



KRUPANIDHI COLLEGE OF PHARMACY

(Approved by AICTE & PCI, New Delhi, Affiliated to RGUHS, Bengaluru)
Accredited with Grade 'A' by NAAC, Bengaluru | ISO 9001 - 2015 Certified
12/1, CHIKKA BELLANDUR, CARMELARAM POST, VARTHUR HOBLI, BANGALORE - 560 035



2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Procedure for Teaching Learning & IA Process

Click Here

Activities Conducted for Participative Learning

Click Here



KRUPANIDHI COLLEGE OF PHARMACY BANGALORE

Procedure Manual
(ISO 9001:2015)

Doc. No: PM/L2

Release No. 1.0
Date:

Section: PP 04

PP/04 - Procedure for Teaching, Learning, & IA Process

1. Purpose

- 1.1 To impart quality education (outcome based).
- 1.2 To ensure student and staff development.
- 1.3 To ensure students participation in Teaching and Learning Process.
- 1.4 To manage internal examinations being conducted in the college.

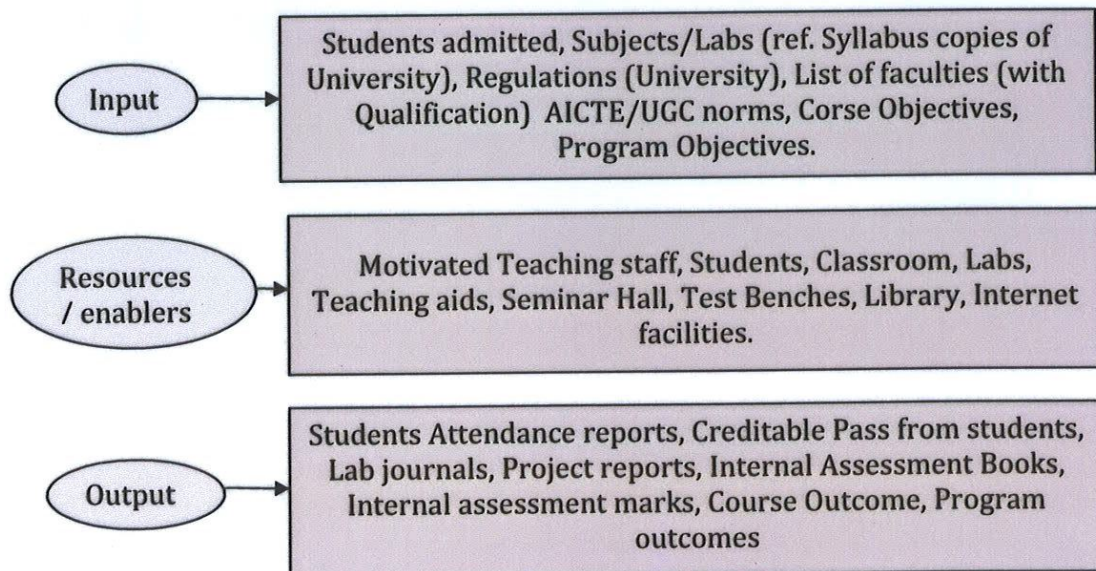
2. Scope


- 2.1 All teaching, learning (lab) and IA examination and evaluation activities for all colleges and management department of KCP.
- 2.2 Staff and Student development activities


3. Responsibility

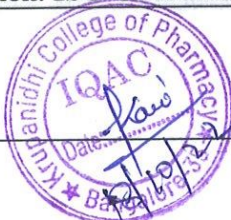
- 3.1 Heads of Departments / Deans / Academic Coordinator.

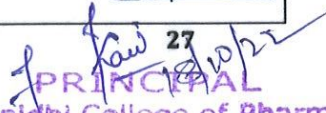
4. Process flow



Prepared by: **Dr. Badrunnisa. S**
Signature: 
Designation: **ISO Coordinator**

Approved by: **Dr. Samuel Paul Isaac**
Signature: 
Designation: **Director**




PRINCIPAL
Krupanidhi College of Pharmacy
Chikkabellandur, Carmelaram Post,
Varthur Hobli, Bangalore - 560 036



KRUPANIDHI COLLEGE OF PHARMACY BANGALORE

Procedure Manual
(ISO 9001:2015)

Doc. No: PM/L2

Release No. 1.0
Date:

Section: PP 04

5. Process

5.1 Planning

- a) Carry out necessary planning of teaching and learning process, with the resources required.
- b) Ensure that the latest syllabus by Universities is available and laboratory / workshop manuals are available to cover the syllabus.
- c) Prepare policies of department, containing departmental procedures, guidelines, responsibilities and location of documents in the department and make available to the concerned personnel.
- d) Ensure that the scheme of evaluation for internal assessment is available.
- e) Successfully carrying out student projects and prepare guidelines for preparation of seminar/project reports for the department.

5.2 Teaching and Learning


The Teaching and learning Process can be divided In to following sub-processes


- a) Class room teaching
- b) Laboratory/ workshop process (Allotted hours needs to be utilized fully for lab and record writing)
- c) Additional classes for academically weak performers
- d) Additional inputs for academically strong performers
- e) Guiding projects and technical seminars (for Final year students). Guiding students of final year/semester and MBA as per norms prescribed in the University syllabus.

a) Classroom Teaching

1. The HOD/Dean has to sort out the admission intake and quality of students who are entering into the department and are maintained as per

R/PP 04/01.

