

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. :

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	Kalyani Charitable Trust's R.G.Sapkal Institute of Pharmacy, Anjaneri- Wadholi, Taluka -Trimbakeshwar, District- Nashik. Pin Code-422 213. 02594 - 220162 02594 – 220162 sapkalpharmacy@gmail.com rgspharmacy@rediffmail.com
Year of Establishment:	2015-2016
Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)	Private
A – I.2 Name, address of the Society/Trust/ Management (attach documentary evidence): STD Code: Telephone No: Fax No: E-mail Web Site:	Kalyani Charitable Trust Ravi Communications, J.J. Hospital compound, Byculla, Mumbai 400008 Corporate Office - 'Parag' 46, Ashwin sector, Opp. Hotel Sai Palace, Mumbai-Agra Road, Nashik. Ph.- 0253 -2392450/51 0253 -2375557 sapkalpharmacy@gmail.com www.sapkalknowledgehub.org
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	Prof.Mrs. D. G. Phadtare, (M.Pharm.) Principal. Kalyani Charitable Trust's, R.G.Sapkal Institute of Pharmacy, Anjaneri-Wadholi, Taluka -Trimbakeshwar, District- Nashik. Pin Code-422 213. 02594-220163(O), 02594-220180 (R), +91-9420695487 02594 – 220162 (Fax) rgspharmacy@rediffmail.com , sapkalpharmacy@gmail.com simran25jan@hotmail.com

A – I. 4 Name and Address of the Head of the Institution:	Prof.Mrs. D. G. Phadtare, (M. Pharm) Principal, KCT's R.G.Sapkal Institute of Pharmacy, Anjaneri-Wadholi, Taluka -Trimbakeshwar, District- Nashik. Pin Code-422 213.
----------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

A –I. 5

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

a. Details of Affiliation Fee Paid:

Inspection Fee paid: - Rs. 50,000(Rs. fifty thousand only)

Continuation of Affiliation fee paid: Rs.50,000/-(Rs. fifty thousand only) (up to 2016-17)

Combined DD was drawn worth Rs. 1, 00,000/-(Rs. One lakh only)

Bank of Maharashtra; No: dated ; payable at New Delhi.

(for conduction of course and examination from 2015-16 onwards)

Name of the Course	Affiliation Fee paid up to 2015-16	Receipt no.	Dated
D. Pharm.			

b. APPROVAL STATUS:

Name of the Course	Approved up to	In take Approved and Admitted	PCI	STATE GOVERNMENT	Remarks of the Inspectors
D. Pharm	New proposal submitted	New proposal submitted to start Diploma in pharmacy (from 2015-16)			
		Approved Intake	60	60	
		Actually Admitted			

c. STATUS OF APPLICATION

COURSES INSPECTED FOR				
Course	Extension of approval	Increase in Intake of Seats	Remarks	
			Current Intake	Proposed increase in Intake
D. Pharm	New proposal applied to start Diploma in pharmacy (from 2015-16)		60	

Note: Enclose relevant documents

A –I. 6

**Whether other Educational Institutions/Courses are also being run by the Trust / Institution in the same Building / campus?
If Yes, Give Details**

Yes

No

A – I. 6 a

Status of the Pharmacy Course:

Independent Building

Wing of another college

Separate Campus

Multi Institutional Campus

**Examining Authority :
With complete postal Address,
Telephone No. and STD Code.**

MAHARASHTRA STATE BOARD OF TECHNICAL
EDUCATION, MUMBAI.)
49, Kherwadi, Bandra (E), Mumbai 400 051
(022) 647 7208 / 2647 1255/ 2647 8531 / 2647 8296 / 2647 8795

B - DETAILS OF THE INSTITUTION

B –I.1		Prof. D. G. Phadtare (M. Pharm.)			
Name of the Principal					
Qualification/ Experience	Qualification*		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M. Pharm.	√	05 years	13 Years	
	Ph.D. (desirable)				

* **Documentary evidence should be provided: Yes**
(Please refer staff declaration form with supporting documents)

