

PHARMACY COUNCIL OF INDIA

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

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

(SIF-B-1)

To be filled up by P.C.I.

To be filled up by inspectors

Inspection No.:

Date of Inspection:

FILE No.:

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	BENGAL SCHOOL OF TECHNOLOGY (A College of Pharmacy) Sugandha More, Delhi Road Hooghly- 712102 033 64580312 03326864281 bstpharmacy@hotmail.com
Year of starting of the course	2006
Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)	Private (Trust)
A – I.2 Name, address of the Society/Trust/ Management (attach documentary evidence) STD Code: Telephone No: Fax No: E-mail Web Site:	Supreme Educational Development & Charitable Organization 033 26862482 03326864281 sedcoindia06@gmail.com www.sedcoindia.com/pharmacy
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	Dr. Pranabesh Chakraborty, Director (Academic) Super Market, Station Road, Chinsurah, Hooghly 033 64580312 9163321091 03326864281 pchakraborty@rediffmail.com
A – I.4 Name and Address of the Head of the Institution	Prf. (Dr.) C. M. Hossain

A – I.5

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

Signature of the Head of the Institution

Signature of the Inspectors

a. Details of Affiliation Fee Paid (Annexure 1)

Name of the Course	Affiliation Fee paid up to	Receipt No	Dated	Remarks of the Inspectors
B. Pharm	2017-18			

b. APPROVAL STATUS: (Annexure-2)

Name of the Course	Approved up to	In take Approved and Admitted	PCI	STATE GOVERNMENT	UNIVERSITY	Remarks of the Inspectors
B. Pharm	2018-19	Approval Letter No and Date	02.277/2017-PCI	254/Regis/Affiliation/2008	193/B.Pharm/Affiliation/2016-17, 30-05-2016	
		Approved Intake	100	120	120	
		Actually Admitted	120	120	120	

c. STATUS OF APPLICATION

COURSES INSPECTED FOR						
Faculty / Subject	Extension of Approval		Increase in Intake of Seats		Remarks	
	Yes	No	Yes	No	Current Intake	Proposed increase in Intake
B. Pharm	Yes	No	Yes	No	100	120

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 (Annexure-3)

Yes

No



A – I. 6 a

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

Multi Institutional Campus

Examining Authority: The Controller of Examination, Maulana Abul Kalam University of Technology
With complete postal Address: (Formerly West Bengal University of Technology), BF-142
Telephone No. and STDCode. Sector-1, Salt Lake City, Kolkata- 700064

Signature of the Head of the Institution

Signature of the Inspectors

B - DETAILS OF THE INSTITUTION (Annexure-4)

B -I .1 Name of the Principal		Prof. (Dr.) C. M. Hossain			
Qualification/ Experience	Qualification*		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M. Pharm	YES	15 years, out of which 5 years as Prof. / HOD	9 Yrs	
	PhD& Post Doc	YES	10 years, out of which at least 05 years as Asst. Prof		

* Documentary evidence should be provided

B -I .2

For institution seeking continuation of affiliation (Annexure-5)

Course	Date of last Inspection	Remarks of the Previous Inspection Report	Complied / Not Complied	Intake reduced/Stopped in the last 03 years*
B. Pharm	24-05-2016	None	NA	No

* Enclose Documents

B -I .3 (Annexure-6)

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/StateGovt. Yes /No	Yes / No	Yes / No	Yes /No	
Non-Teaching Staff	StateGovernment Yes /No	Yes /No	Yes / No	Yes /No	

B -I .5

B. Pharm Course: Admission Statement for the Past Three Years

ACADEMIC YEAR	Year 2017-18	Year 2016-17	Year 2015-16
Sanctioned	100	60	60
No. of Admissions	120	120	119
Unfilled Seats	0	0	0
No. of Excess Admissions	20	60	59

