

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)

To be filled up by P.C.I.

To be filled up by inspectors

(SIF-A)

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. No. E-mail | Yenepoya Pharmacy College & Research Centre University Road, Deralakatte, Mangalore – 575 018 0824 220 4667/ 68/69/71, 2206000 0824 – 220 4729 ypcrc@yenepoya.edu.in |
| Year of starting of the course | 2018-19 |
| Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust) | Yenepoya University (Copy of the Trust Deed enclosed as Annexure II) |
| A – I. 2 Name, address of the Society/Trust/ Management (attach documentary evidence) STD Code: Telephone No: Fax No: E-mail Web Site: | Yenepoya University (Copy of the Trust Deed enclosed as Annexure II) 0824 220 4667/ 68/69/71, 2206000 0824 – 220 4667 reachus@yenepoya.org www.yenepoya.edu.in |
| 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 Mohammed Gulzar Ahmed PRINCIPAL 0824 220 4667/ 68/69/71, Ext 2713 22004729 9448401238 9448401238 0824 – 220 4729 principalypcrc@yenepoya.edu.in |
| A – I. 4 Name and Address of the Head of the Institution | Dr Mohammed Gulzar Ahmed Principal Yenepoya Pharmacy college & research Centre University Road, Deralakatte, Mangaluru |
| A – I. 4 a) Whether the Jan Aushadhi Medical Store has been opened by your institution | Yes / No ✓ (Please tick (✓) the relevant portion) |

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/DD No. | Dated | Remarks of the Inspectors |
|--------------------|--|-----------------------|------------|---------------------------|
| D.Pharm | 2018-19 -Rs 50,000/- (Affiliation fee) | 223234 Vijaya bank | 19.08.2017 | |
| | Rs 25000/- (Inspection fee) | 223236 Vijaya Bank | 19.08.2017 | |

(*Affiliation and Increase intake fee paid details enclosed as Annexure III)

b. APPROVAL STATUS:

| Name of the Course | Approved up to | Intake Approved and Admitted | PCI | STATE GOVERNMENT | Remarks of the Inspectors |
|--------------------|----------------|------------------------------|---------|------------------|---------------------------|
| D. Pharm | Applied | Approval Letter No and Date | Applied | Applied | |
| | | Approved Intake | | | |
| | | Actually Admitted | | | |

(*Approval order from the University-Annexure IV)

c. STATUS OF APPLICATION

| Course | Extension of Approval | Increase in Intake of Seats | Remarks | |
|----------|-----------------------|-----------------------------|----------------|-----------------------------|
| | | | Current Intake | Proposed increase in Intake |
| D. Pharm | NA | NA | NA | NA |

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.

*Enclosed Documents Annexure VIII

Yes No

A – I. 6 a

Status of the Pharmacy Course:

| | |
|----------------------------|-------------------------------------|
| Independent Building | <input checked="" type="checkbox"/> |
| Wing of another college | <input type="checkbox"/> |
| Separate Campus | <input type="checkbox"/> |
| Multi Institutional Campus | <input checked="" type="checkbox"/> |

Examining Authority :
With complete postal
Address,

The Controller of Examination
Yenepoya University
University Road
Deralakatte, Mangaluru - 575018 Telephone No. and
STD Code.0824 - 2204667

Signature of the Head of the Institution

Signature of the Inspectors

B - DETAILS OF THE INSTITUTION

| | | | | | |
|--|-----------------------|-----|---|--------------------------|----------------------------------|
| B –I .1 Name of the Principal | | | Dr. Mohammed Gulzar Ahmed | | |
| 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 | 18 years | |
| | PhD (Desirable) | 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 approval

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

* Enclose Documents

B –I .3

Pay Scales:

| Staff | Scale of pay | PF | Gratuity | Pension benefit | Remarks of the Inspectors |
|--------------------|----------------------------|-----|----------|-----------------|---------------------------|
| Teaching Staff | AICTE /UGC/State Govt. Yes | Yes | Yes | Yes | |
| Non-Teaching Staff | State Government Yes | Yes | Yes | Yes | |

