

ADITYA COLLEGE OF PHARMACY

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.



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



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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.



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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.



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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



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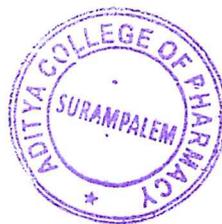
4) Application Procedures

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 Principle.

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.



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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 : Rs. 20,000/-

List enclosed in Annexure -1

Indian Edition : Rs. 10,000/-

Book should meet the criteria mentioned in guidelines

Publishing Book Chapters in Non Scopus Editions : Pro rata basis

Publishing an article in a Magazine : Rs. 2,000/-



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PATENTS:

Publication of Patent : Rs. 10,000/-

Grant of Patent : Rs. 20,000/-

Note: Filing 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



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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 / RRM's / 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, AGECE 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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S. No	Name of the Institution/ Industry/ corporate house with whom MOU is signed	Year of signing MoU	Duration	List the actual activities under each active MoU's
1	Val square Consultancies Pvt Ltd.	31-12-2021	Auto renewal	Industrial training, Guest Lectures.
2	Indian Healthcare BPO	21-12-2021	Auto renewal	Industrial training, Guest lectures and placement training.
3	Electropro	04-09-2021	5 years	e-Waste management
4	MSN Laboratories Private Limited	25-08-2021	Auto renewal	Industrial training, Guest Lecture.
5	Pharma Train	04-12-2020	Auto renewal	Industrial training, skill development and guest lectures.
6	Novel Patent Services Private Limited	3-12-2019	5 years	Seminar on Role of IPR in Pharmaceutical industries.
7	Seldom Pharma Private Limited	05-04-2019	Auto renewal	Industrial training.
8	Chandra Labs	01-03-2019	Auto renewal	Industrial training, Guest Lectures.
9	Green Park Biosciences	21-12-2018	Auto renewal	Industrial visit and training.
10	Hetero Labs Limited	02-08-2018	Auto renewal	Industrial training, guest Lectures.
11	G.S.L General Hospital & Medical Hospital	19-08-2013	10 years	Clinical Training activities.
12	Indian Biomedical Skill Council	11-05-2023	Auto renewal	Internships, Student Exchange, Industrial Training, Faculty Exchange, Seminars.
13	Krishna Teja College of Pharmacy	06-06-2023	2 years	Faculty development Programme

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Website: www.acop.edu.in

4.1.1-The institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories , computing equipment etc.(2023-2024 Academic year)

- Infrastructure and physical facilities are available as per AICTE and PCI code for Pharmacy including various teaching learning resources in Aditya College of Pharmacy. Residentially, the college occupies a sprawling 2-acre green campus, which The college therefore offers an extensive range of academic facilities for the overall master's degree programs offered under B. Pharmacy (UG), M. Pharmacy (PG), and Pharm D. Campus amenities include a three storey structure that accommodates academic facilities which are 15 class rooms that can each hold 60 students, fitted with white board and LCD projector. The teaching-learning resources available include laptop or desktop and other information, communication and technology factors as used by the faculty members.
- The college has a seminar hall for academic and cultural, it also has Information Communication Technology equipment and white board/projector. There is CC TV surveillance for proper monitoring of the college. There is also provision of air conditioning in the large central instrumentation laboratory for continued running of the instruments.
- The college has 20 laboratories for B. Pharmacy, M. Pharmacy and Pharm D and one instrumentation lab with HPLC apparatus and UV dissolution lab tests and SOPs of lab equipments. Organizational plans and researches could be run in the computer laboratory provided with sixty computers here, as well as in the animal house and medicinal garden. Storage rooms are used for storage of chemicals and glassware. The management also offers extra amenities such as cafeteria, restaurants, transport and living facilities such as hostels.



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Formerly known as Sri Sai Aditya Institute of Pharmaceutical Sciences & Research

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ACADEMIC FACILITIES AND TEACHING LEARNING FACILITIES

ROOM	DESCRIPTION	COUNT
Class rooms	Spacious good ventilated class rooms with white marker boards and LCD projectors	15
Labs	Well equipped with different instruments and multiple sets of glass ware	20
Library	Digitalised library with number of books to facilitate teaching and learning process	1
Seminar hall	Seating capacity of more than hundred members of students with LCD projectors	1
Animal house	Required animals are available to facilitate research and practical work	1
Computer lab	Equipped with number of computers helps to facilitate teaching and learning process	1
Soft skill and language lab	Develops and improves communication skills in students	1



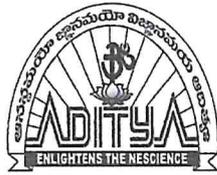
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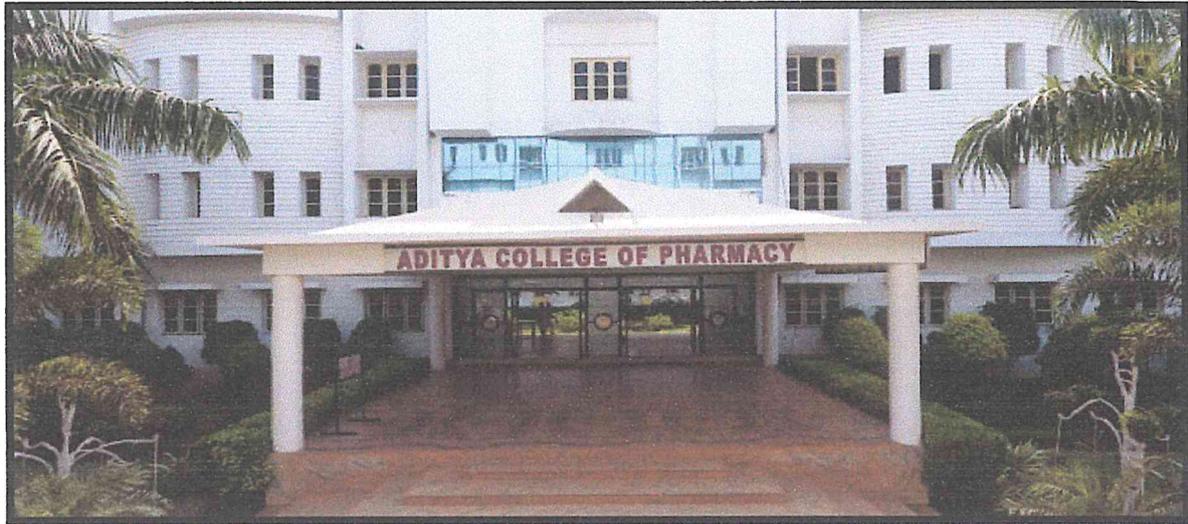
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The college has adequate facilities for teaching, learning, viz., class rooms, laborator and computing equipments, etc.



