

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

A – I .1 Name of the Institution: Complete Postal address: STD code Telephone No. Fax No. E-mail	School of Pharmacy Career Point University, Hamirpur Tikker (Kharwarian) Tehsil: Bhoranj Distt Hamirpur (Himachal Pradesh) PIN : 176041 01972-269701,702,703 08261001311 registrar@cpuh.in
Year of starting of the course Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust) A – I .2 Name, address of the Society/Trust/ Management (attach documentary evidence) STD Code: Telephone No: Fax No: E-mail Web Site:	2017 Private University. Established by Govt. of Himachal Pradesh Vide Act 12/2012, u/s 2(f) of the UGC Act 1956. (Annexure-1) Gopi Bai Foundation Trust, 112 Shakti Nagar, Kota (Rajasthan)-324005 Enclosed 0744 23040000 23040050 hp@cpuniverse.in www.cpuh.in (Annexure II)
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 Sanjeev Sharma Career Point University Hamirpur (H.P.) -176041 01972 269701,702,703 8261001311 registrar@cpuh.in , hp@couniverse.in
A – I .4 Name and Address of the Head of the Institution A – I .4 a) Whether the Jan Aushadhi Medical Store has been opened by your institution	Professor (Dr.) P.L. Gautam, Vice-Chancellor Career Point University, Hamirpur (H.P.)-176041 No

A – I .5

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

a. Details of Affiliation Fee Paid

Name of the Course	Affiliation Fee paid up to	Receipt No	Dated	Remarks of the Inspectors
B. Pharm	2017 - 2018	D.D. No 037845 For Rs.2.0 Lacs	01.03.2017	
B. Pharm	2018 - 2019	D.D. No. 499915 For Rs. 1.0 Lac.	23.08.2017	

b. APPROVAL STATUS:

Name of the Course	Approved up to	In take Approved and Admitted	PCI	STATE GOVERNMENT	UNIVERSITY	Remarks of the Inspectors
B. Pharm	For conduct of course up to 2017-18 1 st year	Approval Letter No and Date	Yes No. 32-1270/2017-PCI/39689-91	Vide Letter No. HP-PERC/CA/Career Point/2017-183515 Dated: 16.01.2017	Career Point University Hamirpur H.P.176041	
		Approved Intake Actually Admitted	60 30	60 -	60 -	

c. STATUS OF APPLICATION

COURSES INSPECTED FOR			
Faculty / Subject	Extension of Approval	Increase in Intake of Seats	Remarks Current Intake
B. Pharm	Yes	No	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: Management, Law, Engineering and Pharmacy

A – I. 6 a**Status of the Pharmacy Course:**

Independent Building	<input type="checkbox"/> No
Wing of another college	<input type="checkbox"/> No
Separate Campus	No
Multi Institutional Campus	Yes

Examining Authority: Controller of Examination
 With complete postal Address: Career Point University
 Hamirpur H.P. - 176041
 Telephone No. and STD Code: 01972-269701,702,703

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	Actual experience	Remarks of the
	M. Pharm		15 years, out of which 5 years as Prof. / HOD10 years, out of which at least 05 years as Asst. Prof	28 yrs 11 m, out of which 10 yrs and 11 months as Principal. Industrial Experience 17 yrs and 01 m Consultancy 11 Months:.	
				After PG: 16 yrs.	

* Documentary evidence should be provided (ANNEXURE – III)

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. Pharm	16-17 June 2017	Deficiencies: Nil	Complied	None

* Enclose Documents (ANNEXURE – IV)

B –I .3

Status of Governing Council:	University
Details of the Governing Body	Enclosed / Annexure-V
Minutes of the last Governing council Meeting	Enclosed / Annexure-VI

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	-	-	-	
Non-Teaching Staff	State Government	Yes / No	Yes	-	-	

B –I .5

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

ACADEMIC YEAR	Year 2017 - 18	Year 200-	Year 200-
Sanctioned	60		
No. of Admissions	30		
Unfilled Seats	30		
No. of Excess Admissions	Nil		

