

PHARMACY COUNCIL OF INDIA

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

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

(SIF-C)

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	NETES Institute of Pharmaceutical Science (NIPS) NEMCARE group of Institutions, NH-37, Santipur, Mirza, Parlli Part, kamrup, Assam 781125 03623-230773 03623-230774 principal.nips@rediffmail.com principal@nipsmirza.ac.in
Year of starting of the course	Diploma 2017 & Degree 2017
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:	North East Technical Education Society (NETES) C-3 Damayanti Mansion, Dighali Pukhuri East, Guwahati, Kamrup(M), Assam, Pin: 781001 Assam 781125 03623-230773 03623-230774 principal@nipsmirza.ac.in Website: nipsmirza.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	Apurba Talukdar , Associate Professor NETES Institute of Pharmaceutical Science (NIPS) NEMCARE group of Institute, NH-37, Santipur, Mirza, Parlli Part, Kamrup, Assam 781125 Mobile No. +91 95775 62881 Email: apurbatalukdar83@gmail.com apurbampharm@rediffmail.com
A – I.4 Name and Address of the Head of the Institution	Dr. Vedavathi Thavva NIPS, NH-37, Santipur, Mirza, Parlli Part, kamrup, Assam 781125
A – I.4 a) Whether the Jan Aushadhi Medical Store has been opened by your institution	Yes / No ✓ (Please tick (✓) the relevant portion)

Signature of the Head of the Institution

Signature of the Inspectors

A – I.5

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

a. DETAILS OF AFFILIATION FEEPAID

Name of the Course	Affiliation Fee paid up to	Receipt No	Dated	Remarks of the Inspectors
D. Pharm	2018-19	DD No. 430773	25/08/2017	
B. Pharm	2018-19	DD No. 430774	25/08/2017	

b. APPROVALSTATUS

Name of the Course	Approved up to	Intake Approved and Admitted	PCI	STATE GOVT	UNIVERSITY	Remarks of the Inspectors
B. Pharm	2017-2018 For conduction of 1 st year	Approval Letter No and Date	32-1257/2016-PCI/12922-25	HLB.582/2016/50	ASTU/Affiliation/38/Part-II/168/2015/2578	
		Approved Intake	60	60	60	
		Actually Admitted	60	60	60	
D. Pharm	2017-2018 For conduction of 1 st year	Approval Letter No and Date	17-1281/2016-PCI/12922-25	HLB.582/2016/50	TE(D)-1/2016	
		Approved Intake	60	60	60	
		Actually Admitted	60	60	60	

c. STATUS OF APPLICATION

Course	Extension of Approval		Increase in Intake of Seats		Rema	
	Yes	No	Yes	No	Current Intake	Proposed increase in Intake
D. Pharm	Yes	No	Yes	No	60	
B. Pharm	Yes	No	Yes	No	60	

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 status

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 type="checkbox"/>
Multi Institutional Campus	<input type="checkbox"/>

**Examining Authority:
With complete postal
Address, Telephone No.
and STD Code.**

For Diploma course

The Directorate of Technical
Education, Kahilipara, Guwahati-
781 019 (Assam)

Tel:+91-361-2382276

Fax: +91-361-2385126

Signature of the Head of the Institution

For Degree course

The Registrar, Assam Science and
Technology University, Jalukbari,
Guwahati-781 013

Academic Registrar: +91-8811079300

Controller of Exam: +91-8135847031

Signature of the Inspectors

B - Details of the Institution

B –I .1 Name of the Principal		Dr. VedavathiThavva			
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	
	PhD	15	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 03years*
B. Pharm	18 th and 19 th Feb 2017	NA	Yes	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

D. Pharm Course: Admission statement for the past three years

ACADEMIC YEAR	Year 2017	Year 200-	Year 200-
Sanctioned	60		
No. of Admissions	60		
Unfilled Seats	0		
No. of Excess Admissions	0		