Aditya College of Pharmacy Outer view

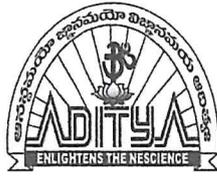


Aditya College of Pharmacy inner view



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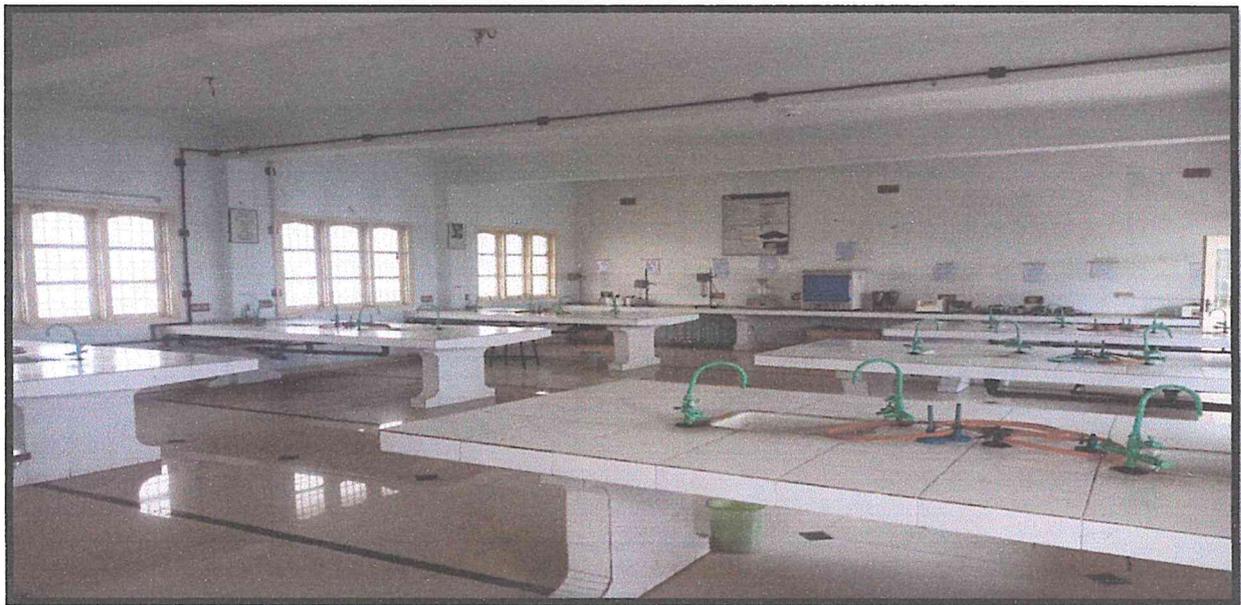
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LABORATORIES PHOTOS



