



# **SS Institute of Pharmacy**

Approved by Pharmacy Council of India (PCI), New Delhi.  
Affiliated to The TN Dr.M.G.R Medical University, Chennai.  
The Directorate of Medical Education (DME), Chennai.

# **POLICY MANUAL**

**Kuppanur, Salem – Kochi Hwy,  
Manjakalpatti, Sangagiri,  
Tamil Nadu 637301**

**[www.ssip.edu.in](http://www.ssip.edu.in)**

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# About the College

SS Institute of pharmacy is a well-established institution offering UG degree courses. V.S Educational & Charitable Trust started the college in the year 2018 with a vision to empower the rural area students through quality education and research

The management strives hard to enhance the professional knowledge skill and attitude of educators so that they would in turn improve the teaching learning process. The college aims at developing a deep understanding of the human values and social concern among the pharmacy graduates. V.S Educational & charitable trust is providing fee waiver scheme for socially and economically weak student. Every year our students are benefitted through this scholarship. Free transportation facility is also provided for the benefit of students and faculty members.

SS Institute of pharmacy is approved by PCI and affiliated to TN. Dr. M.G.R Medical University, Chennai. It is situated at 38km away from Salem, 3 km away from Sankari Railway station. The campus spread over 2.5 acres with a good greenish environment and eco-friendly.

The college with its state-of-the-art infrastructural facilities and excellent academic records has earned recognition as one of the leading educational institutes in india. The College imparts technical education of high caliber to meet the growing needs of pharmacist and Entrepreneurs. The college offers courses of study that are on the frontiers of knowledge and it connects the spiritual and practical dimensions of intellectual life in a stimulating environment. The college has completed 6 years of dedicated service to the people of India in the field of education.

The college has introduced Entrepreneurship development cell to help and encourage business idea of students by guiding them with available opportunities. The management is encouraging the students to start their own pharmacy and pharma company and other entrepreneurs in addition to offering legal and regulatory support.

The Placement and Training Cell was established with the goal of making our students more employable both within institutions and in the workplace. It also aims to provide them with well-considered professional skills and mentor them as they pursue their ideal careers, wherever they may be in the world, while upholding social justice, hard work, and ethical standards.

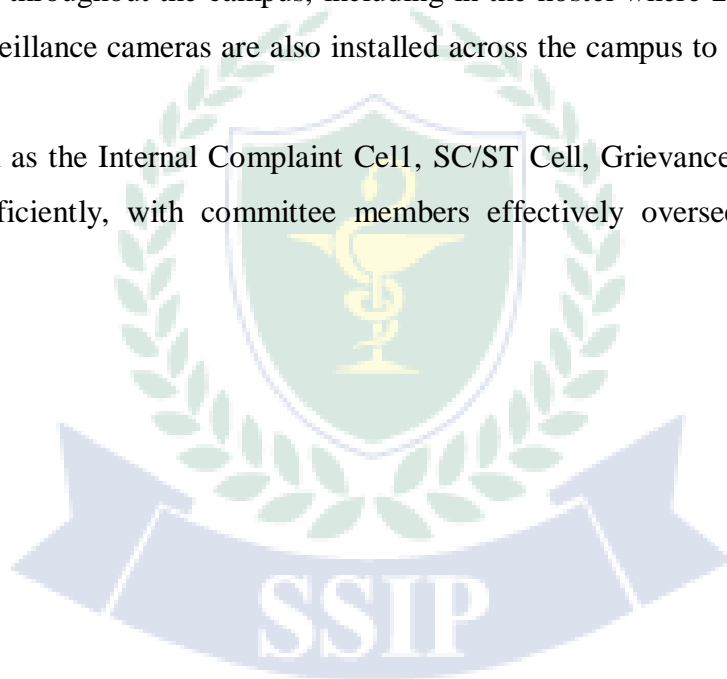
In order to assist students in being placed in reputable companies and bridge the gap between institute and industry the Placement and Training Cell works to maximize industry consultancy, industry supported courses & certifications, industry sponsored lab, adjunct professorship as well as advisors from industry, student internships, faculty training with advanced facilities at industry, joint research with industry, etc.

To enhance the well-being of both our staff and students, our college has established separate gyms for males and females. Additionally, we offer yoga and meditation classes as part of our schedule for students.

Our institute has implemented an online feedback system for all stakeholders, aiding in our development across both academic and non-academic endeavours.

WiFi is available throughout the campus, including in the hostel where 24-hour WiFi access is provided. Surveillance cameras are also installed across the campus to ensure the safety of students.

Committees such as the Internal Complaint Cell, SC/ST Cell, Grievances & Redressal Cell are operating efficiently, with committee members effectively overseeing and resolving issues.



# Vision & Mission

## VISION

To establish a premier, globally recognized institute excelling in pharmacy education, to nurture highly competent pharmacy professional to the society.

## MISSION

- Our mission is to empower students from rural regions, transforming them into skilled and responsible citizens who will play a key role in advancing our nation.
- To collaborate with leading pharmacy organization to develop their skills and to train students in pharmaceutical science to meet both national and global demands.
- To lead in pharmaceutical education by combining critical thinking, problem-solving, and professional skills.
- To develop and support emerging pharmacy professionals who can excel and lead in the pharmaceutical industry.



# Quality Policy

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SS institute of pharmacy is committed to providing quality education to the students,

- contributing to the student's academic standing and overall knowledge development
- Maintaining state-of-the-art infrastructure and a congenial learning environment
- Enhancing the competence of the faculty to a very high level and making them adopt all modern and innovative methods in the teaching-learning process
- inculcating moral and ethical values among the students and staff
- Collaborating with industry, other institutions- and organizations for mutual benefit
- Promoting a research and development program for the growth of the economy.
- Continuing education is used to disseminate technical knowledge in the region.
- Ensuring the continual improvement of the quality management system.



# Human Resource Policy

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## 1. STAFF REQUIREMENT ASSESSMENT

The Principal shall assess, in the month of April every year the staff requirement for the subsequent academic year. He will obtain the staff requirement lists from all the Heads of department and arrive at the number of faculty members and Lab assistants required with the following guidelines in mind;

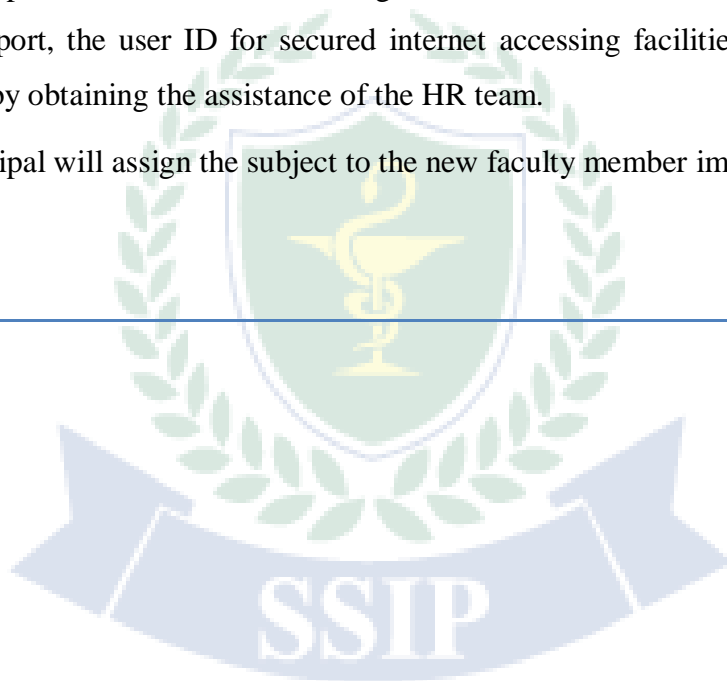
- He will consider appointing a professor to be the Head of every discipline, besides the number of Assistant Professors required in accordance with the teacher-student ratio prescribed herein.
- The teacher-student ratio shall be 1:20 and for this purpose, the professor shall also be included in counting the number of teachers.
- he will appoint a selection committee for recruitment in each discipline, composed of the Principal, professor and the Department's advisors and experts from management

## 2. RECRUITMENT

- The selection committee shall prepare a job description and specification for the candidate to be recruited.
- The committee shall augment candidacy in a ratio of 1:3 for every position to be filled from any or all of the following sources: Advisements in the newspapers, files maintained for storing unsolicited applications, and references.
- If the committee deems it fit, it may also conduct walk-in interviews to augment the required candidates.
- The committee shall shortlist the candidates through the following processes: written test in there discipline personal interviews and classroom demonstration.
- The committee shall finalize the shortlisted candidates and submit their recommendations along with the personal data sheets of the candidates to the Chief Administrative Officer, who in turn will approve the decisions of the committee on the appointment.
- An offer of appointment shall be released by the principal through HR.

### 3. ORIENTATION

- Every faculty member appointed to the college shall be given a brief introduction to the college by the Principal on the day of his\her joining.
- The Principal shall take him,/her to the department of his/her work and introduce him/her to the Head of the department.
- The Principal will give a brief introduction of the department and introduce the new incumbent to all of his team's teaching and non-teaching members
- He will also take him/her on a tour of the campus. explaining the various codes of conduct observed when availing of the facilities at the college.
- The Principal will also ensure all the registration formalities, including the submission of the joining report, the user ID for secured internet accessing facilities, the identity card application etc., by obtaining the assistance of the HR team.
- The Principal will assign the subject to the new faculty member immediately.





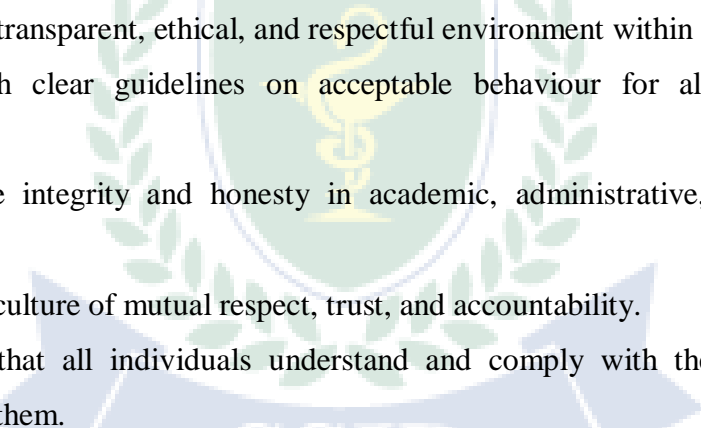
# Code of Ethics Policy

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## Introduction

The Code of Ethics Policy at SS Institute of Pharmacy (SSIP) is designed to ensure that all students, faculty, staff, and members of the institution adhere to the highest standards of ethical behaviour and professionalism. The policy aims to foster an environment of respect, integrity, accountability, and responsibility, both within the college and in the broader community. By emphasizing the importance of ethical conduct, SSIP seeks to create a culture that encourages responsible actions, transparency, fairness, and ethical decision-making in every aspect of academic, administrative, and social activities.

## Objectives

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- To create a transparent, ethical, and respectful environment within the institution.
  - To establish clear guidelines on acceptable behaviour for all members of the institution.
  - To promote integrity and honesty in academic, administrative, and co-curricular activities.
  - To foster a culture of mutual respect, trust, and accountability.
  - To ensure that all individuals understand and comply with the ethical standards required of them.

## Scope

This policy applies to all students, faculty members, staff, and administrators at SS Institute of Pharmacy. It encompasses behaviour within the institution, including on-campus activities, off-campus activities related to the institution, online conduct, and interactions with external stakeholders, including industry partners, recruiters, and the community.

## **Code of Ethics Principles**

### **1. Integrity and Honesty**

- All members of the institution are expected to uphold honesty and integrity in all interactions, both academic and professional.
- Plagiarism, cheating, misrepresentation of academic work, or dishonesty in research or exams is strictly prohibited.
- Members must act with fairness and transparency in all activities, including administrative procedures and interactions with colleagues and students.

### **2. Respect for Others**

- Every individual within the college community must treat others with dignity and respect, irrespective of their gender, race, religion, nationality, or socio-economic background.
- Discrimination, harassment, bullying, or any form of inappropriate behavior will not be tolerated.
- Members should foster inclusivity and support diversity within the community.

### **3. Responsibility and Accountability**

- All members of the institution are accountable for their actions and decisions. Faculty, staff, and students must take responsibility for their behavior and outcomes, both positive and negative.
- Students are expected to follow the academic rules and regulations, maintain discipline, and contribute positively to campus activities.

### **4. Confidentiality**

- All personal, academic, and professional information shared within the institution must be handled with confidentiality.
- Faculty and staff are required to maintain the privacy of student records, medical information, and any sensitive data entrusted to them by the institution.
- Students must respect the confidentiality of information shared in academic or professional settings, including group projects, research work, and confidential discussions.

### **5. Professionalism**

- All individuals are expected to behave professionally at all times, representing the institution positively in both academic and non-academic activities.
- Faculty members must engage in continuous professional development, improve teaching practices, and maintain high standards of academic integrity.
- Students should act responsibly during internships, placements, and while interacting with Pharma industry professionals.

#### 6. **Environmental and Social Responsibility**

- The college encourages all members to be socially and environmentally responsible, contributing to sustainability initiatives on and off campus.
- Students and staff should actively participate in programs that promote social welfare, such as community service, environmental conservation, and social justice activities.

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### **Implementation of the Code of Ethics Policy**

The implementation of the Code of Ethics Policy involves several key components designed to ensure adherence to ethical standards throughout the institution. These include training, monitoring, feedback mechanisms, and enforcement procedures.

#### 1. **Orientation and Awareness Programs**

- Upon admission, all students and new employees will undergo an **orientation session** with principal and he / she explains the institution's Code of Ethics.
- For students, regular **awareness campaigns or workshops** will be held to remind the college community of the importance of ethical behaviour.
- **Ethical decision-making** will be a key component of the training for administrators and staff involved in academic management, recruitment, and decision-making processes.

#### 2. **Reporting Mechanisms**

- SSIP will provide a **confidential grievance redressal system** through which students, faculty, and staff can report ethical violations or concerns. This will include an online portal and designated personnel to handle complaints related

to academic dishonesty, harassment, discrimination, or any other unethical conduct.

- The **GRC** will review all reports, conduct investigations as needed, and take appropriate action based on the findings.

