Priyadarshini J. L. College of Pharmacy, Nagpur

CLASSROOM

INSTRUCTIONS FOR STUDENTS AND STAFF

1. Know your students and use their names as often as possible.
2. Plan for every class; never try to wing it.
3. Pay attention to the strengths and limitations of each of your students. Reward the strengths and strengthen the weak spots.
4. Set your room in a U-shape to encourage interaction among the students.
5. Send lots of positive messages with posters, bulletin boards, and pictures.
6. Be sure that your classroom is comfortable; check the air circulation, temperature, lighting, and humidity.
7. Periodically change assigned seating arrangement.
8. Vary your instructional strategies; use illustrated lectures, demonstrations, discussion, computers, tutoring, coaching, and more.
9. Review the class objective each day. Be sure the students see how the entire program moves along.
10. Make your instruction relevant. Be sure your students see how the content relates to them and the world of work.
11. Open each presentation with an introduction that captures the interest of your students.
12. Move around the room as you teach; walk energetically and purposefully.
13. Be expressive with your face—SMILE!
14. Put some excitement into you speech; vary your pitch, volume and rate.
15. Use demonstrative movements of the head, arms and hands; keep your hands out of your pockets.
16. Use words that are highly descriptive; give lots of examples.
17. Accept students' ideas and comments, even if they are wrong; correct in a positive manner.
18. Maintain eye contact and move toward your students as you interact with them; be sure to nod your head to show that you are hearing what they say.
19. Give lots of positive feedback when students respond, offer their ideas, perform a task correctly, come to class on time, and bring their materials to class.
20. Foster an active career student organization.
21. Use appropriate humor in your teaching and in tests, to relieve anxiety.
22. Post program-related cartoons, and use them on overheads and in handouts.
23. Provide opportunities for the students to speak to the class.
24. Be available before class starts, during break, and after class to visit with students who wish to see you.
25. Return assignments and tests to students ASAP. Be sure to make positive comments and suggestions.

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26. Teach by asking lots of questions during introductions, presentations, demonstrations, and lab work.
27. Plan lab activities so that all the necessary software, information, and materials are available when the students need to use them.
28. Give the students an opportunity to participate in organizing and managing the computer lab.
29. Be aware of those students requiring assistance, and then see that they get it.
30. Maximize the use of time so that the students keep busy with productive, relevant activities.
31. Be a model of the work ethic in your dress, language, support of the school, and respect for the profession.
32. Be consistent in your treatment of students.
33. Make sure that your tests are current, valid, and reliable. They must be based on your curriculum objectives.
34. Organize a "student of the month" award in your classroom or career student organization
35. Invite parents, advisory committee members, and school administrators/counselors to visit your program for special activities.
36. Plan relevant study trips out of the school.
37. Bring dynamic subject matter experts into your program.
38. Recognize appropriate behavior and reward it on a continuing basis.
39. Use a surprise—an interesting video, special break, or similar activity—to reward the class for good behavior.
40. Use games, project-based learning, and simulations to spark interest, provide a break in the routine, and to supplement a unit in your curriculum.
41. Praise students in front of the class; reprimand them in private.
42. Explain why rules are used, why activities are important, and why some requests must be denied.
43. Involve all of your students in your teaching.
44. Provide clear directions for program activities and assignments.
45. Plan around 15-30 minute cycles—students have difficulty maintaining attention after a longer period of time.
46. Provide opportunities for the students to read alone and in a group.
47. Send "sms" or emails home to parents periodically.
48. Use task and job sheets to help students remember the steps to perform skills.
49. Be enthusiastic about yourself, your students,and your profession.
50. Network with other professionals: attend IPC, IPS workshops, conferences, and network electronically with other professionals and associations.

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LABORATORY RULES
AND SAFETY PRECAUTIONS