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 2016-17	Year 2015-16	Year 2014-15
1st year	100	100	100
2nd year	100	100	100
3rd year	100	100	100
Final year	100	92	97
Pass % (Final Year)	100	92	97

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. KaziAsraf Ali
Programme conducted (mention details)	(Annexure 7)
Whether students participating in University level cultural activities / Co- curricular/sports activities	Yes/ No
Physical Instructor	Available / Not available
Sports Ground	Individual / Shared

Signature of the Head of the Institution

Signature of the Inspectors

C - FINANCIAL STATUS OF THE INSTITUTION

Audited financial Statement of Institute should be furnished

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

C.2 Please provide following Information

Note: Enclose relevant documents

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	4,81,96,379.00	1.	Building	1,08,99,799.00	
3.	Library Fee	NIL	2.	Equipment	4,07,373.00	
4.	Sports Fee	NIL	3.	Others	16,82,055.00	
5.	Union Fee	NIL	REVENUE EXPENDITURE			
6.	Others	40,87,646.00	1	Salary	1,11,50,969.00	
			2.	MAINTENANCE EXPENDITURE		
				i	College	1,23,977.00
				ii	Others	
			3.	University Fee (If any)	24,39,938.00	
			4.	Apex Bodies Fee		
			5.	Government Fee		
			6.	Deposit held by the College	1,02,50,000.00	
			7.	Others		
			8.	Misc.Expenditure	92,862.00	
			Total			
					3,70,46,973.00	
	Total	5,22,84,025.00				

Signature of the Head of the Institution

Signature of the Inspectors

PART- II PHYSICAL INFRASTRUCTURE (Annexure 8)

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

7292

 Amenities and Circulation Area

2443

2. Classrooms:

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		6 of 90 Sq. mts Or 4 of 150 sq.mts. with Public address System.	600	

(*To accommodate 100 students).

3. Laboratory requirement at the end of 4Years

Sl. No.	Infrastructure for	Requirement as per Norms	Available No. & Area in Sqmts	Remarks/ Deficiency
1	Laboratory Area for B.Pharm Course (12 Labs)	90 Sq .mts x n (n=10) - Including Preparation room - Desirable 75 Sq. mts - Essential	10 75sqm each	
2	Pharmaceutics Pharmaceutical Chemistry Pharmaceutical Analysis Pharmacology Pharmacognosy Pharmaceutical Biotechnology (Including Aseptic Room) Total no. Laboratories for B.Pharm course	03 Laboratories 02 Laboratories 01 Laboratory 02 Laboratories 01 Laboratories 01 Laboratory 10 Laboratories *	03, 75sqm each 02 01 02 01	
3	Preparation Room for each lab (One room can be shared by two labs, if it is in between two labs)	10 sqmts (minimum)	Available	
4	Area of the Machine Room	80-100 Sq.mts	95 sqm	
5	Central Instrumentation Room	80 Sq.mts with A/ C	90 sqm	
6	Store Room – I	1 (Area 100 Sqmts)	102 sqm	
7	Store Room – II (For Inflammable chemicals)	1 (Area 20 Sqmts)	20 sqm	

*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	
2	Office – I - Establishment	01	60 Sq. mts	01	60	
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 Sqmts	
1	HODs for B.Pharm Course	Minimum 4	20 Sqmts x 4	4	80	
2	Faculty Rooms for B.Pharm course		10 Sqmts x n (n=No of teachers)	21	210	

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 Sqmts	1	78	
2	Library	01	150 Sqmts	1	198.82	
3	Museum	01	50 Sqmts (May be attached to the Pharmacognosy lab)	1	30	
4	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 seating capacity	1	176	
5	Seminar Hall	01		1	176	
6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	1	250	

