



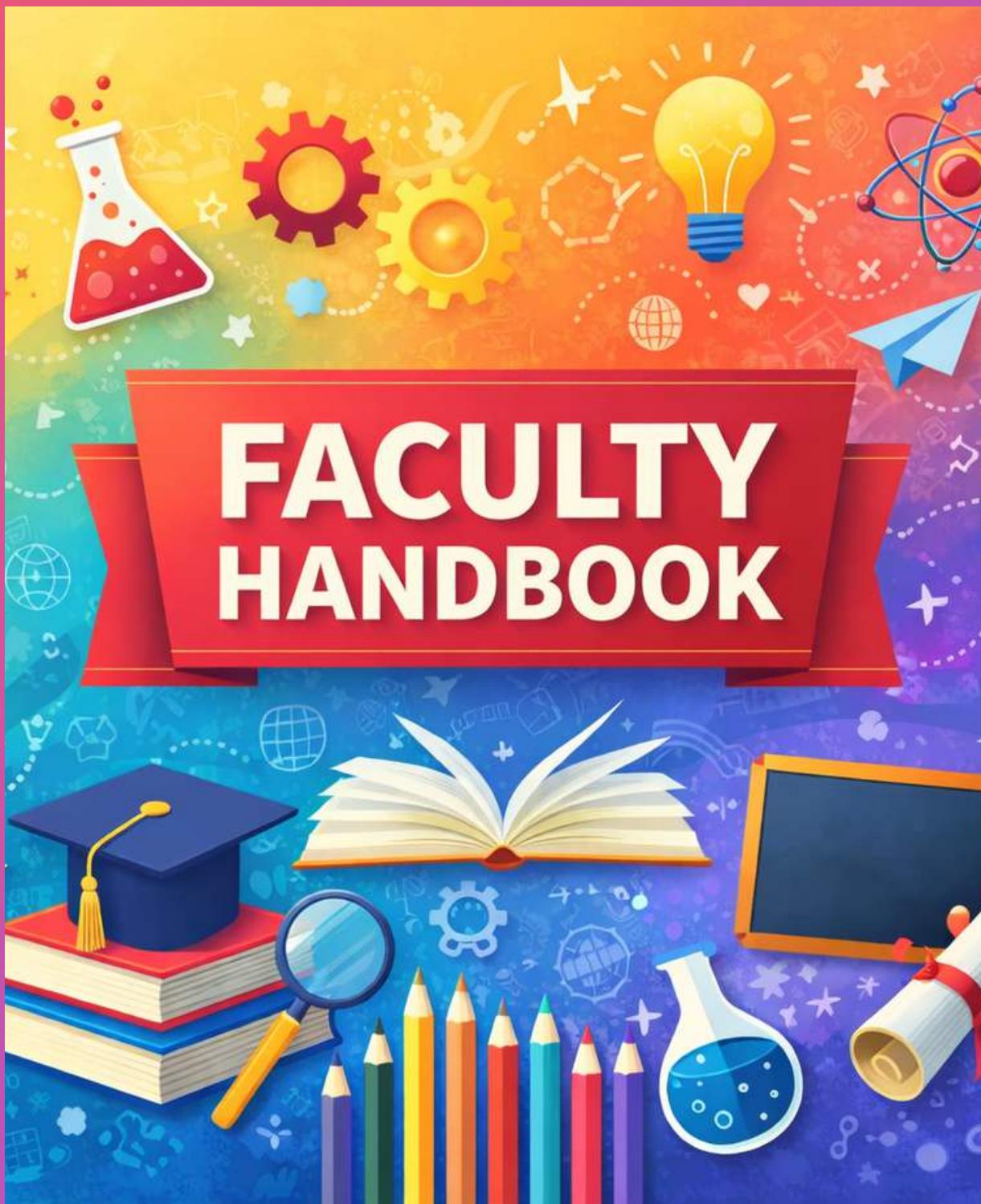
ST. JOSEPH'S COLLEGE OF PHARMACY

Dharmagiri College Campus, Cherthala-688 524, Kerala, India

[Accredited by NAAC & KUHS Quality Assurance System]

Established: 2004

CERTIFIED GREEN INSTITUTION BY THE GOVT. OF KERALA





SJCP- Faculty Hand Book

Published by
The Internal Quality Assurance Cell
St. Joseph's College of Pharmacy

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**St. Joseph's college of Pharmacy,
Dharmagiri College Campus
Chaerthala- 688 524
Kerala, India**

For College Circulation Only

Institutional Profile of St. Joseph's College of Pharmacy



General Information

Year of Establishment: 2004

Management: Medical Sisters of St. Joseph (MSJ)

