

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Constitution, Roles, Responsibilities and Duties

The Internal Quality Assurance Cell (IQAC) is the statutory quality body of the institution constituted as per UGC/NAAC guidelines. It develops and institutionalizes quality benchmarks across academic and administrative activities, anchors NAAC, NBA, and NIRF processes, and acts as the nodal point receiving the reports of all institutional committees.

I. Composition of the Internal Quality Assurance Cell (IQAC)

1. **Chairperson** – Principal
2. **Coordinator (Member Secretary)** – IQAC Coordinator
3. **Senior Teachers** – Three to eight, representing all departments
4. **Senior Administrative Officer**
5. **Management Nominee**
6. **Nominees from Local Society, Alumni, and Employers/Industry**
7. **Student Representative(s)**

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the IQAC.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Champion the quality culture of the institution and ensure institutional support to quality initiatives.

b) IQAC Coordinator (Member Secretary)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Anchor the preparation of AQAR, SSR, SAR, and NIRF submissions with validated data.
- Maintain the institutional quality documentation repository and committee report archive.

c) Faculty & Administrative Members

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Implement quality initiatives in their respective departments/sections and provide validated data.

d) External Nominees (Society/Alumni/Employers/Management)

- Provide external and stakeholder perspectives on institutional quality and societal relevance.

- Advise on benchmarks, best practices, and expectations of employers and the community.

e) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Provide student perspectives on teaching-learning quality and support services.

III. Duties of the Internal Quality Assurance Cell

1. Quality Benchmarking & Culture

- Develop and apply quality benchmarks/parameters for academic and administrative activities.
- Facilitate a learner-centric environment and the adoption and documentation of best practices.
- Organize workshops, seminars, and FDPs on quality-related themes.

2. Accreditation, Ranking & Documentation

- Coordinate preparation and timely submission of the AQAR to NAAC and anchor NAAC, NBA, and NIRF documentation and data validation.
- Receive, review, and archive the MoM and action taken reports of all institutional committees.
- Maintain institutional databases for accreditations, rankings, and statutory submissions (AISHE, etc.).

3. Feedback & Continuous Improvement

- Coordinate the structured stakeholder feedback system and ensure analysis and action taken.
- Monitor the implementation of quality initiatives and institutional CQI loops across committees.
- Prepare and present the annual quality report to the College Council and Management.

IV. Meetings of the IQAC

- The IQAC shall meet at least **once in every quarter**.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the IQAC Coordinator/Convener

- Prepare the annual quality calendar and coordinate data collection from all departments and committees.
- Verify and validate data before every accreditation/ranking submission.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

PROGRAM MONITORING AND ASSESSMENT COMMITTEE (ACADEMIC COMMITTEE) (PMAC)

Constitution, Roles, Responsibilities and Duties

The Program Monitoring & Assessment Committee (PMAC), also functioning as the Academic Committee, monitors the academic delivery and outcome attainment of every programme of the institution through five programme sub-committees – (a) D.Pharm, (b) B.Pharm, (c) Pharm.D, (d) M.Pharm, and (e) Add-on/Value-Added/Certificate Courses. In addition, the PMAC exercises overall monitoring of the functioning of all institutional committees, ensuring that each practically required committee is active, meets as scheduled, and closes its action items.

I. Composition of the Program Monitoring & Assessment Committee (Academic Committee) (PMAC)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)**
3. **Programme Coordinators** – One each for D.Pharm, B.Pharm, Pharm.D, M.Pharm, and Add-on/Value-Added/Certificate Courses (conveners of the respective sub-committees)
4. **Course Coordinators/Faculty Representatives** – of each programme
5. **Examination Cell Representative**
6. **IQAC Coordinator**
7. **Student Representative(s)** – of each programme

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the PMAC.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Review programme-wise academic progress and the functioning of all institutional committees, and direct corrective action.

b) Convener

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Consolidate programme-wise monitoring and attainment reports and the committee functioning review.

c) Programme Coordinators (Sub-Committee Conveners)

- Convene the respective programme sub-committee and monitor the academic delivery of that programme against its PCI regulations and university norms.

- Compute and validate CO–PO/PSO attainment of the programme and present it to the PMAC.
- Coordinate corrective actions for the programme and report their outcomes.

d) Course Coordinators & Examination Cell Representative

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Provide course files, assessment records, and result data for attainment and monitoring reviews.

e) IQAC Coordinator

- Ensures that the committee's processes align with institutional quality benchmarks.
- Assists in documentation for accreditation processes such as NAAC, NBA, and PCI evaluations.

f) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Highlight programme-level learning difficulties and suggestions from the student body.

III. Duties of the Program Monitoring & Assessment Committee (Academic Committee)

1. Programme Monitoring & Outcome Assessment

- Monitor academic delivery of every programme – academic calendar adherence, syllabus coverage, and conduct of classes – as per the respective PCI regulations (D.Pharm ER-2020, B.Pharm Regulations 2014, Pharm.D Regulations 2008, M.Pharm Regulations 2014).
- Define CO–PO/PSO mapping and attainment methodology, set targets, and compute and validate attainment for each programme through the sub-committees.
- Review assessment tools and results, perform gap analysis, and recommend corrective actions and curricular inputs to the Board of Studies.
- Oversee the design, conduct, and certification of add-on/value-added/certificate courses.

2. Overall Monitoring of Institutional Committees

- Maintain the master list and annual meeting calendar of all institutional committees (college-level and programme-level) and monitor that every practically required committee is duly constituted and active.
- Review, each semester, the meeting compliance of all committees – meetings held against schedule, MoM recorded, and action taken reports closed – and follow up on defaulting committees.
- Verify that committee outputs required for accreditation (attainment reports, result analysis, feedback ATRs, audit reports) are generated on time and submitted to IQAC.
- Consolidate a committee-functioning review report and present it to the College Council and IQAC, recommending activation, merger, or reconstitution of committees where necessary.

3. Continuous Quality Improvement & Reporting

- Track the closure of corrective actions across programmes and committees, closing the CQI loop.
- Prepare programme-wise attainment and monitoring documentation for NBA SAR and NAAC SSR.

- Report consolidated academic quality status periodically to the College Council and IQAC.

IV. Meetings of the PMAC

- The PMAC shall meet at least **twice in a semester**; each programme sub-committee shall meet at least **once a month** during the semester / year.
- The meeting notice and agenda shall be communicated through official e-mail to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the PMAC Coordinator/Convener

- Maintain the master committee calendar and the semester-wise committee compliance tracker.
- Consolidate attainment data and monitoring reports from all programme sub-committees.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

RESEARCH AND DEVELOPMENT COMMITTEE (R&D Committee)

Constitution, Roles, Responsibilities and Duties

The Research and Development (R&D) Committee fosters a vibrant research culture by formulating research policy, facilitating funded projects and publications, promoting intellectual property, and strengthening research collaborations, involving both faculty and student researchers.

I. Composition of the Research and Development Committee (R&D Committee)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – Research Coordinator
3. **Senior Research-Active Faculty** – from each department
4. **External Research Expert** – as and when required
5. **IQAC Coordinator**
6. **Student Research Representative(s)** – PG/UG research students

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the R&D Committee.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Facilitate research infrastructure, seed funding, and institutional support for research.

b) Research Coordinator (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Maintain the institutional research database – proposals, projects, publications, patents, and collaborations.
- Circulate funding opportunities and coordinate internal review of proposals.

c) Research-Active Faculty Members

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Mentor junior faculty and students in proposal writing, publications, and research ethics.

d) IQAC Coordinator

- Ensures that the committee's processes align with institutional quality benchmarks.
- Assists in documentation for accreditation processes such as NAAC, NBA, and PCI evaluations.

e) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Represent student researchers and communicate research opportunities to the student body.

III. Duties of the Research and Development Committee

1. Research Policy & Capacity Building

- Formulate and revise the institutional research policy, thrust areas, seed grant schemes, and code of research ethics.
- Organize research methodology workshops, journal clubs, and proposal-writing training for faculty and students.

2. Projects & Funding

- Review research proposals before submission to funding agencies (AICTE, ICMR, DST, DBT, university).
- Track sanctioned projects, monitor progress and fund utilization, and ensure timely reporting to agencies.

3. Output, IPR & Collaboration

- Monitor publications, patents, and consultancy; recommend incentives; and discourage predatory publishing.
- Facilitate research MoUs and collaborations with industry, hospitals, and institutes.
- Maintain research metrics for NIRF, NAAC, and NBA documentation.

IV. Meetings of the R&D Committee

- The R&D Committee shall meet at least once in **every quarter**.
- The meeting notice and agenda shall be communicated through official e-mail to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the R&D Committee Coordinator/Convener

- Update the research database continuously and compile research metrics for rankings and accreditation.
- Monitor seed grant utilization and coordinate research events.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.

- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

GRIEVANCE REDRESSAL CELL (GRC)

Constitution, Roles, Responsibilities and Duties

The Grievance Redressal Cell (GRC) provides a fair, accessible, and time-bound mechanism for the redressal of grievances of students and staff in accordance with the UGC (Redressal of Grievances of Students) Regulations, 2023 and institutional policy.

I. Composition of the Grievance Redressal Cell (GRC)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – Senior Faculty
3. **Senior Faculty Members** – two to three, including at least one woman faculty
4. **Faculty Member from SC/ST/OBC Category** (if any)
5. **Administrative Officer**
6. **Student Representative** – special invitee as per UGC Regulations

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the GRC.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Ensure impartial, confidential, and time-bound disposal of grievances.

b) Convener (Senior Faculty)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Register grievances received through all channels and schedule hearings within the prescribed timelines.

c) Members

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Inquire into grievances objectively, hear the parties, and recommend fair resolutions.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Assist in communicating the grievance mechanism to students and support aggrieved students in accessing it.

III. Duties of the Grievance Redressal Cell

1. Grievance Receipt & Registration

- Receive grievances through the complaint box, e-mail, online portal, or in person, and register them systematically.
- Display the grievance redressal mechanism, timelines, and contacts prominently on the website and notice boards.

2. Inquiry & Redressal

- Inquire into grievances fairly and confidentially, giving both parties an opportunity to be heard.
- Resolve grievances within the timelines of the UGC Regulations, 2023, and communicate decisions to the aggrieved.
- Escalate unresolved student grievances to the university-level mechanism/Ombudsperson as per the Regulations.

3. Records & Systemic Improvement

- Maintain records of grievances received, disposed of, and pending, with periodic reporting.
- Analyse grievance trends and recommend systemic corrective measures to the administration.