Pharmaceutics lab -



Pharmaceutics lab - II



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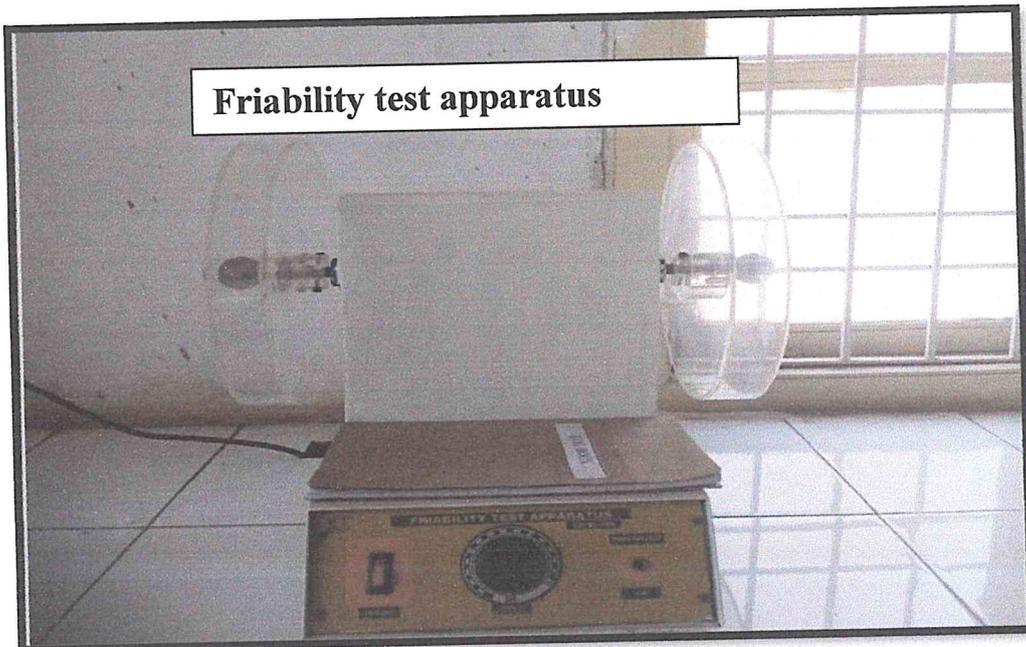
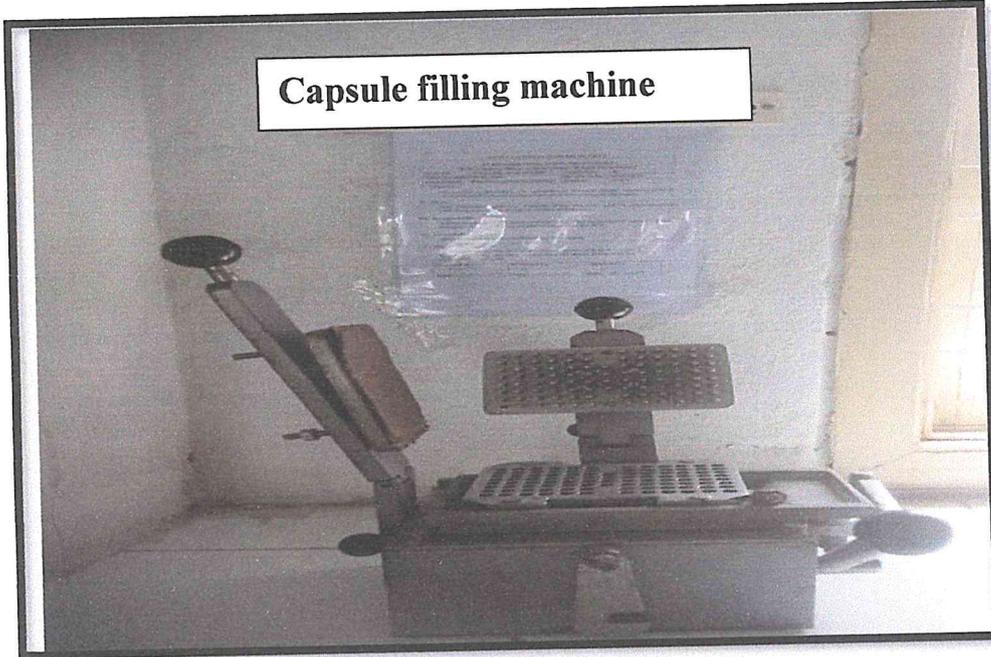
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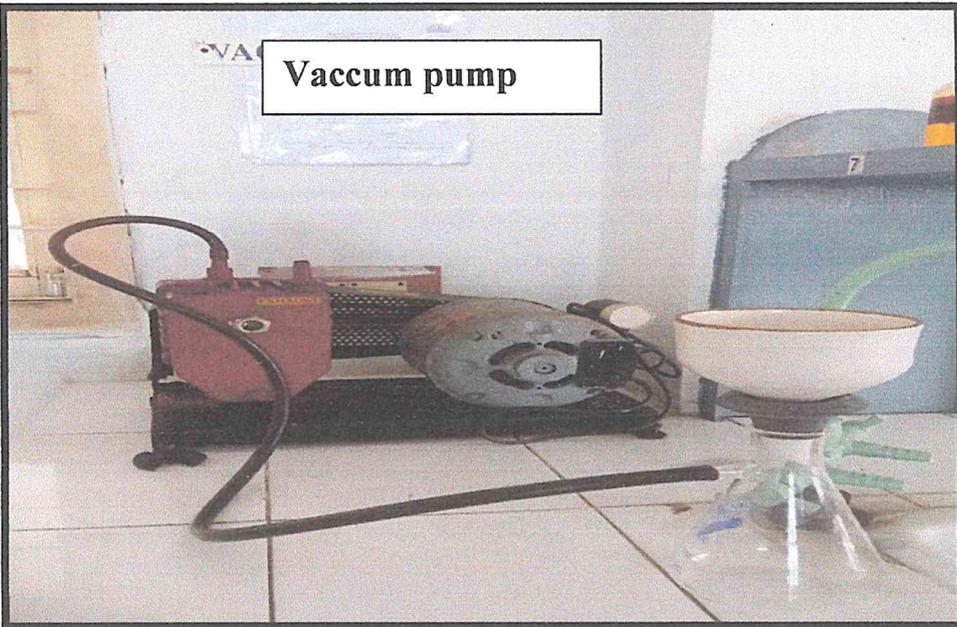
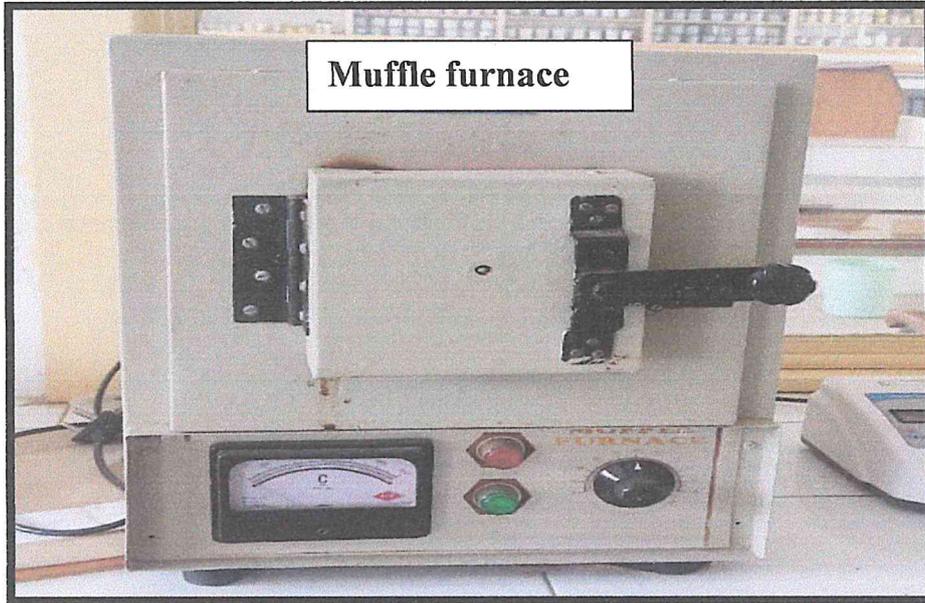
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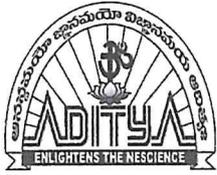
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Machine lab



