

DESCRIPTION OF THE ORGANOGRAM

The governance structure of the institution ensures that the leading educationists participate in sustaining the institutional ideas, tradition and maintain viability. The action plan of the institute in alignment with its vision and mission is ensured via definite organization framework, prospective planning, and dynamic leadership and decentralized administration. The principal as Head of the institution carries out academic administration and management through well established statutory/non-statutory bodies. In accordance with the rules of the institution, the following organizational structure and decision-making processes are in place for enhancing the overall effectiveness.

The institution governance is managed through various administrative bodies:


Governing Body: The Governing Body is responsible for the operation of all aspects of the institution including its finance, human resource, educational and research functions and infrastructure arrangements. It can develop the policies and deliberates on the Academic, financial and administrative initiatives for the future, which guides the institution to serve its stakeholders as per the mission statements of the institution.

Academic Council: The Academic Council is Academic body of the Institute and responsible for the maintenance of standards of education, teaching and training, interdepartmental co-ordination, research, examinations and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be imposed or conferred upon it by the Rules and Bye-Laws. The core objective of academic council is to maintain the standards of education, approval of syllabi, approval of new programme, admission process, teaching-learning and evaluation methodologies, research initiatives and student support facilities.

Finance Committee: The finance committee is entrusted with protecting and renewing the institution's resources and assisting the board fulfilling its financial responsibilities. The committee reviews and prepares budget proposal under the direction of the Head of the institution which is forwarded to the Governing body for approval.

Board of Studies: The Board of Studies (BoS) is the basic constituent of the academic system of an Institute. Its functions will include framing the content of various programmes / courses, reviewing and updating the content from time to time, introducing new programmes / courses of study etc. It reviews and revises the curriculum and matters related to academics. The recommendations are forwarded to the academic council for approval.




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Research Advisory Board: The institute has a research advisory to monitor and address matters related to research promotion and ethics. The institution aims to support and promote research and research training within and outside the college. The committee comprises of faculty possessing doctoral degree that are research inclined, motivated and talented to train minds for research inclination. The committee will endeavor to foster research within the college and encourage members of staff to apply for research grants. The committee identifies the thrust areas based on current trends of pharmaceutical industry / R&D. It also appoints research supervisors for major and minor research works / project works of students. It guides the faculty to apply for research grants to various funding bodies like UGC, AICTE, DBT, DST, SERB, ICMR etc., also encourages faculty to publish articles in peer reviewed indexed and reputed journals. The committee encourages students and faculty to participate in research related workshops, seminars in the national and international level, also to write and publish patents on their research work. It encourages faculty and students for inter-disciplinary and collaborative research. The committee educates and guide faculty members to apply for Ph.D registration in well recognized universities for their professional growth.

Internal Quality Assurance Cell (IQAC): The Internal Quality Assurance Cell (IQAC) was constituted under the chairmanship of the Head of the Institution in December, 2013, for monitoring the quality parameters in the institution. Every year, the institute submits an Annual Quality Assurance Report to NAAC on the up gradation and advancements of the institution. The committee was formulated on the basis of the recommendations given by the National Assessment & Accreditation Council. The quality assurance provides confidence to the stakeholders for developing competent graduates in an efficient and effective way. The IQAC Coordinator takes the responsibility of developing a system for conscious and consistent improvement in the overall performance of institute. She/he is responsible for development, application and monitoring of quality benchmarks for various academic and administrative activities of the institution.

Chairman: The role of chairman is recognized as a primary leadership position. In performing the duties of the position, it is assumed that chairman will exercise considerable discretion while complying with institutional policies and procedures and operating within the limitations imposed by the availability of resources. The chairman along with the members appoints the principal to look into the day to day academic and administrative functioning of the institution.

Principal: The role of principal is to provide strategic direction in the institution. Principal looks in to the standardization of curricula, assess teaching methods, monitor student progress and achievement, encourage parent involvement, revise policies and procedures, administer the




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budget, hire and evaluate staff and oversee facilities with the help of the senior faculty who are delegated with roles and responsibility.

