

PHARMACY COUNCIL OF INDIA

Standard Inspection Format (S.I.F) for institutions conducting B. Pharm

(To be filled and submitted to PCI by an organization seeking approval of the course / continuation of the approval)

(SIF-B)

To be filled up by P.C.I.

To be filled up by inspectors

Inspection No. :

Date of Inspection:

FILE No. :

NAME OF THE INSPECTORS: 1.
(BLOCK LETTERS)

2.

PART – I

A - GENERAL INFORMATION

A – I .1 Name of the Institution: Complete Postal address: STD code Telephone No. Fax No. E-mail	Sahayog Sevabhavi Sanstha's Indira College of Pharmacy Sahayog Educational campus, Vishnupuri, Nanded- 431606 02462 229185 sssicop@gmail.com
Year of starting of the course	2009
Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)	Private {Annexure-I}
A – I .2 Name, address of the Society/Trust/ Management (attach documentary evidence) STD Code: Telephone No: Fax No: E-mail Web Site:	SAHAYOG SEVABHAVI SANSTHA 02462 229185 229185 Smhambarde1@gmail.com www.sahayog.ac.in
A – I .3 Name, Designation and Address of person to be contacted by phone STD Code Telephone No Office Residence Mobile No. Fax No E-Mail	Dr. Prakash Katakam Principal 02462-229185 -- +917588178174 sssicop@gmail.com
A – I .4 Name and Address of the Head of the Institution	Dr. Prakash Katakam
A – I .4 a) Whether the Jan Aushadhi Medical Store has been opened by your institution	No

A – I .5

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

Signature of the Head of the Institution

Signature of the Inspectors

a. Details of Affiliation Fee Paid

{Annexure-II}

Name of the Course	Affiliation Fee paid up to	Receipt No	Dated	Remarks of the Inspectors
B. Pharm	2017-18	D.D. No. 064044	15/06/2017	

b. APPROVAL STATUS:

{Annexure-III}

Name of the Course	Approved up to	In take Approved and Admitted	PCI	STATE GOVERNMENT	UNIVERSITY	Remarks of the Inspectors
B. Pharm	2016-17	Approval Letter No and Date	32-754/2010-PCI/	GEC-2009/(95/09)/TE-04 dated 15/06/2009	Acad/Aff-03/2017-18/230 dated 29/09/17	
		Approved Intake	60	60	60	
		Actually Admitted	58	58	58	

c. STATUS OF APPLICATION**COURSES INSPECTED**

Faculty / Subject	Extension of Approval	Increase in Intake of Seats	Remarks Current Intake
B. Pharm	Yes	No	

Note: Enclose relevant documents**A –I. 6**

Whether other Educational Institutions/Courses are also being run by the Trust / Institution in the same Building / campus? If Yes, Give Details

Yes

No

A – I. 6 a**Status of the Pharmacy Course:**

Independent Building

Wing of another college

Separate Campus

Multi Institutional Campus

Examining Authority : Swami Ramanand Teerth Marthwada University

With complete postal Address : Vishnupuri, Nanded-431606

Telephone No. and STD Code. : 02462-229294

Signature of the Head of the Institution

Signature of the Inspectors

B - DETAILS OF THE INSTITUTION

B -I .1 Name of the Principal		Dr. Prakash Katakam		
Qualification/ Experience	Qualification*	Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M. Pharm	15 years, out of which 5 years as Prof. / HOD	19 Years	
	PhD	10 years, out of which at least 05 years as Asst. Prof		

* Documentary evidence should be provided

{Annexure-IV}

B -I .2

For institution seeking continuation of affiliation

Course	Date of last Inspection	Remarks of the Previous Inspection Report	Complied / Not Complied	Intake reduced/Stopped in the last 03 years*
B. Pharm	17-18 April 2015		Yes	No

* Enclose Documents

{Annexure-V}

B -I .3

Status of Governing Council:	Society
Details of the Governing Body	Enclosed {Annexure-VI}
Minutes of the last Governing council Meeting	Enclosed

B -I .4

Pay Scales:

Staff	Scale of pay	PF	Gratuity	Pension benefit	Remarks of the Inspectors
Teaching Staff	AICTE /UGC/State Govt. Yes	No	No	No	
Non- Teaching Staff	State Government Yes	No	No	No	

B -I .5

B. Pharm Course: Admission Statement for the Past Three Years

ACADEMIC YEAR	Year 2015-16	Year 2016-17	Year 2017-18
Sanctioned	60	60	60
No. of Admissions	60	60	58
Unfilled Seats	00	00	02
No. of Excess Admissions	Nil	Nil	Nil

Signature of the Head of the Institution

Signature of the Inspectors

B –I .6

Academic information: Percentage of UG results for the past three years based on University Calendar

