

PHARMACY COUNCIL OF INDIA
Standard Inspection Format (S.I.F) for institutions conducting B.Pharm
(To be filled and submitted to PCI by an organization seeking approval of the
course/continuation of the approval)

(SIF-B)

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

<p>A-I.1 Name of the Institution: Complete Postal address: STD code Telephone No. Fax No. E-mail Year of Establishment</p>	<p>School of Pharmacy, Desh Bhagat University, Amloh Road, Mandi Gobindgarh, 147301 (Punjab) STD code Telephone No. 01765-520514 Fax 01765-520559 E-mail: vc@deshbhagatuniversity.in 2015-16</p>
<p>Status of the course conducting body: Government/University/Autonomous/Aided/ Private (Enclose copy of Registration documents of Society/Trust)</p>	<p>State Private University - Enclosed as per Annexure -1</p>
<p>A-I.2 Name, address of the Society/Trust/Management (attach documentary evidence) STD Code: Telephone No: Fax No: E-mail Web Site:</p>	<p>Aasra Foundations Registered under Society Registration Act 1860 (Documentary evidence is enclosed as per Annexure-2). it is sponsoring body of Desh Bhagat University Telephone No. : 0172-4000818 Fax No. : 01765-520559 E-mail: chancellor@deshbhagatuniversity.in</p>
<p>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</p>	<p>Dr. Virinder Singh (Vice Chancellor) Desh Bhagat University, Mandi Gobindgarh STD Code : 01765 Telephone No. : 01765 -520508, 548 (Office) Mobile No. : 9876020295 Fax No. 01765-520559 E-Mail :vc@deshbhagatuniversity.in</p>
<p>A - I. 4 Name and Address of the Head of the Institution</p>	<p>Dr. (Prof.) Firoz Anwar, Head School of Pharmacy, Desh Bhagat University, Mandi Gobindgarh</p>

A-I.5

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

Signature of the Head of the Institution

Signature of the Inspectors

a. Details of Affiliation Fee Paid

Name of the Course	Affiliation Fee paid upto	Receipt No	Dated	Remarks of the Inspectors
B.Pharm	Demand Draft Rs. 125000 bearing DD. No. 781700, dated 28/5/2015 One Demand Draft of Rupees 1,00,000/- (Rs. One Lakh only) bearing No. 782390, dated 18/4/2016 in favour of Pharmacy Council of India in respect of affiliation fee for the session 2016-17	Not mentioned	Not mentioned	

Detail Enclosed as per Annexure -3

b. APPROVAL STATUS:

Name of the Course	Approved up to	Intake Approved and Admitted	PCI	STATE GOVERNMENT	UNIVERSITY	Remarks of the Inspector
B. Pharmacy	Approved for start of new session (2016-17)	60 seats for the session 2016-17 and total no. of admitted students are 29.	✓	x	Desh Bhagat University, Village Saunti, Tehsil Amloh, District Fatehgarh Sahib -147203	

c. STATUS OF APPLICATION

COURSES INSPECTED				
Faculty/ Subject	Extension of Approval	Increase in Intake of Seats	Rema	
			Current Intake	Proposed increase
B. Pharmacy	60	NA	60(session 2016-17)	No

Note: Enclose relevant documents: Approval from PCI is enclosed as per Annexure 4

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

A-I.6a

Yes

No

Status of the Pharmacy Course:

Independent Building: Yes

Wing of another college: No.

Separate Campus: Yes

Multi Institutional Campus

**Examining Authority
With complete postal**

:Er. Parmod Mandal, Controller of Examinations
Desh Bhagat University, Amloh Road, Mandi Gobindgarh

Address, Telephone No.

: 9216565403, 01765520756

And STD Code.