Student Support: Institute appreciates students with cash prize to those who achieved 100% attendance. Students were encouraged to do minor research projects during their course of study. Students are allowed to participate in intercollegiate competitions (state, national and international level). Financial assistance by means of “Earn while learn” scheme to the students who are financially backward. The institution also encourages enthusiasm of learning in students by giving “Best library utilization” awards. The institute has a practice of giving meritorious scholarships of Rs 5000/- to the students secure highest marks in academics. Institution also encourages students for their research by giving memorial awards sponsored by distinguished external members. Students are encouraged for their suggestions by placing them as members in various committees and also in Board of Studies and Academic council. Institution provides fee concession to the students who are economically backward and also allows paying the fee in installments. The students were provided with accidental insurance by the institution. Students are also encouraged for internships and industrial visits to enhance their practical ability. Students were encouraged by the institution to learn the additional courses (MOOCs) online through University or Government portals. Students were provided with skill development and campus training sessions by the institution which are associated with Skill development training centers like APSSSDC and Rubicon skill development Pvt Ltd and AICTE. Institution supports students for international conferences/international collaboration activities. Students of all programmes were inculcated with a practice of heart fullness meditation to enhance the concentration and inner peace and to improvise creative and critical thinking. Materials related to theory concepts are uploaded and shared by teachers to students which enables the students for active learning and improves their involvement.

Student council committee: Assigned to plan and carry out specified activities and projects. They are responsible for organizing, delegating and supervising events that are assigned to them. The purpose of this committee is to develop leadership skills and to promote harmonious relations throughout the entire institute and also improves student teacher relationships and promotes an orderly direction of all the institutional activities. The committee provides the students with the opportunity to develop their decision making and leadership skills and helps to share student ideas, interest and concerns with the faculty and principal.

SC/ST counseling committee: Create awareness among the students/staff of all programmes about the existence of SC/ST counseling committee in the institution. The committee ensure that there is no incidence of discrimination of SC/ST students in the premises and encourage the




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active participation of SC/ST students in institutional activities. It Promote the welfare schemes of institution like "Book Bank" for benefit of the students and create awareness among students on educational schemes and scholarships provided by central government and state government and the institution. Also create awareness among the students and faculty to improve their performance in academics and research and also educate all students and faculty to utilize all academic and research facilities of the institution and to improve their skills through APSSDC.

Alumni Association: Reach, engage and serve all alumni, present students by networking with one another to foster a life-long intellectual and emotional connection between the college and its graduates. The association serves the need of institution for leadership, voluntary commitment, good will, financial support, enhancing industry academic collaboration and communications including public relations. It plays a proactive and supportive role for the college, its students and the institution at large and serves as a link between the institutions faculty, students, management and the industries.

Industry Institute Placement and Entrepreneurship Cell (IIPEC): Acts as an interface between the industries and the institute to take up collaborative activities for mutual benefit which creates the win-win situation to serve society and nation. Cell arranges campus placement drives for the students and also identify the opportunities for student's project works/students internships in the industry and training the students to meet industrial expectation. Invites guest lectures by eminent personalities from the industry and arrange industrial visits for the students. The cell signs Memorandum of Understand (MoU) with pharmaceutical industries/research institutes/hospitals for training and research programmes and promotes innovation across the students and making them as entrepreneur.

Library Advisory Committee: Frame guidelines for maximum utilization of available resources and to finalize the infrastructural and academic requirement of library. Facilitate easy access and optimal use of library by all staff and students and also encourage them by introducing "Best library utilization" awards, fostering the reading habit and encourage students and staff to utilize digital library services. Committee maintains vast collection of text books and general books, National and International journals. Committee promotes new arrivals by organizing book exhibitions; accustom books in respective semesters by organizing library visits in orientation programmes. It recommends required books / journals / magazines / news papers / furniture / computers / e-journals and software etc., to staff, students. This committee also ensures and encourages authoring of book chapters by students and faculty. It also conducts annual audit in the form of stock verification of volumes and titles.




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Sports committee: Promote health by physical activities according to their interests and abilities, Promote sportive spirit in students by organizing interclass/intercollegiate sports. It promotes the culture of participation in state level and national level events by providing financial assistance to students. It also maintains material and accessories in good condition, preserving sports goods. Committee procure sports / games equipment as per the requirement of students /staff. It organizes sports classes as per the academic time-table. To finalize eligible students for cash awards who excel in sports at institute and university level.

Cultural committee: The main objective of committee is to plan events prior to the commencement of academic year, promote and organize all intra and inter collegiate cultural activities to bring out the talents of students in the performing arts. The members of the committee encourage student's participation in all cultural events with necessary guidance. It maintains logistics like speakers, mike and other articles for running events. Committee procure instruments / necessary to organize cultural activities and provide cash awards to students who excel in state level / national level cultural activities.

Grievance and Redressal committee: To develop responsive and accountable, unprejudiced attitude among all stakeholders and also to maintain harmonious atmosphere in the institute, established grievance and redressal committee. It Create awareness on functioning of grievance cell among students and faculty and review and resolve the reported grievances immediately and effectively using a fair approach. It documents of all grievances in order to monitor the mechanism of grievance cell. It interacts with student co-coordinators of Grievance and redressal cell (GRC) from time to time for updating of issues (if any). It record all online grievances, summarize annually.

Academic Department: the academic department is the basic unit within the institute organized to carry on all the academic, research, co-curricular and extra-curricular activities for the overall development of the students.

Head of the department: the primary role of the head of the department is to provide strong academic leadership. The head of the department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. Monitoring the progress in academic matters and appraising the same to the head of the institution, planning all the overall activities of the department. The department head is responsible for preparing an annual budget in consultation with other members of the department and responsible for the authorization of expenditures from budgeted departmental funds.



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Academic Coordinator: Academic coordinator supervises the execution of the program and ensures team members have everything they need to complete their tasks. They are involved in curriculum review/redesign, administering feedback on curriculum; organize events or meetings related to the programme.

Teaching staff: Teaching staff include professional personnel directly involved in teaching students including classroom teachers and other teachers who engage with student's development. Faculty members are expected to update their knowledge by attending seminars/Workshops/Conference, after obtaining necessary permission from the head of the department and principal.

Lab Maintenance: The College has full-fledged computer labs with the latest software and hardware. The laboratories are well established with enough requirements of glassware, chemicals and other infrastructure like fume hood chamber, gas burners etc.,

Examination Cell:

The cell finalizes the sessional/annual examination schedules. It also reviews the progress of syllabi with academic coordinators. Examination cell prepares the examination duties for sessional/annual examination, responsible for the collection of question papers, typing and photocopying. It moderates the question papers with subject experts. It verifies the percentage of attendance for eligibility to write the sessional /annual examination and maintains the sessional/annual marks mother registers. Another major responsibility of this cell is maintenance of panel of examiners and invites examiners for adjudication, publishing results and awards the certificates to the students who pass the final examinations. It prepares and maintains question banks and all registers related to examinations of institution.

Staff Support: The institute encourages faculty of the institution for their research by providing seed money for minor research projects and also encourages faculty to write proposals to various Government funding bodies and to apply for grants. It provides financial assistance to the faculty to attend for conferences/workshops at National/International level and Faculty training programmes and faculty refresher courses. Also industrial training in the advanced areas of research is organized to update and enhance the knowledge of faculty. The institution also supports eligible faculty with Employees' Provident Fund and financially by providing personal loans of their need. Accidental insurance for both Employees and their spouse of non-teaching and few faculty members are providing with health insurance up to 1lakh by the institution. Skill upgradation training for the technical supporting staff is provided as and when required in the form of equipment handling and computer operating. Incentives and increments and awards are provided to teaching and non-teaching staff on the basis of their performance. Staff pursuing



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higher studies are allowed to avail study leave for carrying out their examinations and also for short term training courses, workshops etc.

Administrative Department: The admin department is a branch of the college employees responsible for the maintenance of the institution. The admin office is fully computerized with 24 hours broadband access. Students and parents have access to the office for their admission, fees payment, student's scholarship, student registration and all other educational needs. The office also offers services to staff members.

Admin officer: Admin officer provides administrative support to an academic teaching department by providing reception services, scheduling appointments, meetings and travel, filing, researching files and records, preparing and proof reading correspondence, reports and other documents as requested.

Office assistant: Office assistant handle organizational and clerical support tasks. This includes organizing files, scheduling appointments, writing copy, typing, filing, taking inventory, keeping records and sorting checks.

Reception: The reception area is located in the ground floor of the campus. The office staffs are available to assist with campus information and direct students to appropriate personnel or services who can further assist them with their needs.

Fee counter: College has an in-campus fee counter open for the students in all working days from 9:00 AM to 5:00 pm


Accounts Office: The College has accounts office which helps in billing statements, answer questions on different charges; assist with payments and to help with any other questions related to student account. The receipts, payment proofs, transactions and all budget expenditure are audited by external auditor for transparency.

Women's Cell: Women's cell empower women and to ascertain multidisciplinary approach for the overall personality development. It provides and maintains a dignified congenial working environment for women employees and students where they can grow, Study and explore their potential to the fullest. Women's cell organizes various training programmes and creates awareness about self-employment schemes for the encouragement of self-reliance among women. It encourages involvement in cultural and outreach activities such as lectures, seminars, workshops and poster-making. Women's cell supports the talent and contribution of women.

This provides unsurpassed opportunities to participate in advancement of entire fields of knowledge and to enhance entrepreneurship skills.

Anti Ragging Committee: The committee ensures that there is no ragging in the campus or hostel. It arrange periodical and surprise visits to hostels/canteen by squad members and monitor




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anti ragging activities in the institution, considers the recommendation of anti ragging squad and to take appropriate decisions. It implements government directives against ragging.


Intellectual property rights cell (IPR Cell): Guides and help the faculty members and students in patentability assessment and to apply for various IPRs such as inventions, designs, trademarks and other creative works. Help the inventor in drafting the patent application or any other IPR application and filling of relevant forms. Conduct internal audits for the purpose of supporting the quality management and quality enhancement in all aspects. Maintain the documents confidentially by signing of a non disclosure agreement.

Hostel Committee: The hostel committee shall take active interest in general welfare of the students residing in the hostel and assist the wardens in maintaining the living standards. The hostel committee shall assist the wardens in the timely allotment of the rooms, report any unauthorized use or misuse of hostel properties, to notice any untoward incidences occurring in the hostel premises. It supervises and ensures proper and limited use of electricity and water in the hostel premises. The committee should create an atmosphere of harmony and co-operation amongst the boarders of each hostel.

Staff Selection Committee: The main objective of the staff selection committee is to evaluate the requirement of teaching staff of the institute as per the norms of AICTE/PCI/UGC/University and plan accordingly to recruit faculty on merit. It also develops the policies and practices needed to conduct an annual monitoring of faculty intellectual contributions to ensure that consistency and continuity of effort which occurs in areas appropriate to the mission of the institute. It determines ways and means to stimulate, support and improve continuing faculty development and renewal and their involvement in academic and professional organizations. It develops criteria that assure the faculty members that possesses sufficient academic and professional qualifications. It review and improve the orientation and mentoring program for new faculty.

Internal complaint committee: Any aggrieved woman may make a complaint of sexual harassment at work place to the internal complaint committee (ICC), within a period of three months from the date of incident. Any complaint received by the members should be immediately forwarded to the presiding officer, and this must be notified to other committee members at the earliest (within three days). The committee shall discuss and decide to deal with the case or reject the complaint; notice shall be issued to the respondent within 7 working days of receipt of the complaint. The committee before initiating an inquiry may take steps to settle the matter between the aggrieved woman and the respondent through conciliation. The committee shall provide the copies of the settlement so arrived to the aggrieved woman and the respondent.




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When a settlement is arrived at, no further inquiry shall be conducted by the ICC. If conciliation is found to be not feasible, notice will be issued to both parties for hearing. The committee may direct the register to ensure the safety and protection of the aggrieved woman if and when required.

Purchase Committee: Summarize requirements from each unit of institution, verify against existing stock, to obtain quotations and to place orders and verify stock registers for equipments / chemicals / glassware / general items required for the institution. It verifies stock of each laboratory, stores and other units of institution periodically, dead stock register for every year, invoices against purchase orders.

Transport Committee: Transport committee is responsible for safety norms of the bus, fees, identification of bus stops and verification of documents of the vehicle. Representatives of the transport are responsible for continuous vigilance during the pickup and drop out of students. Representatives guide the students regarding routes of college buses which will be displayed in respective buses.

Unnath Bharth Abhiyan: It build an understanding of the development agenda within institutes of higher education and an institutional capacity and training relevant to national needs, especially those of rural India. The programme re-emphasizes the need for field work, stakeholder interactions and design for societal objectives as the basis of higher education. It stress on rigorous reporting and useful outputs as centre to develop new professions. It improvise health of rural people, by educating people about balanced diet, rationale use of antibiotics and their resistance. It creates awareness on the benefits of blood and organ donation.

Institutional Animal Ethics Committee (IAEC): Ensure that all ongoing projects and projects to be implemented have been represented and documented in 'Form B. It ensures that the 'Form B' is duly filled, all details provided and carries the signature of the investigator with date.

Only projects that involve small laboratory bred animals (i.e., guinea-pigs, rabbits, rats, mice, hamsters and invertebrate animals) come under the purview of the IAEC. All other projects have to be necessarily sent to CPCSEA for further scrutiny after approval of IAEC.

It carefully scrutinizes and studies the details filled in 'Form B'. Attentive especially to detail regarding:

- a. Number of animals used.
- b. Species used, breed in case of dogs and genus in case of primates.
- c. Contract/collaborative research.
- d. The funding agency.



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e. Substance tested.

f. Name of client for whom the test/ experiment is being conducted.

National Service Scheme (NSS): National Service Scheme (NSS) of the institution organizes clean and green programmes, plantation, Swachh Bharat, awareness programs on hazards of plastic usage, Medical services to nearby village people, Students interact with people on social, moral, ethical principles.

Indian Pharmaceutical Association (IPA) LAM: The IPA – Lam local branch works in coordination as per the bye laws of Indian Pharmaceutical Association, Mumbai. Indian Pharmaceutical Association – Lam local branch of the institute has been established in the year 2014 with a vision to empower the profession of pharmacy and create awareness about healthcare to the community. The function of IPA lam local branch is to enrich the students, faculty, pharmacy personnel about the latest trends in pharmacy field through guest lectures, seminars, symposia/conferences; to organize educational programs, outreach programs viz, healthcare camps, free medicines distribution to bring awareness on the safe use of medicines by pharmacist.

NEWS LETTERS: Newsletters are published quarterly and both the committee's comprises of advisory board and editorial board. Advisory and editorial boards comprises of members of institution, experts of industry, academy and students

A. CLPT NEWS LETTER

CLPT Newsletter is established with an objective to serve as a means of communication and Propagate the information regarding academic activities, co-curricular activities, workshops, Conferences, certificate programs, hands on training, guest lectures, placements, publications, Awards and achievements among all the stakeholders.


B. THERAPEUTIC NEWSLETTER

Therapeutic newsletter focuses on publicizing on preclinical/clinical aspects highlighting diseases and measures to overcome apart from academic activities information. The newsletter also propagates achievements, performance and health related activities of students and faculty.

ISPOR — The Professional Society for Health Economics and Outcomes Research

ISPOR India - Amaravati Regional Chapter: it was the first chapter in amaravati region, Andhra Pradesh, seventh chapter in India established in the year 2017 with the mission to promote excellence in pharmacogenomics and health economics outcomes research to improve decision making for health globally. This chapter is committed to strengthen the integrity, advancement, understanding of pharmacoeconomics and use of health economics outcomes




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research among researchers, health technology developers and assessors, regulators, health economics, health care policy makers, providers, populations and society.

ISPOR — The Professional Society for Health Economics and Outcomes Research

ISPOR-ANU student's chapter: The ISPOR-ANU student's chapter works in coordination as per the bye laws of ISPOR, USA which operates from Chalapathi Institute of Pharmaceutical Sciences. It has been established in the year 2013, January, with a vision to improve research in the field of pharmacoeconomics and use it for taking health care decisions to improve health. Its functions include providing forum to exchange scientific knowledge in pharmacoeconomics through seminars / symposia / conferences and to organize educational programs related to it. It will also foster career growth and development of individuals in pharmacoeconomics and outcomes research.

PRAXIS: The institute publishes PRAXIS, a student magazine annually which serves a platform to highlight creativity, art, fun, message and intelligence. Praxis is a place to promote freedom of thought, expression, innovation and creativeness which are vital for the all round development of students of Chalapathi Institute of Pharmaceutical Sciences. Students can use the PRAXIS to improve their communication, writing skills and share their ideas with each other.




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