



# ABHILASHI COLLEGE OF PHARMACY

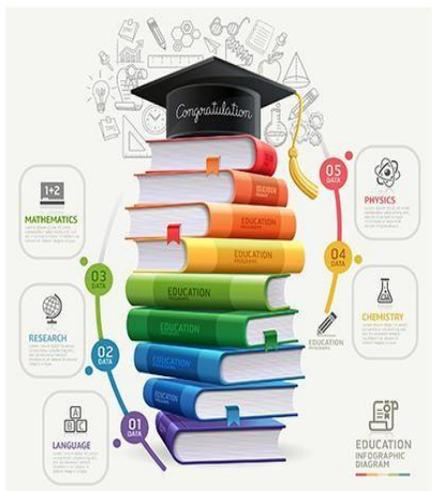
Ner Chowk, Distt-Mandi H.P. -175008

Approved By: AICTE, PCI & Affiliated to:- HPTU- Hamirpur

Ph. 01905-242239 Fax: 01905-242239 E-Mail: [principalacop@gmail.com](mailto:principalacop@gmail.com)

An ISO: 9001:2008 CERTIFIED INSTITUTIONS

# ACADEMIC MANUAL HANDBOOK 2020-21



Ensure **Quality**  
Education

## **VISION**

To become a centre of excellence in the field of Pharmacy committed to impart quality Pharmacy education to empower each student to succeed in the global competitive environment and achieve a remarkable career as well as imbibe cultural value.

## **OBJECTIVES:**

- To create an ambience while achieving excellence and sustain the same with autonomy and accountability.
- To help improve the standard of technical education and provide.
- Service to community and economy through effective networking
- To anticipate technological needs and provide ways and means to cater to them.
- To provide leadership through curriculum planning, laboratory development and examination systems.
- To train men and women who shall interact with the community at large and inculcate in them a spirit of scientific temper and Endeavour.
- To encourage self-learning and creativity.

# INDEX:

1. Departmental Faculty Board
2. Mentor allotment System
3. Attendance
4. Tips for Improvement of Student's Attendance
5. Tips for Enhancement of Student's Performance.

## **DEPARTMENTAL FACULTY BOARD:**

The Departmental Faculty Board [DFB] comprises of the Chairman (HOD) and all faculty members of his department. The Faculty Board under the chairmanship of the Head of the department [HOD] is responsible for day to day working and overall growth and planning of the department. The faculty Board should meet at least once in a month to discuss and decide over the given issues:

1. Allocation of subjects to the faculty members in a semester keeping in view their interest in view. The department should see that the faculty members teach a subject at least three times consecutively and shall take one laboratory class and one tutorial class pertaining to the same subject. Discuss on student's attendance and any necessary action to be taken.
2. Discuss on students' performance and required action to be taken.
3. Laboratory development and its modernization.
4. Organize Seminars comprising of teachers, students and invited speakers.
5. Continuing Education Program for faculty/technical staff.
6. Discuss on Library matters (Text book/Reference Books/Journals etc.).
7. Practical training for the students
8. Placement of Students
9. Students' Counseling
10. Infrastructural facilities for LTP
11. Establish linkage between the department and industries and integrate Industry Oriented Specializations modules.
12. UG projects: planning and implementation
13. Course appraisal feedback from students.

## **CLASS MENTORS ALLOCATION SYSTEM:**

In any educational setup, particularly in technical institutions, it is necessary to have cordial and strong interaction among the teachers and students so as to ensure a healthy and congenial atmosphere for the growth of students in totality. The following shall be observed to develop and sustain a good and close interaction between the teachers and students.

1. Each mentor should be an advisor/mentor of at least 50 students. He shall maintain a record with the details of the students (Name, Date of Birth, Family status, parent's profession, Father's Mobile Number, School and College Performance etc.)
2. Students doing well should be encouraged by the Mentor and their good performance should also be duly recognized.
3. Students not doing well should be advised to follow strategies for improvement of their performance.
4. Teachers (Mentors) shall communicate with parents on phone once in a fortnight and shall enter the conversation on portal and Mentor Mentee Register for record.
5. Mentor shall regularly interact with all his Mentees.

#### **ATTENDANCE:**

Academic discipline is of paramount importance for the success of any student. Attendance is an indicator of academic discipline. Students should strive to maintain 100% attendance in all their classes. The faculty should keep a record of attendance of the students through an attendance register. The attendance should be uploaded every day after the class is held on the portal. Names of students falling short of stipulated percentage of attendance shall be notified monthly. Continued poor attendance of students shall be brought to the attention of HODs and the Director and also intimated to the parents through the Mentor. The teachers should counsel the students who are irregular in the classes and follow it up with students-parents-faculty meetings. Students keeping poor attendance in spite of appropriate advice and counseling may be asked to leave the College. The HOD shall put the attendance of students on the Department notice board and portal once in a fortnight with red color highlighted for students having less than 75 percent.

