

**Annexure –B****GURUGRAM GLOBAL COLLEGE OF PHARMACY**

Farrukhnagar, Gurugram (Haryana)

**Mandatory Disclosure**

The following information shall be given in the information Brochure besides being hosted on the Institution's official Website.

**The onus of the authenticity of the information lies with the Institution ONLY and not on AICTE.**

**1 Name of the Institution**

- Gurugram Global College of Pharmacy
- 5 Km Mile Stone, Khedakhurampur, Farrukhnagar, Gurugram, Haryana- 122056

**2 Name and address of the Trust/ Society/ Company and the Trustees**

- A 72, Munirka Village, New Delhi- 110067
- [chairman@gitmgurgaon.com](mailto:chairman@gitmgurgaon.com)
- 9873242424

**3 Name and Address of the Principal/ Director**

- Dr. Indira Raheja
- B28, Kriti Nagar, New Delhi-15
- 9818356925
- principalggcp@gmail.com

**4 Name of the affiliating Board**

STATE BOARD OF TECHNICAL EDUCATION PANCHKULA, HARYANA

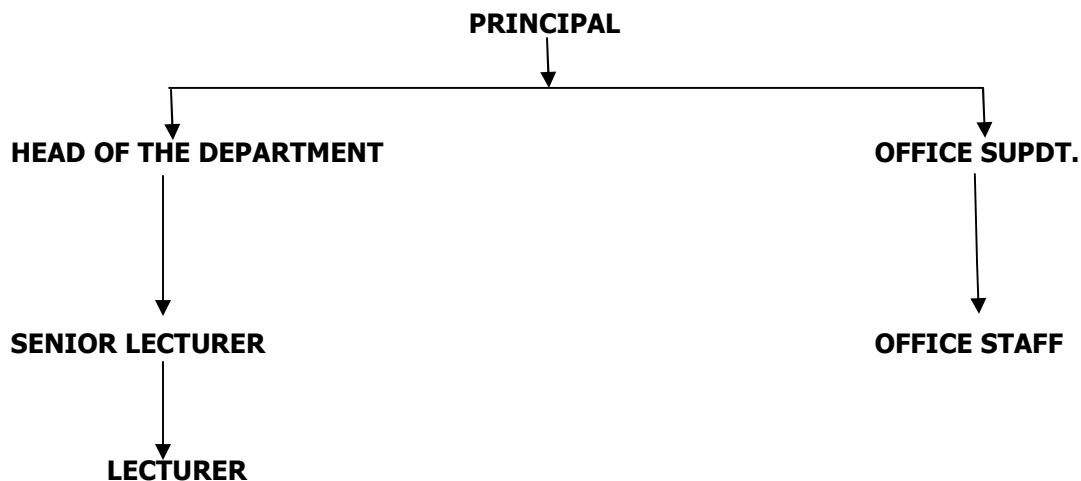
**5 Governance**

- Members of the Board and their brief background **Annexure attached**
- Members of Academic Advisory Body **Annexure attached**
- Frequency of the Board Meeting and Academic Advisory Body **Twice in a year**
- Organizational chart and processes **Annexure attached**

**Signature of the Principal/ Head of the Institution**

## ORGANIZATIONAL CHART

### GURUGRAM GLOBAL COLLEGE OF PHARMACY



- Nature and Extent of involvement of Faculty and students in academic affairs/improvements

<p>Nature and Extent of involvement of Faculty and students in academic affairs/improvements</p>	<p><b>The faculties are involved in various activities including teaching, continuous, assessments of students. Students are free to interact with their teacher / course coordinator any time during teaching days through e-mail/ regular/ meeting</b></p> <p><b>Implementing student's feedback mechanism. The different academic activities are carried out by the faculty member through various committees in close coordination with the students. Some of the key committees are Placement team.</b></p>
<p>Mechanism/ Norms and Procedure for democratic/ good Governance</p>	<p><b>Regular feedback from students. Proper counseling of students by the Tutor and Head of the Department from time to time.</b></p> <p><b>Explanation by faculty members for the marks scored by students &amp; guidance to students for further improvement. Faculty encourage students to participate in various extra-curriculum</b></p>