Location: Dharmagiri College Campus, Cherthala - 688 524, Alappuzha Dist., Kerala

Campus Area: 5 acres

Our Motto

Love Serves

Core Values

S - SERVICE
J - JUSTICE
C - COMPASSION
P - PROFICIENCY

Academic Programs

Undergraduate

B.Pharm (Year 2004)

Postgraduate

M.Pharm (Pharmaceutical Chemistry (Year 2012)

Pharmaceutics, Pharmacology (Year 2013)

Doctoral

Ph.D- KUHS Research Centre (Year 2018)

Diploma

D.Pharm (Year 2001- Muttom Campus)

Approvals & Affiliations

Approved by
 The Pharmacy
 Council of India,
 Govt. of Kerala &
 Affiliated to the
 Kerala University
 of Health Sciences

Recognitions & Accreditations

NAAC Accreditation : (Year 2024)

KUHS Quality Assurance System : (Year 2024)

Green Institution (Haritha Keralam Mission) : (Year 2025)

sjcpiqac@gmail.com

www.sjpharmacycollege.com

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MANAGEMENT OF ST.JOSEPH'S COLLEGE OF PHARMACY

| Name | Designation |
|-------------------------|-------------|
| Rev. Sr. Divya MSJ | Chairperson |
| Dr. Sr. Betty Carla MSJ | Director |
| Dr. Sr. Daisy P.A. MSJ | Principal |
| Sr. Jissy P.J. MSJ | Finance |

SISTER CONCERNS OF THE MSJ CONGREGATION

1. Dharmagiri St. Joseph's Hospital, Kothamangalam
2. Vikas Social Centre, Kothamangalam
3. St. Joseph's Hospital, Pathanapuram
4. Kusumagiri Mental Health Centre & Child Psychiatry, Kakkanad
5. Jeevadhara Homoeo Hospital, Kalady
6. St. Joseph's Hospital, Poovathussery
7. Fathima Hospital, Lucknow, UP
8. Fathima Hospital, Banaras, UP
9. St. Joseph's Hospital, Ghaziabad, Delhi
10. Marian Hospital, Germany
11. Lisie Hospital, Kochi
12. Little Flower Hospital, Angamali

FACULTY MEMBERS OF ST.JOSEPH'S COLLEGE OF PHARMACY

1. Dr. Sr.Daisy P.A, M.Pharm, Ph.D Principal Pharmaceutical Adm.
2. Dr. Boby Johns G, M.Pharm, Ph.D. ARPharmS, MBA, M.Sc. (Psych), Professor & HOD Pharmaceutics
3. Dr. Vinod B., M.Pharm Ph.D, Professor and HOD Pharm. Chemistry
4. Dr. Thahimon P.A, M.Pharm, Ph.D, Professor & HOD Pharmacology
5. Dr. R. Praveen Raj, M.Pharm, Ph.D, Professor Pharmaceutics
6. Dr. Siby Joseph, M.Pharm, Ph.D, Professor & HOD Pharmacy Practice
7. Dr. Kavitha Vasudevan, M.Pharm, Ph.D, Professor & HOD Pharmacognosy
8. Mr. Noby Thomas, M.Pharm, MBA, Associate Prof. Pharm. Biotechnology
9. Dr. Jeny Samuel M.Pharm,Ph.D, DPQPQAM, FAGE, Professor Pharmacy Practice
10. Dr. Neethu Mathew, M.Pharm, Ph.D Professor Pharm. Chemistry
11. Dr. Emily James, M.Pharm, Ph.D, Professor, Department of Pharmacology
12. Dr. Naveen Kumar P., M.Pharm, Ph.D Associate Prof. Pharmacy Practice
13. Dr.Sr. Biji P.A., M.Pharm, Ph.D Associate Prof. Pharmaceutics
14. Ms. Neena Rajan, M.Pharm Associate Prof. Pharm. Chemistry
15. Ms. Ajitha K. Cherian, M.Pharm Asst. Professor Pharmaceutics
16. Dr.Sr. Binu Jose Veliath, M.Pharm, Ph.D Asst. Professor Pharmacy Practice
17. Ms. Preethy Cherian, M.Pharm Asst. Professor Pharmaceutics
18. Dr. Lakshmi R., M.Pharm, Ph.D Asst. Professor Pharmacy Practice
19. Ms. Meera R. Nath, M.Pharm Associate Prof. Pharmacology
20. Dr. Sr. Shija Kuruvila, Pharm.D Asst. Professor Pharmacy Practice
21. Dr. Simi George, M.Pharm, Ph.D Asst. Professor Pharmacology
22. Ms. Surya A.S., M.Pharm Associate Prof. Pharmacology
23. Ms. Femy Maria, M.Pharm Asst. Professor Pharm. Chemistry
24. Ms. Reshma Jose, M.Pharm Asst. Professor Pharm. Chemistry
25. Ms. Gayathri R. Panicker, M.Pharm Asst. Professor Pharmacology
26. Ms. Lissy S., M.Pharm Associate Prof. Pharmacognosy
27. Ms. Sneha Shenoy, M.Pharm Asst. Professor Pharm. Chemistry
28. Dr. Akash Jose, Pharm.D Asst. Professor Pharmacy Practice
29. Ms. Santy Rose P., M.Pharm Asst. Professor Pharmaceutics
30. Ms. Neena Vijay, M.Pharm Asst. Professor Pharmacology
31. Ms. Reshma Omanakuttan, M.Pharm Asst. Professor Pharmacognosy
32. Ms. Surapriya S.Prabhu, M.Pharm Asst. Professor Pharm. Chemistry
33. Ms. Devika Rajan, M.Pharm Asst. Professor Pharmaceutics
34. Ms. Rana Vahid, M.Pharm Asst. Professor Pharm. Chemistry
35. Ms. Lirin Mary, M.Pharm Associate Prof. Pharm. Chemistry
36. Ms. Neha Joshy , M.Pharm Asst. Professor Pharmaceutics
37. Mr.Vipin Xavier, M.Sc., M.C.A Asst. Professor Maths, Biostatistics & Computer Applications