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	New proposal applied	New proposal applied Diploma in pharmacy (from 2015-16)	NA	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	No	No	
Non-Teaching Staff	State Government Yes	Yes	No	No	

B –I.4

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

ACADEMIC YEAR	Year 2015-16				Year 2014 -15				Year 2013 -14			
Sanctioned	New proposal applied for Diploma in pharmacy (from 2015-16)											
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 2015-16	Year 2014-15	Year 2013-14
D. Pharm	New proposal applied for Diploma in pharmacy (from 2015-16)		

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

Whether college has NSS Unit (Yes/No)? If no give reasons	New proposal applied for Diploma in pharmacy
NSS Programme Officer's Name:	
Programme conducted (mention details):	
Whether students participating in University level cultural Activities / Co- curricular/sports activities.	
Physical Instructor:	Mr. Kasar Rajesh K.
Sports Ground:	Available

C - FINANCIAL STATUS OF THE INSTITUTION

Audited financial Statement of Institute should be furnished

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

(New proposal applied for Diploma in pharmacy for year 2015-16)

C .2 Please provide following Information

Receipts			Expenditure			Remarks of the Inspectors
Sr. No.	Particulars	Amount (lakh)	Sl. No.	Particulars	Amount (lakh)	
1.	Grants a. Government b. Others	NA	CAPITAL EXPENDITURE			
2.	Tuition Fee	NA	1.	Building	480 lakh	
3.	Library Fee	NA	2.	Equipment	15.35 lakh	
4.	Sports Fee	NA	3.	Others Books Furniture Chemical & Glassware	32.85 lakh	
5.	Union Fee	NA	REVENUE EXPENDITURE			
6.	Others	NA	1	Salary	NA	
			2.	MAINTENANCE EXPENDITURE		NA
				i College	NA	
				ii Others	NA	
			3.	University Fee D) Affiliation fees II) Corpus fund III) Gymkhana fees IV) Ashwamedh fees V) Exam. Fees	NA	
			4.	Apex Bodies Fee	A- DTE Rs. 75,000/- B- AICTE Rs. 5,00,000/- C- PCI Rs. 1,00,000/-	
			5.	Government Fee	NA	
			6.	Deposit held by the College	AICTE- 15,00,000/-	
			7.	Others	NA	
			8.	Misc.Expenditure	NA	
			Total			
Total						

Note: Enclosed relevant documents

PART- II PHYSICAL INFRASTRUCTURE

1. a. Building : **Own**
 b. Land;
 i) Leased or own Leased Own

Sale/Agreement deed (Records to be enclosed) : **Enclosed** (please refer enclosure no.)

- c. Building Leased Rented

- i) Leased /Rented (record to be enclosed) **Enclosed/Not available**
 ii) If own (Approved Building plan, and sale deed to be enclosed): **Enclosed**
 (Please refer enclosure no.)

d. Total Built Area of the college building in Sq. Mtr. : Built up Area

Amenities and Circulation Area

2. Class rooms:

Total Number of Class rooms provided:

Class	Required	Available	Required Area * for each class room	Available Area in Sq. M	Remarks of the Inspectors
B. Pharm	02	02	90 Sq. mts	91.64 Sq. mts	

(*To accommodate 60 students)

3. Laboratory requirement:

Sl. No.	Infrastructure for	Requirement as per Norms	Available No. & Area in Sq mts	Remarks/ Deficiency
1	Laboratory Area for D.Pharm Course	50 Sq.mts x n (n=05)	433.32 Sq. mts	
2	Pharmaceutics Pharmaceutical Chemistry Physiology and Pharmacology Pharmacognosy Pharmacy practice Total no. Laboratories for D.Pharm course *Animal House	01 Laboratory 01 Laboratory 01 Laboratory 01 Laboratory 01 Laboratory 05 Laboratories * 01(10 sq.mts.)	01(91.4 Sq. mts) 01(91.4 Sq. mts) 01(91.4 Sq. mts) 01(91.4 Sq. mts) 01(67.70 Sq. mts) 05 (433.32 Sq. mts) 01 (74.69 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 (minimum)	Preparation Room for each lab 10 sq mts	
4	Area of the Machine Room	100 Sq. mts	146.28 Sq.mts	
5	Aseptic Room	25 Sq. mts	33 Sq.mts	
6	Store Room – I	1 (Area 20 Sq mts)	28.38 Sq.mts	
7	Store Room - II (For Inflammable chemicals)	1 (Area 20 Sq mts)	24.92 Sq. mts	

