

PHARMACY COUNCIL OF INDIA
Standard Inspection Format (S.I.F) for institutions conducting D. Pharm
(To be filled and submitted to PCI by an organization seeking approval of the
Course / continuation of the approval) SIF-A

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	Department of Pharmacy (D. Pharm), Shri Baba Mastnath Technical Campus Asthal Bohar, Rohtak (Haryana) 01262 215727 01262 – 292359 Sbmncop@gmail.com
Year of Establishment	2012
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:	Shri Baba Mastnath Ayurvedic & Sanskrit Shikshan Sansthan 01262 215727 01262 – 292359 Mastnath_math@rediffmail.com www.babamastnathuniversity.com
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	Mr. Arun Kumar 01262 215727 215727 09813431568 01262 – 292359 sbmncop@gmail.com
A – I.4 Name and Address of the Head of the Institution	Mr. Arun Kumar, Principal, Department of Pharmacy (D. Pharm), Shri Baba Mastnath Technical campus, Asthal Bohar, Rohtak

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

ANNEXURE Ia

Name of the Course	Affiliation Fee paid up to	Receipt No	Dated	Remarks of the Inspectors
D. Pharm	2014-2015 (Rs. 15000)	24636	27/06/2014	
	2014-2015 (Rs. 35000)	24636	27/06/2014	
	2015-2016 (Rs 50000)	25332	01/10/2014	

b. APPROVAL STATUS:

ANNEXURE Ib

Name of the Course	Approved up to	In take Approved and Admitted	PCI	State Government	University	Remarks of the Inspectors
D. Pharm	2015-16	Approval Letter No and Date	F.No.01.097/2015-PCI; Dated 20-21th June 2015	20/15-2006 UNP (5); Dated 6/11/2012	BMNU/2012/89-93; Dated 1/10/2012	
		Approved Intake	60	60	60	
		Actually Admitted	60	60	60	

c. STATUS OF APPLICATION

COURSES INSPECTED FOR

Course	Extension of Approval	Increase in Intake of Seats	Remarks	
			Current Intake	Proposed increase in Intake
D. Pharm.	2015-16	-	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 Details

Yes

No

Signature of the Head of the Institution

Signature of the Inspectors

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: The Registrar, BABA MASTNATH UNIVERSITY, Asthal Bohar, Rohtak-124021, Ph. 09813194651 (Copy Enclosed)

B - DETAILS OF THE INSTITUTION

B –I.1			Mr. Arun Kumar		
Name of the Principal					
Qualification/ Experience	Qualification*		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M. Pharm	M. Pharm	05 years	Teaching -9.8	
	PhD (desirable)	---	02 years		

* Documentary evidence should be provided

ANNEXURE-II

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*
D. Pharm	15-16 May 2015	Approval of course	-	No

* Enclose Documents

B –I.3

Pay Scales:

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

Signature of the Head of the Institution

Signature of the Inspectors

B –I .4**D. Pharm Course: Admission Statement for the Past Three Years**

ACADEMIC YEAR	Year 2013-2014	Year 2014-2015	Year 2015-2016
Sanctioned	60	60	60
No. of Admissions	60	60	60
Unfilled Seats	00	00	00
No. of Excess Admissions	--	--	--

B –I .5**Academic information: Percentage of D Pharm results for the past three years based on University Calendar**

ACADEMIC YEAR	Year 2013-2014	Year 2014-2015	Year 2015-2016
1st year	78	72	-
Final year (2nd Year)	77	74	-
Pass % (Final Year)	76	72	-

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

Whether college has NSS Unit (Yes/No)? If no give reasons	Yes
NSS Programme Officer's Name	Mr. Rajiv Arora
Programme conducted (mention details)	Yes
Whether students participating in University level cultural activities / Co- curricular/sports activities	Yes
Physical Instructor	Mr Parveen
Sports Ground	Available

Signature of the Head of the Institution

Signature of the Inspectors

C - FINANCIAL STATUS OF THE INSTITUTION

Audited financial Statement of Institute should be furnished

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

C .2 Please provide following Information

Receipts			Expenditure			Remarks of the Inspectors	
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount		
1.	Grants a. Government b. Others		CAPITAL EXPENDITURE				
2.	Tuition Fee	3570000	1.	Building	80935		
3.	Library Fee		2.	Equipment (Lab. Expenditure)	-		
4.	Sports Fee		3.	Others (library)	14000		
5.	Union Fee		REVENUE EXPENDITURE				
6.	Others (Hostel & Messing)		1	Salary	2038500		
7.	Character Certificate		2.	MAINTENANCE EXPENDITURE			
8.	R.K Fund			i	College		
9.	Fine			ii	Others		
10.	Prospectus	30000	3.	University Fee (If any)			
11.	NSS Fee		4.	Apex Bodies Fee	-		
12.	Development Fund		5.	Government Fee	-		
13.	Holiday Home	1350	6.	Deposit held by the College (Excess over income)	-		
14.	Bank Interest						
15.	Student Fund		7.	Others (Depreciation)			
15.	Registration Fee		8.	Misc. Expenditure	34221		
Total		3601350	Total			2167656	

Note: Enclose relevant documents

Signature of the Head of the Institution

Signature of the Inspectors

PART- II PHYSICAL INFRASTRUCTURE

1. a. Building : Own
 b. Land:
 i) Leased or own
 Sale/Agreement deed (Records to be enclosed)
 Sale deed : Enclosed
 c. Building:
 i) Leased or own (Records to be enclosed) : owned
 ii) If own (Approved Building plan & sale deed to be enclosed) : Enclosed ANNEXURE III
- d. Total Built Area of the college building in Sq.mts : Built up Area 1490 Sq. M.
 Amenities and Circulation Area 225.00 Sq. M.

2. Class rooms:

Total Number of Class rooms provided at the end of 2 Year Course

Class	Required Nos	Available Nos	Required Area * for each class room	Available Area in Sq. mts	Remarks of the Inspect ors
D. Pharm	02	02	90 Sq. mts each	180.0 Sq mt.	

(*To accommodate 60 students).

3. Laboratory requirement at the end of 2 Years

Sl. No.	Infrastructure for	Requirement as per Norms	Available No. & Area in Sq mts	Remarks/ Deficiency
1	Laboratory Area for D.Pharm Course	50 Sq .mts x n (n=5)	375.00	
2	Pharmaceutics Pharmaceutical Chemistry Physiology and Pharmacology Pharmacy Practice Pharmacognosy Total no. Laboratories for D.Pharm course Animal House*	01 Laboratory 01 Laboratory 01 Laboratory 01 Laboratory 01 Laboratory 05 Laboratories 01 (10 sq mts)	75 75 75 75 75 135	
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)	75	
4	Area of the Machine Room	100 Sq.mts	100	
5	Aseptic Room	25 Sq.mts	25	
6	Store Room – I	1 (Area 20 Sq mts)	25	
7	Store Room – II (For Inflammable chemicals)	1 (Area 20 Sq mts)	25	

• **Not required if computer simulated software are available**

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

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

Signature of the Head of the Institution

Signature of the Inspectors

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	20 Sq .mts	01	20	
2	Office – I - including Confidential room	01	40 Sq. mts	01	40	
3	Staff/faculty rooms	01	30 Sq. mts	01	30	
4	Library	01	100 Sq. mts	01	150	
5	Museum	01	30 Sq. mts	01	30	
6	Auditorium/Multipurpose hall (desirable)	01	250-300 seating capacity	01	500	
7	Herbal Garden (desirable)	01	Adequate plants	01	4000	

5. 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	40 Sq.mts	01	40.0	
2	Boy's Common Room (Essential)	01	40 Sq.mts	01	40.0	
3	Toilet Blocks for Boys	01	25 Sq.mts	01	25.0	
4	Toilet Blocks for Girls	01	25 Sq.mts	01	25.0	
5	Canteen (desirable)	01	100 Sq.mts		110	
6	Drinking Water facility – Water Cooler (Essential).	01		01	25.0	
7	Boy's Hostel (Desirable)	01	9 Sq .mts / Room Single occupancy	02	15/ Room (Double occupied)	
8	Girl's Hostel (Desirable)	01	9 Sq .mts / Room (single occupancy) 20 Sq mts / Room (triple occupancy)	01	15/ Room (Double occupied)	
9	Power Backup Provision (Desirable)	01		01	15 KVA Generator	

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6. Computer and other Facilities:

Name	Required	Available		Remarks of the Inspectors
		No.	Area in Sq. mts	
Computer (Latest Configuration)	1 system for every 10 students	12	---	
Printers	1 printer for every 10 computers	02	---	
Xerox Machine	01	01	---	
Multi Media Projector	01	01	---	
Generator (5KVA)	01	15 KVA	---	

7. Amenities (Desirable)

Name	Requirement as per Norms in area	Available		Not Available	Remarks/Deficiency
		No.	Area in Sq. mts		
Principal quarters	80 Sq. mts	01	80		
Staff quarters	6 x 80 Sq. mts	02	160		
Parking Area for staff and students	--	01	800		
Bank Extension Counter	--	01	300		
Co operative Stores	--	--	--		
Guest House	80 Sq. mts	--	--		
Transport Facilities for students	--	04 Buses	--		
Medical Facility (First Aid)	--	General Hospital + Eye Hospital			

8. 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	75	750 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	113	1235	
2	Annual addition of books		75 books per year	50	500	

Signature of the Head of the Institution

Signature of the Inspectors

3	Periodicals Hard copies / online		06 National Indian Journal of Pharmaceutical Sciences Indian Journal of Pharmaceutical Education and Research Journal of Hospital Pharmacy Indian Journal of Pharmacology MIMS, CIMS Indian Journal of Experimental Biology	06 National
4	Library Timings: 8:30 am to 5:00 pm			

8. B. Subject wise Classification

Sl. No.	Subject	Available		Remarks of the Inspectors
		Titles	Numbers	
1	Pharmaceutics – I	10	100	
2	Pharmaceutical Chemistry – I	8	80	
3	Pharmacognosy	8	80	
4	Biochemistry and Clinical Pathology	4	40	
5	Human Anatomy and Physiology	6	60	
6	Health Education and Community Pharmacy	5	50	
7	Pharmaceutics – II	8	80	
8	Pharmaceutical Chemistry – II	8	80	
9	Pharmacology and Toxicology	8	80	
10	Pharmaceutical Jurisprudence	2	20	
11	Drug Store and Business Management	3	30	
12	Hospital and Clinical Pharmacy	5	50	

8. C. Library Staff:

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

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Signature of the Inspectors

PART III ACADEMIC REQUIREMENTS

Course Curriculum:

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

60:1 20:1

(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. Date of Commencement of session / sessions:

Commencement	Completion
01-08-2014	30-06-2015

No of Days No of Days

3. Vacation:

Summer:

30 Days

Winter:

15 Days

4. Total No. of working days:

180 Days

5. Time Table:

ANNEXURE IV

Time Table for D. Pharm course Enclosed

Yes

No

**6. Whether the prescribed numbers of classes are being conducted as per university norms
I D. 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	Prescribed Number of Classes	No of Classes conducted	
1	2	3	4	5			
Pharmaceutics – I	75	75	100	100	25	25	
Pharmaceutical Chemistry – I	75	75	75	75	25	25	
Pharmacognosy	75	75	75	75	25	25	
Biochemistry and Clinical Pathology	50	50	75	75	25	25	
Human Anatomy and Physiology	75	75	50	50	25	25	
Health Education and Community Pharmacy	50	50	----	----	----	----	

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II D. Pharm:

Subject 1	No of Theory Classes		Practicals				Remarks of the Inspectors
	Prescribed No of Hrs 2	No of Hours Conducted 3	Prescribed No of Hours 4	No of Hours Conducted 5	Prescribed Number of Classes	No of Classes conducted	
Pharmaceutics – II	75	75	100	100	25	25	
Pharmaceutical Chemistry – II	100	100	75	75	25	25	
Pharmacology and Toxicology	75	75	50	50	25	25	
Pharmaceutical Jurisprudence	50	50	----	----	-----	-----	
Drug Store and Business Management	75	75	----	----	----	----	
Hospital and Clinical Pharmacy	75	75	50	50	25	25	

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

Yes No

8. 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 D.Pharm	05	06	40	45	13	09	02	00	
II D.Pharm	06	07	42	46	09	07	03	00	

Signature of the Head of the Institution

Signature of the Inspectors

9. Work load of Faculty members for D. Pharm.

Sr. No	Name of the Faculty	Subjects taught		D. Pharm		Total work load	Specific Remarks of the Inspector
		Th	Pr	Th	Pr		
1.	Mr. Arun Singla	P'chemistry-II	-	04	-	04	
2.	Ms. Anuradha	P'chemistry-I	P'chemistry-I	03	09	12	
3.	Ms. Sakshi Dhall	- -	Biochemistry H&CP	- -	09 09	18	
4.	Ms. Anusha	P'ceutics-I Biochemistry DSBM	P'ceutics-I - -	03 03 04	06 - -	14	
5.	Ms. Sangeeta	APHE Health Education Pharmaceutical Jurisprudence -	APHE - - P'ceutics-I	04 02 03 -	09 - - 03	21	
6.	Ms. Kiran	- - P'cology & Toxicology	P'Cognosy P'ceutics-II -	- - 03	09 06 -	18	
7.	Mr. Anoop	- - H&CP	P'chemistry-II P'ceutics-II -	- - 04	09 03 -	16	
8.	Ms. Neha Minocha	P'Cognosy - P'ceutics-II	- P'cology & Toxicology -	03 - 03	- 09 -	15	

Signature of the Head of the Institution

Signature of the Inspectors

PART IV - PERSONNEL

TEACHING STAFF:

1. 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 Reg No.	Signature of the faculty	Remarks of the Inspectors
1.	Mr. Arun Kumar	Principal	M.Pharm	26-05-2012	9.8	17189		
2.	Ms. Anusha	Lecturer	M.Pharm	13-04-2015	1.0	22450		
3.	Mr. Anoop	Lecturer	B.Pharm	02-06-2014	1.10	24064		
4.	Mrs. Sakshi Dhall	Lecturer	M.Pharm	01-03-2014	2.1	21582		
5.	Ms. Sangeeta	Lecturer	B.Pharm	01-04-2014	2.0	24620		
6.	Ms. Anuradha	Lecturer	M.Pharm	02-03-2015	1.1	19641		
7.	Ms. Kiran	Lecturer	B.Pharm	02-03-2015	1.1	A/F		
8.	Ms. Neha Minocha	Lecturer	M.Pharm	01-04-2016	-	A/F		

2. Qualification and number of Staff Members

Qualification			
B. Pharm	M. Pharm	PhD	Others - Full Time
Mr. Arun Kumar	Mr. Arun Kumar	--	--
Ms. Anusha	Ms. Anusha		
Mr. Anoop			
Mrs. Sakshi Dhall			
Ms. Sangeeta	Mrs. Sakshi Dhall		
Ms. Anuradha	Ms. Anuradha		
Ms. Kiran			
Ms. Neha Minocha	Ms. Neha Minocha		

3. Details of Faculty Retention for:

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

Signature of the Head of the Institution

Signature of the Inspectors

Mr Arun Kumar Ms. Anusha Mr. Anoop Mrs. Sakshi Dhall Ms. Sangeeta Ms. Anuradha Ms. Kiran Ms. Neha Minocha	Less than 5 yrs.	--
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4. Details of Faculty Turnover:

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

5. Number of Non-teaching staff available for D. Pharm course for intake of 60 Students:

Sl. No.	Designation	Required (Minimum)	Required Qualification	Available		Remarks of the Inspection team
				Number	Qualification	
1	Laboratory Technician	02	D. Pharm	-	-	
2	Laboratory Assistants / Attenders	04	SSLC	04	SSLC	
3	Office Superintendent	01	Degree	01	Degree	
4	Accountant	01	Degree	01	Degree	
5	Store keeper	01	D. Pharm/ Degree	01	Degree	
6	Computer Data Operator	01	10+2 with computer training	01	Graduate with Computer Course	
7	Peon	02	SSLC	02	Matric	
8	Cleaning personnel	04	---	04	---	
9	Gardener	01	---	01	---	

Signature of the Head of the Institution

Signature of the Inspectors

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

Sl. No	Name	Qualification	Designation	Basic pay Rs.	DA Rs.	HR A Rs.	CC A Rs.	Other allowance Rs.	Deductions			Bank A/C No	PAN No	EPF A/c no.	Total	Signature
									P T	T D S	E P F					
1.	Mr. Arun Kumar	M.Pharm	Principal	21487	-	-	--	17913	--	--	20311010 09119	AYAPK55242N	--	46400		
2.	Ms. Anusha	M.Pharm	Lecturer	9300	-	-	--	1600	--	--	76020004 00003930	A/F	--	15100		
3.	Mrs. Sakshi Dhall	M.Pharm	Lecturer	9300	-	-	--	4600	--	--	76020004 00003925	ESMPS3712M	--	18100		
4.	Mr. Anoop	B.Pharm	Lecturer	9300	-	-	--	4600	--	--	76020004 00003721	AVAPA8073C	--	18100		
5.	Ms. Sangeeta	B.Pharm	Lecturer	9300	-	-	--	4600	--	--	76020004 00003712	A/F	--	18100		
6.	Ms. Anuradha	B.Pharm	Lecturer	9300	-	-	--	4600	--	--	76020004 00003916	BEGPA0105K	--	18100		
7.	Ms. Kiran	B.Pharm	Lecturer	9300	-	--		4700	--	--	76020004 00003426	A/F		18200		
8.	Ms. Neha Minocha	M.Pharm	Lecturer	9300	-		--	1600	--	--	A/F	A/F	--	15100		

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

Yes

(Inspectors to verify documents pertaining to the above)

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

Yes

(Inspectors to verify documents pertaining to the above)

9. Scope for the promotion for faculty: Promotions

Yes

No

10. Gratuity Provided

Yes

No

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

Sl No	Name	Designation	Qualification	Date of Joining	Experience	Signature	Remarks of the Inspectors
1.	Mrs Sunita	Librarian	M. Lib	02.07.2012	8Y		
2.	Mrs Tripti Jain	Library Attendant	10+2	02.07.2012	.3Y		
3.	Mr Karamjeet Rathi	Lab Assistant	10+2	02.07.2012	6.5Y		

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Signature of the Inspectors

4.	Mr. Deepak	Lab Assistant	10+2	02.07.2012	.9Y		
5.	Mr. Joginder	Lab Assistant	10+2	02.07.2012	3.5Y		
6.	Mr. Dinesh	Lab Assistant	10+2	02.07.2012	4.5Y		
7.	Mr. Baljeet Singh	Office Superintendent	Degree	02.07.2012	10.5Y		
8.	Mrs Jyoti Nagpal	Accountant	Degree	02.07.2012	4Y		
9.	Mr. Umesh	Computer Data Operator	Diploma/ Degree	02.07.2012	1.5Y		
10.	Mr. Naveen Kumar	Store keeper	Degree	02.07.2012	2Y		
11.	Mrs Veena	Peon	10 TH	02.07.2012	3Y		
12.	Mr Mukesh	Peon	10 TH	02.07.2012	4.5Y		
13.	Mr. Radhay	Cleaning personals	---	02.07.2012	2Y		
14.	Mrs Anju	Cleaning personals	---	02.07.2012	.2Y		
15.	Mrs Sheela	Cleaning personals	---	02.07.2012	9Y		
16.	Mr Dilbag Singh	Gardener	---	02.07.2012	10Y		

√

12. 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. 2013-2014			Expenditure in Rs. 2014-2015			Expenditure in Rs. 2015-2016			Remarks of the Inspectors*
	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Returning	Total budget sanctioned	Recurring	Non Returning	
1.	3000000	2700000	3000000	1000000	800000	200000	1200000	-	-	

**2. Total amount spent on equipments, chemicals & glassware for the past three years:
(Enclose purchase invoice)**

Sl No.	Expenditure in Rs. 2013-2014			Expenditure in Rs. 2014-2015			Expenditure in Rs. 2015-2016			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Equipment, Chemicals & glassware	1000000	600000	Equipment	800000	400000	Equipment	200000	-	

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

Sl No.	Expenditure in Rs. 2013-2014			Expenditure in Rs. 2014-2015			Expenditure in Rs. 2015-2016			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
1	Books	40000	35000	Books	20000	10000	Books	30000	-	
2	Journals	15000	10000	Journals	8000	3000	Journals	10000	7000	

*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 D. Pharm (for a batch of 20 students)

PHARMACEUTICS

Equipment:

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

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

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

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PHARMACEUTICAL CHEMISTRY

Equipment:

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

PHYSIOLOGY AND PHARMACOLOGY LABORATORY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Haemoglobinometer	20	20	Yes	
2	Haemocytometer	10	10	Yes	
3	Student's organ bath	1	1	Yes	
4	Sherington's rotating drum	1	1	Yes	
5	Frog board	Adequate	Adequate	Yes	
6	Tray (dissecting)	Adequate	Adequate	Yes	
7	Frontal writing lever	Adequate	Adequate	Yes	
8	Aeration tube	Adequate	Adequate	Yes	
9	Telethermometer	1	1	Yes	
10	Pole climbing apparatus	1	1	Yes	
11	Histamine chamber	1	1	Yes	
12	Simple lever	Adequate	Adequate	Yes	
13	Staring heart lever	Adequate	Adequate	Yes	
14	Aerator	Adequate	Adequate	Yes	
15	Histological Slides	Adequate	Adequate	Yes	
16	Sphygmomanometer (B.P. apparatus)	5	5	Yes	
17	Stethoscope	5	5	Yes	
18	First aid equipment	Adequate	Adequate	Yes	

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19	Contraceptive device	Adequate	Adequate	Yes	
20	Dissecting (surgical) instruments	Adequate	Adequate	Yes	
21	Balance for weighing small Animals	1	1	Yes	
22	Kymograph paper	Adequate	Adequate	Yes	
23	Actophotometer	1	1	Yes	
24	Analgesiometer	1	1	Yes	
25	Thermometer	Adequate	Adequate	Yes	
26	Plastic animal cage	Adequate	Adequate	Yes	
27	Double unit organ bath with thermostat	1	1	Yes	
28	Refrigerator	1	1	Yes	
29	Single pan balance	1	1	Yes	
30	Charts	Adequate	Adequate	Yes	
31	Human skeleton	1	1	Yes	
32	Anatomical specimen (Heart, brain, eye, ear, reproductive system etc.,)	1 set	1 set	Yes	
33	Electro-convulsiometer	1	1	Yes	
34	Stop watch	Adequate	Adequate	Yes	
35	Clamp, boss heads, screw clips	Adequate	Adequate	Yes	
36	Syme's Cannula	Adequate	Adequate	Yes	

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

PHARMACOGNOSY LABORATORY

Equipment:

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

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

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PHARMACY PRACTICE LABORATORY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Colorimeter	2	2	Yes	
2	Microscope	Adequate	Adequate	Yes	
3	Permanent slides (skin, kidney, pancreas, smooth muscle, liver etc.,)	Adequate	Adequate	Yes	
4	Watch glass	Adequate	Adequate	Yes	
5	Centrifuge	1	1	Yes	
6	Biochemical reagents for analysis of normal and pathological constituents in urine and blood facilities	Adequate	Adequate	Yes	
7	Filtration equipment	2	2	Yes	
8	Filling Machine	1	1	Yes	
9	Sealing Machine	1	1	Yes	
10	Autoclave sterilizer	1	1	Yes	
11	Membrane filter	1 Unit	1 Unit	Yes	
12	Sintered glass funnel with complete filtering assemble	Adequate	Adequate	Yes	
13	Small disposable membrane filter for IV admixture filtration	Adequate	Adequate	Yes	
14	Laminar air flow bench	1	1	Yes	
15	Vacuum pump	1	1	Yes	
16	Oven	1	1	Yes	
17	Surgical dressing	Adequate	Adequate	Yes	
18	Incubator	1	1	Yes	
19	PH meter	1	1	Yes	
20	Disintegration test apparatus	1	1	Yes	
21	Hardness tester	1	1	Yes	
22	Centrifuge	1	1	Yes	
23	Magnetic stirrer	1	1	Yes	
24	Thermostatic bath	1	1	Yes	

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

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NOTE: Adequate numbers of glassware 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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Observation of the Inspectors:

Compliance of the last recommendations by Inspectors

- **Library has been computerized.**
- **The existing infrastructures with reference to instruments is augmented.**
- **Proper arrangements for the central store have been made**
- **Photocopy of Advertisement for teaching faculty is enclosed.**

Specific observations if not complied

Signature of Inspectors:

1.

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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