Signature of the Head of the Institution

Signature of the Inspectors

7. StudentFacilities:

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq .mts	
1	Girl's Common Room (Essential)	01	60 Sq.mts	01	95	
2	Boy's Common Room (Essential)	01	60 Sq.mts	01	80	
3	Toilet Blocks for Boys	01	24 Sq.mts	01	75	
4	Toilet Blocks for Girls	01	24 Sq.mts	01	74	
5	Drinking Water facility – Water Cooler (Essential).	01		01	19	
6	Boy's Hostel (Desirable)	01	9 Sq.mts / Room Single occupancy	02	960	
7	Girl's Hostel (Desirable)	01	9 Sq .mts / Room (single occupancy) 20 Sqmts / Room (triple occupancy)	02	718	
8	Power Backup Provision (Desirable)	01		01		

8. Computer and otherFacilities:

Name	Required	Available		Remarks of the Inspectors
		No.	Area in Sq. mts	
Computer Room for B.Pharm Course	01 (Area 75 Sqmts)	1	76	
Computer (Latest Configuration)	1 system for every 10 students	72	-	
Printers	1 printer for every 10 computers	12	-	
Multi Media Projector	01	2	-	
Generator (5KVA)	01	2	-	

Signature of the Head of the Institution

Signature of the Inspectors

9. Amenities(Desirable)

Name	Requirement as per Norms in area	Available		Not Available	Remarks/ Deficiency
		No.	Area in Sq. mts		
Principal quarters	80 Sq. mts	1	85		
Staff quarters	16 x 80 Sq. mts	0		HRA Given	
Canteen	100 Sq. mts	1	201		
Parking Area for staff and students		2	200		
Bank Extension Counter					
Co operative Stores				Under Planning	
Guest House	80 Sq. mts	1	86		
Transport Facilities for students		Yes			
Medical Facility (First Aid)		Yes			

10. A. Library books and periodicals(Annexure- 9)

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	674	6854	
2	Annual addition of books	YES	150 to 200 books per year	ADEQUATE	ADEQUATE	
3	Periodicals Hard copies / online	YES	10 National 05 International periodicals	16 02	23 159	
4	CDS	YES	Adequate Nos		20	
5	Internet Browsing Facility	YES	Yes/No (Minimum ten computers)	YES	YES	
6	Reprographic Facilities: Photo Copier Fax Scanner	YES	01 01 01		YES	
7	Library Automation and Computerized System: YES					
8	Library Timings: 9AM TO 7PM					

10.B. Library Staff:

	Staff	Qualification	Required	Available	Remarks of the Inspectors
1	Librarian	M. Lib	1	1	
2	Assistant Librarian	D. Lib, B.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(Annexure- 10)

Course Curriculum:

1. StudentStaffRatio: 60:1 Theory 20: 1Practicals Remarks of the Inspectors

(Required ratio --- Theory → 60:1 and Practicals → 20:1) If more than 20 students in a batch 2 staff members

to be present provided the lab is spacious.

2. Scheme of B.PharmCourse: **Annual** **Semester**

3. Date of Commencement of session /sessions:

Commencement	Completion
26-07-2017	09-06-2018

NoofDays

No ofDays

4. Vacation: **Summer:** **Winter:**

5. Total No. of workingdays:

6. TimeTable:

Time Table for B. Pharm course Enclosed(Annexure- 11) Yes No

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

I B.Pharm:(Annexure-12)

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		
			4	4	16	

II B.Pharm:

Subject	No of Theory Classes		Practicals			Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
1	2	3	4	5		

III B.Pharm:

Signature of the Head of the Institution

Signature of the Inspectors

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:

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 perclass	
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 2015-16	Year 2016-17	Year 2017-18
Guest Lectures	06	01	01
Seminars	01	03	03
Workshops	0	0	0
Symposia	0	0	0

B. Papers Presented / Published during last three years

	Year 2015-16		Year 2016-17		Year 2017-18	
	National	International	National	International	National	International
Published	2	3	1	13	0	3
Presented	0	0	0	0	3	0