01765-502666

Signature of the Head of the Institution

Signature of the Inspectors

B-DETAILS OF THE INSTITUTION

B-I.1 Name of the Principal					
Dr.(Prof.) Firoz Anwar	Qualification*		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M.Pharmacy	M.Pharmacy Pharmaceutical Chemistry)	+20 yrs	+20 yrs.	
	PhD	Phd Pharmaceutical Sciences			

*Documentary evidences would be provided --- Appointment Letter+ Resume is enclosed as per Annexure -5

B-I.2

For institution seeking continuation of affiliation

Course	Date of last Inspection	Remarks of the Previous Inspection Report	Complied /Not Complied	Intake reduced/Stopped in the last 03 years*
B.Pharmacy	30 th and 31 July 2015	Approval for the session 2016-17	Complied	Nil (1 st Batch started w.e.f 8/8/2016)

*Enclose Documents— Approval from PCI is enclosed as per **Annexure 6**

B-I.3

Status of Governing Council:	Government/Trust/Society/Individual/University [√]
Details of the Governing Body	Enclosed as per Annexure -7 [√]
Minutes of the last Governing council Meeting	Enclosed as per Annexure -7 [√]

B-I.4

Pay Scales: Will be implemented as per norms

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

B-I.5

B.Pharmacy Course: Admission Statement for the Past Three Years—NA

ACADEMIC YEAR	Year 2015-16	Year 2016-17	Year 2017-18
Sanctioned	Nil	60	Nil
No. of Admissions	Nil	29 (Admission Process is going on)	Nil
Unfilled Seats	Nil	Nil	Nil
No. of Excess Admissions	Nil	Nil	Nil

Signature of the Head of the Institution

Signature of the Inspectors

Please Note : With reference to your letter No. 32-1181/2015-PCI, dated 18th August 2016 regarding decision taken by 99th Central Council of the PCI in its meeting held on 10th and 11th June 2016 regarding :

1. Approval granted to start B. Pharmacy course with intake capacity of 60 seats in the University School of Pharmacy , Desh Bhagat University, Mandi Gobindgarh for the session 2016-17 .
2. Approval granted to B. Pharmacy 1st year course for 2015-16 Academic Session for 60 admissions to treat **for 2016-17 Academic Session as no admission were made in B.Pharm 1st Year 2015-16 Academic Session.** (Copy attached as per Annexure - 6

B-I.6

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

ACADEMIC YEAR	Year 200-	Year 200-	Y
1 st year	1 st Batch of B.Pharmacy course has started w.e.f 8 th August 2016 hence examination will be conducted for the same in the month of December 2016 as per schedule of examination prescribed by the Examination Department .		
2 nd year			
3 rd year			
Final year			
Pass%(Final Year)			

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. Nandan Singh (Assistant
Programme conducted (mention details)	To be conducted in Month of October /November 2016
Whether students participating in University level cultural activities/Co-curricular/sports activities	Yes , Schedule has been made for participating by the students in University level cultural activities/Co-curricular/sports activities (As 1 st Batch of B. Pharmacy
Physical Instructor	Mr. Nandan Singh (Assistant
Sports Ground	Yes , Available

C -

FINANCIAL STATUS OF THE INSTITUTION financial Statement of Institute should be furnished

C .1 Resources and funding agencies (give complete list) AASRA FOUNDATIONS REGISTERED UNDER SOCIETY REGISTRATION ACT 1860 IS SPONSORING BODY OF DESH BHAGAT UNIVERSITY-(Copy of Balance Sheet Enclosed AS PER Annexure 8)

C.2 Please provide following information

Re			Exp			Remarks of the Inspectors
Sl. No.	Particulars	Amount p.a	Sl. No.	Particulars	Amount	
1.	Grants Government Others	As per Balance Sheet for the session 2015-16	CAPITALEXPENDITURE			

Signature of the Head of the Institution

Signature of the Inspectors

2.	Tuition Fee	enclosed as per Annexure -8	1.	Building	As per Balance Sheet for the session 2015-16 enclosed as per Annexure-8	
3.	Library Fee		2.	Equipment		
4.	Sports Fee		3.	Others		
5.	Union Fee		REVENUEEXPENDITURE			
6.	Others		1	Salary		
			2.	MAINTENANCE EXPENDITURE		
			i	College		
			ii	Others		
			3.	University Fee (Ifany)	As per Balance Sheet for the session 2015-16 enclosed as per Annexure-8	
			4.	Apex Bodies Fee		
			5.	Government Fee		
			6.	Deposited by the College		
			7.	Others		
			8.	Misc.Expenditure		
			Total			
Total						

