OSMANIA UNIVERSITY
HYDERABAD - 500 007

No. 289/H/Pharm./2022-2023/Acad.IV-1   Dated: 21- 05-2022

To
**All the Secretaries/Principals of
Pharmacy Colleges Affiliated to
Osmania University.**

      Sub: - Affiliated Colleges – Visit of Inspection Committee to consider grant of extension of provisional affiliation to the Pharmacy Colleges to offer various **UG and PG Pharmacy Courses** for the academic year **2022-2023** – Reg.

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Sir,

      With reference to the subject cited above, I am desired to inform you that the University has decided to conduct Inspection to the Colleges offering UG and PG Pharmacy Courses for the academic year 2022-2023, for considering grant of extension of provisional affiliation to the Colleges to offer UG and PG Pharmacy Courses for the academic year 2022-2023. **Kindly note that Inspection Committee would be verifying all the requirements as per (AICTE Process Hand Book for the year 2022-2023). Hence, the Secretary/Principal of the College may ensure that the compliances must be as per AICTE/PCI norms (all the requirements shall be as per AICTE Process Hand Book for the year 2022-2023) for the academic year 2022-2023. Further, the physical verification will be conducted based on the uploaded information to AICTE by the college management. Any deviation in this regard will be treated as serious lapse and extension of provisional affiliation may not be granted to the college.**

      The management of the College is therefore directed to submit the filled in application form placed on the University Website with all the necessary documents as mentioned in the Annexure 'A', without fail, along with the prescribed fee of **Rs.20,000/- per each UG Pharmacy Course and Rs.25,000/- per each PG Pharmacy Course** through a Demand Draft in favour of "Registrar, Osmania University" on any nationalized bank on or before **18-06-2022** towards Inspection and Processing Fee for the academic year **2022-2023. The application form may be downloaded from the University website www.osmania.ac.in**

      Further, it is requested to keep **all the records in Original ready as mentioned in Annexure 'A'** for verification by the Inspection Committee. It is also requested to ensure that all the teaching staff of your College be present on the day of inspection, failing which their names will not be considered as on rolls of the College.

<div align="right">

Yours faithfully,

**ASSISTANT REGISTRAR
(Academic)**

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Copy to:-
1. The Dean, Faculty of Pharmacy. OU.
2. The Director, Directorate of Academic Audit, O.U.
3. The Director (Infrastructure), OU – with a request to place it on the official website of the University.

<u>ANNEXURE 'A'</u>

1. Latest compliance reports
2. List of teaching staff in the prescribed format.
3. Proceedings of OU Selection Committee for the faculty appointed.
4. a. AICTE permission / renewal for the year 2021-2022& 2022-2023.
   b. PCI permission / renewal for the year 2021-2022 & 2022-2023.
5. State Government permission for the year 2021-2022 & 2022-2023.
6. Minority Status Certificate/Letter from the competent authority.
7. Affiliation Orders of the University for the Previous Year.
8. Land Documents / Building plan approvals (enclose Copies).
9. Details of accommodation - Room wise, floor wise, and course wise.
10. Staff Attendance Register, Teaching Diaries
11. Student Attendance Registers.
12. Library Accession Register – with details of books / Journals added during the last academic year.
13. Library Books Issue Register.
14. Acquittance Register.
15. Bills / Payment receipts / Bank Statement for the purchase of Library Books and Journals and other purchases including equipment, computers, licensed Software.
16. Statement of consolidated attendance which was sent to the Examination Branch during the last academic year.
17. Valued Answer Scripts of Internal Assessment Test and statement of marks sent to the Examination Branch during the last academic year.
18. Bank Pass Book / Bank Statement of the financial transactions.
19. Enclose the report of Anti-Ragging Committee and measures taken by the College.
20. Display the college name prominently stating that the College is affiliated to Osmania University and also enclose photograph of the College building.
21. Undertaking to be submitted with regard to conduct of University Examinations.
22. Fire Safety Certificate/ Sanitary Certification from the Competent Authority.
23. Implementation of Biometric Attendance, CCTV to be installed within the premises of the Institution and Barrier free built environment to be provided.
24. Number of Governing Body meetings conducted for the academic year 2021-2022. (Minutes to be enclosed).

