



# JEYPORE COLLEGE OF PHARMACY

(Under the patronage of Banagiri Development Trust)

Approved by Government of Odisha, All India Council for Technical Education, New Delhi  
Pharmacy Council of India, New Delhi, & Affiliated to Biju Patnaik University of Technology

Ref No.:

Date:

## HR Policies

- The teaching and non-teaching staff shall attend minimum 1 staff development program per year having duration of 3 days to 1 week.
- The faculty members shall publish minimum 1 paper in the journal and 1 paper in conference per year.
- The faculty members participating in the publication shall be given financial support for transportation / registration.
- Every faculty shall take the responsibility as a chairman / member of different developmental committees formed at institute level.
- The institute shall provide & computer facilities, library facilities, industry visit facilities for enhancement of teaching & learning process.
- Faculty members shall spend minimum 1 week in Industry/ Hospital to obtain the knowledge on recent trends in the pharmacy profession.
- Faculty shall update their course files, ICT tools and learning material periodically and shall be documented in the given framework.
- The teaching & non-teaching staff shall submit the annual report of the activities undertaken as part of the performance appraisal development system.
- The appropriate recognitions / awards shall be granted to deserving teaching / non-teaching staffs based on the reports of performance appraisal development system.

**PRINCIPAL**  
**JEYPORE COLLEGE OF PHARMACY**  
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## Research & Innovation

- There shall be a separate cell for promotion of research & innovation. This cell shall conduct minimum 2 programmes every year on Research Methodology, Intellectual Property Rights, Pharmaceutical Innovations, Entrepreneurship and global trends in pharmaceutical science.
- The institute shall make the financial provisions for promoting research activities as part of the budget provision.
- The activities and programmes be conducted such as workshops / seminars / conferences for UG & PG students of minimum 3 days duration each.
- The experts from industry / research organizations shall be invited every year for promotion of research-based activities (minimum one)
- The initiatives shall be taken to undertake consultancy projects and research with industry / hospitals. The PG students shall be involved as part of such a consultative project.
- The undergraduate students shall be exposed to pharmaceutical research by conducting workshops / seminars / conferences.
- There shall be a separate cell/ space for entrepreneurship development and innovation promotion activities well equipped with literature and human resources.

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## Finance

- The department shall prepare budgetary requirement in the last quarter of financial year for projecting the requirement in the succeeding financial year.
- The head of institute shall consolidate the financial requirements at institute level and submit the budget in the requisite format with due scrutiny.
- The head of institute shall ensure cash flow and budgetary control as per the budgetary provisions.
- The internal & external financial audit shall be conducted regularly.
- The financial support shall be given to socially & economically weaker section in terms of scholarships for promoting education in the disadvantage sector including women.
- The financial provisions shall be made in the budget towards staff welfare including financial support to attend conferences / seminars / FDPs.

  
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## ICT Policy

- The ICT cell shall be formed to coordinate & promote ICT activities.
- There shall be ICT framework that constitute of web-portal, LCMS, ILMS and ERP with high security systems and sufficient bandwidth.
- The faculty development programmes shall be conducted every year for the promotion of online education / ICT education.
- The faculty members shall document & store the ICT content developed / reviewed in LCMS system and otherwise the referred cloud made available by the institute.
- The institute shall have 70% classroom equipped with LCD projectors / Smart classrooms along with well-equipped seminar hall.

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## Maintenance Policy

- The annual maintenance contract shall be signed wherever possible for computer, equipment etc.
- There shall be preventive maintenance & breakdown maintenance conducted during each semester and the record shall be reflected in the logbook.
- The maintenance cost up to Rs.25000/- shall be done with the permission of Principal under emergency situation.
- The maintenance of furniture / buildings shall be done either by appointing Contractual labour / Contractors / by inviting tenders as per the guidelines issued by public works department.
- The regular maintenance of campus, washrooms and other housekeeping shall be done by either institution staff or contractual labour.

  
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## **Mentoring & Student Development**

- There shall be a mechanism for carrying out mentoring activities and student development activities.
- The mentor-mentee committees shall be formed by the head of the institute with a mandate of conducting of conducting minimum two meetings per semester to address student difficulties in the area of teaching-learning, facilities management and personal issues.
- The mentor shall prepare annual report & submit to principal for each academic year. The head of institute shall prepare the action taken report based on the mentoring reports.
- The feedback shall be collected every year as prescribed by NAAC / NBA.
- The institute shall from NSS/ NCC / RED CROSS cell at institute. There shall be student development committee such as Student Council, Student Clubs etc. for planning and implementation of personal and professional development of students. Such committee shall ensure the holistic development of students by conducting sports, cultural activities and conduct of national and international events for promoting personal / social / professional values & ethics.
- The annual report shall be published providing the report of each activity conducted at institute.

  
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