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

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

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

4. Administration Area:

Sr. 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	32.00Sq.mts.	
2	Office – I - including Confidential Room	01	40 Sq .mts	01	93.00 Sq .mts	
3	Staff/Faculty rooms for D.Pharm course	01	30 Sq .mts	01	72.51 Sq .mts	
4	Library with computer and reprographic facilities	01	100 Sq .mts	01	140.05 Sq .mts	
5	Museum	01	30 Sq. mts (May be attached to the Pharmacognosy Lab)	01	44.81 Sq. mts	
6	Auditorium / Multi-purpose Hall (Desirable)	01	250-300 Seating capacity	01	275 Seating capacity	
7	Herbal garden(Desirable)	01	Adequate number of Medicinal Plants	01	Adequate number of Medicinal Plants	

5. Student Facilities:

Sr. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq mts	
1	Girl's common room (Essential)	01	40 Sq. mts.	01	41.42	
2	Boy's common room (Essential)	01	40 Sq. mts.	01	41.42	
3	Toilet Blocks for Boys	01	25 Sq.mt.	02	32.22	
4	Toilet Blocks for Boys	01	25 Sq.mt.	02	32.22	
5	Canteen (Desirable)	01.	100 Sq.mt.	01	100 Sq.mt.	
6	Drinking water Facility Water cooler(Desirable)	01		02	Available	
07	Boy's Hostel(Desirable)	01	9 Sq.mt./room Single occupancy	01	9 Sq.mt./room Single occupancy	
08	Girl's Hostel(Desirable)	01	9 Sq.mt./room (Single occupancy) 20 Sq.mt./room (Triple Occupancy)		9 Sq.mt./room Single occupancy	
09	Power backup Provision(Desirable)	01		01	Available	

6. Computer and other facilities:

Name	Required	Available		Remarks of the Inspectors
		No.	Area in Sq. mts	
Computer (Latest Configuration)	1 system for every 10 students	Lenovo Desktop- 20 nos Intel Core 13-4 th Gen4130 (3.4GHX, 3MB CACHE) Intel Chipset Board, Ram : 2GB DDr3 Monitor: 18.5" LED Keyboard/Optical Scroll Mouse, DVD Writer, GIGA Lan on board/On Board Soud Cabinet DOS		01(76.5 Sq. mts)
Printers	1 printer for every 10 computers	03-	Canon LABP 2900 Printer	Available
Xerox Machine	01	01	LQ DSI 5235 Dot Matrix	Available
Multi Media Projector	02	02		Available

7. Amenities (Desirable)

Name	Requirement as per Norms in area	Available		Not Available	Remarks/ Deficiency
		No.	Area in Sq. mts		
Principal quarters	80 Sq. mts.	01	80 Sq. mts.		
Staff quarters	6 x 80 Sq. mts.	06	6 x 80 Sq. mts.		
Parking Area for staff and students			Available		
Bank Extension Counter		--			
Co operative Stores			Available		
Guest House	80 Sq. mts	02	80 Sq. mts		
Transport Facilities for students		Yes	Buses		
Medical Facility (First Aid)		05	Available		

10. 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:

Sr. 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	85	777	
2	Annual addition of books		75 books per year			
3	Periodicals Hard copies / online		06 National journal Indian Journal of Pharmaceutical Science Indian Journal of pharmaceutical Education and Research Journal of hospital Pharmacy Indian Journal of pharmacology CIMS,MIMS Indian Journal of Experimental Biology	06 National Journals	06	
4	Library Timings: 10.00 am. to 5:00 pm.					

