ADITYA
COLLEGE OF PHARMACY
Approved by AICTE & PCI - NEW DELHI, Affiliated to JNTUK KAKINADA
(Formerly known as Sri Sai Aditya Institute of Pharmaceutical Sciences & Research)

Ph: 99498 76664
Email: office@acop.edu.in
Website: www.acop.edu.in

ADD ON / CERTIFICATE PROGRAM

2022-2023

| S. NO	Name of add on / certificate course offered	Branch & year of offering	Number of students completing the course in the year	Type of add-on course
1	Pharmaceutical sales and marketing	IV B.PHARMACY	95	Self – Framed Course
2	Hands on Training of Laboratory Techniques In Organic Synthesis"	III PHARM D	25	Self – Framed Course
3	Good laboratory practices for fail-safe and effective experimentation"	II B.PHARMACY	97	Self – Framed Course
4	Improving mental health and suicidal prevention	I B.PHARMACY & I PHARM D	151	Self – Framed Course
5	Handling of Animals	IV PHARM D	26	Self – Framed Course
6	Hands on training program in analytical instruments	III B.PHARMACY	99	Self – Framed Course
Total No. of Students Enrolled			493	

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B.PHARMACY CLASSROOMS :
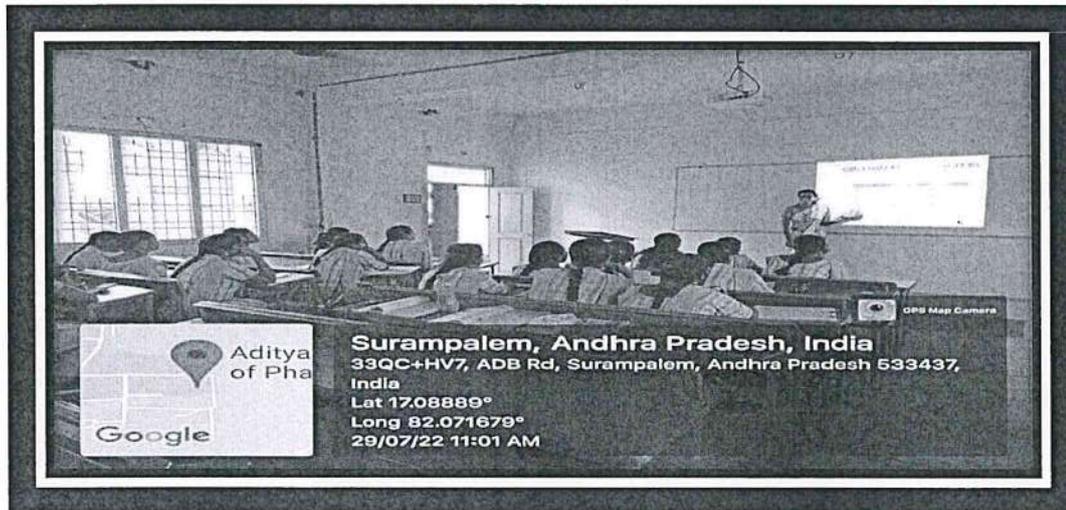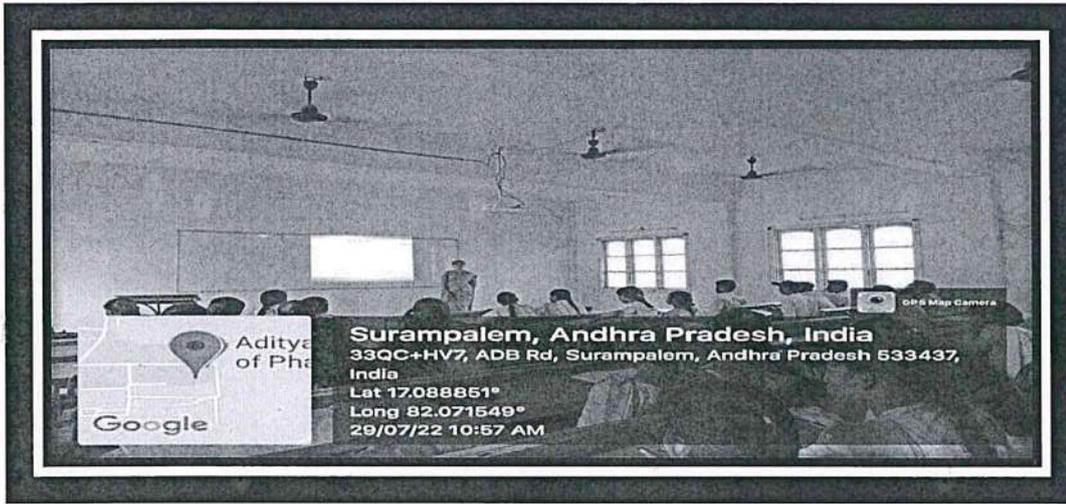
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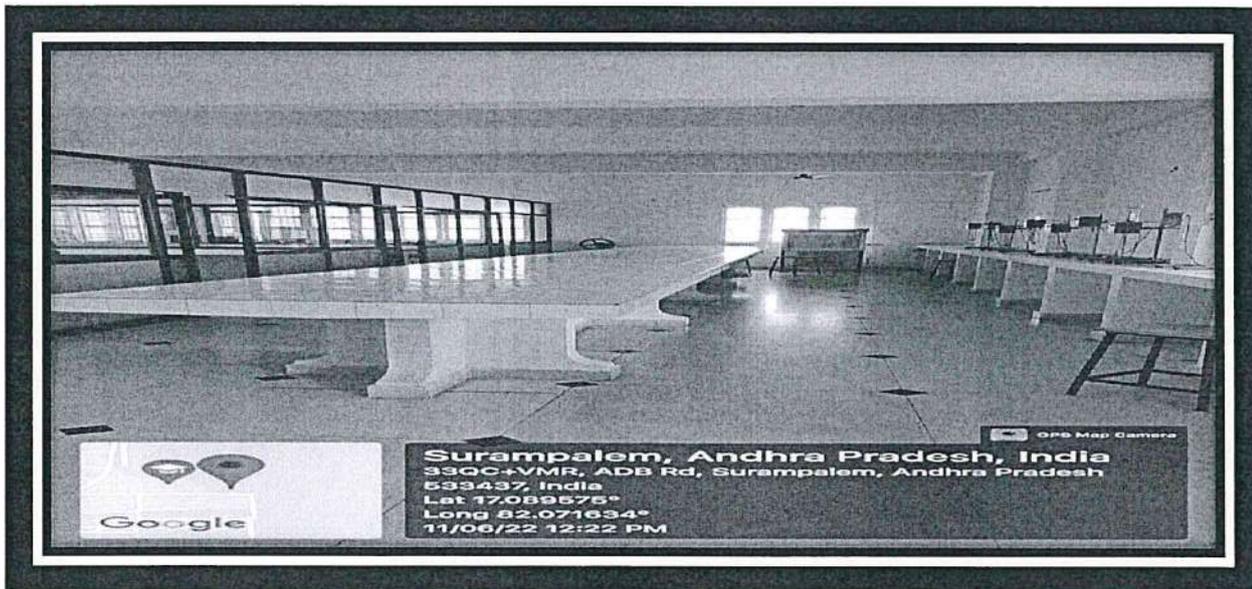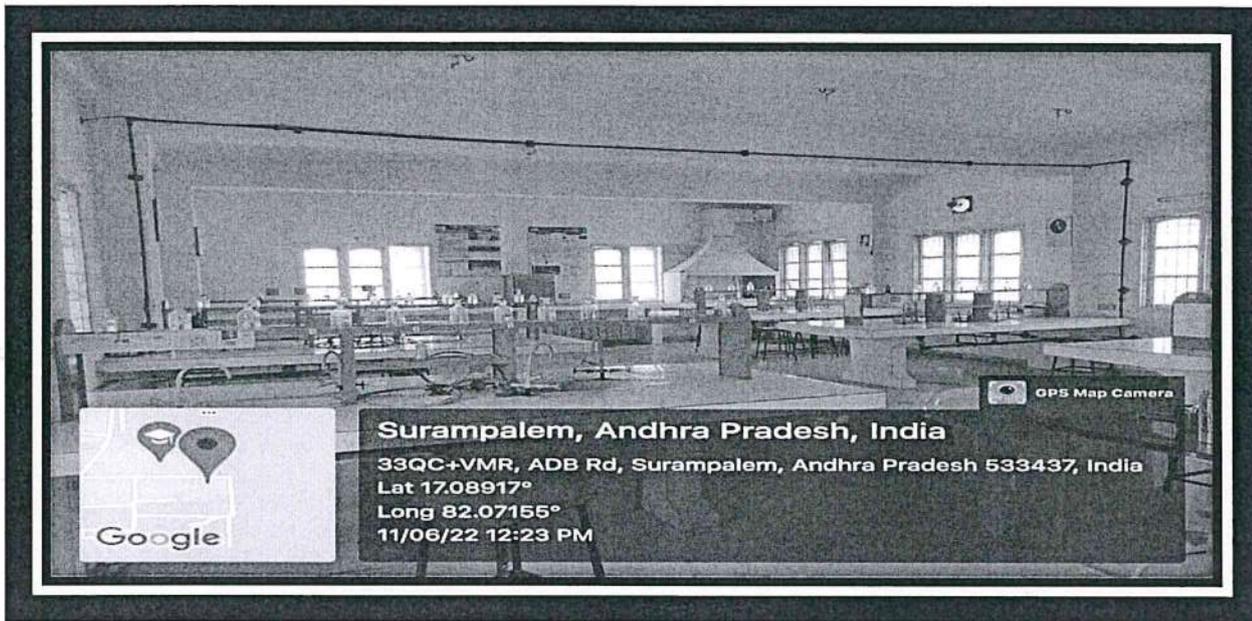
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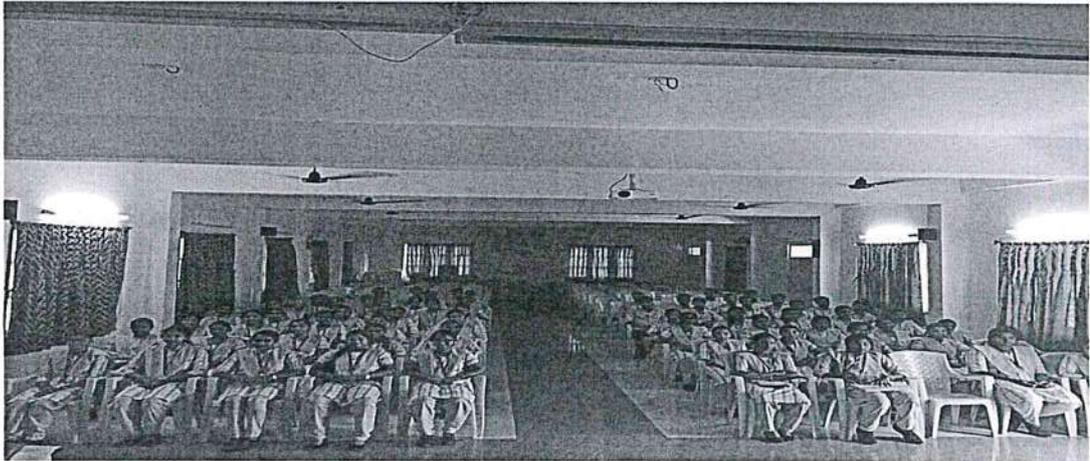
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ADITYA COLLEGE OF PHARMACY