### **3. Disciplinary Actions for Violations**

- The Code of Ethics Policy will outline specific disciplinary actions for violations, ranging from warnings to expulsion or termination, depending on the severity of the infraction.
- In the case of academic dishonesty, actions such as failing assignments, suspension from courses, or even expulsion may be taken. In cases of harassment or bullying, suspension, termination, or legal actions may be initiated.
- The institution will provide support to affected individuals, ensuring a fair and transparent process.

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## **Expected Outcomes of the Code of Ethics Policy**

The effective implementation of the Code of Ethics Policy is expected to yield several positive outcomes:

### **1. Increased Integrity and Academic Excellence**

- A culture of honesty and academic integrity will result in improved academic outcomes, higher-quality research, and a reduction in academic misconduct.
- Students will be motivated to pursue academic excellence in an ethical manner, contributing to the overall reputation of the institution.

### **2. Enhanced Respect and Inclusivity**

- The campus environment will become more respectful, inclusive, and supportive, where individuals feel valued and safe.
- Discrimination, harassment, and bullying will be eliminated, fostering stronger relationships among students, faculty, and staff.

### **3. Stronger Institutional Reputation**

- A reputation for ethical conduct will strengthen the institution's standing in the academic community, with increased trust from industry partners, regulators, and prospective students.
- SSIP will be known for its commitment to professionalism, ethical behavior, and social responsibility.

### **4. Reduction in Unethical Practices**

- By setting clear expectations for behavior and implementing strict monitoring and enforcement mechanisms, SSIP aims to significantly reduce unethical practices such as cheating, corruption, and abuse of power.
- Students and staff will be more likely to report violations, knowing that they are supported in doing so.

### **5. A Positive and Supportive Campus Culture**

- A well-implemented Code of Ethics will foster a culture where all members of the institution feel responsible for maintaining ethical standards. This will contribute to the overall well-being of the campus community and a positive atmosphere for learning and growth.

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## **Conclusion**

The Code of Ethics Policy at SS Institute of Pharmacy serves as a foundation for creating a campus environment that values integrity, respect, professionalism, and social responsibility. By implementing clear guidelines, promoting ethical behavior, and ensuring accountability, SSIP aims to build an institution where all members can thrive and contribute positively to society. Through training, monitoring, and feedback mechanisms, the college ensures that ethical standards are upheld and continually improved, fostering a culture of trust, fairness, and respect for all.

# Divyangjan Policy of SSIP

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## Introduction

SS Institute of Pharmacy (SSIP) is committed to fostering an inclusive educational environment where students of all abilities can thrive. In alignment with the Government of India's National Policy for Persons with Disabilities, SSIP recognizes the rights, contributions, and potential of individuals with disabilities (referred to as "Divyangjan" in this document). The Divyangjan Policy of SSIP is designed to ensure that students with disabilities receive the necessary support and accommodations, enabling them to participate fully in academic, co-curricular, and extracurricular activities.

This policy outlines the measures taken by the institution to promote equal opportunities, safeguard the rights of Divyangjan students, and ensure their holistic development in a conducive and accessible learning environment.

## Objective

The primary objective of the Divyangjan Policy is to create an inclusive, barrier-free, and supportive environment for students with disabilities, ensuring:

- Equal opportunities in education, infrastructure, and campus facilities.
- Full participation of Divyangjan students in academic, social, and extracurricular activities.
- Recognition of the dignity, potential, and rights of students with disabilities.
- Effective measures for accommodation and support to ensure academic success and personal growth

## Policies and Measures

SS Institute of pharmacy has implemented several policies and measures to ensure that students with disabilities have access to a supportive and inclusive campus. These measures are designed to address the diverse needs of students with physical and other forms of disabilities.

## 1. Provision of Mechanized Tools and Assistive Devices

- **Wheelchairs:** The College provides mechanized tools such as **wheelchairs** to assist students with mobility impairments. These tools ensure that students can move around the campus comfortably and independently.
- **Other Assistive Devices:** Depending on individual needs, the college makes available various assistive devices such as hearing aids, specialized software in future for students with visual impairments, and adaptive technologies for students with learning disabilities.

## 2. Disabled-Friendly Infrastructure

- **Ramps and Pathways:** The college has incorporated **disabled-friendly infrastructure** across the campus. This includes the construction of **ramps** at various points, making the campus more accessible to students who use wheelchairs or have difficulty navigating stairs.
- **Wide Doors and Clear Pathways:** The college ensures that doors, pathways, and hallways are wide enough to accommodate wheelchairs and other mobility aids, providing unhindered access to all areas of the campus.

## 3. Accessible Restrooms

- **Disabled-Friendly Restrooms:** SSIP provides **disabled-friendly restrooms** that are equipped with facilities for students with mobility impairments. These restrooms are designed to be wheelchair-accessible, ensuring that Divyangjan students have safe and comfortable access to sanitation facilities across the campus.
- **Maintenance and Accessibility:** The restrooms are regularly maintained and are situated in easily accessible locations on campus to ensure that students with disabilities can use them without barriers

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## 4. Signage for a Barrier-Free Environment

- **Clear and Visible Signage:** In the future, Divyangjan students will be able to navigate the campus with ease, thanks to strategically placed, clear, visible, and easily understandable directional signs. These signs will guide students to important locations like ramps, elevators, and restrooms, ensuring independent movement across the campus.

- **Braille Signage:** Braille signage will be installed throughout the campus where needed, further supporting students with visual impairments, making it easier for them to find their way independently.

#### 5. Academic Support and Reasonable Accommodation

- **Specialized Academic Support:** The institution will offer specialized academic support, such as note-takers, interpreters, and tutors. Students will be actively encouraged to communicate any specific needs, ensuring the necessary accommodations are provided for their success.

#### 6. Awareness and Sensitization Programs

- **Faculty and Staff Training:** The College will regularly conduct training and workshops for faculty and staff, enhancing their ability to assist and support Divyangjan students. These sessions will raise awareness of the challenges these students face, cultivating a future campus culture of respect, inclusion, and empathy.
- **Student Sensitization:** In future the institution will host sensitization programs for students, further raising awareness of the rights and needs of students with disabilities. This will help foster a campus environment where understanding and support are paramount, creating a more inclusive atmosphere for all.

#### 7. Counselling and Support Services

- **Psychological Counselling:** The College will offer **psychological counselling services** to Divyangjan students if admitted in SSIP to support their mental well-being and help them cope with any academic or personal challenges they may face.
- **Peer Support Networks:** Peer support networks will be created in future to help Divyangjan students integrate into campus life and provide emotional and social support throughout their academic journey.

### Feedback Mechanism and Grievance Redressal

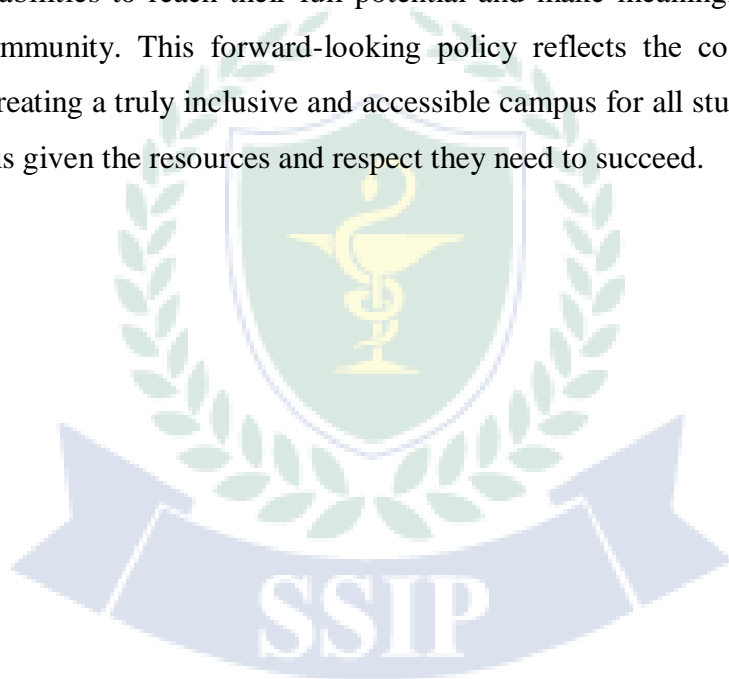
- The college has established a **grievance redressal mechanism** where Divyangjan students can also report issues they may face regarding accessibility, accommodations, or discrimination. The grievance cell ensures that complaints are addressed promptly and effectively.



- **Feedback from Divyangjan students** is regularly collected through surveys, focus groups, and direct communication, allowing the college to continuously improve its support systems and make necessary adjustments.

## Conclusion

At SS Institute of Pharmacy, we envision a future where Divyangjan students thrive in an environment that fully supports equal opportunities and active participation in all areas of academic and campus life. With the continued development of specialized infrastructure, comprehensive support systems, and ongoing awareness initiatives, SSIP will empower students with disabilities to reach their full potential and make meaningful contributions to the academic community. This forward-looking policy reflects the college's unwavering commitment to creating a truly inclusive and accessible campus for all students, ensuring that every individual is given the resources and respect they need to succeed.



# E-Governance Policy OF SSIP

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## Introduction

E-Governance refers to the use of Information and Communication Technology (ICT) by an organization to deliver and facilitate services, information exchange, communication, transactions, and the integration of previously isolated systems and services. By leveraging ICT, an institution can create a more efficient, transparent, and paperless system for handling various administrative, academic, and financial processes. This policy outlines how SS Institute of Pharmacy will implement and manage e-governance initiatives to enhance operational efficiency, improve data management, and provide better services to stakeholders.

## Objectives

The primary goals of the e-governance policy at SS Institute of Pharmacy are as follows:

- **Simplification of Administrative Processes:** E-Governance will provide a simplified, transparent, and effective system to manage institutional data across various functions under one unified platform.
- **Paperless Campus:** The policy aims to create a **paper-free campus** by digitizing records, processes, and communication, significantly reducing the need for physical documentation.
- **Wi-Fi Enabled Campus:** All areas of the campus will be equipped with **Wi-Fi connectivity** to ensure students, faculty, and staff have seamless access to information and online services.
- **ICT-Enabled Classrooms:** The institution will adopt **ICT-enabled classrooms**, providing technology-assisted learning environments that facilitate more interactive, dynamic, and efficient teaching methods.
- **Automated Library System:** The college will establish a **fully automated library** system, integrating software for managing library resources, borrowing systems, and cataloging. This will provide easy access to resources and improve operational efficiency.

- **Monitoring and Control:** E-Governance will enable the monitoring of all activities within the college, ensuring transparency and accountability in every aspect of the institution's operations, from administrative processes to student learning outcomes.

## **E-Governance Implementation Policy**

The implementation of e-governance will extend across all functional units of the institution. These units include, but are not limited to, administration, examination, students, library, finance and accounts, admissions, and the teaching-learning process. The key objectives of the policy are:

- **Complete and Transparent Data Management:** E-governance will ensure that all data related to institutional operations, including student records, academic performance, financial transactions, and administrative activities, is well-documented, easily accessible, and securely stored.
- **Integration of Standalone Systems:** The policy will focus on integrating various standalone systems currently in use at the institution into a unified digital platform. This will streamline operations and eliminate redundant processes, promoting operational efficiency.

## **Key Areas of E-Governance Implementation**

### ***1. Website and Online Information Dissemination***

The college's website ( <https://ssip.edu.in/> ) will serve as a central **information hub** for all stakeholders, including students, faculty, parents, and potential applicants. The website will reflect the activities and updates carried out within the college, including:

- **Circulars and Notices:** All institutional circulars, important announcements, and notices will be regularly posted on the whatsapp group to ensure that students and staff are kept informed.
- **Departmental Activities:** Departments will regularly update their sections on the website to reflect academic achievements, research activities, events, and other initiatives.

- **Admissions:** The website will serve as the platform for admission information and other important updates for students.

**Role of System Administrator:** To ensure that the website is regularly updated and maintained, the policy stipulates the appointment of a **dedicated system administrator**. This administrator will be responsible for ensuring that all content on the website is up to date, relevant, and accessible to all users.

## **2. Finance and Accounts**

E-Governance in the finance and accounts department will simplify financial record-keeping and improve the accuracy and transparency of financial transactions. The following practices will be implemented:

- **Cash Basis Accounting:** The College will use a **cash basis accounting** method for maintaining financial records. This ensures that the accounts reflect actual cash flow, providing a more accurate picture of the institution's financial health.
- **Digital Fee Collection:** All fees, including tuition, examination, and other charges, will be collected digitally. Student accounts and receipts will be updated regularly to reflect payments made through ERP software.
- **Daily Reports:** The accounting system will generate **daily financial reports**, including cash collections, payments, and other transactions. These reports will be entered into the cash book and updated in the relevant ledgers.
- **Semester Fee Reconciliation:** At the end of each semester, the system will automatically reconcile the class-wise report of fees to be collected with the actual fees received, ensuring accuracy and transparency in fee management.

## **3. Student Data Management and Examination**

The integration of ICT in student data management and examination processes will ensure:

- **Centralized Student Information System:** The Tamil Nadu Dr. MGR Medical University portal serves as a centralized database where all student records, including personal information, academic history, attendance, and

results are being stored. This database will be accessible to authorized personnel for efficient management and retrieval.

- **Online Examination Management:** The institution will adopt an **online examination system** to streamline the process of evaluating papers, and publishing results. This will improve the speed and accuracy of assessments and reduce administrative overhead.

#### **4. Library Automation**

The college will implement a **fully automated library management system** to streamline operations, improve resource accessibility, and enhance the user experience. Key features will include:

- **Digital Cataloguing:** All library resources, including books, journals, and research papers, will be catalogued in a digital format, making it easier for students and faculty to search for and access materials.
- **Online Borrowing System:** The library will offer an online system for students to check out and return books, track borrowed items, and receive notifications for due dates or overdue items.