8. B. Subject wise classification:

Sr.No.	Subject	Available		Remakes of the inspectors
		Titles	Numbers	
1.	Pharmaceutics-I	12	120	
2	Pharmaceutical chemistry -I	10	87	
3	Pharmacognosy	08	81	
4	Biochemistry and clinical pathology	06	56	
5	Human Anatomy and physiology	08	100	
6	Health education and community pharmacy	07	87	
7	Pharmaceutics-II	08	65	
8	Pharmaceutical chemistry –II	05	16	
9	Pharmacology and toxicology	09	83	
10	Pharmaceutical jurisprudence	04	23	
11	Drug store and Business management	02	21	
12	Hospital and clinical Pharmacy	06	38	

*8.C: Library staff:

Sr.No.	Subject	Available		Remarks of the Inspectors
		Title	Numbers	
1	Librarian	D. Lib	1	
2	Library Attendees	10 + 2/PUC	1	

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

PART III ACADEMIC REQUIREMENTS

Course Curriculum:

1. Student Staff Ratio:

Theory

Practical

Theory	Practicals	Remarks of the Inspectors
New proposal applied for Diploma in pharmacy (from 2015-16)		

(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
New proposal applied for Diploma in pharmacy (from 2015-16)	

No of Days

No of Days

4. Vacation:

Summer:

Winter:

5. Total No. of working days:

06

6. Time Table:

Time Table for I and II D. Pharm Enclosed

Yes

No

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

(New proposal applied for Diploma in pharmacy (from 2015-16))

Class/Subject	Theory Classes		Practical				Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of hours	No of Hours Conducted	Prescribed Number of Classes	No of classes Conducted	
I D. Pharm							
Pharmaceutics-I	75		100		25		
Pharmaceutical Chemistry-I	75		75		25		
Pharmacognosy	75		75		25		
Biochemistry and clinical Pathology	50		75		25		
Human Anatomy & Physiology	75		50		25		
Health education and Community Pharmacy	50		---		---		

II D. Pharm:

Class/Subject	Theory Classes		Practicals				Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of hours	No of Hours Conducted	Prescribed Number of Classes	No of classes Conducted	
II.D.Pharm (New proposal applied for Diploma in pharmacy, from 2015-16)							
Pharmaceutics-II	75		100		25		
Pharmaceutical Chemistry-II	100		75		25		
Pharmacology and toxicology-II	75		50		25		
Pharmaceutical Jurisprudence	50		--		---		
Drug store and Business Management	75		---		---		
Hospital and clinical Pharmacy	75		50		25		

7. Whether Internal Assessment are conducted periodically (if any, as per PCI norms)

Yes

No

(New proposal applied for Diploma in pharmacy, from 2015-16)

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 scored less than 50%	Remarks of Inspectors
I D.Pharm	(New proposal applied for Diploma in pharmacy, from 2015-16)				
II D.pharm	(New proposal applied for Diploma in pharmacy, from 2015-16)				

9. Work load of Faculty members for D. Pharm

Sr.No.	Name of the faculty	Subject Allotted	D. Pharm				Total work load	Remarks of the Inspector
			I D.Pharm		II D.Pharm			
			TH	PR	TH	PR		
1	Prof. D.G.Phadtare	Pharmaceutical Chemistry-I	3 hr.	9 hr.	---	---	12 hr.	
2	Prof. Walke P.S.	1.Health Education and Community Pharmacy	2 hr.	--	---	---	13 hr.	
		2.Biochemistry and Clinical Pathology	2 hr.	9 hr.	---	---		
3	Prof. Sawant M. P.	Human Anatomy and Physiology	3hr.	6 hr.	---	---	9 hr.	
4	Prof. Jadhav A. J.	Pharmaceutics-I	3 hr.	12 hr.	---	---	27 hr.	
		Pharmacognosy	3 hr.	9 hr.	---	---		

-PART IV - PERSONNEL

TEACHING STAFF:

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

Sr No	Name	Designation	Qualification	Date of Joining	Teaching Experience	State Pharmacy Council Reg No.	Signature of the faculty	Remarks of the Inspector
					After PG			
1.	Prof. D. G. Phadtare	Principal	M. Pharm.	1 June 2015	13yrs.	71257		
2.	Miss. A.J. Jadhav	Assistant Professor	M. Pharm.	13 July 2015	Nil	136265		
3.	Mr M.P.Sawant	Assistant Professor	M. Pharm	13 July 2015	Nil	117243		
4.	Mr. P.S.Walke	Assistant Professor	M. Pharm.	3 Aug 2015	Nil	95869		
5.	Miss S.S.Bhusal	Assistant Professor	M. Pharm		Nil			

2. Qualification and number of Staff Members

Numbers of staff members required:5

Qualification			
B. Pharm	M.Pharm.	Ph.D	Others - Full Time
00	05	00	

3. Details of Faculty Retention for:

Sr. No.	Name of Faculty Member	Period	Percentage
1	(New proposal applied for Diploma in pharmacy, from 2015-16)		

4. Details of Faculty Turnover:

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
	(New proposal applied for Diploma in pharmacy, from 2015-16)				

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

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

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

Sr. No	Name	Qualification	Design	AGP	Basic pay Rs.	DA in Rs.	HRA Rs.	TRA	Other allow	Deductions			Bank	PAN	PF	Total Deduction	Total	Total	Sign.
										P T	TDS	EPF	A/C No	No	A/c no.		(Gross)	(Net)	
1	Prof. D. G. Phadtare	M. Pharm.	Principal	6000	16250	12905	2225	800	-	200	As per rule	1800				2000	38180	36180	
2	Miss. A.J. Jadhav	M. Pharm.	Assistant Professor	-	-	-	-	-	-	200	As per rule	1800				2000	12000 (Consolidated)	10000	
3	Miss S.S.Bhusal	M. Pharm.	Assistant Professor	-	-	-	-	-	-	200	As per rule	1800				2000	12000 (Consolidated)	10000	
4	Mr M.P.Sawant	M. Pharm.	Assistant Professor	-	-	-	-	-	-	200	As per rule	1800				2000	12000 (Consolidated)	10000	
5	Mr. P.S.Walke	M. Pharm	Assistant Professor	-	-	-	-	-	-	200	As per rule	1800				2000	17500 (Consolidated)	15500	

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

(Inspectors to verify documents pertaining to the above)

(New proposal applied for Diploma in pharmacy, from 2015-16)

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

(Inspectors to verify documents pertaining to the above)

(New proposal applied for Diploma in pharmacy, from 2015-16)

10. Scope for the promotion for faculty: Promotions

Yes

No

11. Gratuity Provided

Yes

No

Signature of the Head of the Institution

Signature of the Inspectors

12. Details of Non-teaching staff members (list to be enclosed): (New proposal applied for Diploma in pharmacy, from 2015-16)

Sr No	Name	Designation	Qualification	Date of Joining	Experience	Signature	Remarks of the Inspectors
01	Mr. M.L. Mahale	Librarian	B.A., B .Llb	01-07-2015	02		
02	Mr. S.S. Rayate	Office Superintendent	M.A. & M.B.A.- I	01-07-2015	05		
03	Mr. S.S. Mahale	Clerk	S.Y.B.A.	01-07-2015	00		
04	Ms. D.N. Shelke	Account Clerk	M.com	01-07-2015	02		
05	Mr. M. J. Khandekar	Laboratory Technician	D. Pharm.	01-08-2015	02		
06	Mrs. R. S. Dhawale	Laboratory Technician	M.sc	01-08-2015	02		
07	Mr. V.S. Date	Laboratory Assistants / Attendees	H.S.C.	01-08-2015	02		
08	Mr. R.V. Thange	Laboratory Assistants / Attendees	H.S.C.	01-08-2015	02		
09	Mr.S.G. Pagare	Store keeper	B. sc	01-08-2015	02		
10	Mr. S.B. Gatkal	Computer Data Operator	B.A./RHCE Linux	01-08-2015	04		
11	Mr. C.E. Kumawat	Peon	S.S.C.	01-08-2015	02		
12	Mr. D.B. Mahale	Peon	S.S.C.	01-08-2015	02		
13	Mr.S.R. Shinde	Driver	S.S.C.	01-08-2015	01		
14	Mr. S.D. Shinde	Cleaning personnel	---	01-08-2015	--		
15	Mr. R.E. Achari	Cleaning personnel	---	01-08-2015	--		
16	Mr. S. Badade	Cleaning personnel	---	01-08-2015	--		
17	Mr. D. Gund	Cleaning personnel	---	01-08-2015	--		
18	Mr. P. Shid	Gardener	---	01-08-2015	--		

