

# MIPS COMMITTEES



**PREAMBLE:**

The Duties & Responsibilities of Staff, Functions of Various Committees & Procedures mentioned herein, shall come into effect immediately and shall remain in force until further notification. The contents mentioned herein, either in full or in part, are liable to be altered by the College Management at any time, by due notification.

**Committees**

- 1.1 Class Co-ordinator
- 1.2 Literary Committee
- 1.3 Attendance Committee
- 1.4 Disciplinary Committee
- 1.5 Academic Committee
- 1.6 Library
- 1.7 Labs
- 1.8 Cultural and Sports Committee
- 1.9 Anti ragging Committee
- 2.0 House keeping

**Note - Committees 1.1-1.3, 1.5-1.8 Report to Chandana Rao and 1.4, 1.9, 2.0 Suresh Binani.**

## **ROLES AND RESPONSIBILITIES OF COMMITTEES**

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with faculty members for one academic year or until new committees are constituted. The outgoing Conveners/ In-charges of the committees shall hand over all the relevant documents/files to the new Conveners /In- charges in the presence of the Principal or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above.

The procedure followed for constituting a committee is as follows:

- a) A notice is circulated among the faculty inviting their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Principal and Staff) they approve the same in consultation with the Director. In case of any tie or any mismatch, the team reassigns the staff member.
- b) However, for sufficient reasons the Principal along with the Faculty members may appoint faculty to various committees with the approval of the Director.

### **Nodal officer:**

**Rupojit Bhattacharya, DME, TBPE & Tripura University**

**Principal` Incharge, Pharmacy Council of India**

**1.1. CLASS COORDINATOR:**

Objective: To help students in their pursuit of knowledge.

- a. To display the session plan and portion for Class Test I on the respective Notice Board/College Website.
- b. To guide the students about rules of attendance (general), Industrial Visits, sports, CMEs, workshops, medical leave etc.
- c. Address students' queries.
- d. Meeting the parents of students, especially defaulters.
- e. To inform the Principal about making alternate arrangement for lectures and practical's when a faculty is absent.
- f. To coordinate with the Attendance Committee of the department to update attendance in case of medical leave, sports leave etc.
- g. Collect information regarding weaker students\* from the subject teachers and arrange remedial classes, counselling sessions in consultation with the HOD.
- h. Identify good students and motivate them to excel.
- i. Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- j. Any other duty the Director/ Principal may assign.

\*Weaker student in terms of academic and personal problems.

**Committee Members**

1. Joydeb Acharjee- B pharma
2. Kaushik Majumder- D Pharma

**1.2. LITERARY COMMITTEE:**

Objective: To develop and encourage literary skills.

Roles and Responsibilities

- a. To conduct competitions for literary events like debates, elections and so on within the college.
- b. To display notices regarding inter and intra literary events.
- c. To publish in magazine.
- d. To encourage students to attend literary events outside college.
- e. Any other duties the Director / Principal may assign.

**Committee Members**

1. Pradip Das
2. Priyanka Majumder
3. Rupojit bhattacharya

### **1.3. ATTENDANCE COMMITTEE:**

Objective: To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.

#### **A. Faculty Role**

- i. Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial.
- ii. Faculty may grant attendance to a student up to 10 minutes late for the first instructional hour of the day. However, faculty may also exercise their own discretion for permitting any late comer to enter the class by giving/withholding attendance. In case of practical/workshop, attendance shall be given for the subsequent hour.
- iii. Absence shall be indicated by 'A'. For every hour the student is present, attendance is marked cumulatively. (Eg. 1-2-3-A-4-5...).
- iv. After due verification, if absence is found to be due to a legitimate college activity, the same shall be indicated by encircling the letter 'A'. All such attendance shall be added and written under the extracurricular activities attendance column. To get the total attendance, the extracurricular attendance shall be added to the regular attendance. Then the percentage of attendance shall be calculated. Faculty shall grant this attendance, only if the students bring this to their notice well in advance in the prescribed format.
- v. Submit the duly filled in attendance sheet at the end of each attendance period to the assigned lab assistants.
- vi. After the display of the defaulters' lists, in case of any discrepancies, verify the same and rectify if necessary within two days of display of attendance.
- vii. To encourage participation from students in College activities like CMEs and workshops, sports competitions and Annual day, 15% attendance shall be given for event coordinators and 10% to others, who participate, provided they submit necessary permissions granted by the concerned authorities for the same and fulfil 80% attendance criteria at the end of academic year.
- viii. Any other duties the Director / Principal may assign.