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 200-	Year 200-	Year 200-
1st year			
2nd year			
3rd 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	Ms Jyoti Thakur &Mr Rahul Jamwal
Programme conducted (mention details)	Swachha Bharat Abhiyan, Documents Enclosed as
Whether students participating in University level cultural activities / Co- curricular/sports activities	Yes
Physical Instructor	Available
Sports Ground	Available

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

(ANNEXURE – VII)

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

Please see Annexure-II

C.2 Please provide following Information

Receipts			Expenditure			Remarks of the Inspector
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount	
1.	Grants a. Government b. Others		CAPITAL EXPENDITURE			
2.	Tuition Fee	21307434.00	1.	Building	196550883.00	
3.	Library Fee	NA	2.	Equipment	13285275.00	
4.	Sports Fee	NA	3.	Others	41200816.00	
5.	Union Fee	NA	REVENUE EXPENDITURE			
6.	Others	60000.00	1	Salary	19046540.00	
			2.	MAINTENANCE EXPENDITURE		
				i College	725000.00	
				ii Others	0.0	
			3.	University Fee (If any)	0.0	
			4.	Apex Bodies Fee	0.0	
			5.	Government Fee	0.0	
			6.	Deposit held by the College	5000000.00	
			7.	Others	0.0	
			8.	Misc.Expenditure	200000.00	
			Total		50925000.00	
	Total					

Note: Enclose relevant documents (ANNEXURE – VIII)

N. A

Signature of the Head of the Institution

Signature of the Inspectors

PART- II PHYSICAL INFRASTRUCTURE

1. a. Availability of Land (B. Pharm courses) : Available at Panchyat rural area (25 Acres)
 a) 2.5 acres District HQ/Corporation/Municipality limit
 b) 0.5 acre for City / Metros
 b. Building : Own
 c. Land Details to be in name of Trust and Society
 Records to be enclosed
 Sale deed : Enclosed (Annexure-(IX))
 d. Building[†]:
 i) Approved Building plan, to be Enclosed : Enclosed Annexure-(X)
 e. Total Built Area of the college building in Sq.mts : Built up Area 10330 Sq.mts
 Amenities and Circulation Area 02500 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	04	04	90 Sq. mts each (Desirable) 75 Sq. mts each (Essential)	4x80=320	

(*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	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	6 No Area 676 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 1 Laboratory 2 Laboratories 01 Laboratories 01 Laboratory 10 Laboratories *	02 01 01 01 01 01 07 Labs	
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)	6x10 sq.mts	
4	Area of the Machine Room	80-100 Sq.mts	80Sq mts	
5	Central Instrumentation Room	80 Sq.mts with A/ C	Available	
6	Store Room – I	1 (Area 100 Sq mts)	Available	
7	Store Room - II (For Inflammable chemicals)	1 (Area 20 Sq mts)	Available	

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

Remarks:- Construction of a new separate/independent Academic Block for School of Pharmacy is under progress. Drawing showing class rooms, Labs, Offices etc of area as per PCI norms is attached as. (Annexure-XI)

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	01	30	
2	Office – I - Establishment	01	60 Sq. mts	01	65	
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	4	20x1 20x1 20x1 20x1	
2	Faculty Rooms for B.Pharm course		10 Sq mts x n (n=No of teachers)	6 work stations	60	

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	01	80 Sq mts	
2	Library	01	150 Sq mts	01	155.6	
3	Museum	01	50 Sq mts (May be attached to the Pharmacognosy lab)	---		
4	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 seating capacity	01 (400)Seating Capacity)	417	
5	Seminar Hall	01	250 – 300 seating capacity	01	417	
6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	01	100	

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	01	65	
2	Boy's Common Room (Essential)	01	60 Sq.mts	01	65	
3	Toilet Blocks for Boys	01	24 Sq.mts	02	30	
4	Toilet Blocks for Girls	01	24 Sq.mts	02	30	
5	Drinking Water facility – Water Cooler (Essential).	01		02	Adequate	
6	Boy's Hostel (Desirable)	01	9 Sq .mts / Room Single occupancy	01	14	
7	Girls Hostel (Desirable)	01	9 Sq .mts / Room (single occupancy) 20 Sq mts / Room (triple occupancy)	01	14 (Single room)	
8	Power Backup Provision (Desirable)	01		1	Adequate	