1. Never work alone in the laboratory.
2. Know the location and use of the fire extinguisher, safety showers and first aid kit.
3. It is **required** that you wear prescription glasses or safety glasses at all times in the laboratory for your own protection. Contact lenses are particularly dangerous and they must not be worn in the laboratory.
4. Report all injuries to your instructor at once.
5. Never taste chemicals or solutions.
6. Use the fume hoods at the sides of the laboratory for all poisonous reactions or any reactions which produce noxious gases.
7. When diluting concentrated acid or base always **add the concentrated acid or base to water** (never the reverse), while stirring the solution. Be very careful with sulfuric acid.
8. Keep an orderly, clean laboratory desk. Return glassware to the lab drawer when finished using it to keep the work area from becoming cluttered.
9. Place unneeded books, etc. on the shelves at the side of the laboratory.
10. Waste containers are provided for the disposal of all solid chemicals and paper, etc.
11. Stock reagent bottles are placed on the side bench or beside the balances; leave them at that position.
12. Always read the label **twice** before taking any chemical from a bottle. If you are not sure if you have the right chemical, **ask!**
13. When pouring reagents, hold the bottle so the label points upwards facing the palm of the hand. The accumulation of reagent on bottle lip may be removed by touching the bottle lip to the rim of the receiving vessel.
14. **Avoid** using an excess of reagent. If you happen to have measured out too much, see if someone else can use the excess.
15. Due to possible contamination of the contents of a whole stock bottle, never return unused chemical to the stock bottle.
16. Always check your glassware before you use it. If it is broken or cracked, exchange it for a new one.
17. There is one Container reserved for broken glass. All broken glassware should be placed in this crock and no other.
18. If corrosive chemicals or liquids come in contact with the skin or clothing, flood with copious amounts of water for an extended period of time.
19. Spilled chemicals should be wiped up immediately; spilled acid or base should be rinsed with plenty of water and wiped up with a sponge and the sponge rinsed after.
20. Inserting glass tubing or thermometers through a rubber stopper - first lubricate the tube and stopper with glycerol or water, then holding the tube near the end to be inserted insert slowly while rotating the tube. **BE VERY CAREFUL!**
21. When you are ready to leave the laboratory, your bench area should be rinsed off with a wet sponge and the water, gas, and air valves shut off.
22. The chemistry store room is out of bounds to students. If you require apparatus, ask your instructor for it.

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Safety Precautions for the Laboratory

Before you begin your work, it is necessary for you to know safe practices for the laboratory that must be observed at all times, for your protection and the protection of others. You are expected to read these rules thoroughly and to pass an exam with 100% accuracy before you may continue your lab work in this course. Keep in mind that these rules were written with someone else's blood.

I. Eye Protection

If anything gets in your eye, the eyelids should be held open while flushing the eye with water from the eyewash for 15 minutes. Immediately go to the nearest eye wash station (at sinks or in the front safety station) and begin flushing the eye. Have someone notify the instructor! The first 10 seconds are crucial!

II. In Case of an Accident or Fire

If there is an accident or injury in the lab, take the appropriate safety measures immediately and then notify the instructor. If there is a large chemical spill on the clothing, the safety shower should be used immediately. Clothing should be removed promptly in the case of a large chemical spill. Wash any chemical off on the skin with water. Notify the instructor! If your clothing catches on fire, lie down and roll. Someone will bring the fire blanket to you. DO NOT RUN to the blanket or safety shower!

To extinguish an open fire in the laboratory, discharge the small fire extinguishers in the lab. Discharge at the base or source of the flames, slowly moving from one side to the other to avoid flashback, while calling for assistance and for the sounding of local alarms, if necessary. If the fire is not brought under control and begins to spread, have the fire department called while using the larger extinguisher in the hall. Evacuate everyone from the lab except those involved in extinguishing the fire.

III. Safe Handling of Chemicals and Equipment

Flammable Solvents - Five common less dangerous, but still highly flammable solvents are Acetone, Benzene, Cyclohexane, Ethanol, and Methanol. The vapors of all of the above solvents are harmful and should not be inhaled.

Chemical Burn Hazards - Especially Hazardous to the Eye

Concentrated acids and ' ases, bromine, aluminum chloride and ammonium sulfide

IV. Dress Precautions

A. Long hair, beards, and neckties can be dangerous in the lab because they can catch fire, get into chemicals, or get caught in apparatus. Secure hair and beard out of the way and remove any neckties or scarves.

B. A lab coat or apron is recommended. It should have a snap closure for fast removal in case of spills.

C. Do not wear flared or loose hanging sleeves or scarves.

D. Sandals are not acceptable shoes for lab work.

E. Cotton clothing (e.g.; jeans) is safer than polyester.

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PRIYADARSHINI J. L. COLLEGE OF PHARMACY, NAGPUR

LIBRARY RULES

1. WORKING HOURS

1.1 The Library shall remain open on all working days from 10.00 am to 5.00pm.

1.2 The Loan Counter shall be closed half an hour before the closing of the Library.

2. MEMBERSHIP

2.1 The following are entitled to enroll themselves as members:

(a) Students of the College;

(b) Teaching Staff of the College;

(c) Special members.

2.1.1 The students of the college shall be enrolled as members of the Library after on producing the Identi Card/ College admission receipt issued by the Principal office.

2.1.2 The teachers shall be eligible for enrollment as members of the Library on their submitting applicati duly endorsed by the Principal.

