

# PHARMACY COUNCIL OF INDIA

## Standard Inspection Format (S.I.F) for institutions conducting D. Pharm course

(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. : 17-1298/2017-PCI

NAME OF THE INSPECTORS: 1.  
(BLOCK LETTERS)

2.

### PART – I

#### A - GENERAL INFORMATION

<b>A – I. 1</b> Name of the Institution: Complete Postal address:  STD code Telephone No. Fax No. E-mail	<b>Dasmesh College of Pharmacy</b> Talwandi Road, Faridkot (PB)-151 203  01639 9877260486 01639-251666 <a href="mailto:dcopfdk@gmail.com">dcopfdk@gmail.com</a>
Year of Establishment	<b>2017</b>
Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)	<b>Private</b> (Self Financing Society)  <b>Annexure-I</b>
<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:	Sangat Sahib Bhai Pheru Sikh Educational Society, Faridkot. <b>Annexure-I</b> 01639 250257 01639-25166 dcopfdk@gmail.com <a href="http://www.dasmeshinstitutes.com">www.dasmeshinstitutes.com</a>
<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	Mrs. Anshu Arora, <b>Principal</b> H.N0.39, 16 Acre Scheme, Barnala (Punjab) 01639- 252750 98772-60486 9915402921 8054088637 01639-251666 <a href="mailto:dcopfdk@gmail.com">dcopfdk@gmail.com</a>
<b>A – I. 4</b> Name and Address of the Head of the Institution	Mrs. Anshu Arora, <b>Principal</b> H.No.39, 16 Acre Scheme, Barnala (Punjab) Mob. No. 9915402921

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 No. II**

Name of the Course	Affiliation Fee paid up to	Receipt No	Dated
D. Pharm	2017-18 (55,000/-)	Vide DD No. 151385	12/01/2017
	2018-19 (50,000/-)	Vide DD No. 152062	24/08/2017

**b. APPROVAL STATUS:**

**Annexure No. III**

Name of the Course	Approved up to	Intake Approved and Admitted	PCI	STATE GOVERNMENT	Remarks of the Inspectors
D. Pharm	2017-18	Approval Letter No and Date	F.No.02.279/2017-PCI F.No.01.102/2017-PCI	PSBTE&IT/DA/Affiliation/2018/391 dated 24.01.2018	
		Approved Intake	60	50	
		Actually Admitted	50	50	

**AICTE approval 2017-18 granted with intake of 50 seats vide letter No. North-West/2017/1-3357244784 dated 10.04.2017**

**c. STATUS OF APPLICATION:**

Course	Extension of Approval		Increase in Intake of Seats		Remarks	
	Yes	No	Yes	No	Current Intake	Proposed increase in Intake
D. Pharm	Yes	No	Yes	No	50	-

**\* FEES WAIVER QUOTA**

**Note: Enclose relevant documents**

**A –I. 6**

**Whether other Educational Institutions/Courses are also being run by the Trust / Institution in the same Building / campus? If yes, give status**

Yes  X  No  ✓

**A – I. 6 a**

**Signature of the Head of the Institution**

**Signature of the Inspectors**

**Status of the Pharmacy Course:**

**Independent Building**

**Wing of another college**

**Separate Campus**

**Multi Institutional Campus**

**Examining Authority : PUNJAB STATE BOARD OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING**

**With complete postal : PLOT NO. 1-A, SEC. 36-A, CHANDIGARH  
Address,**

**Telephone No. : 2622584, 2622585**

**STD Code. : 0172**

**FAX NO. : 2660734, 2622583**

**Signature of the Head of the Institution**

**Signature of the Inspectors**

## B - DETAILS OF THE INSTITUTION

<b>B –I .1</b> Name of the Principal		Mrs. Anshu Arora			
<b>Qualification/ Experience</b>	<b>Qualification*</b>		<b>Teaching Experience Required</b>	<b>Actual experience</b>	<b>Remarks of the Inspectors</b>
	M. Pharm	✓	05 years	<b>10 Years, 4 Months</b>	
	PhD (Desirable)	X	02 years		

\* Documentary evidence should be provided

(Annexure-IV)