IV. Meetings of the GRC

- The GRC shall meet whenever a grievance is registered, and **at least once in a quarter** to review the grievance register.
- The meeting notice and agenda shall be communicated through official e-mail to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the GRC Coordinator/Convener

- Maintain the grievance register with status tracking and timeline compliance.
- Coordinate hearings and communication with the parties confidentially.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

ANTI-RAGGING COMMITTEE (ARC)

Constitution, Roles, Responsibilities and Duties

The Anti-Ragging Committee ensures a ragging-free and disciplined campus in compliance with the UGC (Curbing the Menace of Ragging in Higher Educational Institutions) Regulations, 2009 and PCI directions, supervising prevention, vigilance, and prompt punitive action.

I. Composition of the Anti-Ragging Committee (ARC)

1. **Chairperson** – Principal
2. **Member Secretary** – Senior Faculty
3. **Representatives of Civil/Police Administration and Local Media** – to the extent feasible, as per UGC Regulations
4. **Faculty Members and Wardens** – Boys' and Girls' Hostels
5. **Parent Representatives**
6. **Student Representatives** – one fresher and one senior student
7. **Non-teaching Staff Representative**

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the Anti-Ragging Committee.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Act promptly and decisively on ragging complaints, including reporting to police where mandated.

b) Member Secretary (Senior Faculty)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Coordinate undertakings, awareness campaigns, and the functioning of the Anti-Ragging Squad.

c) Anti-Ragging Squad (Senior Faculty-led)

- Conduct surprise checks of hostels, canteens, and vulnerable locations, particularly during the initial months of the academic year.
- Make on-the-spot inquiries into incidents and report findings to the Committee.

d) Members (Faculty, Wardens, Parents, External Representatives)

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Support vigilance, awareness, and fair inquiry into complaints.

e) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Act as peer sentinels, encouraging freshers to report incidents without fear.

III. Duties of the Anti-Ragging Committee

1. Prevention & Awareness

- Obtain anti-ragging undertakings from all students and parents (including the national portal affidavits) at admission.
- Display anti-ragging warnings, helpline numbers, and conduct awareness/induction programmes.

2. Vigilance & Redressal

- Supervise the Anti-Ragging Squad and act on its reports and on complaints received through any channel.
- Inquire into complaints promptly and recommend punishments as per the UGC Regulations, including FIR where required.

3. Discipline & Records

- Frame and enforce the campus code of conduct and address general indiscipline cases.
- Maintain records of undertakings, complaints, inquiries, and actions for UGC/PCI/university compliance.

IV. Meetings of the ARC

- The Committee shall meet at the beginning of each academic year and thereafter at least once a semester, and immediately upon any reported incident.
- The meeting notice and agenda shall be communicated through official e-mail to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the ARC Coordinator/Convener

- Ensure 100% collection of anti-ragging undertakings and their records.
- Coordinate squad duty rosters and incident documentation.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.

- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (SPARSH) / INTERNAL COMPLAINTS COMMITTEE (ICC) (SPARSH/ICC)

Constitution, Roles, Responsibilities and Duties

The SPARSH/Internal Complaints Committee (ICC) is the statutory body for the prevention, prohibition, and redressal of sexual harassment, constituted and functioning as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act) and the UGC Regulations, 2015. As per these norms, the Committee is presided over by a senior woman faculty member.

I. Composition of the Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH) / Internal Complaints Committee (ICC) (SPARSH/ICC)

1. **Presiding Officer** – Senior Woman Faculty Member (as mandated by the POSH Act, 2013)
2. **Faculty Members** – two or more members committed to the cause of women or having legal/social work knowledge
3. **External Member** – one member from an NGO/association committed to the cause of women (mandatory)
4. **Student Representatives** – as per UGC Regulations, 2015, for matters involving students
5. **Member Secretary** – Woman Faculty
6. **Note** – at least one-half of the total members shall be women; the Principal provides administrative support without serving on the inquiry body

II. Roles & Responsibilities of the Members

a) Presiding Officer (Senior Woman Faculty)

- Lead the Committee and preside over inquiry proceedings with fairness, sensitivity, and confidentiality.
- Ensure the inquiry process follows the procedures and timelines of the POSH Act and UGC Regulations.
- Recommend interim measures and final actions to the employer/Principal based on inquiry findings.

b) Member Secretary (Woman Faculty)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Receive complaints, maintain confidential records, and coordinate inquiry schedules and communications.

c) Faculty & External Members

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.

- Participate in inquiries objectively and support sensitization programmes.
- The external member brings independent oversight as required by the Act.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Support awareness among students and represent the student body in matters involving students.

III. Duties of the Sensitization, Prevention and Redressal of Sexual Harassment (SPARSH) / Internal Complaints Committee (ICC)

1. Sensitization & Prevention (SPARSH)

- Organize gender sensitization, POSH awareness, and orientation programmes for students and staff.
- Display the complaint mechanism, ICC composition, and contact details prominently.

2. Complaint Inquiry & Redressal

- Receive and inquire into complaints following the POSH Act procedures and timelines (90-day inquiry, 10-day report).
- Ensure confidentiality, non-retaliation, and interim protection for the aggrieved during inquiry.
- Recommend actions to the employer and monitor their implementation.

3. Reporting & Compliance

- Submit the annual report as required under the POSH Act.
- Maintain confidential records of complaints, proceedings, and outcomes.

IV. Meetings of the SPARSH/ICC

- The Committee shall meet at least twice a year for sensitization planning and review, and as required upon receipt of a complaint.
- The meeting notice and agenda shall be communicated through official e-mail to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the SPARSH/ICC Coordinator/Convener

- Maintain strict confidentiality of all complaint records and correspondence.
- Coordinate the annual POSH report and awareness calendar.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

LIBRARY ADVISORY COMMITTEE (LAC)

Constitution, Roles, Responsibilities and Duties

The Library Advisory Committee (LAC) advises on the development, management, and effective utilization of library and information resources – books, journals, and e-resources – in accordance with PCI norms and the academic and research needs of students and faculty.

I. Composition of the Library Advisory Committee (LAC)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – Librarian
3. **Department Representatives** – one faculty member from each department
4. **IQAC Coordinator**
5. **Student Representative(s)**

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the LAC.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Approve the library budget recommendations and major resource decisions.

b) Librarian (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Present acquisition proposals, budget utilization, usage statistics, and stock verification reports.
- Implement the Committee's recommendations on services and resources.

c) Department Representatives

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Recommend titles and journals relevant to their departments and promote library usage.

d) IQAC Coordinator

- Ensures that the committee's processes align with institutional quality benchmarks.
- Assists in documentation for accreditation processes such as NAAC, NBA, and PCI evaluations.

e) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Convey student requirements on books, timings, and services.

III. Duties of the Library Advisory Committee

1. Collection Development

- Recommend acquisition of textbooks, reference books, journals, and e-resources per departmental needs and PCI norms.
- Review and recommend the annual library budget and monitor its utilization, including e-consortia subscriptions.

2. Services & Usage Promotion

- Review library timings, circulation rules, and user services, and promote the digital library, OPAC, and anti-plagiarism services.
- Organize library orientation, book exhibitions, and reading promotion activities.

3. Review & Compliance

- Oversee periodic stock verification and the weeding-out policy.
- Review usage statistics and feedback, and maintain records for PCI, NAAC, NBA, and NIRF.

IV. Meetings of the LAC

- The LAC shall meet at least **twice a year**.
- The meeting notice and agenda shall be communicated through official e-mail to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the LAC Coordinator/Convener

- Consolidate departmental recommendations and process approved acquisitions.
- Maintain accession records, usage statistics, and stock verification reports.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

PLACEMENT / CAREER GUIDANCE AND TRAINING CELL (Placement Cell)

Constitution, Roles, Responsibilities and Duties

The Placement/Career Guidance and Training Cell prepares students for professional careers and facilitates their placement, higher education, and entrepreneurship, acting as the bridge between students and the pharmaceutical industry, hospitals, and academia. The Cell is chaired by the Placement Officer.

I. Composition of the Placement / Career Guidance and Training Cell (Placement Cell)

1. **Chairperson** – Placement Officer
2. **Faculty Placement Coordinators** – one from each department
3. **Industry/Hospital Liaison Member**
4. **Alumni Representative**
5. **Student Placement Coordinators** – from each class/programme

II. Roles & Responsibilities of the Members

a) Chairperson (Placement Officer)

- Lead the placement, training, and career guidance activities of the institution.
- Build and maintain relationships with recruiters, industries, hospitals, and training partners.
- Report placement outcomes to the Principal and IQAC.

b) Faculty Placement Coordinators

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Prepare students of their departments, coordinate department-specific opportunities, and verify student data.

c) Industry Liaison & Alumni Representative

- Facilitate recruiter connections, industry expectations, and referral opportunities.
- Mentor students on career pathways drawing on alumni experience.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Coordinate registrations, communications, and logistics of drives among fellow students.

III. Duties of the Placement / Career Guidance and Training Cell

1. Placement & Industry Connect

- Liaise with industries, hospitals, CROs, and regulatory bodies and organize campus/pooled recruitment drives.

- Collect employer feedback on graduates and share it with academic committees for curriculum improvement.

2. Training & Career Guidance

- Conduct pre-placement training – aptitude, soft skills, group discussion, resume, and interview preparation.
- Provide guidance for GPAT/NIPER and competitive examinations, higher studies, and entrepreneurship.

3. Records & Reporting

- Maintain year-wise records of placements, higher education, and entrepreneurship for NIRF, NAAC, and NBA.
- Track alumni career progression in coordination with the Alumni Association.

IV. Meetings of the Placement Cell

- The Cell shall meet at least once in every quarter and before every major recruitment drive.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the Placement Cell Coordinator/Convener

- Maintain the recruiter database, drive schedules, and student placement records.
- Coordinate training calendars with class timetables.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

ALUMNI ASSOCIATION (Alumni Association)

Constitution, Roles, Responsibilities and Duties

The Alumni Association maintains a structured, lifelong engagement between the institution and its graduates, channeling alumni experience, feedback, and contributions into institutional development, student mentoring, and placements.

I. Composition of the Alumni Association (Alumni Association)

1. **Chairperson/Patron** – Principal
2. **Member Secretary** – Alumni Coordinator (Faculty)
3. **Office Bearers (Alumni)** – President, Vice-President, Secretary, and Treasurer elected from among alumni
4. **Batch/Programme-wise Alumni Representatives**
5. **Current Student Representatives** – final-year classes

II. Roles & Responsibilities of the Members

a) Chairperson/Patron (Principal)

- Provide overall direction and leadership to the activities of the Alumni Association.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Provide institutional support and direction to alumni engagement.

b) Alumni Coordinator (Member Secretary)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Maintain the alumni database and communication channels, and organize alumni events.

c) Alumni Office Bearers

- Lead the Association's activities, mobilize alumni participation and contributions, and conduct its elections/meetings.
- Represent alumni perspectives in institutional forums.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Connect current students with alumni mentors and support event coordination.

