



### Criteria 6.4 - Mobilization of funds

#### Internal Audit Report

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# Internal Audit Report

## January 2022



# PAIC- NIRMALA COLLEGE OF PHARMACY

## SUMMARY REPORT –SIXTH PHASE OF AUDIT JANUARY 2022

Name Of The Committee	Inadequacy	Suggestions After The 6 <sup>th</sup> Paic Audit
<b>Examination Cell</b> [Head: Dr. Shaji George]	<ul style="list-style-type: none"><li>. Incomplete criteria files</li><li>. Inadequate meeting documentation</li><li>. Make all the question papers available in the library</li></ul>	<ul style="list-style-type: none"><li>Sessional mark register to be completed</li><li>AL is to be sanctioned only after the submission of the duty certificate</li><li>Files of Criteria 4 and 7 to be updated</li><li>Question paper file to be maintained by exam cell and library in the format required for criterion 2</li><li>Corrected sessional answer sheets to be sent to the store 2 weeks after the completion of exams</li><li>Committee meetings to be documented</li><li>Sessional answer sheets for 2020-21 to be collected</li><li>Previous sessional question papers to be collected from criterion 2 and copies to be given to the library</li><li>Amendment in exam policy to be published</li><li>Feedback to be taken from staff and students</li></ul>
<b>Academic regulatory committee</b> [Head: Dr. Deepa Jose]	<ul style="list-style-type: none"><li>Monthly audit of academic activities to be conducted</li><li>Calibration and service of equipments to be done periodically</li></ul>	<ul style="list-style-type: none"><li>Since printed records are made available, time saved should be effectively utilized, encouraged for publications, presentations, etc</li><li>Give training to peer students</li><li>Questions in the exit form must be known to the faculty</li><li>Meeting to be conducted after the result publication with class teachers and subject teachers of current and previous batches</li><li>Conduct appreciation meeting with students after each result</li><li>Identify interests of students in the first year itself and guide them in required areas</li><li>For the monthly audit of academic activities appoint one person from ARC</li><li>Make the students more comfortable so that they can get involved in various activities</li><li>A deviation from conventional method is required in academic and non-academic activities</li><li>Calibration and service of equipment to be done immediately and regularly</li></ul>





## PAIC- NIRMALA COLLEGE OF PHARMACY

<b>Research &amp; faculty development Cell</b> [Head:Dr.Preeja S Pilai]	<ul style="list-style-type: none"><li>• New Drug Concept To Be Implemented</li><li>• Number Of Consultancy Works Is Still Less</li></ul>	<ul style="list-style-type: none"><li>• Learning of most common drugs must be ensured by suitable means</li><li>• Plagiarism checker to be purchased</li><li>• Human ethical committee to be framed or not ...please discuss</li><li>• Decision on seed funding to be made</li><li>• Research advisory board to be constituted</li><li>• Increase the number of MOUs</li><li>• Brochure (for consultants) to be published and circulated</li></ul>
<b>Library committee</b> [Head: Mr. Bejoy Jose]	<ul style="list-style-type: none"><li>• Issue and return of books from the hospital is not documented</li><li>• Quotations still pending</li><li>• Quotations not yet displayed</li></ul>	<ul style="list-style-type: none"><li>• Status of digital cards, digital entry, and issue, library software</li><li>• Direct pharmacy practice dept. to maintain a register for textbooks in the hospital and their usage to be assessed</li><li>• Front page of student and staff publication to be displayed on the Library notice board.</li><li>• Some programs like quiz ....to be conducted by the committee.</li><li>• Question bank to be made available.</li><li>• Student committee to be made functional</li><li>• Quotations to be displayed</li><li>• Filing of Sessional question papers to be completed</li></ul>
<b>Training &amp; Placement cell</b> [Head: Dr. Prashanth]	<ul style="list-style-type: none"><li>• The display board and website are not updated</li></ul>	<ul style="list-style-type: none"><li>• Importance of CV stuffing is to be explained in the first year itself.</li><li>• T&amp; P brochure</li><li>• Update the display board and website</li><li>• Recruiters number to be increased</li><li>• Counseling for higher studies to be conducted</li><li>• alumni statements about the institution on the website</li><li>• Recording of suggestions of alumni to be initiated (by giving a few questions to the welfare committee)</li><li>• Online training programs for 6<sup>th</sup> Pharm D to be initiated</li><li>• Feedback from the students about various training programs to be collected and analysed</li><li>• Some external agency can be appointed for the website</li><li>• Separate slot for T &amp;P to be given on the website</li><li>• Some provisions for alumni can be provided on the website</li><li>• Details of each committee to be updated in the chronological order</li></ul>







## PAIC- NIRMALA COLLEGE OF PHARMACY

<b>Student disciplinary committee</b> [Head:Dr. Prasanth Francis]	<ul style="list-style-type: none"><li>• Disciplinary do's and don'ts not visible in classrooms</li><li>• Documents of the visit by squad are not complete</li></ul>	<ul style="list-style-type: none"><li>• Disciplinary do's and don'ts to be informed to freshers</li><li>• Details of raids conducted by the committee to be maintained properly</li><li>• Awareness class on anti-ragging by police to be conducted</li><li>• Disciplinary do's and don'ts to be laminated and displayed in classrooms</li><li>• Some internal arrangements within the class to be done to monitor discipline in the class</li><li>• E – leaflets explaining the Steps followed if ragging is reported to be circulated to students</li><li>• Some class on general etiquette to be given to students</li></ul>
<b>Committee for Co-curricular and extracurricular activities</b> [Head: Mrs. Anujaymol]	<ul style="list-style-type: none"><li>• Club activities to be encouraged</li><li>• Magazine work is not initiated</li><li>• Model pharmacy and museum to be updated</li></ul>	<ul style="list-style-type: none"><li>• Try to correlate the vision wordings with programs</li><li>• Journal club activities for B.Pharm students may be initiated</li><li>• Club activities will be assessed in April</li><li>• Magazine work to be initiated</li><li>• One hour for extracurricular activities to be provided</li><li>• Efficient working of model pharmacy to be initiated</li><li>• Museum to be updated</li><li>• achievements to be displayed on the notice board</li><li>• Orientation to first-year students regarding the importance of publications, attending seminars, etc.{useful for CV stuffing} to be given. Model CV can be circulated</li><li>• Try to increase the Google reviews</li><li>• An in-charge for the website is required</li><li>• Prize to be given to manuscript magazines</li></ul>
<b>Students/ Staff Welfare Committee</b> [Head: Mrs. Lins]	<ul style="list-style-type: none"><li>• Faculty performance appraisal system not published</li><li>• Personal achievements of staff to be recognized</li></ul>	<ul style="list-style-type: none"><li>• Meeting with staff to be conducted</li><li>• Methods to improve harmony and recognition of personal achievements to be initiated</li><li>• Facilities for common room to be analysed</li><li>• PTA guidelines to be framed and shared with all</li><li>• Name and phone number of teacher in charge of medical care to be displayed</li><li>• Bed sheets in the first aid room to be washed once a week</li><li>• Decision on group insurance and PF to be taken</li><li>• Feedback on boys' hostel facilities to be taken</li><li>• Feedback from staff to be taken</li><li>• Faculty performance appraisal system to be published</li><li>• Toilet facilities for girl students to be improved</li></ul>





