

# **Human Resources Policy Hand Book**

**The Erode College of Pharmacy, Erode - 638 112.  
Tamilnadu**

**Approved by AICTE, PCI, New Delhi and affiliated to  
The Tamilnadu Dr. M.G.R. Medical University, Chennai**



**Phone: 0424 2339929, 2339538**

**Website: [www.ecperode.in](http://www.ecperode.in)**

**Email: [principalecp@gmail.com](mailto:principalecp@gmail.com)**

## **CHAPTER – I**

### **Organization, Governance and Transparency**

#### **(Governing Body, Administrative Setup, Functions of Various Bodies, Service Rules Procedures, Recruitment and Promotional Policies)**

The Erode College of Pharmacy was established in 1992 by the Erode Educational Trust for Bachelor of Pharmacy Course. The College is housed in a campus with an imposing building and most conducive atmospheres for academic excellence. Post-graduate programme was introduced in 2004 & now offers four specializations and promoted as a Research Institute in 2008 by introducing Ph.D., Programme. Pharm.D Course was pioneered in the year 2012. D.Pharmacy course was introduced in the year 2015. The College got UGC 2(f) status from 2009 to get funds for research.

I. The following aspects are dealt and recorded below under different headings, for governance and transparency.

- A. Governing Body
- B. Institutional Development and Monitoring Committee (IDMC)
- C. Organizational Chart
- D. Rules, Procedures, Recruitment and Promotional Policies

#### **Vision**

To establish as a center of excellence in education, research, innovation, training and entrepreneurship in pharmaceutical sciences through systematic and relentless approach.

#### **Mission**

To educate and train students in the knowledge and practice of pharmaceutical sciences by providing motivation in learning, research and professional attitude for serving the society globally through systematic and relentless approach without compromising on ethics and quality.

#### **The Faculty**

Under the guidance of Dr. V.Ganesan, M.Pharm., Ph.D., The Principal of the College, faculty and staff are committed to mould a new generation of the students who will be harbingers in Technical advancement.

## A. Governing Body

The following is the composition of the Governing Body of ECP:

S. No.	Name of the Member	Designation	Category
1	Dr. K.R. Paramasivam Erode Educational Trust, Erode-638112.	President	Chairman Society Nominee
2	Shri. A. Natarajan Erode Educational Trust, Erode-638112.	Secretary & Correspondent	Society Nominee
3	Shri.R.Kolandaisamy Erode Educational Trust, Erode-638112	Treasurer	Society Nominee
4	Dr.A.Rajasekaran Principal, KMCH College of Pharmacy Coimbatore.	Member	Society Nominee
5	Dr.Ramasubramanian Tablets India Ltd, Chennai	Member	Society Nominee
6	Academic Officer The Tamilnadu Dr.M.G.R Medical University, Chennai-32	Member	University Nominee
7	AICTE Regional Officer South Region, Chennai	Member	AICTE Nominee
8	Joint Director of Medical Education(Pharmacy)	Member	State Government Nominee
9	Dr. V.S. Saravanan	Member	Member, Staff
10	Dr. S. Allimalarkodi	Member	Member, Staff
11	Dr. V. Ganesan Principal, The Erode College of Pharmacy - 638 112	Member Secretary	Principal of the Institution

The Governing Body, besides being the supreme administrative authority of the college, shall have the following additional functions:

- To monitor the academic and other related activities of the college.
- To consider the recommendations of the staff selection committee.
- To consider the important communications, policy decisions received from the University, Government, AICTE, PCI, JDME etc.
- To monitor the development programmes of students and faculty.
- To make recommendations on the planning and monitoring the college.
- Fixation of the fee and other charges that are payable by the students to the college based on the recommendations of the AICTE, Govt. of Tamilnadu.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates based on the recommendations of the Institutional Development and Monitoring Committee (IDMC).
- To pass the annual budget of the college.
- To check the audited income and expenditure accounts and approve the same for the college annually.

**B. Institutional Development and Monitoring Committee (IDMC)**

The following is the Composition of the IDMC of the College.

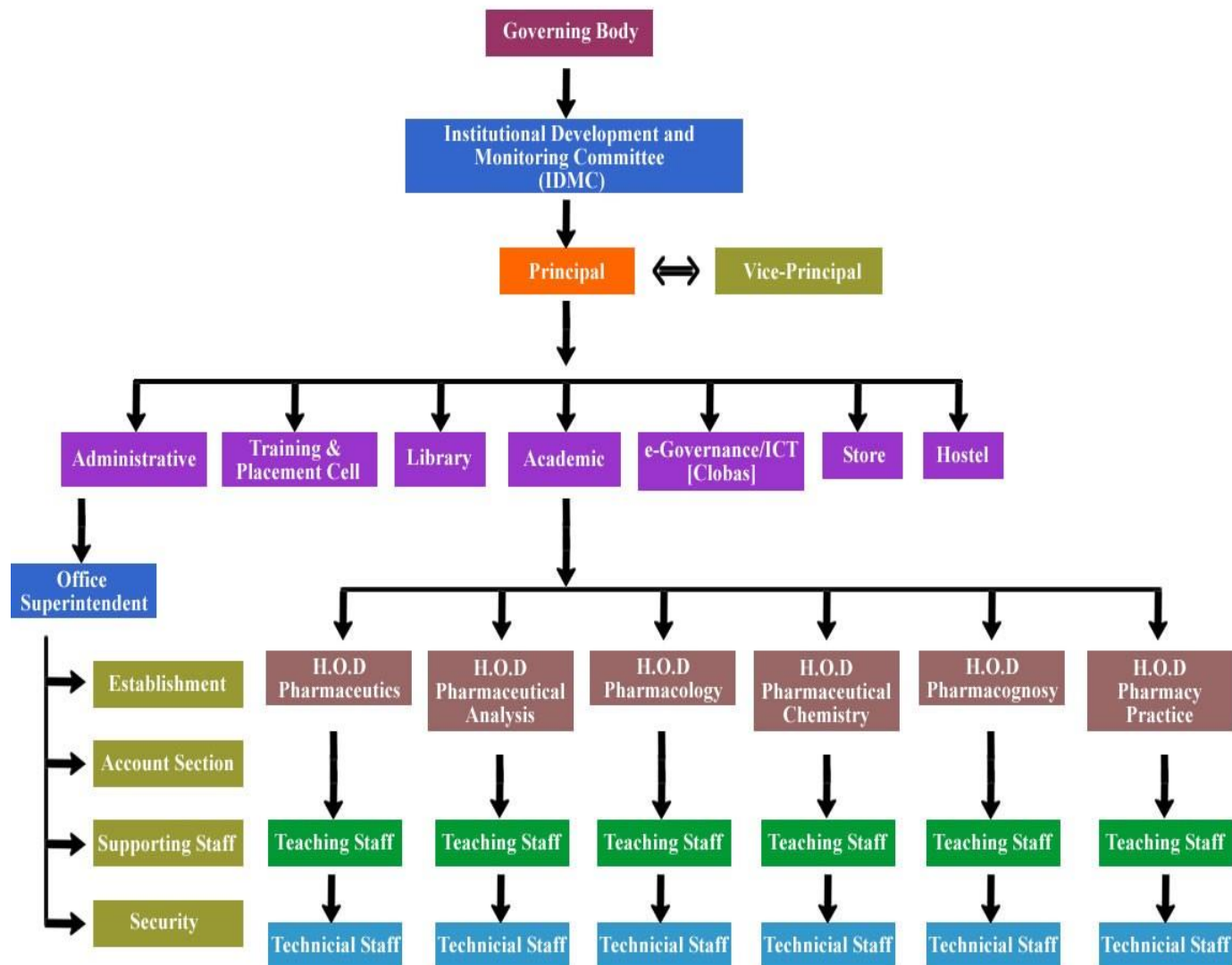
S. No.	Name	Position
1	Dr.V.Ganesan	Chairman
2	Dr.V.S.Saravanan	Member, Dept. of Pharm.Analysis
3	Dr.P.Sivakumar	Member, Dept. of Pharm. Chemistry
4	Dr.Rajesh	Member, Dept. of Pharmacology
5	Dr.R.Senthilselvi	Member, Dept. of Pharmacy Practice
6	DR.V.R Ravikumar	Member, Dept. of Pharmacognosy
7	Dr. S. Allimalarkodi	Member, Dept. of Pharmaceutics
8	Mr.S.Rajarajan	Member, Dept. of Pharmacy Practice
9	DrSPVinothkumar Associate Professor, Dept.of Pharm. Chemistry	Member Secretary