Aditya Nagar, ADB ROAD, Surampalem - 533 437

LESSON PLAN

Program Name:	B. Pharmacy	AY	2021-2022
Course Name:	Cosmetic Science	Class / Sem	IV B.PHARM, II Semester
Faculty Name:	K.Sai priyanka	Regulation	PCI

Lec. no.	Name of the Topic	TM	Ref
	Unit-I: Introduction to Cosmetic Science, excipients and structure of skin, hair, oral cavity		
1	Classification of cosmetic and cosmeceutical products	C&T	T_3 (1.6 - 1.16)
2	Definition of cosmetics as per Indian and EU regulations	C&T	T_3 (1.1 - 1.6)
3	Evolution of cosmeceuticals from cosmetics, cosmetics as quasi and OTC drugs	S/P	T_3 (1.16 - 1.26)
4	Classification and application of Surfactants, rheology modifiers.	S/P	T_1 (769-785)
5	Classification and application humectants.	SEM	T_2 (261-271)
6	Classification and application emollients.	C&T	T_1 (357-362)
7	Classification and application of preservatives.	SEM	T_4 (79-86)
8	Basic structure and function of skin.	C&T	T_5 (3.2.4.1)
9	Hair: Basic structure of hair.	C&T	T_5 (3.3.1.1– 3.3.1.8)
10	Hair growth cycle.	C&T	T_5 (3.3.1.9)
	UNIT-II: Principles of formulation and building blocks of skin care products		
11	Principles of formulation, building blocks, advantages and disadvantages and application of Face wash.	SEM	T_3 (4.5 -.4.8)
12	Principles of formulation, building blocks, advantages and disadvantages and application of Moisturizing cream.	C&T	T_3 (4.9 -.4.13)
13	Principles of formulation, building blocks, advantages and disadvantages and application of Cold Cream, Vanishing cream.	DEMO	T_3 (4.13- 4.20)
14	Antiperspants & deodorants- Actives & mechanism of action	C&T	T_2 (437-456)