Note: Enclose relevant documents : Annexure-8

PART-II PHYSICAL INFRASTRUCTURE

1.a. Availability of Land (B.Pharmacy courses)

√

Available/Not Available

- a) 2.5acres District
 HQ/Corporation/Municipality limit
 b)0.5acre for City/Metros

b. Building

√

Own/Rented/Leased

c.Land Details to be in name of Trust and Society

- Records to be enclosed
 Sale deed

√

Enclosed as per Annexure 9

d. Building†:

√

- i)Approved Building plan, to been closed: **Enclosed as per Annexure 10**

e. Total Built Area of the college building in Sq. mts : Built up Area

2600 sq mts

SignatureoftheHeadoftheInstitution

SignatureoftheInspectors

2. Classrooms:**Total Number of Classrooms provided at the end of 4YearCourse**

Class	Required Nos	Available Nos	Required Area* For each classroom	Available Area in Sq.mts	Remarks of the Inspectors
B. Pharmacy	04	04	90Sq.mts each (Desirable) 75Sq.mts each (Essential)	90 Sq.mts	

(*To accommodate 60 students).

3. Laboratory requirement at the end of 4 Years

Sl. No.	Infrastructure for	Requirement as per Norms	Available No. & Area in Sq mts FOR 1 ST and 2 nd YEAR	Remarks/ Deficiency
1	Laboratory Area for B.Pharm Course (12Labs)	90Sq.mtsxn(n=10)-Including Preparation room-Desirable 75Sq.mts-Essential	7 (106 Sq.mts each)	
2	Pharmaceutics (1) Pharmaceutical Chemistry (1) Pharmaceutical Analysis (1) Pharmacology (1) Pharmacognosy (1) Pharmaceutical Biotechnology (Including Aseptic Room) Total no. Laboratories for B. Pharm course	03Laboratories 02Laboratories 01Laboratory 02Laboratories 01Laboratories 01Laboratory 10Laboratories*	Pharmaceutics 2 lab Pharmaceutical Chemistry 2 lab Pharmaceutical Analysis 1 lab Pharmacognosy 1 lab Pharmacology 2 lab Total 8 labs	
3	Preparation Room for each lab (One room can be shared by two labs, if it is in between two labs)	10sqmts (minimum)		
4	Area of the Machine Room	80-100Sq.mts	106 Sq. mts	
5	Central Instrumentation Room	80Sq.mtswithA/C	Available	
6	Store Room-I	1(Area100Sqmts)	121 Sq. mts	
7	Store Room-II (For Inflammable chemicals)	1(Area20Sqmts)		

*Numberoflaboratoriesrequiredforentirecourseof4years.

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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	30Sq.mts	01	52 Sq.mts	
2	Office-I-Establishment	01	60Sq.mts	01	61 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	20Sq.mtsx4	01	26 Sq.mts	
2	Faculty Rooms for B.Pharm course		10Sq.mtsxn (n=No of teachers)	01	25Sq.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	80Sq.mts	Under construction	-----	
2	Library	01	150Sq.mts	01	Central Library 7992 Sq.m Departmental Library 150 Sq.m	
3	Museum	01	50Sq.mts (May be attached to the Pharmacognosy lab)	01	53 Sq.mts	
4	Auditorium/ Multi Purpose Hall (Desirable)	01	250-300 seating capacity	01	Yes	
5	Seminar Hall	01	-	01	212 Sq.m	
6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	01	3717 .48 sq.m	

Signature of the Head of the Institution

Signature of the Inspectors

7.Students 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	60Sq.mts	01	80 Sqmts	
2	Boy's Common Room (Essential)	01	60Sq.mts	01	70 Sqmts	
3	Toilet Blocks for Boys	01	24Sq.mts	01	24 Sqmts	
4	Toilet Blocks for Girls	01	24Sq.mts	01	24 Sqmts	
5	Drinking Water facility – Water Cooler (Essential).	01		01	Yes	
6	Boy's Hostel (Desirable)	01	9Sq.mts / Room Single occupancy	01	Centralized hostel 9Sq.mts / Room Single occupancy	
7	Girl's Hostel (Desirable)	01	9Sq.mts/ Room(single occupancy) 20Sqmts/ Room (triple occupancy)	01	Centralized hostel 9Sq.mts/ Room(single occupancy) 20Sqmts/ Room (triple occupancy)	
8	Power Backup Provision (Desirable)	01		01	Yes	