1. Overview

St. Joseph's College of Pharmacy, started in 2004, is one of the pioneers in the field of Pharmacy education in Kerala. The College Campus (Dharmagiri) spreads over five acres of land amidst the panoramic beauty of the backwaters at Cherthala, in close proximity to Kumarakom, the renowned National Aquatic Bird Sanctuary and global tourist spot.

The College is a unit of Nirmala Province of the Medical Sisters of St. Joseph (MSJ Dharmagiri), Aluva, Kerala, India. The Medical Sisters of St. Joseph is a Christian congregation dedicated to St. Joseph, started in 1944 by the Servant of God, Rev. Msgr. Joseph. C. Panjikaran.

Presently, the College offers B.Pharm, M.Pharm in three specializations (Pharmaceutics, Pharmaceutical Chemistry, Pharmacology) and Doctor of Pharmacy (Pharm. D - Six Years). St. Joseph's College of Pharmacy is approved by the Govt. of Kerala, Pharmacy Council of India, and affiliated with Kerala University of Health Sciences. It is accredited with KUHS-Quality Assurance System (QAS) and is pursuing additional accreditations. The College is an approved research (Ph.D) centre by the Kerala University of Health Sciences. Since its inception, the College has achieved numerous accomplishments, with many University ranks in B.Pharm, M.Pharm and Pharm.D programs. We have highly experienced faculty members with an incredible faculty retention rate in the State. The College and its management aim to impart modern, quality education to the students and their overall development.

In addition to academic excellence, the College places strong emphasis on research, innovation, and ethical professional practice. Well-equipped laboratories, a central instrumentation facility, and a resource-rich library support advanced learning and research activities. The institution actively encourages faculty and students to participate in national and international conferences, workshops, and continuing professional development programs. A structured mentoring system and student support services ensure academic guidance, career counseling, and personal development. The College also promotes community engagement through health awareness programs, medical camps, and outreach activities, fostering social responsibility among students.

2. About the Handbook

The Faculty Handbook stands as a cornerstone of the College's success and reputation, underscoring the significance of adhering to it.

This code delineates the expected standards of behavior applicable within and, under specific circumstances, beyond the College premises.

During the execution of one's duties, encountering challenging situation is inevitable. In such instances, the code serves as a guide, providing clarity on expectations and recommending optimal approaches.

All Staff members bear the responsibility of familiarizing themselves with and upholding the standards outlined in the code at all times. Breaching these standards may lead to disciplinary measures. The code pertains not only to conduct within the workplace but also encompasses relevant off-campus behaviour .

Certain types of misconduct are categorized as totally unacceptable, unethical and gross misconduct, which can invite highest disciplinary action .

The primary aim of this code is to ensure the reasonable exercise of freedom without detriment to the College, its students, or staff, rather than to impose limitations.

3. Vision and Mission

I. Vision

Inspired by Jesus Christ the Divine Healer, Medical Sisters of St. Joseph (MSJ) is deeply committed to mould quality professionals with character and competence to touch the humanity with a compassionate heart and bring about wholeness.