Prepared by: **Dr. Badrunnisa. S**
Signature: 
Designation: **ISO Coordinator**

Approved by: **Dr. Samuel Paul Isaac**
Signature: 
Designation: **Director**



28
PRINCIPAL
Krupanidhi College of Pharmacy
Chikkabellandur, Carmelaram Post,
Varthur Hobli, Bangalore - 560 035



KRUPANIDHI COLLEGE OF PHARMACY BANGALORE


**Procedure Manual
(ISO 9001:2015)**


Doc. No: PM/L2

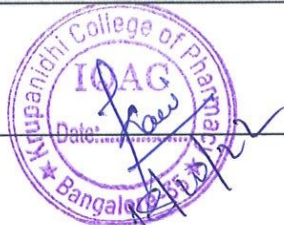
Release No. 1.0
Date:

Section: PP 04

2. The List of subjects to be handled for the year/ Semester is sent to the teaching staff and they are given a choice to indicate their preference of subjects.
3. In line with the above, based on their past performance, skill and evaluation, subjects are allotted to the staff by the HOD/Dean/principal as per R/PP04/02.
4. The Time Table is prepared compiling the work allotment of all staff / semester and copies circulated to the staff and notified to the students after approval by the Principal before commencement of class work.
5. The HODs shall allot experienced faculty to each year as coordinator for effective quality teaching as well as to ensure good result.
6. The staff prepares a Course Plan as per NBA format in R/PP04/03, lesson schedule for the semester and submit to the HOD, 8 days before the commencement of classes for review and Principal for approval.
7. The HOD's/Dean ensure preparation and approval of a subject and work allotment to staff and also forward a copy to the Principal.
8. Quality teaching is done by teaching aids like black boards, PPT, Models, Charts etc., as per the course plan.
9. Attendance register of the students are maintained by the respective teaching staff. Daily absentee roll numbers are entered in the format after the class. Attendance reports prepared after every internals, highlighted students having less than 75% attendance is reviewed at the year/semester end list of detained students is prepared, maintained and submitted to the office.
10. Internal assessment test papers shall be prepared in advance to the scheduled date of IA and the same shall be submitted to IA Coordinator.

Prepared by: **Dr. Badrunnisa. S**
Signature: 
Designation: **ISO Coordinator**

Approved by: **Dr. Samuel Paul Isaac**
Signature: 
Designation: **Director**



PRINCIPAL
29
Krupanidhi College of Pharmacy
Chikkabellandur, Carmelaram Post,
Varthur Hobli, Bangalore - 560 035



KRUPANIDHI COLLEGE OF PHARMACY BANGALORE

**Procedure Manual
(ISO 9001:2015)**

Doc. No: **PM/L2**

Release No. **1.0**


Date:


Section: **PP 04**

11. Internal assessment books shall be evaluated by the concerned faculty within 4 working days of the test date as per the scheme of evaluation **R/PP04/04** as approved by the HOD.
12. Internal assessment marks are entered by individual faculty attendance register and will be maintained as per university format in the IA marks register as per **R/PP04/05**.
13. Irregular/ non performing students should be called and counseled them to improve the regularity / performance and the reason for irregularity / non performance is reported in the **R/PP 04/06**, the same is intimated to the parents.
14. The coordinator has to report to the HOD/Dean, after the completion of every counseling in that year/semester, intern principal has to report to director with the list of non performing students.
15. HOD/Dean should ensure that, the course file is maintained for each subject in the department containing Syllabus, Question Bank, University Question Papers, Internal Question Paper with Scheme of Evaluation, Internal Assessment Marks Register, Course Plan, etc.,
16. The HODs/Dean ensure that a conducive atmosphere exists in the department for teaching and learning.

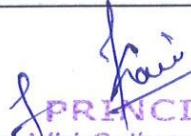
b) Laboratory / Workshop Learning

1. Based on the number of students, batches and the list of experiments, required stock is arrived at and requirements are indented before the beginning of each year/ semester.
2. Stock book and inventories are maintained to enable availability of material, equipment and accessories for demonstrating and conducting experiments.

Prepared by: **Dr. Badrunnisa. S**
Signature: 
Designation: **ISO Coordinator**

Approved by: **Dr. Samuel Paul Isaac**
Signature: 
Designation: **Director**



30

PRINCIPAL
18/10/22
Krupanidhi College of Pharmacy
Chikkabellandur, Carmelaram Post,
Varthur Hobli, Bangalore - 560 035



KRUPANIDHI COLLEGE OF PHARMACY BANGALORE

Procedure Manual
(ISO 9001:2015)

Doc. No: PM/L2


Release No. 1.0
Date:


Section: PP 04

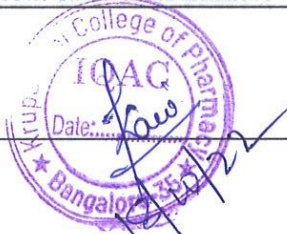
3. A Laboratory batch list in R/PP04/07 is made for each semester / branch which contains the batch no., Lab name with code and the concerned faculty and list of students in that batch.
4. Experiments are demonstrated as per the list of experiments from university with the aid of laboratory manuals.
5. Students have learn and conduct the experiments as a part of their curriculum and lab journals are maintained.
6. The lab in charge should design additional experiments other than the curriculum to impart more practical knowledge as design based experiments to achieve outcome based education.
7. Laboratory in-charge verifies these lab journals and indicates the corrections where ever required and the acceptable reports are approved and allot the internal assessment marks in R/PP04/05.
8. Any Breakages / damages during practical by students are entered in a register and same is intimated to the office.

c) Internal Assignment test (Responsibility: Academic Coordinator)

1. The Internal Assessment Test schedule and time table is prepared well in advance before and circulated in departments.
2. Subject wise number of students taking the test and allotment of candidates to the rooms depending on room capacity available is prepared and displayed on the notice board.
3. There will be 3 IA tests and the average of the best 2 IAs will be taken for finalization of IA marks.
4. The parameter for HOD / MBA Internal Assessment (05/50 marks) is divided as follows:
 - Internal Assessment: There will be 3 IA tests and the average of the best 2 IAs will be taken into consideration.