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 Sept 2017		16-18 Nov 2017				
II B. Pharm	13-15 Sept 2017		16-18 Nov 2017				
III B. Pharm	13-15 Sept 2017		16-18 Nov 2017				
IV B. Pharm	13-15 Sept 2017		16-18 Nov 2017				

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	78		22		-		-		
II B.Pharm	85		15		-		-		
III B.Pharm	84		16		-		-		
IV B.Pharm	88		12		-		-		

12. Work load of Faculty members for B.Pharm(Annexure-13)

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 2015-16	Year 2016-17	Year 2017-18
No. of Students Appeared	10	16	31
No. of Students Qualified	4	7	20
Percentage	40	43	64.5

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	0
Industrial Tour	0
Industrial Training	67
No. of Resource Persons from the Industry for Guest Lectures	1
No. of Collaboration projects with Industry	0

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 2014-15	Year 2015-16	Year 2016-17
No. of students appeared for campus interview	52	51	75
% Placed	93	94.1	100

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

Yes	No
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Signature of the Head of the Institution

Signature of the Inspectors

PART IV - PERSONNEL

TEACHING STAFF:

1. Details of Teaching Faculty for B.Pharm Course to be enclosed in the format mentioned below:
(Annexure-14)

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
31	9	4

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	4
5. Pharmaceutics	6
6. Pharmacy Practice	1
7. Principal	1
Total	25
*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 / Divisionwise:

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	2	
	Assoc. Professor	2	2	
	Asst. Professor	3	10	
Department of Pharmaceutical Chemistry	Professor	1	1	
	Assoc. Professor	3	4	
	Asst. Professor	3	2	
Department of Pharmacology	Professor	1	1	
	Assoc. Professor	2	1	
	Asst. Professor	1	7	
Department of Pharmacognosy	Professor	1	-	
	Assoc. Professor	1	-	
	Asst. Professor	2	1	
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: (Annexure-15)

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	0
B. Ghosh, P. Dey, A. Chatterjee, S. Roy	Duration of 10 yrs. and above	11
P Chakraborty, K Anand, J Chattopadhyay, A Chatterjee, C M Hossain, R Bhowmick	Duration of 5 yrs. and above	20
	Less than 5 yrs.	69

7. Details of Faculty Turnover:

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
P Chakraborty, K Anand, J Chattopadhyay, A Chatterjee, C M Hossain, R Bhowmick B. Ghosh, P. Dey, A. Chatterjee, S. Roy, ETC	% of faculty retained in last 3 yrs	YES			

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 100Students:

Sl. No.	Designation	Required (Minimum)	Required Qualification	Available		Remarks of the Inspection team
				Number	Qualification	
1	Laboratory Technician	1 for each Dept	D. Pharm	02	C. Pharm	
2	Laboratory Assistants / Attenders	1 for each Lab (minimum)	SSLC	11	XII Pass	
3	Office Superintendent	1	Degree	01	Graduate	
4	Accountant	1	Degree	01	Graduate	
5	Store keeper	1	D. Pharm/ Degree	01	Graduate	
6	Computer Data Operator	1	BCA / Graduate with Computer Course	01	MCA, BCOM	
7	Office Staff I	1	Degree	01	Graduate	
8	Office Staff II	2	Degree	02	Graduate	
9	Peon	2	SSLC	02	VII	
10	Cleaning personnel	Adequate	---	05	VI	
11	Gardener	Adequate	---	01		

Signature of the Head of the Institution

Signature of the Inspectors

9. Scale of pay for Teaching faculty (to be enclosed): (Annexure-16)

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)

YES

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

(Inspectors to verify documents pertaining to the above)

YES

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-17)

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 upgradation programs.

