

Mandatory Disclosures (Last update 9.02.09)

“The information has been provided by the concerned institution and the onus of authenticity lies with the institution and not on AICTE/ Uttarakhand Technical University/State Govt.”

I. Name & Address of the Institution:

*Gyani Inder Singh Institute of Professional Studies
Mussorie Diversion Road, Dehradun-248003
Tele Fax: 0135-2734575, email:info@gisips.com*

II. Name & Address of the Head of the Institution:

*Mrs. Surinder Kaur,
Secretary, Gyani Inder Singh Human Development and Educational Society, Dehradun And
Managing Director, Gyani Inder Singh Institute of Professional Studies
Mussorie Diversion Road, Dehradun-248003
Tele Fax: 0135-2734575, email:info@gisips.com*

III. Name of the Affiliating Body:

Uttarakhand Technical University,
12 A , Saraswati Vihar, Adoiwala, PO Dalanwala,
Dehradun, Uttarakhand- 248001

IV. Governance

• **Members of the Governing Body with their Background**

S.No.	Name	Designation	Background
1.	<i>Sardar (Dr.) K.S. Negi-Padamsri-Padambhushan</i>	<i>Patron</i>	<i>Social Worker& author of Braille books- multilingual</i>
2.	<i>Mr. Manjit Singh, FIEEE</i>	<i>Chairman</i>	<i>Educationist/Managerial</i>
3.	<i>Mrs. Surinder Kaur</i>	<i>Secretary</i>	<i>Educationist & Social Worker</i>
4.	<i>Mr.Parmjit Singh</i>	<i>Treasurer</i>	<i>Educationist</i>
5.	<i>Mrs. Neetu Kainth</i>	<i>Joint Secretary</i>	<i>Educationist</i>
6.	<i>Mr.Sohan Singh</i>	<i>Member</i>	<i>Managerial</i>
7.	<i>Mrs. Sukhvinder Kaur</i>	<i>Member</i>	<i>Educationist</i>
8.	<i>Mr. Inderjeet Singh</i>	<i>Member</i>	<i>Educationist</i>