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)	01	132	
Computer (Latest Configuration)	1 system for every 10 students	15	-	
Printers	1 printer for every 10 computers	3	Adequate	
Multi Media Projector	01	1	Adequate	
Generator (5KVA)	01	1	Adequate (65KVA)	

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	0	Proposed		
Staff quarters	16 x 80 Sq. mts	0	Proposed		
Canteen	100 Sq. mts	1	Adequate		
Parking Area for staff and students		1	Adequate		
Bank Extension Counter		1	ATM Available		
Co operative Stores		1	Proposed		
Guest House	80 Sq. mts	1	Available		
Transport Facilities for students		4	Available		
Medical Facility (First Aid)		1	Available		

10. A. Library books and periodicals:-

(Annexure-XII)

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	285 64(e-Books)	2285	
2	Annual addition of books		100 to 150 books per year	Will be added every year		
3	Periodicals Hard copies / online		10 National 05 International periodicals		119 National (Including e-Journals) 63 International (Including e-Journals)	
4	CDS		Adequate Nos		10	
5	Internet Browsing Facility		Yes/No (Minimum ten computers)	Yes	10	
6	Reprographic Facilities: Photo Copier Fax Scanner		01 01 01	Available at common facility room		
7	Library Automation and Computerized System					
8	Library Timings				8:00 AM to 7:00 PM	

10.B. Library Staff:

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

Signature of the Head of the Institution

Signature of the Inspectors

II B. 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		

III B. 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		

IV B. 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		

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

Yes

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

Session started recently & said programmes shall be given weightage.

A.

Name of the Event	Year 200-	Year 200-	Year 200-
Guest Lectures			
Seminars			
Workshops			
Symposia			

Signature of the Head of the Institution

Signature of the Inspectors

B. Papers Presented / Published during last three years: NA

	Year 200-		Year 200-		Year 200-	
	National	International	National	International	National	International
Published						
Presented						

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

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	3.10.2017 to 10.10.2017	9.10.2017 to 14.10.2017					
II B. Pharm							
III B. Pharm							
IV B. Pharm							

11. Whether Evaluation of the internal assessments is Fair:

Yes

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									
II B. Pharm									
III B. Pharm									
IV B. Pharm									

12. Work load of Faculty members for B. Pharm:

Sr. No	Name of the Faculty	Subjects taught	B.		Total work load	Specific Remarks of the
			T	P		
1.	Prof. Rajnish S. Agrawal	Pharmaceutics	02	01	03	
2.	Ms Anjana Devi	Pharmaceutics	02	01	03	
2.	Ms Anjana Devi	Pharmaceutical Analysis	04	02	06	
3.	Ms Poonam Dogra	Pharmacology	04	02	06	
4.	Mr Sanjay Kumar	Rem. Biology	02	01	03	
5.	Dr Yogesh Kumar Walia	Inorganic Chemistry	04	02	06	
6.	Dr. Nivedita Sharma	Rem. Mathematics	02	-	02	
7.	Ms Priyanka Kaushal	Communication Skills	02	01	03	

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

Details	Year 200-	Year 200-	Year 200-
No. of Students Appeared			
No. of Students Qualified			
Percentage			

Signature of the Head of the Institution

Signature of the Inspectors

14. Whether the Institution has an Industry – Institution Interaction cell:

Training, Placement, Entrepreneur –Cell already in place

If applicable please give the details for the previous Year

Events	Details for the Previous Year
No. of Industrial visits	Institutions started recently July 2017
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:

New Institution – 1st Year

Year	Year 200-	Year 200-	Year 200-
No. of students appeared for campus interview			
% Placed			

16. Whether Professional Society Activities are Conducted (Enclose Details):

(ISTE, IPA, APTI, ICTA and Related Societies):

