

## The Oxford College of Pharmacy

### PROACTIVE DISCLOSURE UNDER SECTION 4(1) (B) OF THE RTI ACT, 2005

#### Manual - 1:

1. **Objective/ Purpose of the Institute.** Major Objectives of the College are as follows:
  - (1) **Wisdom and knowledge.** Education is both a training of minds and training of souls, and therefore the college aims to inculcate both wisdom and knowledge, primarily in the fields of pharmaceutical sciences.
  - (2) **Aims of the social order.** The College also aims to achieve the aims of social order in its teaching and learning process by preserving the values of democracy, justice, liberty, equality and fraternity.
  - (3) **Love for higher values of life.** The College aims to impart a holistic education, emphasizing also the higher values of life thought for the poor and sufferings, regards and respect for women, faith in brotherhood regardless of race, colour, religion etc.
  - (4) **Training for leadership.** We also aim to incorporate training for leadership in the profession and public life, as it is an important function of Health Science College to train men and women for wise leadership in the areas of pharmaceutical sciences.
2. **Mission/ Vision Statement of the Institute**
  - (a) **Vision –**
    - Single window delivery of total pharmacy healthcare needs
    - Total quality management in service & education
    - To train general, specialized, & allied pharmacy professional to meet regional & national pharmacy healthcare service to the needs of patients
    - Work to contribute for goal pharmacy healthcare knowledge & skills
    - To impart knowledge & interact with organizations of similar interest
    - Be efficient, effective, community acceptable in education, service and research
    - Fostering global competencies, inculcating value system among learners
    - Promote use of technology of relevance
    - Reach the unreachable with awareness, education & service
    - Serve the under served
    - Excellent pharmacy health education & service systems for community development

**(b) Mission –**

- Learner centered Pharmacy health care education
- Patient centered service
- Community oriented research
- Strong community relationship
- Serve the under served
- Meet the regional, national and global pharmacy health care educational needs to patients
- Inter organizational linkage
- Strategic future oriented planning

**3. Brief History of the institute and the context of its formation.**

The Oxford College of Pharmacy, one of the flagships of Oxford Educational Institutions, managed by Children's Education Society (Regd.) was started in the year 1992. Dedicated staff, excellent facilities and a committed management have effectively combined to make The Oxford College of Pharmacy a name to cherish with.

The Oxford College of Pharmacy is modeled to provide scholarly environment to the students with strong industrial links. The Oxford College of Pharmacy has always aimed at developing students into good citizens who are not only good human beings but also capable of contributing to the improvement of pharmacy profession in particular and society in general. In pursuit of this goal, students of The Oxford College of Pharmacy are provided with a strong foundation that lays equal emphasis on a sound education, inculcation of a positive mental attitude and the skills to succeed in the career.

The Oxford College of Pharmacy is recognized by the Government of Karnataka, affiliated to Rajiv Gandhi University of Health Sciences, Karnataka, approved by A.I.C.T.E and Pharmacy Council of India, New Delhi, recognized by UGC u/s 2(f) and accredited by NAAC.

**4. Duties of the institute.** To engage in teaching and research according to the norms and regulations which are laid down by the Authorities of the Rajiv Gandhi University of Health Sciences, Bangalore based on recommendations of UGC/AICTE/PCI.