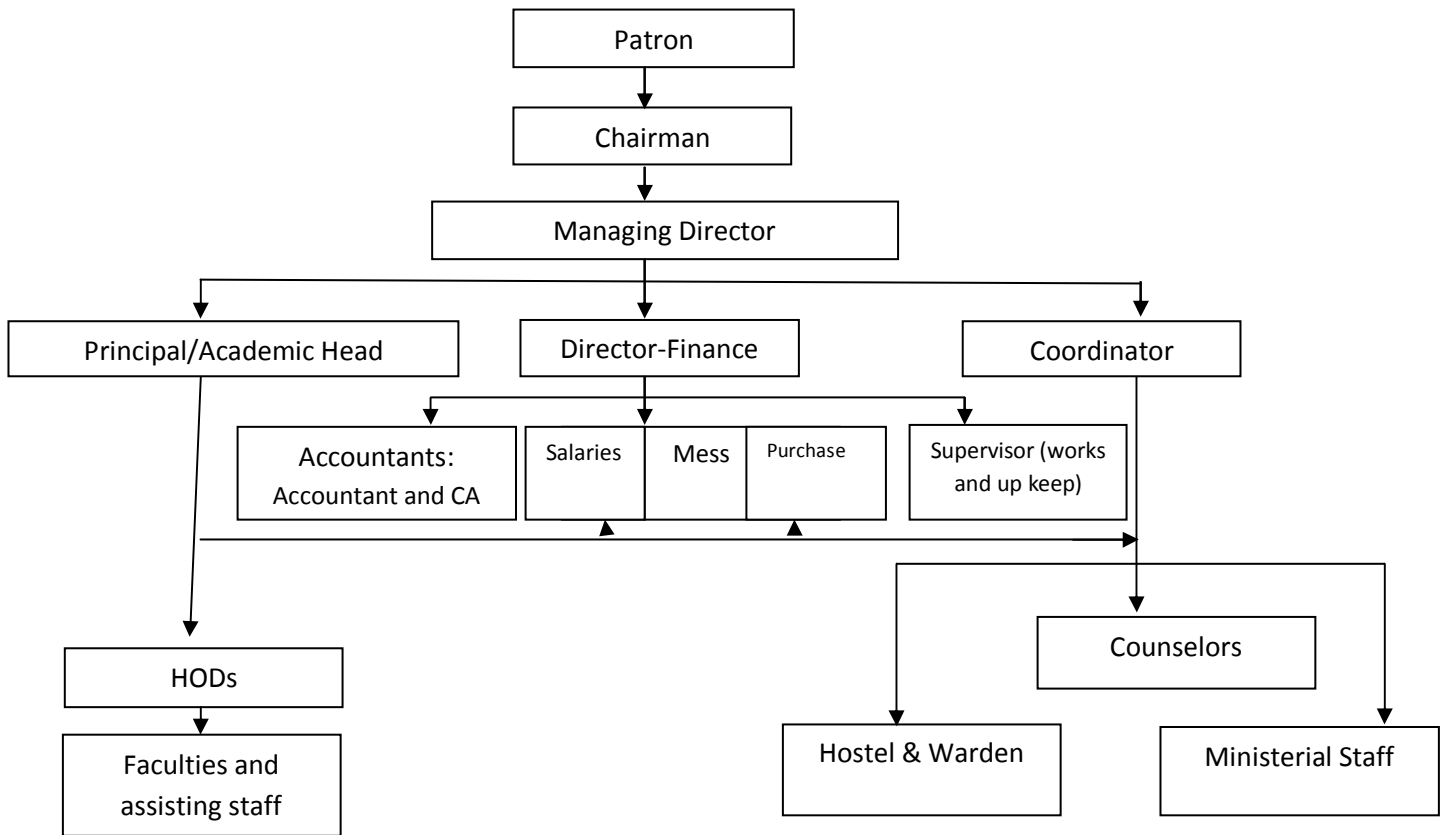
• **Academic Advisory Council**

- Chairman
- Secretary
- Treasurer
- Joint Secretary
- Head- Academics

Frequency of Meetings

S.No.	Meeting Detail	Duration
1.	Governing Board Meetings	<i>Half Yearly</i>
2.	Academic Advisory Council Meetings	<i>Yearly/half yearly (subject to emergencies)</i>
3.	Staff Meetings	<i>Monthly</i>

- **Organizational Chart**



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

Keeping in view the philosophy of student-centered learning; the teaching methodology at G.I.S.I.P.S encourages freedom of thought allowing healthy questioning & challenging of established views. Debates/Seminars after lessons and innovative teaching methodology enable students to grasp and analyse the subject instead of cramming. A combination of teacher supervised and teacher independent learning activities at individual and group levels are integrated into the system. Furthermore, G.I.S.I.P.S recognizes the importance of direct practical experience, in addition to theory based learning and therefore, we will ensure that a balance of the two is achieved in all courses offered.

We at GISIPS believe in Independent learning. Assignment activities form the basis of independent learning. This involves conceiving, planning, researching, implementing and completing. Students thereby will be given chance to develop a wide range of key transferable competencies, including organizational, technical and interpersonal skills. Field studies, laboratory activities, case studies, presentations and group discussions all form part of a student's learning process, as an individual and a team worker.

- **Mechanisms/Norms & Procedure for democratic/good governance**

Rules and Regulations of the Institute. All students shall be presumed to have read and understood the contents of this section. No plea shall be entertained from a student that he/she did not read this bulletin or that he/she relied upon any other bulletin, etc. issued or published by this Institute.

1. All powers relating to discipline and disciplinary action are vested in the Managing Director. The Managing Director may delegate all or any such powers as deemed necessary to any of the Officials of the Institute.
2. Students must always maintain discipline and decorum inside and outside the Institute.
3. Ragging is strictly prohibited, anybody found carrying out such activities will be dealt-with strictly and it may result into expelling of such student or action as per supreme court guide lines.
4. Students are required to be punctual - late comers will not be allowed to enter the class without prior permission from the Principal. Such students may be marked absent.
5. Attendance and participation in lectures, practical classes, seminars and class examinations will be closely monitored. A minimum of 80 % attendance every month is compulsory to be eligible to appear for the final examination. Returns will be sent to parents and action as deemed fit will be binding on the student.
6. Leave from the Institute/Hostel will only be considered in extreme cases and must be approved by an authorized person of the Institute. Medical leave will only be accepted if accompanied by a Medical Certificate from a recognized Doctor. In circumstances where a student falls sick during holidays, he/she should inform the Institute by means of telephone/ fax, followed by the submission of a Medical Certificate from a recognized doctor at the time of rejoining the Institute.
7. Any misbehavior / misconduct by student in the Institute/Hostel shall be viewed very seriously and may result into the student's (s) expulsion, in such cases refund of any fee will not be claimable.
8. Students are not allowed to paste any kind of posters / notices stickers on walls anywhere within the campus or boundary walls, without the prior written consent from the Directors.
9. If a library book is damaged / lost by the student, he / she has to arrange for a new replacement of the book or pay the present cost alongwith a fine as directed by the authorities.
10. Alcoholic beverages, addictive or hallucinogenic drugs, gutkhas, smoking, spitting, gambling, betting, keeping and/or use of firearms or any lethal weapons are strictly prohibited. Violation of laws will be reported /dealt as per Govt. directives.
11. Any illness must be reported to the Managing Director/Directors/Warden/Principal immediately.
12. The Institute is not responsible for any debt incurred by students.
13. The progress of the student will be communicated to the Parents / Guardians regularly. Students whose progress and conduct are not satisfactory will not be allowed to appear in the final examination.
14. Students must come to the Institute in proper uniform and must display their identity cards at all times. This is also desired by local and state Govt. administration on security reasons.
15. Guardians/authorized visitors will not be allowed to meet students during class time unless any emergency so demands, meetings are required to be restricted at waiting room/reception only.
16. Students are required to be respectful to their Principal and teachers, staff and all Directors of the Institute.
17. Instances of concern to their security are to be immediately reported to the Principal/ Directors.
18. Mobile, radios, cassette players are not allowed and to be switched off in the classrooms, failing which such items may be seized and can only be collected by their parents in person.

