

PHARMACY COUNCIL OF INDIA

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

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

(SIF-B-1)

To be filled up by P.C.I.

To be filled up by inspectors

Inspection No. :

Date of Inspection:

FILE No. :

NAME OF THE INSPECTORS: 1.
(BLOCK LETTERS)
2.

PART – I

A - GENERAL INFORMATION

A – I.1 Name of the Institution: Complete Postal address: STD code Telephone No. Fax No. E-mail	Faculty of Pharmacy M.S. Ramaiah University of Applied Sciences M.S.R Nagar, M.S.R.I.T Post, Bangalore-560054. 080 – 2360 8942 080 – 2360 7488 msrcop@gmail.com / registrar@msruas.ac.in
Year of starting of the course	1993 – M.S. Ramaiah College of Pharmacy 2014 – Faculty of Pharmacy, M.S. Ramaiah University of Applied Sciences
Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)	Trust – Annexure - 1
A – I.2 Name, address of the Society/Trust/ Management (attach documentary evidence) STD Code: Telephone No: Fax No.: E-mail Web Site :	Gokula Education Foundation (Medical) M.S.R Nagar, M.S.R.I.T Post, Bangalore-560 054. 080 23605283 23607488 msrcop@gmail.com www.msruas.ac.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. V. Madhavan Dean, Faculty of Pharmacy M.S. Ramaiah University of Applied Sciences M.S.R Nagar, M.S.R.I.T Post, Bangalore-560 054. 080 – 23608942 080- 23603947 080-23528563 09448087328 23607488 profvmadhavan@gmail.com
A – I.4 Name and Address of the Head of the Institution	Dr. V. Madhavan Dean, Faculty of Pharmacy M.S. Ramaiah University of Applied Sciences M.S.R Nagar, M.S.R.I.T Post, Bangalore-560 054.

Signature of the Head of the Institution

Signature of the Inspectors

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

a. Details of Affiliation Fee Paid

Name of the Course	Affiliation Fee paid up to	Receipt No	Dated	Remarks of the Inspectors
B. Pharm	2016 - 2017	Rs.1,00,000/-DD. 000139 Rs.50,000/-D.D No.000773	26/08/2015 10/06/2016	

b. APPROVAL STATUS: Annexure-2

Name of the Course	Approved up to	In take Approved and Admitted	PCI	STATE GOVERNMENT	UNIVERSITY	Remarks of the Inspectors
B. Pharm	2019-2020	Approval Letter No and Date	32-128/ 2011-PCI	ED 103 UNE 2013 Dt. 30/12/2013	MSRUAS/No.GE N/2014/003 dated 14/03/2014	
		Approved Intake	60	60	60	
		Actually Admitted	2016-2017 admission under process			

c. STATUS OF APPLICATION

COURSES INSPECTED FOR					
Faculty / Subject	Extension of Approval	Increase in Intake of Seats	Remarks		
			Current Intake	Proposed increase in Intake	
B. Pharm	Approved up to 2019-2020	Yes	No	60	100

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	<input type="checkbox"/>
Wing of another college	<input type="checkbox"/>
Separate Campus	<input type="checkbox"/>
Multi Institutional Campus	<input type="checkbox"/>

Examining Authority : The Registrar, M.S. Ramaiah University of Applied Sciences
With complete postal Address, University House, Gnanagangothri Campus, New BEL Road,
Telephone No. and STD Code. Bangalore-560054. 080 – 4536 6666

Signature of the Head of the Institution

Signature of the Inspectors

B - DETAILS OF THE INSTITUTION

B -I .1 Name of the Principal					
Qualification/ Experience	Qualification*		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M. Pharm		15 years, out of which 5 years as Prof. / HOD	32 Yrs.	
	PhD		10 years, out of which at least 05 years as Asst. Prof		

* Documentary evidence should be provided– Annexure-3

B -I .2

For institution seeking continuation of affiliation – Not applicable

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

* Enclose Documents

B -I .3 - Annexure-4

Status of Governing Council:	Government/Trust/Society/Individual / University
Details of the Governing Body	Enclosed / Not Enclosed
Minutes of the last Governing council Meeting	Enclosed / Not Enclosed

B -I .4

Pay Scales:

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

* Pension only by EPF scheme

B -I .5

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

ACADEMIC YEAR	Year 2013-2014	Year 2014-2015	Year 2015-2016
Sanctioned	60	60	60
No. of Admissions	60	60	60
Unfilled Seats	-	-	-
No. of Excess Admissions	-	-	-

Signature of the Head of the Institution

Signature of the Inspectors

B –I .6

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

ACADEMIC YEAR	Year 2013-2014	Year 2014-2015	Year 2015-2016
1st year / 1st year – I sem	71	31.67	40.68
1st year – II sem.		50	55.36
2nd year / 2nd year-III Sem	66	73	60
2nd year-IV Sem			68.18
3rd year	58	76	Results awaited
Final year	86	80	Results awaited
Pass % (Final Year)	86	80	

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. D.B. Dayananda
Programme conducted (mention details)	Blood dentition camp etc.,
Whether students participating in University level cultural activities / Co- curricular/sports activities	Yes/No
Physical Instructor	Available / Not available
Sports Ground	Individual / Shared

Signature of the Head of the Institution

Signature of the Inspectors

C - FINANCIAL STATUS OF THE INSTITUTION

Audited financial Statement of Institute should be furnished

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

C .2 Please provide following Information

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	34639100	1.	Building		
3.	Library Fee	-	2.	Equipment	3100521	
4.	Sports Fee	-	3.	Others	1334191	
5.	Union Fee	-	REVENUE EXPENDITURE			
6.	Others	7907004	1	Salary	36940815	
			2.	MAINTENANCE EXPENDITURE		
				i	College	1732089
				ii	Others	-
			3.	University Fee (If any)	100000	
			4.	Apex Bodies Fee	135000	
			5.	Government Fee	-	
			6.	Deposit held by the College	5322597	
			7.	Others	4624710	
			8.	Misc.Expenditure	-	
	Total	42546104	Total		48855211	

Note: Enclose relevant documents

(Audited financial statement as on 31st March 2015 – Annexure-5)

Signature of the Head of the Institution

Signature of the Inspectors

PART- II PHYSICAL INFRASTRUCTURE

1. a. Availability of Land (B. Pharm courses) : **Available / Not Available**
 a) 2.5 acres District HQ/Corporation/Municipality limit
 b) 0.5 acre for City / Metros
- b. Building : **Own/Rented/Leased**
- c. Land Details to be in name of Trust and Society
 Records to be enclosed
 Sale deed Annexure-6 : **Enclosed/Not available**
- d. Building[†]: **Enclosed/Not available**
 i) Approved Building plan, to be Enclosed : Annexure-7
- e. Total Built Area of the college building in Sq.mts : Built up Area 8318 sq.mts.
 Amenities and Circulation Area 3647 sq.mts.

2. Class rooms:

Total Number of Class rooms provided at the end of 4 Year Course

Class	Required Nos	Available Nos	Required Area * for each class room	Available Area in Sq.mts	Remarks of the Inspectors
B. Pharm	06		6 of 90 Sq. mts Or 4 of 150 sq.mts. with Public address System.	486 Sq. mtrs.*	

(*To accommodate 100 students).

*At present we have 2 class rooms one each 117 & 96 and 4 class rooms of below 90 sq.mts. 4 more class rooms above 90 sq. mts. will be added in due course.

3. Laboratory requirement at the end of 4 Years

Sl. No.	Infrastructure for	Requirement as per Norms	Available No. & Area in Sq mts	Remarks/ Deficiency
1	Laboratory Area for B.Pharm Course (12 Labs)	90 Sq .mts x n (n=10) - Including Preparation room - Desirable 75 Sq. mts - Essential	1630.86 Sq mts	
2	Pharmaceutics Pharmaceutical Chemistry Pharmaceutical Analysis Pharmacology Pharmacognosy Pharmaceutical Biotechnology (Including Aseptic Room) Total no. Laboratories for B.Pharm course	03 Laboratories 02 Laboratories 01 Laboratory 02 Laboratories 01 Laboratories 01 Laboratories 10 Laboratories *	367.32 Sq mts 312.29 Sq mts 80 Sq mts 259.14 Sq mts 400.73 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 (mi nimum) 80-100 Sq.mts	95 Sq mts	
4	Area of the Machine Room		106.57	
5	Central Instrumentation Room	80 Sq.mts with A/ C	173 Sq mts	
6	Store Room – I	1 (Area 100 Sq mts)	105 Sq mts	
7	Store Room – II (For Inflammable chemicals)	1 (Area 20 Sq mts)	34 Sq mts	

*Number of laboratories required for entire course of 4 years.

