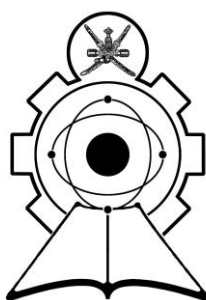


Higher College of Technology

Pharmacy Department



STUDENTS HANDBOOK

2016 – 2017

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Higher College of Technology

Pharmacy Department

Student Handbook (2016 – 2017)

It is our pleasure to welcome you to Pharmacy Department of Higher College of Technology. We hope you will enjoy studying in this department and look forward to help you in achieving the goal of *Assistant Pharmacy Diploma*. Our objective is not only to train you to become a professional, but also to cultivate certain good qualities, values and discipline that would make you a better citizen. Education and training without these qualities are meaningless and we hope you will extend your complete cooperation to the department to accomplish these objectives.

The department was incepted in January 2003 and it offers courses & training leading to the *Assistant Pharmacy Diploma*. The Admission to Pharmacy program is open for students who have successfully completed the Foundation program. The duration of the *Assistant Pharmacy Diploma* is 8 Semesters (3 years of post foundation study). The pharmacy graduates would be entitled to professional practice after successful graduation of the program and qualifying the respective employer's licensing examination/ qualifying assessment. The details of the courses of the program, degree audit, evaluation details, grading system, etc. of the program are included in the "Assistant Pharmacy Diploma – Course Book" that would be issued to all students while they join the department.

1. HCT–Vision

We will be a leading technological institution, providing high quality teaching and learning to prepare and empower the Omani professionals of the future so that they can contribute to national socio-economic development.

2. HCT–Mission

To deliver high quality student-centered education that produces competitive graduates who enter the labor market with confidence, strong technological and personal skills, and are prepared for a life of contribution and success.

3. HCT–Principles/Values

- **Professionalism:** Hard work, commitment, accountability and transparency.
- **Integrity:** Honesty and fairness.
- **Flexibility:** A willingness to learn, develop new skills, and take on new responsibilities.
- **Teamwork and Tolerance:** Transparency, diversity, acceptance, openness to constructive criticism and ethical behavior.
- **Creativity and Innovation:** Imagination and originality.
- **Communication:** Commitment to the effective exchange of information.

4. HCT–Graduate Attributes

Attribute-1: Are well disciplined and committed to hard work and a high standard of productivity.

Attribute-2: Are able to apply the knowledge and skills to a diverse and competitive work environment.

Attribute-3: Are able to think critically, analyze and solve problems.

Attribute-4: Have a high degree of competence in using information and communication technology.

Attribute-5: Are professionally competent and up-to-date in their field of specialization in a changing global environment.

Attribute-6: Can gather and process knowledge from a variety of sources, and communicate effectively in written and spoken English.

Attribute-7: Can effectively demonstrate and apply good interpersonal skills in team work and leadership roles.

Attribute-8: Are committed to self- development through life-long learning.

Attribute-9: Are socially responsible citizens aware of contemporary issues in contributing to national development.

Attribute-10: Are able to demonstrate and apply their entrepreneurial skills.

5. HCT–Goals

- 5.1. We will provide excellent governance and administration with transparency and adherence to ethical principles.
- 5.2. We will offer students high quality teaching, learning and training opportunities through continuous market analysis and curriculum review process and using recent technology.
- 5.3. We will offer quality programs that promote entrepreneurial skills and respond to the changing market needs and developments in technology.
- 5.4. We will ensure that graduates develop into responsible citizens by enriching their values and attributes to positively affect the socio economic development.
- 5.5. We will develop staff by offering opportunities for professional and personal development, rewarding hard work and innovative thinking
- 5.6. We will encourage opportunities for applied research and consultancy
- 5.7. We will foster mutually beneficial constructive partnerships with various public and private sector organizations, professional bodies and local and international communities that benefit the community at large
- 5.8. We will provide facilities and learning resources that are effectively utilized and well managed to ensure efficient student and staff services.