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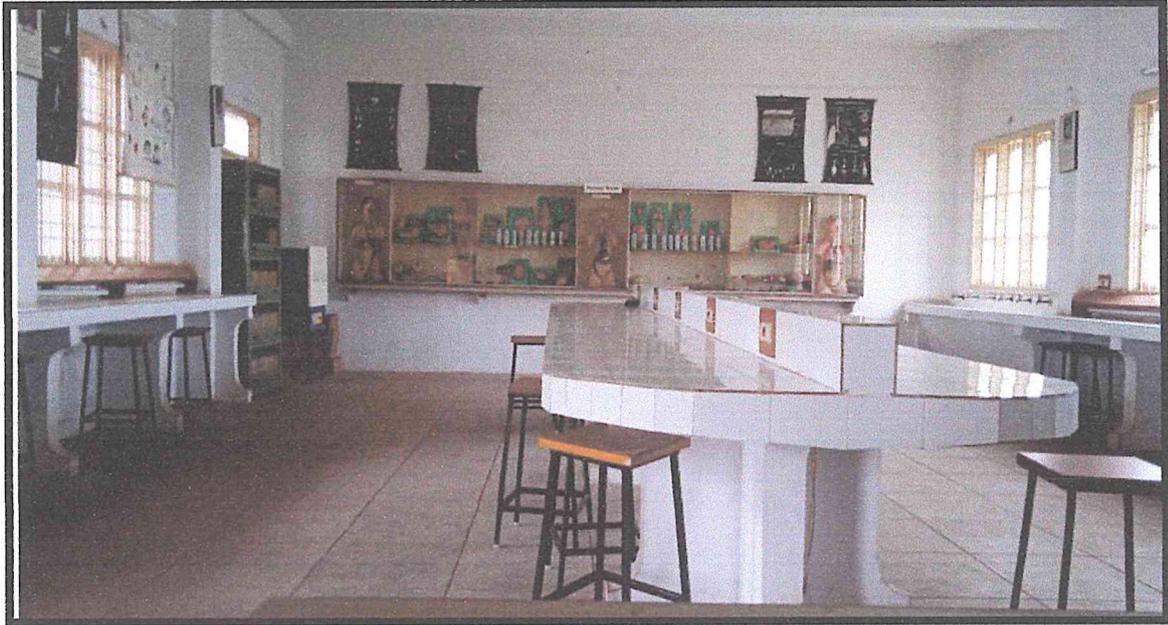
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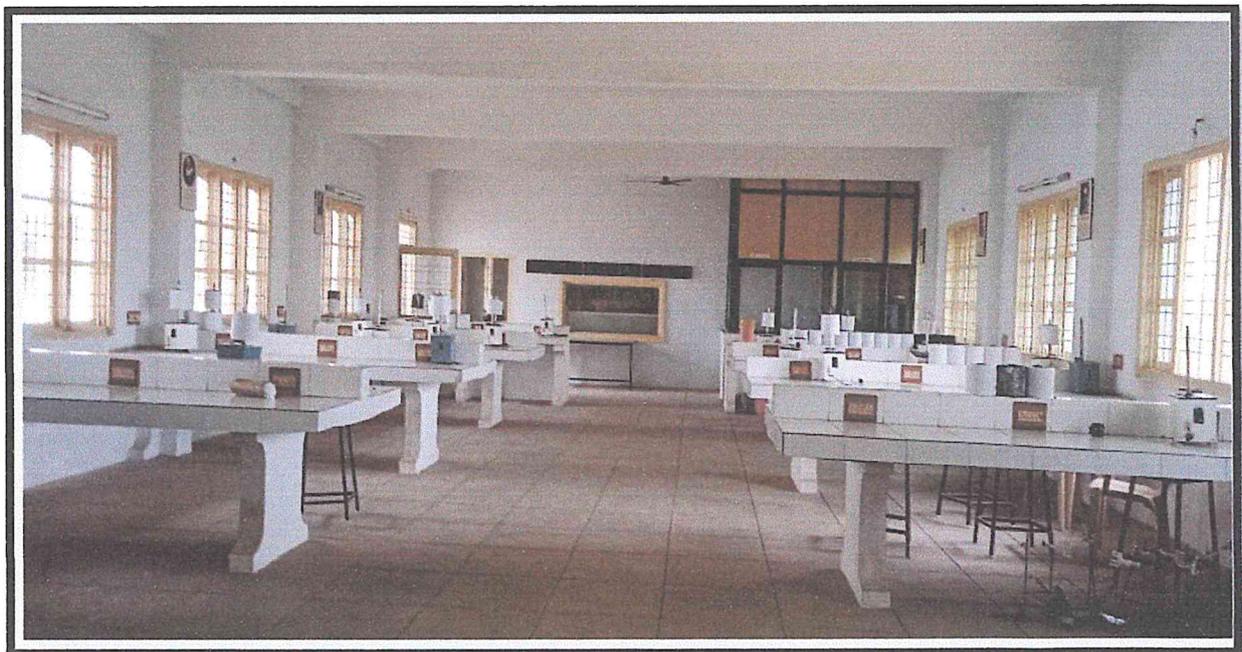
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Ph. 99498 76664, Email: office@acop.edu.in, www.acop.edu.in



Human physiology and anatomy lab



Pharmacology lab




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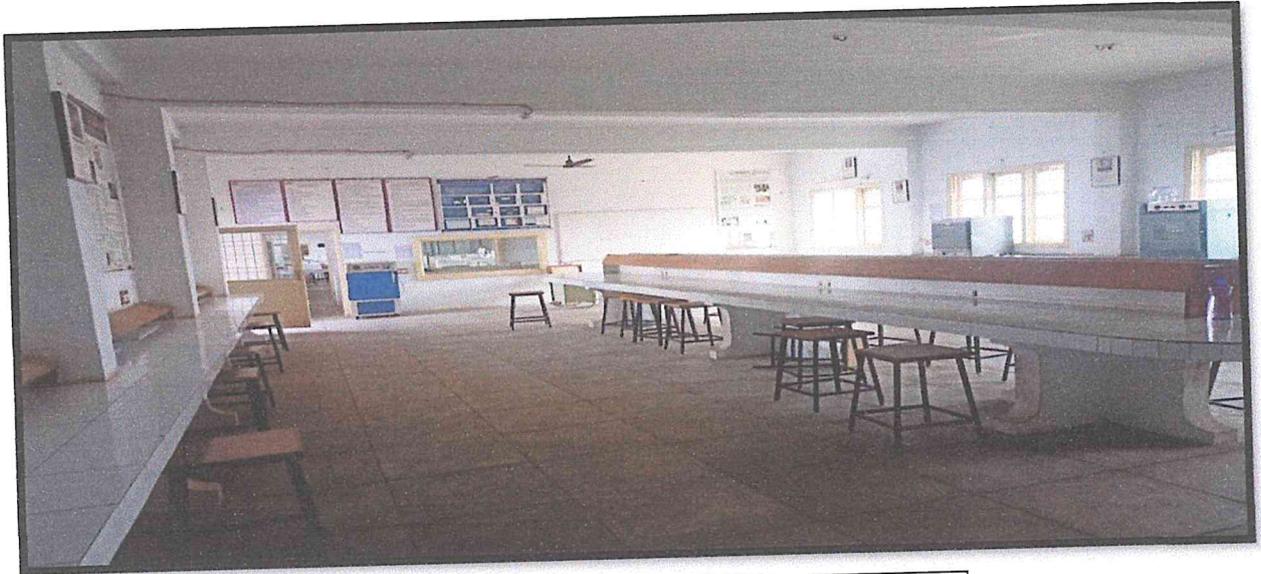