III. Duties of the Alumni Association

1. Alumni Engagement

- Help in registration of alumni into alumni association.
- Maintain and update the alumni database and organize annual alumni meets and chapter interactions.
- Work towards/maintain formal registration of the Association.

2. Contribution to Institution & Students

- Facilitate alumni guest lectures, mentoring, placement referrals, scholarships, and development contributions.
- Collect structured alumni feedback on curriculum and institutional development.

3. Records & Reporting

- Maintain records of alumni engagement, contributions, and notable achievements for NAAC and NIRF.
- Publish alumni achievements and association activities through institutional media.

IV. Meetings of the Alumni Association

- The Association's executive body shall meet at least twice a year; the general body shall meet at least once a year (annual alumni meet).
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the Alumni Association Coordinator/Convener

- Maintain the alumni database, event records, and contribution registers.
- Coordinate alumni feedback collection with the Feedback and Survey Committee.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

INSTITUTION'S INNOVATION COUNCIL (IIC)

Constitution, Roles, Responsibilities and Duties

The Institution's Innovation Council (IIC) is constituted as per the norms of the MoE's Innovation Cell to build an ecosystem of innovation, IPR awareness, and entrepreneurship among students and faculty, and to conduct the prescribed IIC calendar of activities.

I. Composition of the Institution's Innovation Council (IIC)

1. **Chairperson** – Principal; President – Senior Faculty nominated as per MoE-IIC norms
2. **Convener** – IIC Faculty Coordinator
3. **Activity Coordinators (Faculty)** – Innovation, IPR, Start-up, and Internship coordinators
4. **External Experts** – Industry representative, patent/IPR expert, banker/investor/incubator representative (as available)
5. **ARIIA/NIRF Coordinator**
6. **Student Members** – Innovation ambassadors and club leads

II. Roles & Responsibilities of the Members

a) Chairperson (Principal) & President (Senior Faculty)

- Provide overall direction and leadership to the activities of the IIC.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Steer the innovation ecosystem and ensure conduct of the MoE-IIC prescribed activities.

b) IIC Convener (Faculty Coordinator)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Report activities on the MoE-IIC portal within timelines and maintain the IIC rating.

c) Faculty Activity Coordinators

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Conduct the innovation, IPR, start-up, and internship activity streams as per the IIC calendar.

d) External Experts

- Mentor student innovators, evaluate ideas, and connect ventures with industry, funding, and incubation.

e) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Drive student innovation clubs, mobilize participation, and act as innovation ambassadors.

III. Duties of the Institution's Innovation Council

1. Innovation Activities

- Conduct the MoE-IIC calendar – idea competitions, hackathons, innovation days, exposure visits – meeting quarterly requirements.
- Identify and mentor promising student ideas and prototypes towards incubation and funding.

2. IPR & Entrepreneurship Awareness

- Organize IPR awareness sessions, patent filing guidance, and entrepreneurship workshops.
- Coordinate with the EDC and R&D Committee for translating research into innovation and ventures.

3. Reporting & Ecosystem

- Report all activities on the MoE-IIC portal and sustain/improve the institutional IIC star rating.
- Maintain documentation of innovation activities for ARIIA, NIRF, and NAAC.

IV. Meetings of the IIC

- The IIC shall meet at least once in every quarter, aligned to the MoE-IIC activity calendar.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the IIC Coordinator/Convener

- Maintain the IIC activity calendar, portal reporting, and evidence records.
- Coordinate mentors, experts, and student clubs for each activity.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

INSTITUTIONAL ANIMAL ETHICS COMMITTEE (IAEC)

Constitution, Roles, Responsibilities and Duties

The Institutional Animal Ethics Committee (IAEC) is the statutory committee constituted as per CCSEA guidelines to review and approve research involving laboratory animals and to ensure their ethical, humane use and welfare in compliance with the Prevention of Cruelty to Animals Act and CCSEA norms.

I. Composition of the Institutional Animal Ethics Committee (IAEC)

1. **Chairperson** – Principal/Senior Scientist (as approved)
2. **Member Secretary** – Scientist In-charge of the Animal House
3. **Biological Scientist**
4. **Veterinarian**
5. **Scientists from different disciplines of the institution**
6. **CCSEA Main Nominee and Link Nominee**
7. **Scientist from outside the institution**
8. **Socially Aware Member**

II. Roles & Responsibilities of the Members

a) Chairperson

- Provide overall direction and leadership to the activities of the IAEC.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Preside over protocol review meetings and ensure decisions comply with CCSEA guidelines.

b) Member Secretary (Animal House In-charge)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Coordinate protocol submissions, animal house records, and CCSEA correspondence including registration renewals.

c) Scientific Members & Veterinarian

- Evaluate protocols for scientific justification, the 3Rs (Replace, Reduce, Refine), and humane endpoints.
- The veterinarian oversees animal health, husbandry, and veterinary care.

d) CCSEA Nominees & External/Social Members

- Provide independent regulatory and societal oversight of animal experimentation as mandated by CCSEA.

III. Duties of the Institutional Animal Ethics Committee

1. Protocol Review & Approval

- Review and approve animal study protocols before commencement, verifying justification, species/numbers, and humane procedures.
- Review protocol amendments and renewals, and approve only CCSEA-permitted species and procedures.

2. Animal Welfare & Facility Oversight

- Ensure proper housing, husbandry, veterinary care, and humane handling in the animal house.
- Oversee animal house registration, renewal, and compliance with CCSEA standards, and conduct periodic inspections.

3. Monitoring & Records

- Monitor ongoing studies and review completed study reports and animal utilization.
- Maintain complete records – protocols, approvals, Form D submissions, animal records, and CCSEA correspondence.

IV. Meetings of the IAEC

- The IAEC shall meet as prescribed by CCSEA and whenever protocols are due for review.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the IAEC Coordinator/Convener

- Maintain animal house records, breeding/procurement registers, and protocol files.
- Coordinate CCSEA registrations, renewals, and nominee communications.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

INSTITUTIONAL ETHICS COMMITTEE (HUMAN STUDIES) (IEC)

Constitution, Roles, Responsibilities and Duties

The Institutional Ethics Committee (IEC) safeguards the rights, safety, and well-being of human participants in research conducted by faculty and students. It is constituted and functions in accordance with the ICMR National Ethical Guidelines for Biomedical and Health Research Involving Human Participants and, where applicable, the New Drugs and Clinical Trials Rules, 2019. As per ICMR norms, the Committee is chaired by an external, independent chairperson.

I. Composition of the Institutional Ethics Committee (Human Studies) (IEC)

1. **Chairperson** – Senior professional from outside the institution (as per ICMR guidelines, for independence)
2. **Member Secretary** – Senior Faculty of the institution
3. **Clinician(s)**
4. **Basic Medical/Pharmaceutical Scientist(s)**
5. **Legal Expert**
6. **Social Scientist / Ethicist / Philosopher**
7. **Lay Person from the Community**
8. **Total membership** – 7 to 15, with gender balance and adequate external representation per ICMR guidelines

II. Roles & Responsibilities of the Members

a) Chairperson (External)

- Preside over IEC meetings independently, free from institutional conflict of interest.
- Ensure ethical review decisions follow ICMR guidelines and applicable regulations.
- Sign approvals and communications of the Committee.

b) Member Secretary (Senior Faculty)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Screen submissions for completeness, schedule reviews, and communicate decisions to investigators.
- Maintain SOPs, membership records, and applicable registrations of the Committee.

c) Scientific, Legal, Social & Lay Members

- Review protocols from scientific, legal, ethical, and community perspectives respectively.
- Assess risk-benefit, informed consent documents, privacy protections, and compensation provisions.
- The lay person voices the perspective of the ordinary participant/community.

III. Duties of the Institutional Ethics Committee (Human Studies)

1. Ethical Review & Approval

- Review and approve research proposals involving human participants – clinical, community, and questionnaire/observational studies – before initiation.
- Evaluate scientific merit, risk-benefit balance, participant selection equity, and informed consent processes.
- Review protocol amendments and renewals of approved studies.

2. Participant Protection & Monitoring

- Ensure privacy, confidentiality, and special protection for vulnerable participants.
- Monitor approved studies through progress reports and review serious adverse events with appropriate action.
- Ensure compliance with the New Drugs and Clinical Trials Rules, 2019 for regulatory studies.

3. Governance & Records

- Maintain and follow written SOPs for all IEC functions and pursue applicable registrations.
- Maintain complete and confidential records of submissions, deliberations, decisions, and correspondence for the prescribed period.

IV. Meetings of the IEC

- The IEC shall meet as per its SOP calendar and whenever protocols are due for review; expedited review may be used as per SOPs for minimal-risk studies.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the IEC Coordinator/Convener

- Maintain the protocol tracking register, decision letters, and confidential archives.
- Coordinate member training on research ethics and GCP.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

STUDENT WELFARE COUNCIL (SWC)

Constitution, Roles, Responsibilities and Duties

The Student Welfare Council coordinates the welfare, support services, and co-curricular life of students – scholarships, counselling, clubs, and student activities – ensuring an inclusive and supportive campus environment.

I. Composition of the Student Welfare Council (SWC)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – Student Welfare Officer/Senior Faculty
3. **Faculty Advisors** – of student clubs and associations
4. **Wardens** – Boys' and Girls' Hostels
5. **Physical Education Director**
6. **Student Representatives** – Class representatives and office bearers of the Students' Association

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the Student Welfare Council.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Sanction welfare support and direct institutional student-support services.

b) Student Welfare Officer (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Coordinate scholarship processing, insurance, counselling referrals, and club activities.

c) Faculty Advisors, Wardens & PED

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Guide student clubs, hostel life, and sports/wellness activities respectively.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Voice student needs and coordinate student-led activities and councils.

III. Duties of the Student Welfare Council

1. Welfare Schemes & Support

- Coordinate scholarships, fee concessions, insurance, and financial aid, ensuring timely processing and disbursal.
- Coordinate health services, counselling support, and wellness initiatives for students.

2. Student Life & Activities

- Support student clubs, associations, and the student council, encouraging broad participation.
- Coordinate student activities with the Cultural, Sports, and NSS Committees.

3. Liaison & Records

- Act as the liaison between students and administration on welfare matters, coordinating with the Grievance Redressal Cell where needed.
- Maintain records of welfare activities and beneficiaries for NAAC and institutional reporting.

IV. Meetings of the SWC

- The Council shall meet at least once in every quarter.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the SWC Coordinator/Convener

- Maintain scholarship/beneficiary registers and club activity records.
- Publish the annual student welfare activity summary.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

EQUAL OPPORTUNITIES CELL (SC/ST/OBC) (EOC)

Constitution, Roles, Responsibilities and Duties

The Equal Opportunities Cell ensures equitable access, non-discrimination, and focused support for students of SC/ST/OBC and other disadvantaged groups, in accordance with UGC guidelines, facilitating scholarships, remedial support, and grievance redressal.