**5. Main Activities/ Functions of the college:** Teaching and other extension activities.

**6. List of services being provided by the college with a brief write up on them.**

The major services being provided are as follows: -

- (i) Teaching and Learning
- (ii) Library Services

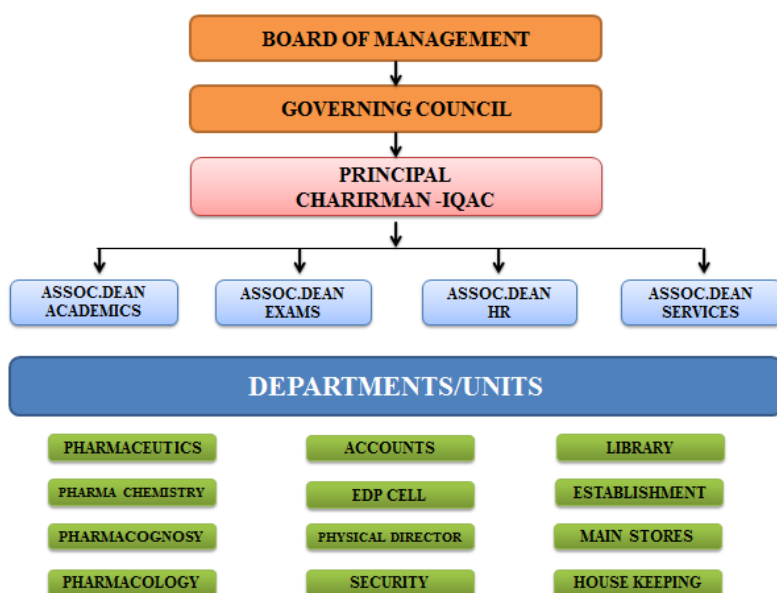
- (iii) IT Services
- (iv) Life skills training
- (v) Hostel services
- (vi) Canteen services
- (vii) Provision of electricity, water supply and other allied services.

- (i) **Teaching & Learning:** The teaching and learning at The Oxford College of Pharmacy involves the preparation of a plan of study aimed at regular evaluation and execution of needs of the students during the course of study and students to acquire the qualities to serve as pharmacists with leadership abilities independently and also better employability.
- (ii) **Library Services -:** Library has been updated with collection of text books in volumes, journals, periodicals, e-books, e-journals, news papers, magazines, etc. Library provides systematic access for reading and borrowing text books to both faculty and students. Library services are fully computerized with software. Institution has subscribed to HELINET facilities of Rajiv Gandhi University of Health Sciences, Bangalore. Library displays latest arrivals and communicates the entire to concerned departments regularly by digitalization. Well qualified library staff work on shift basis to serve the needs of students and faculty. Library advisory committee monitors key indicators of library performance. Library users feedbacks are collected, analyzed and actions taken on the areas of improvement.
- (iii) **IT Services:** IT Services provide Information Technology Services to the diverse technology needs of students, faculties and other staff. IT Services provides technical support, resources, and services to help everyone at the User Interface work smarter, faster, and safer. The computer labs are provided with High Speed Internet Access for students, teaching faculty and to administrative staff for both online and offline work. The internet is maintained through the Hardware Firewall for policies to work in various aspects online. Some of the IT services include, computers and network, installation, upgrading and troubleshooting, IT security and policies, End user support, technology training for Staff and Students in computer lab, Research Computing solutions and Services, Infrastructure, including Software, Hardware, Networking, cabling from Server end to the user end.
- (iv) **Life Skill Training:**For students who obtained their qualifying examination in their regional languages and admitted in different courses offered at the institution, an English language lab with an instructor is provided for training these students in

communicative English to gain the skills in medium of instruction. Hands on-training workshops, professional guest lectures, seminars, webinars, etc. are conducted to update the knowledge required in their career and abreast in the latest developments and convergence of technological aspects.

- (v) **Hostel Services:** Hostels for both boys and girls are available. A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or supporting ragging. Communication devices shall be permitted in hostels to provide access to the students particularly fresher, to reach out for help from teachers, parents and Institution authorities. The menace of ragging has totally has been curbed by developing the mechanism prescribed in the AICTE Regulations.
- (vi) **Canteen Services:** A canteen is available in the nearby campus which caters according to the needs of students coming from various parts of the country. Canteen is spacious and arrangements are available for both male and female students.
- (vii) **Provision of electricity, water supply and other allied services:** High capacity electricity is provided to serve the needs. A generator has been installed to provide uninterrupted power supply. Potable water is supplied from the connection provided by BWSSB and water-filters are installed in all the floors for purification of drinking water.

