

**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**

<p><b>A – I.1</b>  Name of the Institution:  Complete Postal address:  STD code  Telephone No.  Fax No.  E-mail</p>	<p>Department of Pharmacy (D. Pharm),  Shri Baba Mastnath Technical Campus  Asthal Bohar, Rohtak (Haryana)  01262  215727  01262 – 292359  sbmnipsr@gmail.com</p>
<p>Year of Establishment</p>	<p>2012</p>
<p>Status of the course conducting body:  Government / University / Autonomous / Aided /  Private (Enclose copy of Registration documents  of Society/Trust)</p>	<p>Private</p>
<p><b>A – I.2</b>  Name, address of the Society/Trust/ Management  (attach documentary evidence)  STD Code:  Telephone No:  Fax No:  E-mail  Web Site:</p>	<p>Shri Baba Mastnath Ayurvedic &amp; Sanskrit  Shikshan Sansthan  01262  215727  01262 – 292359  Mastnath_math@rediffmail.com  <a href="http://www.sbmnipsr.com">www.sbmnipsr.com</a></p>
<p><b>A – I.3</b>  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>Mr. Arun Kumar  01262  215727  215727  09813431568  01262 – 292359  sbmnipsr@gmail.com</p>
<p><b>A – I.4</b>  Name and Address of the Head of the Institution</p>	<p>Mr. Arun Kumar, Principal, Department of  Pharmacy (D. Pharm), Shri Baba Mastnath  Technical campus, Asthal Bohar, Rohtak</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
D. Pharm	2012-2013			

**b. APPROVAL STATUS:**

**ANNEXURE I**

Name of the Course	Approved up to	In take Approved and Admitted	PCI	State Government	University	Remarks of the Inspectors
D. Pharm	-----	Approval Letter No and Date	Awaited	----		
		Approved Intake	Awaited	----	60	
		Actually Admitted	Awaited	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	2012-13	60	00	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**

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

**B - DETAILS OF THE INSTITUTION**

<b>B – I.1</b>					
<b>Name of the Principal</b>			Mr Arun Kumar		
Qualification/ Experience	Qualification*		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M. Pharm	M. Pharm	05 years	Teaching -7	
	PhD (desirable)	---	02 years		

\* Documentary evidence should be provided

**ANNEXURE-II**

**B – I.2**

For institution seeking continuation of affiliation

N/A

Course	Date of last Inspection	Remarks of the Previous Inspection Report	Complied / Not Complied	Intake reduced / Stopped in the last 03 years*
<b>D. Pharm</b>	---	---	NA	NA

\* Enclose Documents

**B – I.3**

**Pay Scales:**

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

<b>ACADEMIC YEAR</b>	<b>Year 2011-2012</b>	<b>Year 2012-2013</b>	<b>Year 2013-2014</b>
<b>Sanctioned</b>	--	<b>Approval Awaited</b>	<b>Approval Awaited</b>
<b>No. of Admissions</b>	--	<b>60</b>	<b>60</b>
<b>Unfilled Seats</b>	--	<b>00</b>	<b>00</b>
<b>No. of Excess Admissions</b>	--	--	--

**B –I .5**

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

**NA**

<b>ACADEMIC YEAR</b>	<b>Year 2011-2012</b>	<b>Year 2012-2013</b>	<b>Year 2013-2014</b>
<b>1<sup>st</sup> year</b>	--	--	<b>50</b>
<b>2<sup>nd</sup> year</b>	--	--	--
<b>3<sup>rd</sup> year</b>	--	--	--
<b>Final year</b>	--	--	--
<b>Pass % (Final Year)</b>	--	--	--

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

Whether college has NSS Unit (Yes/No)? If no give reasons	UNDER PROCESS
NSS Programme Officer's Name	Mr. Harish Bishnoi
Programme conducted (mention details)	NA
Whether students participating in University level cultural activities / Co- curricular/sports activities	NA
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 **NA**

**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		<b>CAPITAL EXPENDITURE</b>			
2.	Tuition Fee	1582000	1.	Building	-	
3.	Library Fee		2.	Equipment (Lab. Expenditure)	1298000	
4.	Sports Fee		3.	Others (library)	344145	
5.	Union Fee		<b>REVENUE EXPENDITURE</b>			
6.	Others (Hostel & Messing)	50000	1	Salary		
7.	Character Certificate		2.	<b>MAINTENANCE EXPENDITURE</b>		
8.	R.K Fund			i	College	
9.	Fine			ii	Others	
10.	Prospectus	10800	3.	University Fee (If any)		
11.	NSS Fee		4.	Apex Bodies Fee	-	
12.	Development Fund		5.	Government Fee	-	
13.	Holiday Home	11166	6.	Deposit held by the College (Excess over income)	-	
14.	Bank Interest		7.	Others (Depreciation)		
15.	Student Fund		8.	Misc. Expenditure		
	Registration Fee		<b>Total</b>		<b>1642145</b>	
<b>Total</b>		<b>1653966</b>				