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15	Principles of formulation and building blocks of Hair care products like Conditioning shampoo, Hair conditioner,	S/P	T_1 (687- 699)
16	Principles of formulation and building blocks of Hair care products like anti-dandruff shampoo & Hair oils.	DEMO	T_3 (5.13- 5.19)
17	Chemistry and formulation of Para-phylene diamine based hair dye.	C&T	T_3 (5.24 - 5.26)
18	Principles of formulation and building blocks of oral care products like Toothpaste for bleeding gums, sensitive teeth.	C&T	T_3 (5.24 - 5.26)
19	Principles of formulation and building blocks of oral care products like Teeth whitening, Mouthwash.	DEMO	T_3 (6.4 - 6.14)
20	*Revision*	QUIZ	
	UNIT-III: Sun protection, Role of herbs in cosmetics & Analytical cosmetics		
21	Sun protection.	C&T	T_1 (323- 329)
22	Classification of Sunscreens.	C&T	T_3 (7.3 – 7.6)
23	Sun Protection Factor.	S/P	T_1 (323- 329)
24	Skin Care: Aloe and turmeric.	C&T	T_3 (8.10 – 8.12)
25	Hair care: Henna and amla.	C&T	T_3 (8.10 – 8.12)
26	Oral care: Neem and clove	SEM	T_3 (8.15 – 8.20)
27	Analytical cosmetics: BIS specification and analytical methods for shampoo.	S/P	T_3 (9.3 – 9.12)
28	Analytical cosmetics: BIS specification and analytical methods for skin cream.	S/P	T_3 (9.13 – 9.29)
29	Analytical cosmetics: BIS specification and analytical methods tooth paste.	S/P	T_3 (9.29 – 9.36)
30	*Revision*	Assignment	
	UNIT-IV: Principles of Cosmetic Evaluation		
31	Principles of sebumeter.	C&T	T_1 (47-49)
32	Principles of corneometer.	C&T	T_3 (143,294,822)
33	Measurement of TEWL	C&T	T_1 (86-87)
34	Measurement of Skin Color	BS	T_1 (407-413)
35	Measurement of Hair tensile strength	C&T	T_1 (726)
36	Measurement of Hair combing properties.	C&T	T_1 (724-725)
37	Soaps, and syndet bars, Evolution and skin benefits.	S/P	T_4 (615)

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Web Resources:

W1: <u>DANDRUFF: THE MOST COMMERCIALLY EXPLOITED SKIN DISEASE - PMC (nih.gov)</u>

W2: <u>Skin wrinkles and blemishes Information | Mount Sinai - New York</u>

Signature of the Faculty:

ADITYA COLLEGE OF PHARMACY

Aditya Nagar, ADB ROAD, Surampalem - 533 437

TUTORIAL PLAN

Program Name:	B. Pharmacy	AY	2021-2022
Course Name:	Cosmetic Science	Class / Sem	IV B.PHARM, II Semester
Faculty Name:	K. Sai Priyanka	Regulation	PCI

Lec. no.	Name of the Topic	TM	Ref
1	Classification of cosmetic and cosmeceutical products	QA	T_3
2	Basic structure and function of skin.	DMM	T_5
3	Antiperspants & deodorants- Actives & mechanism of action	SS	T_2
4	Chemistry and formulation of Para-phylene diamine based hair dye.	QA	T_3
5	Sun protection.	DMM	T_1
6	Sun Protection Factor.	QA	T_1
7	Principles of Sebumeter.	QA	T_1
8	Measurement of Hair combing properties.	DMM	T_1
9	Soaps and syndet bars, Evolution and skin benefits.	QA	T_4
10	Skin Care: Aloe and turmeric	QA	T_3
11	Analytical cosmetics: BIS specification and analytical methods for shampoo.	DMM	T_3
12	Measurement of TEWL	SS	T_1
13	Skin moisturisation, Basic understanding of the terms Comedogenic, and dermatitis.	TM	T_2
14	Cosmetic problems associated with skin: acne.	QA	T_2
15	Cosmetic problems associated with skin: prickly heat and body odor.	DMM	T_2

QA-QUESTION ANSWER METHOD;DM-DIGITAL MEDIA;DMM DEMONSTRATION METHOD;SS-STUDENT SEMINAR;LM-LECTURE METHOD;EL-E LEARNING TRENDS;PBM-PROJECT BASED METHOD;AM ASSIGNMENT METHOD,TBM-TASK BASED METHOD,TM-TUTORIAL METHOD;

REFERENCE TEXT BOOKS:

T_1. Andre O. Barel - Handbook of Cosmetic Science and Technology 3rd ed.

T_2. Harry's Cosmeticology, Volumes I-II eight edition.

T_3. Dr. Kamla Pathak & Dr. Ankur Vaidya Cosmetic Science Concepts and Principles published by Nirali Prakashan publications.

T_4. Cosmetics – Formulations, Manufacturing and Quality Control, P.P. Sharma, 4 th Edition, Vandana Publications Pvt. Ltd., Delhi

T_5. Meyer R. Rosen Harry's Cosmeticology 9th Edition © 2015 Chemical Publishing Co., Inc.

Web Resources:

W1: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2887514/

W2:https://www.mountsinai.org/health-library/report/skin-wrinkles-and blemishes#:~:text=Overview%201%20Our%20skin%20changes%20naturally%20with%20age.,exposure%20begin%20to%20break%20down%20the%20skin%27s%20defenses

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(Affiliated to JNTUK, Approved by AICTE)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in

NUMBER OF STUDENTS PARTICIPATED DURING ACADEMIC YEAR 2022-2023

S.NO	DATE	NAME OF THE EVENT	NO OF STUDENTS PARTICIPATED
1	06-01-2023	SANKRANTHI CELEBRATIONS	120
2	04-01-2023	INTRAMURALS	65
3	17-12-2022	CHRISTMAS CELEBRATIONS	95
4	17-11-2022	INTERNATIONAL STUDENTS' DAY	34
5	22-10-2022	DIWALI CELEBRATIONS	120
6	01-10-2022	SPORTS MEET	92
7	30-09-2022	DEVI NAVARATRI CELEBRATIONS	72
8	23-09-2022	WORLD PHARMACIST DAY	45
9	05-09-2022	TEACHERS DAY	75
10	30-08-2022	GANESH CHATURTHI	90
11	15-08-2022	INDEPENDENCE DAY	70

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ADB Road, Surampalem

Research and development (R&D) Policy-2022

Improving high – quality scientific research is a necessary requirement for creating successful applications. The objective of Research & Development (R&D) initiatives undertaken by Aditya College O Pharmacy (ACOP) is to build research careers, internationalization of human potential, support to strengthen the knowledge foundation and promote the creation of new applications, as well as societal impact of education, research and innovation. All education, research and innovation of this Institute aims to be of a high standard. The goal of creating technological and social innovation has emerged alongside R&D –based activities.