## 7. Organization of the institute: Organizational structure



**8. Expectation of the institute from the public for enhancing its effectiveness and Efficiencies.**

Not applicable

**9. Arrangements and methods made for seeking public Participation/ contribution:**

Following extension activities are being organized for seeking public participation and creating awareness among the local community-

Swachh Bharat Abhiyan, Pulse Polio program, Pharmacy Day rally, Rally for river, Rashtriya Ekta Diwas-Run for Unity, World Diabetes day celebration and Blood donation camps

**10. Mechanism available for monitoring the service delay and public grievance resolution:**

Ombudsman has been appointed for redressal of grievances of students.

**11. Address:**

THE OXFORD COLLEGE OF PHARMACY,

6/9, 1st Cross, Begur Road,

Hongasandra,

Bangalore – 560 068

**12. Working hours:9.00 am to 5.00 pm**

**Manual - 2:****The Powers and Duties of Officers and Employees: -**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties</b>
1.	Principal	<ul style="list-style-type: none"> <li>• Principal is the Head of the Institution vested with the powers of superintendence, control and supervision of all the affairs of the college.</li> <li>• Principal shall report to the Chairman.</li> <li>• Principal shall be chief superintendent of examination</li> </ul>
2.	Head of the department	<ul style="list-style-type: none"> <li>• Maintenance and smooth functioning of the departments, theory classes, practicals, and organizing professional programs.</li> <li>• Shall scrutinize lesson plans, lab manuals, review question bank.</li> <li>• Responsible to submit and motivate faculty to submit research proposals to funding agencies</li> <li>• Responsible to motivate faculty to publish research articles</li> <li>• Responsible for identification of staff requirement and selection.</li> <li>• Responsible for subject allocation, selection of electives, framing time table and allocation of department work</li> <li>• Reporting to principal on any cases related to department.</li> <li>• Carryout examination related duties and functions.</li> </ul>
3.	Professor	<ul style="list-style-type: none"> <li>• Maintenance and smooth functioning of the departments, theory classes, practicals.</li> <li>• Assisting in organizing professional programs.</li> <li>• Reporting HOD on any cases related to department.</li> </ul>
4.	Associate Professor	<ul style="list-style-type: none"> <li>• Responsible for their theory classes and practicals.</li> <li>• Responsible for the supervision and management of the laboratories attached to them.</li> <li>• Reporting HOD on any cases related to department.</li> </ul>

5.	Assistant Professor	<ul style="list-style-type: none"> <li>• Responsible for their theory classes and practicals.</li> <li>• Responsible for the supervision and management of the laboratories attached to them.</li> <li>• Reporting HOD on any cases related to department.</li> </ul>
6.	Librarian	<ul style="list-style-type: none"> <li>• Responsible for planning / budget preparation / purchases of books / journals by consulting all HOD's</li> <li>• Responsible for issue / return of books as per college norms</li> <li>• Responsible for maintaining and upgrading library software</li> <li>• Responsible for clipping new arrivals, interesting news etc on display notice board.</li> <li>• Shall allot accession numbers and call numbers for books.</li> <li>• Shall maintain reference books, general books periodicals and back volumes.</li> <li>• Responsible for collecting dues/charges if any due to loss of books or late renewal/return of books.</li> <li>• Co-ordinate with various departments and department libraries for the purchase of new books, journals and extra copies required as per the norms of University.</li> <li>• In-charge of Reprographic facility</li> <li>• Responsible for maintaining discipline in the library</li> </ul>
7.	Assistant librarian	<ul style="list-style-type: none"> <li>• Shall assist Librarian in all Library activities</li> <li>• Shall abide by all other regulations laid in Library policy</li> <li>• Shall discharge all other duties assigned by Principal</li> <li>• Shall report to Librarian</li> </ul>
8.	Lab Technician	<ul style="list-style-type: none"> <li>• Shall check the condition of the equipment / instrument each time after use by students.</li> <li>• Preparation of laboratory reagents and solutions.</li> <li>• Responsible for cleanliness of the lab.</li> <li>• Shall issue chemicals, glasswares, components and other necessary materials required for conducting practical classes and University Exams.</li> <li>• Shall maintain stock registers, record breakage student wise and maintain logbook.</li> <li>• Shall carryout minor repairs, report to the Faculty-in-Charge</li> </ul>