2.1.3 The special members i.e. those who are not directly connected with the university but want to avail the library facilities shall be enrolled after submitting application and are endorsed by the Princip They shall be allowed to consult books/journals in the library. They shall also be given photocopyi service on payment basis.

2.1.4 The students shall renew their tickets at the beginning of each Academic year.

2.1.5 A member who has lost a Borrower Ticket shall request in writing for duplicate card to the Librari The Member shall pay a fee of Rs. 25/ for each Duplicate Ticket required which may be enhanced fro time to time.

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3. ADMISSION TO THE LIBRARY

3.1 All persons may be allowed admission to the library provided that the Librarian may at his discreti refuse admission. The decision of the Librarian or the next senior officer of the library in the absence the Librarian shall be final in this matter.

3.2 Every person who enters the library shall sign the gate register in token of his acceptance to adhere the rules of the library.

3.3 Membership/Identity Card is to be shown at the entrance, at the Service Counter or within the libra premises, when requested.

3.4 All personal belongings except purses and notebooks shall not be allowed to be carried with the ide beyond the issue counter. These shall be deposited at the property counter.

3.5 The readers shall keep silence within the library premises.

3.6 Readers are requested not to write or mark or otherwise disfigure and damage books, furniture, etc. case of any damage being done, the person responsible will be punished as per college rules and al required to replace the article damaged or pay its replacement cost.

4. LOAN PRIVILEGE

4.1 The members are entitled to take books on loan at the following scale:

(a) Undergraduate Students	2 books
(b) Master's Degree Students	3 "
(c) Ph. D. Students	4 "
(d) Teachers	5 "
(e) Special Members	2 "

(f) Non-teaching staff will not be allowed to borrow textbook.

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4.2 Members shall be responsible for any loss/damage which the library may suffer through the loss misuse of Readers' tickets.

5. CONDITIONS OF LOAN

5.1. The books shall be issued to borrowers for a period of ten days.

5.2. Books on loan shall be returned on due date from the date of issue.

5.3. Readers' tickets are not transferable.

5.4. Borrowers must satisfy themselves about the physical condition of books before borrowing.

5.5. Manuscripts, reference works, rare books, reproduction materials, maps, periodical publications a microfilms shall not ordinarily be issued on loan.

5.6. An overdue charges will be realized from the users in case the books are returned late. The charges a automatically calculated by the library software as per the fine calculation table displayed on the noti boards from time to time.

5.7. Book(s) taken out of the library reading rooms in an unauthorized manner, issued from Reserv books/Text books section shall be fined Rs.50/= per day which may be revised from time to time. Afl the expiry of one month, defaulter shall be required to pay the price of the book plus overdue charges.

5.8. Members who repeatedly fail to return books on the due date may be debarred from Membership of t Library.

5.9. Borrowers shall be responsible for the safe custody and return of books. When a book is lost mutilated by a reader, he/she shall have to replace the book by its latest edition or pay the cost of latest edition plus 20% processing charges.

5.10. If a member does not pay off the library dues, the privilege of borrowing books may be suspended to t he/she deposits the requisite amount.

5.11. The Librarian shall have the power to refuse the issue of a book to any member or he may recall a book without assigning any reason.

5.12. Late fine charge against the defaulter may be condoned/reduced in exceptional condition. The default

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shall be asked to submit certificate of sickness or other genuine ground due to which he/she could n attend classes and accordingly, could not return the book in due date.

6. GENERAL

7.1. Members shall keep the library informed immediately in case of loss of book or other mater borrowed from the library.

7.2. The Librarian at his discretion may grant special permission to any member to borrow books on su conditions as he may specify in each case.

7.3. While in the library, all the persons shall observe the rules and procedures of the library and submit the discipline enforced by the Librarian.

7.4. Conversation, talking, sleeping, loitering and use of mobile phones shall not be allowed in the library.

7.5. All members of the teaching, students, research scholars, adhoc, temporary, contractual, visiting a guest teachers and others are required to obtain clearance from the library before leaving the colleg Students shall be required to obtain clearance from the library before issuance of their Hall-Ticke (Admit Cards) at the time of final examination and before taking their degrees, diplomas a certificates.

The Library Rules may be altered or amended or new rules may be added to the existing ones by the Libra Committee from time to time without notice to the members and these rules or any alterations or amendmer to them shall be effective and binding on all concerned. A copy of the rules will be made available when aske for.

BOOK BANK

Modalities for Utilization of Book Bank Facility:

The Book Bank established is in Library for providing additional borrowing facilities to SC, ST, economically weaker category students of the college.

In order to streamline the activities of Book Bank following procedures will be followed:

1. Eligibility criteria

The Academic Teacher In-charge will identify and recommend names of SC, ST, economically weaker category students of the college to the Librarian at the beginning of the academic session.