• **Student Feedback on Institutional Governance/ faculty Performance**
FORMAT FOR TEACHERS APPRAISAL BY STUDENTS

(Students are required to tick the appropriate box for each parameter listed. This appraisal is for improvement of class Teaching)

Name of the Teacher:

Class:

Subject:.....

S.No.		Excellent	V. Good	Good	Average	Poor
1	The preparation of the teacher for the class is					
2	The delivery of subject matter in the class by teacher is					
3	The teacher is able to explain the subject matter					
4	The teacher is able to draw participation from the students by asking question in the class					
5	The teacher is able to answer question/doubts					
6	The teacher uses relevant examples to explain the concepts					
7	The teacher is upto date and has depth of knowledge in the subject he/she teaches					
8	The teacher adheres to the schedule and time of class					
9	To clear the doubts the teacher is available (after the class)					
10	The teacher provides adequate references & learning material					

General

1. Teacher's voice is audible and clear..... Yes/No

2. Pace of teaching..... Fast/just right/slow

3. Clarity of Black board Good/Ok/Bad

4. Clarity of OHP Sheets..... Good/Ok/Bad

5. Classes were held regularly..... Yes/No

6. Syllabus till date has been completed as in schedule of lecture Yes/No

Name of student:..... Signature of student

% of marks in last Board Examination:..... No.....

- **Grievance redressal mechanism for faculty, staff and students.**

Grievances are represented through the concerned Departmental Heads and will be discussed in the monthly staff meeting with the Head of the Institution. In case grievances can be solved at this level then the recommendations are implemented otherwise the case is forwarded for the consideration of the Management.

At management level in order to redress the grievance of the Faculty members, staff and students, a committee has been constituted which meets at regular intervals. The constituents of this committee are:

1. The Secretary
2. The Director Finance
3. The Academic Head

The individual may in writing submit an application to the Secretary clearly specifying the nature of grievance. This application is discussed in the meeting of the redressal committee and the decisions taken in respect of the application is communicated to the individual.

V. Name of the Program approved by the AICTE: B-Pharma

- **Number of seats:** 60
- **Duration:** 8 Semesters
- **Cut off mark/rank for admission during the last three years:** 50% preferably UTUET Qualified
- **Fee:** Tuition Fee Rs. 60,000/- per year (can be revised)

Placement Facilities: NA Being First batch

VI Faculty Details:

Branch wise list faculty members:

S.No.	Name	Designation
1.	<i>Dr. S. L. Hari Kumar</i>	<i>Head-Principal</i>
2.	<i>Mr. Sushant Gupta</i>	<i>Lecturer</i>
3.	<i>Mr. Akhilesh V. Singh</i>	<i>Lecturer</i>
4.	<i>Ms. Anudwipa Das</i>	<i>Lecturer</i>
5.	<i>Mr. Gaurav Pahwa</i>	<i>Lecturer -Computer</i>
6.	<i>Mr. Awdhesh Sharma</i>	<i>Lecturer- Mathematics</i>

Permanent Faculty: Student Ratio-(1:10)