**Powers and Functions of the Institutional Development and monitoring committee (IDMC):**

- To exercise general supervision over the academic work of the institute and to give direction regarding methods of instructions, evaluation, research or improvements in academic standards.
- To consider matters of academic interest either on its own initiative or at the instance of the Governing Body and to take proper action thereon.
- To make arrangements for the conduct of examinations in conformity with the laws of The Tamilnadu Dr.M.G.R Medical University and to maintain proper standards of the examinations.
- To promote research within the institute, acquire reports on such research activities from time to time.
- To suggest measures for co-ordination for individual classes.
- To make recommendations to the Governing body to recruit teaching posts of professors, associate professors and Assistant professors.

### C. The Organization Chart of the Institution (Administrative Setup)

#### The Organization Chart of the Institution



## **D. Recruitment Procedure**

Staff manual is published in 2018 which includes service rules, policies and procedures. One copy of staff manual is provided to all faculties and other staff. Following acts and rules are adopted as guidelines for procedures, recruitment, promotional policies, code of conduct issued from time to time by the regulatory bodies:

- AICTE Norms
- Rules for Affiliation by The Tamilnadu Dr. M.G.R Medical University, Chennai-32.
- All other applicable state/central government rules/regulations
- Rules and By-laws of Society
- Norms of Pharmacy Council of India (PCI)

## **I) Recruitment for Teaching Staff**

- (a) Principal
- (c) Professor
- (d) Associate Professor
- (e) Assistant Professors

## **Qualifications**

Faculty is recruited based on the qualifications prescribed by the AICTE, PCI and The Tamilnadu Dr. M.G.R Medical University, Chennai from time to time.

## **Mode of Selection of Teaching Staff**

Direct recruitment to all cadres is based strictly on merit. Invariably in almost all cases, the following procedure is followed:

- a) Advertisements are issued in leading newspapers, and the college website.
- b) Applications are scrutinized on the Third day after the last day for receipt of application.
- c) The lists of applications and resumes with relevant details are forwarded to the selection committee.
- d) Call letters are sent to eligible candidates, for attending interviews specifying place, date and time of interview.
- e) Selection Committee interviews and recommends candidates.
- f) Letters of appointment are issued to selected candidates.

## **Selection Committee**

1. Secretary and Correspondent
2. Expert Members (Outside of the College)
3. All HODs of respective Department
4. Principal

## **Recruitment for Non-Teaching Staff**

### **a) Office**

- Administrative Officer (Graduate with experience)
- Senior Assistant (Graduate with experience)
- Junior Assistant (Graduate)
- Attender (below or equal to SSLC)

### **b) Laboratories (other than Computer Labs)**

- Lab Technician (Diploma in Pharmacy / DMLT / B.Sc.)
- Lab Attender (below or equal to SSLC)

### **c) Computer Labs**

- System Administrator
- Lab Technician (Graduate with experience)

## **Qualifications**

Non-teaching staff are recruited based on the qualifications prescribed by the State Government.

## **Mode of Selection of Non – Teaching Staff**

All positions are advertised in the newspapers or notified in the local notice boards. After scrutiny of received applications, a short list is made by the Erode Educational Trust (EET), Secretary / Principal; Interview call letters are sent to eligible candidates to appear for a test and subsequent personal interview. The selection committee consists of some or all of the following:

- a) Secretary & Correspondent
  - b) Principal
  - c) Administrative Head
- All appointments (Teaching and Non-teaching staff) made after selection, are forwarded to the Secretary and Correspondent for approval and to the Governing Body.

## **Promotion Policy for Teaching Staff**

- Career Advancement Scheme is implemented strictly in accordance with AICTE / PCI / University norms.