**B –I .2**

For institution seeking continuation of approval

(Annexure – V)

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>	17.07.2017	Approved	----	NIL

**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	Yes / No	Yes / No	Yes / No	
<b>Non- Teaching Staff</b>	State Government ✓ Yes / No	Yes / No	Yes / No	Yes / No	

**B –I .4**

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

ACADEMIC YEAR	2015-16	2016-17	2017-18
<b>Sanctioned</b>	-	-	<b>50</b>
<b>No. of Admissions</b>	-	-	<b>50</b>
<b>Unfilled Seats</b>	-	-	<b>NIL</b>
<b>No. of Excess Admissions</b>	-	-	<b>NIL</b>

\* FEES WAIVER QUOTA

**B –I .5**

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

ACADEMIC YEAR	Year 2015-16	Year 2016-17	Year 2017-18
D. Pharm	-	-	-

Signature of the Head of the Institution

Signature of the Inspectors

**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. Gursahib Singh Brar
Programme conducted (mention details)	NIL
Whether students participating in University level cultural activities / Co- curricular/sports activities	Yes/No(Not Applicable)
Physical Instructor	Available / <del>Not available</del>
Sports Ground	Individual / <del>Shared</del>

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)**

**Self Financing Society**

**C .2 Please provide following Information**

**Annexure -VI**

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	N.A.---	1.	Building 2016-17	4,52,87,924/-	
3.	Library Fee	N.A. --	2.	Equipment 2012-16	3,62,627/-	
4.	Sports Fee	N.A. --	3.	Others	---	
5.	Union Fee	N.A. ----	<b>REVENUE EXPENDITURE</b>			
6.	Others	N.A. ----	1	Salary 2016-17	-	
			2.	<b>MAINTENANCE EXPENDITURE</b>		
				i College 2016-17	NIL	
				ii Others 2016-17		
			3.	University Fee (If any)	-----	
			4.	Apex Bodies Fee	75,000/-	
			5.	Government Fee	57,000/-	
			6.	Deposit held by the College	-----	
			7.	Others	-----	
			8.	Misc.Expenditure 2016-17	47,59,500	
			<b>Total</b>		<b>48,91,500</b>	
	<b>Total</b>	<b>-</b>				

**Note: Enclose relevant documents**

**Signature of the Head of the Institution**

**Signature of the Inspectors**

**PART- II PHYSICAL INFRASTRUCTURE**

1. a. Building : **Own/Rented/Leased**
- b. Land:
- i) Leased or own Leased  X Own
- Sale / Agreement deed (records to be enclosed) : **Enclosed**
- c. Building: Leased  X Rented  X
- i) Leased/Rented † (Record to be enclosed) : **Enclosed/Not available**
- ii) If Own (Approved Building plan & sale deed to be enclosed) : **Enclosed/Not available** ANNEXURE -VII
- d. Total Area of the college building in Sq.mts : Built up Area   
 Amenities and Circulation Area

**2. Class rooms:**

ANNEXURE -VIII

**Total Number of Class rooms provided**

Class	Required	Available	Required Area * for each class room	Available Area in Sq. mts	Remarks of the Inspectors
D. Pharm	02	02	90 Sq. mts	187	

(\* To accommodate 60 students)

**3. Laboratory requirement**

ANNEXURE -VIII

Sl. No.	Name of Infrastructure	Requirement as per Norms	Available		Remarks/ Deficiency
			No.	Area in Sq. mts	
1	Laboratory Area for D.Pharm Course	50 Sq mts x n (n=05)	6	466	
2	Pharmaceutics Pharmaceutical Chemistry Physiology and Pharmacology Pharmacy Practice Pharmacognosy <b>Total no. of Labs for D. Pharm Course</b> *Animal House	01 Laboratory 01 Laboratory 01 Laboratory 01 Laboratory 01 Laboratory <b>05 Laboratories</b> 01 (10 sq.mts)	01 01 01 01 01 Central	77 79 78 78 79 75	
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)	04	10	
4	Area of the Machine Room	100 Sq mts	01	104	
5	Aseptic Room	25 Sq mts	01	29	
6	Store Room – I	1 (Area 20 Sq mts)	01	35	
7	Store Room – II (For Inflammable chemicals)	1 (Area 20 Sq mts)	01	35	

\* Not required if computer simulated software are available

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 workbenches should be smooth and easily cleanable preferably made of non-absorbent material.
4. The water taps should be non-leaking and directly installed on sinks Drainage should be efficient.
5. Balance room should be attached to the concerned laboratories.