		<p>or HOD about any major servicing to be done</p> <ul style="list-style-type: none"> <li>• He / She shall to report to Faculty/HOD</li> <li>• Shall discharge any other duties assigned by Faculty/ HOD / Principal</li> </ul>
9.	Lab Attender	<ul style="list-style-type: none"> <li>• He shall to report to Technical Assistant/Faculty/HOD</li> </ul> <p>Shall clean the lab every day and shall keep bottles, instruments in its place</p> <ul style="list-style-type: none"> <li>• Shall clean chemicals, glasswares, components and other necessary materials utilized for conducting practical classes and University Exams.</li> <li>• Shall report about breakage of glasswares, instruments to Faculty/HOD immediately</li> <li>• Shall get the photocopying done, submit and pick up files from office</li> <li>• Shall discharge any other duties assigned by Faculty/HOD/Principal.</li> </ul>

### Manual – 3

#### **(1) The Procedure followed for decision making process, including channels of supervision and accountability.**

Faculty members design a plan of study at the beginning of the academic and the same will be evaluated and scrutinized by head of the departments and finally approved by the principal. Lesson plan of the faculty will be evaluated regularly to match the plan of study. Faculty indents the laboratory and library requirements and submits to head of the department. After thorough analysis, head of the department submits the report to principal for final decision. Once approved by the principal, further processing of placing orders takes at management level.

#### **(2) What are the arrangements to communicate the decision to the public?**

Following are the arrangements: -



- (a) Direct classroom communication: Direct class room communications are made to students wherever applicable.
- (b) Institute notice boards: On notice boards, circulars of Universities, councils, boards, industries, other institutions, etc., are displayed promptly to avoid delay in any important communication.
- (c) Institute Website: <http://www.theoxford.edu/pharmacy/index.htm>
- (d) Very important announcements are also done through news papers and other media
- (e) Newsletters
- (f) E Mail
- (g) Bulk SMS

**(3) Who are the officers at various levels whose opinions are sought for the process of decision making?**

Management, Governing Council, Principal, Head of the Departments and other faculty members.

**(4) Who is the final authority that vets the decision?**

Principal is the final authority to vet the decision.

**(5) Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

Not applicable

**Manual – 4:**

**The Norms set by it for the discharge of its functions: -**

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Administrative and Service Manual	Regulating the conditions of services of employees and prescription of duties, responsibilities and functions at various levels
From where one can get a copy of rules, regulations, instruction, manual and record (If any)	Principal, HODs, Librarian and office

Fee Charges by the department for rules regulations, instruction, manual and record (If any)	Nil
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**Manual – 5:**

**The Rules, Regulations, Instructions, Manuals and Records, held by it or under its Control or used by its Employees for discharging its Functions:**

16. Following are the manuals and records: -

- (a) Enrolled students record/Admission register
- (b) University statutes regulations, ordinances, notifications and circulars.
- (c) Staff Service Manual
- (d) Students Handbook
- (e) Marks registers
- (f) SOPs and policy letters of the College
- (g) Furniture and fixtures registers
- (h) Stock register

**Manual – 6:**

**A Statement of the Categories of Documents that are held by it or under its control:**

Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, directorate level, others (Please mention the level in place of writing “Others”).