To monitor attendance the following guidelines may be observed:

1. A separate Notice Board shall be earmarked for notifying names of students falling short of 75% attendance (Himachal Pradesh Technical University stipulates that a student can take the University Examination if he has 75% or more of attendance in each and every course).
2. Faculty shall emphasize in his class the importance of attendance linked to academic performance.

3. Faculty shall counsel such students to improve their attendance during the next week and shall monitor the same.
4. If by the end of the second week from the date of notification, the attendance of the student does not improve, Mentor shall telephonically contact the parents informing them about the poor attendance of their wards and invite them along with their wards for a meeting with him/her in the third week.
5. In the Teachers-student-parents meeting, the Faculty shall highlight the importance of good attendance (preferably leading to 100% attendance) and request the parents to advise their wards to improve attendance.

**TIPS FOR IMPROVEMENT OF STUDENTS ATTENDANCE:  
(For Faculty Members)**

1. Teacher should know the level of students. The past academic record should be noted from college database.
2. Prepare the lectures well (sufficient time should be spent for the preparation of each 1 hour lecture). While starting the academic semester, please see that your first 5-6 lectures are most impressive so that the students get attracted to your lectures and carried away to attend your lectures regularly (it always pays to deliver the first few lectures on the topics where you are the best).
3. Make the lecture understandable and interesting. Develop the lecture material on the black board as far as possible, instead of writing on the board from your notes.
4. Clarification of concepts and fundamentals and providing critical analysis, interpretation and application need to be emphasized.
5. Interact with students frequently.
6. Encourage students to visit your office for clearing their doubts.
7. Meet the students not attending your classes and find out why they do not attend your classes & introspect yourself.
8. Motivate students to work hard by setting yourself as an example.
9. Interact with the students by visiting their hostel and inviting them to your home.
10. Motivate students towards self-study. Advise students to make habit of writing and delivering lectures.
11. Reduce PPT based classroom teaching to the barest essential.

12. Adequate use of Charts, Cut Sections, and animations while explaining the principle/working of a device.

### **TIPS FOR ENHANCEMENT OF STUDENT'S PERFORMANCE**

Student's performance is greatly enhanced if the following points are observed:

1. 100% attendance in Lectures
2. 100% attendance in Tutorials
3. 100% attendance in Laboratories
4. Self-study with dedication (at least 1 hour should be spent for each 1 hour lecture attended).
5. Solve as many numerical problems as possible.
6. Make a habit of writing.
7. Have frequent group discussions.
8. Effective Class Committee Meetings. Students should discuss the conduct of all the courses comprehensively and depth of course, clarity and presentation of fundamental concepts, blackboard legibility, conduct of rests etc.)
9. Good and dedicated teaching.
10. Use of quality textbooks, reference books and lecture notes.
11. Extra lectures and tutorials to be taken for revision/discussion.
12. Continuous evaluation of students through class tests/surprise tests/viva.
13. Regularly providing question banks to the students (before 1st Test, 2nd Test and Pre- University Test) and discussing them comprehensively.
14. Tutorials must be made more effective with more dedicated involvement of faculty and the students after the first week of teaching, one assignment (one page of writing) should be given to the student each week.



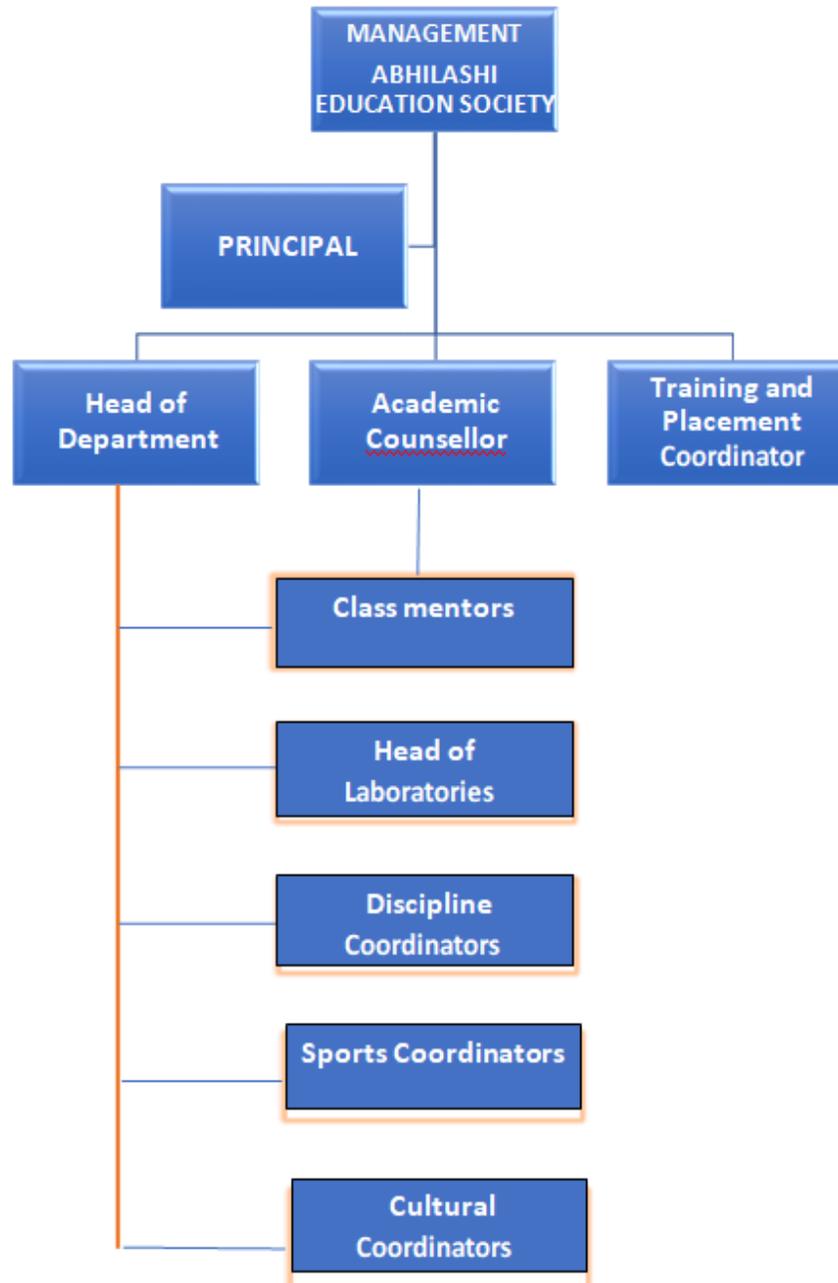
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## Roles & responsibilities of Head of Departments