Later on the names of general students may also be recommended by Academic Teacher In charge. Who may

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be considered on first come first serve basis if there are more books available for loan in the Book Bank.

2. Entitlement

Number of books may be borrowed by each student will be as under:

Under-graduate	2 titles	only
Post-graduate	3 titles only	

3. How to register

The students shall submit applications in the prescribed format). The application forms duly recommendec by the Academic Teacher In charge will be submitted to Librarian for his approval.

5. Lending practice

The issue of books will be carried out strictly according to first come first serve basis.

6. Borrowing period

Books will be issued for whole semester in the beginning of each academic session (July & January).

7. Exchange/return of books

There will be no exchange of the book(s) once issued from Book Bank. However, book(s) may be returned before the due date. The Book Bank shall accept return of books at its counter on each working Monday between 10 a.m. to 12 noon.

8. Books liability

Safe custody of the book(s) borrowed by a student from Book Bank is the total responsibility of the studer concerned. Damaged books will not be accepted for check-in. In such cases, the students will have to pay the total cost of the books or he/she may be asked to replace it with the latest edition available in the market. Similarly, the book(s) lost has to be replaced or the current cost be paid in cash. In case of a set, if any particular volume is reported lost, the whole set will have to be replaced or the current cost be realized

Principal

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BOOK BANK

REQUISITION FORM

Name of the Student: _____

Class:_____ Semester/Session:_____ Library ID:_____

Details of the books required:

	Author	Title	Acc. No.
1.			
2.			
3.			

Signature of the student

Recommended/ Not Recommended

Signature of the Academic Teacher In-charge.

Number of Books Issued:_____ Date _____

Number of Books Returned: _____ Date _____

Remarks: _____

Signature of Librarian

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Opening Hours

The Gymnasium opens 8:00 am to 10:00 am, 5:00 pm to 7:00 pm (Monday to Saturday)

The college reserves the right to suspend the use of any facilities at any time for the organization of private classes and activities or for the arrangement of maintenance or cleaning without prior notice.

Rules and Regulations of the Fitness Centre

1. Users acknowledge that they have read and understood the assumption of risk prior to using the fitness center.
2. Users affirm that they are in good physical condition to exercise and those unaccustomed to exercising are recommended to seek the advice of a medical professional before engaging in physical activity.
3. Users who feel unwell while using our facilities, should stop the activity immediately and approach our staff for assistance.
4. Users unfamiliar with equipment should ask staff for assistance.
5. All users must sign in at the attendance book located at the reception table.
6. Proper training attire should be worn at all times while in the Fitness Centre by members, coaches, or instructors. No jeans or street clothes will be permitted. Proper training shoes should be worn. No open-toed slippers or sandals, and no training without a shirt.
7. Please carry your own sweat towel for personal hygiene. Sweat should promptly be wiped off the machines and the floor after each use.
8. For convenience to others, weights, dumbbells and equipment must be returned to their original places immediately after use. Do not leave weight plates on the bars or scattered on the floor at any time.
9. Do not drop or bang weights on floor (correct dropping of weights only permitted on the dedicated weight lifting platforms). For safety, please do not work out too closely to mirrors. Individuals may be charged for the damage due to carelessness.
10. Eating or gum chewing is prohibited in the gym. Please use the paper cones available at the water dispenser or you may bring your own drinks (no open cups that can spill!).
11. All bags and personal gear should be stored in the Boy's common room.

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12. No bags are allowed in the Fitness Centre. The Fitness Centre will not be responsible for lost or stolen item.

13. Guests are not permitted to use the Fitness Centre except with the prior approval from principal.

14. No casual observers are allowed without permission of Centre staff. For safety reasons, absolutely no children are allowed in the Centre.

15. No photo-taking, video or audio recording is allowed without prior approval.

16. Private teaching / coaching is not allowed without prior approval from the principal.

17. For convenience to all users, please comply with the time restrictions on certain cardiovascular equipment.

18. Talking on mobile phone is not permitted in the Fitness Centre. Also, personal music device may be used as long as they do not become unsafe for the user, or become a nuisance to other users.

19. To maintain a safe environment, please report any faults or defects immediately to our staff on-duty.

20. Users shall at all times behave in a decorous manner within the sports facilities, and shall cooperate with the staff of the PJLCP to ensure that these Regulations and any subsidiary rules. The principal and his/her delegated appointee(s) shall have the authority

(i) to request any user to leave the sports facilities, or to cancel their sports membership; or

(ii) to suspend temporarily user privileges, for infringement of these Regulations or subsidiary rules and the Principal has the authority to debar any users or persons from using the facilities and/or other user privileges either temporarily or indefinitely.