To achieve the high-quality research ambience the following policies have been undertaken. A research development cell has been established that will prepare and implement the documents for development of research and development activities within the Institute.

Establishment of Research and development (R&D) cell Governed by Research Advisory Committee (RAC):

1.1.   The Research and Development (R&D) Cell was established as per decisions taken by the Board of Governors.

1.2.   The R&D Cell is administrated by the College Research Advisory Committee(RAC) which comprises of the following members *

1. Principal-President (ex officio member)
2. Dean (R&D)-Secretary / Convener (ex officio member)
3. Research coordinators of Departments - Members
4. Nominee from Network Institution-Member.

   ❖ Head/Members should have Doctoral degree (Ph.D)
   ❖ Head/Members should have Research publications in referred journal to their credit

2. Responsibilities:

2.1.   The R&D Cell is responsible for assisting the Academic Council in the performance of the Council's responsibilities in respect of the establishment and promotion of excellence in the Institute's research and development, and research training activities.

2.2.   The development and enhancement of the Institute's research capacities. Motivate all faculties to pursue research in their respective areas of expertise.

2.3.   The protection and commercialization of the institute's intellectual property. Increasing consultancy activities related to R&D for industry and Society.

2.4.   The provision of research and development opportunities for academic staff to maintain enthusiasm, awareness of current scholarship, and relevance in teaching and other institutional activities.

2.5. The development of infrastructure conducive to promote the quality and quality of research and development.

2.6. The establishment of research and development priorities; and monitoring the quality and quantity of school research and development

2.7. Disbursement of institute Research Funds to established researches, both individually and in groups; including research infrastructure funds; higher degree by research candidates; seeding grants to beginning researchers; research initiatives across the departments; and provision of consolidated information to the Academic Council and other appropriate institutional bodies.

2.8. Monitor the application of Research Funds to ensure that the funds are properly and formally accounted for. Promote emerging areas of research and development. Development of mechanisms conducive to the best possible ways of engaging and motivating research staff.

2.9. To monitor and enhance the quality of research programs, projects and the research infrastructure within institute, including the training of research scholars. To be responsible for progression of research scholars.

2.10. To foster the development of multi-disciplinary research endeavors across Faculties and departments. Monitor the research and development performance of individuals, groups, Centers, Schools and Faculties to encourage excellence and productivity through maintaining a database of research and development activities.

2.11. Oversee the application of the Code of Research Ethics for the responsible practice of research. To formulate incentive schemes for promoting research activities with teachers and students/scholars.

2.12. To promote building strategic, durable partnerships and develop funding solutions with industries and research Institutions for steering, funding and cooperation.

3. Terms of Office

3.1 Members of the RAC other than *ex officio* members shall serve for terms up to the current academic year.

3.2 An appointed member may be appointed to serve for additional terms as per the approval.

4. Quorum

The quorum for meetings of the RAC shall be the nearest whole number above 50% of the membership of the RAC for the time being.

5. Meeting Schedule

The RAC will meet every 1st and 3rd Saturday of the calendar semester. The Chairman/President/Dean is responsible for determining if more meetings are required.

6. Reporting

The RAC will report to the Academic Council by way of its minutes.

7. Policy for Internal Research and Innovation Funding (Seed Money): Development Principles

(a) Funding will be long-term and allocated under transparent criteria.

(b) Long-term skills development requires a stable funding base: the diverse and strong technological and science base of this Autonomous Institute will be safeguarded.

(c) Funding to promote the application, introduction and commercialization.

(d) New and current resources to be directed towards the most important targets: strengths and selected priority fields; infrastructures; the research career system; internationalization.

(e) Research and innovation by individual departments will be activated through funding, with the aim of improving the ability to innovate through interdisciplinary research work.

(f) The funding basis for the Institute to be diversified; quantitative objectives and incentives to be set for international funding through steering committees.

(g) A larger share of the research funds will be used for strengthening the knowledge base and for research and innovation as well as cross-border cooperation.

(h) Expanding the funding base of research institutes will be necessary in the future

8. APPROVAL OF RESEARCH PROPOSALS

8.1 The design and methodology of research undertaken by a member of staff and student, who make use of research and subjects like people, human remains, other living beings and the environment, must be submitted to RAC for evaluation and approval, especially if legislation, professional councils or institutions affected by the research require it.

8.2 When faculty and student hand over in research essays, mini-dissertations, dissertations and theses, they must declare that their research has complied with the Code of Research Ethics of the Institute.

9. CODE OF RESEARCH ETHICS:

The researchers have to follow the Code of Ethics as mentioned in "Code of Ethics for Research" policy.

9.1 RELATIONSHIPS WITH THE COMMUNITY:

(i) Data or information shall be gathered and recorded in such a way that it can be made available at any time (after completion of the project) to other interested parties without undermining confidentiality.

(ii) Researchers will judiciously consider potentially destructive consequences of their research activities, outcomes or outputs on the human or natural environments and will avoid such research projects, or assiduously reduce the risk of such consequences through their research activities.

(iii) Researchers will exercise their rights to academic freedom and freedom of scientific research, researchers are accountable to the community for the way in which they exercise those rights.

9.2 RELATIONSHIPS WITH SPONSORS

(i) The methods, contents and results of research that has been funded (fully or partially) by external funds, shall be fully disclosed. Full particulars of the person or institution from outside the institute who funded the research shall be provided in the published results of the research.

(ii) Researchers shall be honest with sponsors of their research about their qualifications and their research expertise and skills. Researchers shall ensure that sponsors require nothing of their research that is contrary with internationally acknowledged standards for ethical research.

(iii) Researchers shall only utilize a sponsor's funds for purposes explicitly approved by the sponsor.

9.3 RELATIONSHIPS WITH RESEARCH PARTICIPANTS AND RESEARCH OBJECTS:

(i) Researchers shall, at all times, respect research participants' right to freedom, dignity, privacy and bodily and psychological integrity.