8.ComputerandotherFacilities:

Name	Required	Available		Remarks of the Inspectors
		No.	Area in Sq.mts	
Computer Room for B. Pharmacy Course	01 (Area75Sqmts)	01	01(Area 75Sqmts)	
Computer (Latest Configuration)	1systemforevery10students	12	Available1systemforevery10students	
Printers	1printerforevery10 computers	1	Available1printerforevery10	
Multi Media Projector	01	01	Available	
Generator (5KVA)	01	01	Available	

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9.Amenities(Desirable)

Name	Requirement as per Norms in area	Available		Not Available	Remarks/ Deficiency
		No.	Area in Sq. mts		
Principal quarters	80Sq.mts	01	80Sq.mts (Univ.own township)		
Staff quarters	16x80Sq.mts	40	Univ.own township(16x80Sq.mts)		
Canteen	100 Sq. mts	01	111Sq.mts.		
Parking Area for staff and			Yes		
Bank Extension Counter			Yes		
Co operative Stores			Yes		
Guest House	80 Sq. mts	02	Yes 80 Sq.mts		
Transport Facilities for students			Yes		
Medical Facility (First Aid)			Yes		

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	1500 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	157	1018	
2	Annual addition of books		100 to150 books Per year	NA	100	
3	Periodicals Hardcopies/online		10National 05Internationalperiodicals	NA	10 National 5 International DELNET	
4	CDS		Adequate Nos	NA	40	
5	Internet Browsing Facility		Yes/No (Minimum ten computers)	Yes	Yes 10 computers	
6	Reprographic Facilities: Photo Copier Fax Scanner		01 01 01	Yes 01 01 01	01 01 01	
7	Library Automation and Computerized System			Yes		
8	Library Timings		9:00am to 5:00 pm			

10.B.LibraryStaff:

	Staff	Qualification	Required	Available	Remarksof the Inspectors
1	Librarian	M.Lib	1	Yes	
2	Assistant Librarian	D.Lib	1	Yes	
3	Library Attenders	10+2/PUC	2	Yes	

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SignatureoftheInspectors

PART III ACADEMIC REQUIREMENTS

Course Curriculum:

1. Student Staff Ratio: Theory Practical's Remarks of the Inspectors

(Required ratio --- Theory → 60:1 and Practical's → 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: semester

3. Date of Commencement of session /sessions:

Commencement	Completion
August /2016	May 2020

No of Days No of Days

4. Vacation: Summer: 30 Winter: 10

5. Total No. of working days 5 days/week

6. TimeTable: will make accordingly

Time Table for B.Pharmacy course Enclosed Yes

77. Whether the prescribed numbers of classes are being conducted as per university norms
I B. Pharmacy : YES the classes of B.Pharmacy will be conducted as per University Norms

Subject	No of Theory Classes		Practical's			Remark 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		
1 st Batch of Session 2016-17 has just started w.e.f 8/8/2016						

Subject	No of Theory Classes		Practical's			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		
1 st Batch of Session 2016-17 has just started w.e.f 8/8/2016						

IIIB.Pharm:

Signature of the Head of the Institution

Signature of the Inspectors

Subject	No of Theory Classes		Practicals			Remarks of the Inspectors
	Prescribed No of Hrs	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		
1 st Batch of Session 2016-17 has just started w.e.f 8/8/2016						

IVB.Pharm:

Subject	No of Theory Classes		Practicals			Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
1	2	3	4	5		
1 st Batch of Session 2016-17 has just started w.e.f 8/8/2016						

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

Yes, as per University Norms.

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

Name of the Event	Year200-	Year200-	Year200-
Guest Lectures	1 st Batch of Session 2016-17 has just started w.e.f 8/8/2016. Schedule of programme has been made for Guest Lectures / Seminars /Workshops and Symposia in the month of October/ November 2016.		
Seminars			
Workshops			
Symposia			

B. Papers Presented / Published during last three years

	Year200-		Year200-		Year200-	
	National	International	National	International	National	International
Published Presented	1 st Batch of B. Pharmacy Course (Session 2016-17) has started w.e.f 8/8/2016.					