#### **B. Role of attendance committee:-**

Objective: To maintain and display proper attendance records of students.

- i. The attendance periods for a semester shall be prepared in advance.
- ii. The subject teachers shall be intimated as to when and to whom the attendance sheets are to be submitted.
- iii. The attendance list shall be displayed within two days of receiving the attendance sheets.

- iv. Prepare the defaulters' list and hand over one copy to the Examination Cell so as to mail them to respective parents /guardians.
- vi. One copy of the same shall be handed over to the respective class coordinator.
- vii. Prepare a subject wise list of the final attendance, practical and lectures together and make it available on share-on for subject teachers' ready reference.
- viii. Any other duties the Director / Principal may assign.

**Committee Members**

1. Pradeep Das
2. Joydeb Acharjee
3. Sampita

#### **1.4 DISCIPLINARY COMMITTEE**

This committee maintains discipline, dignity, decorum and rapport of the institute. Controlling the students through rules and regulations and channelization their youth energy into positive and creative direction and promotion of the manners, personality, character and civilization

- To maintain the activities of college joint venture in regards to disciplinary act.
- To uplift the student's potential and to develop them as a balanced citizen in the society.
- The institute is driven with a passion and mission for imparting peaceful, safe and friendly environment.
- To scrutinize and prevent any indisciplinary activities (lack of attendance, unpunctuality, misbehaving with staff, patients or colleague, damage to hospital and college property) and riots.
- To provide a medium through which the committee can monitor and control the discipline of its students.

#### **Key functions of the committee:**

- To make the rules and regulations as per the disciplinary requirement.
- To make the student aware about the discipline.
- To make the student follow the disciplinary rules.
- To take disciplinary action against any of the misconduct.
- To coordinate with legal cell of People's Group in case of any major in disciplinary activity

#### **Committee Members**

1. Principal incharge
2. Joydeb Acharjee
3. Alakesh

### **1.5. ACADEMIC COMMITTEE:-**

Objective : Smooth and efficient management of academic programme through the semester

1.4.1 To prepare the class timetable at the beginning of each semester (shall be done by respective department's Timetable Committee).

1.4.2 To collect the following information from the Principal.

- a. Teaching load distribution (Individual faculty's teaching load in the department).
- b. Sharing teaching load from other departments.
- c. Lab-wise subject allotment.
- d. Assigning of classrooms and tutorial rooms.
- e. Assigning of common resources (classrooms, labs, tutorial rooms which are shared by other departments).
- f. Department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).
- g. To Prepare report on University results.

1.4.3 If modification is required, prepare the desired templates for the timetables /Academic Calendar and get them approved by the Director and Principal.

1.4.4 To prepare the Academic Calendar and get it approved from the Principal.

1.4.5 With the information gathered, prepare a draft of the class timetables.

1.4.6 Prepare the class timetables in the predefined Excel Format.

1.4.7 Referring to the class timetables, prepare the timetables of individual faculty and labs. Mail all the timetables of the individual faculty and labs to all the staff, giving them three days to correct any discrepancies.

1.4.8 Prepare the final class, individual and laboratory timetables and get them approved from the Principal.

1.4.9 Display the class timetables on the staff and student notice boards and make the soft copy available on share-on library.

1.4.10 With regard to the individual faculty and lab timetables, submit one signed copy each to the Principal and the concerned faculty member/ lab in charge. The original set shall be retained with the Timetable Committee.