II. Mission

As catholic health care providers deep rooted in gospel values, MSJ Educational mission aims at striving to continue the healing mission of Jesus Christ through creating committed, compassionate, skillful and integrated professionals who are responsible to build up a healthy family, society and nation.

III. Our Core Values

SJCP: S- Service J- Justice C- Compassion P- Proficiency

IV. Our Motto

Love Serves

4. Code of conduct for the Principal

- Demonstrate integrity, dignity, decorum, and effectiveness consistently across all levels.
- Employ unbiased methods for decision-making when interacting with employees and learners.
- Practice tolerance when addressing sensitive issues among students and subordinates.
- Ensure the same justice to faculty members and students from diverse socio economic backgrounds.
- Encourage active involvement of faculty members in institutional matters.

5. Code of conduct for the Faculty Members

A. Professional Commitment

- Allocate working hours for gaining knowledge, updating knowledge and deliver contents in an effective way.
- Avoid engaging in external engagements that could hinder the quality of teaching- learning process.
- Strive consistently for professional development, especially by actively participating in knowledge updating activities and staying updated in one's field of expertise.
- Cultivate an environment that encourages collaborative support among colleagues.

B. Commitment to Colleagues

- Interact with peers on an equal footing, regardless of their status.
- Avoid inappropriate confrontations in the professional environment.

- Show respect for and give due consideration to the professional perspectives and recommendations of other colleagues.
- Engage actively in professional organizations and contribute towards achieving their respective objectives that warrant such collective efforts.

C. Institutional Commitment

- Attend duties punctually and consistently. Unless assigned duties elsewhere, teachers are expected to be available on campus from 9:00 am to 4:00 pm.
- Teachers are permitted to depart from the campus only with prior approval from the Principal during their designated working hours.
- It is expected that teachers attend all student programs to maintain discipline and support academic pursuits.

D. Commitment To Students

- Teachers should make themselves available to students, particularly on weekdays, to the greatest extent possible.
- Teachers should demonstrate dedication to job excellence, etiquette, and achievements in their interactions with students.
- Aid students in their Physical, Social, Intellectual, Emotional, and Moral Development.
- Teachers should uphold human dignity and advocate for gender and religious equality
- Assist students in embracing constitutional and democratic values.
- Foster a sense of patriotism among students.
- Guide students in discerning between right and wrong, as well as injustice.
- Educate students on respecting both private and public property.
- Support students in practicing tolerance by encouraging them to understand the perspectives of others.

- Refrain from engaging in activities that could negatively influence students.
- Never exploit students for personal gain.
- Encourage students' curiosity and spirit of inquiry.
- Advocate for a balance between academic studies and participation in co-curricular activities.
- Promote and cultivate anti-drug (say no to drugs) attitudes in students.

E. Commitment to Community

- Fulfill civic duties and participate responsibly in community initiatives.
- Foster discussions on controversial issues to promote critical thinking within the College.
- Promote students' involvement in community service initiatives.

F. Commitment to Women's Capacity building

- Strive to improve women's education, with a focus on advocating for development of girl students.
- Promote the participation of female students in both intra- and inter-college co-curricular activities.
- Empower female students through awareness courses and workshops to enhance their skills, self-confidence, and knowledge
- Support programs aimed at developing soft skills among female students.

G. Commitment to Environment

- Oversee environmentally conscious campus maintenance activities.
- Adhere to sustainable construction practices and promote recycling and waste management.
- Increase the number of trees planted on campus and nurture them.
- Gain/Make awarenesss on sustainable development and environmental

conservation.

- Safeguard rare species of traditional medicinal plants.

6. Code of conduct for HOD's / Academic Administrators

- The Head of the Department (HoD) is tasked with ensuring that the Departmental Academic Calendar is submitted to the IQAC in a timely manner.
- Upon approval of the academic calendar by the IQAC and budget allocation, the HoD must ensure that programs are scheduled in accordance with the approved academic calendar.
- The Head of Department (HoD) is responsible for ensuring the smooth operation of their department.

7. Leave Utilization

Faculty members may avail leave in accordance with the institutional leave policy prescribed by the management. Prior approval shall be obtained by arranging suitable class substitutions with other faculty members and submitting the request in the prescribed format, ensuring proper planning and advance intimation. For detailed information on leave utilization, please refer to the institutional leave policy document.

Programme Outcomes (POs)- B.Pharm

PO1: Pharmacy Knowledge: Possess knowledge and comprehension of the core and basic knowledge associated with the profession of pharmacy, including biomedical sciences; pharmaceutical sciences; behavioral, social, and administrative pharmacy sciences; and manufacturing practices.