6. Assistant Pharmacy Diploma – Program Objectives & Outcomes

Program objectives	Program outcomes (At the end of the program the graduates will be able to...)
<ol style="list-style-type: none"> 1. Understand, assess and execute prescription. 1. Gain knowledge for dispensing of medication to patients. 3. Prepare extemporaneous dosage forms for different disease conditions. 4. Practice pharmaceutical care and assess patient compliance. 5. Identify and implement risk reduction and medication optimization approaches. 6. Get acquainted with Pharmacy laws and regulations of the country for drug procurement and inventory control. 7. Know the significance of documentation. 8. Know the maintenance and storage of pharmaceuticals. 9. Ensure continuous professional development. Maintain resources that need to be preserved. 10. Understand various aspects of quality control of products. 	<ol style="list-style-type: none"> 2. Decipher the physician's prescription; identify the medicaments (dosage) and directions for use. 2. Compound pharmaceutical preparations in private pharmacies and clinics according to official Pharmacopoeia standards. 3. Select the appropriate tools & instruments used in compounding pharmaceutical preparation and know their specific requirements such as filling, packing, labelling, etc. 4. Provide patient counselling regarding the proper use of medicaments and their specific precautions. 5. Recognize over-dosage in submitted prescriptions, predict the possible existence of either incompatibilities or drug-drug interaction and alert the pharmacist for necessary consultation with the prescribing physician. 6. Apply the Pharmacy Laws & Regulations in dispensing and stocking of Toxic, Psychotropic and Narcotic drugs. 7. Maintain all the documents and records pertaining to the movement of drugs in pharmacies & drug stores with special regards to their quantities and expiry dates. 8. Store drugs, hazardous chemicals and pharmaceutical products in appropriate specified conditions. 9. Maintain the books and other information aids in the library of the respective pharmaceutical establishment and update professional knowledge. 10. Offer the required skills when employed in Quality Control Laboratories and Pharmaceutical Industries.

7. Assistant Pharmacy Diploma – Job Avenues

- 7.1. Assistant Pharmacists for all governmental organizations/ institutions.
- 7.2. Assistant Pharmacists for private retail pharmacies, in-house pharmacies of private hospitals and in drug stores.
- 7.3. Assistant Pharmacists for pharmaceutical industries.

8. Assistant Pharmacy Diploma - Program

The *Assistant Pharmacy Diploma* is a new Program (HCT) incepted in Sep-2003 and is based upon credit hour system. The credit hour is a unit of measurement specifying the weightage of courses during one academic semester. It is equal to one weekly period of theoretical lecture or two weekly period of practical training in a laboratory. The minimum number of credit hours allotted for *Assistant Pharmacy Diploma* program is 75.

8.1. Academic Advisor

Every student will be assigned by the HOD to an academic advisor, who would advice the respective student on academic, registration and various other related issues.

8.2. Registration

The minimum number of credit hours for a student to register is 13 credit hours/ semester.

- 8.2.1. Semester's average (**GPA**) is equal to the average of grades in all the courses the student has studied in a semester. It is calculated by multiplying the grade point which the student obtained by the number of credit hours of the course. The total grade point is divided by the total credit hours of all the courses that have grades. As for the pass/fail courses, grades are not calculated in the GPA.
- 8.2.2. Cumulative average (**CGPA**) is the average and grades obtained by the student in all the courses he/she studied until the date of calculating the average irrespective of success or failure in the incomplete courses. In case the student sits for a complementary examination, the grades he/she obtain will be replaced the term *incomplete*. If a student fails in a course for the first time attempted, it will not be considered for CGPA calculation. The subsequent attempts are included for the **CGPA** calculation.
- 8.2.3. Pre requisite course is a course that must be passed before registering for another course. E.g. Pharmaceutical Chemistry–I (PHAR2110) is a pre-requisite course for Pharmaceutical Chemistry–II (PHAR2120). Thus PHAR2110 course has to be completed before registering for PHAR2120.
- 8.2.4. Co–requisite is a course that contains content necessary for another course but can be taken at the same time as the second course. E.g. Pharmacy Practice-III (PHAR1130) has a co-requisite of Dosage Forms-III & Quality Control (PHAR1140). Thus both these courses can be registered at the same time & studied.

- 8.2.5. A student can also add a course or can enrol for a course & drop it within a stipulated period without grade penalty (without incurring a failing grade).
- 8.2.6. Degree audit has all the required courses that must be accomplished to complete the diploma requirements and also helps the student to plan his programme registration for the appropriate courses in each semester.
- 8.2.7. Students are responsible for their choices & their enrolment in the college and advisors should inform students about the pertaining academic regulation. They should also abide by the rules and regulation of the college. A student is not entitled to appeal on the grounds of his/her ignorance of the content of the college by-laws or decisions or circulars issued on their implementation.
- 8.2.8. A student who has registered the minimum number of credit hours as specified in the degree audit will be eligible to withdraw 1 course during the semester. Students who are in probation or registered for less than 11 credits cannot withdraw any course. Students cannot withdraw a course for which he/she is debarred. The deadline for course withdrawal would be announced as part of academic calendar.