Signature of the Head of the Institution

Signature of the Inspectors

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

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

4. Administration Area:

Sl.No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq .mts	
1	Principal's Chamber	01	30 Sq .mts		75 sq.mts.	
2	Office – I - Establishment	01	60 Sq. mts		76 sq.mts.	
3	Office – II - Academics					
4	Confidential Room					

5. Staff Facilities:

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq mts	
1	HODs for B.Pharm Course	Minimum 4	20 Sq mts x 4	5	138 Sq mts	
2	Faculty Rooms for B.Pharm course		10 Sq mts x n (n=No of teachers)	6	350 Sq mts	

6. Museum, Library, Animal House and other Facilities

Sl.No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq. mts	
1	Animal House	01	80 Sq mts	1	95 sq.mts.	
2	Library	01	150 Sq mts	1	203 sq.mts.	
3	Museum	01	50 Sq mts (May be attached to the Pharmacognosy lab)	1	79 sq.mts.	
4	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 seating capacity	Available as common facility (3 halls with a seating capacity of 250-300)		
5	Seminar Hall	01		5	136	
6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants		Available	

Signature of the Head of the Institution

Signature of the Inspectors

7. Student Facilities:

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq .mts	
1	Girl's Common Room (Essential)	01	60 Sq.mts	2	65 Sq mts	
2	Boy's Common Room (Essential)	01	60 Sq.mts		67 Sq mts	
3	Toilet Blocks for Boys	01	24 Sq.mts	3	56 Sq mts	
4	Toilet Blocks for Girls	01	24 Sq.mts	5	76 Sq mts	
5	Drinking Water facility – Water Cooler (Essential).	01			Available	
6	Boy's Hostel (Desirable)	01	9 Sq .mts / Room Single occupancy		Available	
7	Girl's Hostel (Desirable)	01	9 Sq .mts / Room (single occupancy) 20 Sq mts / Room (triple occupancy)		Available	
8	Power Backup Provision (Desirable)	01			Available	

8. Computer and other Facilities:

Name	Required	Available		Remarks of the Inspectors
		No.	Area in Sq. mts	
Computer Room for B.Pharm Course	01 (Area 75 Sq mts)	2	100	
Computer (Latest Configuration)	1 system for every 10 students	103 Nos.		
Printers	1 printer for every 10 computers	14 Nos.		
Multi Media Projector	01	6 Nos.		
Generator (5KVA)	01	2 Nos.		

Signature of the Head of the Institution

Signature of the Inspectors

9. Amenities (Desirable)

Name	Requirement as per Norms in area	Available		Not Available	Remarks/ Deficiency
		No.	Area in Sq. mts		
Principal quarters	80 Sq. mts			Not Available	
Staff quarters	16 x 80 Sq. mts			Not Available	
Canteen	100 Sq. mts		Available		
Parking Area for staff and students			Available		
Bank Extension Counter			Available		
Co operative Stores			Available		
Guest House	80 Sq. mts			Not Available	
Transport Facilities for students				Not Available	
Medical Facility (First Aid)			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:

Sl. No.	Item	Titles (No)	Minimum Volumes (No)	Available		Remarks of the Inspectors
				Title	Numbers	
1	Number of books	150	2000 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	1400 Nos.	5807 Nos.	
2	Annual addition of books		150 to 200 books per year	88 Nos.	261 Nos.	
3	Periodicals Hard copies / online		10 National 05 International periodicals	43	279	
4	CDS		Adequate Nos	Available		
5	Internet Browsing Facility		Yes/No (Minimum ten computers)	Yes		
6	Reprographic Facilities: Photo Copier Fax Scanner		01 01 01	Available Available Available		
7	Library Automation and Computerized System			Available		
8	Library Timings			11 A.M to 7 P.M		

10.B. Library Staff:

	Staff	Qualification	Required	Available	Remarks of the Inspectors
1	Librarian	M. Lib, M.Phil.	1	Available	
2	Assistant Librarian	D. Lib	1	Will be appointed	
3	Library Attenders	10 +2 / PUC	2	Available	

Signature of the Head of the Institution

Signature of the Inspectors

PART III ACADEMIC REQUIREMENTS

Course Curriculum:

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

(Required ratio --- Theory → 60:1 and Practical → 20:1) If more than 20 students in a batch 2 staff members to be present provided the lab is spacious.