**Definition:** The term Head of Department applies to appointed postholders who have responsibility for either an academic department or college. Heads of Department are appointed by the management of the college and are responsible to the principal/director/management of the college.

### **Roles & responsibilities:**

1. The basic role of the Head of Department is to provide strong academic leadership.
2. The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
3. Responsible and accountable for setting and facilitate the academic strategy of the Department in line with Faculty and college strategic plans and direction.
4. Responsible for the fulfilment of the college responsibilities concerning students in respect of their admission, instruction, progress and examination;
5. Responsible to give help and advise to the students and faculty for the academic or administrative improvement
6. Refresh and develop new ideas in order to improve the student attendance in the class.
7. Conduct a surprise evaluation/inspection during the class or laboratory hrs. of the faculty members and submit the teacher's evaluation report to the principal in given format.
8. Be honest while preparing evaluation/inspection report.
9. To ensure the timely presence of faculty the members of their respective department in the class rooms.
10. To check the laboratory functioning of their department through inspection and by holding a meeting with Head of laboratories (HOL)
11. To ensure that classes or laboratories is adjusted properly if any faculty members is on leave
12. To hold a monthly meeting with faculty members of their department and submit the progress report to the principal in the form of a presentation.
13. To hold a monthly meeting with class mentors and get the progress report regarding the attendance of the students
14. To prepare and submit minutes of meeting (MOM) of the meetings with faculty members/class mentors/discipline coordinators/cultural coordinators/sports coordinators.
15. To motivate the faculty members of their department towards research or review publication and take regular feedback regarding publications.

16. To ensure that at least two Research/Review publications by PhD faculty and one publication in Scopus/Thomson Reuters indexed journal should be publish in an academic session.
17. To encourage the teaching and non-teaching staff to adhere the policy of the society.
18. Any other duty the Principal may assign.



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## Roles & responsibilities of Class Mentors

1. The Foremost role of the class mentors is to check the attendance of the student.
2. Discuss attendance with the students and motivate them to be present in the class.
3. Inform parents telephonically/through mail/by post about student attendance and performance
4. Arrange a meeting of the principal with parents of those students having less attendance or poor performance.
5. Take a mentor class as per time table (First 15 minutes of the lecture) and attendance to be discussed with the students.
6. Provide timely information to the students regarding the important dates (date of fees deposition, date of filling the examination forms and submission etc.) & events (Sports and cultural) in the college.
7. To keep the students updated with the conference/seminars held in the other institutes and thereby encouraging them to participate in the same by oral/ poster presentations.
8. Inform the departmental HOD about attendance and progress of the students.
9. To coordinate with the teachers of the respective departments to update attendance in case of medical leave, sports leave etc.
10. Collect information regarding weaker students from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
11. Identify good students and motivate them to excel.
12. Update data regarding students' achievements in academics, sports, extracurricular activities etc.
13. Any other duty the Principal may assign.