#### **5. ICT-Enabled Teaching and Learning**

The college will promote **ICT-enabled teaching** by equipping classrooms with modern technology tools. This will include:

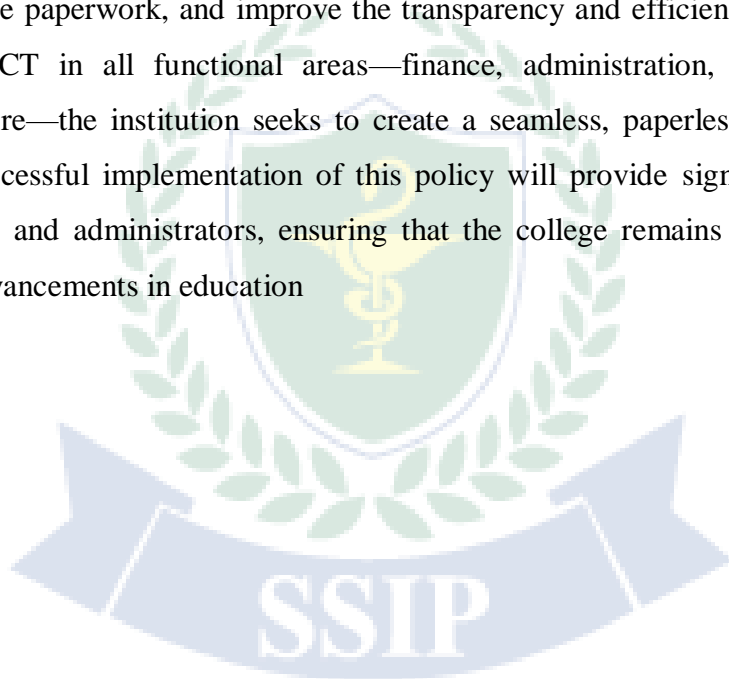
- **Interactive Whiteboards:** Classrooms will be equipped with smart boards to facilitate interactive teaching and learning.
- **Projectors and Audio-Visual Equipment:** Projectors, microphones, and sound systems will be installed in classrooms to enhance the learning experience and support multimedia presentations.
- **Learning Management Systems (LMS):** The institution will use a digital platform for course management, including uploading lecture notes, assignments, and course materials. This will allow for better student engagement and access to learning resources.

## **6. *Monitoring and Reporting***

E-governance will enable the real-time monitoring of all activities across the institution, including administrative functions, teaching and learning processes, and student progress. Dashboards and reporting tools will provide stakeholders with valuable insights into performance metrics, helping administrators, faculty, and students make informed decisions.

## **Conclusion**

The e-governance policy at SS Institute of Pharmacy aims to modernize the institution's operations, reduce paperwork, and improve the transparency and efficiency of all processes. By leveraging ICT in all functional areas—finance, administration, academics, library services, and more—the institution seeks to create a seamless, paperless, and future-ready campus. The successful implementation of this policy will provide significant benefits for students, faculty, and administrators, ensuring that the college remains at the forefront of technological advancements in education



# Exam Cell Policy

## Introduction

The Examination Cell (EC) is an important part of the college. There is a sufficient number of supporting staff from each department to look after the routine work of the EC. The EC has been provided with up-to-date computer systems, communications networks, high-speed printers, and copiers to enable the smooth functioning of the same. The EC is under the direct supervision of the Principal who is also the Chief Superintendent (CS). The CS is assisted by the Examination Cell Coordinator(s) (ECC) and clerical staff. The EC coordinates the conduct of internal as well as University Examinations for all the UG programmes.

## The Role of Exam Cell:

The EC coordinates with The Tamil Nadu Dr. M.G.R. Medical University regarding all matters related to the University Examinations. The ECC coordinates along with the Principal regarding all the proceedings of the EC. Any information either received or required to be sent to the University is being dealt with within the EC. Any circular, guidelines, office order, or notification received by the college is processed in the EC; a reply thereof is prepared, and after the Principal's signature dispatched to the University.

## Conduct of Internal Test

1. In general, 2 internal tests for UG classes are conducted.
2. The College Academic Calendar indicates the tentative examination schedule for internal test examinations. Exact schedules are fixed by the EC in consultation with the faculties and the Principal. These are informed to staff and students through circulars.
3. After the timetable's publication, IQAC will issue guidelines and a question paper template .
4. Faculty members should prepare question papers according to the IQAC template, ensuring each question is mapped to the corresponding Course Outcome (CO) and Bloom's Taxonomy Levels (BTL).

5. The principal approves the question papers after verification and then sends them to the IQAC.
6. The IQAC verifies all aspects of corrections before approving the question papers. These approved questions are then sent to the EC to conduct internal examinations.
7. The EC arranges sufficient copies of the question paper before the examination.
8. The retest, if required, will be conducted by the EC for the students who were absent for the examination due to genuine reasons, which has to be communicated to the department. The absent students are permitted to write the retest after getting permission from the principal.
9. A new question paper is prepared by the subject in charge and given to the above students after getting approval from the principal.
10. A schedule for invigilation is prepared by the EC. The faculty will attend the duty as per the schedule.
11. After exams, papers are collected by the invigilators and handed over to the EC along with attendance report.
12. The EC hands over the answer sheets to the faculty handling the subjects.
13. The hall arrangements and seating arrangements are prepared by the EC.
14. Evaluated answer papers are distributed to the students for verification and collected back.
15. Evaluated answer papers are verified by principal.
16. The class advisor who consolidates the results of the respective class and submits them to the principal.
17. The faculties will conduct the result analysis meeting and submit the result analysis report to the Principal Signature.
18. The EC Receive the requirements of answer books, drawing sheets, graph papers, and other material from various departments and keep it ready centrally for distributing to students during examinations. A record of the same shall be maintained.
19. The EC will give the directions for smooth conduct of the examination.
20. The EC forwards the malpractice cases to the Principal for further necessary action. The Principal to take action on the student. Final report to be submitted to EC.
21. The EC will appoint the Internal CS for continuous monitoring by taking rounds in different examination halls to confirm that invigilators are performing their duties properly and discipline is being maintained during examination.



## **Web Portal activities**

### **Internal assessment:**

The EC will send a circular to all staff to upload the assessment details in the university portal as per the schedule released. The Academic Coordinator prepares the consolidated assessment details and gets verified by the subject in charge and the principal. The report is uploaded in the portal by the subject in charge after being duly approved by the principal.

The procedure for allotment of internal marks for theory papers, practical papers, and project viva vice according to the Tamil Nadu Dr.M.G.R University Regulations will be issued from time to time.

The EC keeps a copy of the assessment record for future reference. The EC will send the final internal mark list to all staff.

### **Profile Entry:**

The EC will send circulars to all faculties to upload the details of students who were admitted in the current academic year. The mentors of the respective students will upload the details in the Web portal that will be verified by the students. The EC will keep a copy of verified student details for future verification.

The EC sends a circular to the newly joined faculty members to upload their details in the portal.

### **Registration:.**

The EC registers the students for the end-of-semester examination of a particular semester after getting approval from the Principal.

### **Responsibility:**

Dates of commencement of university examinations, along with applications and fees for various courses, are received separately from the university. The examination fee circular is displayed on the notice boards. Students remit examination fees in the college office. The filled-up applications are verified and forwarded to the university along with a fee statement with the Principal's endorsement on the application forms.

All Assessment Records shall be preserved in the Record Room.

After the results of various examinations are received, distribution of mark sheets and degree certificates to students is done.

### **Requirements for Appearing for Semester Examination**

The candidate shall normally be permitted to appear for the semester examination of the current semester if he/she has satisfied the semester completion requirements and has registered for examination in all courses of that semester according to The Tamil Nadu Dr.M.G.R University regulations issued from time to time.

Candidates who do not complete the semester (as per The Tamil Nadu Dr.M.G.R University Regulations) will not be permitted to write the end-semester examinations and are not permitted to go to the next semester. They are required to repeat the incomplete semester in the next academic year.

### **Procedure for Conducting Final Practical's / Viva Voce Examinations**

On receipt of the schedule for conducting practical examinations from the university for each semester, a circular is sent to all faculties asking for the details of internal examiners and practical examinations. These are forwarded to the University through the Principal. The details of approved internal and external examiners with the date of each practical subject are received from the university and a copy of the same is forwarded to the principal for effective conduct of the exams.

The university appoints the external examiner for each practical lab / viva voce from neighbouring colleges under their control. External examiners are contacted by faculties over the phone to find out their convenience or acceptance. If it is not convenient for the external examiner to come on the decided date, then an alternate examiner is arranged by the Zonal office with an intimation to the principal. Based on this, a detailed timetable is informed to the examiners as per university format. Timetable is also displayed in college notice board in advance.

If there is any clash of schedule with arrears practical, it is rescheduled with the approval of the university. These are updated and maintained by the EC.

For each laboratory examination, EC decides and appoints skilled assistants and technical supporting staff and communicates. The internal examiner, along with skilled assistants and technical supporting staff, take care of the conduct of the practical examination for which they are appointed. The EC issues necessary forms and stationery items to the internal examiners for conducting laboratory exams.

The practical examinations are conducted batch-wise. The external/internal examiner sets the question papers, values the answer scripts, and awards marks. The marks are allocated for carrying out the experiment, records, observation, calculation, and viva voce. After the completion of the practical exam, the mark statements are prepared as per university format and signed by both the examiners. The mark statements are sealed in separate covers along with question paper and handed over to the EC. The same is forwarded to the university by the Principal. The answer paper packets are handed over to the university.

The external examiner and internal examiners conduct the viva voce for the project with the help of technical supporting staff of their departments. Before the final viva voce, a model viva voce is conducted for the students by the Project Coordinator along with the Project Guide. The performance in the model exam is also used for awarding the marks. The Viva Voce is conducted in batches (4 to 5 students/batch for UG). After the completion of viva voce, the marks statements are prepared and signed by the examiners. The marks statement is sealed in separate covers and handed over to the EC. These are forwarded to the university by the Principal.

### **Conduct of Final Theory Examinations**

The examinations shall ordinarily be conducted between march to april during the odd semesters and between September to October in the even semesters.

For the semester examination, a Chief Superintendent (CS) is appointed by the Principal. The CS, Examination Cell Coordinator(s) (ECC), and hall superintendents for different sessions are responsible for the smooth conduct of examinations. Internal hall superintendents are appointed for invigilation work. An invigilation schedule is prepared as per university format for follow-up. Due to any reason, if the invigilator cannot report

for duty, they are advised to make an alternate arrangement and inform ECC/CS in advance. Question papers are issued by the university as per their schedule in portal. It shall be issued at least 10 minutes before the scheduled time by the CS.

The ECC prepares the hall arrangements and seating arrangements as per the university's prescribed format. The candidates are supposed to locate their hall and seat with their register numbers displayed at the entrance of the examination hall and occupy their respective seats. The candidates are allowed to enter the examination hall only 30 minutes before the commencement of the examination.

Candidates are not allowed to leave their seats under any pretext during examination hours. They are required to bring their hall tickets issued to them attested by the Principal at the time of the examination. The timings will be followed for conducting the university examinations as per the University schedule. If a candidate loses his/her hall ticket, a requisition letter from them to allow him/her to write the examination with the recommendation of CS and principal authorisation .

The invigilator distributes the answer books and question papers. The hall superintendent, after verifying the hall ticket, signs in the answer book at the appropriate place. The invigilator records attendance in the format given by the university and hands it over to the CS along with undistributed question papers and answer books after 30 minutes of commencement of examination. On completion of the examination, the students hand over the answer books to the hall superintendent. The invigilator collects and arranges it in sequential order (branch-wise or register-number- wise) of all the answer books and hands them over to the CS. The answer books handed over by the invigilator are kept in sealed covers with endorsements by CS and university representative. Any malpractice of the candidate during the examination is reported by the invigilator to the CS. The invigilator collects the answer papers and supporting materials along with a written statement from the concerned person. The CS forwards the same to the university along with a covering letter; student's seating location chart, and hall superintendent's report. A decision on the disciplinary action, if any, to be taken is decided by the university and intimated to the Principal and the concerned student. The concerned CS is then informed by the Principal.

### Issue of Hall Ticket for Examination

Hall tickets received from The Tamil Nadu Dr.M.G.R University are distributed to eligible students by the respective departments.

### Central valuation organised by The Tamil Nadu Dr.M.G.R University

A list of faculty with qualifications, experience, and positions held is sent to the university on request. The university releases a circular to inform the commencement of central valuation. Eligible faculties are selected for central valuations, and appointment orders are given by the university .