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

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	3 rd October 2016 to 7 th October 2016	4 th October 2016 to 7 th October 2016	14 th November 2016 to 18 th November 2016	14 th November 2016 to 18 th November 2016	Nil	Nil	
II B.Pharm	1 st Batch of B. Pharmacy Course (Session 2016-17) has started w.e.f 8/8/2016.						
III B.Pharm							
IV B.Pharm							

Signature of the Head of the Institution

Signature of the Inspectors

11. Whether Evaluation of the internal assessments is Fair NA

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	1st Batch of B. Pharmacy Course (Session 2016-17) has started w.e.f 8/8/2016.								
II B.Pharm									
III B.Pharm									
IV B.Pharm									

12. Work load of Faculty members for B.

Sl. No	Name of the Faculty	Subjects taught	B. Pharm		Total work load	Specific Remarks of the Inspector
			Th	Pr		
Enclosed as per Annexure 11						

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

Details	Year200-	Year200-	Year200-
No. of Students Appeared	1st Batch of B. Pharmacy Course (Session 2016-17) has started w.e.f 8/8/2016.		
No. of Students Qualified			
Percentage			

14. Whether the Institution has an Industry – Institution Interaction cell
 If applicable please give the details for the previous Year
 (Will be implemented)

Yes No

Events	Details for the Previous Year
No. of Industrial visits	1st Batch of B. Pharmacy Course (Session 2016-17) has started w.e.f 8/8/2016.
Industrial Tour	
Industrial Training	
No. of Resource Persons from the Industry for Guest Lectures	
No. of Collaboration projects with Industry	

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

Year	Year200-	Year200-	Year200-
No. of students appeared for campus interview	1st Batch of B. Pharmacy Course (Session 2016-17) has started w.e.f 8/8/2016.		
% Placed			

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

Will be implemented

Signature of the Head of the Institution

Signature of the Inspectors

PARTIV-PERSONNEL

TEACHING STAFF:

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

Sl No	Name	Designation	Qualification	Date of Joining	Teaching Experience	State Pharmacy Council RegNo.	Signature of the faculty	Remarks of the Inspect
					AfterP			
1.	Dr. Firoz Anwar	Director/ Principal	Ph.D Pharmacy	1/8/2016	+ 20 yrs	30763		
2.	Dr. Puja Gulati	Professor	Ph.D , M.Pharma (Pharmacology)	1/7/2016	10 yrs	33963		
3.	Mrs. Gurdeep Kaur	Assistant Professor	M.Pharma (Pharmaceutics)	1/8/2016	1 yrs	40432		
4.	Mrs. Shipra Thapar	Assistant Professor	M.Pharma (Pharmaceutical Chemistry)	8/8/2016	2 yrs	38490		
5.	Mr. Pankaj Wadhwa	Assistant Professor	M.Pharma (Pharmaceutical Chemistry)	1/8/2016	Fresher	applied for		
6.	Ms. Ravneet Kaur	Assistant Professor	M. Pharmacy (Pharmacognosy)	1/8/2016	Fresher	Applied For		
7.	Ms. Diljot Kaur	Assistant Professor	M. Pharma (Pharmacology)	Consent received	Fresher	applied for		
8.	Ms. Amandeep Kaur	Assistant Professor	M.Pharma (Pharmaceutics)	Consent received	1yrs	40195		
9.	Ms. Priya Sharma	Assistant Professor	M. Pharmacy (Pharmacognosy)	Consent received	3+ yrs	33905		
10.	Mrs. Meena Veram	Assistant Professor	MA (English)	1/8/2016		-		
11.	Dr. Narinder Kaur	Assistant Professor	Ph.D Maths	Consent received		-		
12.	Mr. Summit	Assistant Professor	MCA	1/8/2016		-		
13.	Mr. Pankaj Kumar	Assistant Professor	MCA	1/8/2016		-		