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## **Roles & responsibilities of Academic Counsellor**

1. Conduct a monthly meeting with class mentors regarding the attendance of the students.
2. Take the feedback from the class mentors regarding the feedback of the parents and improvement in the attendance of the students.
3. Counsel the students with a positive approach and resolve their issues as soon as possible.
4. Guide the students not to indulge in any kind of ill habits like smoking, drinking or any other drug abuse.
5. Facilitate relationship between the students and other individuals on campus who may provide assistant.
6. Follow up with the advice on any report of an satisfactory work (Poor attendance, failing grades).
7. Consult regularly with faculties in order to have up to date information.
8. Proactively contact and be available for student advisees on regular basis.
9. Contact and schedule regular meetings (once in a month) with the HOD and discuss the issues regarding the students and submit the minutes of meeting to the principal.
10. Any other duty the Principal may assign.



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## **Roles & responsibilities of Training and Placement Coordinator**

1. To correspond to prospective companies for interview date and schedule of events.
2. To arrange for interview facilities at the campus.
3. To receive the personnel and provide necessary inputs about the college.
4. To collect the appointment letters or correspond to get them as soon as the interview is over.
5. To distribute appointment letters and collect acceptance letters from the students.
6. Design and Printing of Placement Brochure – Soft copy as well as Hard copy
7. Interacting with the Past Recruiters
8. Organizing Resume Writing, GD and Interview(s) skills development sessions
9. Collection & maintenance of students resume bank
10. Help students by arranging training in different pharmaceutical organization.
11. Maintenance of student alumni database.
12. Any other duty the Principal may assign.



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## Roles & responsibilities of Discipline Coordinators

1. To maintain and enforce strict discipline within the college campus.
2. Ensure all the students should wear their ID Cards while they are in the campus and their respective class rooms.
3. In case of any violation of dress code or disturbance in the class, the discipline coordinators shall initiate disciplinary action against the student.
4. In case of any misbehaviour or violation of the college rules, the students will be suspended by the Disciplinary Committee Members till the enquiry is over.
5. To enforce total prohibition of cell phone usage by the students within the college campus. Please note that cell phone is prohibited in the college campus and if a student is found carrying a cell phone, it will be taken away and handed over to the concerned HOD.
6. To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
7. To ensure that all the students attend classes without bunking and prevent them from leaving the college early. Please note that no student can leave the college early without prior permission from the concerned authorities.
8. Smoking is strictly prohibited in the college campus and ensures that this is being strictly followed.
9. To ensure that students maintain complete silence in the library.
10. To maintain proper discipline in the college canteen and student waiting room during the college working hours.
11. If any damage is caused to the college property by any student / group of students, the cost of the same will be recovered with a fine from the said student / group of students. This will be followed by disciplinary action.
12. If any indiscipline is found by any of the students, warn them on the first instance. Take disciplinary action based on the rules and regulations of the committee if the pattern of misconduct continues.



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## Roles & responsibilities of Sports Coordinators

1. To encourage the students to participate in the intra and intercollege sports events.
2. To prepare the annual sports calendar and inform students and house captains well in time.
3. ensures that all students gain encouragement and opportunities to participate to the best of their ability in college sports teams,
4. Models positive attitudes towards sport and a commitment to promoting all college sports,
5. Works with House Captains and other staff to ensure that sports events and House activities are well run
6. To coordinate training and selection trials for College teams and inform students when these events will be taking place.
7. Ensure that events and student absences due to sporting commitments are communicated as early as possible so that teachers may plan for classes.
8. Ensure that necessary facility to be provided to the students during sports event
9. To prepare an annual budget for sport and organize for the purchase of equipment and clothing.
10. To encourage a healthy mind through participation in sport and by having a healthy lifestyle.
11. To ensure the distribution of the students in different houses properly.
12. Any other duty the Principal may assign.



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## Roles & responsibilities of Examination Controller

1. The Controller of Examination shall be the Principal Officer in-charge to conduct mid term examination, and the declaration result. He shall discharge his functions under the direct direction and guidance of the Principal/ Management
2. The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations, tests and timely declaration of results;
3. To prepare academic calendar including examination schedule and implement the same;
4. To appoint invigilators for examination duties
5. To arrange for printing of question papers and answer books and their safe custody;
6. To arrange to evaluation and to process the results.
7. To arrange for timely declaration and publication of result.
8. To postpone or cancel examination in part or in whole, in the event where such need arises
9. To ensure confidentiality and to make assessment/ improvement in the process of the examination/ evaluation
10. To finalize the mode of examination for the course in consultation principal of the college.
11. To appoint external examiners for conducting the practical examinations;
12. To submit report regarding examination(s) to the Vice-Chancellor;
13. The Controller of Examinations shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by the principal/management.
14. To check university website/e-mail regularly and display the information on the college notice board.
15. In the absence of the COE his duties shall be performed by any officer or teacher of the University as assigned by the principal.
16. Any other duty the Principal may assign.