ACADEMIC YEAR	Year 2014-15	Year 2015-16	Year 2016-17
1st year	100	90.66	80.00
2nd year	88.31	84.61	85.50
3rd year	94.04	89.85	90.00
Final year	77.94	73.17	84.37
Pass % (Final Year)	77.94	73.17	84.37

B – II**Co – Curricular Activities / Sports Activities**

Whether college has NSS Unit (Yes)? If no give reasons	Yes
NSS Programme Officer's Name	Mr. Pravin N. Muli
Programme conducted (mention details)	One Programme under the Swach Bharat abhiyan
Whether students participating in University level cultural activities / Co- curricular/sports activities	Yes
Physical Instructor	Available
Sports Ground	Individual

Signature of the Head of the Institution

Signature of the Inspectors

C - FINANCIAL STATUS OF THE INSTITUTION

Audited financial Statement of Institute should be furnished

C.1 Resources and funding agencies (give complete list)

C.2 Please provide following Information

Receipts			Expenditure			Remarks of the Inspectors
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount	
1.	Grants a. Government b. Others	00	CAPITAL EXPENDITURE			
2.	Tuition Fee	26315059.00	1.	Building	00	
3.	Library Fee	00	2.	Equipment	00	
4.	Sports Fee	00	3.	Others	00	
5.	Union Fee	00	REVENUE EXPENDITURE			
6.	Others	1502703.00	1	Salary	18002218.00	
			2.	MAINTENANCE EXPENDITURE		
				i	College	943395.00
				ii	Others	
			3.	University Fee (If any)		
			4.	Apex Bodies Fee		
			5.	Government Fee		
			6.	Deposit held by the College		
			7.	Others		
			8.	Misc.Expenditure	3900404.40	
			Total		228446017.40	
Total		27817762.00				

Note: Enclose relevant documents

Signature of the Head of the Institution

Signature of the Inspectors

PART- II PHYSICAL INFRASTRUCTURE

1. a. Availability of Land (B. Pharm courses) : **Available**
 a) 2.5 acres District HQ/Corporation/Municipality limit
 b) 0.5 acre for City / Metros
- b. Building : **Own**
- c. Land Details to be in name of Trust and Society Records to be enclosed
 Sale deed : **Enclosed {Annexure-VII}**
- d. Building[†]:
 i) Approved Building plan, to be Enclosed : **Enclosed**
- e. Total Built Area of the college building in Sq.mts : Built up Area

4964 SqM

 Amenities and Circulation Area

1024 SqM

2. Class rooms:

Total Number of Class rooms provided at the end of 4 Year Course

Class	Required Nos	Available Nos	Required Area * for each class room	Available Area in Sq.mts	Remarks of the Inspectors
B. Pharm	04	04	90 Sq. mts each (Desirable) 75 Sq. mts each (Essential)	315	

(*To accommodate 60 students).

3. Laboratory requirement at the end of 4 Years

Sl. No.	Infrastructure for	Requirement as per Norms	Available No. & Area in Sq mts	Remarks/ Deficiency
1	Laboratory Area for B.Pharm Course (12 Labs)	90 Sq .mts x n (n=10) - Including Preparation room - Desirable 75 Sq. mts - Essential	1224	
2	Pharmaceutics Pharmaceutical Chemistry Pharmaceutical Analysis Pharmacology Pharmacognosy Pharmaceutical Biotechnology (Including Aseptic Room) Total no. Laboratories for B.Pharm course	03 Laboratories 02 Laboratories 01 Laboratory 02 Laboratories 01 Laboratories 01 Laboratory 10 Laboratories *	306 204 102 204 102 102	
3	Preparation Room for each lab (One room can be shared by two labs, if it is in between two labs)	10 sq mts (minimum)	120	
4	Area of the Machine Room	80-100 Sq.mts	102	
5	Central Instrumentation Room	80 Sq.mts with A/ C	102	
6	Store Room – I	1 (Area 100 Sq mts)	100	
7	Store Room - II (For Inflammable chemicals)	1 (Area 20 Sq mts)	40	

*Number of laboratories required for entire course of 4 years.

Signature of the Head of the Institution

Signature of the Inspectors

† **The Institutions will not be permitted to run the courses in rented building on or after 31.12.2008**

1. All the Laboratories should be well lit & ventilated
2. All Laboratories should be provided with basic amenities and services like exhaust fans and fume chamber to reduce the pollution wherever necessary.
3. The work benches should be smooth and easily cleanable preferably made of non-absorbent material.
4. The water taps should be non-leaking and directly installed on sinks. Drainage should be efficient.
5. Balance room should be attached to the concerned laboratories.