Prepared by: **Dr. Badrunnisa. S**
Signature: 
Designation: **ISO Coordinator**

Approved by: **Dr. Samuel Paul Isaac**
Signature: 
Designation: **Director**



31
18/10/22
PRINCIPAL
Krupanidhi College of Pharmacy
Chikkabellandur, Carmelaram Post,
Varthur Hobli, Bangalore - 560 035



KRUPANIDHI COLLEGE OF PHARMACY BANGALORE

**Procedure Manual
(ISO 9001:2015)**


Doc. No: PM/L2


Release No. 1.0

Date:

Section: PP 04

- Assignment
 - Seminar
 - Quiz, etc.
5. Evaluation of IA books and marks shall be announced on the 4th working day after completion of internal assessment tests.
 6. Course outcome attainment of each course through IA is maintained as per NBA.
 7. Internal assessment marks and status of attendance of the students after every internal test is communicated to the parents through SMS/phone.
 8. Students scoring less than 50% of marks in Internal Assessment average shall be given additional test with information to the HOD and Principal.
 9. Additional responsibility of academic coordinator:
 - At the beginning of each year/semester, Academic Coordinator prepares Day wise time table according to university norms of IA, university academic calendar and list of holydays.
 - Co-ordination with other departments to prepare calendar of events and class work time table.
 - Subject / Lab allotment of teaching faculty year/semester wise of the departments is prepared and the same is sent to the principal.
 - For PG courses concern Dean/HOD and PG coordinator will decide upon internal assessment test dates and ensure the completion of the same.
 - Coordinating with departments to ensure the smooth conduction of internal assessment tests.

Prepared by: **Dr. Badrunnisa. S**
Signature: 
Designation: **ISO Coordinator**

Approved by: **Dr. Samuel Paul Isaac**
Signature: 
Designation: **Director**



Krupanidhi College of Pharmacy
Chikkabellandur, Carmelaram Post,
Varthur Hobli, Bangalore - 560 035



KRUPANIDHI COLLEGE OF PHARMACY BANGALORE

Procedure Manual
(ISO 9001:2015)

Doc. No: PM/L2

Release No. 1.0
Date:

Section: PP 04

- Coordinating with the departments to collect the internal assessment test marks and attendance status of the students through online using email.
- Attendance status of the student is maintained in the attendance register and internal assessment marks of the students are maintained.

5.3 Department Development activities


Research, publications, publication of books, applying for patent, project proposals, conducts the quality events (Tech), guiding students for unique / innovative projects.


5.4 Staff development activities

- a) Faculties are encouraged to enhance their skills by participating in industry specific training, workshops, conferences, seminars and publishing papers in national & international conferences and journals of repute. The details are maintained as staff development activities.
- b) Faculties are encouraged to submit project proposals for funding from various agencies to undertake research activities and details are maintained.

5.5 Student Development activities

- a) Department forum will conduct forum activities (Technical & Soft skills) to enhance the student development.
- b) Organizing workshops on specific topics of importance to students. The topics are chosen in fields not generally covered in university syllabus.
- c) Conducting Lectures from Guest faculty to enhance academic efficiency in a particular field in a department.

Prepared by: **Dr. Badrunnisa. S**
Signature: 
Designation: **ISO Coordinator**

Approved by: **Dr. Samuel Paul Isaac**
Signature: 
Designation: **Director**



PRINCIPAL
Krupanidhi College of Pharmacy
Chikkabellandur, Carmelaram Post,
Varthur Hobli, Bangalore - 560 035



KRUPANIDHI COLLEGE OF PHARMACY BANGALORE

Procedure Manual
(ISO 9001:2015)

Doc. No: PM/L2

Release No. 1.0
Date:

Section: PP 04


- d) Student achievements in Intra and Inter-Collegiate activities are maintained.
- e) Details of Students Placements are maintained.
- f) Alumni details are maintained.
- g) Results Analysis is carried out for improvement.


5.6 Departmental Activities

- a) Departmental coordinators List is prepared and coordinators reports are obtained.
- b) Monthly Departmental Meetings are organized and the Minutes of Meetings recorded.
- c) Quarterly Activity Reports, to be sent to the Principal/Executive director / Director.
- d) Maintain Departmental Library Books details and borrowing register for issues.
- e) Maintaining an updated list of assets, equipment and obsolete equipment in the department.
- f) Maintaining brochures, operating and maintenance manuals of equipment's.
- g) Approving eligible student request for various requirements and other recommendations made to internal and external agencies.
- h) Maintaining correspondences made with the Principal and external agencies like University examination board etc.
- i) Maintaining accountability for the amount received for expenditure in the department.

5.6 Recognizing Students and Faculty Achievements

- a) Recongnize/Award to rank holders or students who secure 85% and above either in odd and even semesters as per prevailing norms of the institution.

Prepared by: **Dr. Badrunnisa. S**
Signature: 
Designation: **ISO Coordinator**

Approved by: **Dr. Samuel Paul Isaac**
Signature: 
Designation: **Director**



34
PRINCIPAL
Krupanidhi College of Pharmacy
Chikkabellandur, Carmelaram Post,
Varthur Hobli, Bangalore - 560 035



KRUPANIDHI COLLEGE OF PHARMACY BANGALORE

**Procedure Manual
(ISO 9001:2015)**

Doc. No: PM/L2

**Release No. 1.0
Date:**

Section: PP 04

- b) Recognize students who pass all the subjects in first class with distinction in first attempt as per prevailing norms of the institution.
- c) Recognize the faculty for their best performance in the academics and other activities, award them to encourage and motivate the working community of KCP.

5.7 Reviewing the Plan

Monitor the policies and programmes with the help of compliances and bring about corrective & preventive actions. Faculty talent attrition rate needs to be maintained.