1.4.11 A copy of academic calendar and all time tables are to be mailed to the Director.

1.4.12 Make the class timetables available in the Documentation Room for students' reference.

1.4.13 To gather the following information from Committee Conveners, faculties and the

Principal in order to prepare Academic Calendar :

- a. Term start and end dates.
- b. Public holidays.
- c. Dates for Class Tests 1 and 2
- d. Dates for annual functions and festivals
- e. Days for activities like Fresher's day, Ethnic day, Teachers day, Pharmacist day, farewell , National Science Day etc
- f. Industrial Visits.
- g. QIPs (short term courses, conferences, seminars, symposia and so on).
- h. Term work submission dates.
- i. Any other duties the Director / Principal may assign

**Committee Members**

1. Pradip Das
2. Priyanka Majumder
3. Joydeb Acharjee

**1.6. LIBRARY COMMITTEE:-**

1. To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
2. To provide for proper documentation services and updating the Library collection.
3. To work towards modernization and improvement of Library and documentation Services.
4. To formulate policies and procedures for efficient use of Library resources.
5. To review Library periodically and report.
6. To adopt measures to enhance readership.
7. To prepare budget and proposals for the development of the Library.
8. To recommend to the authorities the fees and other charges for the use of the Library.
9. To monitor Issue registers.
10. To submit the annual report on the functioning of the library
11. To ensure library rules are followed.
12. To adapt for new IT system incorporated.

**Committee Members**

1. Pradip
2. Harinath
3. Prasanjit

### **1.7 LABS COMMITTEE:-**

The Laboratory Committee is responsible for ensuring good laboratory practices and providing laboratory facilities at the College of Pharmacy to meet Dr. Pharmacy's research experience and research requirements.

#### **Responsibilities**

1. Develop relevant policies and regulations for good laboratory practices.
2. Prepare, review and update standard operating procedures for laboratories (SOPs) and health and safety policies developed by national and international laboratories for laboratory and chemical safety.
3. Regular meetings with all members of the committee to ensure proper use of laboratories.
4. Keep the main stock book constantly updated, book use of chemical and glassware, register book for laboratory use, use equipment and maintenance record.
5. Maintain laboratory and laboratory equipment using the annual maintenance contract (AMC).
6. Perform inventory verification of chemicals, glassware and equipment annually.
7. Prepare a list of laboratory requirements for the college annually.
8. Communicate with vendors to get quotes and buy chemicals, glassware and equipment annually.
9. Keep records of all laboratory documents and report to the Quality Development Committee
10. Develop relevant policies and regulations for good laboratory practices.
11. Prepare, review and update standard operating procedures for laboratories (SOPs) and health and safety policies developed by national and international laboratories for laboratory and chemical safety.

#### **Committee Members**

1. Kishan
2. Alakesh
3. Tahima

## **1.8. CULTURAL & SPORTS COMMITTEE:**

### **A. Cultural Committee**

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

### **Responsibilities**

- i. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- ii. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- iii. The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- iv. Procedure to organize cultural events :
  - a. To prepare the Annual 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.

1.5.5 The committee shall display on the Notice Board/Website information about festivals to be celebrated.

1.5.6 Events arranged for students in coordination with ‘Students Cultural Committee’ are

- a) Fresher’s Day
- b) Teachers’ Day
- c) Festival Celebrations
- d) Ethnic Day
- e) National Science Day
- f) Pharmacist Day
- i) Doctors day

Any other suggested by the management.

The Cultural Committee shall also be responsible for organizing the following events

- a. Orientation Program
- b. Independence Day
- c. Republic Day
- d. Women's Day
- f. Founder's Day

Any other duties the Director / Principal may assign

### **B. Sports Committee**

Objective : To provide healthy leisure time for every Student.