B –I .6

Academic information: Percentage of D. Pharm results for the past three years:

ACADEMIC YEAR	Year 200-	Year 200-	Year 200-
D. Pharm	NA		

Signature of the Head of the Institution

Signature of the Inspectors

B –I.7**B. Pharm Course: Admission statement for the past three years**

ACADEMICYEAR	Year 2017	Year 200-	Year 200-
Sanctioned	60		
No. of Admissions	60		
Unfilled Seats	0		
No. of Excess Admissions	0		

B –I.8**Academic information: Percentage of UG results for the past three years based on University Calendar**

ACADEMICYEAR	Year 200-	Year 200-	Year 200-
1st year	NA		
2nd year	NA		
3rd year	NA		
Final year	NA		
Pass % (FinalYear)	NA		

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

Whether college has NSS Unit (Yes/No)? If no give reasons	As we have stated our course this year thus we will do the necessary process as early as possible.
NSS Programme Officer's Name	NA
Programme conducted (mention details)	NA
Whether students participating in University level cultural activities / Co- curricular/sportsactivities	Yes/No
Physical Instructor	Available / Not available
Sports Ground	Individual / Shared

Signature of the Head of the Institution

Signature of the Inspectors

PART- II PHYSICAL INFRASTRUCTURE

1. a. Availability of Land (D. Pharm /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 the name of Trust and Society
 i) Own – Records to be enclosed
 Sale deed : **Enclosed/Not available**
- d. Building:
 i) Approved Building plan, sale deed to be enclosed) : **Enclosed/Not available**
- e. Total Built Area of the college building in Sq. mts : Built up Area

1596

 Amenities and Circulation Area

1390

2. Classrooms:

Total Number of Class rooms provided for both D. Pharm and B. Pharm

Class	Required	Available Numbers	Required Area * for each Class Room	Available Area in Sq. mts	Remarks of the Inspectors
D. Pharm	02	01	90 Sq. mts each	92	
B. Pharm	04	01	90 Sq. mts each (Desirable) 75 Sq. mts each (Essential)	92	

(* To accommodate 60 students)

3. Laboratory requirement for both D. Pharm and B. Pharm

Sl. No.	Infrastructure for	Requirement as per Norms	Available No. & Area in Sqmts	Remarks/ Deficiency
1	Laboratory Area for B. Pharm Course (10 Labs) Laboratory area for D. Pharm Course (03 Labs)	90 Sq .mts x n (n=10) - Including Preparation room - Desirable 75 Sq. mts - Essential	408	
2	Pharmaceutics Pharmaceutical Chemistry Pharmaceutical Analysis Pharmacology Pharmacognosy Pharmaceutical Biotechnology (Including Aseptic Room) Total no. Laboratories for B.Pharm and D.Pharm Course	03 Laboratories 03 Laboratories 01 Laboratory 03 Laboratories 02 Laboratories 01 Laboratory 13 Laboratories *	01 01 01 01	
3	Preparation Room for each lab (One room can be shared by two labs, if it is in between two labs)	10 sqmts (Minimum)	26	
4	Area of the Machine Room	80-100 Sq.mts	80	
5	Central Instrument Room	80 Sq.mts with A/ C	80	
6	Store Room – I	1 (Area 100 Sqmts)	40	
7	Store Room – II (For Inflammable chemicals)	1 (Area 20 Sqmts)	20	

***No. of laboratories required for both D. Pharm and B. Pharm**

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 fuming chamber to reduce the pollution wherever necessary.
3. The workbenches 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	02	70	
2	Office – I – Establishment	01	60 Sq. mts	02	63	
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 Sqmts x 4	1	20	
2	Faculty Rooms for D.Pharm & B.Pharm course		10 Sqmts x n (n=No of teachers)	4	45	

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		-	
2	Library	01	150 Sq. mts	1	494	
3	Museum	01	50 Sq. mts (May be attached to the Pharmacognosy lab)		32	
4	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 seating capacity	1	336	
5	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	1	93	