B –I .4

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

| ACADEMIC YEAR | 2017-18 | 2016-17 | 2015-16 |
|--------------------------|---------|---------|---------|
| Sanctioned | NA | NA | NA |
| No. of Admissions | | | |
| Unfilled Seats | | | |
| No. of Excess Admissions | | | |

B –I .5

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

| ACADEMIC YEAR | Year 200- | Year 200- | Year 200- |
|---------------|-----------|-----------|-----------|
| D. Pharm | NA | NA | NA |

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 | Dr.Manodeep Chakraborty |
| Programme conducted (mention details) | Yet to Conducting |
| Whether students participating in University level cultural activities / Co- curricular/sports activities | Yes/No |
| Physical Instructor | Available |
| Sports Ground | 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

| 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 | 3000000 | 1. | Building | - | |
| 3. | Library Fee | - | 2. | Equipment | 852448 | |
| 4. | Sports Fee | - | 3. | Others | 3409321.02/- | |
| 5. | Union Fee | - | REVENUE EXPENDITURE | | | |
| 6. | Others | 180000 | 1 | Salary | 607800/- | |
| | | | 2. | MAINTENANCE EXPENDITURE | | |
| | | | | i College | 60000/- | |
| | | | | ii Others | 20000/- | |
| | | | 3. | University Fee (If any) | | |
| | | | 4. | Apex Bodies Fee | 100000/- | |
| | | | 5. | Government Fee | 500000/- | |
| | | | 6. | Deposit held by the College | | |
| | | | 7. | Others | | |
| | | | 8. | Misc.Expenditure | | |
| | | | Total | | 78,76,969 | |
| | Total | 30,18,000 | | | | |

Note: Enclose relevant documents

Signature of the Head of the Institution

Signature of the Inspectors

PART- II PHYSICAL INFRASTRUCTURE

1. a. Building : ~~Leased/Rented/Own~~ ✓
 b. Land:
 i) Leased or own Leased Own ✓
Lease deed enclosed as Annexure VIII
 Sale / Agreement deed (records to be enclosed) : ✓ Enclosed / Not Available
 c. Building: Leased Rented
 i) Leased/Rented (Record to be enclosed) : ✓ Enclosed/Not available
 ii) If Own (Approved Building plan & sale deed to be enclosed) : ✓ Enclosed/Not available
 d. Total Area of the college building in Sq.mts : Built-up Area

| |
|--------------|
| 13853 sq mtr |
|--------------|

 Amenities and Circulation Area

| |
|--------------|
| 11553 Sq mtr |
|--------------|

2. Class rooms:

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 | 01 | 90 Sq. mts | 90 Sq. mts | |

(* To accommodate 60 students)

3. Laboratory requirement

| 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) | 04 | 75 Sq. mts | |
| 2 | Pharmaceutics Pharmaceutical Chemistry Physiology & Pharmacology Pharmacy Practice Pharmacognosy Total no. of Labs for D. Pharm Course *Animal House | 01 Laboratory 01 Laboratory 01 Laboratory 01 Laboratory 01 Laboratory 05 Laboratories 01 (10 sq.mts) | 01 01 01 01 | 75 Sq. mts 75 Sq. mts 75 Sq. mts 75 Sq. mts | |
| 3 | Preparation Room for each lab (One room can be shared by two labs, if it is in between two labs) | 10 Sq.mts (minimumm) | 04 | 40 Sq. mts | |
| 4 | Area of the Machine Room | 100 Sq mts | 01 | 100 Sq.mts | |
| 5 | Aseptic Room | 25 Sq mts | 01 | 25 Sq. mts | |
| 6 | Store Room – I | 1 (Area 20 Sq mts) | 01 | 20 Sq. mts | |
| 7 | Store Room – II (For Inflammable chemicals) | 1 (Area 20 Sq mts) | 01 | 20 Sq. mts | |

