

PHARMACY COUNCIL OF INDIA

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

To be filled up by P.C.I.

To be filled up by inspectors

Inspection No. :

Date of Inspection:

FILE No. :

NAME OF THE INSPECTORS: 1.
(BLOCK LETTERS)

2.

PART – I

A - GENERAL INFORMATION

A - 1.1 Name of the Institution: Complete Postal address: STD Code: Telephone No. Fax No. E-mail:	NGSM Institute of Pharmaceutical Sciences Paneer, Deralakatte, Mangalore - 575018 0824 2203991/2/3 2203992 ngsmips@nitte.edu.in
Year of starting of the course	Diploma: 1983
Status of the course conducting body: Government/ University/ Autonomous/ Aided/Private (Enclose copy of Registration documents of Society/Trust)	Nitte Education Trust (Enclosed as Annexure I)
A - 1.2 Name, Address of the Society/Trust/Management (attach documentary evidence) STD Code: Telephone No. Fax No. E-mail: Website:	Nitte Education Trust (R) 6 th Floor, Medical Sciences Complex Deralakatte, Mangalore - 575018 0824 2204300 2204305 info@nitte.edu.in www.nitte.edu.in
A-1.3 Name, designation and address of the person to be contacted by phone STD Code: Telephone No. Office Residence Mobile No. Fax No. E-mail	Dr. C S Shastry Principal NGSM Institute of Pharmaceutical Sciences Paneer, Deralakatte, Mangalore - 575018 0824 2203991/2/3 2222826 9731241373 2203992 drcshastry@gmail.com, principal.ngsmips@nitte.edu.in
A-1.4 Name and Address of the Head of the Institution	Dr. C S Shastry Principal NGSM Institute of Pharmaceutical Sciences Paneer, Deralakatte, Mangalore - 575018

A - 1.5

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

a. Detail S of The Affiliation Fee Paid

Name of the Course	Affiliation fee paid up to	Receipt No.	Dated
D.Pharm	2017-18	772366 (DD No.)	31.05.2017

(Affiliation fee paid details and approval letter enclosed as Annexure II)

b. APPROVAL STATUS

Name of the Course	Approved up to	Intake Approved and Admitted	PCI	State Government	Remarks of the Inspectors
D.Pharm	2016-17	Approval letter No. and Date	17-219/ 2012-PCI	HFW. 130 PTD 83-II, Dt. 23.08.1983	
		Approved Intake	60	60	
		Actually Admitted	36	36	

(Approval letters enclosed as Annexure III)

c. STATUS OF APPLICATION

Course	Extension of Approval		Increase in Intake of Seats		Remarks	
					Current Intake	Proposed increase in intake
D.Pharm	Yes	<input type="checkbox"/>	<input type="checkbox"/>	No	60	60

A-1.6

Whether other Education Institutions / Courses are also being run by the Trust / Institution in the same building / campus? If yes, give status

Yes No

A-1.6 a

Status of the Pharmacy Course

Independent Building

Wing of another college

Separate Campus

Multi Institutional Campus

Examining Authority:
with complete postal
address, Telephone No.
and STD Code

For Diploma Course
Board of Examining Authority
State of Karnataka, III Floor
Govt. College of Pharmacy, Subbaiah Circle
Dr. Kalinga Rao Road, Bangalore – 560027
Tel: 080 - 22483465

Signature of the Head of the Institution

Signature of the Inspectors

B . DETAILS OF THE INSTITUTION

B.1.1

Name of the Principal: Dr. C. S. Shastry

Qualification/ Experience	Qualification*		Teaching Experience Required	Actual Experience	Remarks of the Inspectors
	M.Pharm	Yes	05 years	27 years	
	Ph.D.	Yes	02 years		

*Documentary evidence should be provided (CV of Principal enclosed as annexure IV)

B-1.2

For Institution seeking continuation of approval

Course	Date of last Inspection	Remarks of the Previous Inspection Report	Complied/Not Complied	Intake reduced / Stopped in the last 03 years*
D.Pharm	28-29 July 2017			No

(Last inspection report and compliance reports enclosed as Annexure V)