New Intuition

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			
1.	Prof Rajnish. S. Agrawal	Dean	M.Pharm. Pharmaceutical Biotechnology/ MBA	30.05.2017	10 yrs and 11 m as Principal 17 yrs and 01 m in Industry, 11m. Consultancy. Total: 28 yrs 11 m. After PG: 16 yrs.	Rajasthan Pharmacy Council Reg. No. 49080		
2.	Ms Poonam Dogra	Assistant Professor	M.Pharm Pharmacology	15.06.2017	1 Yrs and 8 months	H.P. Pharmacy Council 32878		
3.	Ms Anjana Devi	Assistant Professor	M.Pharm Pharmaceutics	16.06.2017	3 yrs 8 m	H.P. Pharmacy Council 34805		
4.	Mr Sanjay Kumar	Assistant Professor	M.Pharm, Pharmacognosy	26.08.2017	5 yrs 9 m	HP Pharmacy Council 29511		
5.	Dr Yogesh Kumar Walia	Associate Professor	Ph.D Chemistry	30.7.2012	10 years	-		
6.	Dr. Nivedita Sharma	Assistant Professor	Ph.D Maths	8.8.2016	1 and a half years	Not Required		
7.	Ms Priyanka Kaushal	Assistant Professor	Ph.D Thesis Submitted English	9.07.2013	8 Years	Not Required		

2. Qualification and number of Staff Members

Qualification		
M. Pharm	PhD	Others - Full Time
4	3	-

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	-	2	1+1*	3	-	4	-
Pharmaceutical Analysis	1	-	--	-	-	-	1	-
Pharmacology	1	1	2	1+1*	3	-	4	-
Pharmacognosy	1		2	1+1*	3	-	3	-
Pharmaceutics	1	1	2	1+1*	3	-	4	-

Signature of the Head of the Institution

Signature of the Inspectors

Total	6	3	9	5 + 4*	13		17	
Part time teaching Staff	3	4	-		-		-	
Remarks of the Inspection Team								

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

* Identified Staff

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

Professor: Asst. Professor: Lecturer

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	1		
	Lecturer	2	1 + 1*	
Department of Pharmaceutical Chemistry (Including Pharmaceutical Analysis)	Professor	1		
	Asst. Professor	1	1 + 1*	
	Lecturer	3		
Department of Pharmacology	Professor	1		
	Asst. Professor	1		
	Lecturer	2	1 + 1*	
Department of Pharmacognosy	Professor	1		
	Asst. Professor	1	1 + 1*	
	Lecturer	1		

* Identified Staff

5. Selection criteria and Recruitment Procedure for Faculty:

a.	Whether Recruitment Committee has been formed	Yes
b.	Whether Advertisement for vacancy is notified in the Newspapers	Yes on Website
c.	Whether Demonstration Lecture has been conducted	Yes
d.	Whether opinion of Recruitment Committee Recorded	Yes

6.Details of Faculty Retention for:

Name of Faculty Member	Period	%
	Duration of 15 yrs. and above	
	Duration of 10 yrs. and above	
	Duration of 5 yrs. and above	
i. Dr Yogesk Kumar Walia	Less than 5 yrs.	
ii. Dr. Nivedita Sharma		
iii. Ms Priyanka Kaushal		

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 60 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 B.Pharm D.Pharm	3	D.Pharm B.Pharm D.Pharm	
2	Laboratory Assistants / Attenders	1 for each Lab (minimum)	SSLC	1 1	+2 Diploma Holder	
3	Office Superintendent	1	Degree	1	BA	
4	Accountant	1	Degree	1	B.Com	
5	Store keeper	1	D. Pharm/ Degree	1	+2 D.Pharm	
6	Computer Data Operator	1	BCA / Graduate with Computer Course	1	BCA	
7	Office Staff I	1	Degree	1	BA	
8	Office Staff II	2	Degree	2	B. Sc BA	
9	Peon	2	SSLC	1	Adequate	
10	Cleaning personnel	Adequate	---	2	Adequate	
11	Gardener	Adequate	---	1	Adequate	