I. Composition of the Equal Opportunities Cell (SC/ST/OBC) (EOC)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – Liaison Officer (Senior Faculty)
3. **Faculty Members** – including representation from SC/ST/OBC categories
4. **Administrative Officer** – Scholarships section
5. **Student Representatives** – from SC/ST/OBC categories

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the Equal Opportunities Cell.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Ensure institutional commitment to equity and non-discrimination.

b) Liaison Officer (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Facilitate government scholarships and welfare schemes and liaise with government departments.

c) Faculty & Administrative Members

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Support students of disadvantaged groups academically and administratively.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Communicate scheme information among eligible students and flag difficulties faced.

III. Duties of the Equal Opportunities Cell (SC/ST/OBC)

1. Equity & Access

- Ensure equal opportunity and non-discrimination in admissions, academics, hostel, and campus life.
- Create awareness of constitutional safeguards and support mechanisms.

2. Scholarships & Academic Support

- Facilitate SC/ST/OBC and other government scholarships, ensuring timely application, verification, and disbursal.
- Organize remedial/support programmes and mentoring for students of disadvantaged groups in coordination with the Augmented Learning Committee.

3. Grievances & Records

- Receive and address discrimination-related grievances in coordination with the Grievance Redressal Cell.
- Maintain beneficiary and activity records for UGC, AISHE, and NAAC documentation.

IV. Meetings of the EOC

- The Cell shall meet at least twice a year and during scholarship application cycles.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the EOC Coordinator/Convener

- Maintain scholarship application/disbursal trackers and beneficiary records.
- Liaise with government portals and departments for schemes.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

EXAMINATION CELL (Examination Cell)

Constitution, Roles, Responsibilities and Duties

The Examination Cell plans and conducts internal/sessional examinations and coordinates university examinations for all programmes in a fair, secure, and transparent manner, ensuring compliance with PCI and university examination regulations and providing assessment data for outcome analysis.

I. Composition of the Examination Cell (Examination Cell)

1. **Chairperson** – Principal (Chief Superintendent)
2. **Convener (Member Secretary)** – Examination Cell Coordinator
3. **Deputy/Assistant Examination Coordinators** – Faculty members
4. **Department Representatives** – one faculty member from each department
5. **Administrative/Office Representative** – records and university correspondence

II. Roles & Responsibilities of the Members

a) Chairperson (Principal – Chief Superintendent)

- Provide overall direction and leadership to the activities of the Examination Cell.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Exercise overall control of examination conduct, discipline, and confidentiality.

b) Examination Cell Coordinator (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Maintain confidentiality and security of question papers, answer scripts, and examination records at all stages.
- Coordinate submission of internal marks and examination forms to the university within deadlines.

c) Deputy Coordinators & Department Representatives

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Perform invigilation, squad, valuation coordination, and department-level examination duties.

d) Administrative Representative

- Handle university correspondence, hall tickets, marks cards, and record maintenance.

III. Duties of the Examination Cell

1. Internal/Sessional Examinations

- Schedule and notify sessional examinations per the academic calendar; coordinate confidential question paper handling with the Question Paper Review Committee.
- Arrange seating, invigilation, and disciplined conduct; process malpractice per rules.
- Coordinate timely valuation, display of internal marks, and redressal of assessment grievances.

2. University Examinations

- Complete student registrations and internal marks submission within university timelines.
- Conduct university theory/practical examinations per directions – confidential materials, examiners, and dispatch of scripts/awards.
- Resolve discrepancies in hall tickets, results, and marks cards with the university.

3. Records, Analysis & Compliance

- Maintain examination records confidentially for prescribed retention periods.
- Provide result data to the Result Analysis Committee and Program Monitoring & Assessment Committee for analysis and attainment.
- Verify eligibility (attendance/internal assessment) for examinations and maintain accreditation documentation.

IV. Meetings of the Examination Cell

- The Cell shall meet before each sessional and university examination and after each result declaration.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the Examination Cell Coordinator/Convener

- Prepare examination schedules, invigilation charts, and seating plans.
- Maintain secure custody protocols for confidential materials.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

ENVIRONMENTAL / GREEN COMMITTEE (Green Committee)

Constitution, Roles, Responsibilities and Duties

The Environmental/Green Committee drives the institution's environmental sustainability agenda – green campus policy, conservation, waste management, and environmental audits – supporting NAAC requirements on institutional values and best practices.

I. Composition of the Environmental / Green Committee (Green Committee)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – Senior Faculty (Green Campus Coordinator)
3. **Faculty Representatives** – from departments
4. **Estate/Maintenance Officer**
5. **NSS Programme Officer**

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the Green Committee.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Approve green initiatives and allocate resources for sustainability measures.

b) Green Campus Coordinator (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Plan and coordinate audits, conservation drives, and green events.

c) Faculty Members, Estate Officer & NSS PO

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Implement conservation and waste-management practices in their areas and mobilize volunteers.

III. Duties of the Environmental / Green Committee

1. Green Campus Policy & Conservation

- Frame and implement the green campus policy – energy and water conservation, rainwater harvesting, and plastic-free campus.
- Promote green cover through plantation drives and landscape maintenance.

2. Waste Management

- Oversee segregation and disposal of solid, chemical, and biomedical waste in coordination with the Laboratory Development Committee.
- Promote reduce-reuse-recycle practices across campus.

3. Audits & Awareness

- Conduct periodic green/energy/environment audits and implement recommendations.
- Organize environment day observances and awareness activities, and maintain records for NAAC.

IV. Meetings of the Green Committee

- The Committee shall meet at least twice a year and before each audit cycle.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the Green Committee Coordinator/Convener

- Maintain audit reports, conservation data, and green initiative records.
- Coordinate agencies for audits and certifications.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

CULTURAL COMMITTEE (Cultural Committee)

Constitution, Roles, Responsibilities and Duties

The Cultural Committee plans and conducts the cultural life of the institution – institutional celebrations, talent development, and participation in external cultural events – fostering creativity, teamwork, and holistic development of students.

I. Composition of the Cultural Committee (Cultural Committee)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – Faculty Cultural Coordinator
3. **Faculty Members** – from departments
4. **Student Cultural Secretaries** and club representatives

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the Cultural Committee.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Approve the cultural calendar and event budgets.

b) Faculty Cultural Coordinator (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Plan events, manage logistics and budgets, and ensure discipline during programmes.

c) Faculty Members

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Mentor student teams and supervise event conduct.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Lead event organization, mobilize participation, and represent the institution in external events.

III. Duties of the Cultural Committee

1. Events & Celebrations

- Prepare the annual cultural calendar and conduct institutional events – annual day, fresher's/farewell, festivals, and talent programmes.
- Manage event logistics, stage discipline, and budget utilization.

2. Talent Development & Participation

- Identify and nurture student talent through clubs and practice sessions.
- Coordinate participation and achievements in inter-collegiate and university cultural events.

3. Documentation

- Document events with reports, photographs, and achievement records for NAAC/NIRF.
- Coordinate with the Student Welfare Council and Sports Committee for integrated activities.

IV. Meetings of the Cultural Committee

- The Committee shall meet at least once in every quarter and before each major event.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the Cultural Committee Coordinator/Convener

- Maintain the event calendar, budgets, and achievement records.
- Coordinate faculty duty allocation for events.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

SPORTS COMMITTEE (Sports Committee)

Constitution, Roles, Responsibilities and Duties

The Sports Committee promotes physical fitness and sportsmanship by conducting the institutional sports programme, maintaining sports facilities, and preparing teams for university and inter-collegiate competitions.

I. Composition of the Sports Committee (Sports Committee)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)**
3. **Faculty Sports Coordinators**
4. **Student Sports Secretaries** and team captains

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the Sports Committee.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Approve the sports calendar, budgets, and facility development proposals.

b) Physical Education Director (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Conduct the sports programme, train teams, and maintain facilities and equipment.

c) Faculty Sports Coordinators

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Support event conduct, team management, and student motivation.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Lead teams, coordinate practice, and assist in conducting sports events.

III. Duties of the Sports Committee

1. Sports Programme

- Prepare the annual sports calendar and conduct the annual sports meet and intramural competitions.
- Encourage broad student participation in sports and fitness activities.

2. Facilities & Teams

- Maintain and develop sports facilities and equipment, recommending procurement needs.
- Select, train, and depute teams for university and inter-collegiate tournaments.

3. Recognition & Records

- Recognize sports achievements and recommend sports scholarships/incentives where applicable.
- Maintain participation and achievement records for university, NAAC, and NIRF documentation.

IV. Meetings of the Sports Committee

- The Committee shall meet at least twice a year and before major sports events.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the Sports Committee Coordinator/Convener

- Maintain equipment inventories, participation registers, and achievement records.
- Coordinate coaching and team logistics.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

WEBSITE AND SOCIAL MEDIA COMMITTEE (WSMC)

Constitution, Roles, Responsibilities and Duties

The Website and Social Media Committee manages the institution's digital presence – the official website and social media handles – ensuring accurate and current content, statutory disclosures required by PCI/UGC/university, and dignified, policy-compliant communication.

I. Composition of the Website and Social Media Committee (WSMC)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – Faculty Website/Media Coordinator
3. **Faculty Content Contributors** – from departments
4. **IT/Technical Support Staff**
5. **Student Media Volunteers**

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the Website and Social Media Committee.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Approve the content policy and major publications on official channels.

b) Website/Media Coordinator (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Ensure timely updates, statutory disclosures, and moderation of official channels.

c) Faculty Contributors & IT Staff

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Provide verified content and maintain the technical health and security of the website.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Cover events, draft posts under faculty moderation, and support creative content.

III. Duties of the Website and Social Media Committee

1. Website Management & Statutory Disclosures

- Maintain accurate, current website content including mandatory disclosures required by PCI, UGC, and the university (approvals, faculty, fees, committees, results, grievance mechanisms).
- Upload committee reports, feedback outcomes, AQAR/accreditation documents, and newsletters in time.

2. Social Media Management

- Manage official handles under an approved content policy, covering institutional events and achievements.
- Ensure content accuracy, copyright compliance, data privacy, and dignified representation of students and staff.

3. Monitoring & Reporting

- Monitor website analytics and social media engagement and report periodically to the administration and IQAC.
- Address content-related complaints promptly.

IV. Meetings of the WSMC

- The Committee shall meet at least once in every quarter.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the WSMC Coordinator/Convener

- Maintain the content calendar, update log, and disclosure checklist.
- Coordinate content verification before publication.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

TIMETABLE COMMITTEE & CALENDAR OF EVENTS (COE)

Constitution, Roles, Responsibilities and Duties

The Timetable Committee & Calendar of Events prepares the institutional academic calendar and master/class timetables in accordance with PCI and university requirements, ensuring prescribed instructional hours and clash-free scheduling of all academic activities and events.