8.3. Probation

Probation is used as a warning to students and also a means of trying to help the students to reduce the academic burden by restricting them to enrol for fewer courses. A student will be placed under academic probation - 1st Probation, if his/her GPA is less than 2 in any semester. Academic probation expires at the end of each semester, when the student obtains a minimum CGPA of 2. If the student does not satisfy the conditions for the expiry of 1st Probation, he would be placed in the 2nd Probation & so on to 3rd Probation in the following semesters. During the probation period, he/she will be allowed to register for only 4 courses with a maximum of 12 credit hours.

A student under academic probation must repeat all the courses he/she failed. He/she will be dismissed from the college if he/she fails to obtain the required CGPA of 2 at the end of the following semester after having already placed under 3 successive academic probations.

The student will not be placed in probation in summer semester; but will have the probation status and his/her performance in the summer semester may help him/her to get out of probation.

8.4. Examination, Assessment, Absence & Discipline

A course is a subject studied during one semester. The student grade in a course is based on the theoretical and/or practical continuous assessment (course work) and final

examination (theory and/or practical). All the details of the program are placed in the “Assistant Pharmacy Diploma – Course Book” that would be provided to all the students. The passing grade required for the College requirement courses are **D**, Departmental requirement course is **C-** and Major requirement courses are **C**.

- 8.4.1. The final mark for any course in each semester is the mark that reflects the student attainment in that course. It represents the sum of marks obtained in the course work/ continuous assessment and final examination. The final mark for each course is out of 100 with decimal fractions approximated to a whole number. *The student has the right to appeal against the final grade awarded by completing the appeal form online within stipulated period after the announcement of results. The examination committee will review the papers to verify the accuracy of marks awarded. The results of the appeals will be posted in the college web portal within the deadline specified by the college.
- 8.4.2. The student will be warned (Appendix: 1 – Warning Letter for Absenteeism) in writing if his/her absence reaches 10% of the set hours in each academic semester without any valid excuses, and the details would be forwarded to the student affairs department. The same procedure will be followed if the student’s absence reaches 20%. The student will be debarred from the final examination of a course if his/her absence reaches 30% in that respective course irrespective of any reason for absence. The student is entitled to appeal against the debarring in the “Debarred Students Investigation Committee”.
- 8.4.3. If a student is absent for a particular course assessment (except final examination) due to a valid reason (health, death of a family member, attending a sports event permitted by the college, police proceedings, judicial hearings, etc.) acceptable by the concerned lecturer/HOD; a make-up assessment would be conducted as per the convenience of the concerned lecturer.
- 8.4.4. If the student fails to attend the final examination of any course for a reason (health, death of a family member, attending a sports event permitted by the college, police proceedings, judicial hearings, etc.) acceptable by the concerned lecturer/HOD; the student should notifying the HOD within one week from the date of the examination he/she failed to attend. The course will be considered as *incomplete* (Grade I) and the student will be allowed to sit for complementary examination within no more than four weeks from the beginning of the next semester. The grade obtained by the student in the complementary examination will replace the term *incomplete*; otherwise he/she shall be given zero. If the student also fails to attend the complementary examination for any reason, he/she will have to register (repeat) the course in the forth-coming semesters.

- 8.4.5. If a student fails in a course, he/she has to repeat the course in the following semesters.
- 8.4.6. In case of accusation of cheating during an examination, the case would be dealt by the “Disciplinary Committee” and appropriate action would be initiated.
- 8.4.7. The students are expected to be in time for their classes and they would be allowed a grace time of 10 min to report to the class. The student would be marked “Absent” if he/she reports for class beyond 10 min from the commencement of the class.
- 8.4.8. **Dean's Honor List** - At the end of each semester, the Admission and Registration Department will prepare the Dean's Honor List. To qualify for this list, the student must meet the following criteria:
- 8.4.8.1. Must have registered and completed a minimum of 13 credit hours in that semester.
 - 8.4.8.2. Must not have failed any course.
 - 8.4.8.3. Must not have faced any disciplinary or punitive action.
 - 8.4.8.4. Scored “B” grade or higher in all completed courses.
 - 8.4.8.5. Scored a GPA of greater or equal to 3.7.

8.5. Student dismissal

A student will be dismissed from the college on the following grounds:

- 8.5.1. Failure to maintain the required GPA 2.0 in the courses he/she studied at the end of the semester, following his/ her placement under 3 successive academic probations.
- 8.5.2. Being absent from classes for two consecutive weeks, without an acceptable reason.
- 8.5.3. Complying with a decision issued by the Disciplinary Committee.

8.6. Postponement of study

The students affairs department is authorised, in case of acceptable reasons to grant postponement of a student’s study for a maximum period of 2 semesters throughout the period of his study.