PO2: Planning Abilities: Demonstrate effective planning abilities including time management, resource management, delegation skills and organizational skills. Develop and implement plans and organize work to meet deadlines.

PO3: Problem analysis: Utilize the principles of scientific enquiry, thinking analytically, clearly and critically, while solving problems and making decisions during daily practice. Find, analyze, evaluate and apply information systematically and shall make defensible decisions.

PO4: Modern tool usage: Learn, select, and apply appropriate methods and procedures, resources, and modern pharmacy-related computing tools with an understanding of the limitations.

PO5: Leadership skills: Understand and consider the human reaction to change, motivation issues, leadership and team-building when planning changes required for fulfillment of practice, professional and societal responsibilities. Assume participatory roles as responsible citizens or leadership roles when appropriate to facilitate improvement in health and well-being.

PO6: Professional Identity: Understand, analyze and communicate the value of their professional roles in society (e.g. health care professionals, promoters of health, educators, managers, employers, employees).

PO7: Pharmaceutical Ethics: Honour personal values and apply ethical principles in professional and social contexts. Demonstrate behavior that recognizes cultural and personal variability in values, communication and lifestyles. Use ethical frameworks; apply ethical principles while making decisions and take responsibility for the outcomes associated with the decisions.

PO8: Communication: Communicate effectively with the pharmacy community and with society at large, such as, being able to comprehend and write effective reports, make effective presentations and documentation, and give and receive clear instructions.

PO9: The Pharmacist and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety and legal issues and the consequent responsibilities relevant to the professional pharmacy practice.

PO10: Environment and sustainability: Understand the impact of the professional pharmacy solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

PO11: Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change. Self-assess and use feedback effectively from others to identify learning needs and to satisfy these needs on an ongoing basis.

Programme Specific Outcomes (PSO's)

Master of Pharmacy (M.Pharm- Pharmaceutics)

PSO1 : Student can gain profound knowledge in various branches of pharmaceutical sciences

PSO2 : Understand a core and basic knowledge pharmaceutical manufacturing

PSO3 : Impart knowledge and skills necessary for dose calculations, dose adjustments and to apply biopharmaceutics theories in practical problem solving

PSO4 : Pharmacological research including preclinical and clinical studies, it also impart knowledge and skills necessary for computer Applications in pharmaceutical research and development who want to understand the application of computers across the entire drug research and development process.

PSO5 : Herbal drug formulation and research as well as impart knowledge and skills necessary for the fundamental need for cosmetic and cosmeceutical products.

PSO6 : Impart knowledge on the area of advances in novel drug delivery systems, Pharmaceutical& herbal drug analysis clinical toxicology and toxicological analysis

PSO7 : To become faculty in pharmaceutical sciences with unmatched quality in excellence

PSO - (Programme Specific Outcome)

M. Pharm –Pharmacology

PSO1 : Graduates will gain in depth knowledge about the drug action, drug delivery and advancement in analysis.

PSO2 : Graduates will be able to apply molecular techniques, bioanalytical methods in new drug designing, formulation, and carry out preclinical testing as per regulatory requirements

PSO3 : Graduates can design and participate in clinical research by following regulatory ethical guidelines and pharmacovigilance of target drugs with more emphasize on pharmaceutical care.

PSO4 : Create, select and apply appropriate resources such as modern, molecular and IT tools to predict, model and understand the behaviour of cellular systems activities and limitations.

PSO5 : Interpretation of biological variations related to drug action and application of pharmacometrics and genetic variations relating to therapeutics, clinical trial, pharmacy practice and pharmacoeconomics.

PSO6 : Graduates will be able to follow pharmacopoeial standards and international guidelines to emphasize the significance of quality control and assurance in drug analysis and formulation development

PSO7 : Develop required skills in formulation and dispensing in catering to patient needs as well as overcoming potential incompatibilities in formulations

PSO8 : Impart basic knowledge and skills to practice quality use of medicines, in clinical practice, analysis of risk and benefits, and identify medication related problems.

PSO9 : To become faculty in pharmaceutical sciences with unmatched quality in excellence.

PSO - (Programme Specific Outcome)

M. Pharm –Pharmaceutical Chemistry

PSO1 : Graduate can learn with the fundamentals of analytical chemistry and principles of electrochemical analysis of drugs including their principles, titrations and analytical skills.

PSO2 : Graduate can learn with the monographs of inorganic drugs and pharmaceuticals.

PSO3 : Graduate can learn with general methods of preparation and reactions of some organic compounds.

PSO4 : Graduate can learn various advanced analytical instrumental techniques for identification, characterization and quantification of drugs. Instruments dealt are NMR, Mass spectrometer, IR, HPLC, GC etc.