Sr. No	Category of the Document	Name of the Documents and its introduction in online	Procedure to obtain the Document	Held by/ under control of Principal of college
1	Admission form	Available	As Per institutional policies	College Office
2	Enrolment List	N.A.	As Per institutional policies	College Office
3	Petty Cash	N.A.	As Per institutional policies	College Office

	Book			
4	Stock Register	N.A.	As Per institutional policies	College Office
5	Student handbook	N.A.	As Per institutional policies	College Office
6	Scholarship	Available	As Per institutional policies	College Office

**Manual – 7:**

**The Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:**

<b>Sr. No.</b>	<b>Subject / Topic</b>	<b>Is it mandatory to ensure public participation (yes / no)</b>	<b>Arrangements for seeking public participation.</b>
Not Applicable			

17. The institution involves all its stakeholders in planning, implementation and evaluation of the academic programmes. A few aspects in this regard are as mentioned below: -

- (a) The Governing Body meets to plan, analyze, implement and evaluates the entire academic programmes of the institution.
- (b) The Academic Council /Academic retreat of the teaching staff for annual planning of activities.
- (c) Annual plans and teaching plans are discussed in the class and suggestions are incorporated.
- (d) Regular staff meetings to evaluate the services and to ensure feedbacks.
- (e) PTA meetings: PTA meeting are conducted batch wise. In these meetings, they are made aware of the institutional activities and invites suggestions for continuous improvement.

- (f) Feedback from stake holders including parents, alumni, employers and students.
- (g) Exit survey from outgoing students and the alumni for feedback.

**Manual – 8:**

- 18. A Statement of the Boards, Councils, Committees and other Bodies Consisting of Two or more Persons constituted as its part those Boards, Councils, Committees and other Bodies are open Minutes of such Meetings are Accessible for Public:**

Not Applicable

**Manual – 9:**

- 19. A Directory of its Officers and Employees.**

Information available on the institute Website

**Manual - 10:**

- 20. The Monthly Remuneration Received by Each of its Officers and Employees, Including the System of Compensation as Provided in its Regulations:**

Information available at the institute office

**Manual - 11:**

- 21. The Budget Allocated to each of its Agency, Indicating the Particulars of all Plans, Proposed Expenditures and Reports on Disbursement made:**

Information available with the college office.

**Manual - 12:**

- 22. The Manner of Execution of Subsidy Programmes, including the amounts allocated & the details of Beneficiaries of such Programmes:**

Scholarship is offered by the government to the SC, ST and OBC students. 50% concession in second year and 100% in 3<sup>rd</sup> year on the tuition fee is provided to the toppers in each

degree course. Fee sponsorship is given in PG courses to any first ten rank holders of the Oxford Colleges in the University examinations.

**Manual - 13:**

**23. Particulars of recipients of concessions, Permits or Authorizations granted by it.**

Available in Office.

**Manual - 14:**

**24. Details in Respect of the Information, Available to or held by it, Reduced in an Electronic Form:**

<http://www.theoxford.edu/pharmacy/index.htm>

**Manual - 15:**

**25. The Particulars of Facilities available to Citizens for Obtaining Information, Including the Working Hours of a Library or Reading Room, if Maintained for Public use.**

Not Applicable

**Manual - 16:**

**The Names, Designations and Other Particulars of the Public Information Officers:**

<b>Sr. No.</b>	<b>Department / Organization</b>	<b>Name</b>	<b>Designation</b>	<b>Telephone No.</b>	<b>Fax No.</b>	<b>E-mail</b>
1.	The Oxford College of Pharmacy	Dr Padmaa M Paarakh	Principal	080 30219821	080 30219829	pharmacyprincipal@theoxford.edu

**Manual - 17:**

**Such Other Information as may be prescribed; and thereafter update these Publications every year:**

PG Research facilities in the departments of Pharmacognosy, Pharmaceutics and Pharmacology has been recognized by RGUHS, Bangalore. Research activities are carried out by faculties and students as part of syllabus and research papers are published.