B-1.3

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	

B-1.4

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

ACADEMIC YEAR	2015-16	2016-17	2017-18
Sanctioned	60	60	60
No. of Admissions	-	-	36
Unfilled Seats	60	60	14
No. of Excess Admission	-	-	-

B-1.5

Academic Information: Percentage of D.Pharm Results for the past three years

ACADEMIC YEAR	YEAR 2015-16	YEAR 2016-17	YEAR 2017-18
D.Pharm.	Not admitted	Not admitted	36

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

Whether college has NSS Unit (Yes/No)? If no give reasons	Yes
NSS Program Officer's Name	Dr. Santanu Saha
Programme Conducted (mention details)	Pl. include details
Whether students participating in University level cultural activities/ Co-curricular/Sports activities	Yes (UG students)
Physical Instructor	Available (Mr. Rajaram Shetty)
Sports Ground	Available

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

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

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	50472419.00	1.	Building		
3.	Library fee		2.	Equipment	2810539.00	
4.	Sports fee		3.	Others	2572189.00	
5.	Union fee		Revenue Expenditure			
6.	Others	70357.00	1.	Salary	32854418.00	
	Misc. Income	220125.00	2.	MAINTENANCE EXPENDITURE		
				i. College	755814.00	
				ii. Others	1397736.00	
			3.	University fee (If any)		
			4.	Apex Bodies fee	794904.00	
			5.	Government fee		
	Deficit met out of Trust Fund	6475274.00	6.	Deposit held by the college		
			7.	Others	16052575.00	
			8.	Misc. Expenditure		
Total		57238175.00	Total		57238175.00	

Note: Enclose relevant documents **(Enclosed as Annexure VI)**

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PART – II PHYSICAL INFRASTRUCTURE

Building : Own

b.Land: details to be in the name of the Trust and Society : Sale deed Enclosed (Annexure VII)

i) Own – Records to be enclosed

c. Building : Own : Building plan enclosed

i) Approved Building plan, sale deed to be enclosed (Annexure VIII)

e. Total area of the college building in Sq. Mts.: Build up area – 6116
Amenities and Circulation Area – 3099

2. Class Rooms

Total Number of class rooms provided

Class	Required	Available	Required Area * for each class room	Available Area in Sq. mts	Remarks of the Inspectors
D.Pharm	02	02	90 Sq.mts	206	

*To accommodate 60 students

3. Laboratory requirement

SI.No.	Name of Infrastructure	Requirement as Per Norms	Available		Remarks/ Deficiency
			No.	Area in Sq. mts	
1	Laboratory Area for D.Pharm Course	50 Sq .mts x n (n=05)	5	515	
2	Pharmaceutics, Pharmaceutical Chemistry, Physiology and Pharmacology, Pharmacy Practice Pharmacognosy Total no. of Labs for D.Pharm Course *Animal House	01 Laboratory	1	103	
		01 Laboratory	1	103	
		01 Laboratory	1	103	
		01 Laboratory	1	103	
		01 Laboratory	1	103	
		05 Laboratories			
		01 (10 sq.mts)	1	75	
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)	5	50	
4	Area of the Machine Room	100 Sq.mts	1	90	
5	Aseptic Room	25 Sq.mts	1	25	
6	Store Room I	1 (Area 20 Sq mts)	1	116	
7	Store Room II (for inflammable chemicals)	1 (Area 20 Sq mts)		20	

* Not required if computer simulated software are available

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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 workbenches should be smooth and easily cleanable preferably made of non-absorbent material.
4. The water taps should be non-leaking and directly installed on skins 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	20 Sq. mts	1	88	
2	Office - I- Including Confidential Room	01	40 Sq. mts	1	183	
3	Staff / Faculty Rooms for D.Pharm Course	01	30 sq.mts	4	80	
4	Library with computer and reprographic facilities	01	100 Sq.mts	1	310	
5	Museum	01	30 Sq.mts(May be attached to the Pharmacognosy Lab)	1	50	
6	Auditorium/Multi Purpose Hall (Desirable)	01	250-300 Seating capacity	1	250 capacity	
7	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	1	750	