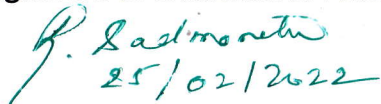
## PAIC- NIRMALA COLLEGE OF PHARMACY

<b>Finance and purchase committee</b> [Head: Administrator]	<ul style="list-style-type: none"><li>• Breakage of glassware are not compensated</li><li>• Still delay in procuring chemicals for the project</li></ul>	<ul style="list-style-type: none"><li>• Breakage list to be prepared by lab assistant and the system for collecting fines for the same to be initiated</li><li>• Department budget and allocation &amp; utilization documents.</li><li>• Purchase system and process. Please rectify this as soon as possible.</li><li>• Utilization of chemicals to be obtained from lab</li><li>• delay in purchase of project chemicals to be avoided.</li><li>• Overall expense heads to be decided</li><li>• Create a regular system for issuing the salary slip.</li><li>• Discussion on Strong PF system is required.</li><li>• A system for communicating purchase status to be devised</li><li>• Try to include more suppliers</li></ul>
<b>House &amp; Record Keeping Committee</b> [Head: Mr. Dhanish]	<ul style="list-style-type: none"><li>• Daily work is not monitored</li><li>• Record keeping not much progressed</li></ul>	<ul style="list-style-type: none"><li>• Curtains to be cleaned periodically</li><li>• Circular for the amended policies</li><li>• Amended policies and previous policies to be bound in the proper way—kindly discuss and decision to be taken</li><li>• Feedback book for guests</li><li>• Photographer for all programs once again to be circulated</li><li>• Soft copies of all certificates to be maintained: discussion required</li><li>• Cleaning of water coolers and tanks to be done in required intervals</li><li>• Enough follow-up with the service person is required</li><li>• Daily supervision of each floor to be done properly</li><li>• New filter to be installed in the old block</li><li>• SOPs to be made visible to students</li><li>• Ambiance of the Reception area to be improved</li><li>• Fuming cupboard, use of goggles, cognosy staff room fan, beading on tables, principal room to be corrected</li><li>• Projector remote to be taken care of</li><li>• I -3 and P- 21 to be updated</li></ul>


Signature of Administrator

Signature of Chairman of PAIC

Signature of Director of PAIC

  
25/02/2022  
**Dr. BADMANABAN. R**  
PRINCIPAL  
Nirmala College of Pharmacy  
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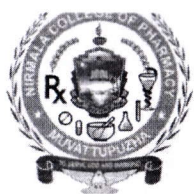


  
25/2/2022

# Internal Audit Report

March 2021

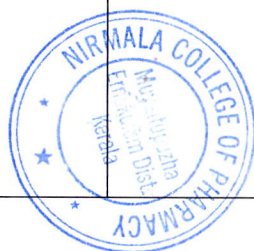




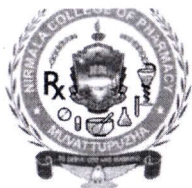
## PAIC NIRMALACOLLEGE OF PHARMACY

### SUMMARY REPORT FIFTH PHASE OF AUDIT MARCH 2021

Name of the committee	Current status (Actions)	Current status (Documents)	Comments	Inadequacy	Suggestions
	Satisfactory	Satisfactory			
Examination Cell	Y	N	Documentation needs to be improved	<ul style="list-style-type: none"><li>Committee meeting minutes pending</li><li>Rank list from 2019-20 on the website is not there</li></ul>	<ul style="list-style-type: none"><li>All the circulars are to be signed by the principal</li><li>Notifications and results to be displayed on the notice board</li><li>Seating plan in the exam hall to be made (may be colored)</li><li>Question paper file to be maintained by exam cell and library in the format required for criterion 2</li><li>Corrected sessional answer sheets to be sent to the store 2 weeks after the completion of exams</li><li>Exam store room maintenance to be done immediately</li><li>Committee meetings to be documented</li><li>Rank list from 2019-20 to be published on the website</li><li>Procurement of items for the exams to be done 7 days prior to the exam</li><li>Invigilators for the university exams may be in the ratio 1:2:3 (professor: assoc. prof: asst. prof) and only one lab assistant.</li><li>Answer key also to be collected along with question paper and stored by the exam committee (requirement of criterion 2)</li><li>Duty delegation and preference hierarchy system to be followed in the absence of controller of exams to be prepared and circulated</li><li>Meeting minutes with other committees (eg disciplinary, ARC, class teachers {before scheduling sessionals}) to be entered into the minutes register</li><li>Previous sessional question papers to be collected from criterion 2 and copies to be given to the library</li><li>Preparation of question bank, to be initiated ( may be discussed with ARC)</li></ul>



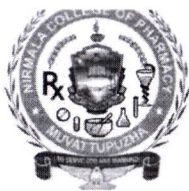




## PAIC NIRMALACOLLEGE OF PHARMACY

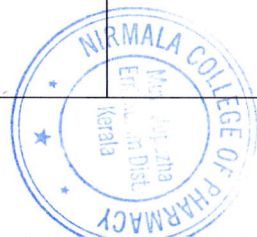
Academic regulatory committee	Y	Y		Meeting with nonteaching staff to be conducted	<ul style="list-style-type: none"> <li>• Frame the committee objectives</li> <li>• Training for the semester students to be initiated.</li> <li>• Suggested reframing the questionnaire of feedback from students and stakeholders</li> <li>• Bloom taxonomy to be kept in mind while framing sessional questions for all programs and sufficient knowledge to be given to the newly appointed teachers.</li> <li>• Meeting with non-teaching staff for discussing academic issues to be conducted and recorded</li> </ul>
Research & Development Cell	Y	Y		<ul style="list-style-type: none"> <li>• Biosafety committee to be framed</li> <li>• Research advisory board to be constituted</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare a consolidated event program for each quarter.</li> <li>• Modification in the financial support for publication to be discussed with the administrator if necessary</li> <li>• Biosafety committee to be framed</li> <li>• Research advisory board constitution to be discussed with Mr. Manu</li> <li>• It was said that ISPOR activities would be under the pharmacy practice department. Transfer of files, the person responsible, etc to be intimated</li> <li>• Decision regarding the inclusion of Pharm D projects under R &amp; D to be made. If yes, reports of projects in 19-20 are to be received</li> <li>• Increase the number of MOUs</li> <li>• A talk on funding of projects to be organized.</li> <li>• Brochure (for consultants) to be prepared</li> </ul>