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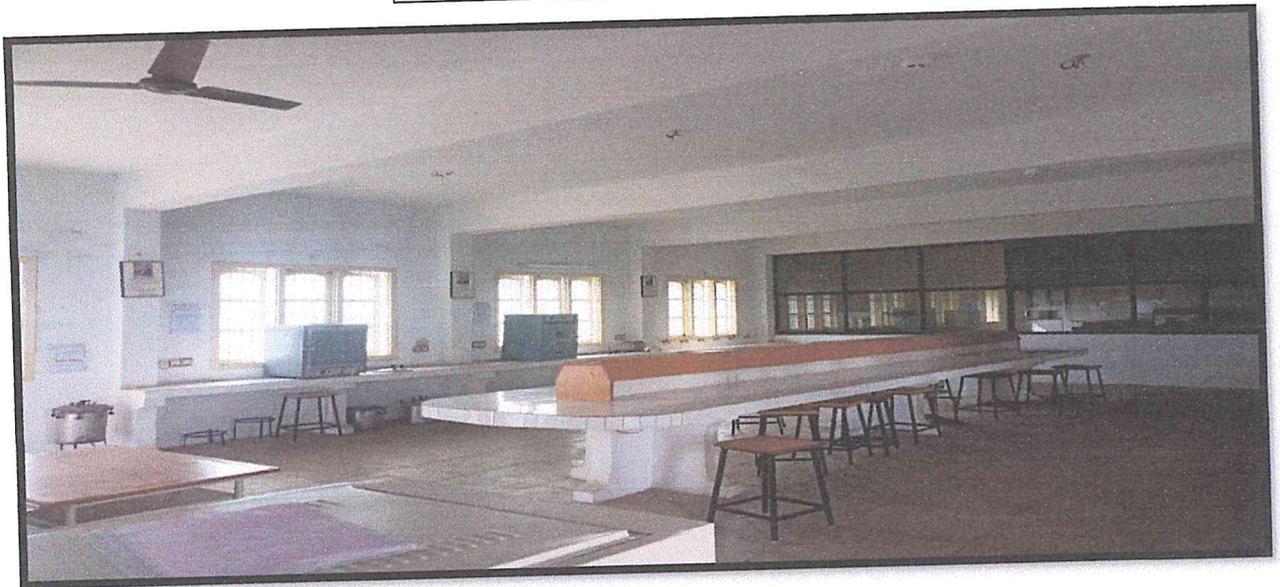
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Pharmaceutical microbiology

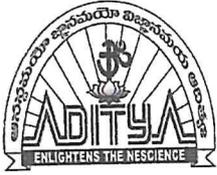


Pharmaceutical bio-chemistry

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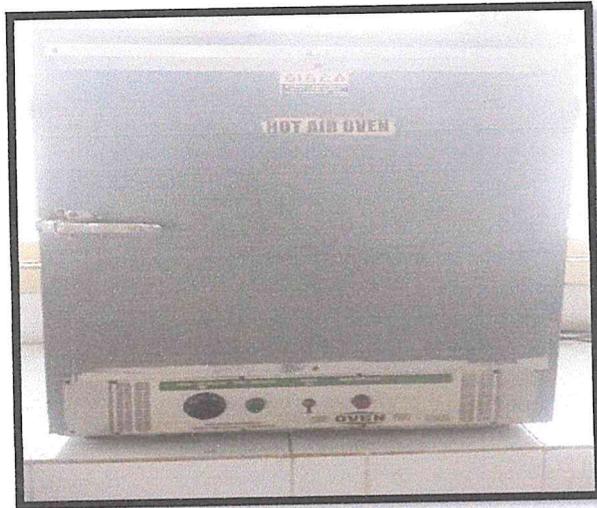
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Equipment in microbiology lab



Hot air oven

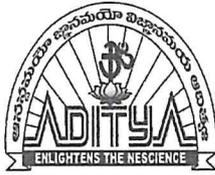


Laminar air flow unit



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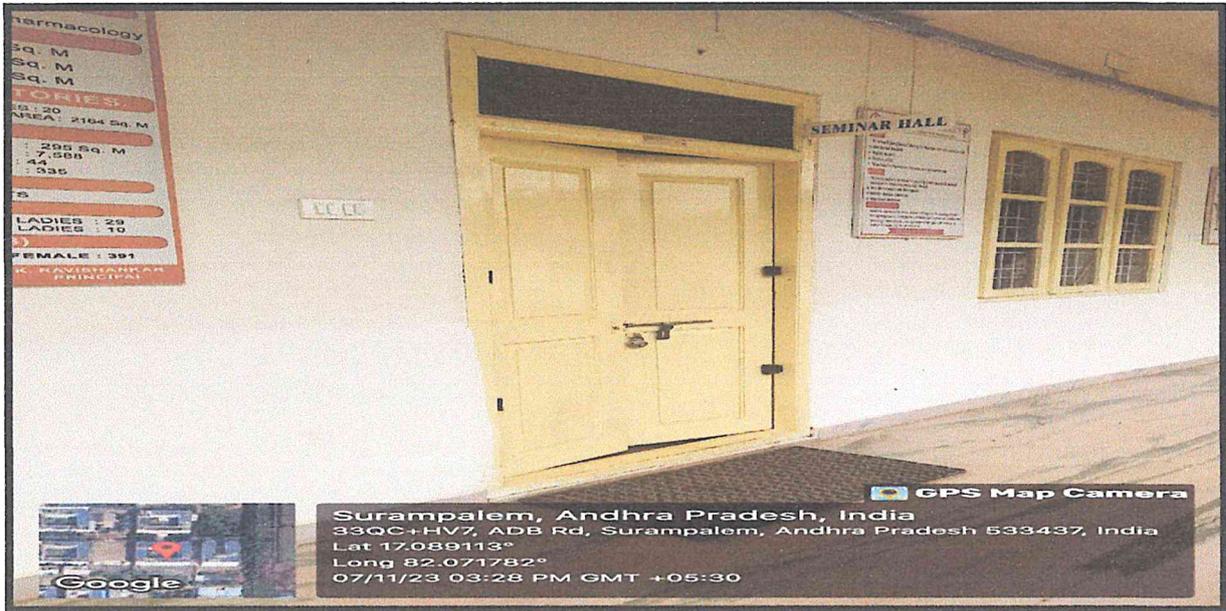