21. Inappropriate behavior or attire that interferes with the operations of the Fitness Center or fails to adhere to published College policies is not permitted. The Fitness Center will use the following procedure to address violation of any Fitness Center rule or regulation:

a) 1st Offense – Verbal warning

b) 2nd Offense – Written warning

c) 3rd Offense – Workout privileges revoked for remainder of semester

PJLCP reserves the right to update or modify the above terms and conditions at any time without prior notice.

June 2017

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Computer Lab

INSTRUCTIONS FOR STUDENTS AND STAFF

1. Please enter your name , type of work ,in time , out time and sign in the register.
2. Properly **'turn ON' and 'Shut down'** the computer.
3. Laptop are not allowed in computer lab.
4. Use the computer FOR RESEARCH PURPOSE only.
5. Do not check personal emails.
6. Keep the mobile in silence mode.
7. Online chatting is strictly prohibited
8. **Scientific** OR **Research project related data** should be stored in the Hard disk of the computer (D-drive)
9. Facebook , orkut and any other social network are strictly prohibited .
10. Do not seat in computer lab without any work,He/she may be allowing with the prior permission of the principal.
11. PORN sites are strictly prohibited .
12. Use only scanned pen drive,if necessary .
13. Non teaching staff is allowed only with the prior permission of principal.
14. Update your resume in ERP regularly .
15. Check your ERP account daily regarding attendance, leave, work distribution etc.

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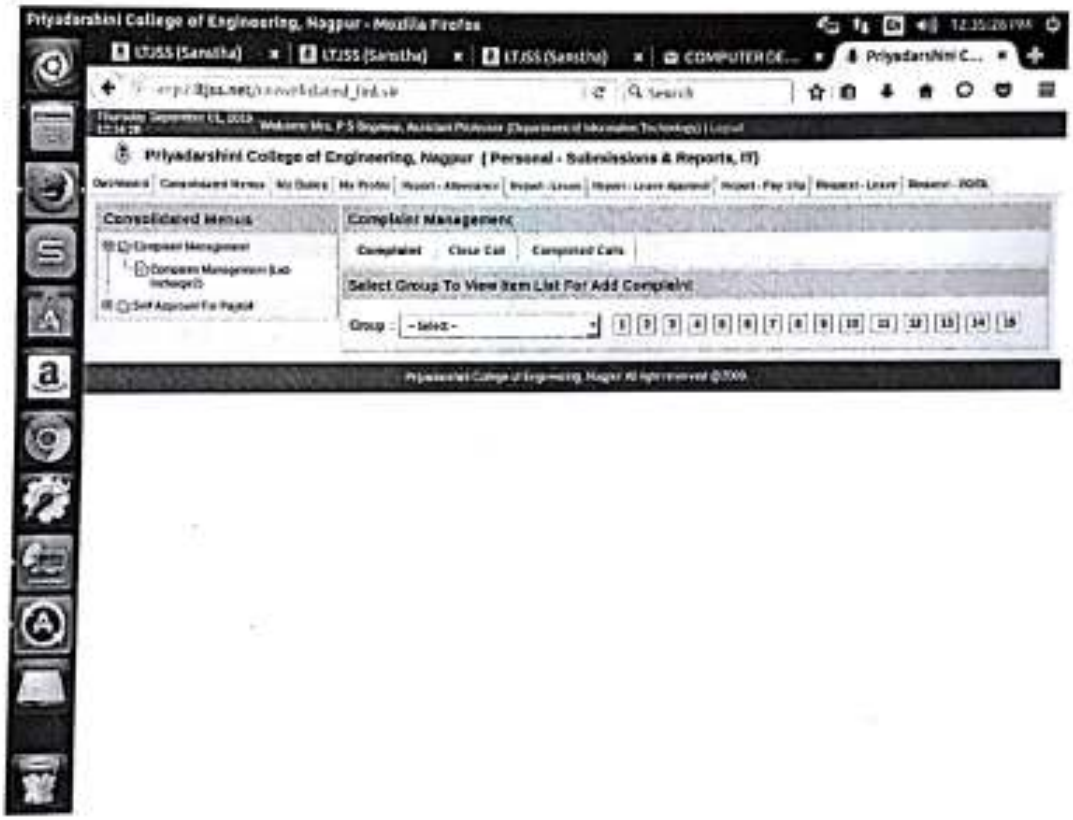
Policy details of procedure for maintenance of academic and support facilities

Procedure to lodge complaint and close the complaint is given below.

1. Lab Incharge will lodge the complaint from the Consolidated Menu by selecting Complaint management(Lab incharge) Following screen will appear.