OSMANIA UNIVERSITY
HYDERABAD–500 007

<u>APPLICATION FOR THE GRANT OF EXTENSION OF PROVISIONAL AFFILIATION TO OFFER B.PHARMACY/M.PHARMACY / PHARM D. AND PHARM D. (PB) COURSES FOR THE ACADEMIC YEAR 2022-2023</u>

Date of Inspection: _____   Course: _____

Inspection Fee: D.D. No: _____   Date: _____   Amount Rs: _____

1.	Name of the College with postal address Landline: Mobile : E-mail ID: Website:			
2	Name of the Society/ Registration No. & Address with Phone Nos. E-mail ID:			
3.	Name of the Secretary / Correspondent with Telephone No.			
4	a) Name of the Principal			
	b) Qualifications & Date of Birth			
	c) Whether appointed through OU Selection Committee.			
	Mobile : E-mail ID:			
5	Nature of accommodation (Ownership/Lease deed)	Document Nos. Own		
6	Land Area Details	Actual Land Area		Expected Land Area
7	Year of Establishment			
8	UG Courses run by the College:	S. No.	Courses	Sanctioned Intake
		1	B.Pharmacy	
		2	Pharm D	
9	PG Courses (with specialization) run by the College	1	M.Pharmacy(specialisation)	
		2	Pharm D (PB)	
		3		

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2020-2021

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10.	a.AICTE permission letter No. & Date:for the year 2021-2022& 2022-2023 b.PCI permission letter No. & Date:forthe year 2021-2022 & 2022-2023 c.Is the college recognized as Research Centre by OU. If Yes, enclose the permission letter of the OU., showing the period of Recognition.	Yes/No
11.	State Govt. G.O. No. & Date for the year 2021-2022 & 2022-2023	
12.	OU Affiliation Order No. & Date for the year 2022-2023	
13.	i) Whether any other Institutions/Colleges are running in the same premises, ii) If Yes, whether permission from AICTE/ PCI is obtained.	Yes/No Yes/No
14.	Status of the College (In case of MinorityCollege, latest Minority Certificate issued by the competent authority to be enclosed)	Minority/Non-Minority Co-Education / Women
15	Name of the University nominee on the Governing Body with period from_____to _____, along with Letter no. & date (Enclose copy)	
16	Name of the University Nominee on the Selection Committee with period from_____ to_____ along with Letter no. & date (Enclose copy)	
17.	Number of Governing Body Meetings convened during the academic year 2021-2022 with University nominees	
18	Working Hours of the College	
19	Work load statement Department-wise, Teacher–wise (to be enclosed)	
20.	Block time table for the course showing (i) Room No, (ii) Name of the Class (iii) Name of the Teacher in each period (to be enclosed),	
21	Whether revised pay scales of VI Pay Commission are paid to the staff.	Yes / No
22	Details of salary paid. Acquaintance Register to be produced. Enclose bank statement.	Maximum salary / Minimum salary paid	
		Paid through Cheque:Name of the Bank and Branch	

SUMMARY OF TOTAL INFORMATION

Student's strength:									
No. of students on rolls		Isem	II sem	III sem	VI sem	V sem	VI sem	VII sem	VIII sem
UG Course	B.Pharmacy								
	Total								

No. of students on rolls		I Year		II Year	
		I sem	II sem	III sem	VI sem
PG Courses with specialization	M.Pharmacy (Pharma Chemistry)				
	M.Pharmacy (Pharmaceutics)				
	M.Pharmacy (Pharmacology)				
	M.Pharmacy (Pharma Analysis)				
	M.Pharmacy (Pharmacognosy)				
	M.Pharmacy (Industrial Pharmacy)				
	Pharm D (PB)				
	Total				

	Pharm D	I Year	II Year	III Year	IV Year	V Year	VI Year

Name of the Course	Sanctioned intake for first year	First Year students admitted under		
		Convener Quota	Management Quota	Minority (SW-II / III)

Principal:	
a) Name, Qualifications and Date of Birth	
b) Whether appointed through OU Selection Committee	Yes / No

Faculty Details: (Specify Regular/Adhoc)						
S.No	Department/ Designation	B.Pharmacy	M.Pharmacy	Pharm D	Pharm D (PB)	Total
1	Professors					
2	Assoc. Prof.					
3	Asst. Prof.					
	Total:					