* 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:

| 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 | 1 | 20 Sq mts | 01 | 20 | |
| 2 | Office – I Including Confidential Room | 1 1 | 40 Sq mts | 01 | 04 | |
| 3 | Staff / Faculty Rooms for D. Pharm course | 1 | 30 Sq mts | 01 | 30 | |
| 4 | Library with computer and reprographic facilities | 1 | 100 Sq mts | 01 | 2406 Sq.mts | |
| 5 | Museum | 1 | 30 Sq mts (May be attached to the Pharmacognosy Lab) | – | – | |
| 6 | Auditorium / Multi Purpose Hall (Desirable) | 1 | 250 – 300 seating capacity | 01 | 3455 | |
| 7 | Herbal Garden (Desirable) | 1 | Adequate Number of Medicinal Plants | 01 | - | |

Signature of the Head of the Institution

Signature of the Inspectors

5. Student Facilities:

| 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 | 40 Sq mts | |
| 2 | Boy's Common Room (Essential) | 01 | 40 Sq mts | 01 | 40 Sq mts | |
| 3 | Toilet Blocks for Boys | 01 | 25 Sq mts | 01 | 25Sq mts | |
| 4 | Toilet Blocks for Girls | 01 | 25 Sq mts | 01 | 25 Sq mts | |
| 5 | Canteen (Desirable) | 01 | 100 Sq mts | 01 | 100 Sq mts | |
| 6 | Drinking Water facility Water Cooler (Essential) | 01 | | 01 | | |
| 7 | Boy's Hostel (Desirable) | 01 | 9 Sq mts / Room Single occupancy | 01 | 9 Sq mts / Room Single occupancy | |
| 8 | Girl's Hostel (Desirable) | 01 | 9 Sq mts / Room (single occupancy) 20 Sq mts/room (triple occupancy) | 01 | 9 Sq mts / Room (single occupancy) 20 Sq mts/room (triple occupancy) | |
| 9 | Power Backup Provision (Desirable) | 01 | | 01 | | |

6. Computer and other Facilities:

| Name | Required | Available | Available | | Remarks of the Inspectors |
|---------------------------------|----------------------------------|-----------|-----------|-----------------|---------------------------|
| | | | No. | Area in Sq. mts | |
| Computer (latest Configuration) | 1 system for every 10 students | 20 | | | |
| Printers | 1 printer for every 10 computers | 05 | | | |
| Xerox Machine | 01 | 01 | | | |
| Multi Media Projector | 02 | 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 | 01 | 150 Sq.mts | | |
| Staff quarters | 6 x 80 Sq. mts | 04 | 320 Sq.mts | | |
| Parking Area for staff and students | | | Available | | |
| Bank Extension Counter | | | Available | | |
| Co operative Stores | | | Available | | |
| Guest House | 80 Sq. mts | 16 | 1280 Sq.mts | | |
| Transport Facilities for students | | 1 | Available | | |
| Medical Facility (First Aid) | | Yes | Available | | |

Signature of the Head of the Institution

Signature of the Inspectors

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 |
|---------|--|-------------|--|-----------|---------|---------------------------|
| | | | | 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 | 260 | 1800 | |
| 2 | Annual addition of books | | 75 books per year | | 75 | |
| 3 | Periodicals Hard copies / online | | 06 National Journals 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 | | |
| 4 | Library Timings: 9:00 am to 12 midnight | | | | | |

8. B. Subject wise Classification:

| Sl. No | Subject | Available | | Remarks of the |
|--------|---|-----------|---------|----------------|
| | | Titles | Numbers | |
| 1 | Pharmaceutics – I | 86 | 321 | |
| 2 | Pharmaceutical Chemistry – I | 12 | 82 | |
| 3 | Pharmacognosy | 27 | 90 | |
| 4 | Biochemistry and Clinical Pathology | 4 | 8 | |
| 5 | Human Anatomy and Physiology | 1 | 5 | |
| 6 | Health Education and Community Pharmacy | - | - | |
| 7 | Pharmaceutics – II | 2 | 15 | |
| 8 | Pharmaceutical Chemistry – II | 1 | 3 | |
| 9 | Pharmacology and Toxicology | 4 | 12 | |
| 10 | Pharmaceutical Jurisprudence | 10 | 43 | |
| 11 | Drug Store and Business Management | - | - | |
| 12 | Hospital and Clinical Pharmacy | 4 | 8 | |