Signature of the Principal/ Head of the Institution

	<b>activities organized by the college.</b>
Student Feedback on Institutional Governance/ Faculty performance	<b>Feedback about faculty is taken from the Students from time to time &amp; faculty members are informed about the shortcoming. Regular meeting with the Principal on fortnightly basis are done to discuss academic matters.</b>
Grievance Redressal mechanism for Faculty, staff and students	<b>Grievances if any are invited through written application from the aggrieved party/ students welfare committee headed by senior. Staff member have been constituted to listen the aggrieved party/ person &amp; suggest corrective action.</b>

- Establishment of Anti Ragging Committee **Annexure Attached**
- Establishment of Online Grievance Redressal Mechanism **Annexure Attached**
- Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University **Annexure Attached**
- Establishment of Internal Complaint Committee (ICC) **Annexure Attached**
- Establishment of Committee for SC/ ST **Annexure Attached**
- Internal Quality Assurance Cell **Annexure Attached**

## 6 Programmes

- Name of Programmes approved BY PCI  
**Diploma in Pharmacy with approved intake of 60 seats**
- Name of Programmes Accredited  
**Not Accredited**
- Status of Accreditation of the Courses **Not Applicable**
  - Total number of Courses
  - No. of Courses for which applied for Accreditation
  - Status of Accreditation – Preliminary/ Applied for SAR and results awaited/ Applied for SAR and visits completed/ Results of the visits awaited/ Rejected/ Approved for ..... Courses
- For each Programme the following details are to be given:
  - Name : **Diploma in Pharmacy**
  - Number of seats : **60 seats**
  - Duration : **2 years**
  - Cut off marks/rank of admission during the last three years
  - Fee
  - Placement Facilities : **Placement Cell Established**
  - Campus placement in last three years with minimum salary, maximum salary and average salary  
: **Maximum Salary Rs.4.0 Lakh**  
: **Minimum Salary Rs.1.8 Lakh**  
: **Average Salary Rs.2.4 Lakh**

Signature of the Principal/ Head of the Institution

- Name and duration of programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their approval. If there is Foreign Collaboration, give the following details: **NOT APPLICABLE**
  - Details of the Foreign University
    - Name of the University
    - Address
    - Website
    - Accreditation status of the University in its Home Country
    - Ranking of the University in the Home Country
    - Whether the degree offered is equivalent to an Indian Degree? If yes, the name of the agency which has approved equivalence. If no, implications for students in terms of pursuit of higher studies in India and abroad and job both within and outside the country
    - Nature of Collaboration
    - Conditions of Collaboration
    - Complete details of payment a student has to make to get the full benefit of Collaboration
- For each Programme Collaborated provide the following: **NOT APPLICABLE**
  - Programme Focus
  - Number of seats
  - Admission Procedure
  - Fee
  - Placement Facility
  - Placement Records for last three years with minimum salary, maximum salary and average salary
- Whether the Collaboration Programme is approved? If not whether the Domestic/Foreign University has applied for approval **NOT APPLICABLE**

## 7. Faculty

- Branch wise list Faculty members:
  - Permanent Faculty

Sr.No.	Name of Faculty	Designation	Name of Branch
1.	Dr. Richa Bajaj	HOD	Pharmacy
2.	Ms. Manisha Singh	Senior Lecturer	Pharmacy
3.	Ms. Prarthna	Lecturer	Pharmacy
4.	Ms. Savisa	Lecturer	Pharmacy
5.	Ms. Pooja Rana	Lecturer	Pharmacy
6.	Ms. Pooja	Lecturer	Pharmacy