**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	300.0 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)	<b>300.00</b>	
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 <b>05 Laboratories</b> 01 (10 sq mts)	75 75 75 75 75 160	
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)	33	
7	Store Room – II (For Inflammable chemicals)	1 (Area 20 Sq mts)	33	

- **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**

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.

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	100	
5	Museum	01	30 Sq. mts	01	30	
6	Auditorium/Multipurpose hall (desirable)	01	250-300 seating capacity	01	100	
7	Herbal Garden (desirable)	01	Adequate plants	01	1 acre	

#### 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	Available	
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	

#### 6. Computer and other Facilities:

Signature of the Head of the Institution

Signature of the Inspectors

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	100	1235	
2	Annual addition of books		75 books per year	NA	NA	

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	<b>Library Timings: 8:30 am to 5:00 pm</b>			

### 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.B. Library Staff:

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

Signature of the Head of the Institution

Signature of the Inspectors

### PART III ACADEMIC REQUIREMENTS

#### Course Curriculum:

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

60:1      30:1

(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:** **PCI Approval awaited**

Commencement	Completion
16-08-2013	30-06-2013

No of Days

No of Days

**3. Vacation:**

**Summer:**

30 Days

**Winter:**

15 Days

**4. Total No. of working days:**

NA

**5. Time Table:**

**PCI Approval awaited  
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:**

**PCI Approval awaited**

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		100		25		
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		----		----		

Signature of the Head of the Institution

Signature of the Inspectors

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		100		25		
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		

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

Yes  No 

PCI Approval awaited

8. Whether Evaluation of the internal assessments is Fair Yes  No 

PCI Approval awaited

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	40	45	17	12	03	03	-	-	
II D.Pharm									

## 12. Work load of Faculty members for D. Pharm

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

Signature of the Head of the Institution

Signature of the Inspectors

1	<b>Mr. Arun Kumar</b>	Ht. Ph. & community health DSBM	-	5	-	5	
2	<b>Mrs. Preeti Kathuria</b>	APHE	APHE	5	6	11	
3	<b>Mr. Pooja Rani</b>	P'Cognosy H & CP	P'Cognosy	4	06	10	
4	<b>Ms. Neha Sharma</b>	P'Chemistry-I P'Chemistry-II	P'Chemistry-I P'Chemistry-II	5	12	17	
5	<b>Mr. Ajay Bhagat</b>	P'Ceutics-I P' Ceutics-II	P'Ceutics-I P' Ceutics-II	5	12	17	
6	<b>Mr. Sudhir Gahlot</b>	Biochem P'Cology-II	Bio Chem. P'Cology-II	5	12	17	
7	<b>Ms. Monika</b>	Forensic	H & CP	02	06	08	

**Signature of the Head of the Institution**

**Signature of the Inspectors**

## PART IV - PERSONNEL

### TEACHING STAFF:

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

Sl No	Name	Designation	Qualification	Date of Joining	Teaching Experience	State Pharmacy Council Reg No.	Signature of the faculty	Remarks of the Inspectors
					After PG			
1	Mr Arun Kumar	Principal	M. Pharm	25.06.2012	7.0 Yr	17189		
2	Ms Preeti Kathuria	Lecturer	M. Pharm	02.07.2012	1.0 Yr	19762		
3	Ms Pooja Rani	Lecturer	B. Pharm	02.07.2012	1.0 Yr	A/F		
4	Ms Neha Sharma	Lecturer	B. Pharm	02.07.2012	1.0 Yr	19761		
5	Mr. Sudhir Gahlot	Lecturer	B. Pharm	01.01.2013	0.8 Yr	A/F		
6	Ms. Monika	Lecturer	B. Pharm	1.01.2013	0.8 Yr	A/F		
7	Mr. Ajay Bhagat	Lecturer	B. Pharm	19.08.2013	--	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 Preeti Kathuria	Ms Preeti Kathuria		
Ms Pooja Rani			
Ms Neha Sharma			
Mr. Ajay Bhagat			
Mr. Sudhir Gahlot			
Ms. Monika			

