



## **NIRMALA COLLEGE OF PHARMACY, MUVATTUPUZZHA**

**Affiliated to Kerala university of Health sciences Thrissur**

**Approved by Government of Kerala, AICTE and PCI, New Delhi**

**Managed by: Nirmala Education Society (Reg .no.ER.928/2001).Under Catholic Diocese of Kothamangalam**

### **Proceedings from House and record keeping committee based on PAIC VI Audit**

#### **1. Reminder and Second Notice to call the External Photographer for programs**

Dear faculty members, for a long time, many staff members were suggesting to purchase a camera for the college. But considering the Purchase cost, Maintenance cost, Quality of photographs, and utilization of camera, it is observed that a photographer is most effective to get good quality photos. Thus during the last PAIC audit it was decided to ***call an outside photographer for the events***. Up on ***discussion with the management*** the ***program coordinator*** can ***decide*** the ***need of photographer*** for the particular event.

#### **Procedure:**

The program coordinator has to inform the requirement to office through the program register. Photographer will be arranged from the office. The program coordinator has to select the list of photos to be printed and remaining photos can be collected as soft copy. The soft copy need to be submitted to Record keeping committee. This photograph helps to serve the future purpose of newsletter, brochures, and proper documentation of college events.

#### **2. Save energy:**

Class teachers kindly instruct the students to ***switch off the fan and light*** in class room, common room after use

#### **3. Neatness In the class room:**

**A)** It is observed that students are keeping the waste materials, waste papers etc. inside their desk and later it may fell down which spoil the neatness even after cleaning. Thus class teachers and other teaching staff kindly educate the ***students to use the waste basket*** and keep the class room neat.

B) The teachers also ***ensure to keep the chalk and duster only in the plastic box fixed*** near the board only. ***Do not keep*** the chalk and duster after use ***on the table*** and inside the table draw.

**4. Remote and connector for Projector:**

Dear staff members hope you are very well aware about the difficulty to operate the projector without a remote. More over getting the spare remote is also difficult. Considering this situation it is most relevant to safe guard the available remote for a better and smooth functioning.

**Solution:**

Class teachers keep these accessories with them, instruct the class representatives (or any selected student) to ***collect it in the morning and return it by evening***. Class teachers ensure the process happens smoothly and safely.

**5. Student safety:**

Considering the safety of students in the lab, it is decided to implement the practice of using ***safety goggles and Face shield*** especially in synthesis, and heating procedure. It is completely the discretion of the subject teachers for which experiment the students has to use it.