I. Composition of the Timetable Committee & Calendar of Events (CoE)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – Timetable Coordinator
3. **Department Timetable Representatives** – one faculty member from each department
4. **Examination Cell Representative**

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the Timetable Committee.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Approve the academic calendar and master timetable before circulation.

b) Timetable Coordinator (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Prepare the master timetable, resolve clashes, and process revisions and alternate arrangements.

c) Department Representatives

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Prepare department/class timetables and communicate faculty workload and availability.

d) Examination Cell Representative

- Align examination schedules within the calendar and timetables.

III. Duties of the Timetable Committee & Calendar of Events (CoE)

1. Calendar of Events

- Prepare the semester/annual calendar aligned to the university calendar – classes, sessionals, university examinations, holidays, and institutional events.

- Circulate the approved calendar to all stakeholders before semester commencement.

2. Timetable Preparation

- Prepare master and class-wise timetables ensuring PCI/university-prescribed theory, practical, and tutorial hours with equitable workload and clash-free room/laboratory allotment.
- Provide slots for remedial classes, mentoring, library, and sports, and arrange alternate schedules during faculty leave.

3. Monitoring & Compliance

- Monitor adherence to the timetable and verify completion of prescribed instructional hours each semester, arranging compensatory classes where needed.
- Maintain approved timetables and workload statements for PCI, university, and accreditation documentation.

IV. Meetings of the TCEC

- The Committee shall meet before the commencement of each semester and whenever revisions are required.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the TCEC Coordinator/Convener

- Maintain timetable versions, workload statements, and instructional-hour compliance records.
- Communicate revisions promptly to faculty and students.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

MENTOR–MENTEE COMMITTEE (MMC)

Constitution, Roles, Responsibilities and Duties

The Mentor–Mentee Committee implements a structured mentoring system in which every student is guided by a faculty mentor for academic progress, personal development, and well-being. The Committee is chaired by the Mentoring Coordinator.

I. Composition of the Mentor–Mentee Committee (MMC)

1. **Chairperson** – Mentoring Coordinator (Senior Faculty)
2. **Member Secretary** – Faculty Co-coordinator
3. **Faculty Mentors** – all faculty members, each allotted approximately 15–20 mentees
4. **Student Counsellor** – as applicable
5. **Student Representatives** – mentee representatives

II. Roles & Responsibilities of the Members

a) Chairperson (Mentoring Coordinator)

- Lead the mentoring system – allotments, guidelines, and review of mentoring quality.
- Escalate significant student issues to the Principal and coordinate institutional support.
- Report mentoring outcomes to the Program Monitoring & Assessment Committee and IQAC.

b) Faculty Co-coordinator (Member Secretary)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Maintain the master mentor-mentee allotment and monitor record completeness.

c) Faculty Mentors

- Meet mentees regularly (at least monthly), maintain mentee profiles and meeting records, and track attendance and performance.
- Communicate with parents on concerns and refer students needing personal support to the counselor with confidentiality.

d) Student Counselor

- Provide professional counseling support for referred students with confidentiality.

e) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Provide feedback on the mentoring system from the mentee perspective.

III. Duties of the Mentor–Mentee Committee

1. Mentoring Structure

- Allot every student to a faculty mentor with an appropriate ratio, and frame mentoring guidelines, formats, and records.
- Orient mentors and mentees on the objectives and processes of mentoring.

2. Mentoring Process

- Ensure regular mentor-mentee meetings with documented records and timely academic interventions.
- Coordinate parent communication and counseling referrals with confidentiality.

3. Review & Coordination

- Coordinate with the Result Analysis and Augmented Learning Committees for follow-up of slow and advanced learners.
- Review mentoring effectiveness through feedback and submit consolidated reports to IQAC.

IV. Meetings of the MMC

- The Committee shall review the mentoring system at least once in every quarter; mentor–mentee meetings shall be held at least **once a month**.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the MMC Coordinator/Convener

- Maintain allotment lists, mentoring record audits, and escalation logs.
- Consolidate quarterly mentoring reports.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

WOMEN EMPOWERMENT CELL (WEC)

Constitution, Roles, Responsibilities and Duties

The Women Empowerment Cell promotes gender equality, safety, and the personal and professional development of women students and staff, working in coordination with the SPARSH/ICC and in line with UGC/Saksham guidelines. The Cell is chaired by a senior woman faculty member.

I. Composition of the Women Empowerment Cell (WEC)

1. **Chairperson** – Senior Woman Faculty
2. **Convener (Member Secretary)** – Woman Faculty Coordinator
3. **Woman Faculty and Staff Members**
4. **External Resource Person/Counselor** – as required
5. **Women Student Representatives**

II. Roles & Responsibilities of the Members

a) Chairperson (Senior Woman Faculty)

- Lead the empowerment agenda and provide a trusted forum for concerns of women students and staff.
- Coordinate with SPARSH/ICC on harassment-related matters and with the administration on safety measures.

b) Woman Faculty Coordinator (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Plan and conduct the annual calendar of empowerment activities.

c) Members

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Organize programmes and support outreach among women students and staff.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Mobilize participation of women students and voice their concerns and suggestions.

III. Duties of the Women Empowerment Cell

1. Empowerment Programmes

- Organize programmes on gender equality, women's health, safety, self-defense, legal rights, and leadership development.
- Observe International Women's Day and related events with active participation.

2. Support & Coordination

- Provide a supportive forum for concerns of women students and staff, coordinating with SPARSH/ICC where required.
- Promote participation of women in academic, research, and co-curricular leadership.

3. Records

- Maintain activity records for UGC/Saksham and NAAC documentation.

IV. Meetings of the WEC

- The Cell shall meet at least twice a year and before each major programme.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the WEC Coordinator/Convener

- Maintain the activity calendar and participation records.
- Coordinate resource persons and counselors for programmes.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

HOSTEL COMMITTEE (BOYS) (Boys' Hostel Committee)

Constitution, Roles, Responsibilities and Duties

The Hostel Committee (Boys) oversees the residential life of boys' hostel students – discipline, mess, maintenance, safety, and welfare – ensuring a secure and conducive living and learning environment.

I. Composition of the Hostel Committee (Boys) (Boys' Hostel Committee)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – Warden (Boys' Hostel)
3. **Deputy Warden / Resident Tutor**
4. **Hostel Supervisor and Mess In-charge**
5. **Student Representatives** – hostel and mess committee members

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the Boys' Hostel Committee.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Approve hostel rules, budgets, and major disciplinary decisions.

b) Warden (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Administer day-to-day hostel life – discipline, attendance, safety, and boarder welfare.
- Conduct periodic room inspections and night checks.

c) Deputy Warden, Supervisor & Mess In-charge

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Manage housekeeping, maintenance follow-up, mess operations, and hygiene.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Represent boarder concerns and run the student mess committee for menu and quality review.

III. Duties of the Hostel Committee (Boys)

1. Discipline & Safety

- Frame and enforce hostel rules, in/out timings, and visitor protocols, maintaining a safe residential environment.
- Enforce anti-ragging vigilance in the hostel in coordination with the Anti-Ragging Committee and Squad.
- Address disciplinary issues promptly and maintain conduct records.

2. Mess & Amenities

- Oversee mess quality, menu planning, and hygiene through the student mess committee.
- Redress boarder grievances regarding food, amenities, and services promptly.

3. Maintenance & Records

- Monitor housekeeping, repairs, water, power, and security infrastructure, coordinating with the Infrastructure Development Committee.
- Maintain hostel admission, attendance, inspection, and grievance records, reporting periodically to the Principal.

IV. Meetings of the Boys' Hostel Committee

- The Committee shall meet at least once a month during the academic session.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the Boys' Hostel Committee Coordinator/Convener

- Maintain boarder registers, attendance, and inspection logs.
- Coordinate mess committee meetings and grievance resolution.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

HOSTEL COMMITTEE (GIRLS) (Girls' Hostel Committee)

Constitution, Roles, Responsibilities and Duties

The Hostel Committee (Girls) oversees the residential life of girls' hostel students with particular attention to safety and security, covering discipline, mess, maintenance, and welfare of women residents.

I. Composition of the Hostel Committee (Girls) (Girls' Hostel Committee)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – Warden (Girls' Hostel – Woman Faculty/Staff)
3. **Deputy Warden / Resident Tutor (Woman)**
4. **Hostel Supervisor and Mess In-charge**
5. **Women Student Representatives** – hostel and mess committee members

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the Girls' Hostel Committee.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Approve hostel rules, budgets, and safety measures, giving priority to the security of women residents.

b) Warden – Woman Faculty/Staff (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Administer hostel life with attention to safety, security protocols, and boarder welfare.
- Coordinate with the Women Empowerment Cell and SPARSH/ICC on safety concerns.

c) Deputy Warden, Supervisor & Mess In-charge

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Manage housekeeping, lighting, security infrastructure, mess operations, and hygiene.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Represent resident concerns and run the student mess committee.

III. Duties of the Hostel Committee (Girls)

1. Discipline, Safety & Security

- Frame and enforce hostel rules, timings, visitor protocols, and security measures (lighting, CCTV, security staff).
- Enforce anti-ragging vigilance in coordination with the Anti-Ragging Committee, and escalate safety concerns to SPARSH/ICC where relevant.

2. Mess & Amenities

- Oversee mess quality, hygiene, and menu planning through the student mess committee.
- Redress boarder grievances promptly.

3. Maintenance & Records

- Monitor housekeeping, repairs, and utilities in coordination with the Infrastructure Development Committee.
- Maintain hostel records and conduct periodic inspections, reporting to the Principal.

IV. Meetings of the Girls' Hostel Committee

- The Committee shall meet at least once a month during the academic session.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the Girls' Hostel Committee Coordinator/Convener

- Maintain boarder registers, inspection logs, and security checklists.
- Coordinate mess committee meetings and welfare activities.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

STORES & PURCHASE COMMITTEE (SPC)

Constitution, Roles, Responsibilities and Duties

The Stores & Purchase Committee ensures a transparent, economical, and timely procurement process for equipment, chemicals, glassware, consumables, and other institutional requirements, and oversees the proper receipt, storage, issue, and accounting of stores.

I. Composition of the Stores & Purchase Committee (SPC)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – Purchase In-charge (Senior Faculty)
3. **Stores In-charge**
4. **Accounts/Finance Officer**
5. **Indenting Department Representatives and Technical Expert** – as required
6. **Management Nominee**

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the SPC.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Approve procurement recommendations within delegated financial powers.

b) Purchase In-charge (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Consolidate indents, conduct the quotation/tender process, and maintain the procurement tracker.

c) Stores In-charge

- Receive, verify, and record purchased items against purchase orders and invoices.
- Maintain stock and asset registers and report stock positions and discrepancies.

d) Accounts Officer, Indenting Representatives & Technical Expert

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Verify budget provision, specifications, and technical suitability of procurements.