VII. Profile of the Head with the Qualifications, Total Experience, Age and Duration of Employment at the Institute.

Name : *Dr. S. L. Hari Kumar*

Date of Birth : 16.02.1973

Academic qualifications (with field of specialization) : Ph.D in Pharmaceutical Sciences- Allahabad Agriculture Uni.- Nov 2008
M.Pharma- Pharmaceutics- BHU- Jan 1999 (Gold Medalist)

Details of Experience (Academic / Industrial/Admin) : 10 years

Date of the appointment in the present institution : 09.02.2009

VIII. Fee

- **Fee as approved by State Fee Committee:**
 - *Under Process*
- **Time Schedule for payment of Fee:**
 - *B-Pharma I Year-At the start of academic session.*
 - *B-Pharma II year- on or before 30th June(Proposed)*
 - *B-Pharma III year- on or before 30th June(Proposed)*
 - *B-Pharma IV year- on or before 30th June(Proposed)*
- **Number of Fee waivers granted with amount and name of students.**
 - NA- Being First Batch
- **Number of scholarships offered by the Institute, duration and amount**
 - NA- Being First Batch
- **Criteria for fee waivers /Scholarship.**
 - Educational Merit, Sports Performance and/or Financial Background
- **Estimated cost of Boarding and lodging in Hostels**
 - Rs. 2,800/- Approximately per month (Room, Food, Laundry etc.)

IX. Admission

- **Number of seats sanctioned with the year of approval:**
 - 60 seats approved by AICTE/UTU from 2008 onwards
- **Number of Candidates admitted under various categories each year in the last three years.**

Year	Intake	General	SC	ST	Others	Total
2008	60**	**	**	**	-	-

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

S.No.	Year	Number of Applications Received	Admitted
1.	2008	102	45 Admitted (As only 15 candidates from state counselling approached making the total of 60 students)

X. Admission Procedure

- **Admission Test followed:**

Uttarakhand Technical University Entrance Examination

Organised by Uttarakhand Technical University,

12-A Saraswati Vihar, Adhoniwala, PO Dalanwala

Dehradun, Uttarakhand

Website: www.uktech.in

Calendar for admission against management/vacant seats:

- **Last date for request of applications :-** 20th July 2008
- **Last date of submission of Applications:** 25th July 2008
- **Dates for announcing final results:** 27th July 2008
- **Release of Admission List (Main and waiting list should be announced on the same day):**
27th July 2008
- **Date of acceptance by the candidate (time given should in no case be less than 15 days)**
15th Aug 2008
- **Last date for closing of admission:** 30th Aug 2008
- **Starting of the Academic session:** 18th Aug 2008
- **The waiting list should be activated only on expiry of the date of main list:**
- **The policy of the refund of the fee, in case of withdrawal, should be clearly notified:**
 - As per AICTE Norms

XI. Criteria and Weightage for admission

- **Describe each criteria with its respective Weightage i.e. Admission Test, marks in qualifying examination etc.**
 - 2008: Admission based on UTU-Entrance Test 2008 and/or percentage of Intermediate
- **Mention the minimum level of acceptance, if any**
 - 50% in qualifying examination
- **Mention the cut-off levels of percentage & percentile scores of the candidates in the admission test for the last three years.**
 - 2009- cut-off percentage is 50%

- Display all candidates who were admitted.

S. NO.	NAME
1	Abhishek Baluni
2	Ajay Chandra
3	Akash Kirsali
4	Aman Puri
5	Amit Panwar
6	Anil Chauhan
7	Anuj Shah
8	Arun Semwal
9	Ashish Aswal
10	Ashish Singh Rana
11	Ashish Thapliyal
12	Ashok Negi
13	Ayash Farooq
14	Deepak Bohra
15	Devendra Singh
16	Devesh Kumar Gaur
17	Faizan
18	Gaurav Bisht
19	Harish Chandra Singh
20	Himanshu Dangwal
21	Jatin Pant
22	Kamlesh Upreti
23	Kanchan Pant
24	Kartika Negi
25	Km. Ankita Sharma
26	Km. Asmita
27	Km. Meena Tiwari
28	Km. Meenakshi Padiyar
29	Km. Reena

30	Krishanpal Singh
31	Lalit Mohan Tiwari
32	Madan Singh
33	Mayank Uniyal
34	Mohd. Anees
35	Narendra Kumar
36	Naresh Kumar
37	Naveen Chandra Sharma
38	Niten Bhardwaj
39	Nitesh Badiyari
40	Pragya
41	Rajesh Langeh
42	Ravi Kumar
43	Ravindra Singh
44	Rouqia Rashid
45	Rupendra Singh
46	Saket Chand Ramola
47	Sandeep Chauhan
48	Santosh Kandari
49	Saurabh Singh
50	Saurav Pundir
51	Shikha Khadwal
52	Shivangi Verma
53	Simrita Singh
54	Sohan Singh
55	Tarun Punetha
56	Tehran Ali
57	Thakur Ritesh Chand
58	Vivek Baloni
59	Yogesh Kumar Sharma