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

Signature of the Head of the Institution

Signature of the Inspectors

PART III ACADEMIC REQUIREMENTS

Course Curriculum:

1. Student Staff Ratio:

Theory

Practicals

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

If more than 20 students in batch 2 staff members to be present provided the lab is spacious

2. Date of Commencement of session:

| | |
|---------------------|-------------------|
| Commencement | Completion |
| 21.07/2018 | 30/05/2019 |

No of Days

No of Days

3. Vacation:

Summer:

Winter:

4. Total Number of working days:

5. Time Table:

Time Table for I and II D. Pharm Enclosed Annexure VI

No

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

| 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 | |
| I D. Pharm | | | | | | | |
| Pharmaceutics – I | 75 | NA | 100 | NA | 25 | NA | |
| 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 | | ---- | | ---- | | |
| II D. Pharm | | | | | | | |
| Pharmaceutics – II | 75 | NA | 100 | NA | 25 | NA | |
| 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

Yes No

8. Whether Evaluation of the internal assessments is Fair

Yes No

| Class | No. of Candidates scored more than 80% | | No. of Candidates scored between 60 - 80% | | No. of Candidates scored between 50 - 60% | | No. of Candidates Less than 50% | | Remarks of the Inspectors |
|-------------|--|----|---|----|---|----|---------------------------------|----|---------------------------|
| | Th | Pr | Th | Pr | Th | Pr | Th | Pr | |
| I D. Pharm | NA | | | | | | | | |
| II D. Pharm | | | | | | | | | |

9. Workload of Faculty members for D. Pharm

| 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 | | |
| 1. | Dr. Manodeep chakraborty | Human Anatomy & Physiology | 3 | 9 | | | 12 | |
| 2. | Mr. Mohammed Asif Iqbal C | Pharmaceutical Chemistry-I | 3 | 9 | | | 12 | |
| 3. | Mrs. Sindhu Priya | Pharmacognosy | 3 | 9 | | | 12 | |
| 4. | Ms. Sanjana | Pharmaceutics-I | 3 | 12 | | | 15 | |
| 5. | Ms.Haleema Shahin | Biochemistry & Clinical Pathology & Health education & Community Pharmacy | 2 2 | 9 | | | 13 | |

Signature of the Head of the Institution

Signature of the Inspectors

PART IV - PERSONNEL

TEACHING STAFF.

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

| Sl No | Name | Designation | Qualification | Date of Joining | Teaching Experience | | State Pharmacy Council Reg No. | Signature of the faculty | Remarks of the Inspectors |
|-------|------|-------------|---------------|-----------------|---------------------|----------|--------------------------------|--------------------------|---------------------------|
| | | | | | After UG | After PG | | | |

Annexure VII

2. Qualification and number of Staff Members

Number of staff members required: 07

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

3. Details of Faculty Retention for:

| Name of Faculty Member | Period | Percentage |
|------------------------|-------------------------------|------------|
| NA | Duration of 15 yrs. And above | |
| | Duration of 10 yrs. And above | |
| | Duration of 5 yrs. And above | |
| | Less than 5 yrs. | |

4. Details of Faculty Turnover

| Name of Faculty Member | Period | More than 50% | 50% | 25% | Less than 25% |
|------------------------|-------------------------------------|---------------|-----|-----|---------------|
| NA | % of faculty retained in last 3 yrs | NA | | | |