III. Duties of the Stores & Purchase Committee

1. Procurement Planning & Scrutiny

- Prepare the annual procurement plan per departmental indents, PCI norms, and the approved budget.
- Scrutinize indents for justification, specifications, and budget provision, prioritizing semester readiness of laboratories.

2. Purchase Process & Vendors

- Conduct quotations/tenders transparently with comparative statements, negotiation, and vendor recommendation.
- Maintain an approved vendor list with periodic performance evaluation, avoiding conflicts of interest.

3. Stores & Verification

- Oversee receipt, inspection, installation, and stock/asset register maintenance.
- Conduct annual physical stock verification and process condemnation/write-off per procedure.
- Maintain procurement records for audit, PCI (SIF), and accreditation documentation.

IV. Meetings of the SPC

- The SPC shall meet at least once in every quarter and whenever procurement proposals require consideration.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the SPC Coordinator/Convener

- Maintain the indent-to-installation procurement tracker and complete purchase files.
- Coordinate with the Finance Committee for budget provision and payments.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

NATIONAL SERVICE SCHEME (NSS) COMMITTEE (NSS Committee)

Constitution, Roles, Responsibilities and Duties

The NSS Committee conducts the National Service Scheme activities of the institution as per the NSS manual and university NSS cell directions, developing social responsibility and community engagement among student volunteers.

I. Composition of the National Service Scheme (NSS) Committee (NSS Committee)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – NSS Programme Officer
3. **Faculty Members** – supporting NSS activities
4. **NSS Student Volunteers** – unit leaders and representatives

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the NSS Committee.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Support NSS activities with institutional resources and approvals.

b) NSS Programme Officer (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Plan and conduct regular activities and special camps per the NSS manual, maintaining prescribed volunteer hours.

c) Faculty Members

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Accompany and supervise volunteers during activities and camps.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Lead NSS units, mobilize volunteers, and execute community service activities.

III. Duties of the National Service Scheme (NSS) Committee

1. NSS Activities & Camps

- Plan and conduct NSS regular activities and the annual special camp per the NSS manual and university directions.
- Enrol volunteers, maintain prescribed activity hours, and issue NSS certificates per norms.

2. Community Service

- Organize health/hygiene awareness, blood donation, Swachh Bharat activities, and village outreach.
- Coordinate with the Community Activities Committee for pharmacy-relevant outreach.

3. Records & Reporting

- Maintain activity reports, photographs, and volunteer records for the university NSS cell, NAAC, and NIRF.
- Submit reports to the university NSS cell within timelines.

IV. Meetings of the NSS Committee

- The Committee shall meet at least once in every quarter and before each special camp.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the NSS Committee Coordinator/Convener

- Maintain volunteer enrolment, activity-hour, and camp records.
- Coordinate university NSS cell reporting and grants.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

COMMUNITY ACTIVITIES COMMITTEE (CAC)

Constitution, Roles, Responsibilities and Duties

The Community Activities Committee conducts the institution's community-oriented extension programmes – health camps, medication counseling, and public health awareness – developing professional and social responsibility among pharmacy students.

I. Composition of the Community Activities Committee (CAC)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – Faculty Extension Activities Coordinator
3. **Faculty Representatives** – from departments, including Pharmacy Practice/Pharmacology
4. **NSS Programme Officer** – for coordination
5. **Student Volunteers/Representatives**

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the Community Activities Committee.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Approve the extension calendar and community partnerships.

b) Extension Activities Coordinator (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Plan outreach programmes and coordinate hospitals, PHCs, local bodies, and NGOs.

c) Faculty Representatives & NSS Programme Officer

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Conduct discipline-relevant outreach (medication counselling, health screening) and supervise volunteers.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Participate in and help organize community programmes, applying professional knowledge in service.

III. Duties of the Community Activities Committee

1. Extension Programmes

- Plan and conduct health screening camps, medication counseling, antimicrobial resistance and drug-abuse awareness, and public health campaigns.
- Adopt nearby villages/communities for sustained outreach and health education.

2. Student Engagement & Partnerships

- Involve students in community engagement linked to programme outcomes on ethics and society.
- Collaborate with hospitals, PHCs, local bodies, and NGOs for programmes.

3. Documentation

- Document activities with reports, photographs, and beneficiary data for NAAC (extension) and institutional records.

IV. Meetings of the CAC

- The Committee shall meet at least once in every quarter and before each major outreach programme.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the CAC Coordinator/Convener

- Maintain the extension calendar, partnership contacts, and beneficiary records.
- Coordinate joint programmes with the NSS Committee.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

COLLEGE COUNCIL COMMITTEE (College Council)

Constitution, Roles, Responsibilities and Duties

The College Council is the apex internal advisory body of the institution. It advises the Principal on academic and administrative matters, coordinates the functioning of all institutional committees, and reviews overall institutional progress and statutory compliance.

I. Composition of the College Council Committee (College Council)

1. **Chairperson** – Principal
2. **Member Secretary** – Vice Principal/Senior Professor
3. **Heads of all Departments**
4. **All Staff**
5. **IQAC Coordinator**
6. **Office Superintend**

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the College Council.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Convene and preside over Council meetings and place consolidated reports before the Governing Body.

b) Member Secretary (Vice Principal/Senior Professor)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Consolidate committee reports and departmental items for the Council's review.

c) HoDs, Senior Professors & Administrative Officer

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Present departmental progress, requirements, and issues, and implement Council decisions.

d) IQAC Coordinator

- Ensures that the committee's processes align with institutional quality benchmarks.
- Assists in documentation for accreditation processes such as NAAC, NBA, and PCI evaluations.

III. Duties of the College Council Committee

1. Academic Governance

- Review and approve the academic calendar and major academic plans.
- Coordinate and review the functioning and action taken reports of all institutional committees.

2. Administrative & Developmental Matters

- Advise the Principal on administrative, disciplinary, and staff matters referred to the Council.
- Review developmental and budgetary proposals before submission to the Management.

3. Review & Compliance

- Review academic progress, results, research output, and student support periodically.
- Monitor statutory compliance (PCI, UGC, university) and recommend matters to the Governing Body.

IV. Meetings of the College Council

- The College Council shall meet at least once a month or as convened by the Chairperson.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the College Council Coordinator/Convener

- Prepare agendas in consultation with the Principal and track decision implementation.
- Present the action taken report in each subsequent meeting.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

RECRUITMENT COMMITTEE (Recruitment Committee)

Constitution, Roles, Responsibilities and Duties

The Recruitment Committee ensures fair, transparent, and merit-based recruitment of teaching and non-teaching staff in accordance with PCI qualification and cadre norms, UGC regulations, and university statutes.

I. Composition of the Recruitment Committee (Recruitment Committee)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – Administrative Officer/Senior Professor
3. **Head of the Concerned Department**
4. **Subject Experts** – internal/external, as per university norms
5. **Management Nominee**

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the Recruitment Committee.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Ensure recruitment maintains PCI staff-student and cadre ratios and institutional quality.

b) Convener (Administrative Officer/Senior Professor)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Coordinate advertisements, screening, and interview logistics, and maintain complete recruitment files.

c) HoD & Subject Experts

- Assess subject competence and teaching ability of candidates through demonstrations and interviews.

d) Management Nominee

- Represent the Management in selection proceedings and approvals.

III. Duties of the Recruitment Committee

1. Manpower Planning

- Assess staff requirements against sanctioned intake, PCI ratios, and workload norms, and recommend vacancies with draft advertisements.
- Plan recruitment timelines to avoid faculty shortage at semester commencement.

2. Selection Process

- Screen applications against PCI/UGC/university eligibility and conduct demonstration lectures and interviews with structured assessment.
- Coordinate selection committee proceedings per university statutes with complete records.

3. Appointment & Records

- Recommend selected candidates for appointment and coordinate university approval/ratification.
- Verify original documents and maintain records for PCI (SIF), university, and NAAC.

IV. Meetings of the Recruitment Committee

- The Committee shall meet as and when vacancies arise, and at least once a year to review the staff position against norms.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the Recruitment Committee Coordinator/Convener

- Maintain the sanctioned-vs-filled staff position tracker.
- Maintain evaluation sheets and approval records for every recruitment.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

ADMISSION COMMITTEE (Admission Committee)

Constitution, Roles, Responsibilities and Duties

The Admission Committee ensures a transparent, merit-based, and regulation-compliant admission process for all programmes, in accordance with PCI-approved intake, university regulations, and applicable government norms.

I. Composition of the Admission Committee (Admission Committee)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – Admission In-charge
3. **Faculty Members** – from departments
4. **Administrative Office Representative**

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the Admission Committee.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Ensure admissions remain within sanctioned intake and fully compliant with norms.

b) Admission In-charge (Convener)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Coordinate verification, merit lists, and university approvals within timelines.

c) Faculty & Administrative Members

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Assist in counseling, document verification, and induction activities.

III. Duties of the Admission Committee

1. Admission Planning & Publicity

- Plan admissions within PCI-approved intake and publicize eligibility, fees, and schedules via the prospectus and website.
- Coordinate centralized counseling and management quota admissions per applicable norms.

2. Admission Process & Compliance

- Verify eligibility and original documents, prepare transparent merit lists, and complete university approvals and statutory portal reporting.
- Maintain transparency at every stage of the process.

3. Induction & Records

- Conduct induction/orientation with anti-ragging undertakings and academic regulation awareness.
- Maintain admission registers and statistics for AISHE, NIRF, NAAC, and PCI.

IV. Meetings of the Admission Committee

- The Committee shall meet before and during each admission cycle, and additionally as required.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the Admission Committee Coordinator/Convener

- Prepare the admission calendar and ensure file completeness and timely approvals.
- Compile category-wise admission statistics.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

INFRASTRUCTURE DEVELOPMENT COMMITTEE (IDC)

Constitution, Roles, Responsibilities and Duties

The Infrastructure Development Committee plans, augments, and maintains the physical and ICT infrastructure of the institution in conformity with PCI norms and accreditation standards, ensuring adequate, safe, and well-maintained facilities.

I. Composition of the Infrastructure Development Committee (IDC)

1. **Chairperson** – Principal
2. **Convener (Member Secretary)** – Senior Faculty/Estate Officer
3. **Department Representatives**
4. **Administrative/Maintenance Officer**
5. **Management Nominee**

II. Roles & Responsibilities of the Members

a) Chairperson (Principal)

- Provide overall direction and leadership to the activities of the IDC.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Prioritize and recommend infrastructure proposals to the Management.

b) Convener (Senior Faculty/Estate Officer)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Consolidate departmental requirements and track sanctioned works and maintenance.

c) Department Representatives & Maintenance Officer

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Report requirements and maintenance issues, and supervise upkeep in their areas.