Signature of the Head of the Institution

Signature of the Inspectors

7. StudentFacilities:

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 Sqmts	01	95	
2	Boy's Common Room (Essential)	01	60 Sq.mts	01	120	
3	Toilet Blocks for Boys	01	24 Sq.mts	01	40	
4	Toilet Blocks for Girls	01	24 Sq.mts	01	20	
5	Drinking Water facility – Water cooler (Essential).	01	-	02		
6	Boy's Hostel (Desirable)	01	9 Sq mts/ Room Single occupancy	01	15.75	
7	Girl's Hostel (Desirable)	01	9 Sqmts / Room (single occupancy) 20 Sqmts / Room (triple occupancy)	02	15.75	
8	Power Backup Provision(Desirable)	01		03		120 kw

8. Computer and otherFacilities:

Name	Required	Available		Remarks of the Inspectors
		No.	Area in Sq. mts	
Computer Room for B.Pharm Course	01 (Area 75 Sqmts)	1	80	
Computer (Latest configuration)	1 system for every 10 students (UG & PG)	30		
Printers	1 printer for every 10 computers	3		
Multi MediaProjector	01	1		
Generator (5KVA)	01	3		

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	1	120		
Staff quarters	16 x 80 Sqmts	5	300		
Canteen	100 Sq. mts	1	150		
Parking Area for staff and students			yes		
Bank Extension Counter			No		
Co operativeStores			No		
Guest House	80 Sq. mts		120		
Auditorium			353		
Seminar Hall			-		
Transport Facilities for students		2	-		
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 givenbelow:

Sl. No.	Item	Titles (No)	Minimum Volumes (No)	Available		Remarks of the Inspectors
				Title	No.	
1	Number of books	150	1500 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	57	259	
2	Annual addition of books		150 books per year	-		
3	Periodicals Hard copies /online		10 National 05 International periodicals	-		
4	CDS		Adequate Nos	-		
5	Internet Browsing Facility		Yes/No (Minimum ten	Yes		
6	Reprographic Facilities: Photo Copier Fax Scanner		01 01 01		01 01	
7	Library Automation and Computerized System			No		
8	Library Timings			9.00 am to 8.00 pm		

Signature of the Head of the Institution

Signature of the Inspectors

Subject wise Classification:

Sl. No	Subject	Available		Remarks of the Inspectors
		Titles	Numbers	
1	Pharmaceutics – I	9	28	
2	Pharmaceutical Chemistry – I	7	37	
3	Pharmacognosy	7	30	
4	Biochemistry and Clinical Pathology	5	26	
5	Human Anatomy and Physiology	3	22	
6	Health Education and Community Pharmacy	2	15	
7	Pharmaceutics – II	8	28	
8	Pharmaceutical Chemistry – II	3	20	
9	Pharmacology and Toxicology	4	20	
10	Pharmaceutical Jurisprudence	3	10	
11	Drug Store and Business Management	3	9	
12	Hospital and Clinical Pharmacy	3	14	

Library Staff:

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

Signature of the Head of the Institution

Signature of the Inspectors

II 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		
NA						

III 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		
NA						

IV 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		
NA						

Signature of the Head of the Institution

Signature of the Inspectors

11. Whether the prescribed numbers of classes are being conducted as per PCI norms for D.PHARM

Class/Subject	Theory		Practicals				Remark of the Inspectors
	Prescribed No of Hours	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	Prescribed Number of Classes	No of Classes Conducted with duration per class	
I D. Pharm							
Pharmaceutics – I	75	NA as the classes started from 1 st August only	100	NA as the classes started from 1 st August only	25	NA as the classes started from 1 st August only	
Pharmaceutical Chemistry – I	75		75		25		
Pharmacognosy	75		75		25		
Biochemistry and Clinical Pathology	50		75		25		
Human Anatomy and Physiology	75		50		25		
Health Education and Community Pharmacy	50		----		----		
II D. Pharm							
Pharmaceutics – II	75	NA as the classes started from 1 st August only	100	NA as the classes started from 1 st August only	25	NA as the classes started from 1 st August only	
Pharmaceutical Chemistry – II	100		75		25		
Pharmacology and Toxicology	75		50		25		
Pharmaceutical Jurisprudence	50		----		----		
Drug Store and Business Management	75		----		----		
Hospital and Clinical Pharmacy	75		50		25		

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

Yes

No

13. Number of Guest Lectures / Seminars / Work shops / Symposia / Presentations conducted during last year

A.