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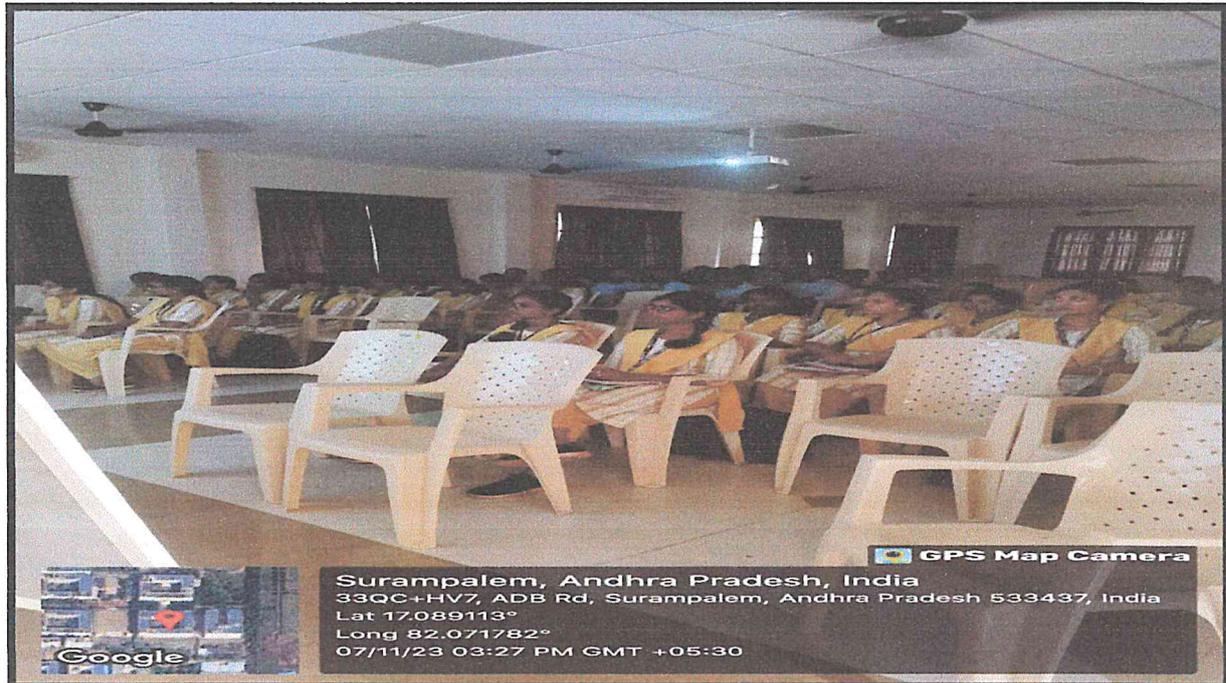
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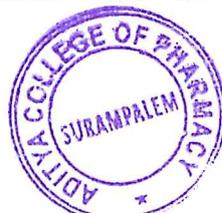
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SEMINAR HALL OUTER VIEW



SEMINAR HALL INSIDE VIEW




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Ph: +91 99498 76664

Email: office@acop.edu.in

Website: www.acop.edu.in

Activities conducted by the Career Counseling Cell to offer guidance for competitive examinations and career counseling during the A.Y 2023-24

S.No.	Name of the Activity	Date	Number of students participated	Total number of students participated
1	Career Guidance Program: Career Guidance Program on development of knowledge about pharmacy jobs	30-06-2023	199	552
2	Career Guidance Program : Personality development and Study skills	14/09/23 – 15/09/23	65	
3	Coaching for Competitive Exams GPAT and PGECET: 2024	11/12/2023 - 30/03/2024	124	
4	Career Guidance Program: Career opportunities clinical research space	14/02/2024	100	
5.	Overseas job opportunities of pharmacist and career guidance	21/02/2024	64	



Principals

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Aditya College of Pharmacy
SURAMPALEM-533 437



Formerly known as Sri Sai Aditya Institute of Pharmaceutical Sciences & Research

Aditya Nagar, ADB Road, Surampalem - 533 437, Kakinada Dist., Andhra Pradesh, INDIA.



ADITYA COLLEGE OF PHARMACY
(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

NSS ACTIVITIES FOR THE ACADEMIC YEAR-2023-2024

S.NO	Name of Activity	Date of Activity	Place	No. of Students participated
1.	Groceries distribution to the poor	15 th May 2024	Elakolanu	25
2.	Medical Camp	24 th April 2024	Pulimeru	52
3.	Medical Camp	16 th April 2024	Venkatapuram	43
4.	Awareness programme on oral hygiene	29 th February 2024	Aditya College of Pharmacy	42
5.	National deworming day	10 th February 2024	Aditya College of Pharmacy	54
6.	World cancer day	5 th February 2024	Aditya College of Pharmacy	35
7.	Blood donation camp	31 st January 2024	Aditya College of Pharmacy	128
8.	Republic day	26 th January 2024	JNTUK	20
9.	Workshop on self-defense for girls	25 th January 2024	Aditya College of Pharmacy	53
10.	National Girl Child Day	24 th January 2024	Aditya College of Pharmacy	36
11.	National Youth Day	12 th January 2024	Aditya College of Pharmacy	28
12.	World AIDS day	1 st December 2023	Peddapuram	32
13.	World Diabetes Day	14 th November 2023	Aditya College of Pharmacy	27
14.	National Unity Day	31 st October 2023	Aditya College of Pharmacy	58
15.	Khadi Mahotsav	19 th October 2023	Aditya College of Pharmacy	55
16.	World Heart Day	29 th September 2023	Subhadrapeta	48
17.	Independence Day Celebrations	15 th August 2023	JNTUK	35
18.	Meri Matti Meri Desh Programme	9 th August 2023	Pulimeru	32
19.	Awareness on Anti-Tobacco Campaign	25 th July 2023	Gorinta	22
20.	Awareness on Importance of Diet in Health care system	6 th July 2023	Aditya college of pharmacy	35
21.	International Yoga Day	21 st June 2023	Aditya college of pharmacy	45

Percentage of Participation- 92.9%


NSS CO-ORDINATOR

NSS Coordinator
Aditya College of Pharmacy
SURAMPALEM




PRINCIPAL

PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM- 533 437



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Date: -15-05-2024,

REPORT

Name of the programme :- “GROCERIES DISTRIBUTION” to the needy at Elakolanu

Venue: -Elakolanu village

Number of students Participated: -25

National service scheme (NSS) has conducted “GROCERIES DISTRIBUTION” to the needy at Elakolanu village. As a part of this NSS volunteer students and Staff have actively involved Mrs.P.Prasanthi, Ms.B.Renuka have played a key role in this event. This programme was to conducted to distribute free groceries to the needy & poor people and also initiated to inculcate social service among students. All the students and staff have actively participated in this programme.

Benefits: To conduct free groceries distribution to the poor people who cannot afford to buy the daily needs.