4. Administration Area:

Sl.No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq .mts	
1	Principal's Chamber	01	30 Sq .mts	01	35	
2	Office – I - Establishment	01	60 Sq. mts	01	150	
3	Office – II - Academics					
4	Confidential Room					

5. Staff Facilities:

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq mts	
1	HODs for B. Pharm Course	Minimum 4	20 Sq mts x 4	04	80	
2	Faculty Rooms for B.Pharm course		10 Sq mts x n (n=No of teachers)	01	60	

6. Museum, Library, Animal House and other Facilities

Sl.No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq. mts	
1	Animal House	01	80 Sq mts	01	75	
2	Library	01	150 Sq mts	01	170	
3	Museum	01	50 Sq mts (May be attached to the Pharmacognosy lab)	01	50	
4	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 seating capacity	--	--	
5	Seminar Hall	01		01	135	
6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	01	Adequate	

Signature of the Head of the Institution

Signature of the Inspectors

7. Student Facilities:

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq .mts	
1	Girl's Common Room (Essential)	01	60 Sq.mts	01	90	
2	Boy's Common Room (Essential)	01	60 Sq.mts	01	75	
3	Toilet Blocks for Boys	01	24 Sq.mts	01	100	
4	Toilet Blocks for Girls	01	24 Sq.mts	01	50	
5	Drinking Water facility – Water Cooler (Essential).	01		01	--	
6	Boy's Hostel (Desirable)	01	9 Sq .mts / Room Single occupancy	--	--	
7	Girl's Hostel (Desirable)	01	9 Sq .mts / Room (single occupancy) 20 Sq mts / Room (triple occupancy)	--	--	
8	Power Backup Provision (Desirable)	01		01	--	

8. Computer and other Facilities:

Name	Required	Available		Remarks of the Inspectors
		No.	Area in Sq. mts	
Computer Room for B.Pharm Course	01 (Area 75 Sq mts)	01	75	
Computer (Latest Configuration)	1 system for every 10 students	25	--	
Printers	1 printer for every 10 computers	05	--	
Multi Media Projector	01	01	--	
Generator (5KVA)	01	01	05KVA	

Signature of the Head of the Institution

Signature of the Inspectors

9. Amenities (Desirable)

Name	Requirement as per Norms in area	Available		Not Available	Remarks/ Deficiency
		No.	Area in Sq. mts		
Principal quarters	80 Sq. mts	--	--	√	
Staff quarters	16 x 80 Sq. mts	--	--	√	
Canteen	100 Sq. mts	01	150	--	
Parking Area for staff and students		01	1000	--	
Bank Extension Counter		--	--	√	
Co operative Stores		01	10	--	
Guest House	80 Sq. mts	--	--	√	
Transport Facilities for students		Yes	--	--	
Medical Facility (First Aid)		Yes	--	--	

10. A. Library books and periodicals

The minimum norms for the initial stock of books, yearly addition of the books and the number of journals to be subscribed are as given below:

{Annexure-VIII}

Sl. No.	Item	Titles (No)	Minimum Volumes (No)	Available		Remarks of the Inspectors
				Title	Numbers	
1	Number of books	150	1500 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	660	6154	
2	Annual addition of books		100 to 150 books per year	66	508	
3	Periodicals Hard copies / online		10 National 05 International periodicals	24	24	
4	CDS		Adequate Nos	Adequate	Adequate	
5	Internet Browsing Facility		Yes/No (Minimum ten computers)	Yes	Yes	
6	Reprographic Facilities: Photo Copier Fax Scanner		01 01 01	01 01 01	-- -- --	
7	Library Automation and Computerized System					Future Planning
8	Library Timings					09:00am to 06:00pm

10. B. Library Staff:

	Staff	Qualification	Required	Available	Remarks of the Inspectors
1	Librarian	M. Lib	1	01	
2	Assistant Librarian	D. Lib	1	01	
3	Library Attenders	10 +2 / PUC	2	02	

Signature of the Head of the Institution

Signature of the Inspectors

Course Curriculum:**PART III ACADEMIC REQUIREMENTS**

1. Student Staff Ratio: Theory Practicals Remarks of the Inspectors

(Required ratio --- Theory → 60:1 and Practicals → 20:1) If more than 20 students in a batch 2 staff members

to be present provided the lab is spacious.

2. Scheme of B. Pharm Course: Semester

3. Date of Commencement of session / sessions:

Commencement	Completion
03/07/2017	06/05/2018

No of Days

No of Days

4. Vacation: Summer: 40 Winter: 08

5. Total No. of working days: 209

6. Time Table:

Time Table for B. Pharm course Enclosed Yes No

7. Whether the prescribed numbers of classes are being conducted as per university norms I B. Pharm:

Subject	No of Theory Classes		Practicals			Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
1	2	3	4	5		
HAP-I	45	48	45	45	15	
PA-I	45	47	36	36	12	
PH-I	45	48	33	33	11	
PIC	45	46	33	33	11	
CS	30	37	30	30	11	
RM	30	30	--	--	--	
RB	30	37	12	12	12	