**4. Administration Area:**

**ANNEXURE -VIII**

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	51	
2	Office – I Including Confidential Room	01	40 Sq mts	01	129	
3	Staff / Faculty Rooms for D. Pharm course	01	30 Sq mts	01	44	
4	Library with computer and reprographic facilities	01	100 Sq mts	01	171	
5	Museum	01	30 Sq mts (May be attached to the Pharmacognosy Lab)	01	43	
6	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 seating capacity	01	-	
7	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	01	40	

Signature of the Head of the Institution

Signature of the Inspectors



**5. Student Facilities:**

**ANNEXURE -VIII**

Sl. No.	Name of infrastructure	Requirement in number	Requirement in area	Available		Remarks/ Deficiency
				No.	Area in Sq. mts	
1	Girl's Common Room (Essential)	01	40 Sq mts	01	76	
2	Boy's Common Room (Essential)	01	40 Sq mts	01	78	
3	Toilet Blocks for Boys	01	25 Sq mts	01	70	
4	Toilet Blocks for Girls	01	25 Sq mts	01	51	
5	Canteen (Desirable)	01	100 Sq mts	01	150	
6	Drinking Water facility Water Cooler (Essential)	01		01	Available	
7	Boy's Hostel (Desirable)	01	9 Sq mts / Room Single occupancy	01	-	
8	Girl's Hostel (Desirable)	01	9 Sq mts / Room (single occupancy) 20 Sq mts/room (triple occupancy)	01	-	
9	Power Backup Provision (Desirable)	01		01	-	

**6. Computer and other Facilities:**

**ANNEXURE -VIII**

Name	Required	Available	Available		Remarks of the Inspectors
			No.	Area in Sq. mts	
Computer (latest Configuration)	1 system for every 10 students	Available	10	90	
Printers	1 printer for every 10 computers	Available	02	-----	
Xerox Machine	01	Available	01	-----	
Multi Media Projector	02	Available	02	-----	

**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	-	-	-----	
Staff quarters	6 x 80 Sq. mts	-		-----	
Parking Area for staff and students		-		-----	
Bank Extension Counter		-		-----	
Co operative Stores		-		-----	
Guest House	80 Sq. mts	-		-----	
Transport Facilities for students		-		-----	
Medical Facility (First Aid)		01	21	-----	

Signature of the Head of the Institution

Signature of the Inspectors

**8. A. Library books and periodicals****Annexure -IX**

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
				Titles	Numbers	
1	Number of books	75	750 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	182	798	
2	Annual addition of books		75 books per year	-	-	
3	Periodicals Hard copies / online		<b>06 National Journals</b> Indian Journal of Pharmaceutical Sciences Indian Journal of Pharmaceutical Education and Research Journal of Hospital Pharmacy Indian Journal of Pharmacology CIMS, MIMS Indian Journal of Experimental Biology	06	06	
4	<b>Library Timings 9:00 am to 8:30 pm</b>					

**8.B. Subject wise Classification:****Annexure -IX**

Sl. No	Subject	Available		Remarks of the Inspectors
		Titles	Numbers	
1	Pharmaceutics – I	17	87	
2	Pharmaceutical Chemistry – I	19	106	
3	Pharmacognosy	11	54	
4	Biochemistry and Clinical Pathology	21	55	
5	Human Anatomy and Physiology	19	62	
6	Health Education and Community Pharmacy	7	73	
7	Pharmaceutics – II	15	93	
8	Pharmaceutical Chemistry – II	6	17	
9	Pharmacology and Toxicology	29	67	
10	Pharmaceutical Jurisprudence	6	58	
11	Drug Store and Business Management	9	45	
12	Hospital and Clinical Pharmacy	9	65	
13	Dictionary & Encyclopedia	10	12	
14	Pharmacopoeia and standard books	4	4	