2. Scheme of B. Pharm Course: **Annual** **Semester**

3. Date of Commencement of session / sessions:

Commencement	Completion
21/09/2015	14/05/2016

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

5. Total No. of working days:

6. Time Table:

Time Table for B. Pharm course Enclosed **Yes** **No**

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

I B. Pharm: Enclosed

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

II B. Pharm: Enclosed

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

Signature of the Head of the Institution

Signature of the Inspectors

III B. Pharm: Enclosed

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

IV B. Pharm: Enclosed

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

8 . Whether Tutorials are being conducted
(if any, as per university norms)

Yes

No

9. Number of Guest Lectures / Seminars / Work shops / Symposia / Presentations conducted during last Three years.

A.

Name of the Event	Year 2013-2014	Year 2014-2015	Year 2015-2016
Guest Lectures	3	3	1
Seminars	2	1	3
Workshops	1	0	2
Symposia	0	0	1

B. Papers Presented / Published during last three years

	Year 2013-2014		Year 2014-2015		Year 2015-2016	
	National	International	National	International	National	International
Published	17	16	1	14	0	2
Presented	18	0	17	0	0	0

Signature of the Head of the Institution

Signature of the Inspectors

10. Whether Internal Assessments are conducted periodically as per university norms

Yes No

Class	I Sessional Dates DD/MM/YY		II Sessional Dates DD/MM/YY		III Sessional Dates DD/MM/YY		Remarks of the Inspectors
	Theory	Practicals	Theory	Practicals	Theory	Practicals	
I B. Pharm-I Sem	13/10/2015	13/10/2015	23/11/2016	23/11/2016			
I B. Pharm-II Sem	29/02/2016	29/02/2016	11/04/2016	11/04/2016			
II B. Pharm-III Sem	13/10/2015	13/10/2015	23/11/2016	23/11/2016			
II B. Pharm-IVSem	29/02/2016	29/02/2016	11/04/2016	11/04/2016			
III B. Pharm	26/10/2015	26/10/2015	20/01/2016	20/01/2016	17/03/2016	17/03/2016	
IV B. Pharm	26/10/2015	26/10/2015	20/01/2016	20/01/2016	17/03/2016	17/03/2016	

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

Class	No. of Candidates scored more than 80%		No. of Candidates scored between 60 - 80%		No. of Candidates scored between 50 - 60%		No. of Candidates Less than 50%		Remarks of the Inspectors
	Th	Pr	Th	Pr	Th	Pr	Th	Pr	
I B. Pharm-I Sem	0	2	17	39	21	8	21	10	
I B. Pharm-II Sem	0	5	13	34	13	14	30	3	
II B. Pharm-III Sem	0	2	11	24	15	17	19	2	
II B. Pharm-IV Sem	3	4	21	29	18	11	2	0	
III B. Pharm	30	37	16	14	4	2	4	1	
IV B. Pharm	19	29	26	24	1	0	9	3	

12. Work load of Faculty members for B. Pharm – Enclosed

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

13. Percentage of students qualified in GATE in the last Three Years

Details	Year 2013-2014	Year 2014-2015	Year 2015-2016
No. of Students Appeared	20	15	4
No. of Students Qualified	10	3	1
Percentage	50	20	25

14. Whether the Institution has an Industry – Institution Interaction cell Yes No

If applicable please give the details for the previous Year

Events	Details for the Previous Year
No. of Industrial visits	2
Industrial Tour	0
Industrial Training	Students have undergoing industrial training in various Pharmaceutical industries across the country
No. of Resource Persons from the Industry for Guest Lectures	2
No. of Collaboration projects with Industry	3