Signature of the Head of the Institution

Signature of the Inspectors

II B. Pharm:

Subject 1	No of Theory Classes		Practicals			Remarks of the Inspectors
	Prescribed No of Hrs 2	No of Hours Conducted 3	Prescribed No of Hours 4	No of Hours Conducted 5	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
PC	24	24	42	42	14	
PMB	24	25	48	48	16	
OC-III	24	37	39	39	13	
CB	24	26	45	45	15	
IPA	24	25	39	39	13	
PGTC	24	28	36	36	12	
IUO	24	26	--	--	--	
CDP	24	29	--	--	--	

III B. Pharm:

Subject 1	No of Theory Classes		Practicals			Remarks of the Inspectors
	Prescribed No of Hrs 2	No of Hours Conducted 3	Prescribed No of Hours 4	No of Hours Conducted 5	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
DFD-I	24	31	39	39	13	
DFM-I	24	26	42	42	14	
MC-I	24	27	39	39	13	
NP	24	24	39	39	13	
PAT	24	28	36	36	12	
PANP	24	27	39	39	13	
IM	24	26	--	--	--	
PH	24	26	--	--	--	

IV B. Pharm:

Subject 1	No of Theory Classes		Practicals			Remarks of the Inspectors
	Prescribed No of Hrs 2	No of Hours Conducted 3	Prescribed No of Hours 4	No of Hours Conducted 5	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
CT	24	25	45	45	15	
MC-III	24	35	42	42	14	
BIOP	24	32	39	39	13	
SAT	24	27	36	36	12	
HT	24	29	42	42	14	
MP	24	26	--	--	--	
PM	24	25	--	--	--	
AI	24	24	--	--	--	

Signature of the Head of the Institution

Signature of the Inspectors

8 . Whether Tutorials are being conducted
(if any, as per university norms)

Yes

9. Number of Guest Lectures / Seminars / Workshops / Symposia / Presentations conducted during last Three years. A.

Name of the Event	Year 2015-16	Year 2016-17	Year 2017-18
Guest Lectures	03	03	04
Seminars	00	00	00
Workshops	00	00	01
Symposia	00	00	00

B. Papers Presented / Published during last three years

	Year 2015-16		Year 2016-17		Year 2017-18	
	National	International	National	International	National	International
Published	02	12	03	08	01	10
Presented	02	00	04	00	05	01

Signature of the Head of the Institution

Signature of the Inspectors

10. Whether Internal Assessments are conducted periodically as per university norms

Yes

No

Class	I Sessional Dates DD/MM/YY		II Sessional Dates DD/MM/YY		III Sessional Dates DD/MM/YY		Remarks of the Inspectors
	Theory	Practical	Theory	Practical	Theory	Practical	
I B. Pharm	16/11/17 to 24/11/17	19/11/17 to 24/11/17	16/03/18 to 24/03/18	19/03/18 to 24/03/18	--	--	
II B. Pharm	16/03/17 to 24/11/17	--	16/03/18 to 24/03/18	--	--	--	
III B. Pharm	16/03/17 to 24/11/17	--	16/03/18 to 24/03/18	--	--	--	
IV B. Pharm	16/03/17 to 24/11/17	--	16/03/18 to 24/03/18	--	--	--	

11. Whether Evaluation of the internal assessments is Fair

Yes

No

Class	No. of Candidates scored more than 80%		No. of Candidates scored between 60 - 80%		No. of Candidates scored between 50 - 60%		No. of Candidates Less than 50%		Remark of the Inspectors
	Th	Pr	Th	Pr	Th	Pr	Th	Pr	
I B. Pharm	20	23	37	42	27	20	16	15	
II B. Pharm	20	--	39	--	22	--	19	--	
III B. Pharm	22	--	41	--	22	--	16	--	
IV B. Pharm	25	--	41	--	24	--	10	--	

12. Work load of Faculty members for B. Pharm

{Annexure-IX}

Sl. No	Name of the Faculty	Subjects taught	B. Pharm		Total work load	Specific Remarks of the Inspector
			Th	Pr		

13. Percentage of students qualified in GATE in the last Three Years

Details	Year 2015-16	Year 2016-17	Year 2017-18
No. of Students Appeared	15	14	10
No. of Students Qualified	05	07	01
Percentage	34	50	10

14. Whether the Institution has an Industry – Institution Interaction cell

Yes

No

If applicable please give the details for the previous Year

Events	Details for the Previous Year
No. of Industrial visits	01
Industrial Tour	01
Industrial Training	64
No. of Resource Persons from the Industry for Guest Lectures	02
No. of Collaboration projects with Industry	00

Signature of the Head of the Institution

Signature of the Inspectors

15. Percentage of students Placed through the College Placement Cell in the Last Three Years

Year	Year 2015-16	Year 2016-17	Year 2017-18
No. of students appeared for campus interview	10	25	
% Placed	20	12	