## II. Decentralization in working and Grievance Redressal Mechanism

Decentralization in working is achieved by constitution of various sub committees as mentioned under table 1 to 16

### 1. Finance Committee

S. No.	Name	Designation	Status of Member
1.	Dr. K.R. Paramasivam	Chairman	Trust
2.	Mr. A. Natarajan	Member	Secretary-Trust
3.	Mr. R. Kolandaisamy	Member	Trust
4.	Mr. T.P. Sugumar	Member	Faculty
5.	Dr. V. Ganesan	Member	Ex-officio, Principal

#### Functions:

1. To prepare yearly budget for the institute.
2. To prepare annual audit report.

### 2. Building committee

S. No.	Name	Designation	Status of Member
1.	Dr. K.R. Paramasivam	Chairman	Trust
2.	Mr. Thangamuthu	Member	Trust
3.	Mr. A. Natarajan	Member	Secretary-Trust
4.	Mr. R. Kolandaisamy	Member	Trust
5.	Mr. T.P. Sugumar	Member	Faculty
6.	Mr.S.Muthukumar	Member	Office
7.	Dr. V. Ganesan	Member	Ex-officio, Principal

#### Functions:

1. To update Governing Body regarding any changes, maintenance or additional construction as per regulatory norms or based on situational demand.
2. Building committee is also responsible for conducting design and construction work as per approval and guidance of Governing Body

### 3. Purchase Committee

S. No.	Name	Designation	Status of Member
1.	Dr. K.R. Paramasivam	Chairman	Trust
2.	Mr. Thangamuthu	Member	Trust
3.	Mr. A. Natarajan	Member	Secretary-Trust
4.	Mr. R. Kolandaisamy	Member	Trust
5.	Mr. T.P. Sugumar	Member	Faculty
6.	Mr.S.Muthukumar	Member	Office
7.	Dr. V. Ganesan	Member	Ex-officio, Principal



**Functions:**

1. To get list of requirements to be purchased.
2. To set guidelines for making purchase orders.
3. To set rules for demanding quotes for required materials

**4. Gender Sensitization Cell**

S. No.	Name	Designation	Status of Member
1.	Dr. V. Ganesan	Principal	Chairman
2.	Dr. S. Allimalarkodi	Associate Professor	Member
3.	Dr. S. Manokaran	Associate Professor	Member
4.	Mr. S. Jayaseelan	Assistant Professor	Member
5.	Mr. P. Sivasubramanian	Assistant Professor	Member
6.	Mrs. B. Anandhi	Assistant Professor	Member
7.	Ms. M.S. Arya	Assistant Professor	Member

**Functions:**

1. To make the young boys and girls 'gender sensitive and create positive values that supports the girls and their rights.
2. To provide overall guidance to the peer group in integrating / mainstreaming gender in all activities of the Institution in the form of focused group discussions, debates, poster making competitions etc.
3. To provide an integrated and interdisciplinary approach to understand the social and cultural constructions of gender that shapes the experiences of women and men in society.
4. To generate the awareness in regard to equality in law, social system and democratic activities.

**5. Student Council**

S. No.	Name	Designation	Status of Member
1.	Dr. V. Ganesan	Principal	Chairman
2.	Dr. V.S. Saravanan	Vice Principal	Member
3.	Dr. P.R. Radhika	Associate Professor	Member
4.	Mr. P. Royal Frank	Assistant Professor	Member
5.	III B.Pharm- Boys	Student Representative	Member
6.	III.B.Pharm- Girls	Student Representative	Member
7.	Pharm.D -Boys	Student Representative	Member
8.	Pharm.D-Girls	Student Representative	Member
9.	D.Pharm-Boys	Student Representative	Member
10.	D.Pharm-Girls	Student Representative	Member
11.	M.Pharm-Boys	Student Representative	Member
12.	M.Pharm-Girls	Student Representative	Member
13.	Mr. S. Jayaseelan	Assistant Professor	Member Secretary

**Functions:**

1. To inculcate and develop various values, capacities, senses and skills which shall add value to academic career of the student.
2. To identify strength, weakness, likings, and aptitude of students.
3. To avoid rivalries and unhealthy spirit.
4. To select and train the students for participating in various events inside/outside the institution

**6. Internal Complaint Committee**

S. No.	Name	Designation	Status of Member
1.	Dr. V. Ganesan	Principal	Chairman
2.	Dr. R. Senthil Selvi	Professor	Member
3.	Dr. P. Sivakumar	Professor	Member
4.	Dr. S.P. Vinothkumar	Associate Professor	Member
5.	III B.Pharm- Girls	Student Representative	Member
6.	IV.B.Pharm- Boys	Student Representative	Member
7.	Pharm.D-Girls	Student Representative	Member
8.	Pharm.D-Boys	Student Representative	Member
9.	D.Pharm-Boys	Student Representative	Member
10.	D.Pharm-Girls	Student Representative	Member
11.	M.Pharm-Boys	Student Representative	Member
12.	M.Pharm-Girls	Student Representative	Member
13.	Dr. S. Allimalarkodi	Associate Professor	Member Secretary

**Functions:**

1. To avoid & prohibit sexual harassment.
2. To build self-esteem and dignity among girl students and ladies faculty members.
3. To offer services such as counseling, legal aid in case of atrocities against women.
4. To create awareness regarding women rights.
5. To arrange programs regarding health, personality development etc.

**7. SC-ST Committee**

S. No.	Name	Designation	Status of Member
1.	Dr. V. Ganesan	Principal	Chairman
2.	Mr. M. Jambulingam	Assistant Professor	Member
3.	Mrs. P. Jayaprabha	Assistant Professor	Member
4.	Ms. K. Thamaraikavi	Assistant Professor	Member
5.	B.Pharm- Girls	Student Representative	Member
6.	B.Pharm- Boys	Student Representative	Member
7.	Dr. S.P. Vinothkumar	Associate Professor	Member Secretary

**Functions:**

1. Upliftment of the students and staff belonging to the SC/ST categories.
2. To share various government schemes and programs with concerned members.
3. To keep watch on any activities related to discrimination on the basis of caste at the college premises.

**8. Anti-ragging Committee**

S. No.	Name	Designation	Status of Member
1.	Dr. V. Ganesan	Principal	Chairman
2.	Dr. V.S. Saravanan	Vice-Principal	Member
3.	Inspector of Police	Ex-Officio	Member
4.	Mr. D. Ramesh	Advocate & Notary Public	Member
5.	Mr. S. Muthukumar	Administrative Officer	Member
6.	Dr. P. Sivakumar	Professor	Member
7.	Dr. S. Allimalarkodi	Associate Professor	Member
8.	Mr. S. Sridhar	Warden (Boys)	Member
9.	Mrs. B. Anandhi	Warden (Girls)	Member
10.	Mr. S.K. Shanmugam	Local Politician	Member
11.	Mrs. S.M. Umaiyambigai	Social Welfare Member	Member
12.	B.Pharm (Boys)	Student Representative	Member
13.	B.Pharm (Girls)	Student Representative	Member
14.	Pharm.D (Boys / Girls)	Student Representative	Member
15.	D.Pharm (Boys / Girls)	Student Representative	Member
16.	Dr. R. Natarajan	Associate Professor	Member Secretary

**Functions:**

1. To carryout regular checks for any ragging activity.
2. To carryout surprise checks in ragging prone zones.
3. To ensure that there is no ragging in the campus or hostel.
4. Implementation of Govt/University directives against the menace of ragging.
5. To hold periodical meetings with first year students

**9. Program committee (Academic Council)**

Programme committee is constituted to evaluate the academic performance of the students. ACB comprises of principal, class teacher, mentors and all the academic staff of the class.

