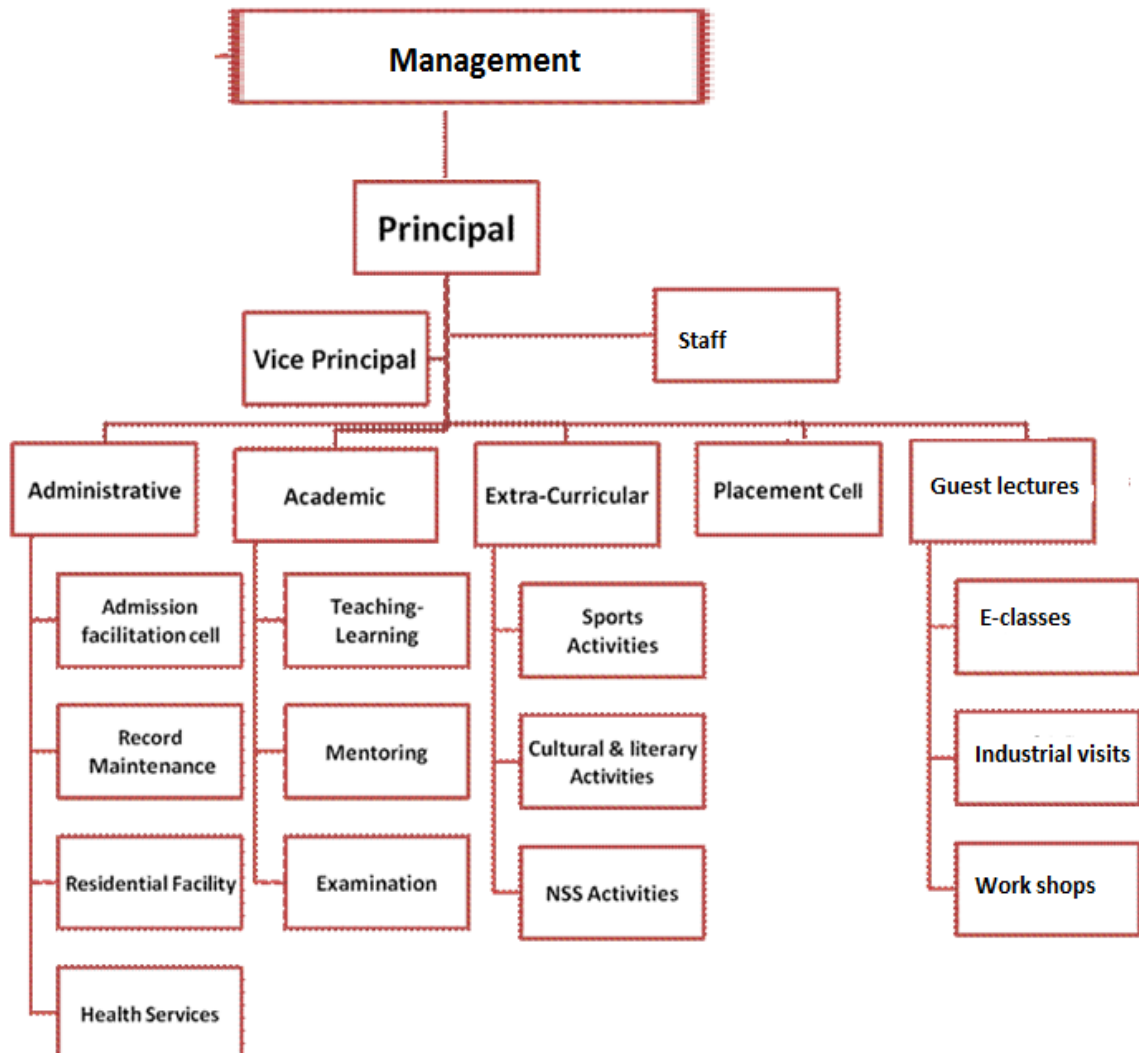


## Student's services

### 1. Organization Chart



2. Duties of Individuals in Student Services

Student services/administrators	Person/s Responsible	Responsibilities
Principal	Dr V.Alagarsamy, M.Pharm., Ph.D.	<p>Effectively organizing and allocating the human and financial resources of the college to achieve the goal of the college.</p> <p>Making decisions on behalf of the faculty, staff, students and management to achieve the predetermined objectives of the College.</p>
Vice Principal	Dr Subhash Chandra Bose, M.Pharm., Ph.D.	<p>Supervision, coordination and delivery of teaching programs</p> <p>Management of programs to improve the knowledge, skill and attitude in between students, staff and management.</p> <p>Contribute to the overall management in all aspects.</p>
Administrative Officer	Mr Ravi	<p>Coordinate a range of functions, such as finance, human resources and other support areas that contributes significantly to the business management function within the college.</p> <p>Perform routine administrative activities,</p> <p>Assist with coordination and planning of student routines</p> <p>Provide routine customer service tasks such as reception and providing straightforward advice about the college</p> <p>Coordinate the day to day routine operational requirements of a college office</p> <p>Assume responsibility for the general cleanliness and maintenance of the college</p>
Admission facilitation cell	Mr B. Narender	<p>The team will be actively participating in two way communication between</p>