**8.C. Library Staff:**

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

**Note: The information provided will be assessed in giving the period of approval**

**PART III ACADEMIC REQUIREMENTS****Course Curriculum:****1. Student Staff Ratio:**

Theory

50:1

Practicals

25:2

(Required ratio --- Theory → 60:1 and Practicals → 20:1)

Signature of the Head of the Institution

Signature of the Inspectors

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:**

**Annexure - X**

<b>Commencement</b>	<b>Completion</b>
<b>July 2017</b>	<b>June 2018</b>

**No of Days**

**3. Vacation:**

**Summer:**

**Winter:**

**4. Total Number of working days:**

**5. Time Table:**

**Annexure -XI**

Time Table for I and II D. Pharm Enclosed

Yes

No

**6. Whether the prescribed numbers of classes are being conducted as per PCI norms NEW INSTITUTE**

Class / Subject	Theory		Practicals				Remarks of the Inspectors
	Prescribed No of Hours	No of Hours Conducted	Prescribed No. of Hours	No of Hours Conducted	Prescribed Number of Classes	No of Classes conducted	
<b>I D. Pharm</b>							
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		----		----		
<b>II D. Pharm</b>							
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		

**Signature of the Head of the Institution**

**Signature of the Inspectors**

7. Whether Internal Assessments are conducted periodically as per PCI norms NEW INSTITUTE

Yes  No

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

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									
<b>NEW INSTITUTE 1<sup>ST</sup> YEAR</b>									
II D. Pharm									

9. Workload of Faculty members for D. Pharm

Annexure No. XII

Sl. No	Name of the Faculty	Subjects taught	D. Pharm				Total work load	Remarks of the Inspector
			I D. Ph		II D. Ph			
			Th	Pr	Th	Pr		
<b>NEW INSTITUTE 1<sup>ST</sup> YEAR</b>								

#### PART IV - PERSONNEL

##### TEACHING STAFF.

Annexure-XIII

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

S. No	Name	Designation	Qualification	Date of Joining	Teaching Experience		Signature of the faculty	Remarks of the Inspectors
					After UG	After PG		
1.	Mrs. Anshu Arora	Principal	M. Pharm	01.04.2016	1 year	9 Years		
2.	Mr. Gursahib Singh	Asstt. Prof.	M. Pharm	20.03.2018	1 year 11 months	10 months		
3.	Ms. Amandeep Kaur	Asstt. Prof	M. Pharm	15.01.2018	-	1 Year		
4.	Ms. Sonam Miglani	Asstt. Prof.	M. Pharm	10.01.2018	-	2 Months		
5.	Mr. Sukhdeep Sharma	Lecturer	B. Pharm	14.10.2017	5 Months	-		
6.	Ms. Jasleen Kaur	Lecturer	B. Pharm	28.11.2017	3 Months	-		
7.	Dr. Harmesh Mittal	Lecturer	M.B.B.S	01.08.2016	-	-		

Signature of the Head of the Institution

Signature of the Inspectors

**2. Qualification and number of Staff Members**

Number of staff members required: 06

Qualification			
B. Pharm	M. Pharm	PhD	Others - Full Time
02	04	NIL	01

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

Name of Faculty Member	Period	Percentage
	Duration of 15 yrs. And above	
	Duration of 10 yrs. And above	
	Duration of 5 yrs. And above	
1. Mrs. Anshu Arora 2. Mr. Gursahib Singh 3. Ms. Sonam Miglani 4. Ms. Amandeep Kaur 5. Mr. Sukhdeep Sharma 6. Ms. Jasleen Kaur 7. Dr. Harmesh Mittal	Less than 5 yrs.	100%

**4. Details of Faculty Turnover**

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
1. Ms. Anshu Arora 2. Mr. Gursahib Singh 3. Ms. Sonam Miglani 4. Ms. Amandeep Kaur 5. Mr. Sukhdeep Sharma 6. Ms. Jasleen Kaur 7. Dr. Harmesh Mittal	% of faculty retained in last 3 yrs	✓	-	-	-