6. Key performance indicators

- 6.1 Performance in Internal Tests
- 6.2 External exam Results
- 6.3 Conduction of experiments as per the list of experiments
- 6.4 Assessment of projects and seminars
- 6.5 Maintenance of requisite stock level
- 6.6 Final internal assessment marks as per university
- 6.7 Communication to parents through SMS/phone

7. Records

- 7.1 Admission Intake and Quality of Student's Entry - **R/PP04/01**
- 7.2 Option of Subjects & Subject Allotment for the Faculty - **R/PP04/02**
- 7.3 Course Plan - **R/PP04/03**
- 7.4 IA Question paper & Scheme of Evaluation - **R/PP04/04**
- 7.5 Internal Assessment Marks Register - **R/PP04/05**
- 7.6 Student - record - **R/PP04/06**
- 7.7 Laboratory Batch List - **R/PP04/07**

8. Documents Referred

- 8.1 Quality Manual

Prepared by: **Dr. Badrunnisa. S**
Signature: _____
Designation: **ISO Coordinator**

Approved by: **Dr. Samuel Paul Isaac**
Signature: _____
Designation: **Director**



PRINCIPAL
18/10/2015
Krupanidhi College of Pharmacy
Chikkabellandur, Carmelaram Post,
Varthur Hobli, Bangalore - 560 035



KRUPANIDHI COLLEGE OF PHARMACY BANGALORE

Procedure Manual
(ISO 9001:2015)

Doc. No: PM/L2

Release No. 1.0
Date:

Section: PP 04

(Clause: 6.3, 8.2.1, 8.2.3, 8.2.4, 8.4, 8.5.1, 8.5.2 & 8.5.3) (7.1.3, 7.1.4, 9.1.2, 9.1.3, 10.3, 10.2)

- 8.2 University Syllabus & Directives
- 8.3 Institute Policies & Guidelines
- 8.4 AICTE Norms and Regulations

9. Other Documents

- 9.1 List of Faculty
- 9.2 Class Time Table
- 9.3 Individual Time Table
- 9.4 Work load distribution for the year/ Semester
- 9.5 Attendance Register
- 9.6 Lab/Workshop Manuals
- 9.7 Stock Register (Consumables)
- 9.8 Stock Register (Non-Consumables)
- 9.9 Internal Assessment Time Table
- 9.10 Outcome attainment in IA
- 9.11 List of Final Semester Projects
- 9.12 List of Final Year Seminars Topics
- 9.14 Register for Staff development activities
- 9.15 Details of Research Activities (Grants obtained from various agencies)
- 9.16 Student Development Activities
- 9.17 Student Achievements
- 9.18 Details of Student Placements
- 9.19 Alumni Details
- 9.20 Result Analysis

*** **

Prepared by: **Dr. Badrunnisa. S**

Signature:

Designation: **ISO Coordinator**



Approved by: **Dr. Samuel Paul Isaac**

Signature:

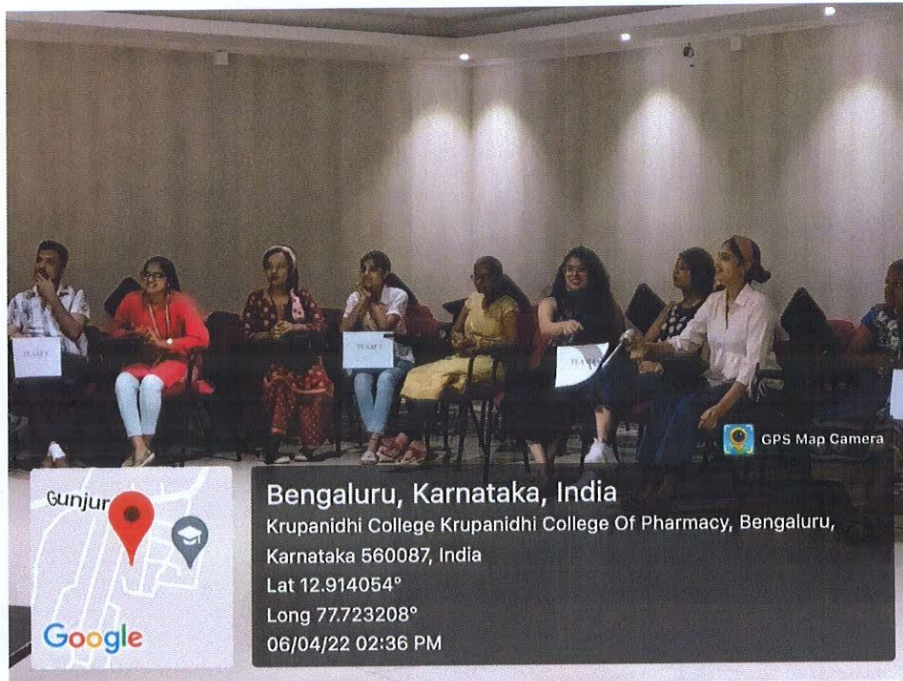
Designation: **Director**

36
PRINCIPAL
Krupanidhi College of Pharmacy
Chikkabellandur, Carmelaram Post,
Varthur Hobli, Bangalore - 560 03-



KRUPANIDHI COLLEGE OF PHARMACY

(AICTE Approved | ISO 9001-2015 Certified)



GROUP DISCUSSION FOR SLOW LEARNER TO IMPROVE THEM



Kaw
18/10/22
PRINCIPAL
Krupanidhi College of Pharmacy
Chikkabellandur, Carmelaram Post,
Varthur Hobli, Bangalore - 560 035



KRUPANIDHI COLLEGE OF PHARMACY

(AICTE Approved | ISO 9001-2015 Certified)



INDUSTRIAL VISIT FOR STUDENTS LEARNING

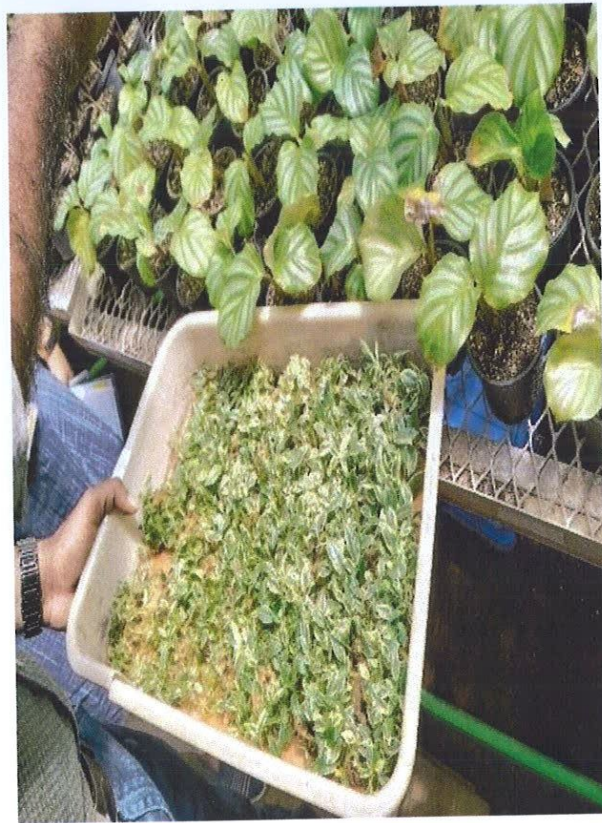


K. S. Ramesh
PRINCIPAL
Krupanidhi College of Pharmacy
Chikkabellandur, Carmelaram Post,
Varthur Hobli, Bangalore - 560 035