(ii) Researchers shall treat non-human living beings with care, respect and awareness of their vulnerability and defenseless-ness

(iii) Researchers shall undertake research in a manner that does the environment no harm and that creates no additional environmental stress.

(iv) Researchers shall undertake to carry out biohazard waste disposal as per established norms and practices.

(v) Researchers may use people as participants of research only if they have given their proven informed consent for their participation in the research, or, in the case of persons younger than eighteen years, if their guardians have given such informed consent and also observe confidentiality.

Policy for organizing in house seminar/conference/workshop related to R&D:

CRITERIA FOR FACILITATING PROFESSIONAL DEVELOPMENT PROGRAMS FOR THE FACULTY

1) Eligible Employees

Aditya College Of Pharmacy (ACOP) employees (excluding employees on leave without pay) with a regular full-time appointment are eligible employees.

2) Criteria for Professional Development

1. Courses, seminars, workshops and conferences intended to assist employees in maintaining and improving knowledge and skills relevant to the employees' responsibilities or to their career development at the Institute are considered for financial support.
2. Employees approved for Professional development Leave are entitled to up to 14 paid working days.
3. The following will not be considered for funding
   - Professional fees or dues
   - Training to meet minimum job requirements in the employee's current job (e.g. basic level training for newly installed or upgraded computer hardware or software will not normally be approved whereas intermediate and/or advanced computer training may be considered for funding).
   - Courses of programs an employee is expected to take at the sole request of a supervisor.
4. General interest courses. An exception might be a course that could be an asset to the employee and the college.

3) Criteria for Funding

Approved funding for individual professional development activities will not be carried forward into the next financial year.

Allowable expenses must be submitted within two (2) weeks of the staff development activity. Funds allocated to professional development activities will be in the following priority order.

1. Registration fees
2. Materials and supplies
3. Travel for activities off campus
4. Accommodations and meals

4) Application Procedures

1. The College pre-approves requests for financial support for development activities only. The college does not normally approve funding requests retroactively.
2. Requests for leave to participate in a professional activity must be obtained by the applicant from the Principal.
3. Completed applications are to be submitted to the Principal's office at least one week prior to the event.
4. Completed applications are considered on a first come first serve basis. Applications will be date stamped upon receipt and reviewed for completeness.

5) Cancellation

Employees can request to withdraw their application and/or approved funding by writing to the Dean (R&D) after obtaining approval from Princple.

Employees cannot use previously approved funding for a different purpose. Employees who do not attend the professional development event for which they have received approved funding must repay the money, which will also make ineligible for future internal grants.

R &D Incentive Policy applicable from 1st July, 2022

This document presents the research incentives that are going to be issued by the Management for faculty publications, patents, funded projects and consultancy works and its implementation policy. The new incentive policy will be implemented from 1st July, 2022.

PUBLICATIONS:

International Journal with IF > 8.1 **or H-Index** > 225	: Rs. 30,000/-
International Journal $5.1 < IF < 8$ **or H-Index** $151 < HI < 225$	: Rs. 25,000/-
International Journal $2.1 < IF < 5$ **or H-Index** $101 < HI < 150$	: Rs. 20,000/-
International Journal $0.5 < IF < 2$ **or H-Index** $51 < HI < 100$	: Rs. 15,000/-
International Journal $IF < 0.5$ **or H-Index** $HI < 50$	: Rs. 10,000/-
International Journals (Indexed by Scopus and ESCI)	: Rs. 10,000/-
International Journal (Scopus Indexed / WOS indexed)	: Rs. 7,500/-
Scopus Indexed International Conference Registration (Max.)	: Rs. 7,500/-
(Max. of 2 Conferences per year per faculty)	
Book Chapter indexed in Scopus	: Rs. 7,500/-
(Not through Conference, only direct submissions will be considered)	
National Conference Registration Fee (Max.)	: Rs. 4,000/-
UGC Indexed Journal	: Rs. 2,000/-

PUBLISHING TEXT BOOK

International Edition by top 20 Publishers in the world List enclosed in Annexure -1	: Rs. 20,000/-
Indian Edition Book should meet the criteria mentioned in guidelines	: Rs. 10,000/-
Publishing Book Chapters in Non Scopus Editions	: Pro rata basis
Publishing an article in a Magazine	: Rs. 2,000/-

PATENTS:

Publication of Patent	: Rs. 10,000/-
Grant of Patent	: Rs. 20,000/-

Note: Filling charges will be paid by the Management and Incentives will be given only if the Applicant is Aditya College of Pharmacy. The above incentives are applicable only if the disclosure goes through detailed search process by Novel Patent services (MOU with ACOP)

Patents filed by faculty keeping College Name as applicant   :   Rs. 10,000/-
(It should reflect in the Derwent Database)

Patents granted with examination   :   Rs. 10,000/-
(It should reflect in the Derwent Database)

FUNDED PROJECTS / GRANTS:

Award of Grant for Conf / Workshop / Seminar	: 5% of the Grant
Funded research project where equipment is not involved	: 10% of the Grant
Funded projects where equipment is involved	: 15% of the Grant

Note: Submission of application, follow up for getting the grant, carryout the project and submit utilization certificate should be done by the faculty.

BEST DEPARTMENT OF THE GROUP:

Best Department   : Rs. 10,00,000

Fund will be utilized for enhancing the research facilities.

Best department will be identified based on Research Publications, Patents and Funded Projects, Consultancy works.

MANDATORY RESEARCH PUBLICATIONS BY FACULTY PER YEAR:

Doctorate Faculty	: Minimum 1 article in Scopus indexed Journal and 1 article in Impact Factor Journals
Non- Doctorate Faculty	: Minimum 2 articles in Scopus indexed Journals

Guidelines for implementation:

1. Impact Factor should be given by Thomson and Reuter / Clarivate

2. 20% amount will be allocated for citing three papers published by faculty of Aditya College of Pharmacy or self-citations.

3. Compulsory citation of 3 papers of Aditya Group in IF Journals in some cases may be exempted based on the recommendations of the Incentive Committee. Committee will investigate on case to case basis and recommend for exemption.

4. The Text Book should have the content / quality to be recommended as reference book by any University or College for UG/PG program. (Single space format, Min. 200 Pages). Text Book may have chapter wise references (optional), preface, contents, ISBN Number and published by the standard publisher (Indian / International)

5. Conference papers will be given registration fee up to Rs.7,500/-. Honorarium will not be paid. Book Chapters published through Conferences will not be eligible for honorarium. Book Chapters (in Taylor & Francis / Springer / Elsevier / any other reputed publisher) which are directly submitted to the editor are eligible for Honorarium of Rs. 7,500/- after it is indexed in Scopus database.