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## Roles & responsibilities of Head of laboratories

1. The Head of laboratories (HOL) is responsible for overall conduct of the all laboratories.
2. To ensure that practicals should be conducted smoothly in the laboratories.
3. To check overall discipline of laboratories technicians/laboratory assistant.
4. To check whether the requirement for the practical is given one week before the conduct of the practical.
5. To make a surprise visit in the lab and report the key points of inspection to the principal in a proper format.
6. To hold a monthly meeting with lab technician/lab assistant and discuss the issues.
7. To hold a meeting with HODs and discuss the issues related to laboratory function.
8. To prepare an evaluation sheet of lab technician/lab assistant work every month and submit the same to the concerned HODs.
9. To prepare minutes of meeting with HODs and submit it to the principal.



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## HEAD OF DEPARTMENTS

**1. Head of departments:** The following faculty members will act as Head of the department for the session 2020-21

S. N	Name	Designation	Department	Classes assigned	Contact Number
1.	Mr. Ravishankar Yadav	H.O. D	Pharmacognosy	B.Pharm VII sem	9418765643
2.	Ms. Babita Thakur	H.O. D	Pharmacognosy	B.Pharm V Sem	7807668386
3.	Ms. Shweta Saini	H.O. D	Pharm. Chem	B.Pharm III Sem	8988146637
4.	Ms. Deepika Sharma	H.O. D	Pharmacology	B.Pharm I sem	9418024895

**2. Class mentors:** The following faculty members will act as class mentors for the session 2020-21

S. N	Name	Designation	Class	Section	Contact Number
1.	Ms. Ruma Sharma	Assistant Professor	B. Pharm (1 <sup>st</sup> Semester)	A	9805916350
2.	Ms. Shalini	Assistant Professor	B. Pharm (1 <sup>st</sup> Semester)	B	7018501636
3.	Ms. Nisha Thakur	Assistant Professor	B. Pharm (3 <sup>rd</sup> Semester)	A	8988261885
4.	Ms. Shivalika	Assistant Professor	B. Pharm (3 <sup>rd</sup> Semester)	B	7807700538

5.	Ms. Sushila	Assistant Professor	B. Pharm (5 <sup>th</sup> Semester)	A	8894473379
6.	Ms. Pooja Chauhan	Associate Professor	B. Pharm (5 <sup>th</sup> Semester)	B	8894069936
7.	Mr. Punit	Assistant Professor	B. Pharm (7 <sup>th</sup> Semester)	A	9857290078
8.	Ms. Jyoti Thakur	Assistant Professor	B. Pharm (7 <sup>th</sup> Semester)	B	9805083175

**3. Academic Counselor:** The following faculty will act as Academic counselor for the session 2020-21

S. N	Name	Designation	Contact Number
1	Ms. Geetanjali Saini	Associate professor	8264401169

**4. Training and placement coordinator:** The following faculty will act as Training and placement coordinator for the session 2020-21

S. N	Name	Designation	Contact Number
1	Mr. Ravi Shankar Yadav	Associate professor	9418765643
2.	Ms. Geetanjali Saini	Associate professor	8264401169

**5. Discipline coordinators:** The following faculty members will act as discipline coordinators for the session 2020-21:

S. N	Name	Designation	Class	Contact Number
1	Ms. Shalini	Assistant professor	B. Pharm (1 <sup>st</sup> Semester)	7018501636
2	Ms. Shivalika Thakur	Assistant professor	B. Pharm (3 <sup>rd</sup> Semester)	7807700538
3	Ms. Pooja Sharma	Assistant professor	B. Pharm (5 <sup>th</sup> Semester)	9781110477
4	Ms. Babita	Assistant professor	B. Pharm (7 <sup>th</sup> Semester)	7807668386

**6. Sports coordinators:** The following faculty members will act as sports coordinators for the session 2020-21

S. N	Name	Designation	Contact Number
1	Mr. Punit	Assistant professor	9857290078
2	Ms. Kiran Kumari	Assistant professor	7580013659

**7. Examination controller:** The following faculty member will act as examination controller for the session 2020-21

S. N	Name	Designation	Contact Number
1	Mr. Pratap Singh	Assistant professor	9736995701

**8. Head of laboratories:** The following faculty member will act Head of laboratories for the session 2020-21

S. N	Name	Designation	Contact Number
1	Ms. Babita Thakur	Assistant professor	7807668386



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## STAFF DISCIPLINE

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

### **1. Reporting for duties on time:**

a. College working hours is, normally from 9:30 a.m. to 5:00 p.m. However, those who have academic, administrative, examination or any other such work shall follow the timing as directed by HOD/Principal/Chairman.

b. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.

c. Anyone coming late / leaving early for more than 10 minutes on 2 occasions in a month shall lose half-day Casual Leave/or he or she will be treated as LWP. Repeated late comers shall be liable for disciplinary action.

d. Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from principal and register his/her absence (i.e. OUT and IN timing).

2. Staff members shall compulsorily wear College ID while in the College premises. They shall also ensure that the students wear their IDs.

3. Staff members shall compulsorily submit their investment details to the Account Section before 31st March each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.

4. Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD.