Yes

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 threeyears:
(Audited Accounts for previous year to beenclosed)**

SI	2014-15 Expenditure in Rs.			2015-16 Expenditure in Rs.			2016-17 Expenditure in Rs			Remarks of the Inspectors*
No.	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Returning	Total budget sanctioned	Recurring	Non Returning	
	22000000	19833056	1794802	36522800	25203000	11319800	30000000	11000000	19000000	

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

SI	2014-15 Expenditure in Rs.			2015-16 Expenditure in Rs.			2016-17 Expenditure in Rs			Remarks of the Inspectors*
No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Chemicals	325000	55721	Chemicals	500000	320000	Chemicals	600000	368764	
	Glassware	175000	12705	Glassware	300000	115000	Glassware	400000		

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

SI	2014-15 Expenditure in Rs.			2015-16 Expenditure in Rs.			2016-17 Expenditure in Rs			Remarks of the Inspectors*
No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Equipment	275000	0	Equipment	700000	375000	Equipment	500000	0	

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

SI No.	2014-15 Expenditure in Rs.			2015-16 Expenditure in Rs.			2016-17 Expenditure in Rs			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
1	Books	450000	140202	Books	300000	190000	Books	500000	272880	
2	Journals	50000	45700	Journals	80000	68000	Journals	100000		

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

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PART VII – EQUIPMENT AND APPARATUS

Department wise list of minimum equipments required for B. Pharm (for a batch of 20 students)

DEPARTMENT OF PHARMACOLOGY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscopes	20	20	YES	
2	Haemocytometer with Micropipettes	20	20	YES	
3	Sahli's haemocytometer	20	20	YES	
4	Hutchinson's spirometer	01	01	YES	
5	Sphygmomanometer	10	10	YES	
6	Stethoscope	10	10	YES	
7	Permanent Slides for various tissues	One pair of each tissue Organs and endocrine glands One slide of each organ system	20	YES	
8	Models for various organs	One model of each organ system	06	YES	
9	Specimen for various organs and systems	One model for each organ system	06	YES	
10	Skeleton and bones	One set of skeleton and one spare bone	02	YES	
11	Different Contraceptive Devices and Models	One set of each device	04	YES	
12	Muscle electrodes	01	01	YES	
13	Lucas moist chamber	01	01	YES	
14	Myographic lever	01	01	YES	
15	Stimulator	01	01	YES	
16	Centrifuge	01	01	YES	
17	Digital Balance	01	01	YES	
18	Physical /Chemical Balance	01	01	YES	
19	Sherrington's Kymograph Machine / Polyrite	10	12	YES	

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20	Sherrington Drum	10	12	YES	
21	Perspex bath assembly (single unit)	10	12	YES	
22	Aerators	10	12	YES	
23	Computer with LCD	01	01	YES	
24	Software packages for experiment	01	01	YES	
25	Standard graphs of various drugs	Adequate number	01	YES	
26	Actophotometer	01	02	YES	
27	Rotarod	01	02	YES	
28	Pole climbing apparatus	01	02	YES	
29	Analgesiometer (Eddy's hot plate and radiant heat methods)	01	02	YES	
30	Convulsiometer	01	02	YES	
31	Plethysmograph	01	02	YES	
32	Digital pH meter	01	01	YES	

Apparatus:

Sl. No.	Name	Minimum required No.s	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Folin-Wu tubes	60	60	YES	
2	Dissection Tray and Boards	10	10	YES	
3	Haemostatic artery forceps	10	10	YES	
4	Hypodermic syringes and needles of size 15,24,26G	10	30	YES	
5	Levers, 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	20	20	YES	
2	Digital Balance	02	02	YES	
3	Autoclave	02	02	YES	
4	Hot air oven	02	02	YES	

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5	B.O.D.incubator	01	01	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	20	20	YES	
13	Eye piece micrometer	20	20	YES	
14	Incinerator	01	01	YES	
15	Moisture balance	01	01	YES	
16	Heating mantle	20	20	YES	
17	Flourimeter	01	01	YES	
18	Vacuum pump	02	02	YES	
19	Micropipettes (Single and multi channeled)	05	05	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	10	YES	
6	TLC chamber and sprayer	10	10	YES	
7	Distillation unit	01	01	YES	