Name of the Event	Year 2017	Year 200-	Year 200-
Guest Lectures	1		
Seminars	1		
Workshops	-		
Symposia	-		

Signature of the Head of the Institution

Signature of the Inspectors

B. Papers Presented / Published during last three years

	Year 200-		Year 200-		Year 200-	
	National	International	National	International	National	International
Published						
Presented						

14. Whether Internal Assessments are conducted periodically as per university / Board 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	Practicals	Theory	Practicals	Theory	Practicals	
B.PHARM							
I B. Pharm							
II B. Pharm							
III B. Pharm							
IV B. Pharm							
D.PHARM							
I D. Pharm							
II D. Pharm							

15. Whether Evaluation of the internal assessments is Fair

Yes No

Class	No. of Candidates scored more than 80%		No. of Candidates scored more than 60 - 80%		No. of Candidates scored more than 50 - 60%		No. of Candidates Less than 50%		Remarks of the Inspectors
	Th	Pr	Th	Pr	Th	Pr	Th	Pr	
I B. Pharm									
II B. Pharm									
III B. Pharm									
IV B. Pharm									

16. Whether Evaluation of the internal assessments is Fair

Yes No

Class	No. of Candidates scored more than 80%		No. of Candidates scored more than 60 - 80%		No. of Candidates scored more than 50 - 60%		No. of Candidates Less than 50%		Remarks of the Inspectors
	Th	Pr	Th	Pr	Th	Pr	Th	Pr	
I D. Pharm									
II D. Pharm									

17. Work load of Faculty members for D. Pharm and B. Pharm

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

Annexure-I

Signature of the Head of the Institution

Signature of the Inspectors

18. Work load of Faculty members for B. Pharm

Sl. No	Name of the Faculty	Subjects taught	B. Pharm								Total work load	Remarks of the Inspector
			I		II		III		IV			
			Th	Pr	Th	Pr	Th	Pr	Th	Pr		
<u>Annexure-II</u>												

19. Workload of Faculty members for D. Pharm

Sl. No	Name of the Faculty	Subjects taught	D. Pharm				Total work load	Remarks of the Inspector
			I D. Ph		II D. Ph			
			Th	Pr	Th	Pr		
<u>Annexure-III</u>								

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

Details	Year 200-	Year 200-	Year 200-
No. of Students Appeared	-	-	-
No. of Students Qualified	-	-	-
Percentage	-	-	-

21. Whether the Institution has an Industry – Institution Interaction cell For B. Pharm

Yes No

If applicable please give the details for the previous Year

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

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

Year	Year 200-	Year 200-	Year 200-
No. of students appeared for campus interview			
% Placed			

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

Yes No

Signature of the Head of the Institution

Signature of the Inspectors

PART IV - PERSONNEL

TEACHING STAFF.