KRUPANIDHI COLLEGE OF PHARMACY

(AICTE Approved | ISO 9001-2015 Certified)



Praveen
18/10/22
PRINCIPAL
Krupanidhi College of Pharmacy
Chikkabellandur, Carmelaram Post,
Varthur Hobli, Bangalore - 560 035

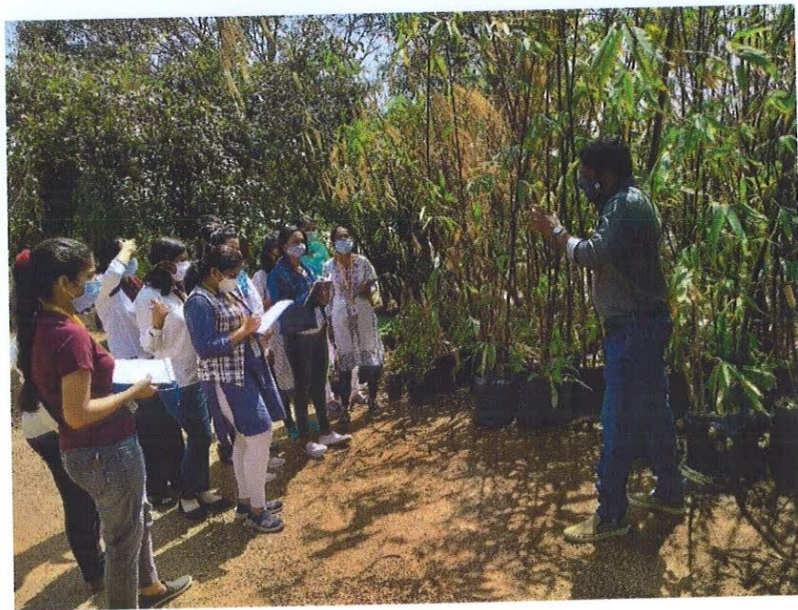


KRUPANIDHI COLLEGE OF PHARMACY

(AICTE Approved | ISO 9001-2015 Certified)



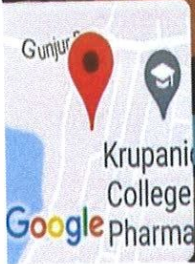
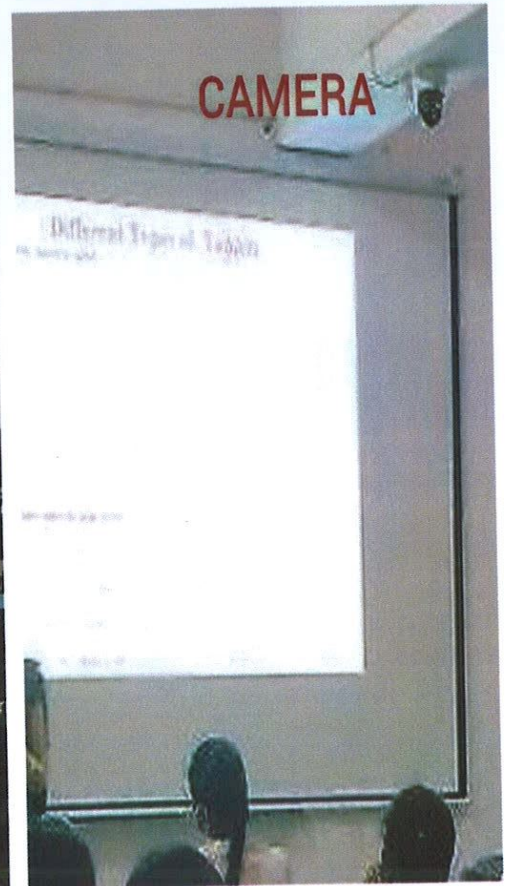
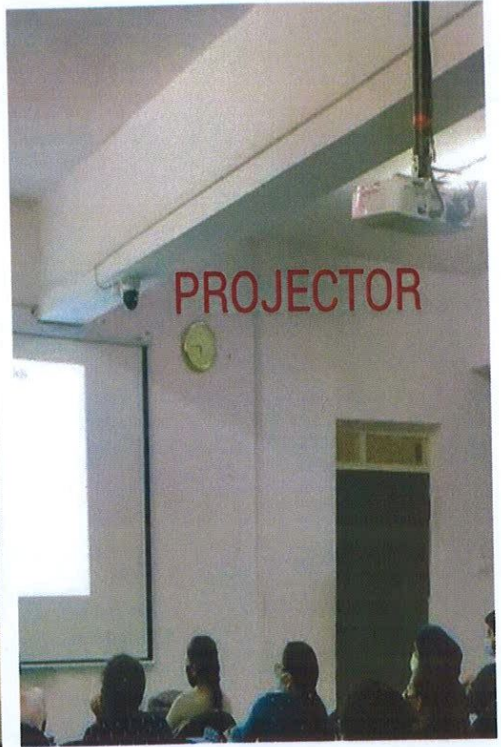
Visit to Individual Plant Propagation Units