Sl.No.	Nature of Malpractice/use of unfair means	Punishments
1.	<p><b><u>I. Minor Malpractice/use of unfair Means by the students:-</u></b></p> <p>(a) Talking to another candidate or any person inside or outside the examination hall, during the examination hours.</p> <p>(b) Deliberately disclosing one's identity or making any distinctive marks in the answer book for the purpose.</p> <p>(c) Making an appeal to the Examiner/Evaluator through the answer book.</p> <p>(d) Passing on or attempting to pass on, during the examination hours, a copy of a question or a part thereof, or solution to a question or a part thereof, to any other candidate or to any person.</p> <p>(e) Writing or drawing</p>	<p>(i) Cancel the entire Examination of that session taken by the candidate and also to debar him for subsequent one session.</p> <p>(ii) If the malpractice/use of unfair means is repeated for the second time cancel the entire examination of that session and also to debar him for subsequent two sessions.</p>

	<p>diagrams/pictures irrelevant to the questions asked for reflecting the ill-temper or bad taste or bad humour or criticizing the colleges/teachers/University etc, or aiming to impliedly threaten or warn the examiners, making any derogatory statements in the answer paper.</p> <p>(f) Possession by a candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved which could be of help or assistance to him in answering any part of the question paper.</p> <p>(g) Possession of electronic or other devices like cellphone or pager or digital diary or other Electronic gadgets which could of help or assistance to him in answering any part of the question paper.</p>	
2.	<p><b><u>II. Major malpractice/use of unfair means by the students:-</u></b></p> <p>(a) Reading out the answer to the questions or communicating in any manner answers or informations in the Examination Hall so as to benefit the other candidates taking the examination.</p> <p>(b) Leaving the examination hall without delivering the answer book and/or continuation sheet, if any, to the</p>	

	<p>Superintendent or Supervisor concerned and taking away, tearing off otherwise disposing off the same or any part thereof.</p> <p>(c) Found copying with bits of papers or leaves of text books or any other source or from the answer book of the any other candidate.</p> <p>(d) Concealing, destroying, disfiguring, rendering, illegible, swallowing, running away with causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.</p> <p>(e) Smuggling into the examination hall an answer book or a continuation sheet, or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet, during or after the examination with or without the help of any person or in connivance with any person connected with the examination or through any other agency, whatsoever.</p> <p>(f) Approaching or influencing directly or indirectly a question paper setter, examiner, evaluator, moderator, tabulator or any other person connected with the University examination to leak out the question paper or any part thereof or to enhance marks or favourably evaluate, or to</p>	<p>(i) Cancel the entire Examination of that session taken by the candidate and also to debar him for three subsequent sessions.</p> <p>(ii) If the malpractice/use of unfair means is repeated for the second times cancel the entire examination of that session and also to debar him for six subsequent sessions.</p>
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	<p>change the award in favour of the candidate.</p> <p>(g) Attempting to interfere with directly or indirectly the discharge of the duties of the invigilators, Chief Superintendent and other examination officials/ personnel (College/University)</p> <p>(h) A busing /Insulting/ Intimidating/ Assaulting/Manhandling/injuring the Chief Superintendent, Invigilator and other Examination officials/personnel (College/University)</p> <p>(i) Presenting a thesis, dissertation, practical or class work note-book not prepared by the candidate himself.</p> <p>(j) Impersonating any candidate at the examination</p> <p>(k) Insertion of pre-written answer papers.</p> <p>(l) For offering or actually giving in cash or in kind any form of inducement to any one connected with the conduct of University examinations or the valuation of the answer books or other tests to secure unfair or unlawful advantage.</p> <p>(m) Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.</p> <p>(n) Tampering in the statement of marks, provisional and degree certificates issued by the University.</p>	
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3.	<p><b><u>III. Malpractice/use of unfair means by the invigilator/staff/supervisor:-</u></b></p> <p>Helping the candidates to copy by any means.</p>	<p>a) If the person involved is a Government servant the competent authority shall be informed to proceed against the individual under disciplinary rules. He/she will not be appointed as Invigilator/Supervisor by the University for a period of two years.</p> <p>b) If the person involved is employed as a faculty in the private affiliated colleges, he/she will not be recognized as a faculty by the University from any of the affiliated colleges thereafter.</p> <p>c) If the person involved is employed as a non-teaching staff of the private affiliated college the institution may be informed to take suitable action against him as per rules and also not to involve him in the work connected to conduct of University exam in any capacity thereafter.</p>

4.	<p><b><u>IV Malpractices/use of unfair means by the Examiners</u></b></p> <p>(a) Tampering with the marks by the Examiners.</p> <p>(b) Influencing and being influenced by the Examiners to boost marks of candidates during Central Valuation.</p> <p>(c) Demanding money or gift to assist the candidate in Theory/practical examination.</p>	<p>9a) If the person involved is a Government servant, debar him/her from Examinership permanently and the competent authority shall be informed to proceed against the individual under disciplinary rules.</p> <p>(b) If the person involved is employed as a faculty in the private affiliated colleges debar him/her from examinership permanently and he/she will not be recognized as a faculty from any of the affiliated colleges by the University</p>

		thereafter.
5.	<p><b><u>V Mal practice/use of unfair means by the Institution.</u></b></p> <p>Any institution through its officials/staff/ representatives approaching or influencing directly or indirectly a question paper setter, examiner, evaluator, moderator, tabulator or any other person connected with the University examination to leak out the question paper or any part thereof or to enhance marks or favourably evaluate or to change the award in favour of the candidate or to help the candidates in mass copying by any means.</p>	<p>The institution concerned shall be disaffiliated by the University for a period of ..... Years (period will be decided by Examination Disciplinary Committee).</p>



# Feedback Policy of SSIP

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## Introduction

The Feedback Policy at SS Institute of pharmacy (SSIP) aims to establish a systematic process for gathering, evaluating, and acting upon feedback from all stakeholders, including students, faculty, staff, parents, alumni. The primary objective of the feedback system is to promote continuous improvement in teaching, learning, administration, infrastructure, and overall institutional functioning. By fostering a culture of open communication, SSIP aims to enhance academic quality, improve services, and ensure that the institution's operations align with the needs of its stakeholders.

This policy will outline the mechanisms for collecting feedback, the process of evaluation, and the actions to be taken based on the feedback received.

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## Objectives of the Feedback Policy

The core objectives of the Feedback Policy are as follows:

1. **Improving Academic Quality:** To collect feedback from students and faculty regarding the curriculum, teaching methods, and course material to improve academic practices.
2. **Enhancing Administrative Effectiveness:** To gather feedback from students, faculty, and staff on the effectiveness of administrative processes and services, ensuring smooth functioning and resolving bottlenecks.
3. **Promoting Student Satisfaction:** To ensure that the academic and non-academic needs of students are met, including teaching quality, infrastructure, library resources, and co-curricular activities.
4. **Strengthening Industry and Alumni Relationships:** To gather input from alumni and industry partners about the institution's alignment with industry expectations, helping shape curriculum and placement services.
5. **Ensuring Transparency:** To promote transparency in the college's decision-making process, ensuring that feedback is taken seriously and acted upon effectively.

6. **Continuous Improvement:** To create an ongoing mechanism of evaluation and refinement for policies, infrastructure, curriculum, and teaching methods based on feedback.
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## Scope of the Feedback Policy

This policy applies to all feedback collected within the institution, including but not limited to:

- **Students:** Feedback on teaching quality, curriculum relevance, course materials, student support services, infrastructure, and co-curricular activities.
- **Faculty:** Feedback on teaching methods, workload, professional development opportunities, academic resources, and the overall institutional environment.
- **Staff:** Feedback on administrative procedures, work environment, staff welfare programs, and communication within the institution.
- **Parents:** Feedback on students' academic and personal development, institutional services, and overall satisfaction with the institution.
- **Alumni:** Feedback on the institution's alumni engagement programs, curriculum relevance to industry needs, and suggestions for improving academic offerings.
- **Industry Partners:** Feedback on the employability of graduates, curriculum alignment with industry demands, and suggestions for enhancing industry-academia collaboration.

## Feedback Collection Mechanisms

### 1. Student Feedback Mechanism

- **Course Feedback:** At the end of each semester, students will be asked to provide feedback on the courses they have completed. This feedback will cover aspects such as teaching effectiveness, course content, course material, and delivery methods. The feedback will be collected using online forms or physical surveys.

- **Faculty Feedback:** Students will be given the opportunity to evaluate the performance of their faculty members based on teaching quality, clarity of explanation, approachability, and overall effectiveness in facilitating learning.

## 2. **Faculty and Staff Feedback Mechanism**

- **Faculty and Staff Surveys:** Regular surveys will be conducted to gather feedback from faculty and staff regarding their work environment, resources, administrative support, and overall job satisfaction.
- **Performance Review:** Faculty members will participate in regular performance appraisals, where they can provide feedback on their teaching experience, institutional support, and professional development opportunities.

## 3. **Parent Feedback Mechanism**

- **Parent-Teacher Meetings:** Periodic parent-teacher meetings will be held to enable parents to share their feedback on their child's academic progress, campus facilities, and overall experience at the institution.
- **Online Parent Feedback:** Parents will also be encouraged to provide feedback through online surveys or suggestion forms, allowing them to voice concerns or provide suggestions for improving the institution's educational practices and services.

## 4. **Alumni Feedback Mechanism**

- **Alumni Surveys:** Periodic alumni surveys will be sent to gather feedback on how well the curriculum prepared them for the industry, the relevance of their education, and suggestions for improving the curriculum.
- **Alumni Networking Events:** Feedback will be collected during alumni events, conferences, and workshops, which will also serve as platforms for alumni to interact with current students and faculty.

## 5. **Industry Partner Feedback Mechanism**

- **Placement and Internship Feedback:** Industry partners who engage with the college for student internships or recruitment will be asked to provide feedback on the preparedness of students, their skills, and areas where improvements are needed.

## Feedback Analysis and Evaluation

### 1. Data Collection and Organization

- Feedback will be collected systematically using digital platforms, such as Google Forms, surveys, and institutional portals. Physical feedback forms will also be made available when necessary.
- Feedback will be stored and organized in a secure database, ensuring anonymity and confidentiality for respondents.

### 2. Review and Evaluation

- The feedback will be reviewed by designated committees or coordinators within the institution. The Academic Committee, for example, will review course feedback, while the Administration Committee will handle feedback related to facilities and services.
- The data collected will be analyzed to identify common trends, areas of strength, and areas that require improvement.

### 3. A report summarizing the findings from the feedback will be prepared and presented to senior leadership, including the Principal.

### 4. Action Plans

- Based on the evaluation of feedback, **action plans** will be developed to address issues or suggestions raised by stakeholders. For example, if students report difficulty with a particular subject or topic, the metPrincipal of delivering the topic may be revised or special classes may be conducted to rectify this problem.
- Where possible, quick wins or short-term solutions will be implemented immediately, while long-term strategies may require more planning and resources.

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## Feedback-Driven Outcomes

### 1. Improved Teaching and Learning

- The feedback system will provide insights into the effectiveness of teaching methods, helping faculty improve their instructional strategies. For example, if

students express difficulty in understanding a particular concept, faculty may adapt their teaching approaches to make the content more accessible.

## **2. Enhanced Infrastructure and Facilities**

- Student feedback regarding campus facilities, such as libraries, labs, and classrooms, will help the institution prioritize areas for improvement or renovation. Issues like insufficient seating, outdated equipment, or lack of amenities will be addressed based on feedback.

## **3. Value added course and Course Improvement**

- Feedback from students, alumni, and industry partners will ensure that the curriculum remains relevant to current trends and industry requirements. For instance, if an alumni survey indicates that graduates need more practical training in a specific skill, special value added courses will be conducted to include more hands-on training.

## **4. Better Administrative Processes**

- Feedback from students, faculty, and staff about administrative processes, such as admissions, registration, and grievance redressal, will be used to streamline procedures and eliminate inefficiencies. The goal is to enhance the student experience and reduce bureaucratic delays.

## **5. Increased Stakeholder Satisfaction**

- The overall satisfaction of students, parents, faculty, and staff will improve as feedback is acted upon in a timely and transparent manner. A responsive institution that listens to its stakeholders builds trust and enhances its reputation.

## **Conclusion**

The Feedback Policy at SS Institute of Pharmacy is integral to the institution's mission of continuous improvement. By establishing a transparent, structured, and systematic feedback process, SSIP aims to engage all stakeholders in a dialogue about how the institution can evolve and thrive. The policy ensures that feedback is not only collected but is also meaningfully evaluated and used to inform decisions, leading to tangible improvements in the academic, administrative, and social fabric of the college. The institution remains committed to creating an environment where feedback is valued, and its outcomes are reflected in the overall growth and success of the college.



# Green Campus Initiative Policy

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## Introduction

At SS Institute of Pharmacy (SSIP), we believe in fostering an environment that supports the well-being of our students, faculty, and the larger community while also promoting sustainability. Our **Green Campus Initiative** aims to reduce the environmental footprint of the institution, cultivate eco-conscious attitudes, and promote a harmonious relationship between nature and education. This policy outlines the college's commitment to sustainable practices, green landscaping, waste reduction, and creating an eco-friendly and pollution-free campus.

## Key Objectives of the Green Campus Initiative

The primary goals of our Green Campus Initiative are to:

1. **Promote a Sustainable Environment:** Create an educational and living environment that supports environmental sustainability through responsible use of resources, waste management, and eco-friendly practices.
2. **Cultivate Environmental Awareness:** Educate students, faculty, and staff about the importance of environmental conservation and empower them to actively participate in sustainable practices.
3. **Establish a Model Green Campus:** Create a model campus that integrates eco-friendly infrastructure, green technologies, and sustainable practices in every aspect of campus life.

## Key Aspects of the Green Campus Initiative

1. **Green Landscaping with Trees and Plants**
  - SSIP strives to maintain a campus that is lush with greenery, incorporating trees, plants, and gardens across the entire 2.5-acre campus. The campus is designed to optimize the aesthetic appeal and natural beauty of the surroundings, creating a peaceful environment conducive to learning.
  - The **green landscaping** is a key feature of our commitment to sustainability. We promote the planting of indigenous tree species and ornamental plants that

require minimal water and maintenance, enhancing biodiversity and reducing the need for chemical fertilizers.

## 2. **Pollution-Free Campus**

- One of the central goals of the Green Campus Initiative is to establish a **pollution-free environment**. We work to minimize all forms of pollution, including air, water, and noise pollution. The college employs effective waste management systems, including waste segregation at the source and proper disposal methods.
- The college also promotes the use of non-polluting energy sources and supports clean technologies for all campus operations.

## 3. **Plastic-Free Campus**

- As part of our effort to reduce plastic waste, we have adopted a **plastic-free campus** policy. This includes the prohibition of single-use plastic materials such as plastic bags, bottles, and packaging.
- The college encourages the use of eco-friendly alternatives, such as reusable containers, bags, and water bottles, and promotes a zero-waste approach across the campus. Recycling and reuse of plastic items are actively encouraged, with proper waste disposal mechanisms in place.

## 4. **Paperless and Pollution-Free Campus**

- Our commitment to sustainability extends to minimizing paper usage on campus. We promote **paperless communication** by encouraging the use of digital platforms for announcements, submissions, and official correspondence. This reduces the environmental impact associated with paper production and disposal.

## Sustainability Awareness and Community Engagement

SS Institute of Pharmacy takes a proactive role in educating its students and faculty about the importance of environmental sustainability. We engage in activities that promote environmental consciousness, such as:

- **Workshops and Awareness Programs:** Regular workshops, seminars, and awareness campaigns are organized to highlight environmental challenges and solutions. These programs provide a platform for students to learn about green technologies, waste management, water conservation, and renewable energy.
- **Clean and Green Initiatives:** The College organizes various **clean and green programs**, both within the campus and in nearby rural areas of Sankari. These initiatives include tree plantation drives, waste management campaigns, and community awareness programs aimed at promoting environmental sustainability beyond the campus.
- **Student Participation:** Students are encouraged to participate in environmental clubs and eco-friendly projects, fostering leadership skills while contributing to the sustainability goals of the college.