5. Faculty members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.

6. As per the University rules, use of mobile phone in the College premises by the students is prohibited. However taking into consideration the necessity of use of mobile phones today, the College strictly prohibits its use in places, such as Exam Hall, Classrooms, Labs, Library, Reading Room and corridors of College building. If a student found violating this norm, the faculty/staff shall report the matter to the HOD. The HOD shall initiate action by imposing a fine of Rs. 100/- which shall be deposited account office and submit the receipt.

7. Faculty members are requested not to leave a lab session unattended, when students are present. In case of emergency, a faculty member shall make alternate arrangements either with other faculty or lab assistants to monitor the lab session during their absence.
8. All faculty members are advised to wear decent clothes. Clothes like sleeveless tops, T-shirts, jeans, caps, sports shoes etc. are not permitted. Ear rings, pony tails/long hair, bangles etc. are not permitted for gents.



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## ANTI-RAGGING COMMITTEE

**Objective:** In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

### Members of Committee:

S.N	As per requirement of AICTE	Name	Designation	Status
1.	Head of Institution	Dr. Bhupendra Singh	Principal	Chairman
2.	Non Teaching Staff	Mr. Narendra Kumar	Admin officer	Member
3.	Representative of police admin	Mr. Kamlesh Kumar	SHO Ratti	Member
4.	Representative of local panchayat	Ms. Lata Kumari	President, Muncipal Council, Ner Chowk	Member
5.	Local Media	Mr. Raju Dalharia	Press Reporter Divya Himachal	Member
6.	Representative of faculty members	Mr. Pratap Singh	Assistant Professor	Member
		Ms. Sushila	Assistant	Member

			Professor	
		Ms. Shalini	Assistant Professor	Member
		Ms. Pooja Chauhan	Assistant Professor	Member
		Mr. Anchal	Assistant Professor	Member
7.	Representative of parents	Sh.Manohar Lal	----	Member
8.	Representative of students	Ms. Muskan	B. Pharm III Sem	Member
9.		Ms. Reetika	B. Pharm III Sem	Member
10.		Ms Tanisqa	B. Pharm V Sem	Member
11.		Ms. Swati	B. Pharm V Sem	Member
12.		Mr. Kiran	B. Pharm VII Sem	Member
13.		Mr. Mridul	B. Pharm VII Sem	Member
14.	Girls Hostel representative	Ms. Neelam	Girls Hostel warden	Member
15.	Boys Hostel representative	Mr. Netra Singh	Boys Hostel warden	Member

Note: As per AICTE requirement, it will be the duty of Anti-Ragging Committee to ensure Compliance with the provisions of the regulations as well the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution. The detailed regulations, provisions, and instructions laid down by the AICTE can be seen on its website i.e. <http://www.aicte-india.org>

**(Principal)**

## NOTICE

# **RAGGING IS PROHIBITED**

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, and thereby, to provide for the healthy development, physically and psychologically, to all students, ragging is prohibited strictly.

All the students are hereby warned/ advised not to indulge themselves in any kind of ragging in the college campus and hostels.

The incident of ragging, if any, can be reported on telephone nos. 01905-242239 and in the case of any emergency/eventuality /incidence, Dr. Bhupendra Singh, Principal, Mr. Narendra Kumar, Admin officer (9816005139), Mr. Pratap Singh, (7018240529), Ms. Deepika Sharma, (9418024895) & Ms. Neelam Kumari Chief Hostel Warden (9418043239) may be contacted.

Fresher can also report the incident of ragging, if any, to the above-mentioned officers. The incident of ragging will attract a fine between Rs. 25000/- and Rs. 1 lac. When the persons committing or abetting the crime of ragging are not identified, the institute shall resort to collective punishment.

Ragging is no way to make friends with freshers. Seniors should set an example of decent behavior before newcomers.

Principal

All Notice Boards

Copy is forwarded to the following:-

1. Chief Hostel Warden with the request to get the notice displayed on the notice board and get it ensured that no incident of ragging should take place in the hostels. He is also requested to give the directions to the Hostel Warden/s of each hostel and instruct the Security Guard on duty to be more vigilant at night so that the incident of ragging may not happen. Warden of each hostel should give effective supervision personally. It may further be ensured that no senior student should enter in the room of fresher/newcomer.
2. All HODs with the request to get the contents of the notice announced in the class room. They are requested to remain vigilant and give a surprise check in the classrooms of their department.



# ABHILASHI COLLEGE OF PHARMACY

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## ANTI RAGGING SQUAD FOR THE SESSION 2020-21

S.N	Name	Designation	Status	Contact Number
1.	Mr. Pratap Singh	Associate Professor	Convener	7018240529
2.	Mr. Anchal Sharma	Assistant Professor	Member	9418469511
3.	Ms. Ankita Sharma	Assistant Professor	Member	9816863461
4.	Mr. Punit Kumar	Assistant Professor	Member	9857290078
5.	Ms. Babita Thakur	Assistant Professor	Member	7807668386
6.	Ms. Akriti Vyas	Assistant Professor	Member	9882805870
7.	Ms. Jyoti	Assistant Professor	Member	9805083175

Note: - As per requirement of AICTE, the above Anti Ragging Squad will maintain vigil, oversight, and patrolling functions and shall remain mobile, alert and active at all times. It shall be the duty of Anti Ragging Squad to make surprise raids on hostels, all teaching departments and other places vulnerable to incidents and having the potentials for ragging and shall be empowered to inspect such places.