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

Sr. No	Records	Yes	No	Remarks of the Inspectors
1	Admissions Registers	Yes	New proposal applied for Diploma in pharmacy, from 2015-16	
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.	Aquittance 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 previous year to be enclosed): (New proposal applied for Diploma in pharmacy, from 2015-16)

Sr.	Expenditure in Rs. 2015-2016			Expenditure in Rs. 2014-2015			Expenditure in Rs. 2013-2014			Remarks of the Inspectors*
	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	
01	----	----	----	----	----	48,20,000/-	----	----	----	

2. Total amount spent on chemicals and glassware for the past three years: (New proposal applied for Diploma in pharmacy, from 2015-16)

Sr.	Expenditure in Rs. 2015-2016			Expenditure in Rs. 2014-2015			Expenditure in Rs. 2013-2014			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Chemicals	----	----	Chemicals	----	----	Chemicals	----	----	
	Glassware	----	----	Glassware	----	----	Glassware	----	----	

3. Total amount spent on equipments for the past three years: (New proposal applied for Diploma in pharmacy, from 2015-16)

(Enclose purchase invoice)

Sr.	Expenditure in Rs. 2015-2016			Expenditure in Rs. 2014-2015			Expenditure in Rs. 2013-2014			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Equipment	----	----	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:

(New proposal applied for Diploma in pharmacy, from 2015-16)

Sr. No.	Expenditure in Rs. 2015-2016			Expenditure in Rs. 2014-2015			Expenditure in Rs. 2013-2014			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
1	Books	----	----	Books	----	----	Books	----	----	
2	Journals	----	----	Journals	----	----	Journals	----	----	

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

Signature of the head of the Institution

Signature of the Inspectors

PART VII – EQUIPMENT AND APPRATUS
Department wise list of minimum equipments required for D.pharm

PHARMACEUTICS

Equipment:

Sr.no.	Name	Minimum Required Nos.	Available Nos.	Working Yes/No	Remarks Of The Inspectors
1	Continuous Hot Extraction Equipment	05	05	Yes	
2	Conical Percolator	05	05	Yes	
3	Tincture Press	01	01	Yes	
4	Hand Grinding Mill	01	01	Yes	
5	Disintegrator	01	01	Yes	
6	Ball Mill	01	00	No	
7	Hand Operated Tablet Machine	01	01	Yes	
8	Tablet Coating Pan Unit With Hot Air Blower Laboratory Size	01	00	No	
9	Polishing Pan Laboratory Size	01	00	No	
10	Monsanto's Hardness Tester	01	00	No	
11	Pfizer Hardness Tester	01	01	Yes	
12	Tablet Disintegration Test Apparatus IP	01	01	Yes	
13	Tablet Dissolution Test Apparatus IP	01	00	No	
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	01	01	Yes	
19	Digital Balance	01	01	Yes	
20	Distillation Unit For Distilled Water	02	02	Yes	
21	Deionisation Unit	01	01	Yes	

Signature of the head of the Institution

Signature of the Inspectors

22	Glass Distillation Unit For Water For Injection	05	02	Yes	
23	Ampoule Washing Machine	01	00	No	
24	Ampoule Filling And Sealing Machine	01	00	No	
25	Sintered Glass Filters For Bacterial Proof Filtration (Four Different Grades)	Adequate	Adequate	Yes	
26	Millipore Filter (Three Grades)	Adequate	Adequate	Yes	
27	Autoclave	01	01	Yes	
28	Hot Air Sterilizer	01	01	Yes	
29	Incubator	01	01	Yes	
30	Aseptic Cabinet	01	00	No	
31	Ampoule Clarity Test Equipment	01	01	Yes	
32	Blender	01	01	Yes	
33	Sieves Set (Pharmacopoeial Standard)	02	01	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.