5. Student Facilities:

Sl. No.	Name of the infrastructure	Requirement in number	Requirement in area	Available		Remarks / Deficiency
				No.	Area in Sq.Mts	
1	Girls's Common Room (Essential)	01	40 Sq. mts	1	30	
2	Boy's Common Room (Essential)	01	40 Sq. mts	1	60	

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3	Toilet Blocks for Boys	01	25 Sq. mts	3	3x22=66	
4	Toilet Blocks for Girls	01	25 Sq. mts	3	3x22=66	
5	Canteen (Desirable)	01	100 Sq.mts	1	500	
6	Drinking Water facility - Water cooler (Essential)	01	--	4		
7	Boy's Hostel (Desirable)	01	9 Sq. mts/ Room Single occupancy	1	2255	
8	Girls's Hostel (Desirable)	01	9 Sq.mts/Room (Single occupancy) or 20 Sq.mts/ Room (Triple occupancy)	1	7026	
9	Power Backup Provision (Desirable)	01	500 KV	1		

6. Computer and Other Facilities

Name	Required	Available		Remarks of the Inspectors
		No.	Area in Sq. Mts	
Computer (Latest Configuration)	1 system for every 10 students	86	100	
Printers	1 Printer for every 10 computers	12	-	
Xerox Machine	01	02	-	
Multi Media Projector	02	06	-	

7. Amenities (Desirable)

Name	Required as per Norms in area	Available		Not Available	Remarks / Deficiency
		No.	Area in Sq. Mts		
Principal Quarters	80 Sq. mts.	-	-	Not available	
Staff Quarters	6 x 80 Sq.mts	-	-	Not available	
Parking Area for staff and students		1	500	Available	
Bank Extension Counter		1	50	Available	
Cooperative Stores		1	30	Available	
Guest House	80 Sq. mts			Not available	
Transport Facilities for students		4	4	Available	
Medical Facility (First Aid)				Available	

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8. A. Library books and Periodicals

The minimum norms for the initial stock of books yearly addition of the books and the number of journals to be subscribed are as given below:

Sl. No.	Item	Titles (No.)	Minimum Volumes (No)	Available		Remarks of the Inspectors
				Title	No.	
1	Number Of Books	75	750 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	2975	10456	
2	Annual Addition of Books		75 books per year	274	646	
3	Periodicals Hard Copies/Online		06 National Journals Indian Journal of Pharmaceutical Sciences Indian Journal of Pharmaceutical Education and Research Journal of Hospital Pharmacy Indian Journal of Pharmacology CIMS, MMS Indian Journal of Experimental Biology	National International	25 12	
4	Library timings			8.30 AM to 7.00 PM		

8.B Subject wise Classification:

Sl. No.	Subject	Available		Remarks of the Inspectors
		Titles	Numbers	
1.	Pharmaceutics – I	331	1160	
2.	Pharmaceutical Chemistry – I	283	950	
3.	Pharmacognosy	247	1114	
4.	Biochemistry and Clinical Pathology	235	915	
5.	Human Anatomy and Physiology	183	708	
6.	Health Education and Community Pharmacy	165	465	
7.	Pharmaceutics II	245	985	
8.	Pharmaceutical Chemistry II	325	1065	
9.	Pharmacology and Toxicology	426	1192	
10.	Pharmaceutical Jurisprudence	144	565	
11.	Drug Store and Business Management	185	645	
12.	Hospital and Clinical Pharmacy	206	692	

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10. C. Library Staff

Sl. No.	Staff	Qualification	Required	Available	Remarks of the Inspectors
1	Librarian	M.Lib.	1	1 - Available	
2.	Library Asst.	D.Lib	1	1 - Available	
3	Library Attenders	10+2 / PUC	1	2 - Available	

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

PART III ACADEMIC REQUIREMENTS

Course Curriculum : The college has not admitted students since 2009 to D.Pharm. Hence the data under Part III is not relevant. The college intends to admit students in 2017-18, hence request for the continuation of affiliation.

1. Student Staff Ratio: Theory 60:1 Practical 30:2

(Required ratio – Theory – 60: 1 and Practicals – 20:1).