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 | B.Sc | |
| 2 | Laboratory Assistants/ Attenders | 04 | SSLC | 04 | PUC | |
| 3 | Office Superintendent | 01 | Degree | 01 | B.Com | |
| 4 | Accountant cum Clark | 01 | Degree | 01 | B.Com | |
| 5 | Store keeper | 01 | D. Pharm | 01 | MHRD | |
| 6 | Computer Data Operator | 01 | 10+2 with computer training | 01 | DCA | |
| 7 | Peon | 02 | SSLC | 01 | SSLC | |
| 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. | 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 | | | | | |
| | | | | | | | | | | | | | | | | |

Enclosed Annexure VIII

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 |
|-------|----------------|---------------------------|---------------|-----------------|------------|-----------|----------------|
| 1 | Ms. Haseena | Second Division Assistant | B.Com | 18.08.2017 | 1year | | |
| 2 | Ms. Jeshta | Second Division Assistant | B.Com | 01.01.2017 | - | | |
| 3 | Ms. Jackline | Second Division Assistant | B.Com | 10.05.2017 | - | | |
| 4 | Ms. Rajika | Store Keeper | MHRD | 15.05.2017 | - | | |
| 5 | Ms. Madhushree | Lab Technician | B.Sc | 01.07.2017 | - | | |
| 6 | Mrs.Chethana S | Attender | PUC | 02.02.2017 | - | | |
| 7 | Ms. Manoj | Lab Attender | PUC | 16.08.2017 | - | | |
| 8 | Ms. Arpitha | Lab Attender | B.A | 19.08.2017 | - | | |

13. Whether Supporting Staff (Technical and Administrative) are encouraged for Skill up gradation 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. | Acquaintance Registers | Yes✓ | | |
| 10. | Accession Register for books and Journals in Library | Yes✓ | | |
| 11. | Log book for chemicals and Equipment costing more than Rupees one lakh | Yes✓ | | |
| 12. | Job Cards for laboratories | Yes✓ | | |
| 13. | Standard Operating Procedures (SOP's) for Equipment | Yes✓ | | |
| 14. | Laboratory Manuals | Yes✓ | | |
| 15. | Stock Register for Equipment | Yes✓ | | |
| 16. | Animal House Records as per CPCSEA | Yes✓ | | |

Signature of the Head of the Institution

Signature of the Inspectors

PART - VI

1. Financial Resource allocation and utilization for the past three years:

(Audited Accounts for the previous year to be enclosed)

| SI No. | Expenditure in Rs. | | | Expenditure in Rs. | | | Expenditure in Rs | | | Remarks of the Inspectors* |
|--------|-------------------------|-----------|---------------|-------------------------|-----------|---------------|-------------------------|-----------|---------------|----------------------------|
| | 2017-18 | | | NA | | | NA | | | |
| | Total budget sanctioned | Recurring | Non Recurring | Total Budget Sanctioned | Recurring | Non Returning | Total Budget Sanctioned | Recurring | Non Returning | |
| 1. | 2836776 | 30000 | 2806776 | | | | | | | |

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

| SI No. | Expenditure in Rs. | | | Expenditure in Rs. | | | Expenditure in Rs | | | Remarks of the Inspectors* |
|--------|------------------------|-------------|-------------|------------------------|------------|----------|------------------------|------------|----------|----------------------------|
| | 2017-18 | | | NA | | | NA | | | |
| | Total budget allocated | Sanctioned | Incurred | Total budget allocated | Sanctioned | Incurred | Total budget allocated | Sanctioned | Incurred | |
| 1. | Chemicals | 2,81,07,051 | 2,81,07,051 | Chemicals | | | Chemicals | | | |
| 2. | Glassware | 3,94,040 | 3,94,040 | Glassware | | | Glassware | | | |

3. Total amount spent on equipments for the past three years:

(Enclose purchase invoice)

| SI No. | Expenditure in Rs. | | | Expenditure in Rs. | | | Expenditure in Rs | | | Remarks of the Inspectors* |
|--------|------------------------|------------|----------|------------------------|------------|----------|------------------------|------------|----------|----------------------------|
| | 2017-18 | | | NA | | | NA | | | |
| | Total budget allocated | Sanctioned | Incurred | Total budget allocated | Sanctioned | Incurred | Total budget allocated | Sanctioned | Incurred | |
| 1. | Equipment | 8,95,563 | 8,95,563 | Equipment | | | Equipment | | | |

