

PHARMACY COUNCIL OF INDIA

Standard Inspection Format (S.I.F) for institutions conducting B. Pharm for 100 adms.

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

(SIF-B-1)

To be filled up by P.C.I.

To be filled up by inspectors

Inspection No. :

Date of Inspection:

FILE No. :
(BLOCK LETTERS)

NAME OF THE INSPECTORS: 1.

2.

PART – I A - GENERAL INFORMATION

A – I.1 Name of the Institution: Complete Postal address: STD code: Telephone No: Fax No. E-mail:	Annasaheb Dange College of B Pharmacy, Ashta A/P- Ashta, Tal- Walva, Dist- Sangli. Maharashtra. Pin- 416301 02342 241125 241107 principaladcbp@gmail.com
Year of starting of the course	Degree: 2016
Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)	Private
A – I.2 Name, address of the Society/Trust/ Management (attach documentary evidence) STD Code: Telephone No: Fax No: E-mail: Web Site:	Sant Dnyaneshwar Shikshan Sanstha, Kachare Galli, Islampur, Tal- Walva, Dist- Sangli. 415409 02342 241105 241107 info@santdnyaneshwar.org www.santdnyaneshwar.org
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:	Prof. R. A. Kanai. Executive Director, Sant Dnyaneshwar Shikshan Sanstha, Islampur, Tal- Walva, Dist- Sangli. 415409. 02342 241107 241107 --- 9730377786 241107 profrak@rediffmail.com
A – I.4 Name and Address of the Head of the Institution	Dr. Dhanraj R. Judge. Annasaheb Dange College of B Pharmacy, Ashta A/P- Ashta, Tal- Walva, Dist- Sangli. Maharashtra. Pin- 416301

Signature of the Head of the Institution

Signature of the Inspectors

A –I . 5

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

a. Details of Affiliation Fee Paid

Name of the Course	Affiliation Fee paid up to	Receipt No	Dated	Remarks of the Inspectors
B. Pharm	2017-18	DD No: 231283 State Bank of India	09/06/2017	

b. APPROVAL STATUS:

Name of the Course	Approved up to	In take Approved and Admitted	PCI	STATE GOVERNMENT	UNIVERSITY	Remarks of the Inspectors
B. Pharm	2016-17 for conduct of course & Inspected for 17-18 on 4/8/2017	Approval Letter No and Date	Waiting for Approval	TEM-2017/ P.K. 215/TE-4 Dated 15/05/2017	Affi./T-2/A.C.Res. No. 31/Dt.26/06/2017/2773 Dated: 06/07/2017	
		Approved Intake	100	100	100	
		Actually Admitted	Cut Off date of Admission is 31/08/2017			

c. STATUS OF APPLICATION

COURSES INSPECTED FOR						
Faculty / Subject	Extension of Approval		Increase in Intake of Seats		Remarks	
	Yes	No	Yes	No	Current Intake	Proposed increase in Intake
B. Pharm	Yes	No	Yes	No	100	100

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	<input checked="" type="checkbox"/>
Wing of another college	<input type="checkbox"/>
Separate Campus	<input checked="" type="checkbox"/>
Multi Institutional Campus	<input type="checkbox"/>

Examining Authority : Shivaji University, Vidyanagar Kolhapur. Maharashtra
With complete postal Address, Pin- 416004
Telephone No. and STD Code. 0231-2609000

Signature of the Head of the Institution

Signature of the Inspectors

B - DETAILS OF THE INSTITUTION

B -I .1 Name of the Principal			Dr. Dhanraj R. Jadge		
Qualification/ Experience	Qualification*		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M. Pharm	√	15 years, out of which 5 years as Prof. / HOD	23 Years	
	PhD	√	10 years, out of which at least 05 years as Asst. Prof		

* Documentary evidence should be provided

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	04/08/2017	Committed Visited for Inspection On 04/08/2017	Waiting for report	No

* Enclose Documents

B -I .3

Status of Governing Council:	Government/Trust/ Society /Individual / University
Details of the Governing Body	Enclosed / Not Enclosed
Minutes of the last Governing council Meeting	Enclosed / Not 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	Yes / No	Yes / No	Yes / No	
Non- Teaching Staff	State Government Yes / No	Yes / No	Yes / No	Yes / 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	100
No. of Admissions	--	50	90*
Unfilled Seats	--	00	
No. of Excess Admissions	--	00	