Anti-Ragging Squad will conduct an on the spot enquiry into any incident of ragging referred to by any one and send the enquiry report along with recommendations to the Anti-Ragging Committee for final action. The enquiry will be in a fair and transparent procedure keeping in view the principles of natural justice giving adequate opportunity to the student/s accused of ragging. The detailed regulations, provisions, and instructions laid down by the AICTE can be seen on its website i.e. <http://www.aicte-india.org>

**PRINCIPAL**



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## ANTI-SEXUAL HARRASHMENT COMMITTEE

**Objective:** Prevention of sexual harassment to ensure safe working environment for women employees and girl students.

### Members of Committee:

S.N	Name	Designation	Contact No	E-mail address
1.	Ms. Shweta Saini	Chairperson	8988146637	<a href="mailto:shweta.mpharm.ss@gmail.com">shweta.mpharm.ss@gmail.com</a>
2.	Dr. Bhupendra Singh	Member Secretary	9805229169	<a href="mailto:bhupendratomar81@gmail.com">bhupendratomar81@gmail.com</a>
3.	Mr. Narender Kumar	Member	9816005139	<a href="mailto:principalacop@gmail.com">principalacop@gmail.com</a>
4.	Ms. Babita Thakur	Member	7807668386	<a href="mailto:babitathakur514@gmail.com">babitathakur514@gmail.com</a>
5.	Ms. Geetanjali Saini	Member	8264401169	<a href="mailto:geetanjalisaini81@gmail.com">geetanjalisaini81@gmail.com</a>
6.	Ms. Pooja Chauhan	Member	8894069936	<a href="mailto:ibaadat746@gmail.com">ibaadat746@gmail.com</a>

### **Jobs & Responsibilities:**

1. To ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).
2. To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favors or other unwelcome conduct of a sexual nature. Unwelcome conduct of a sexual nature includes oral or written statements of a sexual nature to a person, or in a person's presence.
3. Obtain high level support from the chief executive officer and Principal for implementing a comprehensive strategy:
  - a. Providing information to all staff and students about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students

- b. Providing information and training to students and staff conducting teaching and learning activities on meeting their responsibilities in relation to maintaining a work and study environment free from sexual harassment.
4. Develop a written policy which prohibits sexual harassment.
- a. The Institute shall have a Sexual Harassment Policy. The policy outlines the Institute's key commitments and legal responsibilities and provides a definition of sexual harassment and behaviors that are not acceptable.
  - b. Complaints of sexual harassment are handled separately for staff and students under the Staff Complaints Policy and Sexual Harassment Complaints Resolution Procedures for students.
5. Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness raising sessions for all staff on sexual harassment issues.
6. Ensure that complaints processes:
- a. are clearly documented;
  - b. are explained to all employees;
  - c. offer both informal and formal options for resolution;
  - d. address complaints in a manner which is fair, timely and confidential;
  - e. are based on the principles of natural justice;
  - f. provide clear guidance on internal investigation procedures and record keeping;



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## GRIEVANCE REDRESSAL COMMITTEE.

**Objective:** The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

### **Members of Committee:**

S.N	Name	Designation	Contact No	E-mail address
1.	Ms. Geetanjali Saini	Head of committee	8264401169	<a href="mailto:geetanjalisaini81@gmail.com">geetanjalisaini81@gmail.com</a>
2.	Mr. Ravi Shankar Yadav	Member	9418765643	<a href="mailto:waves001@gmail.com">waves001@gmail.com</a>
3.	Ms. Shivalika Thakur	Member	7807700538	<a href="mailto:shivalikathakur999@gmail.com">shivalikathakur999@gmail.com</a>
4.	Ms. Kiran Kumari	Member	8988440305	<a href="mailto:kiranthakur738@gmail.com">kiranthakur738@gmail.com</a>
5.	Ms. Vandna	Member	8219896443	<a href="mailto:vandnathakur129@gmail.com">vandnathakur129@gmail.com</a>

### **Jobs & Responsibilities:**

1. Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
  2. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
  3. Suggestion / complaint Box have been installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
  4. Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
6. Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
  7. Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

### **Functions:-**

1. The cases are attended promptly on receipt of written grievances from the students.

2. The Committee formally meets to review all cases, prepares a statistical reports about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities

In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the “Nodel Officer” appointed by the Affiliating University. The Nodel Officer will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person.

The Institution shall comply with the order of the Nodel officer. Any order of the Nodel officer not complied with by the Institution, will be reported to AICTE for appropriate action.