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

Commencement	Completion
31.07.2017	30.06.2018

2. Date of Commencement of session

No of Days No of Days

3. Vacation Summer 15 Winter 30

4. Total No. of working days: 220

5. Time Table: Enclosed as Annexure IX

6. Whether the prescribed number of classes are being conducted as per PCI norms for D.Pharm

Class/ Subject	Theory		Practicals				Remarks of the Inspectors
	Prescribed No. of Hrs	No. of Hours Conducted	Prescribed No. of Hrs	No. of Hours Conducted	Prescribed No. of Classes	No. of Classes Conducted	
I D.Pharm							
Pharmaceutics- I	75		100		25		
Pharmaceutical Chemistry – I	75		75		25		
Pharmacognosy	75		75		25		
Biochemistry and Clinical Pathology	50		75		25		

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Human Anatomy and Physiology	75		50		25		
Health Education and Community Pharmacy	50		---		--		
II D.Pharm							
Pharmaceutics – II	75		100		25		
Pharmaceutical Chemistry – II	100		75		25		
Pharmacology and Toxicology	75		50		25		
Pharmaceutical Jurisprudence	50		--		---		
Drug Store and Business Management	75		--		--		
Hospital and Clinical Pharmacy	75		50		25		

7. Whether Internal Assessments are conducted periodically as per PCI norms

Yes No

8. Whether Evaluation of the internal assessment is Fair Yes

No

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

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9. Workload of faculty members for D.Pharm

Sl. No.	Name of the Faculty	Subjects Taught	D.Pharm				Total workload	Remarks of the Inspectors
			I D.Ph		II D.Ph			
			Th	Pr	Th	Pr		
1.	Dr. Satanu Saha	Pharmacognosy Health Education & Community Pharmacy	1 1	- -	- -	- -	2	
2.	Mr. Shanon Ben Mascarenhas	Human Anatomy and Physiology Health Education & Community Pharmacy	2 1	3 -	- -	- -	6	
3.	Ms. Avril Candida Mathias	Pharmaceutics I Pharmacognosy	2 1	3 -	- -	- -	6	
4.	Mr. Ravi G S	Human Anatomy and Physiology Pharmaceutics I	1 1	- -	- -	- -	2	
5.	Mr. Hemanth Kumar	Biochemistry and Clinical Pathology	2	3	- -	- -	5	
6.	Ms. Susmita Basak	Pharmaceutical Chemistry	3	3	- -	- -	6	

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PART IV – PERSONNEL

TEACHING STAFF

1. Details of Teaching Faculty for D.Pharm Course:

S. No.	Name	Designation	Qualification	Date of Joining	Teaching Experience (In Years)	State Pharm Coun. Reg No.	Signature of Faculty	Remarks of Inspector
1.	Dr. C S Shastry	Principal	M.Pharm, Ph.D.	23.11.2009	27	17839		
2.	Dr. Santanu Saha	Assistant Professor	M Pharm, Ph.D	02/08/2007	10	A-15539		
3.	Mr. Shanon Ben Mascarenhas	Assistant Professor	M.Pharm	01.08.2015	2	48027		
4.	Ms. Avril Candida Mathias	Assistant Professor	M.Pharm	01.08.2015	2	48030		
5.	Mr. Ravi G S	Assistant Professor	M.Pharm	01.08.2016	2	49049		
6.	Mr. Hemanth Kumar	Assistant Professor	M.Pharm	10.08.2016	1	50754		
7.	Ms. Susmita Basak	Assistant Professor	M.Pharm	13.08.2016	1	50771		

2. Qualification and number of Staff Members Number of staff members required : 07

Qualification			
Pharm.D	M.Pharm	Ph.D.	Others-Full Time
-	05	02	-

3. Details of Faculty Retention for:

Name of the faculty member	Period	Percentage
All the faculty members identified for D.Pharm have been retained since joining	Duration of 15 years and above	
	Duration of 10 years and above	
	Duration of 5 years and above	
	Less than 5 years	

4. Details of faculty turnover:

Name of faculty member	Period	More than 50%	50%	25%	Less than 25%
Less than 25%	% of faculty retained in last 3 yrs				

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5. Number of non-teaching staff available for D.Pharm Course for intake of 60 students