**5. No. of Non-teaching staff available for D. Pharm course for intake of 60 Students:**

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

Signature of the Head of the Institution

Signature of the Inspectors

**7. Scale of pay for teaching faculty (to be enclosed):**

Sl. No	Name	Qualification	Designation	Basic pay Rs.	D A Rs.	H R A Rs.	C C A Rs.	Other allowance Rs.	Deductions			Bank A/C No	PAN No	EPF A/c no.	Total	Signature
									P T	TDS	EPF					
1.	Mrs. Anshu Arora	<b>M. Pharma</b>	<b>Principal</b>	37400	-	-	-	-	-	-	-	917010 030805 204	AOL PA1 976 N	-	37400	
2.	Mr. Gursahib Singh Brar	<b>M. Pharma</b>	<b>Asstt. Prof.</b>	16600	-	-	-	-	-	-	-	918010 015681 460	DFT PS2 975 M	-	16600	
3.	Ms. Sonam Miglani	<b>M. Pharma</b>	<b>Asstt. Prof</b>	15600	-	-	-	-	-	-	-	918010 000110 038	CG MP M14 09H	-	15600	
4.	Ms. Amandeep Kaur	<b>M. Pharma</b>	<b>Asstt. Prof.</b>	15600	-	-	-	-	-	-	-	918010 023342 957	DR NPK 1148 G	-	15600	
5.	Mr. Sukhdeep Sharma	<b>B. Pharma</b>	<b>Lecturer</b>	8000	-	-	-	-	-	-	96 0	917010 040445 931	JCS PS3 833 N	-	8000	
6.	Ms. Jasleen Kaur	<b>B. Pharma</b>	<b>Lecturer</b>	8000	-	-	-	-	-	-	96 0	917010 040445 944	DRJ PK1 234F	-	8000	
7.	Dr. Harmesh Mittal, Lecturer	<b>M.B.B.S</b>	<b>Lecturer</b>	Honorarium Basis	-	-	-	-	-	-	-	075210 000000 40	ABC PM9 5181	-	Honorarium Basis	

**Signature of the Head of the Institution**

**Signature of the Inspectors**

**8. Whether facilities for Research / Higher studies are provided to the faculty?** NA  
(Inspectors to verify documents pertaining to the above)

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

S. No	Name	Designation	Qualification	Date of Joining	Exp.	Signature	Remarks of the Inspectors
1	Preetinder Pal Singh	Office Supdt.	M.Sc.	01.08.2017	10 years		
2	Harpreet Singh Sidhu	Lab Technician	D. Pharma	10.07.2017	-		
3	Alka	Lab Attendant	B.Sc. M.L.T	01.08.2016	5 years		
4	Balwinder Singh	Lab Attendant	D.M.L.T	19.03.2018	-		
5	Vishavdeep	Lab Attendant	D.M.L.T	01.08.2016	1 year		
6	Bhagwant Singh	Lab Attendant	D.M.L.T	01.08.2016	1 year		
7	Hari Krishan	Clerk cum Accountant	B.Com	01.08.2016	1 year		
8	Malkit Singh	Storekeeper	10+2	01.08.2017	-		
9	Gurinder Singh	Computer data operator	BA	01.08.2017	-		
10	Asha Ram	Librarian	D. Lib.	01.08.2016	1 year		
11	Manjit Singh	Peon	Matric	01.08.2017	-		
12	Sukhwant Singh	Peon	Matric	01.08.2017	-		
13	Harjeet Kaur	Cleaner	-	01.08.2017	-		
14	Gurmeet Kaur	Cleaner	-	01.08.2017	-		
15	Manjit Singh	Gardener	-	01.08.2017	-		

**13. Whether Supporting Staff (Technical and Administrative) are encouraged for Skill Upgradation Programs** Yes/ No

Signature of the Head of the Institution

Signature of the Inspectors

## PART V - DOCUMENTATION

Records Maintained: (Essential)