Signature of the Head of the Institution

Signature of the Inspectors

2. Qualification and number of Staff Members

Qualification		
M.Pharm	PhD	Others-Full Time
07	02	04

3. Teaching Staff required year wise exclusively for B.Pharm for intake of 60 Students.

	No. of staff required for I *B.Pharm	Available	No. of staff required for II B.Pharm	Available	No. of staff required for III B.Pharm	Available	No. of staff required for IV B.Pharm	Available
Principal	1	1	1	1	1		1	
Pharmaceutical Chemistry	1	1	2	2	3	Faculty are completed as per Norms in B. Pharmacy-2 nd yr	4	Faculty are completed as per Norms in B. Pharmacy-2 nd yr
Pharmaceutical Analysis	1	1	--	-	-		1	
Pharmacology	1	1	2	2	3		4	
Pharmacognosy	1	1	2	2	3		3	
Pharmaceutics	1	1	2	2	3		4	
Total	6	9	9	9	13		17	
Part time teaching Staff	3	3	-	1	-		-	
Remarks of the Inspection Team	Total Faculty members =13 for 1 st and 2 nd year							

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

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

Professor: Asst. Professor: Lecturer

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Department/Division	Name of the post	For strength of 60 students	Provided by the institution	Remarks of inspection team
Department of Pharmaceutics	Professor	1	1	
	Asst. Professor	2	2	
	Lecturer	-	-	
Department of Pharmaceutical Chemistry (Including Pharmaceutical Analysis)	Professor	1	1	
	Asst. Professor	2	2	
	Lecturer	-	-	
Department of Pharmacology	Professor	1	1	
	Asst. Professor	2	2	
	Lecturer	-	-	
Department of Pharmacognosy	Professor	-	-	
	Associate Prof.	-	-	
	Asst. Professor	1	1	
	Lecturer	-	-	

5. Selection criteria and Recruitment Procedure for Faculty:

a.	Whether Recruitment Committee has been formed	Yes <input checked="" type="checkbox"/> / No
b.	Whether Advertisement for vacancy is notified in the Newspapers	Yes <input checked="" type="checkbox"/>
c.	Whether Demonstration Lecture has been conducted	Yes / No
d.	Whether opinion of Recruitment Committee Recorded	Yes / No

6. Details of Faculty Retention for: NA

Name of Faculty Member	Period	%
	Duration of 15 yrs. and above	
	Duration of 10 yrs. and above	
	Duration of 5 yrs. and above	
	Less than 5 yrs.	

7. Name of Faculty Member—NA

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 60 Students:

Sl. No.	Designation	Required (Minimum)	Required Qualification	Available		Remarks of the Inspection team
				Number	Qualification	
1	Laboratory Technician	1foreach Dept	D. Pharm	1	D. Pharm	
2	Laboratory Assistants/ Attenders	1foreachLab (minimum)	SSLC	7	D. Pharm	
3	Office Superintendent	1	Degree	1	Graduation	
4	Accountant	1	Degree	1	Graduation	
5	Storekeeper	1	D.Pharm/ Degree	1	Graduation	
6	Computer Data Operator	1	BCA/ Graduate with Computer Course	1	Graduation	
7	Office StaffI	1	Degree	1	Post Graduation	
8	Office StaffII	2	Degree	1	Graduation	
9	Peon	2	SSLC	2	10 th	
10	Cleaning personnel	Adequate	---	yes	Available	
11	Gardener	Adequate	---	yes	Available	

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

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
									PT	TDS	EPF					
The Scale of pay for Teaching faculty to be implemented as per norms.																

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

(Inspectors to verify documents pertaining to the above)

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

(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):

Sl No	Name	Designation	Qualification	Date of Joining	Experience	Signature	Remarks of the Inspectors
1	Mrs. Jaspreet Kaur	Office Supttd.	Masters	1/8/2016	2 years		
3.	Ms. Harjit Kaur	Office staff II	MCA	7/7/2015	2.5 years		
4.	Ms. Gagandeep Kaur	Computer operator	Graduation	25/7/2016	4 years		
5.	Mr. Sanjeev Kumar	B.Com	Accountant	7/7/2015	5 yrs		
6.	Ms. Sushma	DMLT	Store Keeper		6 yrs		
Library Staff							
7	Mr. Parminder Singh	M.Lib , M.Phil (Pursuing)	Librarian	7/7/2015	7 yrs		
8	Mrs. Yogita Sharma	B.Lib	Assistant Librarian	6/7/2015	5 yrs		
9	Ms. Manjeet Kaur	D.Lib	Library Assistant	7/7/2015	3 yrs		