Signature of the Head of the Institution

Signature of the Inspectors

15. Percentage of students Placed through the College Placement Cell in the Last Three Years

Year	Year 2013-2014	Year 2014-2015	Year 2015-2016
No. of students appeared for campus interview	45	65	40
% Placed	50	47	62

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

Yes	No
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Signature of the Head of the Institution

Signature of the Inspectors

PART IV - PERSONNEL

TEACHING STAFF:

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

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

2. Qualification and number of Staff Members

Qualification			
M. Pharm	PhD	Others - Full Time – Pharm.D	Part time
19	13*	Pharm.D - 2 .	4

* 1 Adjunct professor

3. Teaching Staff required year wise exclusively for B.Pharm for intake of 100 Students.

	No. of staff required
1. Pharmaceutical Chemistry	7
2. Pharmaceutical Analysis	2
3. Pharmacology	4
4. Pharmacognosy	4
5. Pharmaceutics	6
6. Pharmacy Practice	1
7. Principal	1
Total	25
*Part time teaching Staff	3
Remarks of the Inspection Team	

*Part time teaching staff for Mathematics, Biology and Computer Science can be appointed.

Signature of the Head of the Institution

Signature of the Inspectors

4. **Staff Pattern for B. Pharm courses Department wise / Division wise:**

Professor: Asst. Professor: Lecturer

Department / Division	Name of the post	For strength of 100 students	Provided by the institution	Remarks of inspection team
Department of Pharmaceutics	Professor	1	1	
	Asst. Professor / Associate Professor	2	2	
	Lecturer*	3	4	
Department of Pharmaceutical Chemistry	Professor	1	3	
	Asst. Professor	3	2	
	Lecturer*	3	2	
Department of Pharmacology	Professor	1	3	
	Asst. Professor	2	2	
	Lecturer*	1	1	
Department of Pharmacognosy	Professor	1	1	
	Asst. Professor	1	1	
	Lecturer*	2	2	
Department of Pharmacy Practice	Professor/Asst. / Asso. Professor	1	2	
	Lecturer*	1	5	
Department of Pharmaceutical Analysis	Asst. Professor	1	1	
	Lecturer*	1	1	

*As per AICTE & UGC norms Lecturer designation is not indicated. Hence the entry level designation commences as Asst. Professor

5. **Selection criteria and Recruitment Procedure for Faculty:**

a.	Whether Recruitment Committee has been formed	Yes / No
b.	Whether Advertisement for vacancy is notified in the Newspapers	Yes / No
c.	Whether Demonstration Lecture has been conducted	Yes / No
d.	Whether opinion of Recruitment Committee Recorded	Yes / No

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

Name of Faculty Member	Period	%
Dr. V. Madhavan, Prof. M. Narayana Babu, Prof. C.H.S. Venkataramana, Dr. S. Bharath, Mrs. Judy Jays, Mrs. B.V. Suma.	Duration of 15 yrs. and above	20
Dr. B.V. Basavaraj, Dr. Anita Murali, Dr. R. Deveswaran, Mrs. Sindhu Abraham, Mrs. Sharon Caroline Furtuado.	Duration of 10 yrs. and above	14
Dr. G.R. Saraswathy, Dr. E. Maheswari, Mrs. R. Gowri, Dr. Ashoka Babu. V.L, Mr. K. Sundara Saravanan, Ms. Knolin K Thachil, Mrs. Mamatha. K, Mr. Dhrubojyoti Mukherjee, Dr. S.N. Yoganarasimhan.	Duration of 5 yrs. and above	26
Mr. Mohammed Azamthulla, Mrs. Sathiya. R, Mrs. Vijay Bhanu, Dr. D.R. Harish Kumar, Mrs. Shwetha. K, Dr. Anbu. J, Mr. Subeesh K. Viswam, Mrs. Seema Sharma, Dr. V. Lakshmi Prasanna Marsie, Dr. Shvetank Bhatt, Ms. Hajira Banu. H, Mr. Manikanta Swamy Murahari, Dr. Shrinivasan, Ms. Ann Mary Swaroop	Less than 5 yrs.	40

7. **Details of Faculty Turnover:**

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

Signature of the Head of the Institution

Signature of the Inspectors

8.Number of Non-teaching staff available for B. Pharm course for intake of 100 Students:

Sl. No.	Designation	Required (Minimum)	Required Qualification	Available		Remarks of the Inspection team
				Number	Qualification	
1	Laboratory Technician	1 for each Dept	D. Pharm	4*	D.Pharm	
2	Laboratory Assistants / Attenders	1 for each Lab (minimum)	SSLC	7		
3	Office Superintendent	1	Degree	1	B. Com.,	
4	Accountant	1	Degree	1	B. Com.,	
5	Store keeper	1	D. Pharm/ Degree	1	D.Pharm	
6	Computer Data Operator	1	BCA / Graduate with Computer Course	1	M.Sc. Appl. Sc.	
7	Office Staff I	1	Degree	1	B. Com.,	
8	Office Staff II	2	Degree	2	B. Com.,	
9	Peon	2	SSLC	2	7 th Std.	
10	Cleaning personnel	Adequate	---	Available	3 rd Std.	
11	Gardener	Adequate	---	Available		

* 2 with D.Pharm qualification and 2 more with D.Pharm/ B.Sc. qualification will be added

Signature of the Head of the Institution

Signature of the Inspectors

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

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

(Inspectors to verify documents pertaining to the above)

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

(Inspectors to verify documents pertaining to the above)

12. Scope for the promotion for faculty: Promotions

Yes No

13. Gratuity Provided

Yes No

14. Details of Non-teaching staff members (list to be enclosed): Enclosed

Sl No	Name	Designation	Qualification	Date of Joining	Experience	Signature	Remarks of the Inspectors

15. Whether Supporting Staff (Technical and Administrative) are encouraged for skill up gradation programs. Yes/ No

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Signature of the Inspectors

PART V - DOCUMENTATION**Records Maintained: Essential**

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

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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)**

SI	Expenditure in Rs. 2013-2014			Expenditure in Rs. 2014-2015			Expenditure in Rs. 2015-2016			Remarks of the Inspectors*
No.	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Returning	Total budget sanctioned	Recurring	Non Returning	
	32000000	800000	31200000	71177000	5114000	66063000	-	-	-	

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

SI	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs.			Remarks of the Inspectors*
No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Chemicals	1400000	400000	Chemicals	1800000	875517	Chemicals			
	Glassware	600000	50000	Glassware	600000		Glassware	652204	652204	

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

SI	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs.			Remarks of the Inspectors*
No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Equipment	800000	700000	Equipment	4214000	2078269	Equipment	3100521	3100521	

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

SI No.	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
1	Books	400000	200000	Books	300000	1035691	Books	582319	582319	
2	Journals	300000	100000	Journals	360000	275877	Journals	513844	513844	

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

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PART VII – EQUIPMENT AND APPARATUS

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

DEPARTMENT OF PHARMACOLOGY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscopes	20	20	Yes	
2	Haemocytometer with Micropipettes	20	20	Yes	
3	Sahli's haemocytometer	20	25	Yes	
4	Hutchinson's spirometer	01	1	Yes	
5	Spygmomanometer	10	10	Yes	
6	Stethoscope	10	10	Yes	
7	Permanent Slides for various tissues	One pair of each tissue Organs and endocrine glands One slide of each organ system	100 full set	Yes Yes Yes Yes	
8	Models for various organs	One model of each organ system	25	Yes Yes	
9	Specimen for various organs and systems	One model for each organ system	5	Yes Yes	
10	Skeleton and bones	One set of skeleton and one spare bone	1	Yes	
11	Different Contraceptive Devices and Models	One set of each device	5	Yes	
12	Muscle electrodes	01	1	Yes	
13	Lucas moist chamber	01	1	Yes	
14	Myographic lever	01	1	Yes	
15	Stimulator	01	1	Yes	
16	Centrifuge	01	1	Yes	
17	Digital Balance	01	1	Yes	
18	Physical /Chemical Balance	01	1	Yes	
19	Sherrington's Kymograph Machine / Polyrite	10	10	Yes	