In case of any false/frivolous Complaint, the ombudsman may order appropriate action against Complaint.

NOTE: The Student or Person, who are willing to launch any complaints, shall send their representation for redressal of their grievance to the following Grievances Redressal Committee.

All aggrieved parents and the stockholders may also thenceforth approach to the Grievance Redressal Committee.



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## SC/ST/OBC CELL ( Scholarship Cell)

**Objective:** 1. To take such follow-up measures for achieving the objectives and targets laid down for the purpose by the Government of Indi, MHRD, and the UGC.  
2. To implement, monitor continuously and evaluate the reservation policy in the college and plan measures for ensuring effective implementation of the policy and programmers of the Government of India.

### **Members of Committee:**

S.N	Name	Designation	Contact No	E-mail address
1.	Ms. Deepika Sharma	Head of committee	9418024895	<a href="mailto:deepikasharma.bhushan@gmail.com">deepikasharma.bhushan@gmail.com</a>
2.	Ms. Shalini	Member	7018501636	<a href="mailto:shalini.davsnr8@gmail.com">shalini.davsnr8@gmail.com</a>
3.	Mr. Kiran Kumari	Member	8988440305	<a href="mailto:kiranthakur738@gmail.com">kiranthakur738@gmail.com</a>
4.	Mr. Arvind	Member	9459843313	<a href="mailto:principalacop@gmail.com">principalacop@gmail.com</a>
5.	Mr. Lokesh	Member	8988069770	<a href="mailto:principalacop@gmail.com">principalacop@gmail.com</a>

### **Jobs & Responsibilities:**

- 1.Circulate GOI (Government of India) and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the College in suitable format
- 2.Circulate GOI orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Colleges, in suitable format by a stipulated date and take follow up action where required;
- 3.Collect reports and information regarding the GOI orders on the various aspects of education, training and employment of Scheduled Caste and Scheduled Tribe candidates, for evolving new policies or modifying existing policy by the Commission;
4. Analyse information on admissions, education, training and employment of SCs and STs, and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required;
5. Deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in College;

6. Monitor the working of the remedial coaching scheme;
7. Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems;
8. Maintain a register for employment of SCs/STs in the college for the candidates belonging to SC/ST community for various posts in the college and
9. Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and educational deprivations.



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## CULTURAL COMMITTEE

**Objective:** To promote and arrange extracurricular activities to bring out the talents of students in the performing arts.

### Members of Committee:

S.N	Name	Designation	Contact No	E-mail address
1.	Ms. Pooja Chauhan	Head of committee	8894069936	<a href="mailto:ibaadat746@gmail.com">ibaadat746@gmail.com</a>
2.	Ms. Vandna	Member	8219896443	<a href="mailto:vandnathakur129@gmail.com">vandnathakur129@gmail.com</a>
3.	Ms. Nisha	Member	8988261885	<a href="mailto:nishamnd92@gmail.com">nishamnd92@gmail.com</a>
4.	Mr. Punit	Member	7018833090	<a href="mailto:nishants539@gmail.com">nishants539@gmail.com</a>
5.	Mr. Anchal	Member	9418469511	<a href="mailto:anchalsharma69511@gmail.com">anchalsharma69511@gmail.com</a>

### **Jobs & Responsibilities:**

1. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
2. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
3. The Head of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
4. Procedure to organize cultural events:
  - a. To prepare the Budget for various cultural events.
  - b. To obtain formal permission from the College authorities to arrange programs.
  - c. To decide the date, time and agenda of the programs.
  - d. To inform members of staff and students about the events.
  - e. To arrange the venue and logistics (audio/video system, dais, podium etc).
  - f. To invite the Chief Guest and other dignitaries.
  - g. To arrange mementos for guests and gifts/certificates for the participants.
5. The committee shall display on the Notice Board/Website information about festivals to be celebrated.
6. Events arranged for students in coordination with 'Students Cultural Committee' are
  - a. Fresher's day

B.Teachers day

C.Pharmacist day

D.National Pharmacy week.

e.Pharmathon



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Objective of IQAC

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

### Functions

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to competent authority.

### The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by

the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

**Members of IQAC:**

S.N	Name	Designation	Contact Number
1.	Dr. Bhupendra Singh	Chairperson	9805229169
2.	Ms. Deepika Sharma	Co-Ordinator	9418024895
3.	Ms. Shweta Saini	Member	8988146637
4.	Ms. Ankita Sharma	Member	9816863461
5.	Ms. Pooja Chauhan	Member	8894069936
6.	Mr. Narender Kumar	Member of the management	01905-242239
7.	Dr. Yogendra Singh	Nominee from industry	9216106005
8.	Ms. Nisha Thakur	Student Alumni	8988261885
9.	Ms. Pooja Sharma	Student Alumni	978110477
10.	Ms. Kiran	Student	8219677490
11.	Mr. Mridul	Student	9318744077