- Adjunct Faculty **NO**
- Permanent Faculty: Student Ratio
- Number of Faculty employed and left during the last three years

Signature of the Principal/ Head of the Institution

### 8. Profile of Director/ Principal/ Faculty

For each Faculty give a page covering with Passport size photograph

<b>PRINCIPAL</b>		Photo
i	Name	<b>Dr. Indira Raheja</b>
ii	Date of Birth	<b>15<sup>th</sup> August, 1969</b>
iii	Unique id	
iv	Education Qualification	<b>M.Pharm, Ph.D</b>
v	Work Experience	<b>Teaching : 17 years Industry : 08 years</b>
vi	Area of Specialization	<b>Pharmaceutics</b>
vii	Courses taught at Diploma/ UG/ PG / level	<b>Pharm Jurisprudence D.Pharmacy 2<sup>nd</sup> year</b>
viii	Research guidance <ul style="list-style-type: none"> <li>• No. of papers published in National /Journals/ Conferences</li> <li>• Master</li> <li>• Ph.D</li> </ul>	<b>M.Pharm – 12 Paper published – 25</b>
ix	Project Carried out	<b>Nil</b>
x	Patents	<b>Nil</b>
xi	Technology Transfer	<b>Nil</b>
xii	Research Publications	<b>06</b>
xiii	No. of Books published with details	<b>Nil</b>

<b>Dr. Richa Bajaj, HOD in Pharmacy</b>		Photo
i	Name	<b>Dr. Richa Bajaj</b>
ii	Date of Birth	<b>22/01/1989</b>
iii	Unique id	<b>Nil</b>
iv	Education Qualification	<b>M.Pharm, Ph.D</b>
v	Work Experience	<b>Teaching : 08 years</b>
vi	Area of Specialization	<b>Pharmaceutical Chemistry</b>
vii	Courses taught at Diploma/ UG/ PG / level	<b>Pharmaceutical Chemistry Diploma level</b>
viii	Research guidance <ul style="list-style-type: none"> <li>• No. of papers published in National /Journals/ Conferences</li> <li>• Master</li> <li>• Ph.D</li> </ul>	<b>Paper published – 06</b>
ix	Project Carried out	<b>NIL</b>
x	Patents	<b>NIL</b>
xi	Technology Transfer	<b>NIL</b>
xii	Research Publications	<b>05</b>
xiii	No. of Books published with details	<b>NIL</b>

Signature of the Principal/ Head of the Institution

## 9. Fee

- Details of fee, as approved by State Fee Committee, for the Institution **Annexure Attached**
- Time schedule for payment of fee for the entire programme
- No. of Fee waivers granted with amount and name of students
- Number of scholarship offered by the Institution, duration and amount
- Criteria for fee waivers/scholarship
- Estimated cost of Boarding and Lodging in Hostels

## 10. Admission

- Number of seats sanctioned with the year of approval

Sr.No.	Branch	Year of Approval	Approved Intake
1.	D.Pharmacy	2020-21	60
2.	D.Pharmacy	2019-20	60
3.	D.Pharmacy	2018-19	60
4.	D.Pharmacy	2017-18	50

- Number of Students admitted under various categories each year in the last three years

Sr.No.	Branch	Year	Sanctioned intake	No. of Students Admitted	Category			
					AIC	HOGC	SC	BC
1.	D.Pharmacy	2020-21	60	60				
2.	D.Pharmacy	2019-20	60	60				
3.	D.Pharmacy	2018-19	60	60				
4.	D.Pharmacy	2017-18	50	50				

- Number of applications received during last two years for admission under Management Quota and number admitted

## 11. Admission Procedure

- Calendar for admission against Management/vacant seats: **As per notification of HSBTE**
  - Last date of request for applications
  - Last date of submission of applications
  - Dates for announcing final results
  - Release of admission list (main list and waiting list shall be announced on the same day)
  - Date for acceptance by the candidate (time given shall in no case be less than 15 days)
  - Last date for closing of admission
  - Starting of the Academic session
  - The waiting list shall be activated only on the expiry of date of main list
  - The policy of refund of the fee, in case of withdrawal, shall be clearly notified