		<p>aspiring students, who would wish to take up Pharmacy Curriculum after 10+2.</p> <p>Admission Facilitation Cell can provide complete information package about the various courses offered by this institution, fee structure and admission process.</p>
Record maintenance	Mrs. M.T.Sulthana, M. Pharm,(Ph.D)	<p>Maintains all the records of students, which include the completed application, academic information, transcripts, and others.</p> <p>To maintain confidentiality of student educational records.</p>
Health Services	Principal and medical staff	<p>Provides health care awareness to the students.</p> <p>Free access to the MNR medical and dental hospital situated in college premises through free health checkup and medication.</p>
Teaching and academic curriculum	Principal, Vice Principal, HoDs and staff	<p>Students made aware of curriculum, syllabi, method of evaluation through orientation programme in the beginning of the year. Academic calendar of events (course-wise and subject wise for UG and PG courses) based on need, feedback and academic planning is given to the students.</p> <p>Teaching-learning strategies include practical, assessments, field work, project work, student seminars, group discussions, case studies, industrial/field visits.</p> <p>Faculty function as academic counselors and mentors.</p> <p>Continuous internal assessment that is shared with students to ensure proper understanding of the subject and clarification of doubts.</p> <p>Students are encouraged to use extensively library resources, computers and e-material in the wi fi campus.</p>
Guest lecturer and e-classes	Dr.Nalini Kanta Sahoo M.Pharm, Ph.D	<p>To arrange guest lectures and eminent personnel's from academics and different reputed companies.</p>

		<p>To arrange e lectures on different topics related to syllabus and industries.</p> <p>To arrange industrial visits for the students in different research centres like IICT,CCMB etc.</p>
Mentoring	Class Teacher	<p>Monitor, evaluate and report student progress in key learning areas by taking daily report.</p> <p>To listen the students difficulties and sort out the problems.</p> <p>To send the monthly report to their parents.</p>
	Staff	<p>Maintain the student profile form which consists of Bio- Data of students, their Residential and Permanent Addresses, their Academic Grades.</p> <p>Any problem related to the particular student is attended by the respective Batch teacher which includes counseling the students.</p>
Examination section	<p>Mr. R.Chandra sekhar ( For Pharm D) Dr. Srikanth Reddy ( For B.Pharmacy)</p>	<p>Each of the College's examinations falls under the responsibility of an Examination Incharge.</p> <p>Adhere to all Rules and Regulations pertaining to the running of examinations.</p> <p>Adhere to timelines for the development, running and review of examinations as per University norms.</p> <p>To announce the date of Sessional examination well in advance to the students and staff through circular and display on notice board.</p> <p>To collect the question paper from the individual subject teachers and maintain the confidentiality of the same.</p> <p>To Assign the invigilation duty to the staff and ensure the smooth conducting of the exam uniformly.</p> <p>To check mall practice and to take action by debarring from exam.</p>
Extracurricular activities	Sports –.	<p>Having a well equipped play ground with well experienced Physical educator. Organize and support meetings of representatives of all classes.</p>

		<p>To help develop and promote all areas of sport provided by the College both indoor and outdoor games.</p> <p>To identify the Student coordinators for individual sport events well in advance for the smooth conduction of events.</p> <p>To handed over the list of events and participants form to staff incharge.</p> <p>To carry out Annual athletic meet for one day in an academic year.</p>
	Cultural	<p>The dates for conducting of Pharmafest, cultural events, review of rules and regulations, schedule of the events are decided by a committee consisting of staff, coordinators and Principal.</p> <p>After the announcement of date, one week time is given to students for submitting their entries for competition and allowing them for practice.</p>
	NSS –	<p>To encourage the students for participation in various social service schemes.</p> <p>To provide NSS orientation to the students for social service scheme.</p> <p>To organize NSS annual special camp in villages of different states all over the country.</p> <p>To conduct rallies for promotion of public health awareness and safty.</p>
Placement Cell	Mr. Ravi Kumar	<p>To look after placement activities of pass out and outgoing students.</p> <p>To have close liaison with industry for placement of students in reputed companies</p> <p>To collect feedback and acessment reports of the students.</p> <p>Arrange Training programmes for soft skills and for interview facing skills for the students using institutional and external expertise.</p>
Anti ragging committee	Principal, Staff	<p>Involved in giving saftyness to the newly admitted B.Pharm and</p>

		M.Pharm students in the campus and outside the campus as well.
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3. Guest lecturers conducted

Sl.No.	Topics delivered	Name of the Guest Lecturer	Date of Presentation	Details of Guest lecturer
1	What Industries require from you.	<b>Mr.T.Srinivasa Reddy</b> MSc. (Analytical Chemistry)	27/06/2015	<b>Director, Rainbow Labs, Hyderabad</b> <a href="mailto:srinivasarainbow@nic.in">srinivasarainbow@nic.in</a> <ul style="list-style-type: none"> <li>➤ He completed his Msc in Analytical Chemistry.</li> <li>➤ He worked in Industries like Ranbaxy and Sun Pharma for 15 years.</li> <li>➤ Later he founded Rainbow Labs for training lots of pharmacy graduates.</li> </ul>
2	Scope of Clinical Research	<b>Dr.Swati M.Pharm,</b> (Pharmacology)	10/07/2015	<b>Assoc.Prof., Institute of Good manufacturing practice, Hyderabad</b> <a href="mailto:swati@igmpi.hydr.in">swati@igmpi.hydr.in</a> <ul style="list-style-type: none"> <li>➤ She completed M.Pharm from Kaktiya University in 2004.</li> <li>➤ She joined as Pharmacovigilance officer in Quintiles in 2004 and then joined to IGMPi in 2008 and continuing to till date.</li> </ul>
3	Heat shocks proteins (HSPs) as an potent chemo therapeutic agent	<b>Dr.A.Sreedhar Ph.D, Post Doc.</b>	22/08/2015	<b>Principal Scientist CCMB,Hyderabad</b> <b>Fax : 040-27160311,040 27160591</b> <b>E-mail : <a href="mailto:assr@ccmb.res.in">assr@ccmb.res.in</a></b> <ul style="list-style-type: none"> <li>➤ He obtained his PhD from CCMB in Biotechnology.</li> <li>➤ He completed his Post Doc. From University of Texas, USA.</li> <li>➤ He joined as Scientist in CCMB and now promoted to Principal Scientist.</li> </ul>
4	Clinical Research as an important career for Pharmacy Graduates	<b>Mr.Mahesh Silveri MSC,PGDM,CDM</b>	01/10/2015	<b>Managing Director Clini India,Hyderabad</b> <a href="mailto:maheshcliniindia@edu.in">maheshcliniindia@edu.in</a> <ul style="list-style-type: none"> <li>➤ He completed his M.Pharm from Andhra University.</li> <li>➤ He then worked for several pharmaceutical Industries as Clinical Research Associate</li> </ul>

				<ul style="list-style-type: none"> <li>➤ Then he established his own Institute to train Pharmacy students for clinical Research and Pharmacovigilance.</li> <li>➤ He is having 15 years of experience.</li> </ul>
5	Pharmacovigilance an Overview	<b>Mr.Shakti Ranjan Rath</b> M.Pharm	14/11/2015	<p><b>Senior Medical Writer-I</b> <b>Novartis Healthcare Services (Pvt.) Ltd.</b> <b>Hyderabad</b> <b>Ph: +91-9949681236</b> <a href="mailto:shakti@novartis.ac.in">shakti@novartis.ac.in</a></p> <p>Aug 2013-Presnt: Senior Medical Writer; Novartis Healthcare Pvt Ltd.; Hyderabad</p> <p>Jan-2012-Aug-2013: Senioe Medical Writer; In Venetiv Health Clinical; Hyderabad</p> <p>Dec-2010-Jan-2012: Medical Writer; Siro Clinpharm; Thane</p> <p>Jun-2010-Dec-2010: Pharmacovigilance Officer; Wipro Ltd.; Greater Noida</p> <p>Jun-2009 - Jun-2010: Lecturer; Innovative College of Pharmacy; Greater Noida</p>
6	Medical Coding an interesting career for pharmacy students	<b>Mrs.Sheela M.Sc,PhD</b>	19/12/2015	<p><b>Managing director</b> <b>Emanuel healthcare solutions, Hyderabad</b> <a href="mailto:sheelaemanuel@gmail.com">sheelaemanuel@gmail.com</a></p> <ul style="list-style-type: none"> <li>➤ She completed M.Pharm from Kaktiya University in 2004.</li> <li>➤ She joined as Pharmacovigilance officer in Quintiles in 2004 and then joined to IGMPi in 2008 and continuing to till date.</li> </ul>
7	Tandem Isomerization followed by C-O & C-C bond formation reaction: Total synthesis of complex natural products as anti cancer agents	<b>Dr.Debendra Kumar Mohapatra, Ph.D</b>	23/01/2016	<p><b>Principal Scientist</b> <b>Principal Scientist</b> <b>CSIR-Indian Institute of Chemical Technology</b> <b>(Council of Scientific and Industrial Research)</b> Ministry of Science &amp; Technology, Government of India Tarnaka, Hyderabad-500007, Telangana, INDIA <a href="mailto:mohapatra@iict.res.in">mohapatra@iict.res.in</a></p> <ul style="list-style-type: none"> <li>➤ Dr.Mohapatra completed his PhD at CSIR-IICT in 1999</li> </ul>



				<p>and pursued post doctoral studies at SWMED, University of Texas, Dallas, USA.</p> <ul style="list-style-type: none"> <li>➤ <b>Employment</b></li> <li>➤ 2002-2008.....Scientist.....CSIR-National Chemical Laboratory, Pune</li> <li>➤ 2008-Till today...Principal Scientist...CSIR-Indian Institute of Chemical Technology, Hyderabad</li> </ul>
8	Introductory session on clinical Research and various career opportunities with global software used in pharmacovilliance, CDM and SAS for pharmacy graduates.	<b>Dr.A.K.Moharana MBBS,MD</b>	05/03/2016	<p><b>Principal Investigator Gratisol Labs,Hydearbad</b></p> <ul style="list-style-type: none"> <li>➤ Dr.Moharana obtained his MBBS and MD from MKCG Medical College,Berhampur,Odisha.</li> <li>➤ He joined as Resident Doctor in Govt. Of Odisha.</li> <li>➤ Later he joined as Principal Investigator Gratisol labs,Hydearbad</li> </ul>
9	Nano technology in drug delivery systems	<b>Dr.K.Vamsi Krishna M.Pharm, Ph.D Assoc.Professor BITS Pilani,Hyderabad campus</b>	26/08/2016	<ul style="list-style-type: none"> <li>➤ He obtained his Ph.D from University of Dacotta,USA</li> <li>➤ He joined as Asst.Professor and later he is propmoted to Assoc.Professor and working in BITS,Hyderabad.</li> </ul>
10	Application of Sophisticated analytical instruments in pharmaceutical Industry	<b>Mr.Madish kumar and Vamsi Krishna Dr.Reddy's Lab.,Hyderabad</b>	22-10-2016	<ul style="list-style-type: none"> <li>➤ Both are working in Dr.Reddy's lab since more than 10 years</li> </ul>
11	Beautiful world of small things	Dr.Amit Asthana Principal Scientist, CCMB,Hyderabad	25-10-2016	<ul style="list-style-type: none"> <li>➤ He obtained his post doct from USA and working as Principal scientist in CCMB more than one decade.</li> </ul>
12	Supra molecular	<b>Dr.Debendra</b>	30-11-2016	<b>Principal Scientist</b>

	Gadolinium III complex used as MRI contrast agent.	<b>Kumar Mohapatra, Ph.D</b>	<p><b>Principal Scientist</b>  <b>CSIR-Indian Institute of Chemical Technology</b>  <b>(Council of Scientific and Industrial Research)</b>  Ministry of Science &amp; Technology,  Government of India  Tarnaka, Hyderabad-500007,  Telangana, INDIA  <a href="mailto:mohapatra@iict.res.in">mohapatra@iict.res.in</a></p> <p><b>Employment</b></p> <ul style="list-style-type: none"> <li>➤ 2002-2008.....Scientist.....CSIR-National Chemical Laboratory, Pune</li> <li>➤ 2008-Till today...Principal Scientist...CSIR-Indian Institute of Chemical Technology, Hyderabad</li> </ul>
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4. Admissions and Records:

- Eminent staff members and administrative staff are maintaining all the data bases of students and staff as well.

5. Assessment Testing:

- Regular examinations are conducted for the betterment of students and self appraisals are taken from staff with feedback by students for promotional growth.

6. Career Center:

- Placement cell is acting actively by arranging campus interviews from different reputed companies like Dr.Reddy ,Ranbaxy etc.

7. International Students:

- Students from different countries can study through foreign quota by paying very nominal fees. Hostel facilities are there with chefs from different countries.

8. Library:

- Central library is there with more than 15000 books and many periodicals of national and International repute.

9. Scholarships:

- Scholarships are provided by the Telangana state government to the students from low economical back ground.