XII. Application Form

- Downloadable form, with online submission possibilities is available on the www.gisips.com

XIII. List of Applicants

- **List of candidates whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats has been placed on notice board.**

XIV. Result of Admission under Management Seats/Vacant Seats

- **Composition of selection team for admission under Management quota with the brief profile of the members (This information be made available in the public domain after the admission process is over)**
 - Composition of selection team for 2008:
 - Managing Director,
 - HOD
 - Academic Expert/Director Finance
- **List of the candidates who have been offered admission. (Since only 15 candidates were provided through State Counselling so all other seats were declared vacant and Institute offered them as free seats)**

XV. Information on Infrastructure and other recourses available.

Library

- **Number of Library Books/Titles/Journals available (program-wise)**
 - No. of Titles- 262, No. of Volumes-1706
- **List of National/International Journals subscribed.**
 - Indian Journal of Pharmaceutical Education and Research
 - Indian Journal of Pharmaceutical Sciences
 - Indian Journal of Pharmaceutical Education
 - Pharma Times
 - Journal of HSIR
 - Indian Journal of Chemical Technology
 - Indian Journal of Biochemistry and Biochemistry
 - Indian Journal of Biology
 - Journal of Scientific and Industrial Research
 - CSIR- Newsletter

- **E-Library facilities**
 - Under Consideration
- **List of Major equipment/facilities**
 - As per list provided in PCI Standard Inspection Format(SIF)
- **List of experiment setup**
 - As per PCI approved B Pharmacy Curriculum

Computing Facilities:

- **Number and configuration of systems:** 19 System all with Pentium IV Processors
- **Total number of systems on LAN:** All
- **Total number of systems on WAN:** All
- **Internet Bandwidth:** 512 KBS
- **Major software packages available:**
 - Windows XP
 - Windows 98
 - Windows ME,
 - Microsoft Office 2003
 - Microsoft Office 2000
 - Microsoft Office 2007
 - Adobe Reader 8
 - Nortan Antivirus
 - Adobe Page-Maker 7
 - Adobe Photo-Shop 6
- **Special purpose facilities available:**
 - Reprographic facilities available
- **Workshop:**
 - Not Applicable for B-Pharmacy Course
- **Games and sports facilities:**
 - Shot-Put
 - Volleyball Court
 - Badminton Court
 - Table Tennis
 - Carrom

- Chess, etc.
- **Extra Curricular Activities (Proposed-Being first Batch)**
 - Field trips- Industrial
 - Field trips- Herbs verification/Collection
 - Field trips- Amusement
 - Blood Donation Camps
 - Nukkar Natak on Social issues like AIDS awareness and Female Feticide
 - Debates, Seminars and Quizzes
 -
- **Soft Skill Development Facilities**
 - We have provided the latest configuration computers along with fast internet connection for academic enhancement.
- **Number of classrooms and Size of each**
 - Number: 04
 - Size: 66 sq. mt approx.
- **Number of Tutorial rooms and Size of each**
 - Number: 01
 - Size: 66 sq. mt. approx.
- **Number of Laboratories and Size of each**
 - Number: 04 (Labs)
 - Size:
 - Pharmaceutics Lab: 100 sq. mt.
 - Pharmaceutical Chemistry Lab: 100 sq. mt.
 - Pharmaceutical Analysis Lab: 100 sq. mt.
 - HAP & E Lab: 75 sq. mt.
- **Number of Drawing hall and Size of each**
 - Not applicable for B-Pharmacy Course
- **Number of Computer Center with capacity of each**
 - Number: 01, 19 Computers with 24 hr internet connection
- **Central Examination Facility, Number of Rooms and Capacity of each**
 - One big general purpose hall is available.
- **Teaching Learning Process**
 - **Curricula and syllabi for each of the programmes as approved by the Uttarakhand Technical University.**

- **Internal Continuous Evaluation System and Place**
 - Two sessional examinations are conducted at regular intervals of time and best one is considered for calculation of internal assessment of the student
- **Student's assessment of faculty, system in place.**
 - Students are given the feedback forms for assessment of the performance of faculty from time to time and the information given is analysed for the better performance of faculty.