PSO5 : Graduate can gain in-depth knowledge about advances in organic chemistry, different techniques of organic synthesis and their applications to process chemistry as well as drug discovery.

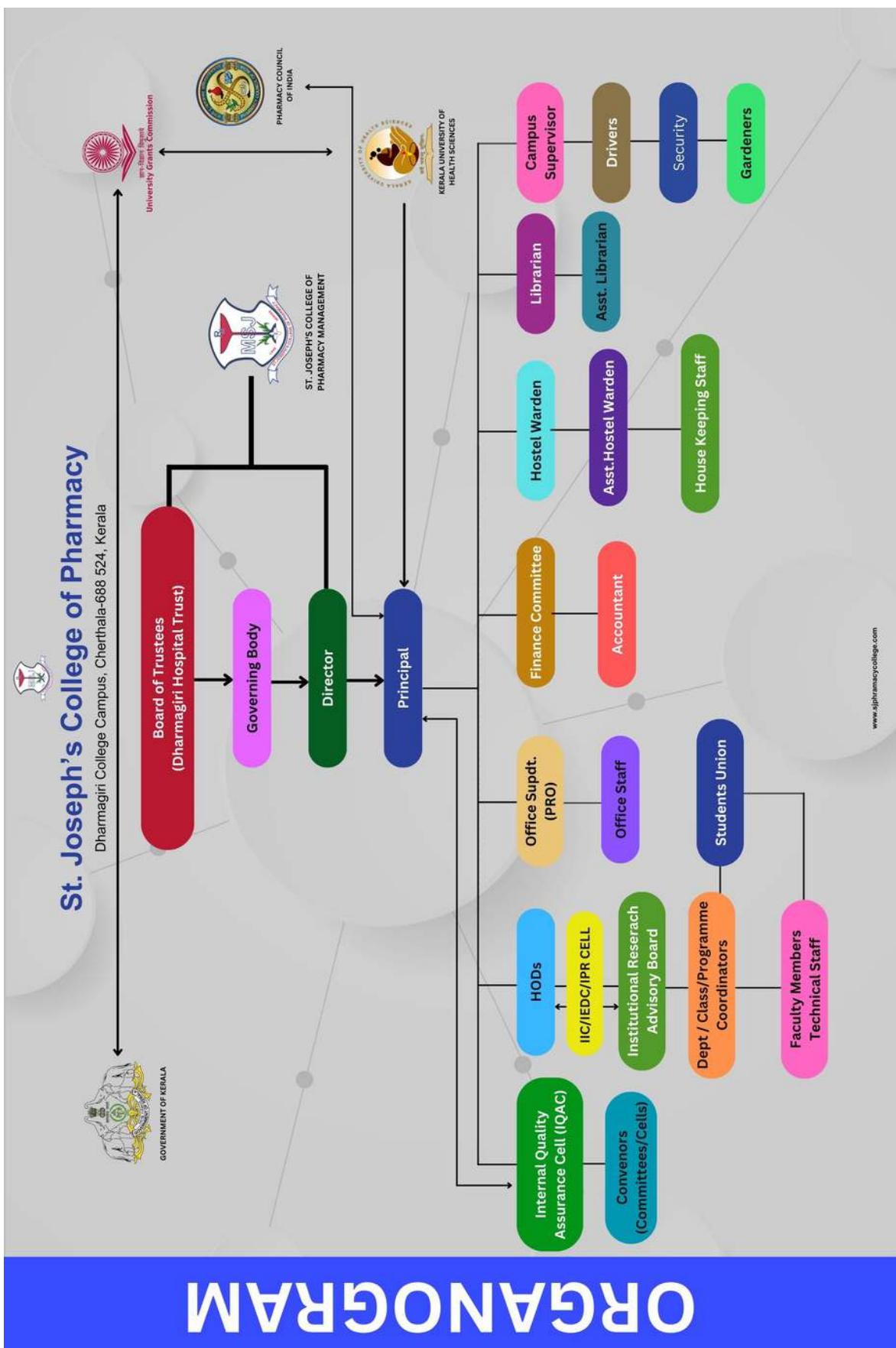
PSO6 : Graduate can impart knowledge about recent advances in the field of medicinal chemistry at the molecular level including different techniques for the rational drug design.