INDUSTRIAL VISITS FOR STUDENTS TO LEARN PRACTICALLY



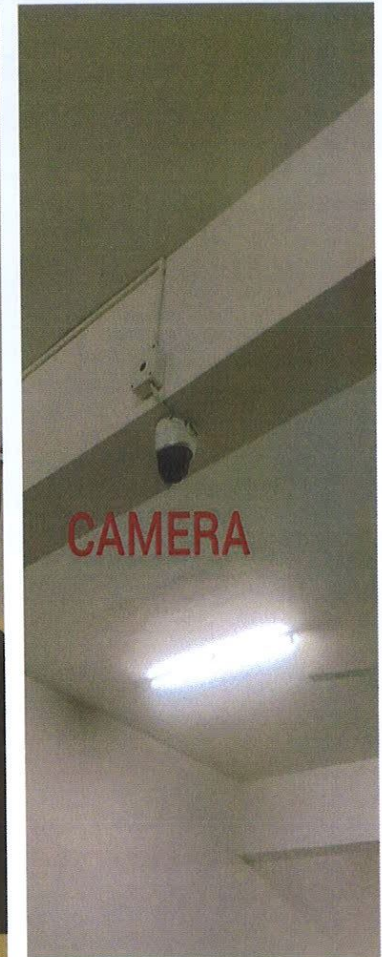
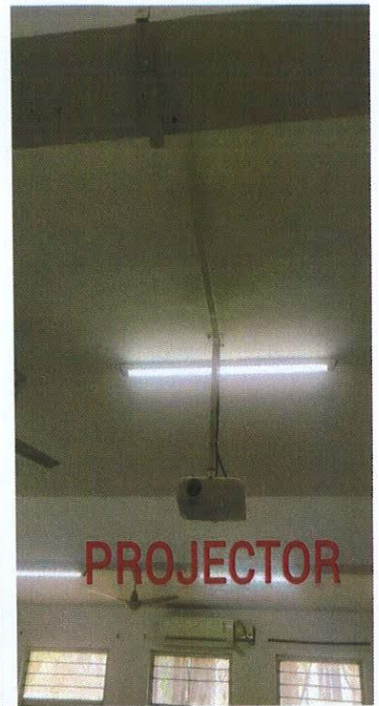
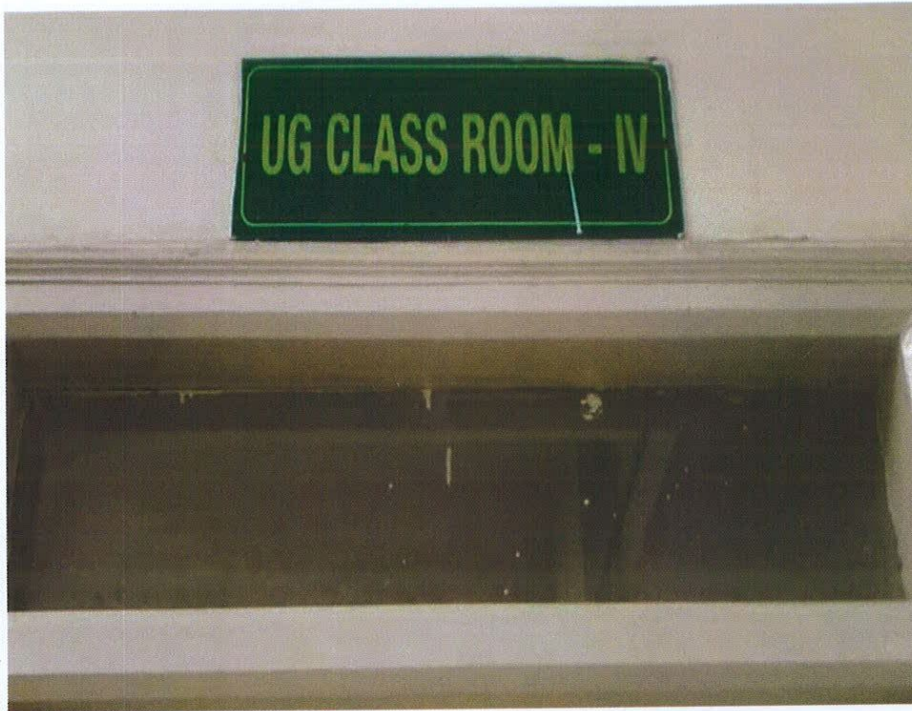
[Signature]
18/10/22
PRINCIPAL
Krupanidhi College of Pharmacy
Chikkabellandur, Carmelaram Post,
Varthur Hobli, Bangalore - 560 035



Bengaluru, Karnataka, India
 Chikkabellandur Village, Varthur Hobli, Gunjur Palya, Bengaluru, Kar
 560087, India
 Lat N 12° 54' 50.5116"
 Long E 77° 43' 17.9256"
 10/08/21 01:19 PM