6. Faculty presenting papers in Scopus Indexed Conferences with a group of UG students will be paid registration fee.

7. H- Index of Conference Proceedings will not be considered.

8. International or National Conferences should be organized by NIPER/NIT/ IIT/ Central or State University / Deemed University / Research Laboratories / Reputed Institutes with Autonomous Status with NAAC / NBA Accreditations.

9. NAAS Score of the Journal will be considered in place of Scopus for the Publications made by the faculty. NAAS 4.0 and above will be treated on par with Scopus and NAAS 7.0 and above will be treated as IF Journal.

10. Six Academic Leaves will be granted per year. Faculty can use these leaves for attending workshops / FDPs / RRMs / invited talks / Doctoral Review Committee as a resource person or any other academic related activities. Faculty will be allowed to attend one workshop/ FDP per year.

11. Two days OD will be given for attending final Viva-voce examination of Ph. D. for the research scholars and one day OD will be given to the Faculty (Guide) to attend to his research scholars Ph.D. Viva-voce.

12. New awards have been constituted on the name of "Best Researcher Award", "Best Consultant Award", 'Highest Impact factor Journal in a year', "Best performing Department with respect to research".

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The "Best researcher of the College", "Best Consultant of the College" will be given a certificate and medal. Both number of consultancy works and amount earned will be taken in to consideration.

Faculty who publishes paper with "highest impact factor in the year" will be given certificate and medal.

Best Department with respect to research in Aditya College of Pharmacy will be given Rs. 10 Lakhs for enhancing the research facilities

13. One faculty / group of faculty can apply for seed money up to 5 Lakhs to carry out research with specific outcomes. (Number of papers, patents and their Quality). Research Advisory Committee will scrutiny the proposal. Based on the recommendations of the committee, seed money will be disbursed in installments. Committee will review the progress every month. The applicants of the seed money will have to sign a bond to stay in the college for 3 years & give an assurance to achieve the outcomes as per the timelines. No incentive will be paid for the papers they produce based on the facility created with the seed money. Incentives will be paid as per the norms after meeting targets as per the time lines with research facility created.

14. For the award of incentive, up to 5th author in any Journal / Conference paper will be considered. For meeting the research target also, the same rule is applicable.

15. One paper must be claimed by one faculty only as a part of the research targets. No two persons should claim the same paper / publication.

CONSULTANCY PROJECTS

1. To encourage consultancy work from the faculty, AGEC announces a policy wherein the faculty can claim 100% of the amount charged under the consultancy work up to 5 Lakhs. This is subject to the following conditions:

   a. Aditya faculty alone should be the sole Principal Investigator (PI) of the consultancy work and he should get the project on his own without taking any support from the Institute.

   b. The said consultancy work should be undertaken after the approval of the Principle and the agreement should be undertaken between Aditya College of Pharmacy (ACOP) and the concerned third party.

   c. The payment for the consultancy work should be credited to ACOP which will further be passed on to the faculty as 100% Incentive.

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d. The expenses incurred for project personnel / technician, contingencies, travel, consumables, stay, food, overheads and other costs should be borne from the consultancy amount. Institute will consider the time spent for attending the project as on duty (OD) and pays full salary to support consultancy work. The PI will be permitted to take up the project which can be carried out at Campus or at client location.

2. The faculty will be eligible for 75% of the revenue generated after deducting all the expenses from consultancy amount, if the total value of consultancy amount is above 5 Lakh.

3. If any equipment or infrastructure is needed for executing any consultancy project, the decision for the purchase or lease for the same will be decided based on approval/suggestions from the R&D committee and Head of the Institute. The Incentive rules for such kind of projects will be separate and will be decided during the pre-approval meeting with the Head of the Institute.

4. If any consultancy project is executed with the equipment or facility sponsored by the Institute through its R&D seed grant or other funds, the Principal Investigator will be paid 50% of the revenue generated through the project after deducting all the expenses incurred as mentioned in 1(d).

5. If a Consultancy project is assigned to any faculty from the Institute or with the support of the Institute, the Principal Investigator will be paid 40% of the revenue generated through the project as incentive after deducting all the expenses incurred as mentioned in 1(d) by the Institute. 60% of the revenue retained by the college will be used for the development of the concerned laboratory or department infrastructure.

6. The consultancy works in which faculty receives 100% of the generated revenue as incentive, will be considered as research and development activity and is not counted for appraisal or for any other incentive.

7. The maximum number of 6 working days will be allowed for attending consultancy project at client location within India on OD. Extension beyond this period has to be approved by the Head of the institute with prior notice of 2 working days.

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GOVERNMENT OF ANDHRA PRADESH
REGISTRATION AND STAMPS DEPARTMENT
THE REGISTRAR OF SOCIETIES
KAKINADA

APESD AA 17350918

CERTIFICATE OF REGISTRATION
(No: 369 of 2022)

Application No

SCR0122000 7369

Date: 15/08/2022

I hereby certify that 'ADITYA COLLAGE OF PHARMCY ALUMNI WELFARE ASSOCIATION', 1-49/MANYAMVARIPALEM/J AGGAMPETA/JAGGAMPETA/Kakinada/AndraPradesh/India/533435 on this day registered under the Andhra Pradesh Societies Registration Act., 2001

Certified By

KAKINADA

Name:
Designation:
Registration District: KAKINADA

KAKINADA
Date: 15/08/2022

(Maintained Under Section 3 of Societies Registration Act, 2001)

1	Society Registration Number:	No: 369 of 2022
2	Name of the Society:	ADITYA COLLAGE OF PHARMCY ALUMNI WELFARE ASSOCIATION
3	Society Category:	Welfare Associations
4	Society Address:	1-49/MANYAMVARIPALEM/JAGGAMPETA/JAGGAMPETA/Kakinada/AndraPradesh/India/533435