Non-Teaching Staff: For all the Courses								
S.No	Course.	Lab Asst.	Drafts man	Tech. Gr-I	Tech. Gr-II	Comp. Opert.	Program mer	Lab Attndt.	Total
1	B.Pharmacy								
2	M.Pharmacy								
3	Pharm D								
4	Pharm D (PB)								
	Total								

LIBRARY:
Total Area (in Sq.ft):meter square or sqm.;FSI : Total built up area/Total Land area

Library Facilities:

Type	Number/Quantity
Volumes	
Titles	
National Journals	
International Journals	
Library management software	
Reading Room capacity	
Multimedia PC's	
E-Journals	
Delnet Membership Details	
Membership of National Digital Library	
Total Amount Spent on Booksduring the year 2021-2022, along with details of no. of Titles and volumes	
Total Amount Spent on Journalsduring the year 2021-2022, along with details of no. of National & International Journals	
Whether qualified librarian appointed; if so, mention name and qualification.	

Computational Facilities:(Please refer to the AICTE Process Hand Book for the year 2022-2023)UG-1:6 and PG 1:4)	
Type	Number / Quantity
Desktops	
Server Machines	
Licensed software	
Network components (LAN / WAN)	
Internet Bandwidth / Wi Fi Not less than 82 Mbps	
Printers / Other equipment 5% of Computers	
Arrangement for NPTEL/SWAYAM etc., shall be made available	

Instructional Area:

Particulars	B.Pharmacy	M.Pharmacy	Pharm D	Pharm D (PB)	Total
Class Rooms					
Tutorial Rooms					
Drawing Hall					
Staff Rooms					
Laboratories					
Workshop					
Computer Center					
Library & Reading Room					
Seminar Hall					
Total No. of UG Class/Tutorial Rooms					
Total No. of PG Class/Tutorial Rooms					

Administrative Area:	
Particulars	Area (in Sq.m)
Principal Office	
Administrative Office	
Exams Control Office	
Placement Office	
Central Store	
Maintenance	
Security	
Amenities:	
Particulars	Available / Not available
Boys Common Room	
Girls Common Room	
Cafeteria	
Backup Electric Supply / Generator	
Safety provisions including fire and other calamities	
Transport facility	
Parking area	
Drinking water facility	
Separate toilets for Boys and Girls	
First aid cum sick Room	
Display of Courses and approved intake at the entrance of the College.	
Barrier Free Built Environment	
Biometric System of Attendance for students & Staff	
CCTV installation in appropriate locations within the premises of the institution	

Results Analysis (Year wise- Pass Percentage 2021-2022)								
UG Course B.Pharmacy	I Sem	II Sem	IIISem	VI Sem	V Sem	VI Sem	VII Sem	VIII Sem

PG Course(s) with specialization (I year / II year)	I Sem	II Sem	IIISem	VI Sem
M.Pharmacy (Pharma Chemistry)				
M.Pharmacy (Pharmaceutics)				
M.Pharmacy (Pharmacology)				
M.Pharmacy (Pharma Analysis)				
M.Pharmacy (Pharmacognosy)				
Pharm D (PB)				

Pharm D	I Year	II Year	III Year	IV Year	V Year	VI Year

Whether any remedial classes were conducted for weak students	Yes	No

Placements: During the Academic Years 2021-2022	
Name of the Company	No. of Students Placed

Whether Physical Director appointed, if so, Mention name and qualifications	
Details of Games & Sports and other curricular activities	
Anti-Ragging	
1. Whether the College appointed Anti-Ragging Committee, if so, copy of the constitution of committee and its members to be enclosed. 2. Report of the Anti-Ragging Committee for the year 2021-2022 be enclosed. 3. Measures taken by the College to prevent ragging.	
RTI Act	
Whether the college has appointed PIO and APIO. Mention the names of the PIO and APIO. (Enclose Copy)	
Women Protection Cell/Internal Complaints Committee	
Whether the college has appointed Women Protection Cell. (Enclose copy)	
Redressel Grievances Committee	
Whether the college has appointed Redressel Grievance Committee. (Enclose copy)	
Any other Information:	

Note: All the requirements shall be as per AICTE Process Hand Book for theyear 2022-2023