Signature of the Head of the Institution

Signature of the Inspectors

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

Sl. No	Name	Qualification	Designation	Basic pay Rs.	DA Rs.	HRA Rs.	CCA Rs.	Other allow	Deductions			Bank A/C No	PAN No	EPF A/c no.	Total	Signature
									P T	TDS	EPF					
	School of Pharmacy Faculty															
1.	Prof Rajnish S.Agrawal	M.Pharm/MBA	Professor	37,400.00	3740	3740	-	15,120				PNB 2975000400087703	ABNPA4584D		60,000.00	
2.	Ms Anjana Devi	M.Pharm	Assistant Professor	11,000.00	1560	1560	-	2880				PNB 22220001091	BPVVPD9380R		17,000.00	
3.	Ms Poonam Dogra	M.Pharm.	Assistant Professor	11,000.00	1560	1560	-	2880				PNB 3310000106730019	CGGPD9015C		17,000.00	
4.	Mr Sanjay Kumar	M.Pharm.	Assistant Professor	11,000.00	1560	1560	-	2880							17,000.00	
	Guest Faculty															
5.	Dr Yogesh Kumar Walia	Ph.D	Associate Professor	37,400.00			-	3528							40,928.00	
6.	Dr Nivedita Sharma Department Of Maths	Ph.D	Assistant professor Maths	21,600.00	2160	2160	-	4080				HDFC Bank 50100036658500	EDAPS301Q		30,000.00	
7.	Priyanka Kaushal	Ph.D. Pur.	Assistant Professor	21,600.00	2160	2160	-	3205							29,125.00	

10. Whether facilities for Research / Higher studies are provided to the faculty? Efforts are afoot
(Inspectors to verify documents pertaining to the above)

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

Yes. This facility will be extended to the faculty of School of Pharmacy as is in practice for other programmes Faculty
(Inspectors to verify documents pertaining to the above)

12. Scope for the promotion for faculty: Promotions

Yes

Yes

No

13. Gratuity Provided

Yes

No

18

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

Sl No	Name	Designation	Qualification	Date of Joining	Experience	Signature	Remarks of the Inspectors
1.	Shri Subhash Chand	Superintendent	B.A.	12.4.2013	33 Years		
2.	Mr Aman Lal	Accountant	B.Com	02.7.2012	4 Years		
3.	Mr Sanjay Kumar	Lab Technician	D.Pharma	24.9.2013	3 Years		
4.	Mr Rajesh Bhardwaj	Lab Attendant	BA	12.5.2014	3 Years		
5.	Mr Ravi Kant	Lab Assistant	Clerk	14.5.2014	3 Years		
6.	Mr Sunil Kumar	Store Keeper	+2	14.5.2013	4 Years		
7.	Ms Priyanka	Computer Data Operator	BCA	08.10.2015	2 Years		
8.	Mr Ashish Kumar	Lab Assistant	BA	08.10.2012	5 Years		
9.	Mr Sandeep Sharma	Clerk	B.Sc	21.08.2012	5 Years		
10.	Mr Hoshiar Shing	Peon		01.1.2012	5 Years		
11.	Mr Bishan Dass	Gardner		16.4.2013	4 Years		
12.	Mr Suresh Kumar Guleria	Incharge Library	M.Lib	16.8.2012	12 Years		
13.	Ms Tripta Kumari	Library Assistant	MA B.Ed	11.8.2012	4 Years		
14.	Ms Kiran Verma	Library Attendant	10+2, DCA	18.09.2013	4 Years		
15.	Mr Shashi Pal	Library Attendant	BA	12.7.2016	2 Years		
16.	Mr Dinesh Kumar	Lab Attendant	ITI in Jyotsna	28.09.2015	2 Years		
17.	Mr Sanjeev Kumar	Lab Assistant	ITI in Electronics	01.10.2013	4 Years		
18.	Mr Vipin Kumar	Lab Attendant	ITI in Electrical	07.07.2016	1 Year		
19.	Mr Vishal Bharti	Lab Technician	D.Pharm	15.06.2017	2 Year		
20.	Mr Sumit Kumar	Lab Technician	B.Pharm	15.06.2017	2 Years		