1. Details of Teaching Faculty for D. Pharm and 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
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Annexure-IV

2. 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
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Annexure-V

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

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

Annexure-VI

4. Qualification and number of Staff Members

Qualification							
B. Pharm		M. Pharm		PhD		Others	
							Part Time
		06		01		02	

5. Staff Pattern for B. Pharm courses department wise: : Professor: Asst. Professor: Lecturer

Department / Division	Name of the post	For strength of 60 students	Provided by the institution	Remarks of the Inspectors of inspection team
Department of Pharmaceutics	Professor	1	2	
	Asst. Professor	1	1	
	Lecturer	4		
Department of Pharmaceutical Chemistry (including Pharmaceutical Analysis)	Professor	1		
	Asst. Professor	1	1	
	Lecturer	4		
Department of Pharmacology	Professor	1		
	Asst. Professor	1	1	
	Lecturer	3		
Department of Pharmacognosy	Professor	1	1	
	Asst. Professor	1	1	
	Lecturer	2		

Signature of the Head of the Institution

Signature of the Inspectors

6. 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		1	
Pharmaceutical Chemistry	1	1	2		3		4	
Pharmaceutical Analysis	1		..		-		1	
Pharmacology	1	1	2		3		4	
Pharmacognosy	1	1	2		3		3	
Pharmaceutics	1	3	2		3		4	
Total	6	7	9		13		17	
Part time teaching Staff	3	2	-		-		-	
Remarks of the Inspection Team								

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

7. 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

8.Details of Faculty Retention for:

Name of Faculty Member	Period	Percentage
	Duration of 15 yrs. And above	
	Duration of 10 yrs. And above	
	Duration of 5 yrs. And above	
	Less than 5 yrs.	

9. 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

10. Number of Non-teaching staff available for D. Pharm and B. Pharm course for intake of 60 students:

Sl. No.	Designation	Required Number	Required Qualification	Available		Remarks of the Inspection team
				Number	Qualification	
1	Laboratory Technician	1 for each Dept	D. Pharm	2	D. Pharm	
2	Laboratory Assistants/ Attenders	1 for each Lab (minimum)	SSLC	5	HS	
3	Office Superintendent	1	Degree	0		
4	Accountant	1	Degree		B. Com	
5	Store keeper	1	D. Pharm/ Degree	1	HS	
6	Computer Data Operator	1	BCA / Graduate with Computer Course	1	B COM	
7	First Division Assistant	1	Degree	1	BA	
8	Second Division Assistant	2	Degree	2	S	
9.	Peon	2	SSLC	1	HS	
10	Cleaning	Adequate	---	3	8 th	
11	Gardener	Adequate	---	3	8 th	

Signature of the Head of the Institution

Signature of the Inspectors

11. Scale of pay for Teaching faculty (to be enclosed): Annexure-VII

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					

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

(Inspectors to verify documents pertaining to the above)

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

(Inspectors to verify documents pertaining to the above)

14. Scope for the promotion for faculty: Promotions

Yes

No

15. Gratuity Provided

Yes

No

16. Details of Non-teaching staff members (list to be enclosed) : Annexure-VIII

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

17. Whether Supporting Staff (Technical and Administrative) are encouraged for skill upgradation 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		✓	

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Signature of the Inspectors

PART - VI

1. Financial Resource allocation and utilization for the past three years:

As the courses has been started from this academic session the details are yet to be generated

2. (Audited Accounts for previous year to be enclosed)

Sl	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs			Remarks of the Inspectors*
	No.	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Returning	Total budget sanctioned	Recurring	

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

Sl	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs			Remarks of the Inspectors*
	No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	
	Chemicals			Chemicals			Chemicals			
	Glassware			Glassware			Glassware			

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

Sl	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs			Remarks of the Inspectors*
	No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	
	Equipment			Equipment			Equipment			

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

Sl No.	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
1	Books			Books			Books			
2	Journals			Journals			Journals			

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

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PART VII – EQUIPMENT AND APPARATUS

Note: Inspectors are requested to note that items which are marked with an asterisk (*) are common for both B.Pharm and D. Pharm.