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 (will be implemented as per NORMS)**

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 NA
(Audited Accounts for previous year to be enclosed as per Annexure -5)

Sl	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs			Remarks of the Inspectors*
No.	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	No.	Total budget sanctioned	Recurring	No n Recurring	Total budget sanctione	No.
Audited Balance Sheet for the last three years enclosed as per Annexure -----)										

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

Sl	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			Chemicals			Chemicals			
	Glassware			Glassware			Glassware			

3. Total amount spent on equipment's for the past three years: NA ((Enclose purchase invoice)

Sl	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			Equipment			Equipment			

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

Sl 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			Books			Books			
2	Journals			Journals			Journals			

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

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PARTVII-EQUIPMENTANDAPPARATUS

Department wise list of minimum equipment's required for B. Pharm (for a batch of 20 students) - First year Equipment's

DEPARTMENT OF PHARMACOLOGY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscopes	15	15	yes	
2	Haemocytometer with Micropipettes	20	20	yes	
3	Sahli's haemocytometer	20	20	yes	
4	Hutchinson's spirometer	01	---		
5	Spygmomanometer	05	05	yes	
6	Stethoscope	05	05	yes	
7	Permanent Slides for various tissues	One pair of each tissue Organs and endocrine glands One slide of each organ system	Available		
8	Models for various organs	One model of each organ system	Available	yes	
9	Specimen for various organs and systems	One model for each organ system	Available		
10	Skeleton and bones	One set of skeleton and one spare bone	Available	yes	
11	Different Contraceptive Devices and Models	One set of each device	----		
12	Muscle electrodes	01	---		
13	Lucas moist chamber	01	---		
14	Myographic lever	01	---		
15	Stimulator	01	---		
16	Centrifuge	01	01	yes	
17	Digital Balance	01	01	yes	
18	Physical /Chemical Balance	01	----		
19	Sherrington's Kymograph Machine / Polyrite	10	----		

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

Apparatus:

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

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

DEPARTMENT OF PHARMACOLOGY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscope with stage micrometer	15	15	yes	
2	Digital Balance	02	01	yes	
3	Autoclave	02	02	yes	
4	Hot air oven	02	02	Yes	

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

Apparatus:

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

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

DEPARTMENT OF PHARMACEUTICAL CHEMISTRY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Hotplates	05	05	yes	
2	Oven	03	02	Yes	
3	Refrigerator	01	01	yes	

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4	Analytical Balances for demonstration	05	05	Yes	
5	Digital balance 10mg sensitivity	10	05	Yes	
6	Digital Balance (1mg sensitivity)	01	-		
7	Suction pumps	06	03	Yes	
8	Muffle Furnace	01	01	Yes	
9	Mechanical Stirrers	10	10	Yes	
10	Magnetic Stirrers with Thermostat	10	05	Yes	
11	Vacuum Pump	01	01	Yes	
12	Digital pH meter	01	01	Yes	
13	Microwave Oven	02	01	Yes	

Apparatus:

Sl. No.	Na	Minimum required Nos.	Available No	Working Yes / No	Remarks of the Inspectors
1	Distillation Unit	02	02	Yes	
2	Reflux flask and condenser single necked	20	08	Yes	
3	Reflux flask and condenser double / triple necked	20	-	-	
4	Burettes	40	40	Yes	
5	Arsenic Limit Test Apparatus	20	-	-	
6	Nessler's Cylinders	40	40	Yes	

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

D DEPARTMENT OF PHARMACEUTICS

Equipment:

Sl. No.	Na	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Mechanical stirrers	10	10	yes	
2	Homogenizer	05	02	yes	
3	Digital balance	05	01	yes	
4	Microscopes	05	05	yes	
5	Stage and eye piece micrometers	05	05	yes	
6	Brookfield's viscometer	01	01	yes	
7	Tray dryer	01	01	yes	
8	Ball mill	01	01	yes	