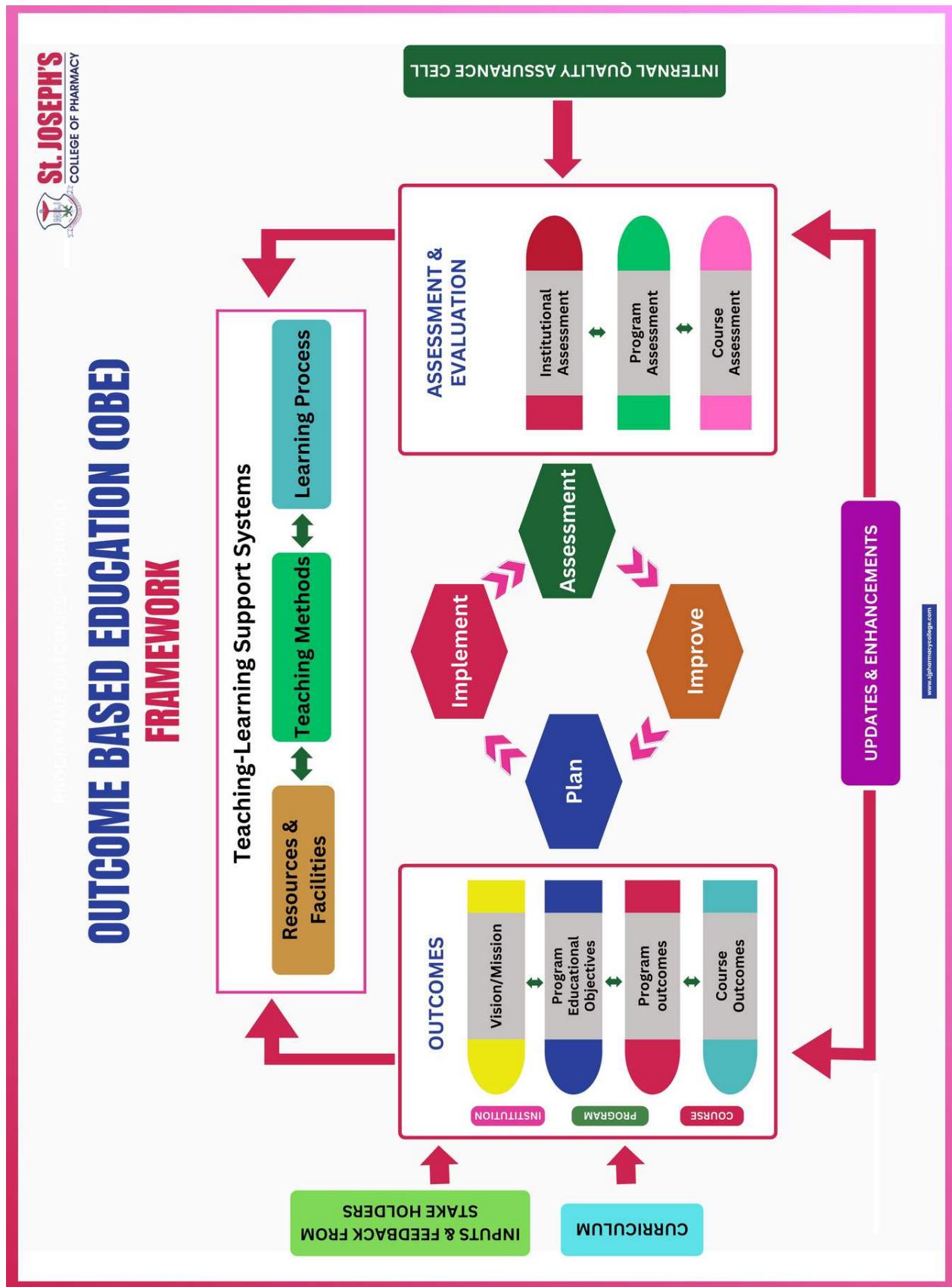
PSO7 : Graduate can gain detail knowledge about chemistry of medicinal compounds from natural origin and general methods of structural elucidation of such compounds.