S. No.	Name	Designation	Status of Member
1.	Dr. V. Ganesan	Principal	Chairman
2.	Mr. M. Jambulingam	Class Teacher-I B.Pharm	Member
3.	Dr. V.S. Saravanan	Class Teacher-II B.Pharm	Member
4.	Dr.P.R. Radhika	Class Teacher-III B.Pharm	Member
5.	Mr.S.Jayaseelan	Class Teacher-IV B.Pharm	Member
6.	B.Pharm (Boys)	Student Representative	Member
7.	B.Pharm (Girls)	Student Representative	Member

**Functions:**

1. To maintain academic standards and supervise all academic activities of the college.
2. To adopt regulations regarding admission of students with university/state governments norms.
3. To frame regulations consistent with university norms to conduct examinations and initiate measures for improving the quality of teaching, students evaluations and students advisory system in the college.
4. Make regulations for sports, extracurricular activities and proper maintenance of play grounds and hostels.
5. Determines the extent of tuition fee waiver and scholarship to students.

Programme committee reviews the performance of students and gives oral feedback to the students on their academic performances. Students who secured less than 50% of marks in the internal assessment examinations are counselled by the mentors (batch teachers) and strategies are planned to counsel by the student's academic performance. Same is forwarded to parents. This is done four times (Annual pattern) in a year and twice for Semester pattern.

**10. Institutional Animal Ethical Committee**

**Registration No:** 2025/GO/Re/S/18/CPCSEA

**Date of Registration:** 03/08/2018

**Registration valid till:** 02/08/2023

**Name of the Establishment:** The Erode College of Pharmacy

**Address of establishment:** Perundurai Main Road, Veppampalayam, Erode – 638112.

**Purpose of Registration: Small animal:** Research for Education purpose

**Type of Animal House Facility:** Small Animal Facility

S. No.	Member Name	Designation	Qualification	Experience	Organization
1.	Dr V. Ganesan	Biological Scientist (Chairperson)	M.Pharm., Ph.D	25 Years	The Erode College of Pharmacy
2.	Dr V. Rajesh	Scientist Incharge of Animal House Facility (Member Secretary)	M.Pharm., Ph.D	20 Years	The Erode College of Pharmacy
3.	Dr. K. Parvathi	Scientist from different discipline	Ph.D in Zoology	12 Years	Erode Arts and Science College, Erode, Tamil nadu
4.	Dr.N.Maragatham	Scientist from different discipline	Ph.D in Zoology	12 Years	Vellalar College for Women
5.	Dr. Revathi	Veterinarian	B.V.Sc	7 Years	Veterinary dispensary, Veppampalayam, Erode-638112

**B) CPCSEA Nominee for IAEC**

<b>S. No.</b>	<b>Name of the Nominee</b>	<b>Designation in IAEC</b>	<b>Address</b>	<b>Organization to which they belong</b>
1.	Dr.V.Gowthaman	Link Nominee	1/154, krishnapuram, Thummanuruchi P.O., Namakkal – 637 001, Tamil Nadu	Poultry Disease Diagnosis and Surveillance Laboratory Veterinary College and Research Institute Campus Namakkal
2.	Dr. Ganesan Arihara Sivakumar	Scientist from outside of the Institute	Professor, Dept of Pharmacology, KMCH College of Pharmacy, Kovai Estate, Kalapatti Road, Coimbatore – 641048, Tamil Nadu	KMCH College of Pharmacy
3.	Dr. M. Visnupriya	Socially aware Nominee	27, B6-Chokkampatti Main, Melur – 625106, Madurai Dist, Tamil Nadu)	NA
4.	Dr.G.Vijayakumar	Main Nominee	Professor and Head, Department of Veterinary Clinical Medicine, Veterinary College and Research Institute, Namakkal - 637001, Tamilnadu"	Department of veterinary Clinical medicine Tamilnadu veterinary and Animal sciences university

**11. Grievance Redressal Committee**

<b>S. No.</b>	<b>Member Name</b>	<b>Designation</b>	<b>Qualification</b>
1.	Dr. V. Ganesan	Principal	Chairman
2.	Mr. T.P. Sugumar	Assistant Professor	Member
3.	Mrs. P. Jayaprabha	Assistant Professor	Member
4.	Mr. S. Rajarajan	Assistant Professor	Member
5.	B.Pharm- Girls	Student Representative	Member
6.	B.Pharm- Boys	Student Representative	Member
7.	Mr. M. Jambulingam	Assistant Professor	Member Secretary

1. The aggrieved person (staff members / students) can submit the complaint in writing to any of the members of the committee (which is displayed strategically at various places in campus besides website).
2. The Principal decides the date and calls the meeting of the committee whereby, in the interest of natural justice the principal provides the copy of the complaint to the person(s) against whom the complaint has been lodged by the complainant and they are asked to remain present before the meeting with their explanation, if any.

Based on the enquiry made by the committee, it recommends the actions to be taken.

**Functions:**

1. To receive complaints from students regarding any kind of grievances.
2. To examine the genuineness of the complaint and suggest appropriate remedies.
3. To forward recommendations to the principal for implementation

**12. GPAT Examination Committee**

S. No.	Name	Position
1.	Dr. Dr.V.Ganesan Principal&Prof.	Chairman
2.	Mr.P.Sivasubramanian Asst.Professor, Dept.of Pharm. chemistry	Member
3.	Mr.P.Royalfrank Lecturer, Dept.of Pharmacology	Member
4.	Mrs.P.V.Hemalatha Lecturer, Dept.of Pharmacology	Member
5.	Mrs.H.Rajamathanky Lecturer, Dept.of Pharmacology	Member
6.	Ms.K. Gomathi Librarian	Member
7.	Mrs.S. Chitra Lab.Asst.	Member
8.	Mrs.P.Jeyaprbha Asst.Professor, Dept.of Pharmaceutics	Member Secretary

**13. Hostel Review Committee**

The hostel Review Committee meet every month to monitor the functioning of the men's and women's hostel. The committee members regularly visit the hostel to monitor health, hygiene and discipline. The committee provides suggestions to the principal, who is chairman of the committee along with member Secretary for smooth functioning of the hostel. It is actively dispose hostilities grievances. Identified Staff and student representatives are the members of the committee.

S. No.	Name	Position
1.	Dr. Dr.V.Ganesan Principal & Prof.	President
2.	Dr.S.Manokaran Prof. Dept.ofPharmacognosy	Member Secretary
3.	Dr.S.Allimalarkodi Asst.Professor, Dept.of Pharmaceutics	Member
4.	Mr.P.Sivasubramanian Asst.Professor, Dept.of Pharmaceutical chemistry	Member
5.	Dy.Waden-Men's Hostel	Member
6.	Dy.Waden-Girl's Hostel	Member
7.	Final BPharm Prefector, ECP Men's Hostel	Students representative
8.	Final-PharmD	Students

	Prefector, ECP Men's Hostel	representative
9.	Final-DPharm Prefector, ECP Men's Hostel	Students representative
10.	Final BPharm Prefector, ECP Girl's; Hostel	Students representative
11.	Final-PharmD Prefector, ECP Girls's Hostel	Students representative
12.	Final-DPharm Prefector, ECP Girl's Hostel	Students representative

#### 14. Sports Committee

College has sports committee that encourages the students to participate in sports. The committee organizes Annual athletic meet and indoor sports competitions. The committee also coordinates the participation of students in the different sports events held outside the college. The committee has Principal as its chairman with staff member as member secretary and staff and students as its members.

S. No.	Name	Position
1.	Dr.V.Ganesan, Principal	Chairman
2.	Mr. P. Sivasubramanian	Member
3.	Mr. P. Royal Frank	Member
4.	Mrs. G. Sumithira	Member
5.	Mrs. P. Nirmala	Member
6.	Mrs. H. Rajamathanky	Member
7.	Ms. N. Vinodhini	Member
8.	Ms. K. Thamaraikavi	Member
9.	III B.Pharm Student-Girls	Student Representative
10.	IV Pharm.D Student-Girls	Student Representative
11.	II D.Pharm Student-Girls	Student Representative
12.	IIIB.Pharm Student- Boys	Student Representative
13.	IV Pharm.D Student- Boys	Student Representative
14.	II D.Pharm Student-Boys	Student Representative
15.	Mr. G. Sekar	Student Representative

#### Functions:

- Organise and support meetings of representatives of all cases.
- To develop and promote all areas of sport provided by the college.
- Represent students of the university to local and national bodies and organizing campaigns to promote health and social awareness programs.
- To identify the student coordinators for individual sport events well in advance for the smooth conduction of events.
- To carry out annual athletic meet for one day in an academic year.
- The schedule of events is prepared and communicated to all staff and students by displaying on the notice board.

### 15. Cultural Committee

S. No.	Name	Position
1.	Dr. Dr.V.Ganesan, Principal & Prof.	President
2.	Dr.R.Senthilselvi	Member Secretary
3.	Mr.P.Royalfrank,	Member
4.	Mrs.P.V.Hemalatha	Member
5.	Mrs.H.Rajamathanky	Member
6.	Ms. M.S. Arya	Member
7.	Ms. Subhanandhini	Member
8.	Final-BPharm	Student Representative
9.	Final-PharmD	Student Representative
10.	Final-DPharm	Student Representative

#### Functions:

- To identify the student coordinators for individual cultural events well in advance for the smooth conduction of the programme.
- To carry out annual Cultural meet for three days in an academic year.
- The schedule of events is prepared and communicated to all staff and students by displaying on the notice board.

### 16. NSS / YRC / RRC Committee

S. No.	Name	Position
1.	Dr. Dr.V.Ganesan	Chairman
2.	Mr. M. Jambulingam	Member
3.	Dr. S.P. Vinothkumar	Member
4.	Mrs. G. Sumitra	Member
5.	Ms. M.S. Arya	Member
6.	B.Pharm (Boys)	Member – Student Representative
7.	B.Pharm (Girls)	Member – Student Representative
8.	Mr. S. Jayaseelan	Member Secretary (NSS)
9.	Mr. S. Rajarajan	Member Secretary (RRC)
10.	Mr. P. Royal Frank	Member Secretary (YRC)



### **III. Delegation of Financial Powers**

#### **Principal:**

The principal has the financial powers to spend Rs. 10,000/- at a time, keeping in view of the urgency and needs. These are to authorize the purchase of consumables for laboratories (books etc.,) over and above the general procedure of annual purchases.

- To permit the reimbursement of travelling (conferences and workshops) and other expenses for official purposes.
- To take care of guests, parents, alumni and stakeholders.
- To sponsor faculty/staff for any academic activities as per norms.
- To authorize any other expenses, he may deem essential.

#### **Head of the Department:**

The Head of the Department have the financial powers to spend Rs. 5,000/- at a time, keeping in view of the urgency and needs (chemicals, recurring expenses), repair of equipment.

#### **Staff Member**

Each staff member handling laboratory work has the financial powers to spend Rs. 2,000/- at a time, keeping in view of the laboratory needs for conducting experiments medicines, oils, commodities of domestic market). The pharmacology department takes care the needs of the feed, animals and other required. All such financial decisions are exercised in consultation with the principal, administrative officer and joint secretary. These officers are available in the campus every day.

### **IV. Transparency and availability of correct / unambiguous information in public domain**

**The institute has a website ([www.ecperode.in](http://www.ecperode.in)), which has following information displayed on it:**

1. About The Erode College of Pharmacy
2. Governing Body
3. Vision, Mission & PEOs
4. Department Details
5. Infrastructure Facilities
6. Library Details
7. Placement Cell
8. Admission Procedure
9. Approval Letters (AICTE, PCI & University)
10. Faculty details
11. Various committees
12. Audit report
13. Location of institute on Google Map
14. Details of MoUs
15. Academic calendar
16. Co/extra-curricular activities
17. Photo Gallery

## **JOB DESCRIPTION**

**Objective:** To ensure mutual respect and freedom for everyone and be role models to student Community.

### **REPORTING FOR DUTIES ON TIME**

1. College working hours are, normally from 9.15 a.m. to 5 p.m. However, those who have academic, administrative, examination or any other such work shall follow the 9 a.m to 6.00 p.m timing or any other timing as directed by Principal/Secretary &Correspondent.
2. A six day working schedule (**Day order**) from Monday to Saturday is followed except First and third Saturdays.
3. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
4. Anyone coming late / leaving early for more than 60 minutes on 2 occasions in a month may be allowed by Principal.
5. Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from Principal/ Secretary &Correspondent and register his/her absence (i.e. OUT and IN timing Register kept at gate/Biometric machine).
6. Staff members shall compulsorily wear College ID while in the College premises.
7. Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the Principal on standard Discipline Report.
8. Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
9. All members of staff are expected to present themselves in decent attire. Clothes like sleeveless tops, T-shirts etc. are not permitted. Earrings, pony tails/long hair, bangles etc. are not permitted.
10. Faculty and staff shall communicate to each other and with students only in English.
11. As a security measure, members of the staff who need parking facility in campus shall give their names and the registration number of the vehicle to the security Supervisor.

## **THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY**

### **General**

- a) The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- b) All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- c) The work load of all the staff shall be fixed by the management. The work load of the teacher should not be less than **40 hours a week**, of which teaching-contact hours should be at least as follows as per AICTE norms:

1.	Principal	4 hours / week
2.	Professor	8 hours / week
3.	Associate Professor	12 hours / week
4.	Assistant Professor / Lecturer	16 hours/week

For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted **as one teaching hour**. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution (**i.e other than contact hours**).

- a) Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- b) Faculty Members should attempt to publish text books, research papers in reputed International/Indian Journals/Conferences.
- c) The Faculty Member must strive to prepare him / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- d) **Groupism** of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

#### IN THE DEPARTMENT

- a) The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- b) In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by Principal / Secretary & Correspondent in academic, co-curricular or extracurricular activities.
- c) Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the software as soon as the classes/laboratory hours are over.
- d) Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave Sanctioned in advance and with proper alternate arrangements made for class / lab /invigilation. In Case of emergency, the HOD and **class in charge** must be informed with appropriate alternate Arrangements suggested.
- e) The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- f) The class in charge must update the student's personal file regularly and put up for inspection to the Principal as the case may be.
- g) To give counseling to the students if needed.
- h) To bring the students misbehavior in the class to the knowledge of the class in-charge/HOD/ Principal.
- i) To carry out the administrative works of the department given by the HOD/Principal/Secretary & correspondent concerned.

## IN CLASS ROOM TEACHING

- a) Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan.
- b) The Faculty Member should get the lesson plan and course file - approved by HOD/IQAC and Principal.
- c) The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester/Non-semester in an academic year for a particular subject. The course file consists of preface, previous year university question papers, notes, handouts, PPT, test/exam question papers, three model answer scripts for each test/exam (top, middle and bottom), Assignment plan, topics and copy of assignment, feedback analysis report etc. The teaching faculty has to get verified their course file by their HOD/IQAC at least once in a month and submit it to the Principal within three weeks of the last instruction day of the concerned semester.
- d) The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.
- e) The Faculty Member should go to the class **at least 5 minutes** before and enter the class without delay when the bell rings.
- f) The Faculty Member should **engage the full period** and should not leave the class early.
- g) Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each Lecture/practical/tutorial. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively in the attendance register and at the attendance software.
- h) The Faculty Member should make use of PPT, Models etc., as teaching aids (**as mentioned in the lesson plan**). The Faculty Member should encourage students asking doubts / questions.
- i) The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- j) The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
- k) In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
- l) The Faculty Member shall give all possible pattern (as per the University norms) questions of each Unit to the students.
- m) The Faculty Member should interact with the class in charge or counselor (mentor) and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- n) The Faculty Member should always **aim for 100%** pass results in his / her subjects and work accordingly.
- o) The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialization and keep oneself abreast of latest advancements.
- p) The Faculty Member should make himself/ herself available for doubt clearance.
- q) The Faculty Member should motivate the students and bring out the creativity / originality in (among) the Students.

## In Laboratory

- a) The Faculty Member going for laboratory class **must perform the experiments personally** and be satisfied with the results before asking the students to conduct the experiments.
- b) Whenever possible, additional experiments to clarify or enlighten the students must be given.
- c) The lab observations/records must be corrected then and there or at least by next class.
- d) Allow the students inside the lab only on submission of the required records written up to date.
- e) To give crystal clear instructions.
- f) To attest the readings of the experiment. To let the students know the percentage of error he/she commits for every experiment.
- g) To sign the Manual /rough record before the end of each practical class.
- h) Faculty conducting practical's / projects shall be responsible for the respective labs during their Practical hours.
- i) Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However, Faculty can suggest changes in these matters with the consent of the Principal.

In order to prevent theft, faculty members are advised to take the following action.

- a) Before starting the practical's/projects, students shall be asked to check the PCs/equipment's etc. and report in case of any missing items/irregularity to the lab In-Charge.
- b) As far as possible, allot the same PC/equipment/glassware's to the same individual/same group of students (in case of projects).
- c) Students shall not be permitted to carry bags into the labs.
- d) In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

## Student – Faculty Rapport

- a) The Faculty Member should have a good control of students.
- b) As soon as the Faculty Member enters the class, He / She should take attendance by calling their Name. **If anybody enters late, the student may be permitted to attend the class but marked absent.** In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class in charge/Principal.
- c) The Faculty Member should act with tact and deal with insubordination by students maturely.
- d) The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the Feeling of students.

## **DUTIES AND RESPONSIBILITIES OF CLASS INCHARGE:**

**Objective:** To help students in their pursuit of knowledge and to maintain a close watch and build rapport with students and parents.

- a) To ensure that every student is well supported to fulfill his/her learning potential.
- b) In order to monitor the progress and quality of students, appraise them and consult their parents.
- c) To encourage the students to learn beyond the syllabus contents.
- d) Give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
- e) To maintain student discipline in the class as per the college policies.
- f) To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.
- g) Address students' queries.
- h) Meeting the parents of students, especially defaulters.
- i) To inform the Principal about making alternative arrangement for lectures and practical's when a Faculty is absent.
- j) To produce and update student handbook, department brochure for placement/consultancy and Updating of information on college website pertaining to the Class.
- k) To lead an effective induction programme and value added course for students in consultation With Principal.
- l) To produce the assessment plan for every semester well in advance.
- m) To manage the production and dissemination of reports to students, parents, College Management, University, NBA, AICTE and other governing bodies from time to time.
- n) Implement the actions based on the minutes of class committee meetings.
- o) Cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
- p) Arrange PTA meetings and all common functions of the college to represent the class.
- q) Take charge of any special projects assigned by the Principal/Management from time to time.
- r) Make sure students of the Course/department are regularly attending class and coming to the college in time in proper uniform.
- s) Make sure the academic targets in terms of university results and placement targets in terms of Number of students placed are met.
- t) Be the academic leader of the designated class in the Department.
- u) To lead the development and maintenance of appropriate standards and quality assurance in the Delivery of course materials, assignment and question paper setting and its valuation.
- v) To monitor the semester/non-semester progress regularly based on approved semester/non-semester and assessment plan.
- w) To arrange industrial visits and guest lecturers for students to improve their learning experience in the consultation with Principal.

- x) To encourage the students to participate in technical competitions conducted outside the college.
- y) To maintain the desired academic standards in the assignments and tests administered in the class.
- z) Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the Principal.
- aa) Prepare a subject wise list of the final attendance to practical and lectures together and make Forwarded to Principal within 3 days of a semester closing in the prescribed format through HOD.
- bb) Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- cc) Arrange class committee meetings as per ECP norms.
- dd) Any other duty Principal/Management may assign.

### **DUTIES AND RESPONSIBILITIES OF THE LABORATORY / IN-CHARGE AND LAB ASSISTANT**

**Laboratory and workshop Objective:** To help students analyze, Evaluate & Create themselves through experiments, what they learn in the classroom.

- a) To maintain the **Dead Stock Register** and Consumable Registers.
- b) To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
- c) To plan for the procurement of equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
- d) To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
- e) To organize the laboratory for oral and practical examinations.
- f) To hold those responsible for any breakage / loss etc. and recover costs.
- g) To ensure the cleanliness of the lab and switch off all equipment after use.
- h) Requisition of consumables shall be submitted to the Principal for necessary action.
- i) The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- j) Lab Assistants and in- charge shall be available for maintenance and care of resources/services of the institute.
- k) All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report Matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the Principal through faculty in charge of lab.
- l) Lab Assistants in coordination with Lab In-charge should display (i) List of Equipments/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- m) Any other duty as may be assigned by the faculty in charge of lab /HOD/Principal from time to time.

**In order to prevent theft/damage, the Lab In-charge shall take the following action:**

- a) Lab In-charge and Lab Assistants are to report the matter in writing immediately to the Principal through faculty in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- b) Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- c) If the students are responsible for the loss/missing item, then an amount equal to the **two times** the cost of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

**CONSULTANCY, R&D AND TEACHING ASSIGNMENTS**

1. The College encourages its teachers to take consultancy and in-house R&D assignments. The teacher shall undertake such assignments When the College is approached for such help and the college allot such assignment to the particular teacher or when the teacher himself/herself is approached by the outside agency for such help. In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Management in writing.
2. A teacher, who has been approached for giving guest lecturers in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
3. Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.
4. The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:

Where it is a project or R&D type assignment, testing, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College). In all other cases like consultancy assignments, it shall be 70:30 (30% to College).

**INCENTIVES FOR PUBLISHING PAPERS**

As a part of the continual quality improvement policy of the college, it has been decided to give incentives to the staff members publishing papers in conferences and journals as per the following guidelines.

**Rate of incentives**

- National conference – Rs 1000/-
- Internationals conference – Rs 2000/-
- National Journal – Rs 2000/-
- International Journal – Rs 3000/-
- International Journal with an impact factor more than 3 – Rs 5000/-
- To claim the above incentives, a hard copy of the paper published in the proceedings/journal clearly indicating the affiliation of the author as a staff member of ECP has to be submitted along with the application.



- Faculty members who are pursuing PhD on part time external basis may claim only 90% of the declared incentive when they mention the author affiliation as research scholar.

**Prior permission shall be obtained from competent authority for sending papers.**

In the case of conferences, oral presentation is needed and poster presentation will be having only 50% weightage and hence the incentives for poster presentation in national and international conferences will be Rs500/- and Rs1000/- respectively.

- In case of more than one author for the paper, the first author will get the full credit and the subsequent authors can claim 50% of the incentive.
- In any case the number of authors per paper shall not exceed four to claim this incentive.
- The maximum amount that can be claimed by a staff member in this regard is restricted to Rs.25,000/- per year.
- To prepare the manuscripts of text books, author may claim an advance amount of Rs 10000 for which shall be return to the college within 12 months.

**BIOMETRIC ATTENDANCE POLICY**

The purpose of this policy is to establish guidelines to improve efficiency in monitoring the attendance, leave records and over all working environment by Biometric Based Attendance Monitoring System (BBAMS) .This policy is applicable to all staff members who work under normal working hours.

The rules that will be followed for operation of the system as follows:

1. The Biometric Based Attendance Monitoring System (BBAMS) will be maintained by Principal. Whereas the matter of attendance and related policy will be dealt in office.
2. The term staff used in these rules would include all the teaching, non-teaching and other staff of ECP.
3. Adequate numbers of machines have been installed to avoid long queue and inconvenience during office opening time. All the staffs of ECP would be able to mark their attendance in any of the machines installed near Administrative officer. In case, if any of the machine is not functioning, the staffs may mark their attendance in register/any other machine installed in ECP.
4. All staff will be required to mark their arrival and departure time in the Biometric Based Attendance Monitoring System machine without any exception.
5. The office timings are from 09:00 AM to 05:00 PM with 50 minutes of lunch break from 01:10 PM to 02:00 PM and these are to be scrupulously observed.
6. The Academic timings are from 09:15 AM to 5.00 PM with 60 minutes of lunch break.
7. Arrival in the office after 9.00/9.15 AM or departure from office before 5.00 PM will be reckoned as half day Leave subject to other rules mentioned herein. In exceptional cases like consultation with doctors in hospitals/attending social obligation, etc., late coming in the morning/early departure in the afternoon up to one hour (maximum,) will be allowed twice in a month subject to the condition that prior intimation/approval of the Principal has been obtained.