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20	Sherrington Drum	10	10	Yes	
21	Perspex bath assembly (single unit)	10	10	Yes	
22	Aerators	10	10	Yes	
23	Computer with LCD	01	1	Yes	
24	Software packages for experiment	01	1	Yes	
25	Standard graphs of various drugs	Adequate number	Available	Yes	
26	Actophotometer	01	1	Yes	
27	Rotarod	01	1	Yes	
28	Pole climbing apparatus	01	1	Yes	
29	Analgesiometer (Eddy's hot plate and radiant heat methods)	01	1	Yes Yes	
30	Convulsiometer	01	1	Yes	
31	Plethysmograph	01	1	Yes	
32	Digital pH meter	01	1	Yes	

Apparatus:

Sl. No.	Name	Minimum required No.s	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Folin-Wu tubes	60	60	Yes	
2	Dissection Tray and Boards	10	15	Yes	
3	Haemostatic artery forceps	10	15	Yes	
4	Hypodermic syringes and needles of size 15,24,26G	10	10	Yes Yes	
5	Levers, cannulae	20	25	Yes	

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

DEPARTMENT OF PHARMACOGNOSY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscope with stage micrometer	20	20	Yes	
2	Digital Balance	02	2	Yes	
3	Autoclave	02	2	Yes	
4	Hot air oven	02	3	Yes	

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5	B.O.D.incubator	01	1	Yes	
6	Refrigerator	01	1	Yes	
7	Laminar air flow	01	1	Yes	
8	Colony counter	02	2	Yes	
9	Zone reader	01	1	Yes	
10	Digital pH meter	01	1	Yes	
11	Sterility testing unit	01	1	Yes	
12	Camera Lucida	20	20	Yes	
13	Eye piece micrometer	20	20	Yes	
14	Incinerator	01	1	Yes	
15	Moisture balance	01	1	Yes	
16	Heating mantle	20	20	Yes	
17	Flourimeter	01	1	Yes	
18	Vacuum pump	02	2	Yes	
19	Micropipettes (Single and multi channeled)	05	5	Yes	
20	Micro Centrifuge	01	1	Yes	
21	Projection Microscope	01	1	Yes	

Apparatus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Reflux flask with condenser	20	20	Yes	
2	Water bath	20	20	Yes	
3	Clavengers apparatus	10	10	Yes	
4	Soxhlet apparatus	10	10	Yes	
6	TLC chamber and sprayer	10	10	Yes	
7	Distillation unit	01	1	Yes	

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

DEPARTMENT OF PHARMACEUTICAL CHEMISTRY Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Hot plates	05	5	Yes	
2	Oven	03	3	Yes	
3	Refrigerator	01	1	Yes	

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4	Analytical Balances for demonstration	05	5	Yes	
5	Digital balance 10mg sensitivity	10	10	Yes	
6	Digital Balance (1mg sensitivity)	01	1	Yes	
7	Suction pumps	06	6	Yes	
8	Muffle Furnace	01	1	Yes	
9	Mechanical Stirrers	10	10	Yes	
10	Magnetic Stirrers with Thermostat	10	10	Yes	
11	Vacuum Pump	01	1	Yes	
12	Digital pH meter	01	1	Yes	
13	Microwave Oven	02	2	Yes	

Apparatus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Distillation Unit	02	2	Yes	
2	Reflux flask and condenser single necked	20	20	Yes	
3	Reflux flask and condenser double / triple necked	20	20	Yes Yes	
4	Burettes	100	100	Yes	
5	Arsenic Limit Test Apparatus	25	25	Yes	
6	Nessler's Cylinders	50	50	Yes	

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

DEPARTMENT OF PHARMACEUTICS

Equipment:

Sl. No.	Name	Minimum Required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Mechanical stirrers	20	20	Yes	
2	Homogenizer	10	10	Yes	
3	Digital balance	05	5	Yes	
4	Microscopes	10	10	Yes	
5	Stage and eye piece micrometers	15	15	Yes	
6	Brookfield's viscometer	01	1	Yes	
7	Tray dryer	01	1	Yes	
8	Ball mill	01	1	Yes	