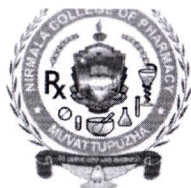




## PAIC NIRMALACOLLEGE OF PHARMACY

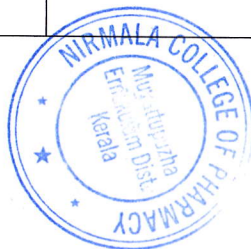
<b>Librarycommittee</b>	N	Y	Few activities from the committee are expected	<ul style="list-style-type: none"> <li>• Student committee activities not visible</li> <li>• Quotations not displayed</li> </ul>	<ul style="list-style-type: none"> <li>• Status of digital cards, digital entry, and issue, library software</li> <li>• List of textbooks in the hospital and their usage to be assessed</li> <li>• List of publications and hard copies to be updated</li> <li>• Sessional question papers to be collected</li> <li>• Question bank to be made available.</li> <li>• File giving information on bandwidth etc to be made</li> <li>• Student committee constitution....status</li> <li>• Quotations ...status</li> <li>• Statistics of J Gate usage by PG students to be provided separately</li> </ul>
<b>Training &amp; Placement cell</b>	Y	Y	Satisfactory	<ul style="list-style-type: none"> <li>• T&amp;P Brochure</li> <li>• Website not updated</li> </ul>	<ul style="list-style-type: none"> <li>• Internship policy to be framed before next academic year</li> <li>• Importance of CV stuffing to be emphasized in the first year itself( how?).</li> <li>• T&amp; P brochure</li> <li>• Update the display board and website</li> <li>• Recruiters number to be increased</li> <li>• Separate section of T&amp;P cell for counseling for higher studies to be planned</li> <li>• Status of alumni statements about the institution</li> <li>• Recording of suggestions of alumni to be initiated</li> <li>• Online training programs for 6<sup>th</sup> Pharm D to be initiated</li> </ul>
<b>Student disciplinary committee</b>	N	Y	Need improvement	<ul style="list-style-type: none"> <li>• Discipline in the canteen to be ensured</li> <li>• Notices from the committee are not visible in a few classes</li> </ul>	<ul style="list-style-type: none"> <li>• To be ensured that the notices from the committee are not removed from classroom notice boards</li> <li>• Steps to ensure discipline in the canteen to be initiated</li> <li>• Circulars regarding get up, use of mobile phones attire, etc to the students</li> </ul>
<b>Committee for Co-curricular and extracurricular activities</b>	Y	N		<ul style="list-style-type: none"> <li>• Museum updation required</li> <li>• Model pharmacy- no major updation</li> </ul>	<ul style="list-style-type: none"> <li>• Index to be prepared to show each activity mapped with a particular PO</li> <li>• Talent groups to be made.</li> <li>• Magazine work to be entrusted to a batch of students</li> <li>• One hour for extracurricular activities to be provided</li> </ul>



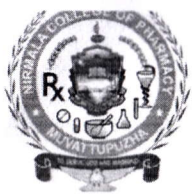


## PAIC NIRMALACOLLEGE OF PHARMACY

					<ul style="list-style-type: none"> <li>• Plan the activities for the academic year 2021-22</li> <li>• Plan for the efficient working of the model pharmacy through the new in-charge Ms. Meby</li> <li>• Plan to update the museum</li> <li>• Categorise the competition items to be awarded</li> <li>• Result of discussion about online- yoga</li> <li>• Plan for displaying achievements on the notice board</li> <li>• Orientation to first-year students regarding the importance of publications, attending seminars, etc. {useful for CV stuffing} to</li> <li>• be given. Model CV can be circulated</li> <li>• Student publication/ presentation details of previous 3 years to be collected from R &amp;D</li> </ul>
<b>Students/Staff Welfarecommittee</b>	N	N	More to be done	<ul style="list-style-type: none"> <li>• Vending machine and incinerator not fixed</li> <li>• Faculty performance appraisal system to be reframed</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with staff to be conducted</li> <li>• Methods to improve harmony and recognition of personal achievements to be initiated</li> <li>• Vending machine and an incinerator to be installed</li> <li>• Facilities for the common room to be analyzed</li> <li>• PTA guidelines to be framed and shared with all</li> <li>• Girls' students to be informed about the facilities and teacher in charge of medical care</li> <li>• One nonteaching lady staff to be included</li> <li>• Bed sheets in the first aid room to be washed regularly</li> <li>• Decision on group insurance and PF to be taken</li> <li>• Feedback on boys' hostel facilities to be taken</li> <li>• Feedback from staff and students to be taken</li> <li>• Faculty performance appraisal system to be reframed</li> <li>• Service book to be updated.</li> </ul>

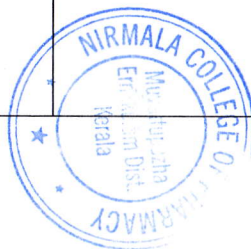






## PAIC NIRMALACOLLEGE OF PHARMACY

<b>Financean dpurchase committee</b>	N	N	Improvement require	<ul style="list-style-type: none"> <li>• Delay in the purchase of chemicals is observed</li> <li>• Salary slips not regular</li> </ul>	<ul style="list-style-type: none"> <li>• Grant head to be included in the balance sheet.</li> <li>• Department budget and allocation &amp; utilization documents.</li> <li>• Purchase system and process. Please rectify this as soon as possible.</li> <li>• Still the delay in purchase found.</li> <li>• Create a regular system for issuing salary slips.</li> <li>• Discussion on a Strong PF system is required</li> </ul>
<b>House&amp; Record Keeping Committee</b>	N	Y	Record- keeping works still pending	<ul style="list-style-type: none"> <li>• Cleaning of water coolers and tanks to be done</li> <li>• Record keeping should be functional</li> </ul>	<ul style="list-style-type: none"> <li>• Curtains to be cleaned periodically</li> <li>• Circular for the amended policies</li> <li>• Amended policies and previous policies to be bound in a proper way—kindly discuss and decision to be taken</li> <li>• Feedback book for guests</li> <li>• Photographer for all programs – discussion, decision, and intimation</li> <li>• Soft copies of all certificates to be maintained</li> <li>• Cleaning of water coolers and tanks to be done in required intervals</li> <li>• Make sure that the facilities</li> </ul>



Signature of Administrator

Signature of Chairman of IQAC

*Dr. Badmanaban R*  
24/4/21

**Dr. BADMANABAN. R**  
PRINCIPAL

Nirmala College of Pharmacy  
Muvattupuzha, Ernakulam (Dist.)  
Kerala - 686 661

Signature of Director of IQAC

*Dr. P*  
24/4/21



# Internal Audit Report

June 2020



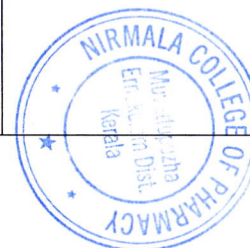
### SUMMARY REPORT-FOURTH PHASE OF AUDIT-JUNE-2020

Name of the committee	Current status (Actions)	Current status (Documents)	Comments	Inadequacy	Suggestions
	Satisfactory	Satisfactory			
Examination Cell [Head: Dr. Shaji George]	Y	N	Things are improved but a little smoother functioning and organized documentation are required	<ul style="list-style-type: none"> <li>Guidelines preparation and release.</li> <li>Answersheet issue register.</li> <li>Committee meeting records not presented.</li> <li>Documents of Material for examination issued and utilized.</li> <li>Statement of utilization not prepared.</li> <li>Action Taken Report for KUHS notices not maintained.</li> <li>Practical record and answersheet collection and storage on a regular basis- Guidelines needed?</li> <li>Survey on examination system and improvement.</li> <li>Guidelines for the uniform evaluation system.</li> <li>Duty delegation policy for the committee as well as for the invigilators.</li> <li>Interaction records with other committees, subject teachers, and class teachers.</li> <li>Preparation of question bank.</li> </ul>	<ul style="list-style-type: none"> <li>Follow the proper documentation system for procurement and utilization of Stationery and other materials.</li> <li>A consolidated report of university results needs to be prepared at the end of each year</li> </ul>