Member Details

S.No	Name of the office Bearers & S/O, W/O, D/O	Designation of their local standing in the Society	Occupation	Residential Address
1	PYDI RAJU KONDRAPU, S/O VEERA BHADRA RAO	PRESIDENT	EMPLOYEE	1-49/MANYAM VAARI PALEM/JAGGAMPETA/JAGGAMPETA/Kakinada /Andhra Pradesh/India/533435
2	SRUTHI KURRA, D/O VENKATA RAMANA	VICE PRESIDENT	PRIVATE EMPLOYEE	4-172/MEKAVARIVEEDHI JAGANNAIKPUR/KAKINADA/KAKUNADA (URBAN)/Kakinada /Andhra Pradesh/India/533462
3	VIJAYA VUNDAVALLI, D/O VENKATRAO	SECRETARY	PRIVATE EMPLOYEE	3-73/P.NAYAKAMPALLE/GANDEPALLE/Kakinada /Andhra Pradesh/India/533437
4	DEVI KANDULA, D/O VENKATRAO	JOINT SECRETARY	PRIVATE EMPLOYEE	7-64/Other/RUDUR VARNI NIZAMABAD/India
5	MANIKATA SRUTHI JOKA, RAMASWAMY	TREASURER	PRIVATE EMPLOYEE	2-25/MAIN ROAD/PEDDAPURAM/PEDDAPURAM/Kakinada /Andhra Pradesh/India/533437
6	GNANESWARI	MEMBER	PRIVATE	3-8-45/KURMANA STREET RECHERLA

Note: OISITA a Digitally Signed CEMPLOYEBOI/Andhra Pradesh/India/533437 and this certificate can be verified meeseva.gov.in by furnishing the application number mentioned in this Certificate.

1/2

PRINCIPAL
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Aditya College of Pharmacy

Aditya nagar, ADB Road, Surampalem-533437, E.G. Dt., AP

HR Policy

Table of Contents

Vision

To induce higher planes of learning by imparting technical education with

- ➢ International Standards
- ➢ Applied research
- ➢ Creative Ability
- ➢ Value based instruction and to emerge as a premiere institute.

Mission

Achieving academic excellence by providing globally acceptable technical education by forecasting technology through

- ➢ Innovative Research And Development
- ➢ Industry Institute Interaction
- ➢ Empowered Manpower

Goals:

Short Term

- ➢ Achieving academic success by obtain a passing guide in all semesters of all programmes of the University Examination.
- ➢ Generating active research promotion among staff and student which results in national and international publications.
- ➢ Providing placement to all eligible students through the development of soft skills, technical ability, and domain knowledge.
- ➢ Improving leadership quality of Staff members and Students by involving them in college level committees, thereby grooming them to work autonomously.
- ➢ Memorandums of Understanding with prominent industries to improve Industry-Institution relations which help in student

placements, internships, projects, in-house trainings and knowledge transfer on current technologies.

Goals-Long Term

➢ To make all Departments as Research Centre recognized by the University.
➢ To attract more grants from funding agencies viz, AICTE, DST, SERB, etc.,
➢ Aiming towards getting accreditations from NBA, NAAC, NIRF & achieve Autonomous status.

Quality Policy

The Institute is committed to create and improve the teaching learning process through the following initiatives.

➢ Innovative methods in teaching and learning process.
➢ Provide good academic and research environment to students and faculty for a complete real time learning experiences.
➢ Industry collaborations.
➢ Inculcating moral and ethical values among the students and staff.

1. Human Resource Planning

1. Every year in the month of April there will be Man power planning and submission of requirement to the management for the next Academic year.
2. The Principal will obtain the staff requirement lists from all the head of departments.
3. The principal will appoint a senior faculty of the department as Head of every discipline, along with other faculty members.
4. The principal should appoint a selection committee for each discipline's recruitment. The senior staff is made up of this group.
5. The Principal will recommend the increments based on the Performance appraisal of the individual faculty members.

2. Eligibility Criteria

1. Faculty members are hired based on the qualifications required by the AICTE for various cadres time to time.
2. There will be only three teacher designations Assistant Professors, Associate Professors.
3. No one may be appointed, promoted, or labelled as Professor unless he or she holds a Ph.D. and meets other academic requirements as set forth by the AICTE and PCI.

B.Pharm/Pharm.D/Post graduate course in Pharmacy-

Director/ Principal/ Head of Institution	First Class B.Pharm with Master's degree in pharmacy (M.Pharm) in appropriate branch of specialization in pharmacy or Pharm.D (Qualification must be PCI recognized). With Ph.D degree in any of Pharmacy subjects (Ph.D. Qualifications must be PCI recognized).	**<u>Essential</u>** 15 years experience in teaching or research out of which 5 years must be as Professor/HOD in a PCI approved/recognized pharmacy college. **<u>Desirable</u>** Administrative experience in a responsible position.
Professor	First Class B.Pharm With Master's degree in pharmacy (M.Pharm) in appropriate branch of specialization in pharmacy or Pharm.D (Qualification must be PCI recognized). With Ph.D degree in any of Pharmacy subjects (Ph.D. Qualification must be PCI recognized).	**<u>Essential</u>** 10 years experience in teaching in PCI approved/recognized pharmacy college or research experience out of which 5 years must be as Associate Professor in a PCI approved/recognized pharmacy college.
Associate Professor	First Class B.Pharm with Master's degree in pharmacy (M.Pharm) in appropriate branch of specialization in pharmacy (Qualification must be PCI recognized).	3 years experience in teaching or research at the level of Assistant Professor or equivalent in PCI approved/recognized Pharmacy college.

3. Recruitment

1. A job description and specification for the candidate to be hired must be prepared by the selection committee.

2. The committee will supplement candidates in a 1:3 ratio from any or all of the following sources for each position to be filled:

2.1 Advertisements in the Newspapers and in faculty plus

2.2 Direct applications

2.3 Employee referral

3. If the committee believes it necessary, walk-in interviews may be conducted to supplement the requisite candidates.

4. Recruitment process are

4.1. Scrutinisation of Applications

4.2. Panel/Selection Committee Formation

4.3. Conducting Interview — (i) Class room demonstration (ii) Personal interview

5. The committee will finalize the short-listed applicants and submit their recommendations along with the candidates' personal data sheets to the Principal.

6. An order of appointment for selected candidates will be given.

7. A joining report will be collected from the candidates.

8. Staff members appointed in the institute will be given a brief introduction about the Institute by the Principal on the day of his/her joining.

9. The Principal forwards the joining letter along with credentials to the office.

10. Principal will give a brief overview of the department and introduce the new staff member to the members of the department.

4. Positions

1. The Institute mainly consists of two working wings — Teaching & Administration. The teaching wing comprises of following positions
   - ➢ Principal
   - ➢ Professor
   - ➢ Associate Professor and
   - ➢ Assistant Professor

2. In addition each department is having supporting staff like Lab Technicians/Programmers

3. The Administration wing consists of the following positions

   - ➢ Administrative officer
   - ➢ Office Superintendent
   - ➢ Computer Operator
   - ➢ Accountant
   - ➢ Office Assistant

4. In addition to the above mentioned positions, the institute also maintains ministerial staff.

5. Leave

1. Permission

Maximum of three permissions per month can be availed by the faculty for the duration not exceeding one hour each, without affecting the routine academic activities. Permission can be availed either at the beginning of the day or at the end of the day only. Each excess permission or late will be treated as half day casual leave.