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9	Sieve shaker with sieve set	01	1	Yes	
10	Double cone blender	01	1	Yes	
11	Propeller type mechanical agitator	05	5	Yes	
12	Autoclave	01	1	Yes	
13	Steam distillation still	01	1	Yes	
14	Vacuum Pump	01	1	Yes	
15	Standard sieves, sieve no. 8, 10, 12,22,24, 44, 66, 80	10 sets	10 sets	Yes	
16	Tablet punching machine	01	1	Yes	
17	Capsule filling machine	01	1	Yes	
18	Ampoule washing machine	01	1	Yes	
19	Ampoule filling and sealing machine	01	1	Yes	
20	Tablet disintegration test apparatus IP	02	2	Yes	
21	Tablet dissolution test apparatus IP	01	1	Yes	
22	Monsanto's hardness tester	02	2	Yes	
23	Pfizer type hardness tester	01	1	Yes	
24	Friability test apparatus	01	1	Yes	
25	Clarity test apparatus	01	1	Yes	
26	Ointment filling machine	01	1	Yes	
27	Collapsible tube crimping machine	01	1	Yes	
28	Tablet coating pan	01	1	Yes	
29	Magnetic stirrer, 500ml and 1 liter capacity with speed control	05 EACH 10	5 each 10	Yes	
30	Digital pH meter	01	1	Yes	
31	All purpose equipment with all accessories	01	1	Yes	
32	Aseptic Cabinet	01	1	Yes	
33	BOD Incubator	02	2	Yes	
34	Bottle washing Machine	01	1	Yes	
35	Bottle Sealing Machine	01	1	Yes	
36	Bulk Density Apparatus	02	2	Yes	
37	Conical Percolator (glass/ copper/ stainless steel)	10	10	Yes	
38	Capsule Counter	02	2	Yes	
39	Energy meter	02	2	Yes	
40	Hot Plate	02	2	Yes	

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41	Humidity Control Oven	01	1	Yes	
42	Liquid Filling Machine	01	1	Yes	
43	Mechanical stirrer with speed regulator	02	2	Yes	
44	Precision Melting point Apparatus	01	1	Yes	
45	Distillation Unit	01	1	Yes	

Apparatus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Ostwald's viscometer	20	20	Yes	
2	Stalagmometer	20	20	Yes	
3	Desiccator*	10	10	Yes	
4	Suppository moulds	20	20	Yes	
5	Buchner Funnels (Small, medium, large)	05 each	5 each	Yes	
6	Filtration assembly	01	1	Yes	
7	Permeability Cups	05	5	Yes	
8	Andreason's Pipette	05	5	Yes	
9	Lipstick moulds	10	10	Yes	

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

PHARMACEUTICAL BIOTECHNOLOGY

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Orbital shaker incubator	01	1	Yes	
2	Lyophilizer (Desirable)	01	1	Yes	
3	Gel Electrophoresis (Vertical and Horizontal)	01	1	Yes	
4	Phase contrast/Trinocular Microscope	01	1	Yes	
5	Refrigerated Centrifuge	01	1	Yes	
6	Fermenters of different capacity (Desirable)	01	0	No	
7	Tissue culture station	01	1	Yes	
8	Laminar airflow unit	01	1	Yes	

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9	Diagnostic kits to identify infectious agents	01	1	Yes	
10	Rheometer	01	1	Yes	
11	Viscometer	01	1	Yes	
12	Micropipettes (single and multi channeled)	01 each	1 each	Yes	
13	Sonicator	01	1	Yes	
14	Respinometer	01	1	Yes	
15	BOD Incubator	01	1	Yes	
16	Paper Electrophoresis Unit	01	1	Yes	
17	Micro Centrifuge	01	1	Yes	
18	Incubator water bath	01	1	Yes	
19	Autoclave	01	1	Yes	
20	Refrigerator	01	1	Yes	
21	Filtration Assembly	01	1	Yes	
22	Digital pH meter	01	1	Yes	

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

CENTRAL INSTRUMENTATION ROOM:

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

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13	Atomic Absorption and Emission spectrophotometer (Desirable)	01	0	No	
14	Biochemistry Analyzer (Desirable)	01	1	Yes	
15	Carbon, Hydrogen, Nitrogen Analyzer (Desirable)	01	1	Yes	
16	Deep Freezer (Desirable)	01	1	Yes	
17	Ion- Exchanger	01	1	Yes	
18	Lyophilizer (Desirable)	01	1	Yes	

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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