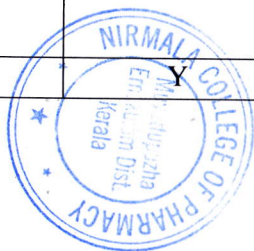


<b>Academic regulatory committee</b> [Head: Dr. Deepa Jose]	Y	Y	Organized work in the committee is satisfactory but more thoughtfulness and applicability is needed to control the quality in all aspects.	<ul style="list-style-type: none"> <li>• Strategies for using assessment results to improve faculty performance.</li> <li>• Faculty counseling plan as per the student feedback.</li> <li>• Analysis of the student results for 2019-20 and recommendations on that basis.</li> <li>• Verification of updated lab documents and some documentation on it. Need an internal audit schedule.</li> <li>• Academic policy, upgradation, and advertisement.</li> <li>• Counseling or guidance session for the new joiners.</li> <li>• Inter-committee meetings to discuss the programs needed to improve the quality of students.</li> <li>• Based on the result analysis justification by teacher and students is not recorded.</li> <li>• Result analysis/justification need to present to management and the principal for discussion.</li> <li>• Annual consolidated report on academic activities not prepared.</li> <li>• Final copy of the academic policy. All the actions and agendas are not mentioned in meeting minutes.</li> <li>• Action taken after the list of failures. Program objectives for the 19-20 and 20-21?</li> </ul>	<ul style="list-style-type: none"> <li>• Direct involvement of the committee to check out the status of updated lab manuals, rectify the difficulties, and record those lab audits.</li> <li>• Completed academic policies need to be advertised.</li> <li>• Arrange the counseling session for new joining staff to make them familiar with the academic systems and aspirations of NCP.</li> <li>• Include in the policy for special circumstances such as heavy rain, strike, etc.</li> <li>• Verification of updated lab documents and cross verify with purchased dept.</li> </ul>
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<b>Research &amp; faculty development Cell</b> [Head: Dr. Bharat Mishra]	Y	Y	Improved but there are a lot of expectations.	<ul style="list-style-type: none"> <li>• Research advisory board needs to be functional.</li> <li>• Report on Student projects.</li> <li>• Guest lecturers from industry/clinical.</li> <li>• Addition of MOUs.</li> <li>• Policy for consultancy projects.</li> <li>• Student projects are not converting into publications.</li> <li>• Fund for conferences and projects.</li> <li>• NDC needs to be effective and functional.</li> <li>• Quality in publications?</li> <li>• Consultancy</li> <li>• Industry-institution collaboration.</li> <li>• Sponsored projects? Grants?</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare a consolidated event program for each quarter.</li> <li>• Proper and regular steps to increase the number of publications with quality and grants from the faculties.</li> <li>• Prepare a transfer of project form for the changing of guide in case the first guide is unable to carry out the guide ship.</li> <li>• Orientation of R &amp; D policy for students needs to be initiated to the students to create awareness and bring the motivation for research.</li> </ul>
<b>Library committee</b> [Head: Dr. Badmanaban]	N	Y	Great improvement in terms of documentation.	<ul style="list-style-type: none"> <li>• Instructional material for the library.</li> <li>• Quotations for the library.</li> <li>• Plans for maximizing library usage.</li> <li>• Underutilized/Unorganized library notice board.</li> <li>• Display instructions in the library, reading room, and digital library.</li> <li>• Work distribution in the library.</li> <li>• Time schedule for library staff.</li> <li>• 10 instructions for non-academic usage of library and mobile usage.</li> <li>• Library red soft board still empty?</li> </ul>	<ul style="list-style-type: none"> <li>• Advertisement of guidelines.</li> <li>• Published papers storage.</li> <li>• Flowchart for thesis stored</li> </ul>
<b>Training &amp; Placement</b>	Y	Y	Training area	<ul style="list-style-type: none"> <li>• Mock interview and personality test</li> </ul>	<ul style="list-style-type: none"> <li>• Plan for the smooth functioning of the</li> </ul>







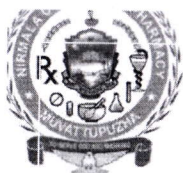
<b>ment cell</b> [Head:Dr.Prasanth B]			<p>srequiredmore emphasis. Documentati on needs more organization and professional ism.</p>	<p>est.</p> <ul style="list-style-type: none"> <li>• SWOT analysis of students.</li> <li>• Guidelines for industrial training.</li> <li>• Addition of more MOUs and initiation of collaborations work.</li> <li>• Identification of training and development needs of the students.</li> <li>• Skill development for students/faculty/non-teaching?</li> <li>• Soft skills, aptitude skills, and language training programs?</li> <li>• Follow-up and record of effectiveness of conducted training programs?</li> <li>• Career and guidance cell?</li> <li>• Internship, summer training documents.</li> <li>• Effective Website and FB presence for advertising our recruitment and training.</li> <li>• Recruiters' detail on our website and FB.</li> </ul>	<p>recruitment process even during pandemic.</p> <ul style="list-style-type: none"> <li>• Arrange a talk for interview preparation.</li> <li>• Planning for pre-final year training.</li> <li>• Share the document with skill training programs.</li> <li>• Try to find out the ways to assess the effectiveness of programs.</li> <li>• Make a proper schedule for entrepreneurship programs.</li> <li>• The T&amp;P display board outside of the manager's room must be regularly updated with the required information to be advertised to students, teachers, and visitors.</li> <li>• Feedback and suggestions from the recruiters visiting our campus need to collect about student quality, inclusions in curriculum and improvement required in placement drive arrangements.</li> </ul>
<b>Student disciplinary committee</b> [Head: Dr. Shyam Kumar]	N	N	<p>Better than before. Self-reliance actions are needed. Documents need a more professional approach.</p>	<ul style="list-style-type: none"> <li>• Event-wise protocol &amp; reports need to be prepared.</li> <li>• Records for disciplinary awareness programs among students.</li> <li>• SWOT analysis.</li> <li>• Record of notices and complaints.</li> <li>• Disciplinary measures in campus.</li> </ul>	<ul style="list-style-type: none"> <li>• Need better documentation.</li> <li>• Prepare some declaration forms to get signed by the students during the admission as well as for special purposes such as tour sets.</li> </ul>