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. 2017-18 | | | Expenditure in Rs. NA | | | Expenditure in Rs NA | | | Remarks of the Inspectors* |
|----------|-------------------------------|------------|----------|--------------------------|------------|----------|-------------------------|------------|----------|----------------------------|
| | Total budget allocated | Sanctioned | Incurred | Total budget allocated | Sanctioned | Incurred | Total budget allocated | Sanctioned | Incurred | |
| 1 | Books | 3,08,290 | 3,08,290 | | | | | | | |
| 2 | Journals | 1,25,281 | 1,25,281 | | | | | | | |

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

Enclosed documents Annexure IX.

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 | 03 | Yes | |
| 2 | Conical Percolator | 05 | 05 | Yes | |
| 3 | Tincture Press | 01 | - | - | |
| 4 | Hand Grinding Mill | 01 | 01 | Yes | |
| 5 | Disintegrator | 01 | 01 | Yes | |
| 6 | Ball mill | 01 | 01 | Yes | |
| 7 | Hand operated Tablet machine | 01 | - | - | |
| 8 | Tablet Coating Pan unit with hot air blower laboratory size | 01 | - | - | |
| 9 | Polishing pan laboratory size | 01 | - | - | |
| 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 | - | - | |
| 14 | Granulating sieve set | 10 | 10 | Yes | |
| 15 | Tablet counter – small size | 05 | - | - | |
| 16 | Friability tester | 01 | 01 | Yes | |
| 17 | Collapsible tube – Filling and sealing equipment | 01 | - | - | |
| 18 | Capsule filling machine – Lab size | 01 | - | - | |
| 19 | Digital balance | 01 | 01 | Yes | |
| 20 | Distillation unit for distilled water | 02 | 01 | Yes | |
| 21 | Deionisation unit | 01 | - | - | |
| 22 | Glass distillation unit for water for injection | 01 | - | - | |
| 23 | Ampoule washing machine | 01 | - | - | |
| 24 | Ampoule filling and sealing machine | 01 | - | - | |
| 25 | Sintered glass filters for bacterial proof filtration (four different grades) | Adequate | Adequate | Adequate | |
| 26 | Millipore filter (3 grades) | Adequate | Adequate | Adequate | |

Signature of the Head of the Institution

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 | - | - | |
| 32 | Blender | 01 | 01 | Yes | |
| 33 | Sieves set (Pharmacopoeial standard) | 02 | 02 | Yes | |
| 34 | Lab Centrifuge | 01 | 01 | Yes | |
| 35 | Ointment slab | Adequate | Adequate | Adequate | |
| 36 | Ointment spatula | Adequate | Adequate | Adequate | |
| 37 | Pestle and mortar porcelain | Adequate | Adequate | Adequate | |
| 38 | Pestle and mortar glass | Adequate | Adequate | Adequate | |
| 39 | Suppository moulds of three sizes | Adequate | Adequate | Adequate | |
| 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 | 01 | Yes | |
| 6 | Electronic balance | 01 | 01 | Yes | |
| 7 | Periodic table chart | Adequate | Adequate | Adequate | |