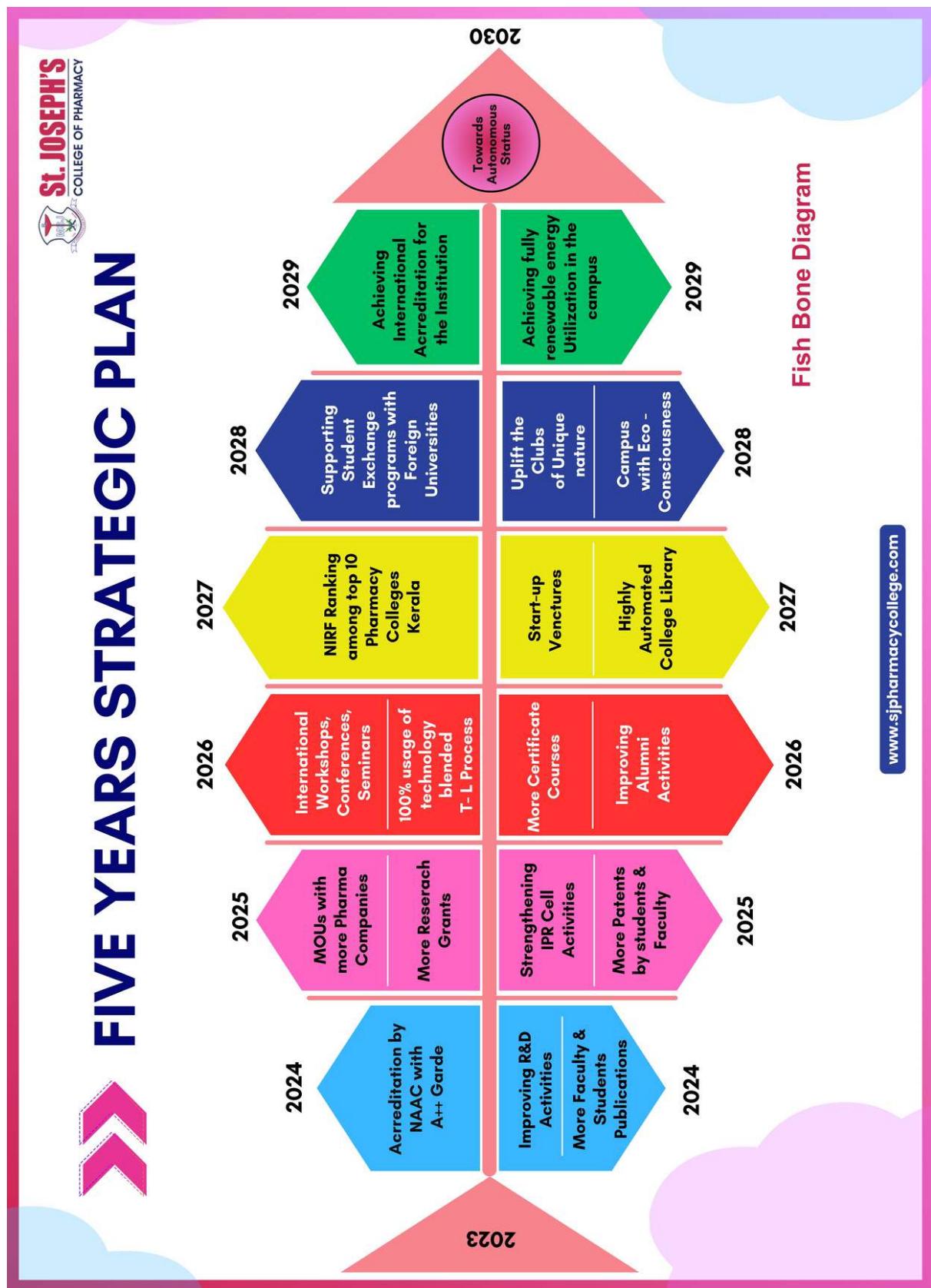
PSO8 : Graduate can impart knowledge on the current state of the art techniques involved in computer assisted drug design PSO9 : Graduate can develop synthetic routes that are safe, cost-effective, environmentally friendly, and efficient. The subject is designed to impart knowledge on the development and

optimization of a synthetic route/s and the pilot plant procedure for the manufacture of Active Pharmaceutical Ingredients (APIs) and new chemical entities (NCEs) for the drug development phase.

PSO10 : To become faculty in pharmaceutical sciences with unmatched quality in excellence









**St.Joseph's College of Pharmacy
Dharmagiri College Campus,
Naipunnya Road, Cherthala-688 524, Kerala, India**

(Approved by Govt. of Kerala, Pharmacy Council of India & Affiliated to Kerala University of Health Sciences)

Accredited by NAAC & KUHS - Quality Assurance System

Established: 2004

| PROGRAMMES OFFERED | DURATION |
|---|------------------------------|
| Bachelor of Pharmacy (B.Pharm) | 8 Semesters / 4 Years |
| Master of Pharmacy (M.Pharm) | 4 Semesters / 2 Years |
| • M.Pharm (Pharmaceutics) • M.Pharm (Pharmaceutical Chemistry) • M.Pharm (Pharmacology) | |
| Doctor of Pharmacy (Pharm.D) | 6 Years |
| D.Pharm (Muttom Campus) | 2 Years |

Approved Research Centre for Ph.D in Pharmaceutical Sciences
by Kerala University of Health Sciences

CERTIFIED GREEN INSTITUTION BY THE GOVT. OF KERALA