జ్యోతి
16 May 2024
JYOTHI AP

**అదిత్య కాలేజ్ ఆఫ్ ఫార్మసీ
ఎస్ ఎస్ ఎస్ అడ్వర్సరీలో
నిత్యావసర వస్తువుల పంపిణీ**

జగ్గంపేట, జ్యోతి న్యూస్:
గంటవల్లి మండలం గూడలపాలెం, అదిత్య కాలేజ్ ఆఫ్ ఫార్మసీ విద్యార్థులు ఎస్.ఎస్.ఎస్. అడ్వర్సరీలో మంగళవారం మండలం అలసాపేట గ్రామం లో ఏ.15.05.24 న మేము సుమారు 10 కుల దూపాదుల పంపిణీ నిత్యావసర సరకులను ఉచితంగా పంపిణీ చేసినట్లు కళాశాల ప్రెస్ బిల్డింగ్ లో డబ్బు శుభం తెలిపారు. ఆ కార్యక్రమం లో ఎన్ని సతీష్ కుమార్, ఎన్ని సత్య సుబ్రహ్మణ్యం, పోనె చిత్రవల్లి, కడిమి శశవ నారాయణులు, భూవలంబాది మండలం చిత్రవల్లి, ఎస్.ఎస్.ఎస్. అడ్వర్సరీలో ఉన్న వారు పాల్గొన్నారు. ఈ సందర్భంగా అధికారి పి.ప్రకాశం, తేజస్ మునియ్యం ఎస్.ఎస్.ఎస్. వారు పాల్గొన్నారు.



P. Prasanthi

(NSS CO-ORDINATOR)

NSS Coordinator
Aditya College of Pharmacy
SURAMPALEM



Xanona

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SURAMPALEM-533 437

Aditya College of Pharmacy

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

HR Policy

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SURAMPALEM-533437

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 grade 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.



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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.



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Principal
Aditya College of Pharmacy
SURAMPALEM-533 437

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.



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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).	Essential 15 years experience in teaching or research out of which 5 years must be as Professor/HOD in a PCI approved/recognized pharmacy college. Desirable 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).	Essential 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.



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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.



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PRINCIPAL
Aditya College of Pharmacy
SURAMPALAM-593 437

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.



Signature
Principal
Administration Wing
College of Pharmacy
Hampalem

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.



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Aditya College of Pharmacy
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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, and Workshops. 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.



[Handwritten Signature]
Principal
Aditya College of Pharmacy
SURAMPALEM-533 437



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Aditya College of Pharmacy Cultural and Sports events conducted during Academic year 2023-2024

S. NO	Date Of Event	Event	No Of Participants
1	30-04-2024	Sports Meet 2024	38
2	14-04-2024	Bengali Diwas	30
3	08-04-2024	Ugadi Sambaralu	120
4	09-03-2024	Cricket Tournament	48
5	07-03-2024	Farewell Vidai 2k24	210
6	02-03-2024	Freshers Aikyam	210
7	14-02-2024	Vasantha Panchami	32
8	08-02-2024	Freshers Genezers 2K24	60
9	24-01-2024	75 th Republic Day	30
10	10-01-2024	Sankranthi Sambaralu	128
11	28-12-2023	Badminton Tournament	31
12	21-12-2023	Christmas Celebrations	50
13	17-11-2023	International Students Day	22
14	11-11-2023	Diwali Celebrations	21
15	20-10-2023	Dussehra Utsav	26
16	16-09-2023	Ganesh Chaturthi	20
17	05-09-2023	Teachers Day	80
18	29-08-2023	National sports Day	41
19	14-08-2023	77 th Independence Day	50
20	20-07-2023	International chess Day	50



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SURAMPALEM- 533 437

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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

Total number of teachers attending professional development programs viz., Orientation/Induction program, Refresher course, Short term course year-wise during 2023-24

Sl. No.	Name of teacher who attended	Title of the program	Duration (from – to) (DD-MM-YYYY)
1	Dr. K. Ramakrishna	One week National FDP on “Emerging Technologies in the field of Health Care”	04-12-2023 to 08-12-2023
		One week National FDP on “Recent trends in Medical Technology Innovation and Pharmaceutical”	08-01-2024 to 12-01-2024
2	Dr. Gummadi Vedapriya	One week online National Faculty Development Program on “Empowering Faculty excellence: Enhancing Research Competence and innovation”	04-11-2023 to 10-11-2023
		Online FDP on a “A Comprehensive FDP on Innovative methods in Analytical Sciences”	11-03-2024 to 15-03-2024
		One week National FDP on “Recent trends in Medical Technology Innovation and Pharmaceutical”	08-01-2024 to 12-01-2024
		One week FDP on “Current advancements in drug discovery and development strategies”	14-05-2024 to 20-05-2024
3	Mr. K. Venkateswarlu	One week National FDP on “Emerging Technologies in the field of Health Care”	04-12-2023 to 08-12-2023
		One week National FDP on “Recent trends in Medical Technology Innovation and Pharmaceutical”	08-01-2024 to 12-01-2024
4	Mrs. Bondada N B Vaidehi	One week FDP on “A comprehensive FDP on innovative methods in analytical sciences”	11-03-2024 to 15-03-2024

		FDP on “Recent advances and innovation in pharmacy”	20-05-2024 to 25-05-2024
		“Innovation and challenges in pharmacy”	26-02-2024 to 01-03-2024
5	Dr. N. Divya	One week National Faculty Development Program on “Recent trends in Pharmaceutical Innovation and Research”	20-11-2023 to 24-11-2023
6	Ms. M. Vinny Therissa	One week National FDP on “Past to Future Trends in Pharmaceutical Innovations”	18-03-2024 to 23-03-2024
		A captivating exploration of artificial intelligence influence on shaping the contemporary landscape in the healthcare and essence of pharmacy”	19-02-2024 to 23-02-2024
7	Mr. SPN Kumar	One week National FDP on “Recent trends in Pharmaceutical innovation and Research”	20-11-2023 to 24-11-2023
		One week National FDP on “Recent trends in Medical Technology Innovation and Pharmaceutical””	08-01-2024 to 12-01-2024
		One week online National Faculty Development Program on “Empowering Faculty excellence: Enhancing Research Competence and innovation”	04-11-2023 to 10-11-2023
		“Exploring the potential of natural resources in drug discovery”	18-03-2024 to 23-03-2024
8	Mrs. M. Sesha Sai Durga	One week National FDP on “Emerging Technologies in the field of Health Care”	04-12-2023 to 08-12-2023
		One week National FDP on “Recent trends in Medical Technology Innovation and Pharmaceutical””	08-01-2024 to 12-01-2024
		One week FDP on “Innovation for tomorrow: entrepreneurship ethics and regulation in pharmaceutical landscape	11-09-2023 to 16-09-2023
		One week FDP on “A comprehensive FDP on innovative methods in analytical sciences”	11-03-2024 to 15-03-2024
9	Mrs. T. Prasanthi	One week National FDP on “Emerging Technologies in the field of Health Care”	04-12-2023 to 08-12-2023
		One week National FDP on “Recent trends in Pharmaceutical innovation and research”	20-11-2023 to 24-11-2023
		One week FDP on “Pharmaceutical innovations and protection strategies”	18-07-2023 to 22-07-2023
10	Mrs. K. Keerthi Sai	One week National FDP on “Emerging Technologies in the field of Health Care”	04-12-2023 to 08-12-2023
		One week National FDP on “Recent trends in Medical Technology Innovation and Pharmaceutical””	08-01-2024 to 12-01-2024
11	Mrs. S Amala	One week National Faculty Development Program on “Artificial Intelligence in Drug Discovery and Development”	11-09-2023 to 17-09-2023