8.7. Dress code

All the students should observe basic standards regarding appropriate dress. These standards are based on principles of neatness, cleanliness, tasteful modesty and in-line with Islamic culture. Omani male students must wear the official national dress (white

dish-dasha and a masra/ kumma). Female students must use their judgment in dressing appropriately.

8.8. Plagiarism

The Higher College of Technology is committed to keeping up with high standards of academic honesty and integrity among its staff and students by dealing pro-actively with cases of all forms of plagiarism. Students should use proper citations and acknowledgements to the work (assignments, presentations, graduation projects, etc.) of others in respect of the principle of intellectual property. All student academic submissions should accompany “Appendix:2 - Plagiarism–Student Declaration Form (Phar-23)”. If any work is found to contain plagiarism in any form, appropriate action would be initiated by the department.

Examples of Plagiarism:

Plagiarism occurs when other’s work such as print material, images, audio-visual creations, computer programs, electronic materials, etc. are used without appropriate acknowledgement. Plagiarism includes, but not limited to, the following:

- Copying full or part (paragraphs, sentences or significant part of a sentence) of other’s work directly
- Copying from other’s work with an end reference to the original source but without putting the copied text between quotation marks
- Paraphrasing, summarising or rearranging words, phrases or ideas of other’s work
- Copy-Paste of statements from multiple sources (electronic or print material)
- Presenting a work, done in collaboration with others, as independent work
- Using one’s own work presented previously

8.9. Laboratory Safety Guidelines

The staff in-charge of the laboratories would follow the “Health and Safety Policy” of the college. Safety is everyone’s interest and students are encouraged to follow safety precautions. It is impossible to design a set of rules that will cover all possible hazards and occurrences in every laboratory. However, the following rules will greatly assist in reducing the more common accidents in the laboratory.

8.9.1. Personal Protective Equipment & Discipline:

- 8.9.1.1. Do not enter or work in the preparation rooms and laboratories unless a member of the teaching staff is present. The department cannot be held liable for any accident that may occur when this caution is not adhered to.
- 8.9.1.2. Before you enter the laboratory you have to wear your protective laboratory coat.
- 8.9.1.3. Contact lenses should not be worn in the laboratory.
- 8.9.1.4. High heels are prohibited in the laboratory.
- 8.9.1.5. Wear safety goggles when required.
- 8.9.1.6. The female student's scarves must be tucked in their laboratory coats and should not be dangling freely.
- 8.9.1.7. Handle all the equipment and materials with care. The correct method of handling these will be demonstrated to you from time to time by the lab technicians / lecturer.
- 8.9.1.8. Do not carry bottles containing reagents/chemicals by the neck. Clear up any spilled materials at once using the correct procedure.
- 8.9.1.9. Always read the procedure of your experiment before commencing the experiment in the laboratory. Failing to do so will result in performing experiment without knowing the hazards involved with it.
- 8.9.1.10. Do not perform unauthorized experiments.
- 8.9.1.11. Never work alone in any chemical laboratory building or leave chemical reaction unattended without arranging appropriate safeguards.
- 8.9.1.12. Do not play around in the laboratory.
- 8.9.1.13. Do not eat, drink, or chew gum in laboratories or chemical storage areas. In addition, never use laboratory glassware or equipment (refrigerators, ovens, etc.) for food storage.
- 8.9.1.14. Observe good housekeeping principles in the laboratory.
- 8.9.1.15. Be careful while handling glassware. Remove broken glass immediately with a brush and a pan. Do not try to pick up the broken glasses with bare hands.
- 8.9.1.16. Wash your hands before and after work in the laboratory, and immediately after chemical spills clean-ups.
- 8.9.1.17. Make yourself aware of the location of *First Aid box*, fire blankets, and fire fighting equipment.

- 8.9.1.18. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
- 8.9.1.19. If you notice anything unusual (smoke, gas smell, electrical sparking, etc.) in the laboratories or class rooms, inform a staff member immediately.
- 8.9.1.20. In case of a fire accident during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.

8.9.2. Handling Chemicals:

- 8.9.2.1. Never use any chemicals found in unlabelled containers.
- 8.9.2.2. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers and not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container.
- 8.9.2.3. Never pour water into concentrated acid as it might spatter and/or break the glass container due to the excessive heat generated.
- 8.9.2.4. Never sniff a chemical directly. If required gently fan the vapours toward your nose.
- 8.9.2.5. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapours. Never place your head into the fume hood.
- 8.9.2.6. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.
- 8.9.2.7. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
- 8.9.2.8. Never return unused chemicals to their original containers.
- 8.9.2.9. Never use mouth suction to fill a pipette. Use a rubber bulb or pipette pump.
- 8.9.2.10. When transferring reagents from one container to another, hold the containers away from your body.
- 8.9.2.11. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.