15. Whether Supporting Staff (Technical and Administrative) are encouraged for skill up gradation programs. Yes

Signature of the Head of the Institution

Signature of the Inspectors

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

Sl. No	Records	Yes	No	Remarks of the Inspectors
1	Admissions Registers	Yes		
2.	Individual Service Register	Yes		
3.	Staff Attendance Registers	Yes		
4.	Sessional Marks Register	Yes		
5.	Final Marks Register	Yes		
6.	Student Attendance Registers	Yes		
7.	Minutes of meetings- Teaching Staff	Yes		
8.	Fee paid Registers	Yes		
9.	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 Will be recorded when needed		

Signature of the Head of the Institution

Signature of the Inspectors

PART - VI

1. Financial Resource allocation and utilization for the past three years: NA (New Institution)
(Audited Accounts for previous year to be enclosed) Refer ANNEXURE – VII

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

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

Sl	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs			Remarks of the Inspectors*
							Years 2017-2018			
No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Chemicals			Chemicals			Chemicals	89,936.00/-	89,936.00/-	
	Glassware			Glassware			Glassware	91,906.00/-	91,906.00/-	

3. Total amount spent on equipments for the past three years:-
(Enclose purchase invoice) (Annexure –XVI)

Sl	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs			Remarks of the Inspectors*
							Years 2017-18			
No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Equipment			Equipment			Equipment	17,57,932.00	17,57,932.00	

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 Institution)

(Annexure-XVII)

Sl No.	Expenditure in Rs. Years 2015-2016			Expenditure in Rs. Years 2016-2017			Expenditure in Rs Years 2017-2018			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
1	Books	N.A	NA	Books	NA	NA	Books	1,76,957.00/-	1,76,957.00/-	
2	Journals	NA	NA	Journals	NA	NA	Journals	41,500.00/-	41,500.00	

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

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.	N a	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscopes	15	15	Yes	
2	Haemocytometerd with Micropipettes	20	20	Yes	
3	Sahli's haemocytometer	20	20	Yes	
4	Hutchinson's spirometer	01	01	Yes	
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	Yes	Yes	
8	Models for various organs	One model of each organ system	Yes	Yes	
9	Specimen for various organs and systems	One model for each organ system	Yes	Yes	
10	Skeleton and bones	One set of skeleton and one spare bone	Yes	Yes	
11	Different Contraceptive Devices and	One set of each device	01	Yes	
12	Muscle electrodes	01	01	Yes	
13	Lucas moist chamber	01	01	Yes	
14	Myographic lever	01	01	Yes	
15	Stimulator	01	01	Yes	
16	Centrifuge	01	01	Yes	
17	Digital Balance	01	01	Yes	
18	Physical /Chemical Balance	01	01	Yes	
19	Sherrington's Kymograph Machine /	10	10	Yes	

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	01	Yes	
24	Software packages for experiment	01	01	Yes	
25	Standard graphs of various drugs	Adequate number	Available	Yes	
26	Actophotometer	01	01	Yes	
27	Rotarod	01	01	Yes	
28	Pole climbing apparatus	01	01	Yes	
29	Analgesiometer (Eddy's hot plate and radiant heat methods)	01	01	Yes	
30	Convulsiometer	01	01	Yes	
31	Plethysmograph	01	01	Yes	
32	Digital pH meter	01	01	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	10	Yes	
3	Haemostatic artery forceps	10	10	Yes	
4	Hypodermic syringes and needles of size 15,24,26G	10	10	Yes	
5	Levers, cannulae	20	20	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	15	15	Yes	
2	Digital Balance	02	02	Yes	
3	Autoclave	02	02	Yes	
4	Hot air oven	02	02	Yes	