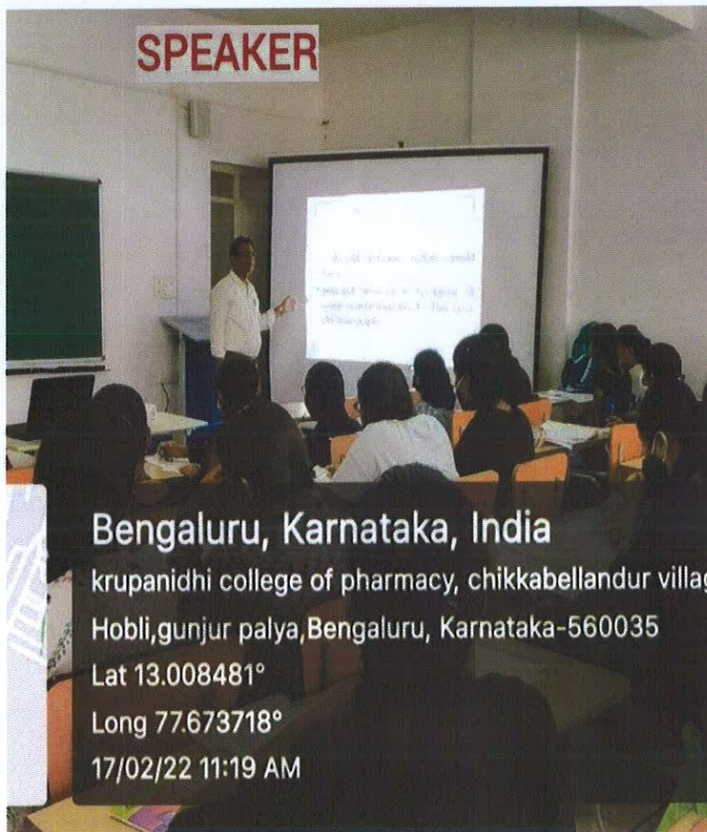
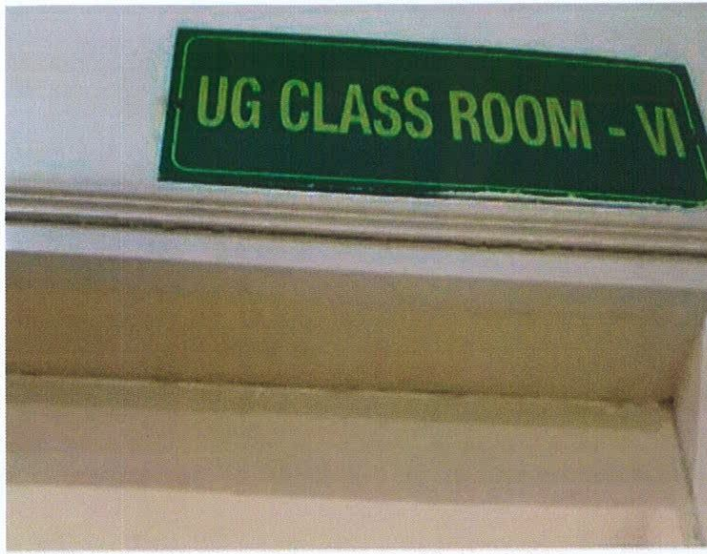
[Signature]
 PRINCIPAL
 Krupandi College of Pharmacy
 Chikkabellandur, Carmelaram Post,
 Varthur Hobli, Bangalore - 560 035



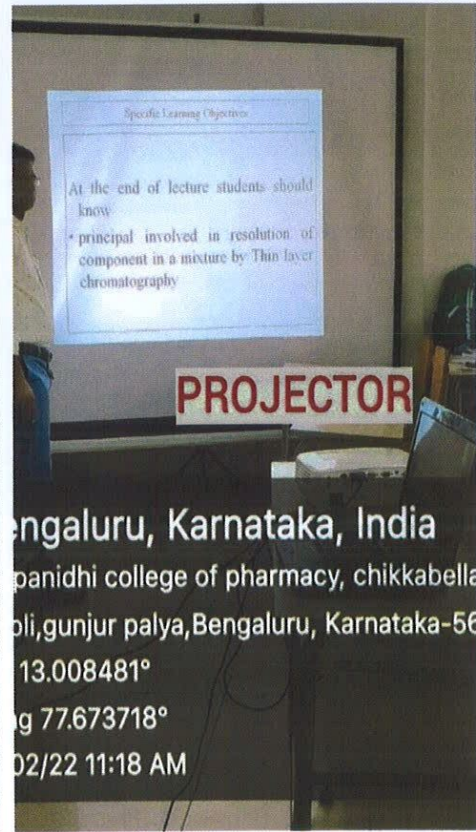
Bengaluru, Karnataka, India
 Chikkabelandur Village, Varthur Hobli, Gunjur Palya, Bengaluru, Karnataka
 560087, India
 Lat N 12° 54' 50.5116"
 Long E 77° 43' 17.9256"
 10/08/21 01:29 PM



[Signature]
 PRINCIPAL
 Krupanichi College of Pharmacy
 Chikkabellandur, Carmelaram Post,
 Varthur Hobli, Bangalore - 560 035