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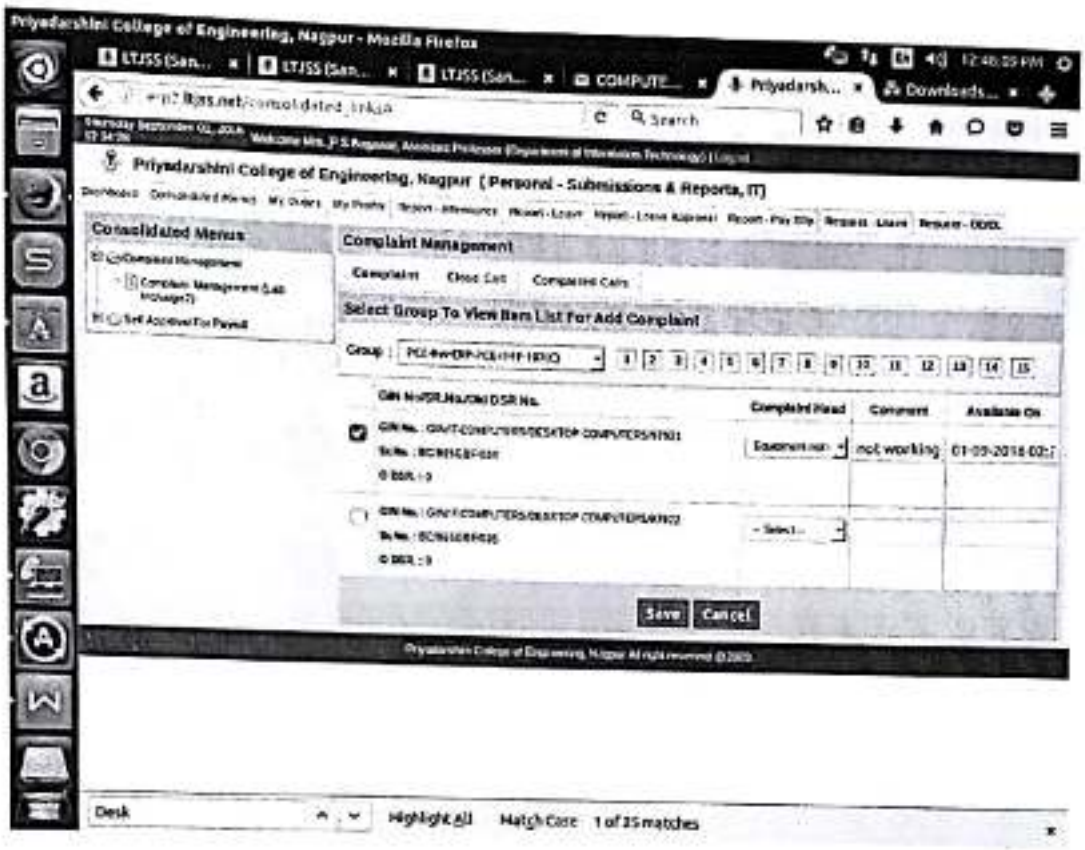
2. Select Group and click on page number following screen will appear.



3. Select computer select complaint head from drop down list, Add comment and select tentative time when lab incharge will be available in lab or cabin.