Sl. No.	Designation	Required Number	Required Qualification	Available		Remarks of Inspection team
				Number	qualification	
1.	Laboratory Technician	02	D.Pharm	6	B.Sc, D.Pharm, M.Sc	
2.	Laboratory Assistants / Attenders	04	SSLC	11	SSLC	
3.	Office Superintendent	01	Degree	4	B.Com, BBM, BA, PUC	
4.	Accountant cum Clerk	01	Degree	1	PUC	
5.	Store keeper	01	D.Pharm	2	M.Com	
6.	Computer Data Operator	01	10+2 with computer training	1	BCA	
7.	Peon	02	SSLC	2	SSLC	
8.	Cleaning personnel	04		Available		
9.	Gardener	01		Available		

6. Scale of pay for teaching faculty:

Sl. No.	Name	Qualification	Designation	Basic Pay	AGP	DA	HRA	Incentive Allow	Other Allow.	Deductions			Bank A/C No	PAN No	EPF A/C No	Total	Signature
										PT	TDS	EPF					
1	Dr. C S Shastry	M.Pharm, Ph.D.	Principal	56200	12000	47740	5000	13640	42500	200	25000	1800	01052200001262	AELPS 6202F	KN/12287/230	177080	
2	Dr. Santanu Saha	M.Pharm, Ph.D.	Assistant Professor	29900	8000	26530	-	1895	-	200	2000	1800	01052180003186	APPPS 0381G	KN/12287/214	66325	
3	Mr. Shanon Ben Mascarenhas	M.Pharm	Assistant Professor	15010	-	-	-	-	-	200	-	1800	01342200059995	CGMPM 5393L	KN/12287/271	15010	
4	Ms. Avril Candida Mathias	M.Pharm	Assistant Professor	15010	-	-	-	-	-	200	-	1800	02442200008590	BPBPM 2455Q	KN/12287/272	15010	
5	Mr. Ravi G S	M.Pharm	Assistant Professor	15010	-	-	-	-	-	200	-	1800	02472200026361	FQGPS 0651N	KN/12287/281	15010	
6	Mr. Hemanth Kumar	M.Pharm	Assistant Professor	15010	-	-	-	-	-	200	-	1800	02452200073390	DFOPP 2082D	KN/12287/282	15010	
7	Ms. Susmitha Basak	M.Pharm	Assistant Professor	15010	-	-	-	-	-	200	-	1800	02452200073410	AZWPB 1502H	KN/12287/283	15010	

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**7. Whether facilities for Research / Higher studies are provided to the faculty?
– Yes (inspectors to verify documents pertaining to the above)**

**8. Whether faculty members are allowed to attend workshops and seminars? –
Yes
(Inspectors to verify documents pertaining to the above)**

**9. Scope for the promotion for faculty: Yes -As per the performance appraisal
and career advancement Scheme of the institution.**

10. Gratuity Provided: Provided

11. Details of Non-teaching members:

Sl. No.	Name	Designation	Qualification	Date of Joining	Experience (years)	Signature	Remarks of the Inspectors
1.	Mr. Rajaram Shetty	Physical Education Director	M.PED	06.08.1991	26		
2.	Mr. Chadrashekar D.	Librarian	MLISC, M.Phil	22/02/2000	17.4		
3.	Mrs. Vidyavathi	Demonstrator	BA, D.Pharm	14/03/1990	27.3		
4.	Mr. Dinesh Kumar	Demonstrator	B.Sc, D.Pharm	08/03/1991	26.3		
5.	Mr. Jagannath Shetty	Demonstrator	B.Sc	06/01/1992	25.6		
6.	Mrs. Geetha Shetty	Demonstrator	B.Sc	12/09/1992	24.10		
7.	Mr. Ravindra	Office Superintendent	BA	15/07/1988	29		
8.	Mr. Vivek Pai	Placement Officer	BBM	24/01/2011	28		
9.	Mrs. Jyothi Shetty	Office Superintendent	PUC	30/05/1989	28.2		
10.	Mrs. Ramya Shetty	Office Superintendent	B.Com	19/01/2000	17.6 yrs		
11.	Mrs. Krishnaveni	Cashier	PUC	05/06/1989	28.2		
12.	Mr. Shashidhar Rai	Office Assistant	PUC	10/12/1990	26.6		
13.	Mrs. Usha Kumari M.	Office Assistant	SSLC	01/07/1991	27.1		
14.	Mrs. Usha Kumari	Typist	B.Com	31/12/1996	20.6		
15.	Mrs. Arthika Shetty	Receptionist	BA	10/09/1998	18.3		
16.	Mr. Naveenchandra Shetty	Hostel Superintendent	BA	01/02/2017			
17.	Mrs. Kushala Shetty	Hostel Supervisor	BA	05/06/2008	9.2		
18.	Mrs. Shamitha	Store keeper	B.Com, M.Com	08/10/2012	4.8		
19.	Ms. Jyosna	Computer Lab Assistant	BCA	15/10/2012	4.8		
20.	Mrs. Chaitra Gatty	Technical Assistant	M.Sc.	01.03.2016	1.5		
21.	Mr. Sujay Raj R S	Research Assistant	M.Sc.	08.07.2017	0.1		