Annexure-XIV

Sl. No	Records	Yes	No	Remarks of the Inspectors
1	Admissions Registers	✓	X	
2.	Individual Service Register	✓	X	
3.	Staff Attendance Registers	✓	X	
4.	Sessional Marks Register	✓	X	
5.	Final Marks Register	✓	X	
6.	Student Attendance Registers	✓	X	
7.	Minutes of meetings- Teaching Staff	✓	X	
8.	Fee paid Registers	✓	X	
9.	Acquittance Registers	✓	X	
10.	Accession Register for books and Journals in Library	✓	X	
11.	Log book for chemicals and Equipment costing more than Rupees one lakh	N.A	X	
12.	Job Cards for laboratories	✓	X	
13.	Standard Operating Procedures (SOP's) for Equipment	✓	X	
14.	Laboratory Manuals	✓	X	
15.	Stock Register for Equipment	✓	X	
16.	Animal House Records as per CPCSEA	N.A	X	

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 the previous is enclosed)**

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

➤ **Audit reports of Society are enclosed as Annexure No. VI**

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

**BILLS ATTACHED AS ANNEXURE -XV**

Sl No.	Expenditure in Rs.			Expenditure in Rs. Upto 2016-17			Expenditure in Rs			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	<b>Chemicals</b>			<b>Chemicals</b>	-	-	<b>Chemicals</b>	-	-	
		-	-		-	-		-	-	
		-	-		-	-		-	-	
	<b>Glassware</b>			<b>Glassware</b>	-	-	<b>Glassware</b>	-	-	
		-	-		-	-		-	-	
		-	-		-	-		-	-	
		-	-		-	-		-	-	

Signature of the Head of the Institution

Signature of the Inspectors

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

**BILLS ATTACHED AS ANNEXURE -XV**

Sl No.	Expenditure in Rs.			Expenditure in Rs. Upto 2016-17			Expenditure in Rs Upto 2017-18			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Equipment	-	-	Equipment, Chemical & Glassware	-	5,56,995/-	Equipment	-	-	

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

**BILLS ATTACHED AS ANNEXURE -XVI**

Sl No.	Expenditure in Rs.			Expenditure in Rs. Upto 2016-17			Expenditure in Rs 2017-18			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
1	Books	-	-		-	1,42,673/-	-	-	-	
2	Journals	-	-		-	15,474/-	-	-	-	

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**

**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	20	Yes	
3	Tincture Press	01	01	Yes	
4	Hand Grinding Mill	01	05	Yes	
5	Disintegrator	01	01	Yes	
6	Ball mill	01	01	Yes	
7	Hand operated Tablet machine	01	03	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	02	Yes	
11	Pfizer type hardness tester	01	02	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	01	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	
25	Sintered glass filters for bacterial proof filtration (four different grades)	Adequate	Adequate	Yes	
26	Millipore filter (3 grades)	Adequate	Adequate	Yes	

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**Signature of the Inspectors**

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	02	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 numbers of glassware commonly used in the laboratory should be provided in each laboratory and the department.**

### 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	

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

Signature of the Head of the Institution

Signature of the Inspectors

**PHYSIOLOGY & PHARMACOLOGY LABORATORY****Equipment:**

SI 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	
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	

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31	Human skeleton	1	1	Yes	
32	Anatomical specimen (Heart, brain, eye, ear, reproductive system etc.,)	1 set	1 set	Yes	
33	Electro-convulsimeter	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 numbers of glassware commonly used in the laboratory should be provided in each laboratory and the department.**

### **PHARMCOGNOSY LABORATORY**

#### **Equipment:**

SI 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 numbers of glassware commonly used in the laboratory should be provided in each laboratory and the department.**

### **PHARMACY PRACTICE LABORATORY**

#### **Equipment:**

SI 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	

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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 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**

**Specific observations if not complied**

**Signature of Inspectors:**

**1.**

**2.**

**Note:**

- 1. The Inspection Team is instructed to physically verify the details and records filled up by the college in the application form submitted by the college, which is with you now and record the observations, opinions and recommendations in clear and explicit terms.**
- 2. The team is requested to record their comments only after physical verification of records and details.**

**Signature of the Head of the Institution**

**Signature of the Inspectors**