counseling, mentoring, and wellness initiatives.
- ❖ Provides guidance and resources for career exploration, professional development, and job placement.

- ❖ Ensures all students feel respected, valued, and supported in an inclusive environment that values diversity and promotes equity.

DUTIES AND RESPONSIBILITIES

1. To identify students who require additional support, especially in learning difficulties and coping with college rules during the first year.
2. To address and identify health issues among students and provide them with prompt guidance.
3. To identify students with attendance shortages, understand the reasons for their long absence, and provide necessary rectifying solutions.
4. To conduct student development programs including motivational classes, outreach programs, and career guidance.
5. To maintain an effective mentoring system in the college.
6. To send monthly audit reports to KUHS regarding various student-related activities conducted in college.
7. Under SSGP, nodal officers must follow university guidelines and attend KUHS meetings.
8. To Ensure strict anti-ragging policy in college.

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WOMEN CELL POLICY

VERSION NO: 1

SEPTEMBER 2018



Muvattupuzha (PO), Ernakulam (Dist)

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WOMEN CELL POLICY

PURPOSE

The WOMEN CELL POLICY is committed to fostering a safe, inclusive, and empowering environment for all women in the institution.

SCOPE

The women's cell policy is applicable to students, faculty, and other technical staff of the institution.

POLICY STATEMENT

The Women's Cell policy promotes gender equality, prevents discrimination, and ensures the well-being of all women associated with the institution. It is committed to supporting women's rights, addressing gender-based issues, and creating a nurturing environment where women can thrive and contribute meaningfully to the pharmacy field and society at large.

The policy stands as a testament to our commitment to fostering gender equality, empowering women, and creating a brighter future for all.

STRATEGY

- ❖ Strives to create an atmosphere that upholds and promotes gender equality, providing women with equal opportunities, rights and access to resources.
- ❖ Prevents any form of discrimination, harassment or intimidation based on gender.
- ❖ Provides a robust support system for women, offering counselling, guidance and assistance to address any challenges they may face during their academic or professional journey.
- ❖ Organizes seminars, workshops and skill-building sessions specifically tailored to empower women, enhancing their personal, academic and professional growth.

- ❖ Establishes a clear and confidential reporting system for gender-based discrimination or harassment, ensuring prompt and appropriate action.
- ❖ Collaborates with external organizations, NGOs, and experts working in the field of gender equality to enhance our efforts and create a wider impact.

DUTIES AND RESPONSIBILITIES

1. To raise awareness about gender issues, women's rights, and gender equality within the organization or community by conducting workshops, seminars, and training sessions on topics such as gender sensitivity, consent, and gender equality.
2. To provide a platform for listening to complaints and redressal of grievances.
3. To organize empowerment programs, skill-building workshops, and leadership development activities to enhance the confidence and capabilities of women within the organization or community.
4. To ensure personality along with academic development of students.
5. To provide a supportive, safe, and healthy environment for women employees and students so that they can achieve their full potential.
6. To equip the female students, faculty, and staff members with knowledge of their legal rights.
7. To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
8. Career guidance and career counselling for women.