5	B.O.D.incubator	01	01	Yes	
6	Refrigerator	01	01	Yes	
7	Laminar air flow	01	01	Yes	
8	Colony counter	02	02	Yes	
9	Zone reader	01	01	Yes	
10	Digital pH meter	01	01	Yes	
11	Sterility testing unit	01	01	Yes	
12	Camera Lucida	15	15	Yes	
13	Eye piece micrometer	15	15	Yes	
14	Incinerator	01	01	Yes	
15	Moisture balance	01	01	Yes	
16	Heating mantle	15	15	Yes	
17	Flourimeter	01	01	Yes	
18	Vacuum pump	02	02	Yes	
19	Micropipettes (Single and multi channeled)	02	02	Yes	
20	Micro Centrifuge	01	01	Yes	
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	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	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	Hot plates	05	10	Yes	
2	Oven	03	05	Yes	
3	Refrigerator	01	05	Yes	

4	Analytical Balances for demonstration	05	05	Yes	
5	Digital balance 10mg sensitivity	10	05	Yes	
6	Digital Balance (1mg sensitivity)	01	01	Yes	
7	Suction pumps	06	01	Yes	
8	Muffle Furnace	01	01	Yes	
9	Mechanical Stirrers	10	01	Yes	
10	Magnetic Stirrers with Thermostat	10	01	Yes	
11	Vacuum Pump	01	01	Yes	
12	Digital pH meter	01	01	Yes	
13	Microwave Oven	02	--	No	

Apparatus:

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

DEPARTMENT OF PHARMACEUTICS

Equipment:

Sl. No.	Name	Minimum Required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Mechanical stirrers	10	10	Yes	
2	Homogenizer	05	05	Yes	
3	Digital balance	05	05	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	

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

Signature of the Head of the Institution

Signature of the Inspectors

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

Apparatus:

Sl. No.	Name	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	20	Yes	
5	Buchner Funnels (Small, medium, large)	05 each	05 each	Yes	
6	Filtration assembly	01	01	Yes	
7	Permeability Cups	05	05	Yes	
8	Andreason's Pipette	03	03	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	01	Yes	
2	Lyophilizer (Desirable)	01	01	Yes	
3	Gel Electrophoresis (Vertical and Horizontal)	01	01	Yes	
4	Phase contrast/Trinocular Microscope	01	01	Yes	
5	Refrigerated Centrifuge	01	01	Yes	
6	Fermenters of different capacity (Desirable)	01	01	Yes	
7	Tissue culture station	01	01	Yes	
8	Laminar airflow unit	01	01	Yes	

9	Diagnostic kits to identify infectious agents	01	01	Yes	
10	Rheometer	01	01	Yes	
11	Viscometer	01	01	Yes	
12	Micropipettes (single and multi channeled)	01 each	01 each	Yes	
13	Sonicator	01	01	Yes	
14	Respinometer	01	01	Yes	
15	BOD Incubator	01	01	Yes	
16	Paper Electrophoresis Unit	01	01	Yes	
17	Micro Centrifuge	01	01	Yes	
18	Incubator water bath	01	01	Yes	
19	Autoclave	01	01	Yes	
20	Refrigerator	01	01	Yes	
21	Filtration Assembly	01	01	Yes	
22	Digital pH meter	01	01	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	01	Yes	
2	Digital pH meter	01	01	Yes	
3	UV- Visible Spectrophotometer	01	01	Yes	
4	Flourimeter	01	01	Yes	
5	Digital Balance (1mg sensitivity)	01	01	Yes	
6	Nephelo Turbidity meter	01	01	Yes	
7	Flame Photometer	01	01	Yes	
8	Potentiometer	01	01	Yes	
9	Conductivity meter	01	01	Yes	
10	Fourier Transform Infra Red Spectrometer (Desirable)	01	0	No	
11	HPLC	01	1	No	
12	HPTLC (Desirable)	01	0	No	

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

Signature of the Head of the Institution

Signature of the Inspectors

Observation of the Inspectors:

Compliance of the last recommendations by Inspectors

Specific observations if not complied

Signature of Inspectors:

1.

2.

Note:

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

Signature of the Head of the Institution

Signature of the Inspectors