Following are the responsibilities of the Sports Committee:

- i. Coordination with the Student Sports Secretary
  - a. Keeping stock of previous and current years' sports goods.
  - b. Ordering sports goods in consultation with the Director.
  - c. Arranging the venues for sports events in consultation with the Director.
  - d. Drawing lots for various sports.
- ii. Coordination with the Director
  - a. Obtaining permission to hold sports events in the college campus or at any other Ground.
  - b. To recommend students for permission to participate in the intra-or inter- college events.
  - c. To recommend sanction for Entry/Registration Fees to participate in various sports events.
  - d. To recommend attendance to students who have taken part in sports events.
- iii. Sort out any issues taking place during matches (team selections, objections, quarrels etc).
- iv. Maintaining discipline in all events happening in and outside the college.
- v. Holding sports events for staff members.
- vi. Maintaining records of sports events attended by students outside the college, within the University and outside. This is especially important from the Annual Day point of view, as the information is required for the Principal's Report and Prize Distribution Ceremony.

vii. Participation in sports events outside the College/University shall be allowed only on Principal approval.

viii. The schedule of events for the whole academic year shall be finalised well in advance in consultation with sports committee. On working days, sports and games are to be held from 4pm to 7pm. On non-working days, permission from the Director is necessary.

Any other duties the Director / Principal may assign.

**Committee Members**

1. Priyanka Majumder
2. Sampita ,
3. Alakesh
4. Joydeb Acharjee

## **1.9 ANTI RAGGING COMMITTEE**

No.14-1/11-PCI-Pt-I – In exercise of the powers conferred by section 10 of the Pharmacy Act, 1948 (8 of 1948) and directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, to prohibit, prevent and eliminate the scourge of ragging, Pharmacy Council of India, with the previous approval of the Central Government, hereby makes the following Regulations:-

1. Short title and commencement: -

(i) These Regulations may be called the Pharmacy Council of India Regulations on Curbing the Menace of Ragging in Pharmacy Colleges, 2012.

(ii) They shall come into force from the date of their publication in the Official Gazette.

(iii) They shall apply to all the Pharmacy institutions established in accordance with the provisions of the Pharmacy Act, 1948 & regulations framed there under as amended from time to time for the purpose of imparting pharmacy education in the country and cover all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such Pharmacy Institutions whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such Pharmacy Institutions.

### **Objectives. –**

To prohibit 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 indiscipline 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 eliminate ragging in all its forms from Pharmacy institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

In accordance with the supreme court on ragging (2007), the judgement of supreme court on ragging (2009) and the UGC and PCI regulations to curb the menace of ragging, MIPS has formed an anti-ragging committee to completely wipe out the menace from the campus.

### **What Constitutes Ragging:**

Definition of Ragging as per **UGC Regulations, 2009:**

"Ragging constitutes one or more of any of the following acts:

- a. 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;
- b. indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. 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;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or fresher
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfort to fresher or any other student.

**Committee Members**

1. Principal incharge
2. Priyanka Majumder
3. Alakesh das

## **2.0 HOUSE KEEPING COMMITTEE**

Ensure a healthy and safe working environment and Co-ordinate with the work force and housekeeping supervisor to maintain clean and neat working atmosphere in the college campus

- Ensure serving of Coffee /tea
- Ensure proper usage of Pantry only in allotted time.
- Ensure the Boys and Girls rest rooms are well maintained.
- Stock maintenance and verification for the gardening tools, floor cleaners and soaps used in the rest rooms, brooms etc.,
- Well maintenance of exhaust fans and vacuum cleaners used in the campus.
- Provide female attendant to meet the sanitation and health, hygiene requirements of the girl students in the campus.
- Periodically check the plumbing works to ensure leakage stops of the water.
- Co-ordinate with maintenance team to ensure proper working of drainage systems in the campus.
- To maintain fire extinguishers, first aid medical kit etc. in good condition in the campus for use in case of emergency
- To maintain a class rooms, labs, library, office room, Principal room, etc clean and tidy.

### **Committee Members**

1. Alakesh
2. Sampita
3. Sanjeeb