### Ongoing Evaluation and Feedback

To ensure that the Green Campus Initiative remains relevant and effective, the policy is reviewed and updated annually. This process involves:

- **Feedback from the College Community:** Suggestions and ideas from students, faculty, and staff are actively sought to improve green practices on campus. This helps us stay responsive to new sustainability trends and technologies.
- **Incorporation of New Technologies and Best Practices:** We continually research and integrate the latest green technologies and best practices into our campus operations. This includes energy-efficient building designs, renewable energy solutions, and sustainable waste management systems.
- **Impact Assessment:** The environmental impact of the Green Campus Initiative is regularly assessed through a comprehensive green audit, ensuring that the goals are being met and the effectiveness of various policies is continuously improved. The

audit helps identify areas for further enhancement and ensures that our sustainability efforts align with global environmental standards.

## Conclusion

SS Institute of Pharmacy is committed to maintaining a **Green Campus** that prioritizes sustainability, environmental conservation, and eco-friendly practices. By integrating green landscaping, promoting a plastic-free and paperless campus, and creating pedestrian-friendly pathways, we aim to set an example of how educational institutions can contribute to environmental sustainability. Through continuous awareness programs, active community participation, and annual reviews of the Green Campus Policy, we ensure that the college remains a model of environmental stewardship. This initiative supports not only the well-being of the college community but also the broader goal of creating a more sustainable future for society



# Income Tax Policy of SSIP

## Introduction

The Income Tax Policy at SSIP ensures compliance with the Income Tax Act of India, 1961, and other relevant tax laws. It provides a framework for managing tax obligations for the institution, faculty, staff, and contractors effectively and transparently. This policy outlines procedures for tax collection, payment, reporting, and documentation to optimize tax benefits and ensure adherence to statutory requirements.

## Objectives

1. **Compliance with Tax Regulations:** Adhere to all provisions of the Income Tax Act, including TDS, exemptions, and deductions.
2. **Clarity on Responsibilities:** Define tax obligations for the institution and stakeholders (employees, contractors, students).
3. **Minimized Tax Liabilities:** Optimize exemptions, deductions, and rebates to reduce tax burdens.
4. **Transparency and Accountability:** Maintain transparency with tax authorities and stakeholders.

## Scope

This policy applies to:

- **The Institution:** Compliance with tax laws for income and vendor payments.
- **Employees:** Covering faculty, staff, and other personnel.
- **Contractors and Vendors:** Ensuring compliance with TDS obligations.
- **Students:** Addressing potential tax implications on scholarships or financial aid.

## Provisions for the Institution

1. **Taxable Income:**
  - SSIP is exempt from income tax under Section 10(23C) if income is used solely for educational purposes and not for profit distribution.

- Accurate records must support tax-exempt status.

## 2. **Non-Educational Income:**

- Income from activities like renting facilities or consultancy services is taxable and must be reported.

## 3. **Tax Deducted at Source (TDS):**

- TDS will be deducted on payments to employees, contractors, and vendors as per the Income Tax Act.
- Forms:
  - **Form 24Q:** TDS on salaries (quarterly).
  - **Form 26Q:** TDS on non-salary payments (quarterly).
  - **Form 16:** TDS certificate for employees.
  - **Form 16A:** TDS certificate for contractors/vendors.
  - **Form 27A:** Summary of TDS statements.

## 4. **GST Compliance:**

- GST returns will be filed as required:
  - **Form GSTR-1:** Outward supplies.
  - **Form GSTR-3B:** Summary return.
  - **Form GSTR-9:** Annual GST return.
- Contractors must provide GST-compliant invoices.

## 5. **Tax Exemptions**

1. Section 10(23C): Educational institutions, including pharmacy colleges, may be exempt from tax on income from education-related activities.

2. Section 11: Income from charitable activities, such as scholarships or research, may be exempt from tax.

## 6. **Tax Deductions**

1. Section 80G: Donations to eligible educational institutions, may be deductible from taxable income.

2. Section 80GGA: Donations to scientific research institutions, including those affiliated with pharmacy colleges may be deductible.

## 7. **Tax Compliance**

1. **Tax Audit:** pharmacy colleges with a turnover exceeding ₹1 crore must undergo a tax audit.

2. **Tax Return Filing:** pharmacy colleges must file their tax returns (ITR-7) within the prescribed deadline.

3. **TDS Compliance:** pharmacy colleges must comply with tax deducted at source (TDS) regulations.

## **Provisions for Employees**

### **1. Salary and TDS:**

- TDS on salaries will be deducted based on declarations provided by employees.
- Forms:
- **Form 16:** Salary breakdown and TDS details for filing returns.

### **2. Exemptions and Deductions:**

- Employees can claim:
- **HRA:** For rented accommodation (Section 10(13A)).
- **LTA:** For vacation travel.
- **Section 80C/80D Deductions:** Investments in Provident Fund, insurance, etc.

### **3. Tax Filing Assistance:**

- SSIP will support employees in calculating taxes and filing returns, ensuring they utilize applicable exemptions and deductions.

### **4. Bonus and Gratuity:**

- Gratuity payments are tax-free up to the limit specified under the Payment of Gratuity Act, 1972.

## **Provisions for Contractors**

### **1. TDS on Payments:**

- TDS will be deducted at applicable rates, and contractors must provide PAN details.

### **2. GST Compliance:**

- GST will be charged and paid as per regulations, and proper invoices must be issued.

### 3. **TDS Filing:**

- Forms:
  - **Form 16A:** TDS certificate for contractors/vendors.

## Filing and Reporting

### 1. **Institutional Tax Filing:**

- SSIP will file annual tax returns and ensure timely payment of liabilities.

### 2. **Audit and Compliance:**

- An annual audit will verify tax filings, TDS, and other compliance requirements.
- Records of filings, payments, and deductions will be maintained for audits.

## Outcomes

1. **Tax Compliance:** Avoid penalties through adherence to laws.
2. **Minimized Tax Liabilities:** Effective use of exemptions and deductions.
3. **Transparency:** Foster trust through clear tax processes.
4. **Timely Filing:** Reduce risks of delays and penalties.
5. **Awareness:** Enhance employee understanding of tax obligations.

## Conclusion

The Income Tax Policy at SSIP provides a clear and structured framework for managing tax obligations, ensuring compliance with laws, and maximizing benefits for all stakeholders. Regular reviews will keep the policy updated with changes in tax regulations.



# Internship Policy of SSIP

## Internship Policy and Procedures

Internships are valuable educational and career development opportunities that provide practical experience in a specific field or discipline. These are structured, short-term, supervised placements focused on specific tasks or projects within defined timeframes.

## Objectives

- Apply technical knowledge to real-world industrial scenarios.
  - Provide student's exposure to potential future employers.
  - Help students gain experience in writing technical reports and managing projects.
  - Promote academic, professional, and personal development.
- 

## Benefits of Internship

### To the Industry:

- Gain fresh perspectives from students on problem-solving.
- Enhance the organization's visibility on campus.
- Access to quality candidates for temporary or seasonal positions and projects.
- Enable industrial staff to focus on creative projects.

### To Students:

- Acquire practical experience in an organizational setting.
- Understand how theoretical knowledge is integrated into real-world applications.
- Gain professional experience beyond classroom teaching.
- Assess whether the industry and profession align with their career aspirations.
- Learn new skills and supplement existing knowledge.

### **To the Institute:**

- Strengthen industrial relations.
- Simplify the placement process.
- Enhance institutional credibility and branding.
- Improve student retention rates.
- Incorporate feedback from industry and students to revise curricula.
- Improve teaching and learning processes.

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### **Evaluation Criteria**

#### **Evaluation through Seminar Presentation/Viva-Voce**

Students will present a seminar based on their training report before an expert committee constituted by the respective department, as per the institute's norms. The evaluation will be based on the following criteria:

- Quality of content presented.
- Proper planning and structure of the presentation.
- Presentation effectiveness.
- Depth of knowledge and acquired skills

#### **Academic Progression:**

No student shall be admitted to any examination unless he/she fulfills the norms given in

6. Academic progression rules are applicable as follows:

A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, he/she shall not be eligible to attend the courses of V semester until all the courses of I and II semesters are successfully completed. A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of I, II, III and IV semesters are successfully completed. A student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V and VI semesters are

successfully completed. A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to VIII semesters within the stipulated time period as per the norms specified in 26. A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of III and IV semesters are successfully completed. A lateral entry student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of III, IV, V and VI semesters are successfully completed.

A lateral entry student shall be eligible to get his/her CGPA upon successful completion of the courses of III to VIII semesters within the stipulated time period as per the norms specified in 26. Any student who has given more than 4 chances for successful completion of I / III semester courses and more than 3 chances for successful completion of II / IV semester courses shall be permitted to attend V / VII semester classes ONLY during the subsequent academic year as the case may be. In simpler terms there shall NOT be any ODD BATCH for any semester.

### **Industrial training (Desirable)**

Every candidate shall be required to work for at least 150 hours spread over four weeks in a Pharmaceutical Industry/Hospital. It includes Production unit, Quality Control department, Quality Assurance department, Analytical laboratory, Chemical manufacturing unit, Pharmaceutical R&D, Hospital (Clinical Pharmacy), Clinical Research Organization, Community Pharmacy, etc. After the Semester – VI and before the commencement of Semester – VII, and shall submit satisfactory report of such work and certificate duly signed by the authority of training organization to the head of the institute.

### **Practice School**

In the VII semester, every candidate shall undergo practice school for a period of 150 hours evenly distributed throughout the semester. The student shall opt any one of the domains for practice school declared by the program committee from time to time. At the end of the practice school, every student shall submit a printed report (in triplicate) on the practice school he/she attended (not more than 25 pages). Along with the exams of semester VII, the report submitted by the student, knowledge and skills acquired by the student through practice school shall be evaluated by the subject experts at college level and grade point shall be awarded.

**Award of Ranks**

Ranks and Medals shall be awarded on the basis of final CGPA. However, candidates who fail in one or more courses during the B.Pharm program shall not be eligible for award of ranks. Moreover, the candidates should have completed the B. Pharm program in minimum prescribed number of years, (four years) for the award of Ranks.

**Award of degree**

Candidates who fulfill the requirements mentioned above shall be eligible for award of degree during the ensuing convocation.

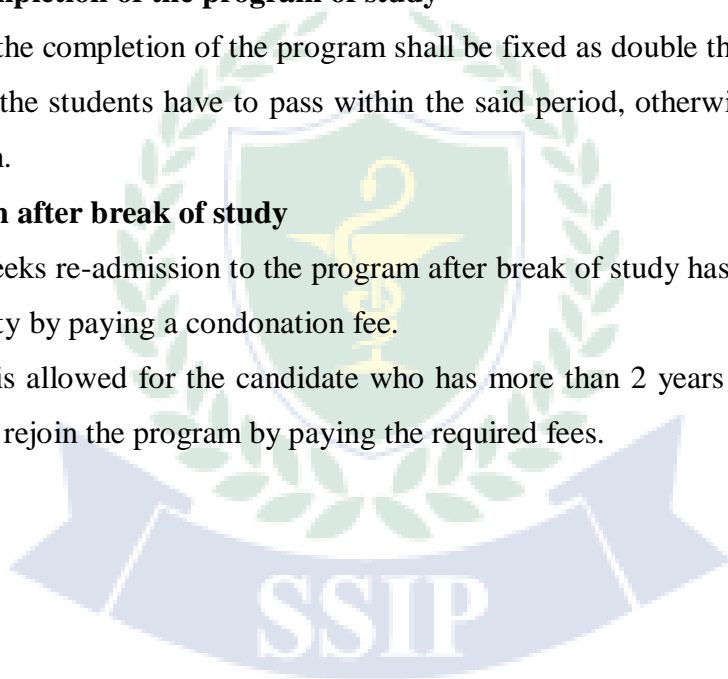
**Duration for completion of the program of study**

The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period, otherwise they have to get fresh Registration.

**27. Re-admission after break of study**

Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee.

No condonation is allowed for the candidate who has more than 2 years of break up period and he/she has to rejoin the program by paying the required fees.



# Maintenance Policy of SSIP

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## Introduction

The Maintenance Policy of SS Institute of pharmacy (SSIP) is designed to ensure that the college's infrastructure, facilities, and equipment are maintained in optimal condition. The policy aims to enhance the safety, comfort, and operational efficiency of the college by defining clear maintenance procedures for both preventive and corrective maintenance. This document provides guidelines for the regular upkeep and repair of all physical assets, ensuring a conducive environment for students, faculty, and staff.

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## Objectives of the Maintenance Policy

1. **Ensure a Safe and Functional Environment:**
  - To maintain and enhance the safety of the campus infrastructure, ensuring that all facilities are operational, accessible, and safe for students, faculty, and staff.
2. **Preventive Maintenance:**
  - To institute a preventive maintenance schedule for all buildings, facilities, and equipment, minimizing unplanned downtimes and repairs.
3. **Timely Corrective Maintenance:**
  - To implement timely corrective actions for addressing unexpected breakdowns or issues, ensuring that the operations of the college are not disrupted.
4. **Optimize Operational Efficiency:**
  - To ensure the operational efficiency of all campus facilities through regular monitoring and repairs, this will extend the life span of college assets.
5. **Cost-Effective Resource Management:**
  - To implement efficient management of resources by reducing unnecessary repairs and replacements, thereby optimizing the institution's maintenance budget.

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## Scope of the Maintenance Policy

This policy applies to all infrastructure and facilities within SSIP, including but not limited to:

- **Buildings and Structures:** Classrooms, seminar halls, laboratories, faculty rooms, hostels, and other administrative buildings.
  - **Electrical Systems:** Lighting, power distribution systems, backup generators, and other electrical infrastructure.
  - **Plumbing Systems:** Water supply, sewage, and drainage systems.
  - **Air Conditioning and Ventilation:** Air conditioning units and ventilation.
  - **Safety Equipment:** Fire extinguishers, emergency exit routes, alarm systems, and other safety systems.
  - **Campus Grounds:** Landscaping, pathways, and outdoor spaces.
  - **Laboratories and Equipment:** Computers, laboratory instruments, and other educational equipment.
  - **Transportation:** College vehicles, buses, and transport infrastructure.
- 

## Maintenance Procedures

### 1. Preventive Maintenance

Preventive maintenance involves the scheduled inspection and servicing of all systems and equipment to ensure they function efficiently and to avoid unexpected breakdowns.