*Admission is in process

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	-	-	98%
2nd year	-	-	-
3rd year	-	-	-
Final year	-	-	-
Pass % (Final Year)	-	-	-

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

Whether college has NSS Unit (Yes/No)? If no give reasons	No
NSS Programme Officer's Name	NA
Programme conducted (mention details)	NA
Whether students participating in University level cultural activities / Co- curricular/sports activities	Yes/No
Physical Instructor	Available / Not available
Sports Ground	Individual / Shared

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
Sr. No.	Particulars	Amount	Sr. No.	Particulars	Amount	
1	Grants		CAPITAL EXPENDITURE			
	a. Government	--				
	b. Others	--	1	Building	573067.00	
2	Tuition Fee	2637470.00	2	Equipment	4720622.00	
3	Library Fee	--	3	Others	5306734.00	
4	Sports Fee	--	REVENUE EXPENDITURE			
5	Union Fee	--	1	Salary	2720328.00	
6	Others	683515.00	MAINTENANCE EXPENDITURE			
	Received from SDSS	10443611.00	2	i	College	367896.00
		6076304.00		ii	Others	--
			3	University Fee (If any)	584500.00	
			4	Apex Bodies Fee	--	
			5	Government Fee	--	
			6	Deposit held by the College	1505100.00	
			7	Others	931835.00	
			8	Misc. Expenditure	3130818.00	
				Total	19840900.00	
	Total	19840900.00		Total	19840900.00	

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 / Not Available**
 a) 2.5 acres District HQ/Corporation/Municipality limit
 b) 0.5 acre for City / Metros
- b. Building : **Own / Rented / Leased**
- c. Land Details to be in name of Trust and Society
 Records to be enclosed
 Sale deed : **Enclosed / Not available**
- d. Building†:
- i) Approved Building plan, to be Enclosed : **Enclosed / Not available**
- e. Total Built Area of the college building in Sq.mts : Built up Area

5164.96

Amenities and Circulation Area

1858.64

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	06	06	6 of 90 Sq. Mts Or 4 of 150 sq.mts. with Public address System.	618	

(*To accommodate 100 students).

3. Laboratory requirement at the end of 4 Years

Sr. 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	10 1028.01	
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 *	03 308.43 02 205.62 01 102.81 02 205.62 01 102.81 01 102.81 10 1028.01	
3	Preparation Room for each lab (One room can be shared by two labs, if it is in between two labs)	10 sq mts (mi nimum)	06 87.68	
4	Area of the Machine Room	80-100 Sq.mts	106.65	
5	Central Instrumentation Room	80 Sq.mts with A/ C	102.81	
6	Store Room – I	1 (Area 100 Sq mts)	102.81	
7	Store Room – II (For Inflammable chemicals)	1 (Area 20 Sq mts)	22	

*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	37.22	
2	Office – I - Establishment	01	60 Sq. mts	01	151	
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	97.08	
2	Faculty Rooms for B.Pharm course		10 Sq mts x n (n=No of teachers)	12	122.04	

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	84.91	
2	Library	01	150 Sq mts	01	433.37	
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	01	287.5	
5	Seminar Hall	01		01	287.5	
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	76	
2	Boy's Common Room (Essential)	01	60 Sq.mts	01	102.81	
3	Toilet Blocks for Boys	01	24 Sq.mts	03	88.21	
4	Toilet Blocks for Girls	01	24 Sq.mts	03	129.42	
5	Drinking Water facility – Water Cooler (Essential).	01		04	--	
6	Boy's Hostel (Desirable)	01	9 Sq .mts / Room Single occupancy	01	413.22	
7	Girl's Hostel (Desirable)	01	9 Sq .mts / Room (single occupancy) 20 Sq mts / Room (triple occupancy)	01	413.22	
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	103.24	
Computer (Latest Configuration)	1 system for every 10 students	40	--	
Printers	1 printer for every 10 computers	03	--	
Multi Media Projector	01	04	--	
Generator (5KVA)	01	01	--	