Signature: Signature of the Principal
Secretary /CorrespondentName:
Name:

Date:

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B.Pharmacy/Pharm D

Course Details:

a)	Course – B.Pharmacy / Pharm D	
b)	Year of Starting	
c)	Sanctioned Intake	

Actual strength of students' year wise:

No. of Students on rolls	I year	II year	III year	IV year	V year	VI year
B.Pharmacy / Pharm D						

Faculty Details:

Faculty required: 1:15 (Teacher Student Ratio)
Cadre Ratio 1:2:6 (Professor : Associate Professors : Assistant Professor)

(of which, a minimum of 80% should be regular/full time faculty and the remaining may be adjunct faculty / resource persons from industry).

Designation	Required (As per norms)	Available		Total Available
		OU Selection	Ad-hoc	
Principal				
Professors				
Associate Professors				
Assistant Professors				
Total:				

Non-Teaching staff:

Department	Lab. Asst.	Programmers	Lab. Attenders	Total	Required	Deficiency
B.Pharmacy						

Accommodation Details:

Particulars	Number	Area (Sq.m) of each
Class Rooms		
Tutorial rooms		
Laboratories		
Work Shop / Computer Centre		
Staff Rooms		
Dept. Library (if any)		

Note: All the requirements shall be as per AICTE Process Hand Book for theyear 2022-2023.

List of Laboratories:

S.No.	Name of the Laboratory	Area (in Sq.m)	Equipment available	Lab. class conducted (as per syllabus)	Batch Size
1					
2					
3					
4					
5					

Computational Facilities: (Please refer the AICTE Process Hand Book for the year 2022-2023) UG-1:6

Item	Description (configuration)	Quantity
Desktops		
Server Machines		
Licensed software		
Network components (LAN / WAN)		
Internet Bandwidth		
Printers / Other equipment		

Seminars/Conferences/Workshop Organized/Attended by the faculty of the Dept.

S.No.	Particulars	Organized	Attended
1	Seminars		
2	Conferences		
3	Workshops		
4			
	Total		

Note: All the requirements shall be as per AICTE Process Hand Book for the year 2022-2023.

Date:

Secretary/Principal
Signature

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M.Pharmacy/Pharma D (PB) Courses

Course Details:

a)	M.Pharmacy/Pharma D (PB)	
b)	Year of Starting	
c)	Sanctioned Intake	

Actual strength of students' year wise:

No. of Students on rolls	I year		II year	
	I sem	II sem	III sem	VI sem
M.Pharmacy/Pharma D (PB)				

Faculty Details:

Faculty required 1:10 (Teacher Student Ratio)
Cadre Ratio 1:2 (Professor : Associate Professor/Asst.Professor)
(of which, a minimum of 80% should be regular/full time faculty and the remaining may be adjunct faculty / resource persons from industry).

Designation	Required (As per norms)	Available		Total Available
		OU Selection	Ad-hoc	
Principal				
Professors				
Associate Professors				
Assistant Professors				
Total:				

Non-Teaching staff:

Department	Lab. Asst.	Programmers	Lab. Attenders	Total	Required	Deficiency
M.Pharmacy/ Pharma D PB)						

Accommodation Details:

Particulars	Number	Area (Sq.m) of each
Class Rooms		
Tutorial rooms		
Laboratories		
Seminar Hall		
Staff Rooms		
Dept. of Library		

Note: All the requirements shall be as per AICTE Process Hand Book for theyear 2022-2023.

List of Laboratories:

S.No.	Name of the Laboratory	Area (in Sq.m)	Equipment available	Lab. class conducted (as per syllabus)	Batch Size
1					
2					
3					
4					
5					

Computational Facilities: (Please refer the AICTE Process Hand Book for theyear 2022-2023)   PG-1:4

Item	Description (configuration)	Quantity
Desktops		
Server Machines		
Licensed software		
Network components (LAN / WAN)		
Internet Bandwidth		
Printers / Other equipment		

Seminars/Conferences/Workshop Organized/Attended by the faculty of the Dept.

S.No.	Particulars	Organized	Attended
1	Seminars		
2	Conferences		
3	Workshops		
4			
	Total		

Note: All the requirements shall be as per AICTE Process Hand Book for theyear 2022-2023.

Date:

Secretary/Principal
Signature

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