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 | 00 | - | |
| 4 | Sherington's rotating drum | 1 | 00 | - | |
| 5 | Frog board | Adequate | Adequate | Adequate | |
| 6 | Tray (dissecting) | Adequate | Adequate | Adequate | |
| 7 | Frontal writing lever | Adequate | Adequate | Adequate | |
| 8 | Aeration tube | Adequate | Adequate | Adequate | |
| 9 | Telethermometer | 1 | 00 | - | |
| 10 | Pole climbing apparatus | 1 | 01 | Yes | |
| 11 | Histamine chamber | 1 | 00 | - | |
| 12 | Simple lever | Adequate | Adequate | Adequate | |
| 13 | Staring heart lever | Adequate | Adequate | Adequate | |
| 14 | Aerator | Adequate | Adequate | Adequate | |
| 15 | Histological Slides | Adequate | Adequate | Adequate | |
| 16 | Sphygmomanometer (B.P. apparatus) | 5 | 02 | Yes | |
| 17 | Stethoscope | 5 | 02 | Yes | |
| 18 | First aid equipment | Adequate | Adequate | Adequate | |
| 19 | Contraceptive device | Adequate | Adequate | Adequate | |
| 20 | Dissecting (surgical) instruments | Adequate | Adequate | Adequate | |
| 21 | Balance for weighing small Animals | 1 | 01 | Yes | |
| 22 | Kymograph paper | Adequate | Adequate | Adequate | |
| 23 | Actophotometer | 1 | 00 | - | |
| 24 | Analgesiometer | 1 | 00 | - | |
| 25 | Thermometer | Adequate | Adequate | Adequate | |
| 26 | Plastic animal cage | Adequate | Adequate | Adequate | |
| 27 | Double unit organ bath with thermostat | 1 | 00 | - | |
| 28 | Refrigerator | 1 | 01 | Yes | |
| 29 | Single pan balance | 1 | 08 | Yes | |
| 30 | Charts | Adequate | Adequate | Adequate | |

Signature of the Head of the Institution

Signature of the Inspectors

| | | | | | |
|----|--|----------|----------|----------|--|
| 31 | Human skeleton | 1 | 01 | Yes | |
| 32 | Anatomical specimen (Heart, brain, eye, ear, reproductive system etc.,) | 1 set | 1 set | Yes | |
| 33 | Electro-convulsimeter | 1 | 00 | - | |
| 34 | Stop watch | Adequate | Adequate | Adequate | |
| 35 | Clamp, boss heads, screw clips | Adequate | Adequate | Adequate | |
| 36 | Syme's Cannula | Adequate | Adequate | Adequate | |

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

PHARMCOGNOSY 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 | Adequate | |
| 3 | Models (different types) | Adequate | Adequate | Adequate | |
| 4 | Permanent Slides | Adequate | Adequate | Adequate | |
| 5 | Slides and Cover Slips | Adequate | Adequate | Adequate | |

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

PHARMACY PRACTICE LABORATORY

Equipment:

| Sl No. | Name | Minimum required Nos. | Available Nos. | Working Yes / No | Remarks of the Inspectors |
|---------------|---|------------------------------|-----------------------|-------------------------|----------------------------------|
| 1 | Colorimeter | 2 | 01 | Yes | |
| 2 | Microscope | Adequate | Adequate | Adequate | |
| 3 | Permanent slides (skin, kidney, pancreas, smooth muscle, liver etc.,) | Adequate | Adequate | Adequate | |
| 4 | Watch glass | Adequate | Adequate | Adequate | |
| 5 | Centrifuge | 1 | 01 | Yes | |
| 6 | Biochemical reagents for analysis of normal and pathological constituents in urine and blood facilities | Adequate | Adequate | Adequate | |
| 7 | Filtration equipment | 2 | | | |

Signature of the Head of the Institution

Signature of the Inspectors

| | | | | | |
|----|--|----------|----------|----------|--|
| 8 | Filling Machine | 1 | 00 | - | |
| 9 | Sealing Machine | 1 | 00 | - | |
| 10 | Autoclave sterilizer | 1 | 01 | Yes | |
| 11 | Membrane filter | 1 Unit | 01 | Yes | |
| 12 | Sintered glass funnel with complete filtering assemble | Adequate | Adequate | Adequate | |
| 13 | Small disposable membrane filter for IV admixture filtration | Adequate | Adequate | Adequate | |
| 14 | Laminar air flow bench | 1 | 01 | Yes | |
| 15 | Vacuum pump | 1 | 01 | Yes | |
| 16 | Oven | 1 | 01 | Yes | |
| 17 | Surgical dressing | Adequate | Adequate | Adequate | |
| 18 | Incubator | 1 | 01 | Yes | |
| 19 | PH meter | 1 | 01 | Yes | |
| 20 | Disintegration test apparatus | 1 | 01 | Yes | |
| 21 | Hardness tester | 1 | 01 | Yes | |
| 22 | Centrifuge | 1 | 01 | Yes | |
| 23 | Magnetic stirrer | 1 | 03 | Yes | |
| 24 | Thermostatic bath | 1 | 04 | 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

PHARMACY COUNCIL OF INDIA

STAFF DECLARATION FORM

From

Teacher's Name
(as on University Degree certificate)

Recent Passport size photo of the Employee
Signed by Dean/Principal of the College.