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

DEPARTMENT OF PHARMACEUTICAL CHEMISTRY

Equipment:

Sl. No.	Name	Minimum required 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	20	YES	
3	Reflux flask and condenser double / triple necked	20	20	YES	
4	Burettes	100	100	YES	
5	Arsenic Limit Test Apparatus	25	25	YES	
6	Nessler's Cylinders	50	50	YES	

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

DEPARTMENT OF PHARMACEUTICS

Equipment:

Sl. No.	Name	Minimum Required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Mechanical stirrers	20	20	YES	
2	Homogenizer	10	10	YES	
3	Digital balance	05	05	YES	
4	Microscopes	10	10	YES	
5	Stage and eye piece micrometers	15	15	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	YES	
16	Tablet punching machine	01	01	YES	
17	Capsule filling machine	01	01	YES	
18	Ampoule washing machine	01	01	YES	
19	Ampoule filling and sealing machine	01	01	YES	
20	Tablet disintegration test apparatus IP	02	02	YES	
21	Tablet dissolution test apparatus IP	01	01	YES	
22	Monsanto's hardness tester	02	02	YES	
23	Pfizer type hardness tester	01	01	YES	
24	Friability test apparatus	01	01	YES	
25	Clarity test apparatus	01	01	YES	
26	Ointment filling machine	01	01	YES	
27	Collapsible tube crimping machine	01	01	YES	
28	Tablet coating pan	01	01	YES	
29	Magnetic stirrer, 500ml and 1 liter capacity with speed control	05 EACH 10	10	YES	
30	Digital pH meter	01	01	YES	
31	All purpose equipment with all accessories	01	01	YES	
32	Aseptic Cabinet	01	01	YES	
33	BOD Incubator	02	02	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	10	YES	
38	Capsule Counter	02	02	YES	
39	Energy meter	02	02	YES	
40	Hot Plate	02	02	YES	

02

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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	02	YES	
44	Precision Melting point Apparatus	01	01	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	20	20	YES	
2	Stalagmometer	20	20	YES	
3	Desiccator*	10	10	YES	
4	Suppository moulds	20	20	YES	
5	Buchner Funnels (Small, medium, large)	05 each	15	YES	
6	Filtration assembly	01	01	YES	
7	Permeability Cups	05	05	YES	
8	Andreason's Pipette	05	05	YES	
9	Lipstick moulds	10	10	YES	

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

PHARMACEUTICAL BIOTECHNOLOGY

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Orbital shaker incubator	01	01	YES	
2	Lyophilizer (Desirable)	01	01	YES	
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	01	YES	
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	05	YES	
13	Sonicator	01	01	YES	
14	Respinometer	01	01	YES	
15	BOD Incubator	01	01	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	01	YES	
22	Digital pH meter	01	01	YES	

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

CENTRAL INSTRUMENTATION ROOM:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Colorimeter	01	01	YES	
2	Digital pH meter	01	01	YES	
3	UV- Visible Spectrophotometer	01	01	YES	
4	Flourimeter	01	01	YES	
5	Digital Balance (1mg sensitivity)	01	01	YES	
6	Nephelo Turbidity meter	01	01	YES	
7	Flame Photometer	01	01	YES	
8	Potentiometer	01	01	YES	
9	Conductivity meter	01	01	YES	
10	Fourier Transform Infra Red Spectrometer (Desirable)	01	01	YES	
11	HPLC	01	01	YES	
12	HPTLC (Desirable)	01	0	YES	

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13	Atomic Absorption and Emission spectrophotometer (Desirable)	01	0		
14	Biochemistry Analyzer (Desirable)	01	0		
15	Carbon, Hydrogen, Nitrogen Analyzer (Desirable)	01	0		
16	Deep Freezer (Desirable)	01	0		
17	Ion- Exchanger	01	1	YES	
18	Lyophilizer (Desirable)	01	1	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.**

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