**16. Whether Professional Society Activities are Conducted (Enclose Details)
(ISTE, IPA, APTI, ICTA and Related Societies)**

Yes	<input type="checkbox"/>
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Signature of the Head of the Institution

Signature of the Inspectors

TEACHING STAFF:**PART IV - PERSONNEL**

{Annexure-X}

1. Details of Teaching Faculty for B. Pharm Course to be enclosed in the format mentioned below:

Sl No	Name	Designation	Qualification	Date of Joining	Teaching Experience	State Pharmacy Council Reg No.	Signature of the faculty	Remarks of the Inspectors
					After PG			

2. Qualification and number of Staff Members

Qualification		
M. Pharm	PhD	Others - Full Time
21	01	01

3. Teaching Staff required year wise exclusively for B.Pharm for intake of 60 Students.

	No. of staff required for I *B. Pharm	Available	No. of staff required for II B. Pharm	Available	No. of staff required for III B. Pharm	Available	No. of staff required for IV B. Pharm	Available
Principal	1	--	1	--	1	--	1	01
Pharmaceutical Chemistry	1	--	2	--	3	--	4	04
Pharmaceutical Analysis	1	--	--	--	-	--	1	04
Pharmacology	1	--	2	--	3	--	4	03
Pharmacognosy	1	--	2	--	3	--	3	02
Pharmaceutics	1	--	2	--	3	--	4	07
Total	6	--	9	--	13	--	17	21
Part time teaching Staff	3	--	-	--	-	--	-	02
Remarks of the Inspection Team								

***Part time teaching staff for Mathematics, Biology and Computer Science can be appointed.**

Signature of the Head of the Institution

Signature of the Inspectors

4. Staff Pattern for B. Pharm courses Department wise / Division wise:

Professor: Asst. Professor: Lecturer

Department / Division	Name of the post	For strength of 60 students	Provided by the institution	Remarks of inspection team
Department of Pharmaceutics	Professor	1	01	
	Asst. Professor	1	03	
	Lecturer	2	04	
Department of Pharmaceutical Chemistry (Including Pharmaceutical Analysis)	Professor	1	00	
	Asst. Professor	1	02	
	Lecturer	3	06	
Department of Pharmacology	Professor	1	00	
	Asst. Professor	1	00	
	Lecturer	2	03	
Department of Pharmacognosy	Professor	1	00	
	Asst. Professor	1	01	
	Lecturer	1	01	

5. Selection criteria and Recruitment Procedure for Faculty:

a.	Whether Recruitment Committee has been formed	Yes
b.	Whether Advertisement for vacancy is notified in the Newspapers	Yes
c.	Whether Demonstration Lecture has been conducted	Yes
d.	Whether opinion of Recruitment Committee Recorded	Yes

6. Details of Faculty Retention for:

Name of Faculty Member	Period	%
	Duration of 15 yrs. and above	NA
	Duration of 10 yrs. and above	NA
	Duration of 5 yrs. and above	33
	Less than 5 yrs.	67

7. Details of Faculty Turnover:

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
	% of faculty retained in last 3 yrs	√			

Signature of the Head of the Institution

Signature of the Inspectors

8. Number of Non-teaching staff available for B. Pharm course for intake of 60 Students:

Sl. No.	Designation	Required (Minimum)	Required Qualification	Available		Remarks of the Inspection team
				Number	Qualification	
1	Laboratory Technician	1 for each Dept	D. Pharm	04	D. Pharm	
2	Laboratory Assistants / Attenders	1 for each Lab (minimum)	SSLC	10	SSLC	
3	Office Superintendent	1	Degree	01	Degree	
4	Accountant	1	Degree	01	M. Com	
5	Store keeper	1	D. Pharm/ Degree	01	Degree	
6	Computer Data Operator	1	BCA / Graduate with Computer Course	01	M. Sc (Computer)	
7	Office Staff I	1	Degree	01	Degree	
8	Office Staff II	2	Degree	02	Degree	
9	Peon	2	SSLC	02	SSLC	
10	Cleaning personnel	Adequate	---	04	---	
11	Gardener	Adequate	---	01	---	

Signature of the Head of the Institution

Signature of the Inspectors

9. Scale of pay for teaching faculty (to be enclosed):

{Annexure-XI}

Sl. No	Name	Qualification	Designation	Basic pay Rs.	DA Rs.	HRA Rs.	CCA Rs.	Other allowance Rs.	Deductions			Bank A/C No	PAN No	EPF A/c no.	Total	Signature
									P T	TDS	EPF					

10. Whether facilities for Research / Higher studies are provided to the faculty?

Yes

(Inspectors to verify documents pertaining to the above)

11. Whether faculty members are allowed to attend workshops and seminars?

Yes

(Inspectors to verify documents pertaining to the above)