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	346.06		
Parking Area for staff and students	Parking Area for staff and students	01	Available		
Bank Extension Counter	Bank Extension Counter	--	--	√	
Co operative Stores	Co operative Stores	--	--	√	
Guest House	80 Sq. mts	01	40	--	
Transport Facilities for students		--	Available	--	
Medical Facility (First Aid)		--	Available	--	

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:

Sl. No.	Item	Titles (No)	Minimum Volumes (No)	Available		Remarks of the Inspectors
				Title	Numbers	
1	Number of books	150	2000 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	400	2688	
2	Annual addition of books		150 to 200 books per year	213	1178	
3	Periodicals Hard copies / online		10 National 05 International periodicals		10 07	
4	CDS		Adequate Nos		Adequate	
5	Internet Browsing Facility		Yes /No (Minimum ten computers)		Yes	
6	Reprographic Facilities: Photo Copier Fax Scanner		01 01 01		01 01 01	
7	Library Automation and Computerized System : Available					
8	Library Timings : 09.00 am – 06.00 pm					

10.B. Library Staff:

Sr. No.	Staff	Qualification	Required	Available	Remarks of the Inspectors
1	Librarian	M. Lib	01	01	
2	Assistant Librarian	D. Lib	01	01	
3	Library Attenders	10 +2 / PUC	02	02	

Signature of the Head of the Institution

Signature of the Inspectors

PART III ACADEMIC REQUIREMENTS

Course Curriculum:

1. Student Staff Ratio: **Theory : 50:1** **Practical :20:1** **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: **Annual** **Semester**

3. Date of Commencement of session / sessions:

Commencement (DD/MM/YY)	Completion (DD/MM/YY)
12/06/2017	16/05/2018

4. Vacation: **No of Days** **No of Days**

Summer: **Winter:**

5. Total No. of working days:

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: Sem-I & II

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		
Enclosed						

II B. Pharm: (Semester III- Updated upto 19/08/2017)

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		
Physical Pharmacy – I	36	28	36	27	9 X 3	
P'ceutical Microbiology & Immunology	48	32	36	27	9 X 3	
P'ceutical Biochemistry	36	26	36	27	9 X 3	
Pharmacognosy & Phytochemistry – II	36	23	36	27	9 X 3	
Biostatistics and Computer applications	24	21	36	27	9 X 3	

Signature of the Head of the Institution

Signature of the Inspectors

III B. Pharm: NA

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		

IV B. Pharm: NA

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		

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

Yes No

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

A.

Name of the Event	Year 20-	Year 2016-17	Year 2017-18
Guest Lectures		04	01
Seminars		02	-
Workshops		02	-
Symposia		-	-

B. Papers Presented / Published during last three years:

	Year 20-		Year 2015-16		Year 2016-17	
	National	International	National	International	National	International
Published			03	10	03	10
Presented			-	-	-	-

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	Enclosed						
II B. Pharm	NA						
III B. Pharm							
IV B. Pharm							

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%		Remarks of the Inspectors
	Th	Pr	Th	Pr	Th	Pr	Th	Pr	
I B. Pharm	05	07	14	31	26	11	04	00	
II B. Pharm									
III B. Pharm									
IV B. Pharm									

12. Work load of Faculty members for B. Pharm

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

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

Details	Year 20-	Year 20-	Year 20-
No. of Students Appeared	NA		
No. of Students Qualified			
Percentage			

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	02
Industrial Tour	02
Industrial Training	-
No. of Resource Persons from the Industry for Guest Lectures	02
No. of Collaboration projects with Industry	01

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 20-	Year 20-	Year 20-
No. of students appeared for campus interview	NA		
% Placed			

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

Yes	No
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Signature of the Head of the Institution

Signature of the Inspectors

PART IV - PERSONNEL

TEACHING STAFF:

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 After PG	State Pharmacy Council Reg No.	Signature of the faculty	Remarks of the Inspectors
Enclosed								