4. Click on save button. Complaint mail will be automatically sent to the concerned people.

5. CLOSE Call

6. Click on close call button in complaint management once the complaint is solved. Following screen will be displayed.

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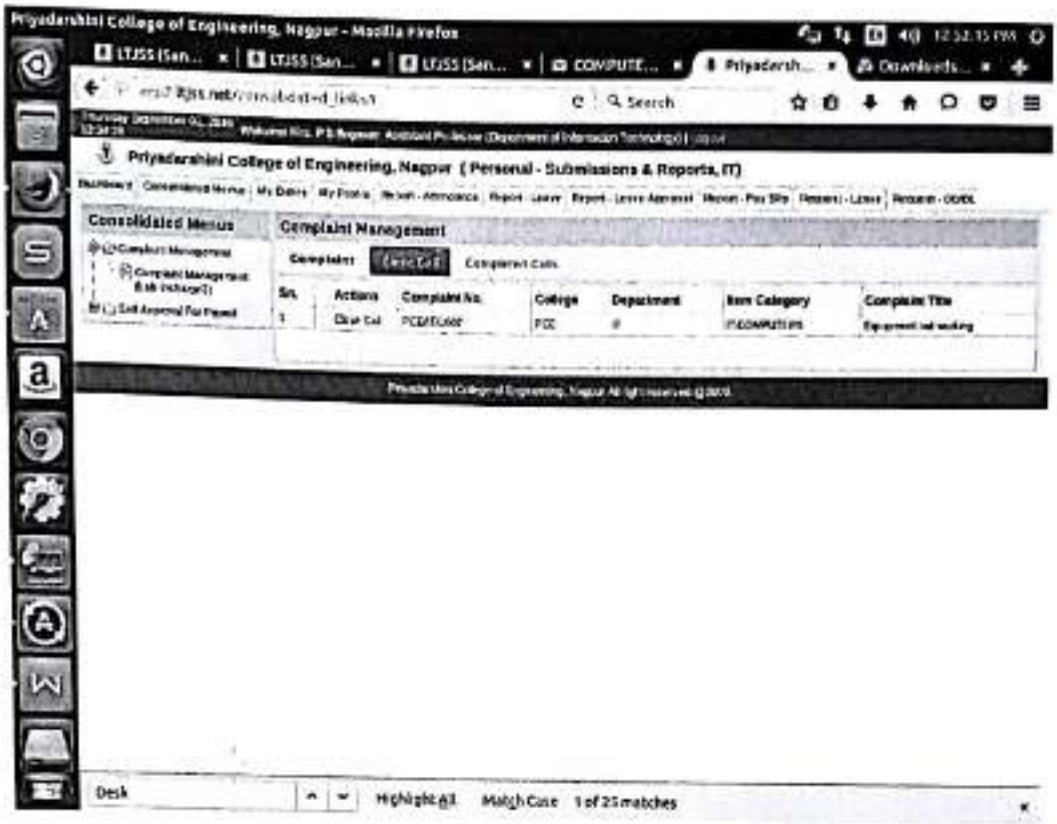
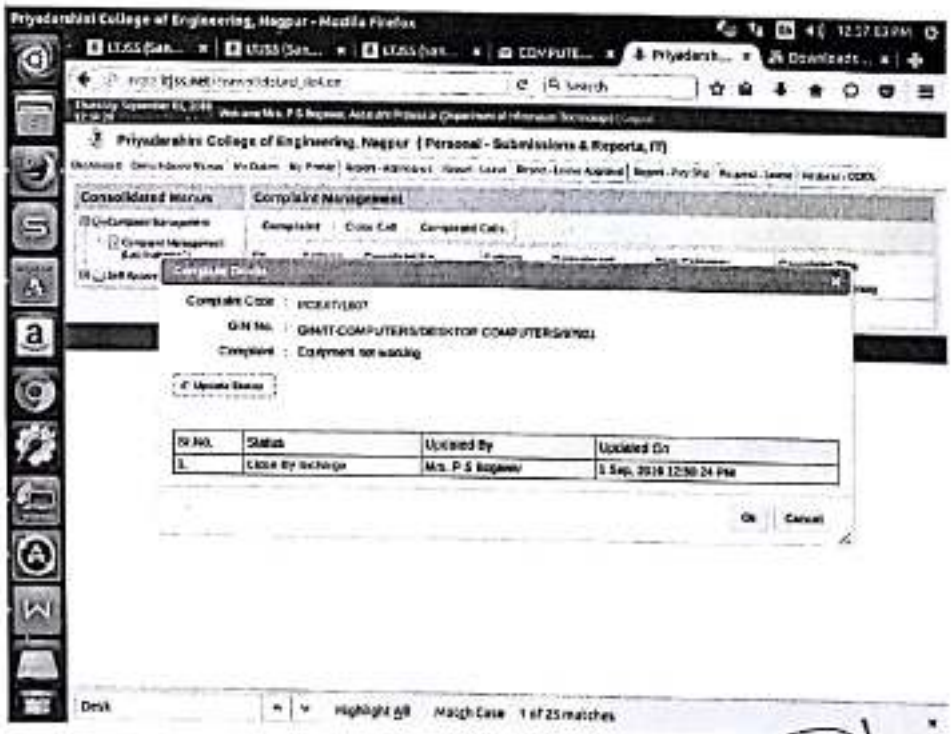


