

PHARMACY COUNCIL OF INDIA

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

(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. :

**NAME OF THE INSPECTORS: 1.
(BLOCK LETTERS)**

2.

PART – I

A - GENERAL INFORMATION

<p>A – I.1 Name of the Institution: Complete Postal address: STD code Telephone No. Fax No. E-mail</p>	<p>School of Pharmacy, Babu Banarasi Das University (for outgoing batches- 2014-15 onwards) *copy of act and resolution is attached as Annexure-1 Babu Banarasi Das National Institute of Technology & Management, Sector-1, Dr. Akhilesh Das Nagar, Faizabad Road, Lucknow (U.P.) (for outgoing batch - 2013-14) 0522 2815182-87, 3091371 0522-2815294 info@bbdu.org</p>
<p>Year of Establishment</p>	<p>Babu Banarasi Das University From 2011-12 onwards (Established in 1998 as Babu Banarasi Das National Institute of Technology & Management) Annexure-1</p>
<p>Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)</p>	<p style="text-align: center;">State Private University</p>
<p>A – I.2 Name, address of the Society/Trust/ Management (attach documentary evidence) -Annexure-2 STD Code: Telephone No: Fax No: E-mail Web Site:</p>	<p>Babu Banarasi Das Educational Society, 55 Babu Banarasi Das Nagar, Purana quila, Lucknow -226001 0522 2213917 2274030 bbdnitm@sancharnet.in www.bbdnitm.edu</p>
<p>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</p>	<p>Prof. Rajiv Gupta, (Dean) School of Pharmacy, Sector - 1, Dr. Akhilesh Das Nagar, Faizabad Road, Lucknow- 226028 0522- 3911132 9839278227 2815294 rajiv961@rediffmail.com</p>
<p>A – I.4 Name and Address of the Head of the Institution</p>	<p>Dr. A. K. Mittal, Vice Chancellor, BBD University, Faizabad Road, Lucknow-226028</p>

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.	2014-15	Draft no. 670701	25-04-2014	

b. APPROVAL STATUS:

Name of the Course	Appro ved up to	In take Approved and Admitted	PCI	STATE GOVERNMENT	UNIVERSITY	Remarks of the Inspectors
B. Pharm	60	Approval Letter No and Date	Letter No. 5639 – 40 Dated 12-6-2009	Letter No. GBTU/ /2011/65325-29 Dated – 18-3-11	Letter No. GBTU/ /2011/65325-29 Dated –18-3-2011	
		Approved Intake	60	90	90	
		Actually Admitted	90	90	90	

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	60	90

Note: Enclose relevant documents - Annexure-3

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 - Annexure-4

Yes No

A – I. 6 a

Status of the Pharmacy Course:	
Independent Building	<input type="checkbox"/>
Wing of another college	<input type="checkbox"/>
Separate Campus	<input type="checkbox"/>
Multi Institutional Campus	<input type="checkbox"/>

Examining Authority : Babu Banarasi Das University (for batches 2014-15 onwards)
With complete postal Address, Telephone No. and STD Code. Sector-1, Dr. Akhilesh Das Nagar, Faizabad Road, Lucknow-226028
 0522-3911248
Earlier Gautam Buddh Technical University (U.P. Technical University)
 (for outgoing batches 2011-12, 2012-13, 2013-14)

Signature of the Head of the Institution

Signature of the Inspectors

B - DETAILS OF THE INSTITUTION

B -I .1		Prof. Rajiv Gupta			
Name of the Principal					
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-5

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	7-8 Feb, 2009	Satisfied as per E.R. 1991	No Compliance	Nil

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 2011-12	Year 2012-13	Year 2013-14
Sanctioned	90	90	90
No. of Admissions	79	74	70
Unfilled Seats	11	16	20
No. of Excess Admissions	--	--	--

