



OSMANIA UNIVERSITY  
HYDERABAD - 500 007

No. 326/H/Pharm./2019-2020/Acad.IV-1  
To

Dated: 23 -03-2019

**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 **2019-2020** – 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 2019-2020. The Inspection Committee will be visiting the Colleges in the third week of April, 2019, for considering grant of extension of provisional affiliation to the Colleges to offer UG and PG Pharmacy Courses for the academic year 2019-2020. **Kindly note that Inspection Committee would be verifying all the requirements as per AICTE process hand book for the year 2019-2020. Hence, the Secretary/Principal of the College may ensure that the compliances must be as per AICTE norms (all the requirements shall be as per AICTE process handbook for the year 2019-2020) for the academic year 2019-2020.**

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 **12-04-2019** towards Inspection and Processing Fee for the academic year **2019-2020**. **The application form may be downloaded from the University website [www.osmania.ac.in](http://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.

Yours faithfully,

**DEPUTY REGISTRAR  
(Academic)**

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.

## ANNEXURE 'A'

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 2018-2019 & 2019-2020.  
b. PCI permission / renewal for the year 2018-2019 & 2019-2020.
5. State Government permission for the year 2018-2019 & 2019-2020.
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. Acquaintance 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.



10.	a.AICTE permission letter No. &Date:for the year 2018-2019 & 2019-2020 b.PCI permission letter No. &Date:for the year 2018-2019 & 2019-2020 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 2018-2019 & 2019-2020		
12.	OU Affiliation Order No. & Date for the year 2018-2019		
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 2018-2019 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 Attn dt.	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 Books during the year 2018-2019, along with details of no. of Titles and volumes	
Total Amount Spent on Journals during the year 2018-2019, along with details of no. of National & International Journals	
Whether qualified librarian appointed; if so, mention name and qualification.	

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Computational Facilities: (Please refer to the AICTE process handbook for the year 2019-2020) 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					

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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	

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Results Analysis (Year wise- Pass Percentage 2018-2019)								
UG Course B.Pharmacy	I Sem	II Sem	III Sem	IV Sem	V Sem	VI Sem	VII Sem	VIII Sem
PG Course(s) with specialization (I year / II year)					I Sem	II Sem	III Sem	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
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Placements: During the Academic Years 2017-2019	
Name of the Company	No. of Students Placed

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Whether Physical Director appointed, if so, Mention name and qualifications	
Details of Games & Sports and other curricular activities	
<b>Anti Ragging</b>	
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 2018-2019be enclosed. 3. Measures taken by the College to prevent ragging.	
<b>RTI Act</b>	
Whether the college has appointed PIO and APIO. Mention the names of the PIO and APIO. (Enclose Copy)	
<b>Women Protection Cell/Internal Complaints Committee</b>	
Whether the college has appointed Women Protection Cell. (Enclose copy)	
<b>Redressel Grievances Committee</b>	
Whether the college has appointed Redressel Grievance Committee. (Enclose copy)	
<b>Any other Information:</b>	

Note: All the requirements shall be as per AICTE process handbook for theyear 2019-2020

**Signature:**  
**Secretary /Correspondent**  
**Name:**

**Signature of the Principal**  
**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 handbook for theyear 2019-2020

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 handbook for theyear 2019-2020)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 handbook for theyear 2019-2020

Date:

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Secretary/Principal  
Signature

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 handbook for theyear 2019-2020

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 AI CTE process handbook for theyear 2019-2020) 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 AI CTE process handbook for theyear 2019-2020

Date:

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Secretary/Principal  
Signature