Photograph

Date of Birth & Age

| Qualification | College & University | Year | Registration No. with State Pharmacy Council | Name of the State Pharmacy Council |
|----------------------|---------------------------------|-------------|---|---|
| B.Pharm | | | | |
| M.Pharm | | | | |
| (Ph.D.)/others | | | | |

Copies of Registration Certificate and University degree/PG/Ph.D. be attached.

Present Designation : _____

Department : _____

College : _____

City : _____

Nature of appointment : Permanent/Temporary/Adhoc/Honorary/Part-time

Whether belongs to : O.G./SC/ST/OBC/Ex-service/Others

Contd. on page 2

Permanent Residential

Address of employee : _____

Copy of Passport/Voter Card/Ration Card/PAN No./Electricity Bill/Driving License Attached as a proof of residence.

STD Code

Phone No.

Phone & Fax Number with Code Office : _____

Residence : _____

E-mail address : _____

Date of joining present institution : _____ as _____
 (Designation)

Details of the previous appointments/teaching experience

| Position | Name of Institution | From | To | Total Experience in years |
|-----------------------------------|---------------------|------|----|---------------------------|
| Lecturer | | | | |
| Reader/ Assistant Professor | | | | |
| Professor | | | | |
| Principal | | | | |

1) Before joining present institution I was working at _____ as _____ and relieved on _____ after resigning/retiring (**relieving order is enclosed from the previous institution**).

2) I, hereby undertake that I have not given my name as teaching faculty in any other Pharmacy institution for teaching any Pharmacy course and not working in any where other than this institution Pharmacy College/Medical College/Dental College/Industry/Community Pharmacy/Hospital Pharmacy/Govt. Service/any other service in the State or outside the State in any capacity full-time/part-time other than the above.

3) I have drawn total emoluments from this college as under (Please fill the data of last academic session) :-

| | Amount Received | TDS |
|-----------------|------------------------|------------|
| April, 20__ | | |
| May, 20__ | | |
| June, 20__ | | |
| July, 20__ | | |
| August, 20__ | | |
| September, 20__ | | |
| October, 20__ | | |
| November, 20__ | | |
| December, 20__ | | |
| January, 20__ | | |
| February, 20__ | | |
| March, 20__ | | |

(Copy of my form 16 (TDS certificate) for the last financial year is attached)

P.A.N. : _____ Circle : _____

Declaration

1. I have not worked at any other pharmacy college/institution or presented myself at any inspection during my employment in this college.
2. It is declared that each statement and/or contents of this declaration made by the undersigned are absolutely true and correct. In the event of any statement made in this declaration subsequently turning out to be incorrect or false the undersigned has understood and accepted that such misdeclaration in respect to any content of this declaration shall also be treated as a gross misconduct thereby rendering the undersigned liable for necessary disciplinary action (including removal of his name from Register of Registered Pharmacists).

Signature of the Employee:

Date : _____ Place: _____

Endorsement

This endorsement is the certification that the undersigned has satisfied himself/herself about the correctness and veracity of each content of this declaration and endorses the abovementioned declaration as true and correct. In the event of this declaration turning out to be either incorrect or any part of this declaration subsequently turning out to be incorrect or false it is understood and accepted that the undersigned shall also be equally responsible besides the declarant himself/herself for any such misdeclaration or misstatement.

Countersigned by the Director/Dean/
Principal in respect of Teaching Staff

Date : _____ Place : _____