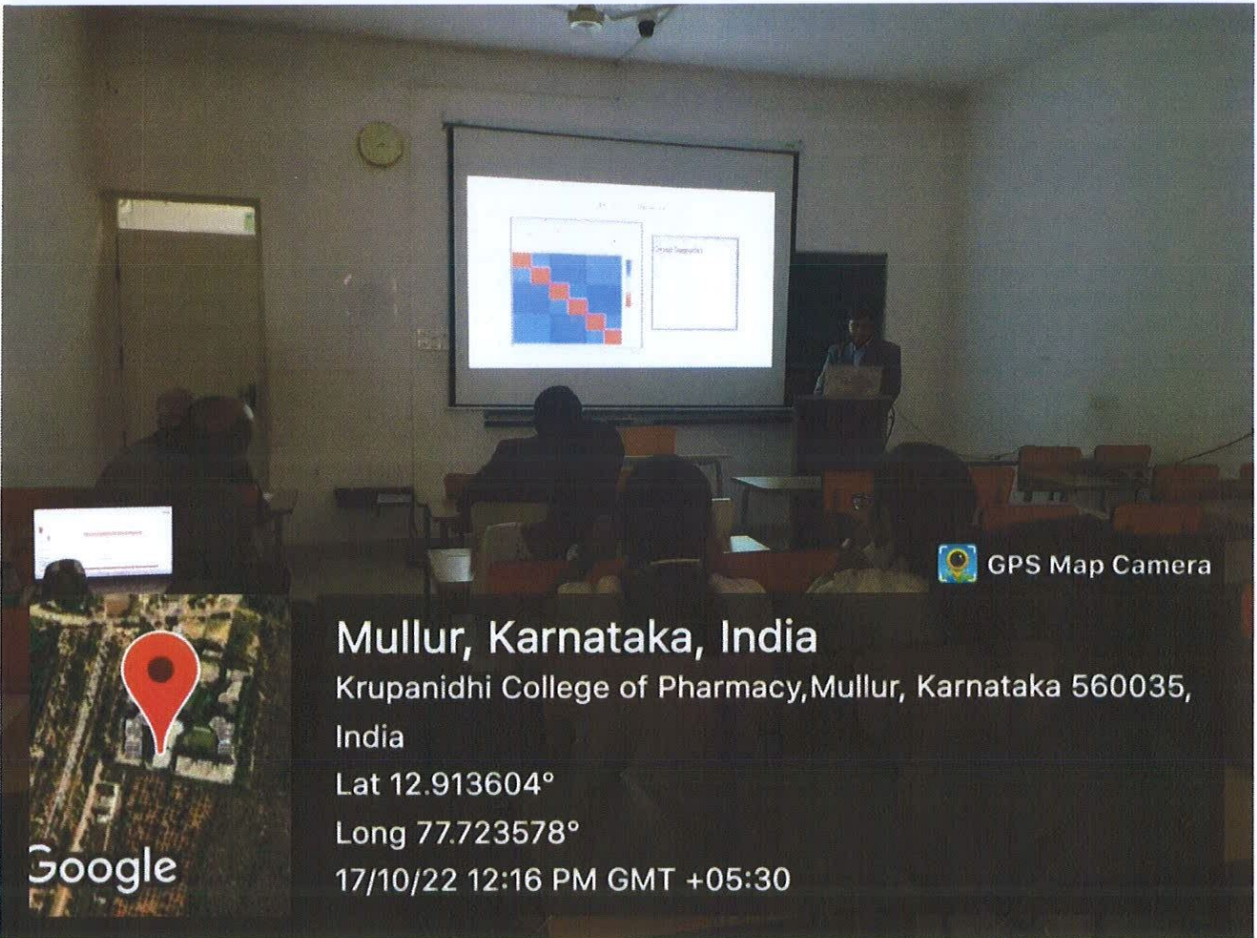
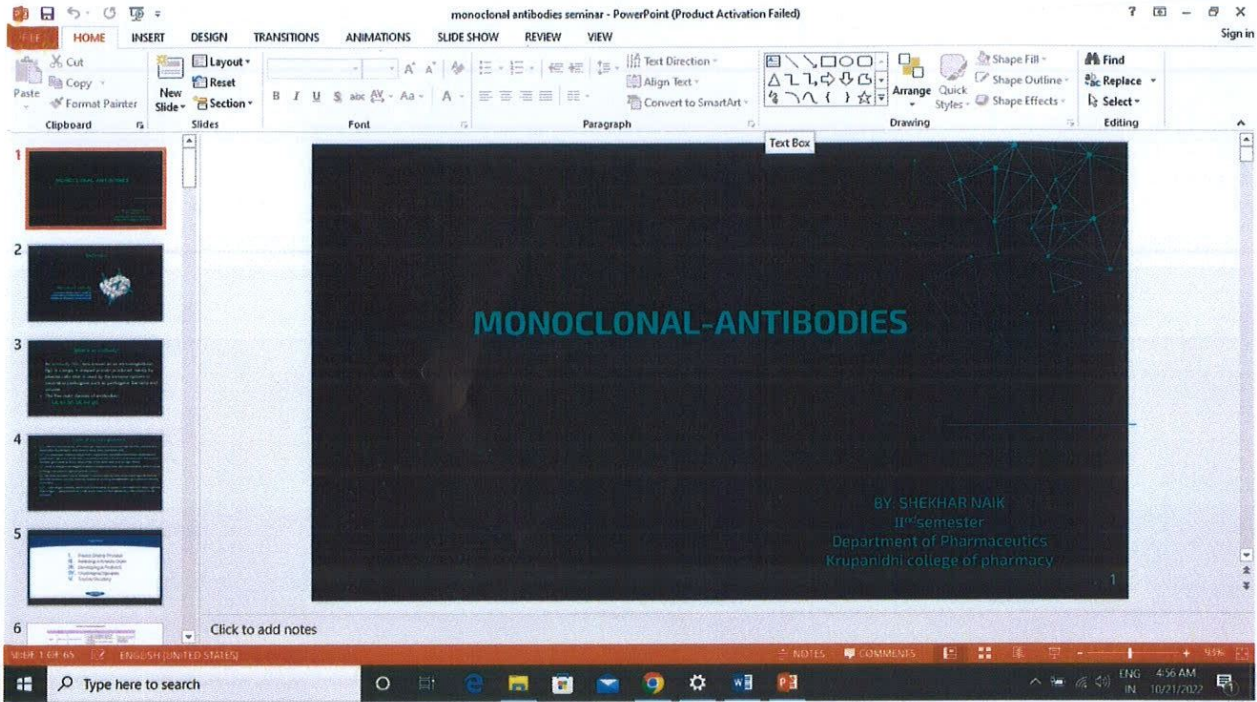
Bengaluru, Karnataka, India
 krupanidhi college of pharmacy, chikkabellandur villag
 Hobli,gunjur palya,Bengaluru, Karnataka-560035
 Lat 13.008481°
 Long 77.673718°
 17/02/22 11:19 AM



Bengaluru, Karnataka, India
 krupanidhi college of pharmacy, chikkabella
 Hobli,gunjur palya,Bengaluru, Karnataka-56
 13.008481°
 g 77.673718°
 02/22 11:18 AM



[Handwritten Signature]
 PRINCIPAL
 Krupanidhi College of Pharmacy
 Chikkabellandur, Carmelaram Post,
 Varthur Hobli, Bangalore - 560 035



Student Presentation *Yash* 18/10/22

PRINCIPAL
 Krupanidhi College of Pharmacy
 Chikkabellandur, Carmelaram Post,
 Varthur Hobli, Bangalore - 560 035

Yash
 Date: 18/10/22



GPS Map Camera

Mullur, Karnataka, India

Krupanidhi College of Pharmacy, Mullur, Karnataka 560035,

India

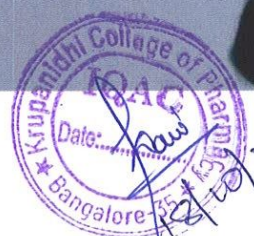
Lat 12.913604°

Long 77.723578°

17/10/22 12:16 PM GMT +05:30



Google



PRINCIPAL
Krupanidhi College of Pharmacy
Chikkabelfandur, Carmelaram Post,
Varthur Hobli, Bangalore - 560 035