- 8.9.2.12. Never remove chemicals or other materials from the laboratory area.
- 8.9.2.13. Take great care when transferring acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

8.9.3. Handling Glassware and Equipment:

- 8.9.3.1. Never attempt to insert a glass tube or thermometer into a cork or rubber pipette filler without lubricating it with water (or glycerine). Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper.
- 8.9.3.2. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury (e.g. burettes).
- 8.9.3.3. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
- 8.9.3.4. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.
- 8.9.3.5. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug or outlet.
- 8.9.3.6. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
- 8.9.3.7. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
- 8.9.3.8. If you do not understand how to use a piece of equipment, ask the instructor for help.

8.9.4. Heating Substances:

- 8.9.4.1. Exercise extreme caution when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically instructed to do so.
- 8.9.4.2. Never leave hot sources unattended (e.g. gas burners, hot plates, heating mantels, sand baths, etc.).
- 8.9.4.3. Never use Bunsen burners to heat flammable materials.

- 8.9.4.4. Do not immerse hot glassware in cold water; it may shatter.
- 8.9.4.5. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
- 8.9.4.6. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
- 8.9.4.7. Never look into a container that is being heated.

8.9.5. Sharps objects:

Never put sharp objects such as needles, razor blades or broken glass into waste bins without wrapping and labelling the items carefully to protect those emptying the bins. It is preferable to use sharps containers where they are provided.

8.9.6. Reporting Accidents:

- 8.9.6.1. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
- 8.9.6.2. If a chemical should splash in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Notify the instructor immediately.

9. Student Offences

Students will be questioned and subjected to disciplinary action should they perform any action against rules of the college or disrupt normal functioning of college. Some of the offences are listed below;

Attending College without the College ID card

- 9.1. Wearing coloured non-white dishdashas
- 9.2. Screaming and shouting in the corridors and thereby disturbing students and lecturers inside or outside the classes or laboratories
- 9.3. Playing cards and musical instruments in corridors and spacious areas
- 9.4. Male students maintaining long hair to resemble females
- 9.5. Being rude to any College staff member
- 9.6. Non-justified usage of mobile cameras and any type of camera
- 9.7. Causing disturbances to female students.

- 9.8. Smoking
- 9.9. Damaging instruments, general facilities and resources within the College
- 9.10. Usage of mobile phones during lectures, workshops or practical
- 9.11. Entering and parking cars in the College premises without valid car permits issued by the Admin and Finance Department.
- 9.12. Issuing or distributing of bulletins, pamphlets and posters without obtaining prior permission from Student Affairs
- 9.13. Not reporting to Student Affairs within two days of the call
- 9.14. Staying in the College premises until after 8:00 PM
- 9.15. Removing chairs from restaurants and classrooms
- 9.16. Meeting between a male student and a female student in isolation
- 9.17. Omani and non-Omani female students wearing un-modest clothes (for example tight clothes such as jeans)
- 9.18. Any other offences observed

10. College Clinic

The college has a small clinic situated in the old building near the car parking area to attend to emergency health needs for students and staff. The clinic has stationed Medical Doctor and nurses; it is equipped with basic health amenities to handle emergency situation. The working hours of the clinic are from 8.00 am to 5.00 pm.

11. College Website

The students are highly encouraged to visit the college webpage for updating them about the various college activities, announcements, deadlines, etc. The “Student Portal” in the website is designed to provide all the services/information pertaining to students. The services offered are Student Appeal, E-Learning, Student e-mail, e-Exam, Software Library, Policy Management, Staff Directory, Library Student Services, Learning Resources, Student Guidelines, Student Organizations, Student Council, PC Availability, Digital Library, Basic Math Resources, Pure Math Resources and HCT - Entrepreneurship Cell

12. E-learning

The E-Learning Portal is an educational support tool that provides access to flexible learning in the college. The course materials are uploaded by the concerned lecturer in the portal and the students can access the details of the registered course through logging into the portal. The students may be instructed by the course lecturer to submit their assignments, power-point presentations, etc. and have discussion forums through the portal.

13. Quality Assurance

The college is committed to ensure “Quality Assurance” in all the activities of the college. The students are the primary focus & most important stakeholder in an educational institution. Thus, the students are to become familiar with the rules and regulations of the college and the quality assurance processes embedded within the framework of the college. The students are encouraged to become knowledgeable about the policies of the college and to actively participate in the various surveys conducted for refining the programs/ betterment of the functioning of the college.