12. Scope for the promotion for faculty: Promotions

Yes

No

13. Gratuity Provided

Yes

No

14. Details of Non-teaching staff members (list to be enclosed):

{Annexure-XII}

Sl No	Name	Designation	Qualification	Date of Joining	Experience	Signature	Remarks of the Inspectors

15. Whether Supporting Staff (Technical and Administrative) are encouraged for skill up gradation programs.

Yes

Signature of the Head of the Institution

Signature of the Inspectors

PART V - DOCUMENTATION

Records Maintained: Essential

Sl. No	Records	Yes	No	Remarks of the Inspectors
1.	Admissions Registers	√		
2.	Individual Service Register	√		
3.	Staff Attendance Registers	√		
4.	Sessional Marks Register	√		
5.	Final Marks Register	√		
6.	Student Attendance Registers	√		
7.	Minutes of meetings- Teaching Staff	√		
8.	Fee paid Registers	√		
9.	Acquittance Registers	√		
10.	Accession Register for books and Journals in Library	√		
11.	Log book for chemicals and Equipment costing more than Rupees one lakh	√		
12.	Job Cards for laboratories	√		
13.	Standard Operating Procedures (SOP's) for Equipment	√		
14.	Laboratory Manuals	√		
15.	Stock Register for Equipment	√		
16.	Animal House Records as per CPCSEA	--		

Signature of the Head of the Institution

Signature of the Inspectors

PART - VI

**1. Financial Resource allocation and utilization for the past three years:
(Audited Accounts for previous year to be enclosed)**

Sl No.	Expenditure in Rs. 2015-16			Expenditure in Rs. 2016-17			Expenditure in Rs 2017-18			Remarks of the Inspectors*
	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Returning	Total budget sanctioned	Recurring	Non Returning	
	18418680.00	17266675.00	180442.00	27000000.00	21711763.00	543095.00	30000000.00	27500000.00	2500000.00	

2. Total amount spent on chemicals and glassware for the past three years:

Sl No.	Expenditure in Rs. 2015-16			Expenditure in Rs. 2016-17			Expenditure in Rs 2017-18			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Chemicals	100000.00	61601.00	Chemicals	350000.00	354676.00	Chemicals	355000.00		
	Glassware			Glassware	400000.00	105940.00	Glassware	300000.00		

**3. Total amount spent on equipments for the past three years:
(Enclose purchase invoice)**

Sl No.	Expenditure in Rs. 2015-16			Expenditure in Rs. 2016-17			Expenditure in Rs 2017-18			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Equipment	200000.00	180442.00	Equipment	200000.00	149700.00	Equipment	250000.00		

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4. Total amount spent on Books and Journals for the past three years:

SI No.	Expenditure in Rs. 2015-16			Expenditure in Rs. 2016-17			Expenditure in Rs 2017-18			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
1	Books	150000.00	131516.00	Books	200000.00	48149.00	Books	100000.00		
2	Journals	4000.00	2725.00	Journals	50000.00	35014.00	Journals	50000.00		

*Last three years including this academic year till the date of inspection

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PART VII – EQUIPMENT AND APPARATUS

Department wise list of minimum equipments required for B. Pharm (for a batch of 20 students)

DEPARTMENT OF PHARMACOLOGY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscopes	15	15	Yes	
2	Haemocytometer with Micropipettes	20	20	Yes	
3	Sahli's haemocytometer	20	20	Yes	
4	Hutchinson's spirometer	01	01	Yes	
5	Spygmomanometer	05	05	Yes	
6	Stethoscope	05	05	Yes	
7	Permanent Slides for various tissues	One pair of each tissue Organs and endocrine glands One slide of each organ system	Adequate	Yes	
8	Models for various organs	One model of each organ system	Adequate	Yes	
9	Specimen for various organs and systems	One model for each organ system	Adequate	Yes	
10	Skeleton and bones	One set of skeleton and one spare bone	Adequate	Yes	
11	Different Contraceptive Devices and Models	One set of each device	Adequate	Yes	
12	Muscle electrodes	01	01	Yes	
13	Lucas moist chamber	01	01	Yes	
14	Myographic lever	01	01	Yes	
15	Stimulator	01	01	Yes	
16	Centrifuge	01	01	Yes	
17	Digital Balance	01	01	Yes	
18	Physical /Chemical Balance	01	01	Yes	
19	Sherrington's Kymograph Machine / Polyrite	10	10	Yes	

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20	Sherrington Drum	10	10	Yes	
21	Perspex bath assembly (single unit)	10	10	Yes	
22	Aerators	10	10	Yes	
23	Computer with LCD	01	01	Yes	
24	Software packages for experiment	01	01	Yes	
25	Standard graphs of various drugs	Adequate number		Yes	
26	Actophotometer	01	01	Yes	
27	Rotarod	01	01	Yes	
28	Pole climbing apparatus	01	01	Yes	
29	Analgesiometer (Eddy's hot plate and radiant heat methods)	01	01	Yes	
30	Convulsiometer	01	01	Yes	
31	Plethysmograph	01	01	Yes	
32	Digital pH meter	01	01	Yes	

Apparatus:

Sl. No.	Name	Minimum required No.s	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Folin-Wu tubes	60	60	Yes	
2	Dissection Tray and Boards	10	10	Yes	
3	Haemostatic artery forceps	10	10	Yes	
4	Hypodermic syringes and needles of size 15,24,26G	10	10	Yes	
5	Livers, cannulae	20	20	Yes	

NOTE: Adequate number of glassware commonly used in the laboratory should be provided in each laboratory and department.

DEPARTMENT OF PHARMACOGNOSY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscope with stage micrometer	15	15	Yes	
2	Digital Balance	02	02	Yes	
3	Autoclave	02	02	Yes	
4	Hot air oven	02	02	Yes	

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5	B.O.D. incubator	01	01	Yes	
6	Refrigerator	01	01	Yes	
7	Laminar air flow	01	01	Yes	
8	Colony counter	02	02	Yes	
9	Zone reader	01	01	Yes	
10	Digital pH meter	01	01	Yes	
11	Sterility testing unit	01	01	Yes	
12	Camera Lucida	15	15	Yes	
13	Eye piece micrometer	15	15	Yes	
14	Incinerator	01	01	Yes	
15	Moisture balance	01	01	Yes	
16	Heating mantle	15	15	Yes	
17	Flourimeter	01	01	Yes	
18	Vacuum pump	02	02	Yes	
19	Micropipettes (Single and multi channeled)	02	02	Yes	
20	Micro Centrifuge	01	01	Yes	
21	Projection Microscope	01	01	Yes	

Apparatus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Reflux flask with condenser	20	20	Yes	
2	Water bath	20	20	Yes	
3	Clavengers apparatus	10	10	Yes	
4	Soxhlet apparatus	10	10	Yes	
6	TLC chamber and sprayer	10	10	Yes	
7	Distillation unit	01	01	Yes	

NOTE: Adequate number of glassware commonly used in the laboratory should be provided in each laboratory and department.

DEPARTMENT OF PHARMACEUTICAL CHEMISTRY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Hot plates	05	05	Yes	
2	Oven	03	03	Yes	
3	Refrigerator	01	01	Yes	

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4	Analytical Balances for demonstration	05	05	Yes	
5	Digital balance 10mg sensitivity	10	10	Yes	
6	Digital Balance (1mg sensitivity)	01	01	Yes	
7	Suction pumps	06	06	Yes	
8	Muffle Furnace	01	01	Yes	
9	Mechanical Stirrers	10	10	Yes	
10	Magnetic Stirrers with Thermostat	10	10	Yes	
11	Vacuum Pump	01	01	Yes	
12	Digital pH meter	01	01	Yes	
13	Microwave Oven	02	02	Yes	

Apparatus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Distillation Unit	02	02	Yes	
2	Reflux flask and condenser single necked	20	20	Yes	
3	Reflux flask and condenser double / triple necked	20	20	Yes	
4	Burettes	40	40	Yes	
5	Arsenic Limit Test Apparatus	20	20	Yes	
6	Nessler's Cylinders	40	40	Yes	

NOTE: Adequate number of glassware commonly used in the laboratory should be provided in each laboratory and department.

DEPARTMENT OF PHARMACEUTICS

Equipment:

Sl. No.	Name	Minimum Required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Mechanical stirrers	10	10	Yes	
2	Homogenizer	05	05	Yes	
3	Digital balance	05	05	Yes	
4	Microscopes	05	05	Yes	
5	Stage and eye piece micrometers	05	05	Yes	
6	Brookfield's viscometer	01	01	Yes	
7	Tray dryer	01	01	Yes	
8	Ball mill	01	01	Yes	

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9	Sieve shaker with sieve set	01	01	Yes	
10	Double cone blender	01	01	Yes	
11	Propeller type mechanical agitator	05	05	Yes	
12	Autoclave	01	01	Yes	
13	Steam distillation still	01	01	Yes	
14	Vacuum Pump	01	01	Yes	
15	Standard sieves, sieve no. 8, 10, 12,22,24, 44, 66, 80	10 sets	10	Yes	
16	Tablet punching machine	01	01	Yes	
17	Capsule filling machine	01	01	Yes	
18	Ampoule washing machine	01	01	Yes	
19	Ampoule filling and sealing machine	01	01	Yes	
20	Tablet disintegration test apparatus IP	01	01	Yes	
21	Tablet dissolution test apparatus IP	01	01	Yes	
22	Monsanto's hardness tester	01	01	Yes	
23	Pfizer type hardness tester	01	01	Yes	
24	Friability test apparatus	01	01	Yes	
25	Clarity test apparatus	01	01	Yes	
26	Ointment filling machine	01	01	Yes	
27	Collapsible tube crimping machine	01	01	Yes	
28	Tablet coating pan	01	01	Yes	
29	Magnetic stirrer, 500ml and 1 liter capacity with speed control	05 EACH 10	05	Yes	
30	Digital pH meter	01	01	Yes	
31	All purpose equipment with all accessories	01	01	Yes	
32	Aseptic Cabinet	01	01	Yes	
33	BOD Incubator	02	02	Yes	
34	Bottle washing Machine	01	01	Yes	
35	Bottle Sealing Machine	01	01	Yes	
36	Bulk Density Apparatus	02	02	Yes	
37	Conical Percolator (glass/ copper/ stainless steel)	10	10	Yes	
38	Capsule Counter	02	02	Yes	
39	Energy meter	02	02	Yes	
40	Hot Plate	02	02	Yes	

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41	Humidity Control Oven	01	01	Yes	
42	Liquid Filling Machine	01	01	Yes	
43	Mechanical stirrer with speed regulator	02	02	Yes	
44	Precision Melting point Apparatus	01	01	Yes	
45	Distillation Unit	01	01	Yes	

Apparatus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Ostwald's viscometer	15	15	Yes	
2	Stalagmometer	15	15	Yes	
3	Desiccator*	05	05	Yes	
4	Suppository moulds	20	20	Yes	
5	Buchner Funnels (Small, medium, large)	05 each	05	Yes	
6	Filtration assembly	01	01	Yes	
7	Permeability Cups	05	05	Yes	
8	Andreason's Pipette	03	03	Yes	
9	Lipstick moulds	10	10	Yes	

NOTE: Adequate number of glassware commonly used in the laboratory should be provided in each laboratory and department.

PHARMACEUTICAL BIOTECHNOLOGY

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Orbital shaker incubator	01	01	Yes	
2	Lyophilizer (Desirable)	01	01	Yes	
3	Gel Electrophoresis (Vertical and Horizontal)	01	01	Yes	
4	Phase contrast/Trinocular Microscope	01	01	Yes	
5	Refrigerated Centrifuge	01	01	Yes	
6	Fermenters of different capacity (Desirable)	01	01	Yes	
7	Tissue culture station	01	01	Yes	
8	Laminar airflow unit	01	01	Yes	

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9	Diagnostic kits to identify infectious agents	01	01	Yes	
10	Rheometer	01	01	Yes	
11	Viscometer	01	01	Yes	
12	Micropipettes (single and multi channeled)	01 each	01	Yes	
13	Sonicator	01	01	Yes	
14	Respinometer	01	01	Yes	
15	BOD Incubator	01	01	Yes	
16	Paper Electrophoresis Unit	01	01	Yes	
17	Micro Centrifuge	01	01	Yes	
18	Incubator water bath	01	01	Yes	
19	Autoclave	01	01	Yes	
20	Refrigerator	01	01	Yes	
21	Filtration Assembly	01	01	Yes	
22	Digital pH meter	01	01	Yes	

NOTE: Adequate number of glassware commonly used in the laboratory should be provided in each laboratory and department.

CENTRAL INSTRUMENTATION ROOM:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Colorimeter	01	01	Yes	
2	Digital pH meter	01	01	Yes	
3	UV- Visible Spectrophotometer	01	01	Yes	
4	Flourimeter	01	01	Yes	
5	Digital Balance (1mg sensitivity)	01	01	Yes	
6	Nephelo Turbidity meter	01	01	Yes	
7	Flame Photometer	01	01	Yes	
8	Potentiometer	01	01	Yes	
9	Conductivity meter	01	01	Yes	
10	Fourier Transform Infra Red Spectrometer (Desirable)	01	00	--	
11	HPLC	01	01	Yes	
12	HPTLC (Desirable)	01	00	--	

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13	Atomic Absorption and Emission spectrophotometer (Desirable)	01	00	--	
14	Biochemistry Analyzer (Desirable)	01	00	--	
15	Carbon, Hydrogen, Nitrogen Analyzer (Desirable)	01		Yes	
16	Deep Freezer (Desirable)	01	00	--	
17	Ion- Exchanger	01		Yes	
18	Lyophilizer (Desirable)	01	00	--	

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Observation of the Inspectors:

Compliance of the last recommendations by Inspectors

Specific observations if not complied

. Signature of Inspectors:

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2.

Note:

- 1. The Inspection Team is instructed to physically verify the details and records filled up by the college in the application form submitted by the college, which is with you now and record the observations, opinions and recommendations in clear and explicit terms.**
- 2. The team is requested to record their comments only after physical verification of records and details.**

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Signature of the Inspectors