2. Intimation of Leave

2.1 Faculty member should make necessary alternate arrangements of their classes before applying leave.

2.2 Faculty should submit their leave application to the Principal.

2.3 Everyone who are taking more than one day should submit the leave application to the Principal.

3. Casual Leave

Number of Casual Leave permitted is 12 days per year.

4. Maternity Leave

Six months maternity leave is permissible for female faculty members and this period will be accounted for service.

5. On Duty

5.1 The staff on Office Duty will be sanctioned as OD by the Principal.

5.2 On the following grounds on duty can be sanctioned by the Principal

- ➢ University Practical External Examiner ship
- ➢ University Representative
- ➢ University Valuation
- ➢ Attending Conferences, Training Programs

6. Service Rule

1. While the faculty in the service of the institute the faculty shall not enter into any contract or agreement with any other institute.

2. Staff members should not disclose any confidential information of the institute.

3. Faculty has to strictly maintain discipline and dress code.

4. Faculty should not misuse the position in the institute and involve any kind of unauthorized transactions.

5. Faculty members are required to carry out all the duties that may be assigned by the Principal or Head of the Department.

6. Faculty members may be relieved from their duties at end of the academic year and will not be relieved in the middle of the academic year. This is exempted for those who get Government /University posting or marriage (Proof should be enclosed with resignation letter)

7. Faculty members can refer work difficulties / grievances to the management through the Principal.

8. Faculty performance will be reviewed by the Principal

9. During the employment the faculty will be governed by the rules & regulations of the institute that are enforced and as amended from time to time.

7. Welfare Schemes

The teaching and non — teaching staff play a vital role in the growth of the institute and therefore the institute is recognizing their productiveness and acknowledges their needs and requirements. As a result, the institute is implementing various effective welfare schemes. These welfare measures enrich the physical and mental health of the employees and thus promote a dynamic and encouraging work atmosphere. This stimulates the employee productivity and commitment towards the institute.

The following list shows the various welfare schemes:

1. Children of our employees who are all studying in our group of institutions are eligible for a 50% concession in tuition fee.
2. The institute provides subsidized lunch for both teaching and non-teaching staff members.
3. The institute provides three sets of uniform per year and other safety gadgets for non-teaching staff like security, scavengers, attenders, and drivers.

4. To the teaching and non-teaching staff the institute provides health insurance policy by contributing 50% of the premium amount.
5. Residential quarters are allotted teaching staff based on the availability.
6. Provision of free exclusive transport facility for teaching and non-teaching staff from various parts of the district.
7. Extension of ESI benefits to non-teaching staff.
8. The institute has assisted the COVID-19 effected faculty with a financial support of Rs.10000/-to meet their medical requirements.
9. Employee Provident Fund (EPF) is applicable to some of the staff of our college from their date of joining the institution.

8. Financial Assistance

The faculty members of the institute will be given financial assistance to attend Conference, Faculty Development Programs or Short Term Training Programs. Professional body memberships can be reimbursed by producing the payment receipt & participation certificate. The application has to be forwarded to the Principal for the approval.

9. Incentives and transportation fare to faculty attending Conferences/Seminars/Workshops

The faculty members are provided with incentives for publishing articles in scopus indexed journals. The institute also provides transportation fare to the faculty who attend conferences/seminars/workshops.

NSS ACTIVITIES FOR ACADEMIC YEAR-2022-2023

INDEX

S. No	Name of Activity	Date of Activity	Place	No. of Students participated
1	Medical Check-up and Medical camp at Rajanagaram	3rd and 6th April 2023	Surampalem and Rajanagaram	39
2	National Deworming Activity	14th March 2023	Aditya College of Pharmacy	22
3	Women's day Celebrations	08th March 2023	Aditya College of Pharmacy	21
4	Cleanliness and Road Sanitization	10th February 2023	High school, Gorinta	12
5	Republic Day	26th January,2023	JNTUK	12
6	National Girl child day	24th January, 2023	DIVILI, Aditya College of Pharmacy	18
7	Groceries Distribution for Needy	4th January 2023	Grama Panchayati Pulimeru	14
8	Mini Medical Camp	24th December 2022	Ramalayam, Gorinta	22
9	Village Survey	24th December 2022	Panchayati, Gorinta	
10	SVEEP-Systematic Voters' Education Electoral Participation	06th December 2022	Aditya college of pharmacy, Surampalem	36
11	Soil Day	05st December 2022	Grama Sachivalayam, Annuru	21
12	AIDS & Tuberculosis Camp	01st December 2022	Area Hospital Peddapuram	32
13	Clean India Campaign	29th November 2022	Rameswaram Peta	27
14	Constitution Day	26th November 2022	Aditya college of pharmacy, Surampalem	58
15	Free Medical Camp	12th November 2022	Pulimeru	56
16	National Unity Day	31st October 2022	Aditya college of Pharmacy, Surampalem	55
17	Tree Plantation	29th October 2022	Aditya college of Pharmacy, Surampalem	56
18	NSS-National Service Scheme Day	24th September 2022	Aditya college of Pharmacy, Surampalem	48
19	National Pharmacy week (Free Medical Camp)	24th September 2022	Surampalem, Elakolanu	20
20	Poshan Abhiyan	16th September 2022	Annuru Anganwadi	45

Percentage of Participation:96.6

NSS CO-ORDINATOR
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ADITYA
COLLEGE OF PHARMACY
Approved by AICTE & PCI - NEW DELHI, Affiliated to JNTUK KAKINADA
(Formerly known as Sri Sai Aditya Institute of Pharmaceutical Science & Research)

Ph: 99498 76664
Email: office@acop.edu.in
Website: www.acop.edu.in

Activity: **Guest Lecture**

Title: **Intellectual Properties (IPR) Awareness program by NOVEL PATENT SERVICES PRIVATE LIMITED**

Resource person: **Charan Tej S, Manager, Technical Division, Novel patent services**

Date: **18-04-2023**

Beneficiaries: **Faculty**

Company: **Novel Patent Service Pvt Ltd**

Objective: **To create awareness among Faculty regarding Intellectual Property Rights on the occasion of World Intellectual Property day**

Outcome of the event: **Faculty had learned about Intellectual Property Rights**

Intellectual Properties (IPR) Awareness program by NOVEL PATENT SERVICES PRIVATE LIMITED

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