7. To close the call click on close call link under action column against the complaint. Following screen will appear



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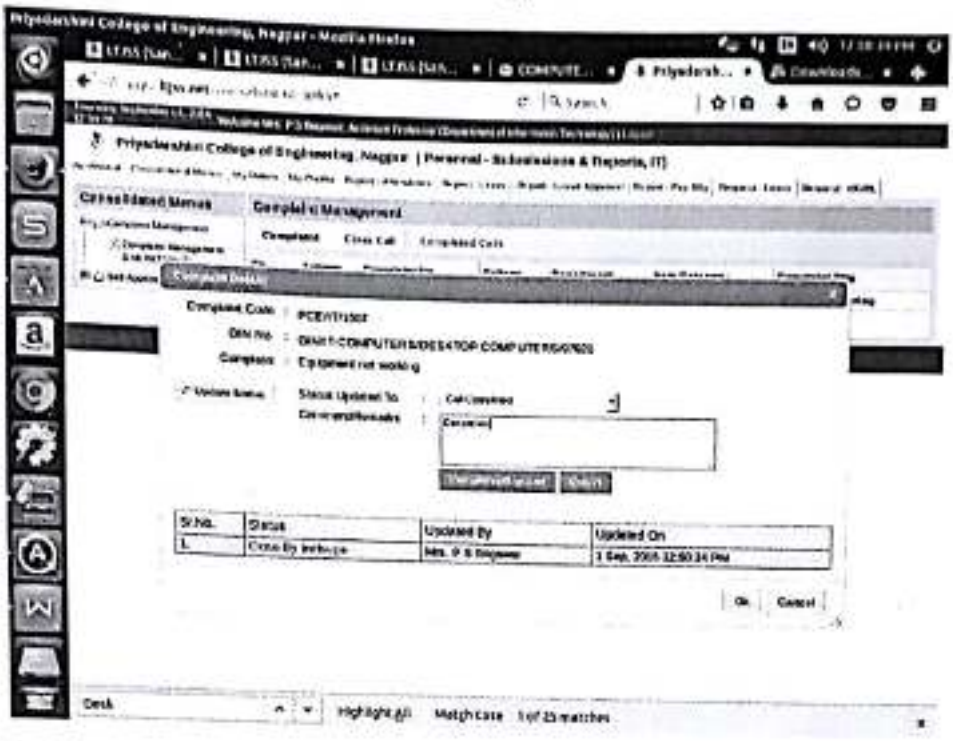
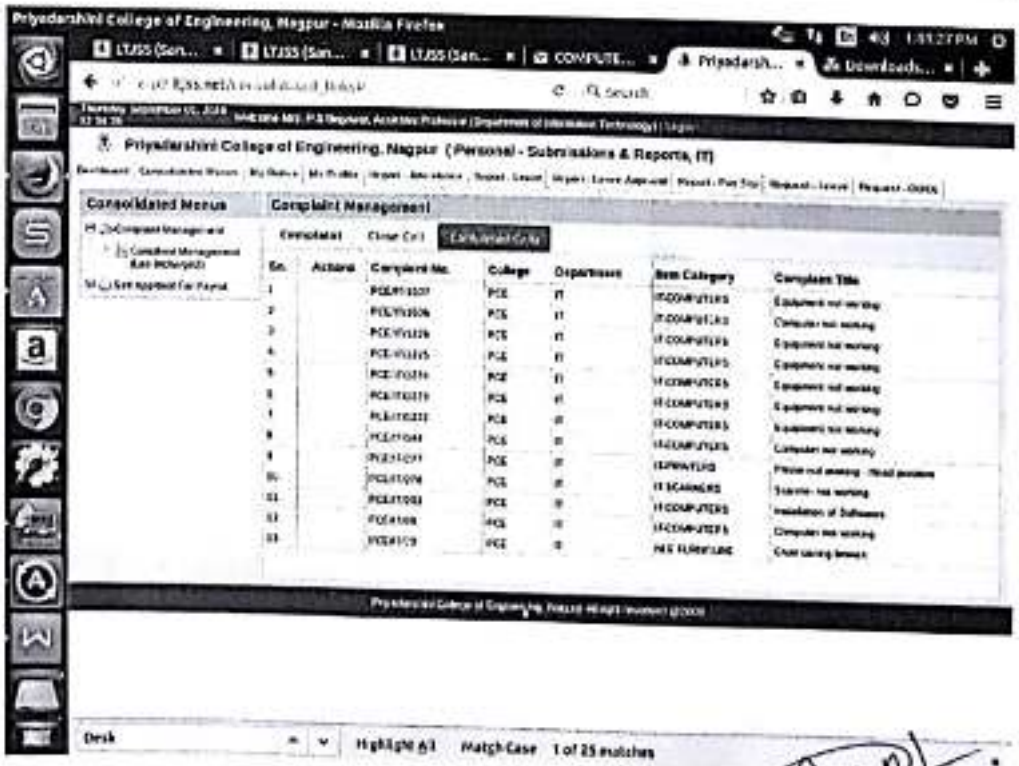
Click on update status following screen will appear



8. Select Status update to from drop down box, Type the comment/remark and click on Completed/rejected tab

Complaint will be closed and moved to the completed call tab.

To view the completed or closed calls click on completed Calls tab. Following screen will appear.



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