- **Routine Inspections:** Regular inspection schedules will be set for all major systems, such as electrical, plumbing as well as for buildings and infrastructure. These inspections will be carried out by designated staff to check for wear and tear, leaks, electrical faults, and other potential issues.
- **Servicing of Equipment:** All critical equipment such as computers, laboratory instruments, and air conditioning systems will be regularly serviced to ensure optimal performance.

- **Cleaning:** Regular cleaning and servicing of the campus, including classrooms, laboratories, restrooms, and outdoor spaces, will be done to maintain a hygienic environment.
- **Landscaping Maintenance:** Landscaping will be maintained by professional landscapers to keep the campus aesthetically pleasing and conducive to learning.

## 2. Corrective Maintenance

Corrective maintenance involves the repair and replacement of systems or components after a failure or breakdown occurs.

- **Issue Reporting:** Any malfunction or breakdown of campus facilities should be promptly reported to the maintenance team through both digital and offline registers, directed to the Maintenance Manager.
- **Emergency Repairs:** In the case of emergency repairs (e.g., power failure, water leakage), the maintenance team will prioritize resolving the issue within the shortest possible time to minimize disruption.
- **Follow-Up and Closure:** Once corrective actions are implemented, the issue will be verified and reported back to the concerned department or individual. The maintenance team will ensure the problem is resolved to satisfaction.

## 3. Scheduled Maintenance

Scheduled maintenance tasks will include regular repairs, replacements, and upgrades on systems or facilities according to a planned timeline, based on expected usage and wear patterns.

- **Building Maintenance:** Scheduled tasks will include repainting of walls, maintenance of doors and windows, checking the structural integrity of the buildings, and other long-term upkeep tasks.
- **Electrical and Mechanical Systems:** Regular checks of electrical circuits, backup generators, fire alarm systems, and air conditioning systems will be scheduled to prevent long-term damage.

## 4. Maintenance Request System

To streamline the process and ensure timely interventions, SSIP will implement a centralized maintenance request system in the form of complaint register. This system will allow faculty, staff, and students to submit requests for any maintenance issues, which will then be reviewed and assigned to the maintenance team.

- **Procedure:**

- **Request Submission:** Requests will be submitted either through a web-based portal, email, or phone.
- **Request Categorization:** The requests will be categorized into urgent, medium, and low priority.
- **Action and Resolution:** The maintenance team will respond based on the severity of the issue, with urgent issues being prioritized for immediate resolution.

## 5. Record Keeping and Documentation

The maintenance department will maintain detailed records of all preventive, corrective, and scheduled maintenance activities. This will include:

- **Maintenance Logs:** Detailed logs for all maintenance tasks performed on buildings, equipment, and facilities.

This documentation will help track the performance of the facilities, assist in future planning, and serve as evidence of compliance with safety and legal standards.

## Roles and Responsibilities

- **Maintenance Manager:**
  - Oversee all aspects of maintenance operations, including preventive and corrective actions.
  - Coordinate between departments and ensure that maintenance tasks are completed on time.



- Manage the maintenance budget, including the allocation of resources for various tasks.
- **Maintenance Staff:**
  - Perform routine inspections and scheduled maintenance tasks for buildings, equipment, and infrastructure.
  - Respond to maintenance requests in a timely manner, prioritizing tasks based on urgency.
- **Department Heads:**
  - Report any maintenance issues in their respective departments and follow up on repairs.
  - Coordinate with the maintenance team for the upkeep of department-specific equipment and infrastructure.
- **Students and Faculty:**
  - Report any maintenance issues or malfunctions observed in their classrooms, laboratories, or common areas.
  - Cooperate with the maintenance team when necessary (e.g., in case of planned power outages for repairs).

## **Maintenance Budget**

The institution will allocate an annual maintenance budget, which will cover:

- **Preventive Maintenance:** Routine inspections, servicing of equipment, and regular facility maintenance.
- **Emergency Repairs:** Budget to cover urgent repairs and unforeseen breakdowns.
- **Capital Expenditures:** Budget for replacing or upgrading old equipment and infrastructure.
- **Labor and Outsourced Services:** Costs related to hiring external contractors for specialized maintenance tasks.

## Monitoring and Review

To ensure continuous improvement and effectiveness of the maintenance process, the following measures will be taken:

- **Performance Evaluation:** The effectiveness of the maintenance policy will be evaluated periodically by the administration based on feedback from staff and students, as well as from the maintenance team's performance.
  - **Feedback Mechanism:** A feedback system will be implemented to collect input from stakeholders (students, faculty, and staff) regarding the quality and timeliness of maintenance work.
- 

## Outcomes of the Maintenance Policy

1. **Increased Facility Longevity:**
    - Preventive maintenance will help extend the life of campus infrastructure, reducing the need for frequent repairs or replacements.
  2. **Improved Safety and Comfort:**
    - Proper maintenance of buildings, electrical systems, plumbing, and other facilities will provide a safe and comfortable environment for all stakeholders.
  3. **Operational Efficiency:**
    - Minimizing unplanned downtime through scheduled and preventive maintenance ensures that academic activities run smoothly without disruptions caused by facility issues.
  4. **Cost Efficiency:**
    - Well-maintained systems will reduce the costs associated with emergency repairs, replacements, and inefficiencies in energy usage.
  5. **Stakeholder Satisfaction:**
    - Positive feedback from faculty, staff, and students on the state of the facilities, demonstrating the effectiveness of the maintenance efforts.
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## Conclusion

The Maintenance Policy of SS Institute of Pharmacy plays a crucial role in maintaining the functionality, safety, and aesthetics of the campus infrastructure. By implementing effective preventive and corrective maintenance strategies, the institution ensures a seamless academic experience for students and staff while optimizing resources and minimizing costs. Regular reviews and adjustments to this policy ensure that SSIP remains equipped to address evolving needs and sustain its facilities in top condition.



# Mentor– Mentee Policy of SSIP

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## Mentor-Mentee System at SSIP : Supporting Student Growth and Success

Students from diverse demographic and academic backgrounds are enrolling at the institution, bringing with them a rapidly evolving college life shaped by high aspirations. They are determined to excel academically, secure reputable jobs, build careers of their choice, and integrate a variety of skills with their academic curricula for job security. However, the swift pace of global technological advancements, coupled with the increasing complexity of higher education, is creating a sense of anxiety and uncertainty among students regarding their academic and post-graduation success.

To address these challenges, the institution has implemented a comprehensive Mentor-Mentee system. The program is designed to provide continuous academic, social, personal, and career guidance, ensuring that students receive the support they need to thrive.

### Mentor-Mentee Mechanism

- **Faculty Mentors:** Each mentor is responsible for a group of 5 to 10 students from the same Semester. The mentor-student relationship will be maintained throughout the students' academic journey, from the first year to graduation. Every year, first-year students will be added to the mentor's list, replacing the graduating students.
- **Student Profiles:** Detailed student profiles, including academic and demographic information, will be maintained for monitoring progress.
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### Responsibilities of the Mentor

- Conduct regular meetings spending a minimum of 8 hours with mentees each semester.
- Assess mentees' backgrounds, skills, motivations, and personal interests, ensuring that profiles are up to date.
- Help mentees identify and pursue their dream careers while focusing on personal and academic growth.
- Improve communication skills and build confidence.
- Provide counseling and guidance to help mentees achieve academic and career goals.

- Address concerns with appropriate support and referrals.
- Encourage curiosity and active participation in academic, extracurricular, and social activities.
- Engage in discussions on socio-cultural topics to foster responsible citizenship.
- Inform and engage with parents/guardians regarding mentees' achievements and progress.
- Keep mentees updated on scholarships, fellowships, internships, and job opportunities.
- Cultivate leadership skills and teamwork among mentees.
- Maintain a long-term relationship with mentees and track their progress after the mentorship program.
- Submit regular reports to the principal about mentee progress, maintaining confidentiality.

### **Responsibilities of the Mentee**

- Attend regular meetings with the mentor.
- Show respect for everyone, especially the mentor.
- Share academic and extracurricular performance updates with the mentor.
- Communicate career plans and specific needs to the mentor.
- Respect fellow mentees during group interactions and focus on the mentor's guidance.

### **Outcomes of the Mentor-Mentee Program**

- Empower students by fostering self-awareness, self-management, social awareness, and relationship management skills.
- Identify learning abilities and special needs of students to provide appropriate support.
- Recognize slow and advanced learners, tailoring support accordingly.
- Propose curriculum enhancements based on student needs and feedback.
- Introduce new courses or modify existing ones to support career advancement.
- Suggest improvements in teaching methods and pedagogies.
- Promote mutual learning and collaboration, especially between senior and junior students.

### **Support for Slow Learners**

The induction program for first-year students introduces them to the college's facilities, regulations, and academic environment. Special focus is given to mentoring slow learners and students from rural backgrounds, fostering a healthy mentor-mentee relationship built on human values. Mentors provide personalized attention to students scoring below 50% in internal exams or having less than 75% attendance. They collaborate with the principal class advisor, and course teachers to track academic performance, offer remedial classes, and provide continuous support.

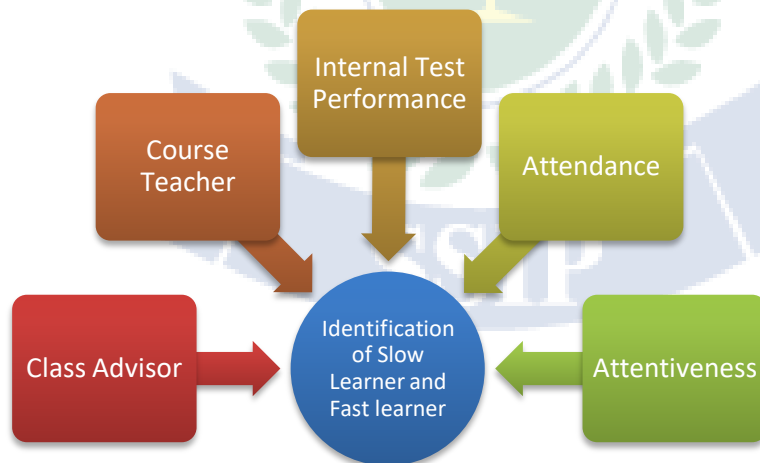
## Support for Advanced Learners

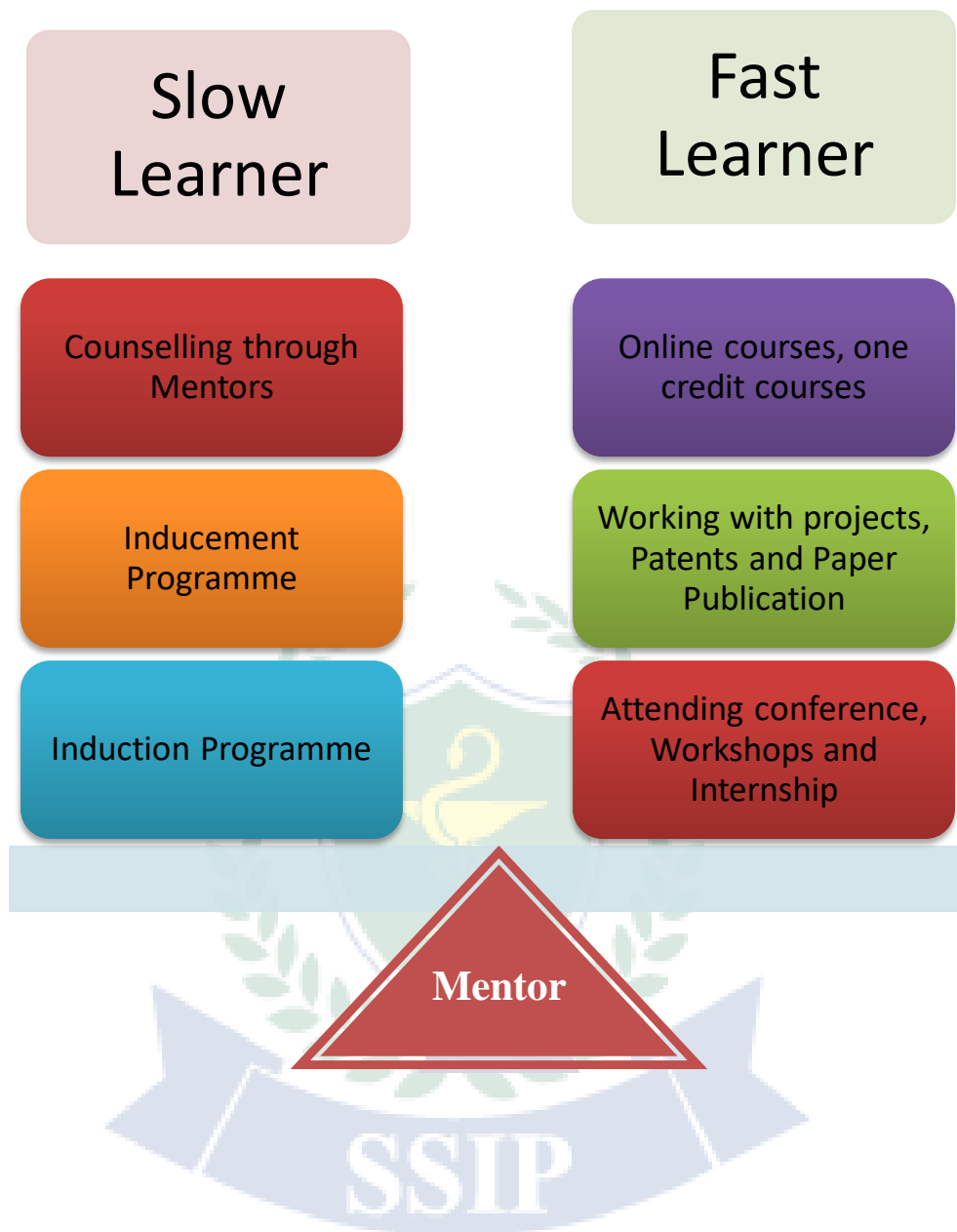
Students with a CGPA above 7.5 are identified as advanced learners. These students receive additional mentoring and encouragement to further their academic and professional development. Mentors facilitate opportunities for advanced learners, such as:

- Attending conferences, workshops, and internships.
- Preparing for competitive exams and higher studies.
- Engaging in research projects, patent applications, and paper publications.
- Participating in online courses and one-credit programs.
- Taking on peer mentoring roles to enhance leadership skills.