8. Any academic/office staff availing half-day Casual Leave in the forenoon will make arrival entry in the BBAMS not later than 1.00 PM and the staff availing half-day Casual Leave in the afternoon will make departure entry in the BBAMS after 1.15 PM.
9. Attendance reports would be available on intranet on daily basis and concerned staffs shall get their attendance regularized within two days from the date of absence.
10. In case, any staff is to visit local offices for official purposes and situation is such that such staff would not be able to mark attendance in the system either in the morning or evening, prior intimation regarding it would be sent to principal in proper channel through e-mail as mentioned the details above.
11. All installed machines and corridors leading to these machines shall be under 24-hours Surveillance through CCTV cameras. Disciplinary / legal action shall be taken against any staff found to be tampering with the attendance monitoring system / surveillance system.
12. Further, a consolidated monthly statement in this regard would be sent from the office by every 24th of a month

## **BUDGET AND PROCEDURE FOR PROCURING LAB CONSUMABLES, VALUABLES AND STATIONERY:**

### **Budget**

Soon after the last working day of an academic year, the staff in charge of each lab should assess the requirement of lab consumables for the next academic year taking into account the consumption in the previous semester. The HOD of the department concerned has prepared a detailed Budget for the next academic year to the management and submitted to Management through principal. A copy of approved budget should display in the internal Notice Board.

### **Non-Consumables**

1. The HOD as soon as realizing the need for the equipment's (including furniture) for the next year/SEMESTER has to initiate a proposal to the Management for the procurement of the same, through the Principal with a copy of approved Budget.
2. After the approval, the Management will call for quotations.
3. On receipt of quotations the HOD has to prepare a comparative statement.
4. If required, vendors may be called for negotiations by the Management.
5. The purchase order will then be issued to the selected vendor by the Management.
6. A copy of the purchase order will be sent to the Principal/HOD of the concerned department by the Management.
7. After purchases are over and received by the Department, Lab in charge/ HOD has to certify that the items are received in good / working condition.
8. The details should be entered into the consumables / non consumable stock register as the case may be and Principal may recommend for passing the bill for payment within a week of the receipt of the consumable / non-consumables. Bill may be sent to the Secretary through the Principal.

## Stationery

1. Soon after the last working day of an academic year, HODs' should assess the requirements of stationery (**Record note books, Test note, Lab Manual etc.**) needed for the administration of their Department (including Inspection/NBA/NAAC related works).
2. After consolidation of the requirements and after the approval, the Management will take action for the bulk purchase of the stationery needed for the entire Institution.
3. After procurement, the stationery required for each Department will be distributed by the Store In charge.
4. Special indent for stationery in bulk for specific purpose such as conduct of workshops / conferences / seminars, etc. has to be given by the organizing secretary to the office well in advance (**at least 10 days before the proposed date**) While preparing the special indent, the actual use of stationery during previous similar occasion should be taken into account as a basis.
5. As soon as the purpose for which the stationery has been obtained is over, the unutilized portion has to be returned to the office by the In charge concerned. (the stationery obtained for a specific purpose shall not be used for normal work of the Department).

## MAINTENANCE OF STOCK

1. In case of laboratory, the following stock registers have to be maintained
  - A. Consumables stock register
  - B. Non-consumables/valuables stock register
  - C. Other register(s) based on the requirement of the Department concerned.
2. The staff in charge for each lab is responsible for the proper upkeep of the material in the lab besides maintaining the consumable and non-consumable stock register of each lab. Each entry should be signed by the staff in charge of the laboratory, Lecturer in charge of verification and the HOD concerned and the Principal.
3. The staff in charge is nominated among the members of the Department. He/she will be in charge of the concerned laboratory of the department. At times, it is seen that Technical Assistant is taking final decision about receipt of stock. **It should be avoided.**
4. Whenever a new staff member takes over the staff in charge of a lab, he/she should take charge of the laboratory from his/her predecessor after verifying the entries of the stock registers. If there is any discrepancy, the fact should be reported immediately to the Principal through proper channel.
5. If a staff member who is in charge of a particular lab is on long leave, HOD should make alternate arrangements immediately to entrust the stock to another staff member. The newly entrusted staff member shall take possession of all the stocks immediately and the HOD has to report the fact to the Principal.
6. Any breakage or damage of an item during its use should be immediately recorded in the stock register against that item in the remarks column. This should include the reason for the damage and any breakage fees to be collected from the staff member / student whoever is responsible for the damage. The matter should be reported to the Principal immediately for the recovery of the breakage fees.

7. Similarly, loss of any item shall also be recorded in the register and reported to the Principal for recovery of the cost from person responsible for the loss.
8. After the recovery of the costs and on the specific orders from the Principal the item lost / damaged has to be removed from the stock register.
9. If any old item is beyond repair and cannot be put into the use, the same can be **condemned** after obtaining approval from the Principal. This has to be entered in the stock register.
10. No transfer of an equipment / material from one lab to another lab (even within the same Department) should take place without prior permission of the Principal. As and when such a transfer is made a note should be made in the respective stock register of the laboratory against the item regarding the date of issue, date of receipt and other relevant particulars.
11. If any equipment is not functioning **within the guarantee period**, the company may be pulled up for rectification and it must be set right at the earliest.
12. Periodic service and maintenance of equipment's / machineries through Annual Maintenance Contract (AMC) is a must.

## **STOCK VERIFICATIONS**

1. Surprise checks on stocks have to be carried out by the HOD in his/her Department at least once in a Semester. Principal or any member of the Management may also conduct surprise checks.
2. Apart from surprise checks, annual verification has to be carried out by the staff members deputed by the Principal from other Departments before the end of the academic year.
3. Discrepancy, if any, noticed during stock verification should be reported to the Principal immediately for further action.

## **ACADEMIC AUDITING**

**Objective** Academic auditing covers Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, laboratory experiments, practical assignments, mini projects and conduct of practical classes and their evaluation . The audit is mainly focused on

1. Adherence to the Academic calendar and semester plan.,
2. Functioning of class/course committees.
3. Schedule of class and Faculty Time Table.
4. Attendance of students.
5. Quantity & Quality of Assignments/ Internal Exam Questions.
6. Subject/ practical coverage as per course plan.
7. Evaluation of internal exams/ assignments with sample.
8. Evaluation of student's performance in practical classes.
9. Performance of students in internal exams and Award of internal evaluation marks.
10. Maintenance of course diary and Course File.
11. Performance of students in the previous semester.
12. Faculty evaluation by students.
13. Information on progress of students to their parents.
14. Feed backs from students and stake holders.

**Course File Contents of the staff:**

1. Syllabus
2. Course Objective
3. Course Outcome
4. Lesson Plan
5. Content beyond Syllabus
6. Assessment plan
7. Semester Plan
8. Assignment Questions
9. University Q P
10. Series Q P
11. Sample Assignments
12. Sample Answer Scripts
13. Notes
14. Sessional Marks
15. Soft copy of PPTs
16. Report by Faculty