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22.	Mr. U Lakshman Bhat	Telephone Operator	Dip in Telephone Operation	02/04/2007	10.4		
23.	Mr. Ramesh N.	Stores / Office Assistant	PUC	01/09/1988	28.11		
24.	Mr. Gururaj	Attender	SSLC	24/02/1989	28.5		
25.	Mr. Balakrishna Naik	Attender	SSLC	05/08/1991	26		
26.	Mrs. Vasanthi G.	Attender	SSLC	02/12/1994	22.8		
27.	Mrs. Hemavathi	Attender	7th Std	03/05/2001	16.3		
28.	Mrs. Kamalakshi	Attender	8th Std	01/06/2002	15.2		
29.	Mr. Prasad Pal	Attender	PUC	06/08/2004	13		
30.	Mr. Rajesh	Attender	SSLC failed	01/03/2002	15.5		
31.	Mr. Sudhakar S.	Attender	9 th Std	01/12/2005	11.8		
32.	Mrs. Nethra	Attender / Sweeper	5th Std	01/03/2004	13.5		
33.	Mrs. Jayanthi	Attender / Sweeper	5th Std	01/03/2004	13.5		
34.	Mr. Sudhir Shetty	Driver	SSLC	01/09/1991	25.10		
35.	Ms. Shashikala	Library Assistant	D.Lib	04/06/2012	5.2		
36.	Mrs. Shaila Kunder	Attender / Cleaner	SSLC failed	09/04/2012	5.4		
37.	Mrs. Hemalatha	Attender / Cleaner	SSLC	10/05/2013	4.2		
38.	Mrs. Renuka	Attender	SSLC	24/02/2015	2.5		
39.	Mr. Suresh	Attender		20/02/2017	5 mts		

12. Whether Supporting Staff (Technical and Administrative) are encouraged for Skill Upgradation Programs : Yes

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PART V – DOCUMENTATION

Records Maintained: (Essential)

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

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PART- VI

**1. Financial Resource allocation and utilization for the past three years:
(Audited Accounts for the previous year enclosed as Annexure VI)**

Sl. No.	Expenditure in Rs. 2015-16			Expenditure in Rs. 2016-17			Expenditure in Rs. 2017-18			Remarks of the Inspectors *
	Total budget sanctioned	Recurring	Non-recurring	Total budget sanctioned	Recurring	Non-recurring	Total budget sanctioned	Recurring	Non-recurring	
1.	543.53	482.78	60.75	585.49	545.49	35.00	667.14	647.14	20.00	

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

Sl. No.	Expenditure in Rs. 2015-16			Expenditure in Rs. 2016-17			Expenditure in Rs. 2017-18			Remarks of the Inspectors *
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred **	
1.	Chemicals and Glassware	15.00	19.93	Chemicals and Glassware	18.00	22.81	Chemicals and Glassware	18.00	7.06	

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

Sl. No.	Expenditure in Rs. 2015-16			Expenditure in Rs. 2016-17			Expenditure in Rs. 2017-18			Remarks of the Inspectors *
	Total budget sanctioned	Sanctioned	Incurred	Total budget sanctioned	Sanctioned	Incurred	Total budget sanctioned	Sanctioned	Incurred **	
	Equipment	50.00	31.95	Equipment	35.00	33.00	Equipment	20.00	2.09	