By supporting both slow and advanced learners, the Mentor-Mentee system ensures that all students at SSIP have the guidance and resources they need to succeed academically and professionally.

## Assessing Learning Levels & Programmes for Slow and Advanced Learners





# Performance Appraisal Policy

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## Introduction

The performance appraisal process is a critical component in the ongoing development and success of our institution. It serves as a structured method for the Principal to assess the performance of employees, align individual goals with institutional objectives, and foster a culture of continuous improvement. Through regular performance reviews, the institution ensures that its staff members are supported in their professional growth, equipped with necessary training, and recognized for their contributions.

## Objectives of Performance Appraisal

The objectives of the performance appraisal process are designed to achieve multiple outcomes that benefit both the individual employee and the institution as a whole. These include:

### 1. Providing Feedback to Employees on Their Performance

Performance appraisals offer an opportunity to provide employees with constructive feedback regarding their job performance, strengths, and areas for improvement. This feedback helps employees understand how their work is perceived, what they are doing well, and where they may need to focus their efforts for growth and development.

### 2. Assessment of Training Needs

The appraisal process helps identify gaps in skills and knowledge, providing an evidence-based approach to assess the training needs of employees. By pinpointing areas that require improvement or enhancement, the institution can tailor professional development programs that align with both individual career aspirations and institutional goals.

### 3. Facilitating Personal Development of Employees

Personal development is integral to employee satisfaction and retention. Through the performance appraisal, the institution recognizes achievements and supports



employees in setting personal and professional development goals. This helps employees stay motivated, engaged, and invested in their careers within the institution.

#### 4. **Monthly Reporting**

As part of the performance appraisal cycle, employees are required to submit monthly reports that summarize their achievements, challenges, and progress toward established goals. These reports provide a comprehensive overview of individual performance and are reviewed during the appraisal meetings, ensuring that employees are consistently meeting expectations.

#### 5. **Involvement in the Development of the Institution Beyond Academics**

Employees are encouraged to contribute to the broader development of the institution, including extracurricular activities, community outreach, and institutional initiatives beyond their academic responsibilities. The appraisal process recognizes such contributions and encourages employees to take an active role in shaping the institution's overall growth and development.

### **Responsibility for the Performance Appraisal Process**

The Academic Director (AD) holds primary responsibility for overseeing the performance appraisal process. The AD ensures that the entire evaluation cycle is carried out effectively and that it aligns with the institution's values and goals. Specifically, the AD's responsibilities include:

- **Guiding the Appraisal Process:** The AD provides clear guidance on how appraisals should be conducted, ensuring that evaluations are objective, consistent, and aligned with institutional standards. This includes setting clear criteria for evaluation, determining the frequency of appraisals, and ensuring that all evaluators follow the same process
- 
- **Coordinating Timely Execution:** The AD is responsible for ensuring that the performance appraisal process is carried out in a timely and efficient manner. This

includes coordinating the scheduling of appraisal meetings, ensuring that evaluators are prepared, and maintaining records of the appraisals.

- **Imparting Skills to Evaluators:** To maintain objectivity and fairness in the performance appraisal process, the Academic Director will train and support the concerned evaluators (typically department heads or designated senior staff) in carrying out assessments. The goal is to ensure that evaluations are impartial, unbiased, and based on factual performance data rather than subjective judgment.

### Use of Performance Evaluation Scores

The scores and outcomes of performance appraisals have a direct impact on career progression within the institution. Evaluation results are used to determine the following standards of performance, professional development, and institutional growth. By providing timely feedback, identifying training needs, supporting personal development, and recognizing contributions to the wider institution, the process ensures that employees are motivated and equipped to succeed in their roles. The Academic Director, in collaboration with Heads of Departments, is responsible for the fair and objective implementation of the appraisal system, ensuring that it serves the best interests of both the employees and the institution.

### Conclusion

The performance appraisal system is an essential tool for maintaining high

- **Annual Increment:** The results of the performance appraisal are considered when determining salary increments. Employees who consistently perform well and meet or exceed expectations are typically rewarded with a corresponding increase in their compensation.
- **Promotions:** Performance evaluations are also a key factor in promotion decisions. Employees who demonstrate outstanding performance and growth over time may be considered for advancement to higher roles or responsibilities within the institution.

# Scholarship Policy of SSIP

## Introduction

SS Institute of Pharmacy, established in 2018, was founded with the vision of providing quality technical education, especially to students from rural and economically disadvantaged backgrounds. Understanding that financial constraints can often be a barrier to higher education, our institution has developed a comprehensive scholarship policy aimed at empowering deserving students to achieve their academic and career aspirations. By providing financial assistance to students from economically weaker sections, we aim to support them in realizing their potential and contributing meaningfully to society.

## Policy Objective

The primary objective of this scholarship policy is to offer financial support to students, particularly those from rural areas and underprivileged backgrounds. By offering various forms of scholarships, our institution intends to:

- Ensure that financial constraints do not hinder access to quality education.
- Reward academic excellence and extracurricular achievements, such as sports participation.
- Empower students from rural and economically weaker sections to pursue higher education without the burden of financial difficulties.
- Promote an inclusive and diverse learning environment by supporting students from various socio-economic backgrounds.

## Types of Scholarships Offered

1. Scholarship offered by Government
2. Scholarship offered by Institution (VS educational & Charitable Trust)

### 1. Scholarship offered by Government:

- a) Tamil pudhalvan scheme and pudhumai penn scheme
- b) Post Metric
- c) First Graduate
- d) BC/MBC

a) Tamil pudhalvan scheme and pudhumai penn scheme

## TAMIL PUTHALVAN

The "Tamil Pudhalvan" scheme offers a monthly assistance of ₹1,000 to eligible male students who have completed their higher education in government or government-aided schools with Tamil as the medium of instruction.

Eligibility criteria include:

- **Gender:** Only male students are eligible.
- **Education:** Students must have completed their schooling (Classes VI-XII) in government or government-aided schools.
- **Medium of Instruction:** Tamil medium of instruction is required.
- **Higher Education:** The student must be pursuing higher education (undergraduate programs) at recognized colleges, polytechnics, or Industrial Training Institutes.
- **No Restrictions on Other Scholarships:** Students who are receiving other scholarships can still apply for this scheme.
- **Number of Students:** This cash incentive is available to any number of male students from a family pursuing higher education at recognized institutions, colleges, or universities

## PUDHUMAI PENN SCHEME

### (MOOVALUR RAMAMIRTHAM AMMAIYAR NINAIVU PUTHUMAI PENN THITTAM)

“Recognizing that the enrolment ratio of girl students from Government schools in higher education is very low and to promote higher education among girls belonging to the economically weaker families, the Moovalur Ramamirtham Ammaiyar. All girl students who studied from Classes 6 to 12 in Government schools will be paid Rs.1,000/- per month directly into their bank account till the uninterrupted completion of their undergraduate degree courses. The students shall be eligible for this in addition to other scholarships”.

Under this scheme:

- Cash incentive of Rs.1000/month per beneficiary as DBT will be sanctioned till the completion of their first higher education. This will be paid on a monthly basis to all eligible girl students who have studied from 6th 12th Std. in Government schools.
- The girl students availing other scholarships are also eligible to enroll in this scheme.
- This cash incentive extended to any number of girl students in a family pursuing higher education at a recognized Institutions.
- This scheme activity is implemented through online portal 'Penkalvi' wherein the girl students themselves can apply for the scheme directly.
- Tamil Nadu e-Governance Agency is maintaining the online portal and assists the department in implementation of end-to-end e-governance mechanism of the scheme.
- Four core banks viz., Indian Bank, Canara Bank, Indian Overseas Bank and SBI have been identified to open bank accounts to the students wherever necessary furnish the debit card.
- The girl students should pursue their education in recognized course and college / universities (only first course of higher education will be considered as an eligible factor)

### **b) Post-Merit Scholarship for SC/ST Students**

The **Post-Merit Scholarship for SC/ST Students** in Tamil Nadu is a government initiative aimed at encouraging academic excellence among students from the Scheduled Castes (SC) and Scheduled Tribes (ST) communities. This scholarship is designed to provide financial assistance to SC/ST students pursuing higher education, ensuring they have access to quality education without financial constraints.

### **Key Features of the Tamil Nadu Post-Merit Scholarship for SC/ST Students:**

#### **1. Eligibility:**

- The scholarship is available to SC/ST students who have secured admission to undergraduate, postgraduate, or professional courses at recognized institutions in Tamil Nadu.
- The students must have demonstrated academic merit by securing a specified percentage or grade in their previous examinations.
- Students must belong to the SC/ST categories and have a valid caste certificate.

- There may be additional income criteria, typically set by the state government, where the family income should not exceed a certain limit (e.g., Rs. 2.5 lakhs annually).

2. **Benefits:**

- **Financial Assistance:** The scholarship provides financial support for tuition fees, hostel fees, examination fees, and other educational expenses.
- **Amount:** The exact scholarship amount can vary, but it is generally aimed at covering a significant portion of the student's academic and living costs.
- **Full Duration Coverage:** The scholarship is typically provided for the entire duration of the course, provided the student maintains the eligibility criteria.

3. **Application Process:**

- **Online Registration:** SC/ST students can apply for the scholarship through the Tamil Nadu government's official scholarship portal or through the respective institutions.
- **Required Documents:** Students need to submit documents such as caste certificates, income certificates, academic records, and proof of admission to the course.
- **Timely Submission:** Students should apply within the specified time frame to be considered for the scholarship.

4. **Purpose:**

- The primary aim of the Post-Merit Scholarship is to provide financial assistance to meritorious SC/ST students who might otherwise face financial barriers in pursuing higher education.
- By supporting students based on merit, the scheme aims to promote higher educational attainment within the SC/ST communities, fostering their academic growth and future career opportunities.

5. **Renewal Criteria:**

- The scholarship is usually renewable each year, provided the student continues to meet the eligibility criteria, such as maintaining a specified academic performance or grade point average (GPA).

- If students fail to meet the required academic standards, the scholarship may be discontinued.

### **Impact of the Scholarship:**

The **Post-Merit Scholarship for SC/ST Students** in Tamil Nadu plays a crucial role in fostering educational inclusivity and supporting students from marginalized communities in achieving their academic and professional goals. By recognizing academic achievement and providing financial support, the scholarship helps reduce the economic burden on students and encourages them to excel in their education. It also contributes to increasing the participation of SC/ST students in higher education, thereby improving social mobility and opportunities for upward economic progress.

### **c) First Graduate Scholarship**

The **First Graduate Scholarship** in Tamil Nadu is a government initiative designed to provide financial assistance to students who are the first in their family to pursue higher education. This scholarship aims to encourage and support students from economically disadvantaged backgrounds to pursue undergraduate and professional courses by alleviating the financial burden associated with education.

### **Key Features of the First Graduate Scholarship for Tamil Nadu Students:**

#### **1. Eligibility Criteria:**

- **First Graduate:** The applicant must be the first person in their family to pursue a degree (undergraduate or professional course). The scholarship specifically targets students who do not have any prior graduates in their immediate family.
- **Caste and Income Limit:** Typically, the scholarship is available to students from backward or economically disadvantaged communities, including those from the Scheduled Castes (SC), Scheduled Tribes (ST), and Other Backward Classes (OBC). The family income limit is often set (for example, Rs. 1 lakh or Rs. 2.5 lakh annually, depending on government guidelines).

- **Academic Criteria:** Students must have secured admission to a recognized institution for undergraduate or professional courses and meet the minimum academic performance standards set by the government.
2. **Benefits:**
- **Financial Assistance:** The scholarship provides financial support to cover tuition fees, exam fees, and other compulsory academic-related expenses.
  - **Amount:** The exact scholarship amount may vary but typically includes a significant portion of the academic costs, and in some cases, it may cover a part of hostel or transportation expenses.
  - **Full Course Coverage:** The scholarship is generally renewable every year, covering the entire duration of the student's undergraduate course, as long as the eligibility criteria are maintained.
3. **Application Process:**
- **Online Application:** Students can apply through the Tamil Nadu government's official scholarship portal or via the respective educational institutions.
  - **Required Documents:** Applicants need to submit documents such as caste certificates, family income certificates, proof of admission to the course, and other required academic documents to verify their eligibility.
  - **Application Deadline:** Students should submit their applications within the specified time frame to be considered for the scholarship.
4. **Purpose:**
- The primary objective of the First Graduate Scholarship is to support students who are the first in their family to attend college and may not have the financial means to pursue higher education.
  - The scholarship aims to empower these students by removing financial obstacles and encouraging them to continue their education, fostering greater access to higher education in Tamil Nadu.
5. **Renewal Criteria:**



- The scholarship is usually renewable each year based on the student's academic performance (such as maintaining a minimum grade point average) and continued eligibility under the family income limit.
- If students fail to meet the academic or income criteria, the scholarship may be discontinued.

### **Impact of the Scholarship:**

The **First Graduate Scholarship** plays a vital role in promoting educational equality by supporting students from families with no prior college graduates. This scholarship not only relieves the financial burden on students but also encourages them to pursue higher education, thereby improving their socio-economic mobility. It fosters a more inclusive educational environment, where students from underprivileged backgrounds are empowered to break the cycle of poverty through education, leading to a brighter future for themselves and their families.

### **c) BC/MBC Scholarship**

Under the Free Education Scholarship (Professional) scheme, students from Backward Classes, Most Backward Classes, and Denotified Communities, selected through the Government quota via the single window system and enrolled in Professional Courses at self-financing colleges, receive special fee assistance as prescribed by the Government.

## **2. Scholarship offered by Institution (VS Educational Charitable Trust)**

SS Institute of Pharmacy offers the following categories of scholarships based on merit, socio-economic status, and other factors:

### ***1. Partial Fee Waiver***

A **partial fee waiver** is provided to students based on academic merit and specific circumstances, as outlined below:

- **10% Tuition Fee Waiver:**
  - Students who score more than **150** in the higher secondary examination cut-off are eligible for a **10% tuition fee waiver**.