			h. Pro-activity is essential in performance	<ul style="list-style-type: none"> <li>• Insufficient and inappropriate documents</li> </ul>	
<b>Committee for Co-curricular and extra curricular activities</b> [Head: Mrs. Anujayamol]	Y	Y	Things are going well. Still, more useful and impactful programs are needed.	<ul style="list-style-type: none"> <li>• Website updation.</li> <li>• Magazine final?</li> <li>• Documents on journal club activities, procedure adopted, participations and activities conducted, feedback on usefulness, record register, impact of the activity.</li> <li>• NSS activities are still not enough.</li> <li>• Report on the previous year's GPT.</li> <li>• Documents on the Progress of TALENT GROUPS.</li> <li>• Sports day documents, procedure, allotments, duty assignments, winners, games/sports schedule, and record.</li> </ul>	<ul style="list-style-type: none"> <li>• Programs can be planned where Nirmala group of institutions can be invited.</li> <li>• For various trainings students from Nirmala School and Arts College can be called.</li> <li>• Lots of amendments to the website are needed; take help/suggestions from other faculty.</li> <li>• Pollution or environmental awareness training and programs</li> </ul>
<b>Students/Staff Welfare committee</b> [Head: Mrs. Lins]	N	Y	Many important activities are not yet initiated.	<ul style="list-style-type: none"> <li>• Method to document the effectiveness of the mentors-mentee program.</li> <li>• Method to document the effectiveness of the women's cell.</li> <li>• Advertisement and record of communication received by women in women's cell.</li> <li>• Documents of grievance cell.</li> <li>• Yearly Plans for picnics and tours</li> </ul>	<ul style="list-style-type: none"> <li>• Make a questionnaire for activity record consisting of questions, related to curriculum, extracurricular participation, Health issues etc. in mentor-mentee cell</li> <li>• Provide proper advertisement for women and grievance cell.</li> <li>• Survey and record the requirements/facilities for women cell.</li> <li>• Group insurance, family insurance, and Academic, personal, social and professional development.</li> </ul>





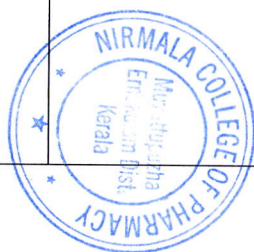
				<ul style="list-style-type: none"> <li>• Plans and programs for staff-student welfare.</li> <li>• Survey and planning to record and report the need for the facilities for students and staff.</li> <li>• Regular &amp; Adequate meeting records.</li> <li>• Guidelines for PTA.</li> <li>• Assessment of hostel facility.</li> <li>• Activities for creating harmony among students &amp; staff.</li> <li>• Document to facilitate learning.</li> <li>• Hostel feedback</li> <li>• Regular meetings with class representatives in order to know the support required.</li> <li>• Survey for the facility from students and staff.</li> <li>• <b>Newsletter</b> and its advertisement and reach and feedback for this.</li> <li>• System to encourage the faculty to 14-day FDP/QIP-documents</li> <li>• Guidelines for medical care</li> <li>• Elaborative SWOT analysis.</li> <li>• Assessment of quality and rate of the food items available in the canteen and student feedback and suggestions.</li> <li>• Assessment of facilities in student common room and action taken.</li> <li>• Lost and found counter??</li> <li>• Welfare Programs for non-</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the slow learners and make some plans by associating with Academic committee.</li> <li>• Bring out some activity-based program to increase the mentor-mentee interactions.</li> <li>• General instructional guidelines for the student tours and trips.</li> <li>• Assign someone to maintain and keep the record for Badminton court and material used.</li> </ul>
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				<p>teaching staff.</p> <ul style="list-style-type: none"> <li>• Effectivity and usefulness of the Faculty appraisal documents and record?</li> <li>• Kind of report card to the faculty by feedback analysis in order to know the status and to improve the quality.</li> <li>• Guidelines or policy for the medical care system.</li> <li>• Tea/Coffee arrangement.</li> <li>• Faculty rewards for best performance.</li> </ul>	
<b>Finance and purchase committee</b> [Head: Administrator]	N	N	Not organized	<ul style="list-style-type: none"> <li>• Purchase Policies</li> <li>• Purchase system and advertisement</li> <li>• Separate finance record for regular &amp; R&amp;D.</li> <li>• Purchase records for chemicals and equipment.</li> <li>• Purchase records of housekeeping.</li> <li>• Finance used in events.</li> <li>• Finance for examinations and stationeries.</li> <li>• Internal Committee Audit report biannually.</li> <li>• Tax document storage.</li> <li>• Salary record.</li> <li>• Proper chemical distribution and record from the central store.</li> <li>• Well-informed system for project requirements/assessment and approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Create the system and document in a quick time.</li> <li>• Department budget and allocation &amp; utilization documents.</li> <li>• Purchase system and process, still in huge mess with lot of confusions. Please rectify as soon as possible.</li> <li>• Still the delay in purchase found.</li> <li>• Create a regular system for issuing the salary slip.</li> <li>• Discussion on Strong PF system is required.</li> </ul>







				val. • Student project fund utilization report?	
<b>House &amp; Record Keeping Committee</b> [Head: Mr. Dhanish]	N	N	No documents	<ul style="list-style-type: none"> <li>• Regular committee meeting record.</li> <li>• Record for distribution of work among committee members.</li> <li>• Records for Schedule for the area to be cleaned.</li> <li>• Strategies for evaluating the quality of work.</li> <li>• Feedback on cleaning and maintenance.</li> <li>• Document of demand and purchase.</li> <li>• Statement of the utilization of the materials.</li> <li>• Document prepared for methodology followed for the work distribution in different sections.</li> <li>• Proper, convenient, and effective waste disposal system.</li> <li>• Disposal system of Biowaste from the institution.</li> <li>• Drinking water facility on every floor – not done yet.</li> <li>• Record for changing the water bottles from different floors</li> <li>• Planning and execution of cleaning of special materials &amp; places.</li> <li>• Policies and guidelines about</li> </ul>	<ul style="list-style-type: none"> <li>• Collect the photographs and videos of the all-college events in the form of CDs or in Hard Drives as well as hardcopies, which are available in the college. (all old photos as well) at least of past three years.</li> <li>• Assign the duty for regular display of event photographs in a public place.</li> <li>• Ensure the drinking water availability in floors.</li> <li>• Ensure the cleaning/painting/decoration with plants of main gate.</li> </ul>





				<p>the generation of requirements, placing the order, and issuing the material.</p> <ul style="list-style-type: none"><li>• Documents on maintenance check.</li><li>• NBA files storage catalog.</li><li>• Governing body meetings and other academic body meetings record.</li><li>• Policies and guidelines updation.</li><li>• Records for safety check and installations.</li><li>• Files updation regarding infrastructure and non-teaching details.</li></ul>	
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Signature of Administrator

Signature of Chairman of IQAC

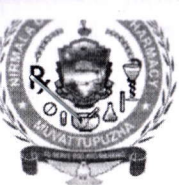
Dr. BADMANABAN. R  
PRINCIPAL  
Nirmala College of Pharmacy  
Muvattupuzha, Ernakulam (Dist.)  
Kerala - 686 661