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 2011-12	Year 2012-13	Year 2013-14
1st year	97%	71%	80.0%
2nd year	85.29%	82%	86.7%
3rd year	98.52%	96.15%	100%
Final year	100%	98.36%	85.4%
Pass % (Final Year)	100%	98.36%	85.4%

B – II

Co – Curricular Activities / Sports Activities:

Whether college has NSS Unit (Yes/No)? If no give reasons	Yes
NSS Programme Officer's Name	Dr. Shahenshah Abdi
Programme conducted (mention details)	Various village visits conducted
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) Audited Balance Sheet attached-Annexure-6

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	0.00	CAPITAL EXPENDITURE			
2.	Tuition Fee	224.10	1.	Building	18.16	
3.	Library Fee		2.	Equipment	11.73	
4.	Sports Fee		3.	Others	16.82	
5.	Union Fee		REVENUE EXPENDITURE			
6.	Others	24.90	1	Salary	109.47	
			2.	MAINTENANCE EXPENDITURE		
				i	College	10.24
				ii	Others	
			3.	University Fee (If any)	0.00	
			4.	Apex Bodies Fee	1.20	
			5.	Government Fee	0.00	
			6.	Deposit held by the College	60.98	
			7.	Others	9.22	
			8.	Misc.Expenditure	11.18	
			Total		249.00	
	Total	249.00				

Note: Enclose relevant documents - Annexure-6

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- **Annexure-7**
 Records to be enclosed
 Sale deed : Enclosed/Not available
- d. Building[†]:
 i) Approved Building plan, to be Enclosed : Enclosed/Not available
Annexure-8
- e. Total Built Area of the college building in Sq.mts : Built up Area
 Amenities and Circulation Area

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. 75 Sq. mts each (Essential)	90 sq. mts	

(*To accommodate 100 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=12) - Including Preparation room - Desirable 75 Sq. mts - Essential	12 X 135	
2	Pharmaceutics Pharmaceutical Chemistry Pharmaceutical Analysis Pharmacology Pharmacognosy Pharmaceutical Biotechnology (Including Aseptic Room) Total no. Laboratories for B.Pharm course	04 Laboratories 03 Laboratories 01 Laboratory 02 Laboratories 01 Laboratories 01 Laboratory 12 Laboratories *	04 03 01 02 01 01 12	
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)	12 10 sq mts each	
4	Area of the Machine Room	80-100 Sq.mts	100 Sq.mts	
5	Central Instrumentation Room	80 Sq.mts with A/ C	90 Sq. mts with A/C	
6	Store Room – I	1 (Area 100 Sq mts)	1 (100 Sq. mts)	
7	Store Room – II (For Inflammable chemicals)	1 (Area 20 Sq mts)	1 (45 Sq mts.)	

*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	30 Sq. mts	
2	Office – I - Establishment	01	60 Sq. mts	01	60 Sq. mts	
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	20 Sq mts x 4	
2	Faculty Rooms for B.Pharm course		10 Sq mts x n (n=No of teachers)	03 05	03x10Sq mt.=30 05x45 =225Sq mts	

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	01	150 Sq mts	
3	Museum	01	50 Sq mts (May be attached to the Pharmacognosy lab)	01	50 Sq mts	
4	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 seating capacity	01	800 seating capacity	
5	Seminar Hall	01		01	135 Sq mts	

Signature of the Head of the Institution

Signature of the Inspectors

6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	01	150 Sq mts.	
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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	60 Sq.mts	
2	Boy's Common Room (Essential)	01	60 Sq.mts	01	60 Sq.mts	
3	Toilet Blocks for Boys	01	24 Sq.mts	02	24 Sq.mts	
4	Toilet Blocks for Girls	01	24 Sq.mts	02	24 Sq.mts	
5	Drinking Water facility – Water Cooler (Essential).	01		02		
6	Boy's Hostel (Desirable)	01	9 Sq .mts / Room Single occupancy	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)	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)	02	90 sq mts + 90 sq mts	
Computer (Latest Configuration)	1 system for every 10 students	41	41	
Printers	1 printer for every 10 computers	04	04	
Multi Media Projector	01	01	01	
Generator (5KVA)	01	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	100 Sq. mts		
Parking Area for staff and students		01			
Bank Extension Counter		01			
Co operative Stores				()	
Guest House	80 Sq. mts	01	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:

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	1143	8237	
2	Annual addition of books		150 to 200 books per year	34	108	
3	Periodicals Hard copies / online		10 National 05 International periodicals		13 - National 05-International	
4	CDS		Adequate Nos	Yes		
5	Internet Browsing Facility		Yes/No (Minimum ten computers)	Yes		
6	Reprographic Facilities: Photo Copier Fax Scanner		01 01 01	Yes 01 01 01		
7	Library Automation and Computerized System		Yes			
8	Library Timings		9:00 AM-6:00 PM			

10.B. Library Staff:

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

Signature of the Head of the Institution

Signature of the Inspectors

PART III ACADEMIC REQUIREMENTS

Course Curriculum:

1. Student Staff Ratio:
Inspectors

Theory

Practicals

Remarks of the

(Required ratio --- Theory 60:1 and Practical 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	Completion
15/07/2013	14/06/2014

No of Days

No of Days

4. Vacation:

Summer:

Winter:

5. Total No. of working days:

6. Time Table:

Time Table for B. Pharm course Enclosed - **Annexure-9**

Yes

No

7. Whether the prescribed numbers of classes are being conducted as per university norms

I B. Pharm: Annexure-10

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		

II B. Pharm: Annexure-10

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		

Signature of the Head of the Institution

Signature of the Inspectors

III B. Pharm: Annexure-10

Subject	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	
1						

IV B. Pharm: Annexure-10

Subject	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	
1						

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

9. Number of Guest Lectures / Seminars / Work shops / Symposia / Presentations conducted during last Three years.

A.

Name of the Event	Year 2011-12	Year 2012-13	Year 2013-14
Guest Lectures	04	01	02
Seminars	--	01	01
Workshops	--	01	01
Symposia	--	--	--

B. Papers Presented / Published during last three years

	Year 2011-12		Year 2012-13		Year 2013-14	
	National	International	National	International	National	International
Published	28	16	16	15	11	12
Presented	39	6	73	8	4	1

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	Practicals	Theory	Practicals	Theory	Practicals	
I B. Pharm	13- 15/09/2013	DAY	23- 25/10/2013	DAY	25- 30/11/2013	DAY	
II B. Pharm	13- 15/09/2013	TO	23- 25/10/2013	TO		TO	
III B. Pharm	13- 15/09/2013	DAY	23- 25/10/2013	DAY		DAY	
IV B. Pharm	13- 15/09/2013	EVAL.	23- 25/10/2013	EVAL.		EVAL.	

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	03		26		24		17		
II B.Pharm	03		24		24		02		
III B.Pharm	09		39		07		00		
IV B.Pharm	01		47		03		00		

12. Work load of Faculty members for B. Pharm - -Annexure-11

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 2011-12	Year 2012-13	Year 2013-14
No. of Students Appeared	14	27	25
No. of Students Qualified	09	17	13
Percentage	64%	62.9%	52%

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	03
Industrial Tour	01
Industrial Training	05
No. of Resource Persons from the Industry for Guest Lectures	02
No. of Collaboration projects with Industry	05

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 2011-12	Year 2012-13	Year 2013-14
No. of students appeared for campus interview	20	22	20
% Placed	90%	88%	85%

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

<input type="checkbox"/> Yes	<input type="checkbox"/> 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:
Annexure-12

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
24	3	3

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

	No. of staff required
1. Pharmaceutical Chemistry	7
2. Pharmaceutical Analysis	2
3. Pharmacology	4
4. Pharmacognosy	3
5. Pharmaceutics	6
6. Pharmacy Practice	1
7. Principal	1
Total	24
*Part time teaching Staff	3
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	1	
	Asst. Professor	2	-	
	Lecturer	3	6	
Department of Pharmaceutical Chemistry	Professor	1	-	
	Asst. Professor	3	1	
	Lecturer	3	6	
Department of Pharmacology	Professor	1	-	
	Asst. Professor	2	-	
	Lecturer	1	6	
Department of Pharmacognosy	Professor	1	1	
	Asst. Professor	1	1	
	Lecturer	1	2	
Department of Pharmacy Practice	Asst. Professor	1	-	
	Lecturer	1	-	
Department of Pharmaceutical Analysis	Asst. Professor	1	-	
	Lecturer	1	-	

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:

Name of Faculty Member	Period	%
	Duration of 15 yrs. and above	NA
	Duration of 10 yrs. and above	4%
	Duration of 5 yrs. and above	24 %
	Less than 5 yrs.	72 %

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 100 Students: 30

Sl. No.	Designation	Required (Minimum)	Required Qualification	Available		Remarks of the Inspection team
				Number	Qualification	
1	Laboratory Technician	1 for each Dept	D. Pharm	10	D. Pharm	
2	Laboratory Assistants / Attenders	1 for each Lab (minimum)	SSLC	10	SSLC	
3	Office Superintendent	1	Degree	1	Degree	
4	Accountant	1	Degree	1	Degree	
5	Store keeper	1	D. Pharm/ Degree	1	D. Pharm	
6	Computer Data Operator	1	BCA / Graduate with Computer Course	1	MSc. IT, PGDCA	
7	Office Staff I	1	Degree	1	Degree	
8	Office Staff II	2	Degree	2	Degree	
9	Peon	2	SSLC	3	SSLC	
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): Annexure-13

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?

(Inspectors to verify documents pertaining to the above)

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

(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-14

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/ 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	Yes		
2.	Individual Service Register	Yes		
3.	Staff Attendance Registers	Yes		
4.	Sessional Marks Register	Yes		
5.	Final Marks Register	Yes		
6.	Student Attendance Registers	Yes		
7.	Minutes of meetings- Teaching Staff	Yes		
8.	Fee paid Registers	Yes		
9.	Acquittance Registers	Yes		
10.	Accession Register for books and Journals in Library	Yes		
11.	Log book for chemicals and Equipment costing more than Rupees one lakh	Yes		
12.	Job Cards for laboratories	Yes		
13.	Standard Operating Procedures (SOP's) for Equipment	Yes		
14.	Laboratory Manuals	Yes		
15.	Stock Register for Equipment	Yes		
16.	Animal House Records as per CPCSEA	Yes		

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	Expenditure in Rs. Year 2011-12			Expenditure in Rs. Year 2012-13			Expenditure in Rs. Year 2013-14			Remarks of the Inspectors*
No.	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	
	43,45,000/-	8,25,000/-	32,45,000/-	34,65,000/-	9,62,500/-	17,01,700/-	20,60,000/-	8,73,450/-	3,17,200/-	

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

Sl	Expenditure in Rs. Year 2011-12			Expenditure in Rs. Year 2012-13			Expenditure in Rs. Year 2013-14			Remarks of the Inspectors*
No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Chemicals	4,40,000/-	3,85,642/-	Chemicals	5,75,000/-	5,07,467/-	Chemicals	10,00,000/-	7,30,000/-	
	Glassware	4,70,000/-	4,11,383/-	Glassware	7,50,000/-	4,88,048/-	Glassware	2,00,000/-	1,10,000/-	

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

Sl	Expenditure in Rs. Year 2011-12			Expenditure in Rs. Year 2012-13			Expenditure in Rs. Year 2013-14			Remarks of the Inspectors*
No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Equipment	25,00,000/-	24,45,063/-	Equipment	2,50,000/-	70,243/-	Equipment	5,10,000/-	1,94,000	