III. Duties of the Infrastructure Development Committee

1. Planning & Augmentation

- Conduct gap analysis against PCI/NBA norms and recommend augmentation proposals with budgets.
- Plan ICT infrastructure (smart classrooms, Wi-Fi, computing) and its upgradation.

2. Maintenance & Utilization

- Establish preventive maintenance schedules and AMCs for buildings and utilities, addressing complaints promptly.
- Promote green campus, energy conservation, and campus safety/security measures.

3. Compliance & Records

- Maintain infrastructure data for PCI (SIF), university inspections, and NAAC/NBA documentation.
- Maintain asset registers and statutory certifications (fire and building safety).

IV. Meetings of the IDC

- The IDC shall meet at least twice a year and additionally for specific proposals.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the IDC Coordinator/Convener

- Maintain the infrastructure requirement register and works tracker.
- Maintain compliance certificates and asset registers.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

FACULTY APPRAISAL COMMITTEE (FAC)

Constitution, Roles, Responsibilities and Duties

The Faculty Appraisal Committee conducts an objective and confidential performance appraisal of faculty members – covering teaching, research, and institutional contributions – to support faculty development, increments, and promotions per UGC/PCI/university norms. The Committee is chaired by a HoD/Senior Coordinator nominated by the Principal.

I. Composition of the Faculty Appraisal Committee (FAC)

1. **Chairperson** – HoD/Senior Coordinator nominated by the Principal
2. **Member Secretary** – Senior Faculty
3. **Senior Faculty Members** – two or three
4. **IQAC Coordinator** – invitee

II. Roles & Responsibilities of the Members

a) Chairperson (HoD/Senior Coordinator)

- Lead the appraisal process with objectivity, consistency, and confidentiality across departments.
- Present appraisal outcomes and recommendations to the Principal/Management.

b) Member Secretary (Senior Faculty)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Circulate self-appraisal formats and schedules, and compile appraisals with supporting evidence.

c) Senior Faculty Members

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Review self-appraisals with evidence and conduct appraisal interactions fairly.

d) IQAC Coordinator

- Ensures that the committee's processes align with institutional quality benchmarks.
- Assists in documentation for accreditation processes such as NAAC, NBA, and PCI evaluations.

III. Duties of the Faculty Appraisal Committee

1. Appraisal Framework

- Administer the annual self-appraisal (API/PBAS-type) covering teaching, research, professional development, and institutional contributions.
- Integrate student feedback and results/attainment data into the appraisal.

2. Appraisal Process

- Review self-appraisals with evidence and conduct appraisal interviews giving faculty an opportunity to present achievements.
- Score appraisals objectively and consistently.

3. Outcomes & Development

- Grade performance and recommend increments, promotions, and recognition to the Principal/Management.
- Identify development needs and recommend FDPs and refresher programmes, maintaining confidential records.

IV. Meetings of the FAC

- The FAC shall meet annually per the appraisal calendar and additionally for promotion/increment reviews.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the FAC Coordinator/Convener

- Maintain confidential appraisal files and scoring records.
- Communicate recommendations through the Principal.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

QUESTION PAPER REVIEW COMMITTEE (QPRC)

Constitution, Roles, Responsibilities and Duties

The Question Paper review Committee (QPRC) is a programme-level committee, chaired by the HoD/Programme Coordinator, that ensures the quality, validity, fairness, and confidentiality of internal question papers – verifying alignment with the syllabus, Course Outcomes, Bloom's taxonomy, and the PCI/university examination pattern.

I. Composition of the Question Paper Review Committee (QPRC)

1. **Chairperson** – HoD/ Coordinator
2. **Member Secretary** – Senior Faculty
3. **Subject Experts** – faculty representatives from each department
4. **Examination Cell Representative**
5. **IQAC Coordinator**

II. Roles & Responsibilities of the Members

a) Chairperson (HoD/Programme Coordinator)

- Provide overall direction and leadership to the activities of the QPRC.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Ensure timely, confidential audit of every internal question paper before its examination.

b) Member Secretary (Senior Faculty)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Collect question papers within timelines, arrange scrutiny, and maintain audit checklists and moderation records confidentially.

c) Subject Experts

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Scrutinize allotted question papers using the standard checklist and audit model answer keys.

d) Examination Cell Representative

- Coordinate audit timelines with the examination schedule and secure handling protocols.

III. Duties of the Question Paper Review Committee

1. Question Paper Scrutiny

- Verify syllabus conformity, unit-wise weightage, marks distribution, and PCI/university pattern of each question paper.
- Check difficulty balance, clarity, correctness of data/structures, and absence of ambiguity or excessive repetition.

2. Outcome & Taxonomy Alignment

- Verify the CO mapping of each question and the distribution across Bloom's taxonomy levels appropriate to the course.
- Audit model answer keys and schemes of valuation for completeness and fairness.

3. Confidentiality & Compliance

- Ensure secure, confidential handling of question papers at all stages and timely submission by faculty.
- Communicate observations to faculty, ensure corrections, and submit audit reports to the Program Monitoring & Assessment Committee and IQAC.

IV. Meetings of the QPRC

- The QPRC shall meet before each sessional/internal examination.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the QPRC Coordinator/Convener

- Maintain the audit checklist repository and confidential moderation records.
- Track correction and resubmission of question papers.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

PROJECT REVIEW COMMITTEE (PRC)

Constitution, Roles, Responsibilities and Duties

The Project Review Committee (PRC) is a programme-level committee, chaired by the HoD/Programme Coordinator, that oversees the allotment, monitoring, evaluation, and academic integrity of UG/PG projects and dissertations per PCI and university guidelines.

I. Composition of the Project Review Committee (PRC)

1. **Chairperson** – HoD/Programme Coordinator
2. **Member Secretary** – PG Coordinator/Senior Faculty
3. **Research Coordinator**
4. **Project Guides/Supervisors** – from departments
5. **Subject Experts** – internal/external, as required

II. Roles & Responsibilities of the Members

a) Chairperson (HoD/Programme Coordinator)

- Provide overall direction and leadership to the activities of the PRC.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Ensure timely reviews and fair, rubric-based evaluation of all projects.

b) PG Coordinator (Member Secretary)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Schedule reviews, maintain evaluation records, and coordinate plagiarism screening.

c) Guides & Subject Experts

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Evaluate progress presentations, verify logbooks, and provide constructive feedback.

d) Research Coordinator

- Screen proposals for ethical requirements and encourage publication of project outcomes.

III. Duties of the Project Review Committee

1. Allotment & Planning

- Frame guide-allotment norms and approve titles for relevance, feasibility, and available facilities.
- Screen proposals for ethics committee requirements and approve work plans and timelines.

2. Progress Monitoring & Evaluation

- Conduct proposal, mid-term, and pre-submission reviews through rubric-based evaluation of presentations.
- Verify laboratory notebooks/logbooks against the approved plan.

3. Quality & Integrity

- Ensure plagiarism screening within permitted limits and format compliance with university norms.
- Encourage publications, patents, and conference presentations from projects, and submit review reports to IQAC.

IV. Meetings of the PRC

- The PRC shall meet at least thrice in an academic year – allotment, mid-term review, and pre-submission review.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the PRC Coordinator/Convener

- Maintain the annual project schedule and rubric-based evaluation records, including quality and SDG
- Maintain similarity reports and title approval registers.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

RESULT ANALYSIS COMMITTEE (RAC)

Constitution, Roles, Responsibilities and Duties

The Result Analysis Committee (RAC) is a programme-level committee, chaired by the HoD/Programme Coordinator, that systematically analyses sessional and university examination results to evaluate performance, identify learners needing support, and drive continuous improvement.

I. Composition of the Result Analysis Committee (RAC)

1. **Chairperson** – HoD/Programme Coordinator
2. **Member Secretary** – Senior Faculty
3. **Class Coordinators** – of all classes
4. **Examination Cell Representative**

II. Roles & Responsibilities of the Members

a) Chairperson (HoD/Programme Coordinator)

- Provide overall direction and leadership to the activities of the RAC.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Direct corrective actions for low-performing courses and classes.

b) Member Secretary (Senior Faculty)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Prepare consolidated analysis reports with tables and graphs and circulate them to departments.

c) Class Coordinators

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Provide class/subject-wise result data and implement remedial action plans.

d) Examination Cell Representative

- Provide validated result data promptly after each examination.

III. Duties of the Result Analysis Committee

1. Result Compilation & Analysis

- Analyse sessional and university results – pass percentage, distinctions, failures, subject-wise and faculty-wise performance.

- Perform trend and comparative analysis across batches and with university averages where available.

2. Learner Identification & Support

- Identify slow and advanced learners using defined criteria and forward lists to the Augmented Learning and Mentor–Mentee Committees.
- Recommend and track remedial measures for low-performing courses.

3. Reporting & CQI

- Provide result data for CO/PO attainment to the Program Monitoring & Assessment Committee.
- Submit analysis and action taken reports to the PMAC and IQAC.

IV. Meetings of the RAC

- The RAC shall meet after each sessional examination and after each university result declaration.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the RAC Coordinator/Convener

- Maintain result databases and analysis report archives.
- Track remedial action implementation and outcomes.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

INTERNSHIP COMMITTEE (Internship Committee)

Constitution, Roles, Responsibilities and Duties

The Internship Committee is a programme-level committee, chaired by the HoD/Programme Coordinator, that plans, coordinates, and monitors internships and practice training in hospitals, community pharmacies, and industries per PCI regulations, ensuring meaningful experiential learning.

I. Composition of the Internship Committee (Internship Committee)

1. **Chairperson** – HoD/Programme Coordinator
2. **Member Secretary** – Internship Coordinator
3. **Department Representatives**
4. **Placement Cell Representative**
5. **Hospital/Industry Liaison Member**
6. **Student Representatives** – intern batch representatives

II. Roles & Responsibilities of the Members

a) Chairperson (HoD/Programme Coordinator)

- Provide overall direction and leadership to the activities of the Internship Committee.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Ensure internships meet PCI duration, content, and assessment requirements.

b) Internship Coordinator (Member Secretary)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Maintain empaneled site lists, MoUs, allotments, and evaluation records.

c) Department Representatives & Liaison Member

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Supervise and evaluate interns, coordinating with site preceptors.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Coordinate batch communication and logbook compliance among interns.

III. Duties of the Internship Committee

1. Planning & Placement of Interns

- Empanel hospitals, community pharmacies, and industries with MoUs, and allot interns per PCI norms.
- Conduct pre-internship orientation on objectives, conduct, safety, and documentation.

2. Monitoring & Evaluation

- Monitor attendance, rotations, and logbooks/diaries, coordinating preceptor feedback.
- Conduct periodic reviews and complete evaluation and certification per PCI and university norms.