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

Sl. No.	Expenditure in Rs. 2014-15			Expenditure in Rs. 2015-16			Expenditure in Rs. 2016-17			Remarks of the Inspectors *
	Total budget sanctioned	Sanctioned	Incurred	Total budget sanctioned	Sanctioned	Incurred	Total budget sanctioned	Sanctioned	Incurred **	
1.	Library Books & Journals	12.50	7.32	Library Books & Journals	12.50	6.64	Library Books & Journals	12.00	0.55	

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

** Purchase for the year 2017-18 is underway.

(Purchase details of equipments, chemicals, glassware library books and periodicals for the last three years enclosed as Annexure X)

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PART VII EQUIPMENT AND APPARATUS
Department wise list of Minimum equipments required for D.Pharm

PHARMACEUTICS
Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1.	Continuous Hot Extraction Equipment	05	05	Yes	
2.	Conical Percolator	05	05	Yes	
3.	Tincture Press	01	01	Yes	
4.	Hand Grinding Mill	01	01	Yes	
5.	Disintegrator*	01	01	Yes	
6.	Ball mill*	01	01	Yes	
7.	Hand operated Tablet machine	01	01	Yes	
8.	Tablet Coating Pan unit with hot air blower laboratory size*	01	01	Yes	
9.	Polishing pan laboratory size	01	01	Yes	
10.	Monsanto's hardness tester	01	01	Yes	
11.	Pfizer type hardness tester	01	01	Yes	
12.	Tablet disintegration test apparatus IP*	01	01	Yes	
13.	Tablet dissolution test apparatus IP*	01	01	Yes	
14.	Granulating sieve set	10	10	Yes	
15.	Tablet counter – small size	05	05	Yes	
16.	Friability tester*	01	01	Yes	
17.	Collapsible tube – Filling and sealing equipment*	01	01	Yes	
18.	Capsule filling machine – Lab size*	01	01	Yes	

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19.	Digital balance*	01	01	Yes	
20.	Distillation unit for distilled water	02	02	Yes	
21.	Deionisation unit	01	01	Yes	
22.	Glass distillation unit for water for injection	01	01	Yes	
23.	Ampoule washing machine	01	01	Yes	
24.	Ampoule filling and sealing machine*	01	01	Yes	
25.	Sintered glass filters for bacteria proof filtration (four different grades)	Adequate	Available	Yes	
26.	Millipore filter (3 grades)	01	01	Yes	
27.	Autoclave*	01	01	Yes	
28.	Hot air sterilizer	01	01	Yes	
29.	Incubator	01	01	Yes	
30.	Aseptic cabinet	01	01	Yes	
31.	Ampoule clarity test equipment*	01	01	Yes	
32.	Blender	01	01	Yes	
33.	Sieves set (Pharmacopoeial standard)*	02	02	Yes	
34.	Lab Centrifuge	01	01	Yes	
35.	Ointment slab	Adequate	Available	Yes	
36.	Ointment spatula	Adequate	Available	Yes	
37.	Pestle and mortar porcelain	Adequate	Available	Yes	
38.	Pestle and mortar glass	Adequate	Available	Yes	
39.	Suppository moulds of three sizes	Adequate	Available	Yes	
40.	Refrigerator	01	01	Yes	

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

PHARMACEUTICAL CHEMISTRY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1.	Refractometer	01	01	Yes	
2.	Polarimeter	01	01	Yes	
3.	Photoelectric colorimeter	01	01	Yes	
4.	Ph meter*	01	01	Yes	
5.	Atomic model set*	02	02	Yes	
6.	Electronic balance*	01	01	Yes	
7.	Periodic table chart*	Adequate	Available	Yes	

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

PHYSIOLOGY AND PHARMACOLOGY LABORATORY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1.	Haemoglobinometer	20	20	Yes	
2.	Haemocytometer*	10	10	Yes	
3.	Student's organ bath	01	01	Yes	
4.	Sherington's rotating drum*	01	01	Yes	
5.	Frog board	Adequate	Available	Yes	
6.	Tray (dissecting)	Adequate	Available	Yes	
7.	Frontal writing lever*	Adequate	Available	Yes	
8.	Aeration tube*	Adequate	Available	Yes	
9.	Telethermometer	01	01	Yes	
10.	Pole climbing apparatus*	01	01	Yes	
11.	Histamine chamber	01	01	Yes	