#### 3. Details of Faculty Retention for:

**Not applicable**

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 Preeti Kathuria Ms Pooja Rani Ms Neha Sharma Mr. Ajay Bhagat Ms. Monika Mr. Sudhir Gahlot	<b>Less than 5 yrs.</b>	--
--	-------------------------	----

**7. Details of Faculty Turnover:**

**Not applicable**

<b>Name of Faculty Member</b>	<b>Period</b>	<b>More than 50%</b>	<b>50%</b>	<b>25%</b>	<b>Less than 25%</b>
Mr Arun Kumar Ms Preeti Kathuria Ms Pooja Rani Ms Neha Sharma Mr. Sudhir Gahlot Ms. Monika	<b>% of faculty retained in last 3 yrs</b>	√			

**Signature of the Head of the Institution**

**Signature of the Inspectors**

**7. 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**

**8. 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	<b>M. Pharm</b>	<b>Principal</b>	14500	12325	750	--	1425	--	--	20311010 09119	AYA PK55 242N	--	<b>29000</b>		
2	Ms Preeti Kathuria	<b>M. Pharm</b>	<b>Lecturer</b>	8000	6800	300	--	--	--	--	A/F	A/F	--	<b>15100</b>		
3	Mrs Pooja Rani	<b>B. Pharm</b>	<b>Lecturer</b>	8000	6800	300	--	--	--	--	A/F	A/F	--	<b>15100</b>		
4	Ms Neha Sharma	<b>B. Pharm</b>	<b>Lecturer</b>	8000	6800	300	--	--	--	--	A/F	A/F	--	<b>15100</b>		
5	Mr. Sudhir Gahlot	<b>B. Pharm</b>	<b>Lecturer</b>	8000	6800	300	--	--	--	--	A/F	A/F	--	<b>15100</b>		
6	Ms. Monika	<b>B. Pharm</b>	<b>Lecturer</b>	8000	6800	300	--	--	--	--	A/F	A/F	--	<b>15100</b>		
7	Mr. Ajay Bhagat	<b>B. Pharm</b>	<b>Lecturer</b>	8000	6800	300	--	--	--	--	A/F	A/F	--	<b>15100</b>		

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

Yes

(Inspectors to verify documents pertaining to the above)

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

Yes

(Inspectors to verify documents pertaining to the above)

**10. Scope for the promotion for faculty: Promotions**

Yes

No

**11. Gratuity Provided**

Yes

No

**12. 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	B 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		

Signature of the Head of the Institution

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 <sup>TH</sup>	02.07.2012	3Y		
12.	Mr Mukesh	Peon	10 <sup>TH</sup>	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		

13. 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	Expenditure in Rs. 2011-2012			Expenditure in Rs. 2012-2013			Expenditure in Rs. 2013-2014			Remarks of the Inspectors*
	No.	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Returning	Total budget sanctioned	Recurring	
1.	NA	NA	NA	2700000	-	2700000	3000000	2700000	3000000	

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

Sl	Expenditure in Rs. 2011-2012			Expenditure in Rs. 2012-2013			Expenditure in Rs. 2013-2014			Remarks of the Inspectors*
	No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	
	Equipment, Chemicals & glassware	N/A	N/A	Equipment	1300000	970000	Equipment	1500000	-	

Signature of the Head of the Institution

Signature of the Inspectors

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

SI No.	Expenditure in Rs. 2011-2012			Expenditure in Rs. 2012-2013			Expenditure in Rs 2013-2014			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
<b>1</b>	<b>Books</b>	N/A	N/A	<b>Books</b>	<b>150000</b>	142000	<b>Books</b>	<b>125000</b>	-	
<b>2</b>	<b>Journals</b>	N/A	N/A	<b>Journals</b>	<b>50000</b>	35000	<b>Journals</b>	<b>750000</b>	-	

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

Signature of the Head of the Institution

Signature of the Inspectors

## 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	

**Signature of the Head of the Institution**

**Signature of the Inspectors**

23	Ampoule washing machine	01	01	Yes	
24	Ampoule filling and sealing machine	01	01	Yes	
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.**

**Signature of the Head of the Institution**

**Signature of the Inspectors**

## 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	

Signature of the Head of the Institution

Signature of the Inspectors

18	First aid equipment	Adequate	Adequate	Yes	
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.**

Signature of the Head of the Institution

Signature of the Inspectors



## 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.**

Signature of the Head of the Institution

Signature of the Inspectors

**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.**

**Signature of the Head of the Institution**

**Signature of the Inspectors**

**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**

<b>Signature of Inspectors:</b>	<b>1.</b>
	<b>2.</b>

s

**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**