Signature of the head of the Institution

Signature of the Inspectors

**PHARMACEUTICAL CHEMISTRY
PHARMACEUTICAL CHEMISTRY**

Equipment:

Sr.no.	Name	Minimum Required Nos.	Available Nos.	Working Yes/No	Remarks Of The Inspectors
1	Refractometer	01	00	No	
2	Polarimeter	01	00	No	
3	Photoelectric Colorimeter	01	00	No	
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	Yes	

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

PHYSIOLOGY & PHARMACOLOGY LABORATORY

Equipment:

Sr.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	Students Organ Bath	01	01	Yes	
4	Sherington's Rotating Drum	01	01	Yes	
5	Frog Board	Adequate	Adequate	Yes	
6	Tray (Dissecting)	Adequate	Adequate	Yes	
7	Frontal Writing Lever	Adequate	Adequate	Yes	

Signature of the head of the Institution

Signature of the Inspectors

8	Aeration Tube	Adequate	Adequate	Yes	
9	Telethermometer	01	01	Yes	
10	Pole Climbing Apparatus	01	00	No	
11	Histamine Chamber	01	00	No	
12	Simple Lever	Adequate	Adequate	Yes	
13	Starting Heart Lever	Adequate	Adequate	Yes	
14	Aerator	Adequate	Adequate	Yes	
15	Histological Slides	Adequate	Adequate	Yes	
16	Sphygmomanometer (B.P.Apparatus)	05	05	Yes	
17	Stethoscope	05	05	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	01	01	Yes	
22	Kymograph Paper	Adequate	Adequate	Yes	
23	Actophotometer	01	00	No	
24	Analgesiometer	01	00	No	
25	Thermometer	Adequate	Adequate	Yes	
26	Plastic Animal Cage	Adequate	Adequate	Yes	
27	Double Unit Organ Bath With Thermostat	01	01	Yes	
28	Refrigerator	01	01	Yes	
29	Single Pan Balance	01	01	Yes	
30	Charts	Adequate	Adequate	Yes	
31	Human Skeleton	01	01	Yes	
32	Anatomical Specimen (Heart, Brain, Eye, Ear, Reproductive System Etc.)	1 Set	1 Set	Yes	
33	Electroconvulsiometer	01	01	Yes	

Signature of the head of the Institution

26

Signature of the Inspectors

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.

Signature of the head of the institution

Signature of the Inspectors

PHARMACOGNOSY LABORATORY

Equipment:

Sr. 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.

Signature of the head of the Institution

Signature of the Inspectors

PHARMACY PRACTICE LABORATORY**Equipment:**

Sr. no.	Name	Minimum required Nos.	Available Nos.	Working Yes/ No	Remarks of the Inspectors
1	Colorimeter	02	01	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	01	01	Yes	
6	Biochemical reagents for analysis of normal and pathological constituents in urine and blood facilities	Adequate	Adequate	Yes	
7	Filtration equipment	02	02	Yes	
8	Filling Machine	01	01	Yes	
9	Sealing Machine	01	01	Yes	
10	Autoclave Sterlizer	01	01	Yes	
11	Membrane Filter	01	01	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	01	00	No	
15	Vaccum Pump	01	01	Yes	

Signature of the head of the Institution**Signature of the Inspectors**

16	Oven	01	01	Yes	
17	Surgical Dressing	Adequate	Adequate	Yes	
18	Incubator	01	01	Yes	
19	PH meter	01	01	Yes	
20	Disintegration test apparatus	01	01	Yes	
21	Hardness tester	01	01	Yes	
22	Centrifuge	01	01	Yes	
23	Magnetic stirrer	01	01	Yes	
24	Thermostatic bath	01	01	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

Observations of the Inspectors:

Compliance of the last recommendations by Inspectors

Specific Observations if not complied

Signature of inspectors	

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