Signature of Director of IQAC

# Internal Audit Report

June 2019



# IQAC NIRMALA COLLEGE OF PHARMACY

## SUMMARY REPORT- THIRD PHASE OF AUDIT-JUNE-2019

Name of the committee	Current status (Actions)	Current status (Documents)	Comments	Inadequacy	Suggestions
	Satisfactory	Satisfactory			
<b>Examination Cell II</b> [Head: Dr. Shaji George]	Y	Y	Things are improved but smooth functioning and organized documentation are required	Guidelines not yet formed. Answer sheet issue register. Committee meeting records not presented. Documents of Material for examination issued and utilized not yet started. Statement of utilization not prepared. Action Taken Report for KUHS notices not maintained. Practical record and answer sheet collection and storage on a regular basis- Guidelines needed? Survey examination system and on improvement	<ul style="list-style-type: none"> <li>Follow the proper documentation system for procurement and utilization of Stationery and other materials.</li> <li>A consolidated report of university results</li> <li>need to prepare at the end of each year.</li> <li>Result analysis for 2018 and 19.</li> <li>Report on result analysis.</li> </ul>
<b>Academic regulatory committee</b> [Head: Dr. Deepa Jose]	Y	Y	Organized work in the committee is satisfactory but more thoughtfulness and applicability are needed to control the quality in all aspects	Strategies for using assessment results to improve faculty performance. <ul style="list-style-type: none"> <li>Complete Course files for the new semester system.</li> <li>Faculty counseling plan as per the student feedback.</li> <li>Analysis of student results for 2018-19 and recommendations on that basis.</li> <li>Verification of updated lab documents and some documentation on it.</li> <li>Academic policy, upgradation, and advertisement.</li> </ul>	<ul style="list-style-type: none"> <li>Based on the result analysis record the justification by teacher and students.</li> <li>Direct involvement of the committee to check out the status of updated lab manuals, rectify the difficulties, and record those lab audits.</li> <li>Completed academic policies need to be advertised.</li> <li>Arrange counseling sessions for new staff members to familiarize them with the academic systems and aspirations of NCP.</li> <li>Include in the policy for special circumstances such as heavy rain, strike, etc.</li> <li>Arrange some inter-committee meetings to discuss the programs needed to improve the quality of students.</li> </ul>
<b>Research &amp; faculty development Cell</b>	Y	Y	Improved but there are a lot	Research advisory board needs to be functional Report on Student projects Guest lecturers from industry/clinical.	<ul style="list-style-type: none"> <li>Prepare a consolidated event program for each quarter.</li> <li>Proper and regular steps to increase the</li> </ul>

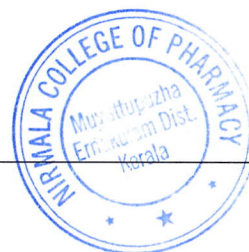






# IQAC NIRMALA COLLEGE OF PHARMACY

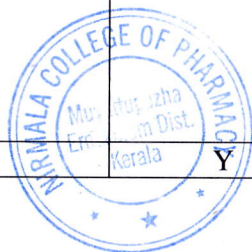
[Head: Dr.Bhara tMishra]			of expectatio ns.	Addition of MOUs. List of faculty publication-updation. Policy for consultancy projects. Student projects are not converting into publications Fund for conferences and projects	number of publications and grants from the faculties.
<b>Librarycommit tee</b> [Head: Dr.Bad manaban]	N	Y	Great improvem ent in terms of document ation	Instructional material for the library. Quotations for the library. Plans for maximizing library usage. Sessional exam paper storage. Unorganized library notice board. Guidelines for digital library usage. , Display of instructions in the library, reading room, and digitallibrary. Work distribution in the library. Time schedule for library staff. Instructions for non-academic usage of library and mobile usage. Library's red soft board still empty?	<ul style="list-style-type: none"> <li>•Advertisement of guidelines.</li> <li>•• Published papers storage.</li> <li>•• Flow chart for thesis stored</li> </ul>
<b>Training&amp;Place ment cell</b> [Head:Dr.Pr ashanth]	Y	Y	Training areas required more emphasi s.Docum entation needs more organiza tion and professio nalism.	Mock interview and personality test. SWOT analysis of students. Guidelines for industrial training. Addition of more MOUs and ignition of collaborations work. Identification of training and development needs of the students. Skill development for students/ faculty/ nonteaching? Soft skills, aptitude skills, and language training programs? •Follow-up and record of effectiveness of conducted training programs? Career and guidance cell? • Internship, summer training documents.	<ul style="list-style-type: none"> <li>•Arrange a talk for interview preparation.</li> <li>•Planning for pre-final year training.</li> <li>•Share the document with skill training programs.</li> <li>.Try to find out the ways to access the effectiveness of programs.</li> <li>Make a proper schedule for entrepreneurship programs.</li> <li>•The T&amp;P display board outside of the manager's room must be regularly updated with the required information to be advertised for Students, teachers, and visitors.</li> <li>Feedback and suggestions from the recruiters visiting our campus need to collect about student quality, inclusions in the curriculum, and improvement required in placement drive arrangements.</li> </ul>



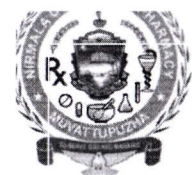


# IQAC NIRMALA COLLEGE OF PHARMACY

<b>Student disciplinary committee</b> Head: Dr. Shyam Kumar	N	N	Better than before. Self-reliance actions are needed. Documents need a more professional approach.	Event-wise protocol needs to be framed. • Records for disciplinary awareness programs among students. • SWOT analysis. Record of notices and complaints. • Disciplinary measures in campus as-canteen and other public places?	Uniforms or descent dress code to be followed in any of the programs. • Committee can issue the advisory before every event. • General disciplinary guidelines in the form of Dos and Don'ts can be displayed on class notice boards and other relevant places.
<b>Committee for Co-curricular and extra curricular activities</b> Head: Mrs. Anujayamol	Y	Y	Things are going well. Still, more useful and impactful programs are needed.	Website updation. • Magazine final? • Documents on journal club activities, procedure adopted, participations and activities conducted, feedback on usefulness, record register, impact of the activity. • NSS activities are still not enough • Report on the previous year's GPT. • Documents on the Progress of TALENT GROUPS. • Documents on the Progress of national-level seminars. • Sports day, documents, procedure, allotments, duty assignments, winners, games/sports schedule and record.	• Programs can plan where the Nirmala group of institutions can be invited. • For various trainings students from Nirmala School and Arts College can be called. • Lots of amendments in the website are needed; take the help/suggestions from other faculty. • Pollution or environmental awareness training and programs. • Some games after college hours. • Sports days are not effectively organized as there was very limited participation. The committee can not only organize the events, but even can motivate the students to participate.
<b>Students/Staff</b>	N	Y	Many	Method to document the effectiveness of the mentors-	Make a questionnaire for activity record







# IQAC NIRMALA COLLEGE OF PHARMACY

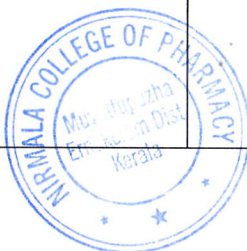
<p><b>Welfare committee</b> [Head: Mrs. Lins]</p>			<p>important activities are not yet initiated.</p> <p>mentee program Method to document the effectiveness of the women's cells • Advertisement and record of communication received by women in women's cells. Documents of grievance cell. Yearly Plans for picnics and tours. Plans and programs for staff-student welfare. Survey and planning to record and report the need for the facilities for students and staff • Regular &amp; Adequate meeting records. Guidelines for PTA. • Assessment of hostel facility. • Activities for creating harmony among students &amp; staff. • Document to facilitate learning • Hostel feedback Regular meetings with class representatives in order to know the support required. Survey for the facility from students and staff Newsletter and its advertisement and reach and feedback for this. • System to encourage the faculty for 14-day FDP/QIP documents • Guidelines for medical care • Elaborative SWOT analysis. • Assessment of quality and rate of the food items available in the canteen and student feedback and suggestions. Assessment of facilities in student common room and action taken. Lost and found counter?? • Welfare Programs for non-teaching staff. Faculty appraisal documents and record. Kind of report card to the faculty feedback analysis in order to know the status and to improve the quality. • Guidelines or policies for the medical care system.</p>	<p>consisting questions, related to curriculum, extracurricular participation, Health issues etc. in mentor-mentee cell</p> <ul style="list-style-type: none"> <li>• Provide proper advertisement for women and grievance cell.</li> <li>• Survey and record the requirements/facilities for women cell.</li> <li>• Group insurance, family insurance, and Academic, personal, social and professional development</li> <li>• Identify the slow learners and make some plans by associating with Academic committee.</li> <li>• Bring out some activity based program to increase the mentor-mentee interactions</li> <li>• General instructional guidelines for the student tours and trips.</li> <li>• Assign someone to maintain and keep the record of the Badminton court and material used.</li> </ul>
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# IQAC NIRMALA COLLEGE OF PHARMACY

<b>Finance and purchase committee</b> [Head: Administrator]	N	N	Not Organized	<p>1. Purchase policies</p> <p>2. Purchase system and advertisement</p> <p>Separate finance record for regular &amp; R &amp; D.</p> <p>Purchase record for chemicals and equipment.</p> <ul style="list-style-type: none"> <li>• Purchase records of housekeeping.</li> <li>• Finance used in events.</li> </ul> <p>Finance for examinations and stationeries.</p> <p>Internal Committee Audit report biannually.</p> <ul style="list-style-type: none"> <li>• Tax document storage.</li> </ul> <p>Salary record.</p> <p>Proper chemical distribution and record from the central store.</p> <p>Well-informed system for project requirements/assessment and approval.</p>	<ul style="list-style-type: none"> <li>• Create the system and document in a quick time.</li> <li>• Department budget and allocation &amp; utilization documents.</li> <li>• Purchase system and process, are still in a huge mess with a lot of confusion. Please rectify this as soon as possible.</li> <li>• Still the delay in purchase found.</li> </ul>
<b>House &amp; Record Keeping Committee</b> [Head: Mr. Dhanish]	N	N	No documents prepared	<ul style="list-style-type: none"> <li>• Regular committee meeting record.</li> <li>• Record or distribution of work among committee members.</li> <li>• Records for Schedule for the area to be cleaned.</li> <li>• Strategies for evaluating the quality of work.</li> <li>• Feedback on cleaning and maintenance.</li> <li>• Document of demand and purchase.</li> <li>• Statement of the utilization of the materials.</li> <li>• Document prepared for methodology followed for the work distribution in different sections.</li> <li>• Proper, convenient, and effective waste disposal system.</li> <li>• Disposal system of Biowaste from the institution.</li> <li>• Drinking water facility on every floor —not done yet.</li> <li>• Record for changing the water bottles from different floors.</li> <li>• Planning and execution of cleaning of special materials &amp; places.</li> <li>• Policies and guidelines about the generation of requirements, placing the order, and issuing the material.</li> <li>• Finding a HOUSE KEEPING ROOM.</li> </ul>	<ul style="list-style-type: none"> <li>• Collect the photographs and videos of all college events in the form of Cds or in Hard Drives as well as hard copies, which are available in the college.(all old photos as well)</li> <li>• Assign the duty for regular display of event photographs in a public place.</li> <li>• Ensure drinking water availability on floors.</li> <li>• Ensure the scheduled cleaning of the Nirmala Matha statue at the entrance.</li> </ul>







# IQAC NIRMALA COLLEGE OF PHARMACY

			<ul style="list-style-type: none"><li>• Task list for each member.</li><li>• Job Descriptions for each member.</li><li>• Documents on maintenance check.</li><li>• NBA files storage catalog.</li><li>• Governing body meetings and other academic body meetings records.</li><li>• Policies and guidelines updation.</li><li>• Records for safety checks and installations.</li><li>• Files updation regarding infrastructure and nonteaching details.</li></ul>	
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29/7/2019

Signature of Administrator

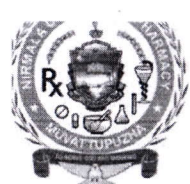
Signature of Chairman of IQAC

Signature of Director of IQAC



# Internal Audit Report

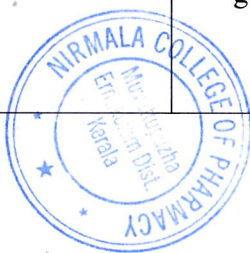
January 2018



# IQAC NIRMALA COLLEGE OF PHARMACY

## SUMMARYREPORT-SECONDPHASEOF AUDIT-JAN-2018

Name of the committee	Current status (Actions)	Current status (Documents)	Comments	Inadequacy	Suggestions
	Satisfactory	Satisfactory			
<b>Examination Cell</b> [Head: Dr. Shaji George]	Y	N	Generation and updation of documents to be completed by February 2019	<ul style="list-style-type: none"><li>• Updation of NBA files</li><li>• Few Notices from the committee lack the signature of the committee head</li></ul>	<ul style="list-style-type: none"><li>• Feedback on the examination system and facilities need to be taken</li><li>• Action taken report for KUHS notices to be prepared</li></ul>
<b>Academic regulatory committee</b> [Head: Dr. Deepa Jose]	Y	Y	Documents are perfect	<ul style="list-style-type: none"><li>• Device some ways to encourage Bright students.</li><li>• Course data sheet to be completed</li></ul>	<ul style="list-style-type: none"><li>• National seminar can be planned</li></ul>
<b>Research &amp; faculty development Cell</b> [Head: Dr. Bharat Mishra]	Y	Y	Much improvement.	<ul style="list-style-type: none"><li>• Improve the number of research publications</li><li>• More consultancy projects must be brought in</li></ul>	<ul style="list-style-type: none"><li>• Increase the number of MOUs</li><li>• Strategies to start funded projects must be devised</li></ul>
<b>Library committee</b> [Head: Dr. Badmanaban]	N	Y	Great improvement	<ul style="list-style-type: none"><li>• Quotations not displayed</li></ul>	<ul style="list-style-type: none"><li>• Availability of water on the same floor is required</li><li>• Orientation to freshers regarding library policy to be initiated</li></ul>
<b>Training &amp; Placement cell</b> [Head: Dr. Prasanth B]	Y	Y		<ul style="list-style-type: none"><li>• Pending documents to be generated before 15<sup>th</sup> February</li></ul>	<ul style="list-style-type: none"><li>• More of MOUs to be signed</li><li>• Strategies to identify the field for training to be developed</li><li>• Skill development programs for students, teaching and non-teaching staff to be conducted</li></ul>







# IQAC NIRMALA COLLEGE OF PHARMACY

<b>Student disciplinary committee</b> Head: Dr. Shyam Kumar]	N	Y	Pending documents to be completed before January 2019	<ul style="list-style-type: none"><li>• Discipline in the canteen and public areas to be assured</li></ul>	<ul style="list-style-type: none"><li>• Strategies to report on attendance shortage and the issue of warning letters.</li></ul>
<b>Committee for Co-curricular and extra curricular activities</b> Head: Mrs. Anujayamol]	Y	Y	improvement in activities after the first audit	<ul style="list-style-type: none"><li>•</li></ul>	<ul style="list-style-type: none"><li>• Students must be motivated to participate in national-level competitions</li></ul>
<b>Students/Staff Welfare committee</b> Head: Mrs. Lins]	N	Y	Scope for further improvement	<ul style="list-style-type: none"><li>• Mentoring should be made more effective</li></ul>	<ul style="list-style-type: none"><li>• Welfare programs for staff to be initialized</li><li>• Activities for creating harmony between staff and student staff to be created</li></ul>
<b>Finance and purchase committee</b> Head: Administrator]	N	N	Delay in purchase	<ul style="list-style-type: none"><li>• Preplanning for materials purchase to be done at the beginning of the academic year</li></ul>	<ul style="list-style-type: none"><li>• Department budget and allocation and utilization documents</li></ul>
<b>House &amp; Record Keeping Committee</b> Head: Mr. Dhanish]	N	N	No enough document	<ul style="list-style-type: none"><li>• Drinking water facility in all floors</li></ul>	<ul style="list-style-type: none"><li>• Feedback on cleaning and maintenance</li><li>• Proper Waste disposal system must be devised</li></ul>

Signature of Administrator

Signature of Chairman of IQAC

*Dhanish*  
27/02/2018



Signature of Director of IQAC

# Internal Audit Report

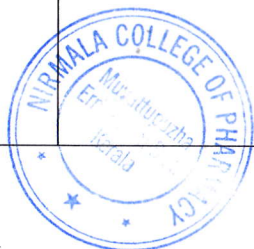
November 2017



# IQAC NIRMALA COLLEGE OF PHARMACY

## SUMMARY REPORT-FIRST PHASE OF AUDIT-Oct-Nov-2017

Name of the committee	Current status (Actions)	Current status (Documents)	Comments	Inadequacy	Suggestions
	Satisfactory	Satisfactory			
Examination Cell	Y	N	Two weeks is allotted to documents	Insufficient documents	<ul style="list-style-type: none"> <li>Remind the office, collect the files and</li> <li>preserve the documents</li> </ul>
Academic regulatory committee	Y	Y	More actions need to be taken for assessment and quality improvement.	<ul style="list-style-type: none"> <li>Documents On Strategies to measure learning outcomes.</li> <li>Various guidelines.</li> <li>Activities for students to demonstrate their curricular excellence.</li> <li>Assessment of the student's ability to achieve the learning objectives.</li> <li>Define and assess the major learning outcomes.</li> <li>Counseling of faculty based on this feedback</li> <li>Strategies for using assessment results to improve student learning.</li> <li>Complete Course files as per NBA Format.</li> <li>Committee meetings record.</li> </ul>	<ul style="list-style-type: none"> <li>Based on the result analysis record the justification by the teacher and students.</li> <li>Check out the status of lab manuals and rectify the difficulties.</li> <li>Complete the academic policies and implement them soon.</li> </ul>
Research & faculty Development Cell	Y	Y		<ul style="list-style-type: none"> <li>Initiation of funded epidemiological projects.</li> <li>Brochure is not ready.</li> <li>Research advisory board.</li> </ul>	<ul style="list-style-type: none"> <li>Immediate steps required.</li> <li>Required to get it done soon.</li> <li>Identify the members and constitute soon.</li> <li>Prepare a consolidated event program for each quarter.</li> <li>Devise the strategy to display drug-related</li> </ul>

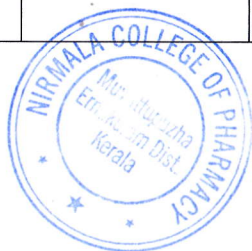







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					information by PharmD students
<b>Library committee</b>	N	Y		<ul style="list-style-type: none"> <li>• Final form of policies and guidelines.</li> <li>• Information about changes in library rules. Instructional material for the library.</li> <li>• Quotations.</li> <li>• Documents on library usage.</li> <li>• Feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Corrections given in policies.</li> <li>• Remind the office and collect the register for deficit records.</li> <li>• Come up with some plan to increase library usage by students.</li> <li>• Arrange a talk on 'how to use the library'.</li> <li>• Purchased book title and prices should be verified as and when it is received.</li> </ul>
<b>Training &amp; Placement cell</b>	Y	Y		<ul style="list-style-type: none"> <li>• Planning for Mock interview and personality test.</li> <li>• SWOT analysis.</li> <li>• Feedback for career choice</li> <li>• Soft skill training.</li> <li>• Youth entrepreneurship cell.</li> <li>• Identification of areas for training.</li> <li>• Guidelines for industrial training</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange a talk for interview preparation.</li> <li>• Planning for pre-final year training.</li> <li>• 3. MOUs ceremony needs to be organized soon.</li> <li>• 4. Share the document with skill training programs.</li> <li>• 5. Try to find out the ways to access the effectiveness of programs.</li> </ul>
<b>Student disciplinary committee</b>	N	N	A lot of documents need to be procured.	<ul style="list-style-type: none"> <li>• Discipline guidelines are not advertised.</li> <li>• Event-wise protocol need to be framed.</li> <li>• Disciplinary awareness programs among students</li> </ul>	<ul style="list-style-type: none"> <li>• Anti-ragging cell display needs to be improved and squad to be advertised.</li> <li>• Classwise student disciplinary representatives can be made.</li> </ul>





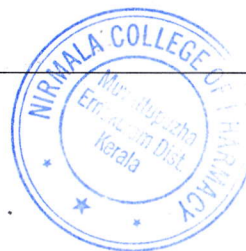


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				<ul style="list-style-type: none"><li>Plans and programs for staff-student welfare.</li><li>Survey and plan to record and report the need for the facilities for students and staff.</li><li>8. Regular meeting records.</li><li>Guidelines for PTA.</li><li>Assessment of the hostelfacility.</li><li>meetings with class representatives</li></ul>	<ul style="list-style-type: none"><li>Group insurance, family insurance, and Academic, personal, social, and professional development.</li><li>identify the slow learners and make some plans by associating with Academic committee.</li><li>7. Constitution and activities of women cell and grievance cell by November 15-2017.</li></ul>
Finance and purchase committee	N	N	No data available.	No data available	No data available

Signature of Administrator

Signature of Chairman of IQAC



Signature of Director of IQAC