2. Qualification and number of Staff Members:

Qualification		
M. Pharm	PhD	Others - Full Time
08	02	--

3. Teaching Staff required year wise exclusively for B. Pharm for intake of 100 Students.

	No. of staff required
1. Pharmaceutical Chemistry	7 03
2. Pharmaceutical Analysis	2 01
3. Pharmacology	4 02
4. Pharmacognosy	4 01
5. Pharmaceutics	6 03
6. Pharmacy Practice	1 00
7. Principal	1 01
Total	25 10
*Part time teaching Staff	3 03
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 100 students	Provided by the institution	Remarks of inspection team
Department of Pharmaceutics	Professor	1	0	
	Asst. Professor	2	03	
	Lecturer	3	-	
Department of Pharmaceutical Chemistry	Professor	1	0	
	Asst. Professor	3	03	
	Lecturer	3		
Department of Pharmacology	Professor	1	01	
	Asst. Professor	2	01	
	Lecturer	1		
Department of Pharmacognosy	Professor	1	01	
	Asst. Professor	1	--	
	Lecturer	2	--	
Department of Pharmacy Practice	Asst. Professor	1	--	
	Lecturer	1	--	
Department of Pharmaceutical Analysis	Asst. Professor	1	--	
	Lecturer	1	01	

5. Selection criteria and Recruitment Procedure for Faculty:

a.	Whether Recruitment Committee has been formed	Yes / No
b.	Whether Advertisement for vacancy is notified in the Newspapers	Yes / No
c.	Whether Demonstration Lecture has been conducted	Yes / No
d.	Whether opinion of Recruitment Committee Recorded	Yes / No

6. Details of Faculty Retention for: NA

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

7. Details of Faculty Turnover: NA

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 100 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	01 03	B. Pharm D.Pharm	
2	Laboratory Assistants / Attenders	1 for each Lab (minimum)	SSLC	08	HSC.	
3	Office Superintendent	1	Degree	01	BA	
4	Accountant	1	Degree	01	B.Com	
5	Store keeper	1	D. Pharm/ Degree	01	B.Sc	
6	Computer Data Operator	1	BCA / Graduate with Computer Course	01	Graduate with Computer Course	
7	Office Staff I	1	Degree	02	BA	
8	Office Staff II	2	Degree	--	--	
9	Peon	2	SSLC	02	SSC	
10	Cleaning personnel	Adequate	---	Adequate	--	
11	Gardener	Adequate	---	Adequate	--	

Signature of the Head of the Institution

Signature of the Inspectors

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

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					
Enclosed																

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): Enclosed

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

15. Whether Supporting Staff (Technical and Administrative) are encouraged for skill up gradation programs. Yes/ No

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. (2016-17)			Expenditure in Rs. (2017-18)			Expenditure in Rs			Remarks of the Inspectors*
	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Returning	Total budget sanctioned	Recurring	Non Returning	
01	8750000.00	4750000.00	4000000.00	11000000.00						

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

Sl. No.	Expenditure in Rs. (2016-17)			Expenditure in Rs. (2017-18)			Expenditure in Rs			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
01	Chemicals	250000.00	250000.00	Chemicals	350000.00		Chemicals			
02	Glassware	400000.00	319888.00	Glassware	300000.00		Glassware			

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

Sl. No.	Expenditure in Rs. (2016-17)			Expenditure in Rs. (2017-18)			Expenditure in Rs			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
01	Equipment	3000000.00	2406118.00	Equipment	1500000.00		Equipment			

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

Sl. No.	Expenditure in Rs. (2016-17)			Expenditure in Rs. (2017-18)			Expenditure in Rs			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
1	Books	1200000.00	910976.00	Books	500000.00		Books			
2	Journals	200000.00	183055.00	Journals	100000.00		Journals			

***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	20	20	Yes	
2	Haemocytometer with Micropipettes	20	20	Yes	
3	Sahli's haemocytometer	20	20	Yes	
4	Hutchinson's spirometer	01	01	Yes	
5	Spygmomanometer	10	10	Yes	
6	Stethoscope	10	10	Yes	
7	Permanent Slides for various tissues	One pair of each tissue Organs and endocrine glands One slide of each organ system	50	Yes	
8	Models for various organs	One model of each organ system	50	Yes	
9	Specimen for various organs and systems	One model for each organ system	50	Yes	
10	Skeleton and bones	One set of skeleton and one spare bone	01	Yes	
11	Different Contraceptive Devices and Models	One set of each device	05	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	05	Yes	