		One week FDP on “Recent Advancements in Drug Design and Development”	07-08-2023 to 11-08-2023
		One week FDP on “Recent trends in medical technology innovation and pharmaceuticals”	08-01-2024 to 12-01-2024
12	Mr. Bodapati Raju	One week Online National Faculty Development Program on "Empowering Faculty Excellence: Enhancing Research Competence And Innovation"	4-11-2023 to 10-11-2023
		One week Program on “Recent Advancement in Drug Design and Development	07-08-2023 to 11-08-2023
13	Mr. Amit Kumar	One week National FDP on “Emerging Technologies in the field of Health Care”	04-12-2023 to 08-12-2023
		One week National FDP on “Recent trends in Medical Technology Innovation and Pharmaceutical””	08-01-2024 to 12-01-2024
14	Mrs. Vuyyuri Bhaargavi	One week National FDP on “The Art of Teaching”	06-11-2023 to 15-11-2023
		One week National FDP on “Emerging Technologies in the field of Health Care”	04-12-2023 to 08-12-2023
		One week National Faculty Development Program on “Recent trends in Pharmaceutical Innovation and Research”	20-11-2023 to 24-11-2023
15	Ms. K. Gnaneswari	One week National FDP on “Emerging Technologies in the field of Health Care”	04-12-2023 to 08-12-2023
		One week National FDP on “Recent trends in Medical Technology Innovation and Pharmaceutical””	08-01-2024 to 12-01-2024
		One week FDP on “Recent advancements in drug design and development”	07-08-2023 to 11-08-2023
16	Ms. K. Sruthi	One week National FDP on “Emerging Technologies in the field of Health Care”	04-12-2023 to 08-12-2023
		One week National FDP on “Recent trends in Medical Technology Innovation and Pharmaceutical””	08-01-2024 to 12-01-2024
17	Mrs. A. Swetha	One week National FDP on “Artificial Intelligence in Drug Discovery and Development”	11-09-2023 to 17-09-2023
		One week e-Faculty Development Programme on “Pharmaceutical Innovations & Protection Strategies”	18-07-2023 to 22-07-2023.
		One week FDP on “Research Methodology and Data Analysis	03-07-2023 to 07-07-2023
18	Ms. K Anju Abraham	One week National FDP on “Emerging Technologies in the field of Health Care”	04-12-2023 to 08-12-2023

		One week National FDP on “Ongoing Research and Adaptation of New Technologies in the Field of Pharmacy”	22-04-2024 to 26-04-2024
19	Ms. Sai Priyanka	One week National Faculty Development Program on “Recent trends in Pharmaceutical Innovation and Research”	20-11-2023 to 24-11-2023
		One week FDP on “Recent advances and innovation in pharmacy”	20-05-2024 to 25-05-2024
		One week FDP on “A comprehensive FDP on innovative methods in analytical sciences”	11-03-2024 to 15-03-2024
20	Mrs. Tirumala Devi	Research trends in pharmaceutical innovation and research	20-11-2023 to 24-11-2023
		Research Trends in Medical technology innovation and Pharmaceuticals	08-01-2024 to 12-01-2024
		One week FDP on “Recent advances and innovation in pharmacy”	20-05-2024 to 25-05-2024
		“Recent advancement in drug design and development”	07-08-2023 to 11-08-2023
		One week National FDP on “Emerging Technologies in the field of Health Care”	04-12-2023 to 08-12-2023
21	Mrs.P.Vineela	One week National FDP on “Recent trends in Medical Technology Innovation and Pharmaceutical””	08-01-2024 to 12-01-2024
		“Recent advancement in drug design and development”	07-08-2023 to 11-08-2023
		A captivating exploration of artificial intelligence influence on shaping the contemporary landscape in the healthcare and essence of pharmacy”	19-02-2024 to 23-02-2024
22	Mrs. A.Sree Gayatri	One week FDP on “Recent advances and innovation in pharmacy”	20-05-2024 to 25-05-2024
		“Exploring the potential of natural resources in drug discovery”	18-03-2024 to 23-03-2024
		One week National FDP on “Recent trends in Medical Technology Innovation and Pharmaceutical””	08-01-2024 to 12-01-2024
		One week National Faculty Development Program on “Recent trends in Pharmaceutical Innovation and Research”	20-11-2023 to 24-11-2023
		One week National FDP on “Emerging Technologies in the field of Health Care”	04-12-2023 to 08-12-2023
23	Mrs.A S Geetha	One week online National Faculty Development Program on “Empowering Faculty excellence: Enhancing Research Competence and innovation”	04-11-2023 to 10-11-2023

		A captivating exploration of artificial intelligence influence on shaping the contemporary landscape in the healthcare and essence of pharmacy”	19-02-2024 to 23-02-2024
24	Mrs. B.Hema kiranmayi	One week online National Faculty Development Program on “Empowering Faculty excellence: Enhancing Research Competence and innovation”	04-11-2023 to 10-11-2023
		One week National Faculty Development Program on “Recent trends in Pharmaceutical Innovation and Research”	20-11-2023 to 24-11-2023
25	Mrs.P.PRASA NTHI	One week FDP on “Recent advances and innovation in pharmacy”	20-05-2024 to 25-05-2024
		One week Program on “Recent Advancement in Drug Design and Development	07-08-2023 to 11-08-2023
		One week National FDP on “Artificial intelligence in drug discovery and development”	11-09-2023 to 17-09-2023
		Online FDP on a “A Comprehensive FDP on Innovative methods in Analytical Sciences”	11-03-2024 to 15-03-2024
26	Ms. B.V. Renuka Sai sree	Online FDP on a “A Comprehensive FDP on Innovative methods in Analytical Sciences”	11-03-2024 to 15-03-2024
		One week FDP on “Ongoing research and adaption of new technologies in the field of pharmacy”	22-04-2024 to 26-04-2024
		One week FDP on “Recent advances and innovation in pharmacy”	20-05-2024 to 25-05-2024
		Outcome based education: pre-requisite for educators	26-02-2024 to 02-03-2024

IQAC Co-ordinator

PRINCIPAL