12.	Simple lever*	Adequate	Available	Yes	
13.	Sterling heart lever*	Adequate	Available	Yes	
14.	Aerator*	Adequate	Available	Yes	
15.	Histological Slides	Adequate	Available	Yes	
16.	Sphygmomanometer* (B.P. apparatus)	05	05	Yes	
17.	Stethoscope*	05	05	Yes	
18.	First aid equipment	Adequate	Available	Yes	
19.	Contraceptive device*	Adequate	Available	Yes	
20.	Dissecting (surgical) instruments	Adequate	Available	Yes	
21.	Balance for weighing small Animals	01	01	Yes	
22.	Kymograph paper	Adequate	Available	Yes	
23.	Actophotometer*	01	01	Yes	
24.	Analgesiometer*	01	01	Yes	
25.	Thermometer	Adequate	Available	Yes	
26.	Plastic animal cage	Adequate	Available	Yes	
27.	Double unit organ bath with thermostat	01	01	Yes	
28.	Refrigerator	01	01	Yes	
29.	Digital balance	01	01	Yes	
30.	Charts	Adequate	Available	Yes	
31.	Human skeleton*	01	01	Yes	
32.	Anatomical specimen (Heart, brain, eye,,ear,,reproductive system etc.,)*	01 set	01 set	Yes	
33.	Electro-convulsimeter*	01	01	Yes	
34.	Stop watch	Adequate	Available	Yes	
35.	Clamp, boss heads, screw clips*	Adequate	Available	Yes	
36.	Syme's Cannula*	Adequate	Available	Yes	

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

PHARMACOGNOSY LABORATORY**Equipment:**

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1.	Projection Microscope	01	01	Yes	
2.	Charts (different types)	Adequate	Available	Yes	
3.	Models (different types)	Adequate	Available	Yes	
4.	Permanent Slides	Adequate	Available	Yes	
5.	Slides and Cover Slips	Adequate	Available	Yes	

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

PHARMACY PRACTICE LABORATORY**Equipment:**

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1.	Colorimeter	2	2	Yes	
2.	Microscope	Adequate	Available	Yes	
3.	Permanent slides (skin, kidney, pancreas, smooth muscle, liver etc.,)	Adequate	Available	Yes	
4.	Watch glass	Adequate	Available	Yes	
5.	Centrifuge	1	1	Yes	
6.	Biochemical reagents for analysis of normal and pathological constituents in urine and blood facilities	Adequate	Available	Yes	
7.	Filtration equipment	2	2	Yes	
8.	Filling Machine	1	1	Yes	
9.	Sealing Machine	1	1	Yes	
10.	Autoclave sterilizer	1	1	Yes	
11.	Membrane filter	1 unit	1 unit	Yes	

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12.	Sintered glass funnel with complete filtering assemble	Adequate	Available	Yes	
13.	Small disposable membrane filter for IV admixture filtration	Adequate	Available	Yes	
14.	Laminar air flow bench	1	1	Yes	
15.	Vacuum pump	1	1	Yes	
16.	Oven	1	1	Yes	
17.	Surgical dressing	Adequate	Available	Yes	
18.	Incubator	1	1	Yes	
19.	PH meter	1	1	Yes	
20.	Disintegration test apparatus	1	1	Yes	
21.	Hardness tester	1	1	Yes	
22.	Centrifuge	1	1	Yes	
23.	Magnetic stirrer	1	1	Yes	
24.	Thermostatic bath	1	1	Yes	

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

Museum: Every Institution shall maintain a museum of crude drugs, herbarium sheets, botanical specimens of the drugs, and plants, mentioned in the course in addition the following are recommended.

1. Coloured slides of medicine plants.
2. Display of popular patent medicines, and
3. Containers of common usage in medicines.

Observation of the Inspectors:

Compliance of the last recommendations by Inspectors

Specific observations if not complied

Signature of Inspectors

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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.