## 12. List of Applicants

- List of candidate whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats.  
**Students list is prepared as per 12<sup>th</sup> class percentage**

**Signature of the Principal/ Head of the Institution**

### 13. Information of Infrastructure and Other Resources Available

- Number of Class Rooms and size of each : **02 (75 sqmtr.)**
- Number of Tutorial rooms and size of each : **02 (40 sqmtr.)**
- Number of Laboratories and size of each : **05 (75 sqmtr.)**
- Number of Drawing Halls with capacity of each : **NA**
- Number of Computer Centres with capacity of each : **01 (75 sqmtr.)**
- Central Examination Facility, Number of rooms and capacity of each **01 (132 sqmtr.)**
- Barrier Free Built Environment for disabled and elderly persons **Available**
- Occupancy Certificate **Available**
- Fire and Safety Certificate **Available**
- Hostel Facilities **Available**
  
- **Library**
  - Number of Library books/ Titles/ Journals available (program-wise)  
**Books: 3960,**  
**Titles: 479,**  
**National Journals: 6**  
**International Journals: 6**
  - List of online National/ International Journals subscribed  
**Delnet**
  - E- Library facilities  
**Available**
  
- **Laboratory and Workshop**
  - List of Major Equipment/Facilities in each Laboratory/ Workshop **Annexure Attached**
  - List of Experimental Setup in each Laboratory/ Workshop **Annexure Attached**
- **Computing Facilities**
  - Internet Bandwidth  
**32 Mbps**
  - Number and configuration of System  
**35**
  - Total number of system connected by LAN  
**35**
  - Total number of system connected by WAN  
**35**
  - Major software packages available  
**20**
  - Special purpose facilities available
  
- Innovation Cell
- **Available**
- Social Media Cell  
**Available**
  
- **List of facilities available**
  - Games and Sports Facilities  
**Available**
  - Extra-Curricular Activities  
**Available**
  - Soft Skill Development Facilities  
**Available**

Signature of the Principal/ Head of the Institution

- **Teaching Learning Process**
  - Curricula and syllabus for each of the programmes as approved by the Board  
**PCI approved Syllabus**
  - Academic Calendar of the Board **As per directed by HSBTE**
  - Academic Time Table with the name of the Faculty members handling the Course  
**Annexure attached**
  - Teaching Load of each Faculty **Annexure attached**
  - Internal Continuous Evaluation System and place **Annexure attached**
  - Student's assessment of Faculty, System in place **Annexure attached**
  
- **Special Purpose**
  - Software, all design tools in case
  - Academic Calendar and frame work

#### 14. Enrollment of students in the last 3 years

Sr.No.	Branch	Year	Sanctioned intake	No. of Students Admitted
1.	D.Pharmacy	2020-21	60	60
2.	D.Pharmacy	2019-20	60	60
3.	D.Pharmacy	2018-19	60	60
4.	D.Pharmacy	2017-18	50	50

#### 15. List of Research Projects/ Consultancy Works

- Number of Projects carried out, funding agency, Grant received
- Publications (if any) out of research in last three years out of masters projects
- Industry Linkage
- MoUs with Industries (minimum 3)

#### 16. LoA and subsequent EoA till the current Academic Year

**Annexure Attached**

#### 17. Accounted audited statement for the last three years

**Annexure Attached**

#### 18. Best Practices adopted, if any

***Our Institute works on student centric teaching and learning methodologies and ensures that students are well versed with practical application of theoretical knowledge.***

Note: Suppression and/or misrepresentation of information shall invite appropriate penal action.

The Website shall be dynamically updated with regard to Mandatory Disclosures.

**Signature of the Principal/ Head of the Institution**