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

SI No.	Expenditure in Rs. Year 2011-12			Expenditure in Rs. Year 2012-13			Expenditure in Rs Year 2013-14			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
1	Books	2,00,000/-	1,87,200/-	Books	2,00,000/-	1,85,550/-	Books	2,00,000/-	1,47,770/-	
2	Journals	1,75,000/-	1,75,000/-	Journals	1,75,000/-	1,60,000/-	Journals	1,50,000/-	1,10,000/-	

*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	20	Yes	
2	Haemocytometer with Micropipettes	20	21	Yes	
3	Sahli's haemocytometer	20	20	Yes	
4	Hutchinson's spirometer	01	01	No	
5	Spygmomanometer	05	11	Yes	
6	Stethoscope	05	09	Yes	
7	Permanent Slides for various tissues	One pair of each tissue Organs and endocrine glands One slide of each organ system	One pair of each tissue Organs and endocrine glands One slide of each organ system	Yes	
8	Models for various organs	One model of each organ system	One model of each organ system	Yes	
9	Specimen for various organs and systems	One model for each organ system	One model for each organ system	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	One set of each device	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	31/14	Yes	
19	Sherrington's Kymograph Machine / Polyrite	10	22	Yes	

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20	Sherrington Drum	10	22	Yes	
21	Perspex bath assembly (single unit)	10	20	Yes	
22	Aerators	10	18	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	02	Yes	
27	Rotarod	01	02	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	25	Yes	
3	Haemostatic artery forceps	10	20	Yes	
4	Hypodermic syringes and needles of size 15,24,26G	10	10 each.	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	33	Yes	
2	Digital Balance	02	02	Yes	
3	Autoclave	02	04	Yes	
4	Hot air oven	02	02	Yes	

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5	B.O.D.incubator	01	03	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	27	Yes	
13	Eye piece micrometer	15	20	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	12	Yes	
6	TLC chamber and sprayer	10	12	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	25	Yes	
3	Reflux flask and condenser double / triple necked	20	20	Yes	
4	Burettes	40	45	Yes	
5	Arsenic Limit Test Apparatus	20	40	Yes	
6	Nessler's Cylinders	40	52	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	12	Yes	
2	Homogenizer	05	05	Yes	
3	Digital balance	05	05	Yes	
4	Microscopes	05	05	Yes	
5	Stage and eye piece micrometers	05	10	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 sets Each.	Yes	
16	Tablet punching machine	01	04	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	02	Yes	
21	Tablet dissolution test apparatus IP	01	02	Yes	
22	Monsanto's hardness tester	01	03	Yes	
23	Pfizer type hardness tester	01	03	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	06 EACH 13	Yes	
30	Digital pH meter	01	04	Yes	
31	All purpose equipment with all accessories	01	01	Yes	
32	Aseptic Cabinet	01	01	Yes	
33	BOD Incubator	02	01	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	14	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	05	Yes	
44	Precision Melting point Apparatus	01	02	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	51	Yes	
2	Stalagmometer	15	85	Yes	
3	Desiccator*	05	20	Yes	
4	Suppository moulds	20	47	Yes	
5	Buchner Funnels (Small, medium, large)	05 each	20	Yes	
6	Filtration assembly	01	15	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	--		
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	--		
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 each	Yes	
13	Sonicator	01	02	Yes	
14	Respinometer	01	01	Yes	
15	BOD Incubator	01	02	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	03	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	02	Yes	
2	Digital pH meter	01	01	Yes	
3	UV- Visible Spectrophotometer	01	02	Yes	
4	Flourimeter	01	01	Yes	
5	Digital Balance (1mg sensitivity)	01	03	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	02	Yes	
12	HPTLC (Desirable)	01	01	Yes	

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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	01	Yes	

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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.**

Signature of the Head of the Institution

Signature of the Inspectors