I --Department wise List of Minimum equipments required for D. Pharm

PHARMACEUTICS

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Continuous Hot Extraction Equipment	05	5		
2	Conical Percolator	05	5		
3	Tincture Press	01	1		
4	Hand Grinding Mill	01	1		
5	Disintegrator*	01	1		
6	Ball mill*	01	1		
7	Hand operated Tablet machine	01	1		
8	Tablet Coating Pan unit with hot air blower laboratory size*	01	1		
9	Polishing pan laboratory size	01	1		
10	Monsanto's hardness tester	01	1		
11	Pfizer type hardness tester	01	1		
12	Tablet disintegration test apparatus IP*	01	1		
13	Tablet dissolution test apparatus IP*	01	1		
14	Granulating sieve set	10	1 set		
15	Tablet counter – small size	05	5		
16	Friability tester*	01	1		
17	Collapsible tube – Filling and sealing equipment*	01	1		
18	Capsule filling machine – Lab size*	01	1		
19	Digital balance*	01	1		
20	Distillation unit for distilled water	02	2		
21	Deionisation unit	01	1		
22	Glass distillation unit for water for injection	01	1		
23	Ampoule washing machine	01	1		
24	Ampoule filling and sealing machine*	01	1		
25	Sintered glass filters for bacteria proof filtration (four different grades)	Adequate	Available		

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26	Millipore filter (3 grades)	Adequate	Available		
27	Autoclave*	01	1		
28	Hot air sterilizer	01	1		
29	Incubator	01	1		
30	Aseptic cabinet	01	1		
31	Ampoule clarity test equipment*	01	1		
32	Blender	01	1		
33	Sieves set (Pharmacopoeial standard)*	02	1 set		
34	Lab Centrifuge	01	1		
35	Ointment slab	Adequate	Available		
36	Ointment spatula	Adequate	Available		
37	Pestle and mortar porcelain	Adequate	Available		
38	Pestle and mortar glass	Adequate	Available		
39	Suppository moulds of three sizes	Adequate	Available		
40	Refrigerator	01	1		

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

PHARMACEUTICAL CHEMISTRY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Refractometer	01	1		
2	Polarimeter	01	1		
3	Photoelectric colorimeter	01	1		
4	Ph meter*	01	1		
5	Atomic modelset*	02	1		
6	Electronic balance*	01	1		
7	Periodic table chart*	Adequate	Available		

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

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PHYSIOLOGY & PHARMACOLOGY LABORATORY**Equipment:**

Sl.No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Haemoglobinometer	20	20		
2	Haemocytometer*	10	1		
3	Student's organ bath	01	1		
4	Sherington's rotating drum*	01	1		
5	Frog board	Adequate	Available		
6	Tray (dissecting)	Adequate	Available		
7	Frontal writing lever*	Adequate	Available		
8	Aeration tube*	Adequate	Available		
9	Telethermometer	01	1		
10	Pole climbing apparatus*	01	1		
11	Histamine chamber	01	1		
12	Simple lever*	Adequate	Available		
13	Sterling heartlever*	Adequate	Available		
14	Aerator*	Adequate	Available		
15	Histological Slides	Adequate	Available		
16	Sphygmomanometer* (B.P. apparatus)	05	5		
17	Stethoscope*	05	5		
18	First aid equipment	Adequate	Available		
19	Contraceptive device*	Adequate	Available		
20	Dissecting (surgical) instruments	Adequate	Available		
21	Balance for weighing small Animals	01	1		
22	Kymograph paper	Adequate	Available		
23	Actophotometer*	01	1		
24	Analgesiometer*	01	1		
25	Thermometer	Adequate	Available		
26	Plastic animal cage	Adequate	Available		
27	Double unit organ bath with thermostat	01	1		
28	Refrigerator	01	1		
29	Digital balance	01	1		
30	Charts	Adequate	Available		
31	Human skeleton*	01	-		

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32	Anatomical specimen (Heart, brain, eye,,ear,,reproductive system etc.,)*	01 set	1 set		
33	Electro-convulsimeter*	01	1		
34	Stop watch	Adequate	Available		
35	Clamp, boss heads, screw clips*	Adequate	Available		
36	Syme's Cannula*	Adequate	Available		

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

PHARMCOGNOSY LABORATORY

Equipment:

SI No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Projection Microscope	01	-		
2	Charts (different types)	Adequate	Available		
3	Models (different types)	Adequate	Available		
4	Permanent Slides	Adequate	Available		
5	Slides and Cover Slips	Adequate	Available		

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

PHARMACY PRACTICE LABORATORY

Equipment:

SI No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Colorimeter	2	1		
2	Microscope	Adequate	Available		
3	Permanent slides (skin, kidney, pancreas, smooth muscle, liver etc.,)	Adequate	Available		
4	Watch glass	Adequate	Available		
5	Centrifuge	1	1		
6	Biochemical reagents for analysis of normal and pathological constituents in urine and blood facilities	Adequate	Available		
7	Filtration equipment	2	2		
8	Filling Machine	1	1		
9	Sealing Machine	1	1		

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10	Autoclave sterilizer	1	1		
11	Membrane filter	1 Unit	1		
12	Sintered glass funnel with complete filtering assemble	Adequate	Available		
13	Small disposable membrane filter for IV admixture filtration	Adequate	Available		
14	Laminar air flow bench	1	-		
15	Vacuum pump	1	1		
16	Oven	1	1		
17	Surgical dressing	Adequate	Available		
18	Incubator	1	1		
19	PH meter	1	1		
20	Disintegration test apparatus	1	1		
21	Hardness tester	1	1		
22	Centrifuge	1	1		
23	Magnetic stirrer	1	1		
24	Thermostatic bath	1	1		

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

Museum: Every Institution shall maintain a museum of crude drugs, herbarium sheets, botanical specimens of the drugs, and plants, mentioned in the course in addition the following are recommended.

- 1. Colored slides of medicine plants.**
- 2. Display of popular patent medicines, and**
- 3. Containers of common usage in medicines.**

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II Department wise List of Minimum equipments required for B. Pharm (for a batch of 20students)

DEPARTMENT OF PHARMACOLOGY

Equipment:

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

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22	Aerators*	10	5		
23	Computer with LCD	01	1		
24	Software packages for experiment	01	-		
25	Standard graphs of various drugs	Adequate number	-		
26	Actophotometer*	01	1		
27	Rotarod	01	1		
28	Pole climbing apparatus*	01	1		
29	Analgesiometer (Eddy's hot plate and radiant heat methods)*	01	1		
30	Convulsiometer*	01	1		
31	Plethysmograph	01	1		
32	Digital pHmeter	01	1		

Apparatus:

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

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		
2	Digital Balance	02	2		
3	Autoclave	02	2		
4	Hot air oven	02	2		
5	B.O.D. incubator	01	1		
6	Refrigerator	01	1		
7	Laminar air flow	01	-		
8	Colony counter	02	1		
9	Zone reader	01	1		

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10	Digital pH meter	01	1		
11	Microscope with stage and oil immersion objective	20	15		
12	Sterility testing unit	01	1		
13	Camera Lucida	15	15		
14	Eye piece micrometer	15	15		
15	Stage micrometer	20	15		
16	Incinerator	01	1		
17	Moisture balance	01	-		
18	Heating mantle	15	15		
19	Flourimeter	01	1		
20	Vacuum pump	02	2		
21	Micropipettes (Single and multi channeled)	02	1		
22	Micro Centrifuge	01	1		
23	Projection Microscope	01	-		

Apparatus:

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

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	2		
2	Oven	03	2		
3	Refrigerator	01	1		
4	Analytical Balances for demonstration	05	5		

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5	Digital balance 10mg sensitivity	10	1		
6	Suction pumps	06	2		
7	Muffle Furnace	01	1		
8	Mechanical Stirrers	10	1		
9	Magnetic Stirrers with Thermostat	10	1		
10	Vacuum Pump	01	1		
11	Digital pHmeter	01	1		
12	Microwave Oven	01	1		

Apparatus:

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

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	Homogenizer	05	1		
2	Digital balance (10 mg sensitivity)	05	1		
3	Microscopes	05	5		
4	Stage and eye piece micrometers	05	5		
5	Brookfield's viscometer	01	-		
6	Ball mill*	01	1		
7	Sieve shaker with sieve set*	01	1		
8	Double cone blender	01	1		
9	Propeller type mechanical agitator	05	1		
10	Autoclave*	01	1		
11	Steam distillation still	01	1		

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12	Vacuum Pump*	01	1		
13	Standard sieves, sieve no. 8, 10, 12,22,24, 44, 66, 80	10 sets	1 set		
14	Tablet punching machine	01	1		
15	Capsule filling machine*	01	1		
16	Ampoule washing machine*	01	1		
17	Ampoule filling and sealing machine*	01	1		
18	Tablet disintegration test apparatus IP	01	1		
19	Tablet dissolution test apparatus IP	01	1		
20	Monsanto's hardness tester	01	1		
21	Pfizer type hardness tester	01	1		
22	Friability test apparatus*	01	1		
23	Clarity test apparatus	01	1		
24	Ointment filling machine*	01	1		
25	Collapsible Tube Crimping Machine*	01	1		
26	Tablet coating pan*	01	1		
27	Magnetic stirrer, 500ml and 1 liter capacity*, with variable speed control.	10	1		
28	Digital pHmeter	02	1		
29	All purpose equipment with all accessories	01	1		
30	Aseptic Cabinet	01	1		
31	BOD Incubator	02	1		
32	Bottle washing Machine	01	1		
33	Bottle Sealing Machine	01	1		
34	Bulk Density Apparatus	02	1		
35	Conical Percolator (glass/ copper/ stainless steel)	10	10		
36	Capsule Counter	02	2		
37	Energy meter	02	2		
38	Hot Plate	02	2		
39	Humidity Control Oven	01	2		
40	Liquid Filling Machine	01	2		
41	Mechanical stirrer with speed regulator	02	2		
42	Precision Melting point Apparatus	01	2		
43	Tray Drier	01	-		
44	Distillation Unit	01	1		

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Apparatus:

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

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	1		
2	Lyophilizer (Desirable)	01	-		
3	Gel Electrophoresis (Vertical and Horizontal)	01	-		
4	Phase contrast/Trinocular Microscope	01	-		
5	Refrigerated Centrifuge	01	-		
6	Fermenters of different capacity (Desirable)	01	-		
7	Tissue culture station	01	-		
8	Laminar airflow unit	01	-		
9	Diagnostic kits to identify infectious agents	01	-		
10	Rheometer	01	-		
11	Viscometer	01	-		
12	Micropipettes (single and multi channeled)	01 each	-		
13	Sonicator	01	-		
14	Respinometer	01	-		
15	BOD Incubator	01	1		

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16	Paper Electrophoresis Unit	01	-		
17	Micro Centrifuge	01	-		
18	Incubator water bath	01	-		
19	Autoclave	01	1		
20	Refrigerator	01	1		
21	Filtration Assembly	01	1		
22	Digital pHmeter	01	1		

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	1		
2	Digital pHmeter	01	1		
3	UV- Visible Spectrophotometer	01	-		
4	Flourimeter	01	1		
5	Digital Balance (1mg sensitivity)	01	-		
6	Nephelo Turbidity meter	01	-		
7	Flame Photometer	01	1		
8	Potentiometer	01	1		
9	Conductivity meter	01	1		
10	Fourier Transform Infra-Red Spectrometer(Desirable)	01	-		
11	HPLC	01	-		
12	HPTLC(Desirable)	01	-		
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	-		
17	Ion- Exchanger	01	-		
18	Lyophilizer (Desirable)	01	-		

*** Items marked with asterisk are common for B.Pharm and D. Pharm**

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Signature of the Inspectors

Observation of the Inspectors:

Compliance of the last recommendations by Inspectors

Specific observations if not complied

Signature of Inspectors:

1.

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