3. Compliance & Feedback

- Ensure compliance of internship duration, content, and assessment with PCI regulations.
- Collect intern and preceptor feedback for programme improvement and maintain accreditation records.

IV. Meetings of the Internship Committee

- The Committee shall meet at least twice a year and before each internship batch commences.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the Internship Committee Coordinator/Convener

- Maintain site empanelment, allotment orders, and logbook/evaluation trackers.
- Consolidate feedback for programme improvement.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

AUGMENTED LEARNING COMMITTEE (ALC)

Constitution, Roles, Responsibilities and Duties

The Augmented Learning Committee (ALC) is a programme-level committee, chaired by the HoD/Programme Coordinator, that identifies and categorizes students as slow, medium, and fast learners, organizes remedial coaching for slow learners and advanced learning for fast learners, and monitors the improvement and migration of students from the slow to the medium/fast categories.

I. Composition of the Augmented Learning Committee (ALC)

1. **Chairperson** – HoD/Programme Coordinator
2. **Member Secretary** – Learner Support Coordinator (Senior Faculty)
3. **Class Coordinators** – of all classes
4. **Mentor–Mentee Committee Representative**
5. **Result Analysis Committee Representative**
6. **Student Representatives** – class representatives

II. Roles & Responsibilities of the Members

a) Chairperson (HoD/Programme Coordinator)

- Provide overall direction and leadership to the activities of the ALC.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Approve categorization criteria and remedial/advanced learning plans, and review learner migration each cycle.

b) Learner Support Coordinator (Member Secretary)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Maintain learner categorization registers and migration trackers, handling data sensitively.

c) Class Coordinators

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Categorize their classes per criteria, conduct scheduled remedial/advanced sessions, and maintain attendance and performance records.

d) MMC & RAC Representatives

- Provide result data and mentor observations for categorization and individual follow-up of slow learners.

e) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Support peer-assisted learning and communicate session schedules among students.

III. Duties of the Augmented Learning Committee

1. Identification & Categorization

- Define transparent criteria (entry marks, diagnostic tests, sessional/university performance, attendance, mentor inputs) and categorize every class at semester start.
- Revise categorization after each sessional and university result, maintaining registers sensitively without labeling students.

2. Remedial & Advanced Learning

- Conduct remedial coaching for slow learners – tutorial classes, simplified materials, question banks, peer-assisted learning, and additional formative tests – monitoring attendance and coordinating parent communication through mentors.
- Organize advanced learning for fast learners – GPAT/competitive coaching, MOOCs, mini-projects, competitions, and peer-tutoring roles – with recognition of achievements.

3. Monitoring of Improvement & Reporting

- Track every slow learner after each examination cycle and measure migration from the slow to medium/fast categories.
- Analyse intervention effectiveness and submit improvement/migration reports to the Program Monitoring & Assessment Committee and IQAC.

IV. Meetings of the ALC

- The ALC shall meet at the beginning of each semester for categorization and after each sessional examination and university result to review improvement.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the ALC Coordinator/Convener

- Prepare semester remedial/advanced schedules with the Timetable Committee.
- Maintain categorization registers and migration analysis reports.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

PROFESSIONAL ACTIVITIES COMMITTEE (PAC (Professional Activities))

Constitution, Roles, Responsibilities and Duties

The Professional Activities Committee is chaired by the President, that plans and conducts professional development activities – conferences, guest lectures, professional body engagement, and observances – strengthening the professional competence and identity of students and faculty.

I. Composition of the Professional Activities Committee (PAC (Professional Activities))

1. **President** – Principal / Elected Member
2. **Vice** – President - Elected Member
3. **Member Secretary** – Senior Faculty
4. **Representatives** – 3-5 Elected Member / 2- Nominated Members
5. **Student Association Representatives**

II. Roles & Responsibilities of the Members

a) Chairperson (HoD/Programme Coordinator)

- Provide overall direction and leadership to the activities of the Professional Activities Committee.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Approve the annual professional activities calendar and event plans.

b) Member Secretary (Senior Faculty)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Coordinate event logistics, resource persons, and budgets.

c) Department Representatives

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Organize and document activities assigned to their departments.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Lead student chapters and mobilize participation in professional events.

III. Duties of the Professional Activities Committee

1. Events & Programmes

- Organize guest lectures, seminars, conferences, workshops, and continuing education programmes on contemporary pharmaceutical topics.
- Conduct National Pharmacy Week, World Pharmacist Day, and other professional observances with active student involvement.

2. Professional Body Engagement

- Promote memberships and student chapters of professional bodies (APTI, IPA) and inter-collegiate participation.
- Support faculty and student presentations in external professional events.

3. Documentation & Outcomes

- Maintain event reports, participation records, and certificates.
- Provide documentation for NAAC, NBA (C4), and NIRF, and analyse feedback to improve programmes.

IV. Meetings of the PAC (Professional Activities)

- The Committee shall meet at least once in every quarter and before each major event.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the PAC (Professional Activities) Coordinator/Convener

- Maintain the professional activities calendar and event archives.
- Coordinate professional body correspondence and memberships.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

LABORATORY DEVELOPMENT COMMITTEE (LDC)

Constitution, Roles, Responsibilities and Duties

The Laboratory Development Committee (LDC) comprises all Heads of Departments and Laboratory In-charges, chaired by the senior-most HoD. It ensures that all laboratories are adequately equipped, safely operated, and well maintained per PCI norms and the practical curriculum, supporting effective practical training and research.

I. Composition of the Laboratory Development Committee (LDC)

1. **Chairperson** – Senior HoD (on behalf of all HoDs)
2. **Members** – all Heads of Departments
3. **All Laboratory In-charges**
4. **Store/Purchase In-charge**
5. **Laboratory Technicians' Representative**
6. **Student Representatives** – laboratory batch representatives

II. Roles & Responsibilities of the Members

a) Chairperson (Senior HoD)

- Lead laboratory planning and development across departments.
- Prioritize and recommend laboratory proposals to the Principal and Stores & Purchase Committee.

b) Heads of Departments

- Assess and present the laboratory requirements of their departments against PCI norms and the practical syllabus.
- Ensure laboratory readiness before each semester.

c) Laboratory In-charges & Technicians' Representative

- Maintain equipment logs, calibration records, stock registers, and safety compliance in their laboratories.
- Report maintenance needs, breakages, and consumable requirements.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Communicate practical-class difficulties and equipment/consumable shortfalls experienced by students.

III. Duties of the Laboratory Development Committee

1. Development & Procurement

- Assess equipment, chemical, and glassware requirements against PCI lists and the practical syllabus, recommending indents and laboratory upgradation.
- Plan the procurement calendar so laboratories are ready before each semester.

2. Maintenance, Calibration & Inventory

- Ensure preventive maintenance, AMCs, calibration records, and usage logbooks for major equipment.
- Conduct periodic stock verification and process condemnation of obsolete items.

3. Safety & Compliance

- Implement laboratory safety – SOP display, PPE, first aid, fire safety, and proper chemical/biological waste segregation and disposal.
- Maintain laboratory records for PCI (SIF), university inspections, and NBA/NAAC documentation.

IV. Meetings of the LDC

- The LDC shall meet at least once in a semester, preferably before its commencement, and additionally as required.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the LDC Coordinator/Convener

- Consolidate laboratory indents and maintenance schedules across departments.
- Coordinate laboratory safety audits and closure of observations.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.

FEEDBACK AND SURVEY COMMITTEE (FSC)

Constitution, Roles, Responsibilities and Duties

The Feedback and Survey Committee (FSC) is a programme-level committee, chaired by the HoD/Programme Coordinator, that designs, collects, analyses, and acts upon structured feedback from students, faculty, alumni, employers, and parents, closing the quality loop required by NAAC and NBA.

I. Composition of the Feedback and Survey Committee (FSC)

1. **Chairperson** – HoD/Programme Coordinator
2. **Member Secretary** – Senior Faculty
3. **Department Representatives**
4. **Student Representatives**

II. Roles & Responsibilities of the Members

a) Chairperson (HoD/Programme Coordinator)

- Provide overall direction and leadership to the activities of the FSC.
- Approve the recommendations of the committee and facilitate the resources required for their implementation.
- Ensure that the committee functions in compliance with the applicable PCI, UGC, university, and accreditation (NAAC/NBA) requirements.
- Ensure the feedback cycle – collection, analysis, action, and loop closure – runs every semester.

b) Member Secretary (Senior Faculty)

- Convene meetings, prepare the agenda, and communicate the notice through official e-mail / circular to all members well in advance.
- Record and maintain the Minutes of Meetings (MoM) and follow up on action items.
- Act as the liaison between the committee, departments, administration, and IQAC.
- Submit periodic reports, MoM, and action taken reports to IQAC.
- Administer feedback instruments, ensure response rates, and prepare analysis and action taken reports.

c) Department

- Participate actively in meetings and contribute to the deliberations and decisions of the committee.
- Execute the tasks assigned by the committee within the stipulated timelines.
- Provide the inputs, data, and feedback required for the functioning of the committee.
- Facilitate feedback collection in their constituencies and support analysis.

d) Student Representative(s)

- Represent the perspectives, needs, and difficulties of the student community before the committee.
- Assist in communicating the committee's decisions and activities to fellow students and in mobilizing student participation.
- Encourage honest student participation and represent the student view in interpreting feedback.

III. Duties of the Feedback and Survey Committee

1. Feedback Design & Collection

- Design and revise structured instruments for all stakeholder groups covering curriculum, teaching-learning, assessment, and facilities.
- Administer feedback per the annual calendar, preferably online with anonymity, ensuring representative response rates.

2. Analysis & Reporting

- Analyse feedback statistically and communicate course/faculty-specific findings confidentially to the concerned faculty and HoDs.
- Share curriculum feedback with the Program Monitoring & Assessment Committee and Board of Studies.

3. Action & Loop Closure

- Recommend corrective actions, track implementation through action taken reports, and communicate outcomes to stakeholders.
- Publish feedback analysis and ATRs on the website per NAAC requirements and submit reports to IQAC.

IV. Meetings of the FSC

- The FSC shall meet at least twice in a semester, aligned with the feedback cycles.
- The meeting notice and agenda shall be communicated through official e-mail / circular to all the concerned members well in advance of the scheduled date.
- The Minutes of each Meeting (MoM), along with action taken reports, shall be recorded, circulated to all members, and submitted to IQAC for quality assurance and accreditation (NAAC/NBA/PCI) purposes.

V. Duties of the FSC Coordinator/Convener

- Maintain the feedback instrument repository, raw data, and analysis archives.
- Coordinate website publication of analysis and ATRs.
- Maintain complete records, registers, and documentation of the committee's activities.
- Track the implementation of the committee's decisions and prepare action taken reports.
- Submit periodic reports to the Principal and IQAC for quality assurance and accreditation documentation.