- This waiver is designed to help academically talented students who may face financial challenges but still demonstrate a commitment to their studies.

- **School Topper Scholarship:**

- This initiative recognizes and rewards the academic achievements of top-performing students, motivating them to continue excelling in their higher education.

- **Special Scholarship for High Scorers:**

- Students who score more than **500 marks** in the higher secondary examination will be eligible for a **special scholarship**.
- This scholarship aims to reward exceptional academic performance and support students in their pursuit of technical education.

### ***3. Sports Scholarships***

In recognition of the achievements of students who excel in sports, SS Institute of Pharmacy offers scholarships to those who have represented their district, state, or the central government:

- **Eligibility:** Sports students who have participated in recognized competitions at the district, state, or national level are eligible for this scholarship.
- **Coverage:** The scholarship amount varies depending on the level of competition and the student's performance, with the aim of supporting their academic and athletic pursuits simultaneously.

### **4. Scholarships for Students from Single-Parent Households or Without Parental Support**

We recognize the unique challenges faced by students who lack parental support. To assist these students:

- **Coverage:** Scholarships are provided ranging from **10% to 50%** of the total expenses, depending on the financial need and academic performance of the student.
- **Eligibility:** This scholarship is specifically targeted at students from **single-parent households** or those who lack both parents' support, ensuring they are not disadvantaged in their pursuit of education.

## **Implementation and Disbursement**

- **Scholarship Applications:** Students wishing to apply for a scholarship must submit a formal application to the college administration, providing necessary documentation such as proof of family income, academic records, and other relevant details. The scholarship application process will be conducted at the beginning of each academic year.
- **Selection Process:** A scholarship in charge staff, will review applications and select eligible candidates based on the established criteria. The committee will ensure transparency and fairness in the selection process.

### **TATA SCHOLARSHIP**

- The TATA Scholarship is a prestigious award that supports academically exceptional students in need of financial assistance. Sponsored by the TATA Group, it aims to ease the financial burden on deserving undergraduate students pursuing higher education at renowned institutions. The scholarship covers tuition fees, living expenses, and other educational costs, enabling students to focus on their academic and professional goals.
- Eligibility for the TATA Scholarship is based on academic excellence, financial need, and achievements in relevant fields. Interested students must submit an online application with required documents, including academic records and proof of financial need. The selection process is competitive, considering both merit and financial background. The scholarship may be renewed annually based on academic performance, empowering recipients to succeed and contribute to society.

### **Policy Review and Updates**

This scholarship policy will be reviewed periodically to ensure that it remains aligned with the institution's goals and the changing financial and educational needs of students. Any changes to the policy will be communicated to students and staff in a timely manner.

### **Conclusion**

The scholarship policy at SS Institute of Pharmacy reflects our commitment to providing high-quality education to students, regardless of their financial background. By offering a range of scholarships for academically talented students, sports achievers, and those from disadvantaged families, we strive to create an inclusive educational environment where every student has the opportunity to succeed and thrive. This policy will be effective from the current academic year, and we encourage all eligible students to apply for the scholarships that best suit their needs and achievements.

# Slow Learners and Advanced Learners

## Policy of SSIP

### Introduction

At SS Institute of Pharmacy (SSIP), we recognize that students come with diverse learning abilities and pace of comprehension. To ensure an inclusive and equitable learning environment, it is crucial to address the unique needs of both **slow learners** and **advanced learners**. This policy aims to provide a structured approach to support and challenge students according to their individual learning needs, thus ensuring that every student has the opportunity to achieve academic success. The policy focuses on identifying students who may require extra assistance, as well as those who demonstrate advanced understanding, and creating customized pathways to help them thrive academically.

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### Objectives of the Policy

The primary objectives of the Slow Learners and Advanced Learners Policy are:

1. **Identify and Support Slow Learners:** To identify students who may require additional academic support to meet the basic academic standards and help them catch up with their peers.
2. **Encourage and Challenge Advanced Learners:** To recognize students who demonstrate advanced learning abilities and provide them with challenging academic opportunities to maximize their potential.
3. **Foster Individualized Learning:** To create an environment that acknowledges and nurtures the individual learning differences of students, ensuring that each student's academic journey is supported according to their needs and capabilities.

4. **Promote Equity in Learning Outcomes:** To ensure that all students, regardless of their learning abilities, can achieve their full potential and contribute positively to the learning community.
5. **Improve Overall Academic Performance:** By addressing the needs of both slow learners and advanced learners, the policy aims to improve the academic performance of the entire student body.

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## Definitions

### 1. Slow Learners:

- Students who find it difficult to grasp concepts at the pace set by the curriculum or who struggle to meet the academic requirements and expectations.
- Slow learners may face challenges in understanding fundamental concepts and may require additional time, assistance, or resources to improve their academic skills.

### 2. Advanced Learners:

- Students who exhibit higher-than-average learning abilities and quickly grasp complex concepts, demonstrating exceptional understanding of subjects beyond the standard curriculum.
- Advanced learners often excel in academics and show strong problem-solving skills and critical thinking abilities.

## Policy for Slow Learners

### 1. Identification of Slow Learners:

- **Academic Performance:** Students who score significantly below average on assessments or examinations.
- **Classroom Participation:** Students who consistently show difficulty engaging with classroom discussions, group activities, or assignments.
- **Feedback from Faculty:** Faculty members who notice students struggling with basic concepts, assignments, and exams will be required to report their observations to the principal.

- **Mentoring:** Faculty, tutors, and mentors will be assigned to slow learners to provide individualized attention and guidance.

## 2. **Support for Slow Learners:**

- **Remedial Classes:** Remedial classes will be organized to help slow learners catch up with the rest of the class. These classes may focus on reinforcing fundamental concepts in core subjects and providing additional practice.
- **Peer Tutoring:** Advanced learners may be encouraged to work with slow learners as peer tutors to explain concepts in simpler terms and provide additional support outside of regular class hours.
- **Additional Learning Resources:** Slow learners will have access to extra learning resources such as video tutorials, online courses, practice exercises, and reference materials.
- **Personalized Assistance:** Faculty members will provide personalized academic support, such as one-on-one consultations, to slow learners.
- **Monitoring Progress:** Regular assessments and progress monitoring will be conducted to track the improvement of slow learners. This will help identify areas where they still need support and adjust interventions accordingly.
- **Study Groups:** Study groups will be organized to encourage peer learning, where students can collaborate and support each other in understanding difficult subjects.

## 3. **Incentives for Improvement:**

- Students who show significant improvement over time will be recognized for their efforts. Positive reinforcement will motivate them to continue their academic journey.
- Faculty will also offer motivational support and encouragement to help slow learners gain confidence in their abilities.

## **Policy for Advanced Learners**

### 1. **Identification of Advanced Learners:**

- **Academic Performance:** Students who consistently score well above average in exams and assignments and who demonstrate a deep understanding of the subject matter.

- **Classroom Participation:** Students who actively engage in discussions, present innovative ideas, and ask insightful questions.
- **Faculty Observations:** Faculty members will identify advanced learners through their strong analytical skills, independent learning habits, and ability to grasp complex concepts quickly.
- **Competitions and Contests:** Advanced learners may participate in academic competitions and contests that can further demonstrate their abilities.

## 2. Opportunities for Advanced Learners:

- **Advanced Courses and Workshops:** Advanced learners will be offered specialized courses, advanced workshops, and seminars to deepen their understanding of complex topics. These courses may go beyond the standard curriculum and introduce students to cutting-edge developments in their field.
- **Research and Innovation:** Advanced learners will be encouraged to engage in research activities, under the guidance of faculty members, to explore new ideas and contribute to knowledge creation. This may include participating in research projects, publishing papers, and presenting findings at academic conferences.
- **Project-based Learning:** Advanced learners will be encouraged to take on challenging projects that require critical thinking, innovation, and problem-solving skills. These projects may involve interdisciplinary work and real-world applications.
- **Industry Internships:** Advanced learners will be given priority for industry internships, which will help them gain practical experience and exposure to the latest technologies and industry trends.
- **Leadership Roles:** Advanced learners will be given opportunities to take on leadership roles in student organizations, where they can further hone their skills and contribute to the academic environment.
- **Recognition and Awards:** Outstanding advanced learners will be recognized through academic awards, scholarships, or public acknowledgments, reinforcing their achievements and motivating them to continue excelling.

## Implementation Strategy

### 1. Monitoring and Evaluation:

- The academic performance of students will be continuously monitored through assessments, class participation, and feedback from faculty members.
- A designated faculty member or academic coordinator will track the progress of slow learners and advanced learners and ensure that appropriate measures are being implemented.
- The progress of interventions for slow learners will be assessed through regular follow-up tests, assignments, and feedback sessions.
- For advanced learners, opportunities for further academic challenges will be evaluated based on their participation and success in additional activities such as research, projects, and specialized courses.

### 2. Collaboration with Parents:

- Regular communication will be maintained with the parents of slow and advanced learners to keep them informed about their child's progress and the support provided.

## Expected Outcomes

### 1. Improved Academic Performance:

- Slow learners will demonstrate improved understanding and performance in their subjects through remedial support and individualized attention.
- Advanced learners will be provided with opportunities that help them further develop their academic potential and prepare for higher-level challenges.

### 2. Increased Student Engagement:

- Both slow and advanced learners will become more engaged in their learning process, whether through additional support or challenging projects, contributing to a more dynamic academic environment.

### 3. Holistic Student Development:



- The policy will foster the overall growth of students by addressing their academic and personal development, ensuring that all students have the opportunity to succeed according to their unique learning abilities.

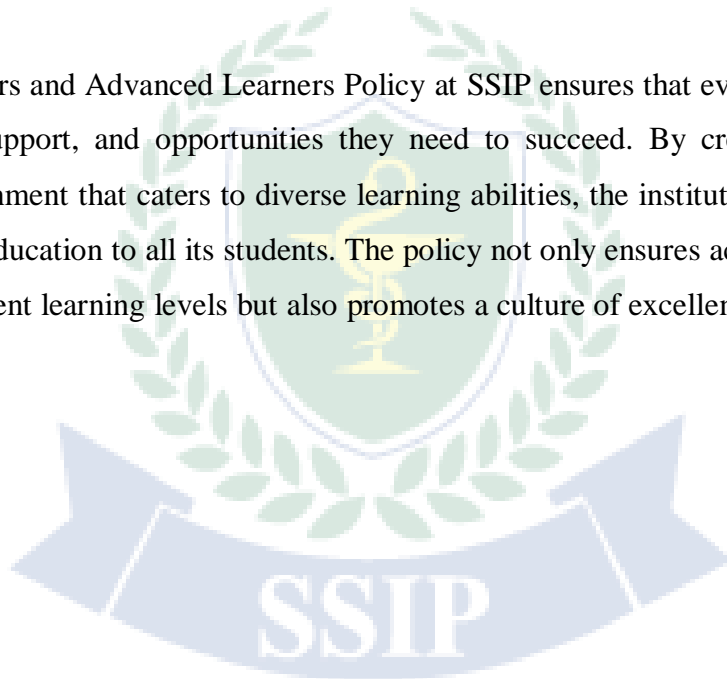
#### 4. **Academic Excellence:**

- Through a balanced approach to meeting the needs of both slow and advanced learners, SSIP will foster an environment of academic excellence, where every student is encouraged to reach their full potential.

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## **Conclusion**

The Slow Learners and Advanced Learners Policy at SSIP ensures that every student is given the resources, support, and opportunities they need to succeed. By creating an inclusive academic environment that caters to diverse learning abilities, the institution aims to provide a well-rounded education to all its students. The policy not only ensures academic success for students at different learning levels but also promotes a culture of excellence, innovation, and personal growth.



# Alternative Energy Sources and Energy Conservation Policy of SSIP

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## 1. ENERGY EFFICIENCY INITIATIVES

- Replace conventional lighting systems with energy-efficient lighting .
- Replace conventional electrical equipment (e.g., fans, ACs) with energy-efficient systems in a phased manner.
- Install solar PV power generation systems to meet base energy demands within five years.

## 2. SUSTAINABLE TRANSPORTATION

- Encourage faculty, staff, and students to utilize common transport facilities to reduce carbon footprint.

## 3. ENERGY AND ENVIRONMENTAL AUDITS

- Conduct regular green audits through an approved agency.
- Perform energy audits by authorized auditors to assess the college's energy utilization.
- Conduct environment audits alongside green audits on a regular basis.

This policy ensures a structured approach toward energy conservation and sustainability at SSIP.

# Degradable and Non-Degradable Waste Management Policy of SSIP

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SSIP is committed to effective waste management to ensure a healthy and safe environment for the campus community and the surrounding areas. The institution follows structured processes for the segregation, disposal, and recycling of waste to minimize environmental impact.

## 1. SOLID WASTE MANAGEMENT

- Routine solid waste is collected daily in designated dustbins at various locations.
- Waste is segregated into biodegradable and non-biodegradable categories before disposal.
- Movable containers and carts transport waste to the designated dumping yard.

## 2. LIQUID WASTE MANAGEMENT

- Non-reusable liquid waste is channeled through proper drainage systems into the municipal drainage network to ensure safe disposal.

## 3. E-WASTE MANAGEMENT

- E-waste generated from laboratories and offices is systematically collected and handed over to licensed recyclers.
- Non-working computers, monitors, and printers are scrapped following regulatory guidelines.
- Students and staff are educated on e-waste management practices to enhance awareness and responsibility.

## 4. WATER RECYCLING SYSTEM

- Rainwater harvesting is implemented across the campus to collect water from buildings, hostels, the auditorium, and the canteen.

- Collected rainwater is diverted to a dedicated rainwater harvesting pit at the college entrance for sustainable water conservation.

## **5. HAZARDOUS CHEMICAL AND RADIOACTIVE WASTE MANAGEMENT**

- Hazardous chemicals are not used in SSIP laboratories.
- Chemistry laboratories use diluted acids, which are safely discharged into the drainage system.
- No radioactive elements are utilized on campus, eliminating radioactive waste generation.

This policy ensures sustainable waste management practices at SSIP, contributing to a cleaner and greener environment.