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20	Sherrington Drum	10	05	Yes	
21	Perspex bath assembly (single unit)	10	05	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	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 No.s	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscope with stage micrometer	20	20	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	--	--	
6	Refrigerator	01	01	Yes	
7	Laminar air flow	01	01	Yes	
8	Colony counter	02	01	Yes	
9	Zone reader	01	01	Yes	
10	Digital pH meter	01	01	Yes	
11	Sterility testing unit	01	01	Yes	
12	Camera Lucida	20	20	Yes	
13	Eye piece micrometer	20	20	Yes	
14	Incinerator	01	01	Yes	
15	Moisture balance	01	01	Yes	
16	Heating mantle	20	05	Yes	
17	Flourimeter	01	01	Yes	
18	Vacuum pump	02	01	Yes	
19	Micropipettes (Single and multi channeled)	05	01	Yes	
20	Micro Centrifuge	01	01	Yes	
21	Projection Microscope	01	01	Yes	

Apparatus:

Sl. No.	Name	Minimum required No.s	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	05	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 No.s	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	05	Yes	
6	Digital Balance (1mg sensitivity)	01	01	Yes	
7	Suction pumps	06	02	Yes	
8	Muffle Furnace	01	01	Yes	
9	Mechanical Stirrers	10	05	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	01	Yes	

Apparatus:

Sl. No.	Name	Minimum required No.s	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	100	100	Yes	
5	Arsenic Limit Test Apparatus	25	25	Yes	
6	Nessler's Cylinders	25	50	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	20	15	Yes	
2	Homogenizer	10	01	Yes	
3	Digital balance	05	04	Yes	
4	Microscopes	10	10	Yes	
5	Stage and eye piece micrometers	15	15	Yes	
6	Brookfield's viscometer	01	--	--	
7	Tray dryer	01	--	--	
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	02	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	02	02	Yes	
21	Tablet dissolution test apparatus IP	01	02	Yes	
22	Monsanto's hardness tester	02	05	Yes	
23	Pfizer type hardness tester	01	05	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	10	Yes	
30	Digital pH meter	01	01	Yes	
31	All purpose equipment with all accessories	01	--	--	
32	Aseptic Cabinet	01	01	Yes	
33	BOD Incubator	02	--	--	
34	Bottle washing Machine	01	01	Yes	
35	Bottle Sealing Machine	01	01	Yes	
36	Bulk Density Apparatus	02	01	Yes	
37	Conical Percolator (glass/copper/ stainless steel)	10	05	Yes	
38	Capsule Counter	02	02	Yes	
39	Energy meter	02	02	Yes	

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40	Hot Plate	02	02	Yes	
41	Humidity Control Oven	01	--	--	
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 No.s	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Ostwald's viscometer	20	20	Yes	
2	Stalagmometer	20	20	Yes	
3	Desiccator*	10	10	Yes	
4	Suppository moulds	20	10	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	05	05	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 No.s	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Orbital shaker incubator	01	--	--	
2	Lyophilizer (Desirable)	01	--	--	
3	Gel Electrophoresis (Vertical and Horizontal)	01	--	--	
4	Phase contrast/Trinocular Microscope	01	01	Yes	
5	Refrigerated Centrifuge	01	--	--	
6	Fermenters of different capacity (Desirable)	01	--	--	
7	Tissue culture station	01	--	--	
8	Laminar airflow unit	01	01	Yes	

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9	Diagnostic kits to identify infectious agents	01	01	Yes	
10	Rheometer	01	--	--	
11	Viscometer	01	01	Yes	
12	Micropipettes (single and multi channeled)	01 each	01	Yes	
13	Sonicator	01	01	Yes	
14	Respinometer	01	--	--	
15	BOD Incubator	01	--	--	
16	Paper Electrophoresis Unit	01	--	--	
17	Micro Centrifuge	01	01	Yes	
18	Incubator water bath	01	--	--	
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 No.s	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	--	--	
11	HPLC	01	--	--	
12	HPTLC (Desirable)	01	--	--	

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

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<p>Observation of the Inspectors:</p> <p>Compliance of the last recommendations by Inspectors</p>
<p>Specific observations if not complied</p>

<p>Signature of Inspectors:</p>	<p>1</p>
	<p>2</p>

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