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9	Sieve shaker with sieve set	01	01	yes	
10	Double cone blender	01	---		
11	Propeller type mechanical agitator	05	----		
12	Autoclave	01	01	yes	
13	Steam distillation still	01	01	yes	
14	Vacuum Pump	01	---		
15	Standard sieves, sieve no. 8, 10, 12,22,24, 44, 66, 80	10sets	10	yes	
16	Tablet punching machine	01	01	Yes	
17	Capsule filling machine	01	---		
18	Ampoule washing machine	01	---		
19	Ampoule filling and sealing machine	01	---		
20	Tablet disintegration test apparatus IP	01	01	yes	
21	Tablet dissolution test apparatus IP	01	01	yes	
22	Monsanto's hardness tester	01	03	yes	
23	Pfizer type hardness tester	01	---		
24	Friability test apparatus	01	01	yes	
25	Clarity test apparatus	01	---		
26	Ointment filling machine	01	---		
27	Collapsible tube crimping machine	01	---		
28	Tablet coating pan	01	01	yes	
29	Magnetic stirrer, 500ml and 1 liter capacity with speed control	05EACH 10	05	yes	
30	Digital pH meter	01	01	yes	
31	All purpose equipment with all accessories	01	--		
32	Aseptic Cabinet	01	--		
33	BOD Incubator	02	--		
34	Bottle washing Machine	01	--		
35	Bottle Sealing Machine	01	--		
36	Bulk Density Apparatus	02	02	Yes	
37	Conical Percolator (glass/ copper/ stainless steel)	10	--		
38	Capsule Counter	02	02	Yes	
39	Energy meter	02	--		
40	Hot Plate	02	02	yes	

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

Apparatus:

Sl. No.	Na	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Ostwald's viscometer	15	15	Yes	
2	Stalagmometer	15	15	Yes	
3	Desiccator*	05	05	Yes	
4	Suppository moulds	20	---		
5	Buchner Funnels (Small, medium, large)	05each	05	Yes	
6	Filtration assembly	01	---		
7	Permeability Cups	05	---		
8	Andreason's Pipette	03	----		
9	Lipstick moulds	10	---		

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

PHARMACEUTICAL BIOTECHNOLOGY

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

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

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

CENTRALINSTRUMENTATIONROOM:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Colorimeter	01	02	yes	
2	Digital pH meter	01	---		
3	UV- Visible Spectrophotometer	01	---		
4	Flourimeter	01	---		
5	Digital Balance (1mg sensitivity)	01	---		
6	Nephelo Turbidity meter	01	---		
7	Flame Photometer	01	---		
8	Potentiometer	01	---		
9	Conductivity meter	01	---		
10	Fourier Transform Infra Red Spectrometer (Desirable)	01	---		
11	HPLC	01	---		
12	HPTLC (Desirable)	01	---		

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

All the balance equipment's will be available well before the start of the session

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Observation of the Inspectors:

Compliance of the last recommendations by Inspectors

Specific observations if not complied

Signature of Inspectors:

1.

2.

Note:

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

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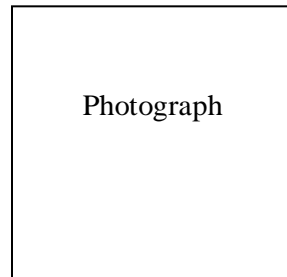
PHARMACY COUNCIL OF INDIA

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.



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

Signature of the Head of the Institution

Signature of the Inspectors

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 am not working in any other 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.

Signature of the Head of the Institution

Signature of the Inspectors

3) I have drawn total emoluments from this college as under:-

	Amount Received	TDS
April, 2008		
May, 2008		
June, 2008		
July, 2008		
August, 2008		
September, 2008		
October, 2008		
November, 2008		
December, 2008		
January, 2009		
February, 2009		
March, 2009		

(Copy of my form 16 (TDS certificate) for financial year 2008-2009 is attached)

P.A.N.: _____

Circle: _____

Declaration

1. I have not worked at any other pharmacy college/institution or presented myself at any inspection for the academic year 2007-2008.
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 above mentioned 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:

Signature of the Head of the Institution

Signature of the Inspectors

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SignatureoftheInspectors