

PHARMACY COUNCIL OF INDIA

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

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

(SIF-B-I)

To be filled up by P.C.I.

To be filled up by inspectors

Inspection No. :

Date of Inspection:

FILE No. : 32-1210/2016-PCI

**NAME OF THE INSPECTORS:
(BLOCK LETTERS)**

PART – I

A - GENERAL INFORMATION

A – I.1 Name of the Institution: Complete Postal address: STD code Telephone No. Fax No. E-mail	<i>Department of Pharmacy School of Medical & Allied Sciences G.D. Goenka University G.D. Goenka Education City, Sohna –Gurgaon Road, Haryana – 122103</i> <i>0124 3315900 Extn. 4026; 4056 3315970 registrar@gdgu.org; somas@qdqu.org</i>
Year of Establishment / Year of Starting of the course	Degree 2016
Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)	<i>Private University Please see(Annexure – I)</i>
A – I.2 Name, address of the Society/Trust/ Management (attach documentary evidence) STD Code: Telephone No: Fax No: E-mail Web Site:	<i>Genuine Promoters (Company Limited by shares not for profit U/S.25 of the Companies Act 1956), N-86, Connaught Place, New Delhi – 110001 011-23313210, 30243737</i> <i>(Annexure – II)</i>
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	<i>Dr.Nitesh Bansal Registrar, G.D.Goenka University 0124-3315900 G.D. Goenka University, Sohna –Gurgaon Road, Haryana – 122103 7295/2, Prem Nagar, Near Kamla Nagar, Delhi – 110007 8800992042, 3315970 nitesh.bansal@gdgoenka.ac.in</i>
A – I.4 Name and Address of the Head of the Institution	<i>Prof. (Dr.) Shrihari Vice Chancellor, G.D. Goenka University, Sohna –Gurgaon Road, Haryana – 122103</i>
A-I.4 a Whether the Jan Aushadhi Medical Store has been opened by your institute	<i>Yes (In Process)</i>

Signature of the Head of the Institution

Signature of the Inspectors

A –I . 5

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL -

a. Details of Affiliation Fee Paid : Annexure - III

Name of the Course	Affiliation Fee paid up to	Receipt No	Dated	Remarks of the Inspectors
B. Pharm	2018-19*			

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	2017-18	Approval Letter No and Date	32-1210/2016-PCI, Dated 15.06.2016 (Annexure-IV)	Memo No. 20/21-2011 UNP (5) dated February 2, 2015 (Annexure – V)	(Plz see Annexure – VI)	
		Approved Intake	60			
		Actually admitted	60			

c. STATUS OF APPLICATION:

COURSES INSPECTED FOR						
Faculty / Subject	Extension of Approval	Increase in Intake of Seats	Remarks			
			Current Intake	Proposed Intake		
B. Pharm			Yes	60	100	

Note: Enclose relevant documents (Annexure-IV)

Signature of the Head of the Institution

Signature of the Inspectors

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: Annexure - VIII

Yes

No

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

Independent Building

Wing of another college

Separate Campus

Multi Institutional Campus

Examining Authority

With complete postal Address

Telephone No. and STD Code.

For degree course

G.D. Goenka University

G.D. Goenka Education

City, Sohna –Gurgaon

Road, Haryana – 122103:

0124 – 3315900

B - DETAILS OF THE INSTITUTION

B –I .1		Dr. Rohit Dutt		
Name of the Principal/HOD				
Qualification/ Experience	Qualification*	Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M. Pharm	15 Yrs out of which 5 years as prof./HOD		
	✓ PhD	10 Yrs out of which atleast 05 years as Assistant prof	12 Yrs	

* Documentary evidence should be provided (Plz see Annexure – VII)

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	2nd & 3rd February, 2017	No Deficiency	Complied	No

* Enclose Documents (Annexure-VIII)

Signature of the Head of the Institution

Signature of the Inspectors

B –I .3

Status of Governing Council:	University
Details of the Governing Body	Enclosed as Annexure – IX
Minutes of the last Governing council Meeting	Enclosed as Annexure – X

B –I .4 Pay Scales:

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

B –I .5

B. Pharm Course: Admission Statement for the Past Three Years: *Not applicable*

ACADEMIC YEAR	Year 2017-18	Year 2016-17	Year 2015-16
Sanctioned	60	60	<i>Not applicable as B. Pharm Programme commenced from session 2016-17 only</i>
No. of Admissions	60	60	
Unfilled Seats	Nil	Nil	
No. of Excess Admissions	Nil	Nil	

B-1.6

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

ACADEMIC YEAR	Year 2016-17	Year 2015-16
1 st year (I & II sem)	30%	<i>Not applicable as as B. Pharm Programme commenced commenced from session 2016-17 only</i>
2 nd year	NA	
3 rd year	NA	
Final year	NA	
Pass % (Final Year)	NA	

B – II

Co – Curricular Activities / Sports Activities

Whether college has NSS Unit (Yes/No)? If no give reasons	Under Process
NSS Programme Officer's Name	NA
Programme conducted (mention details)	NA
Whether students participating in University level cultural activities / Co- curricular/sports activities	Yes/No
Physical Instructor	Available/Not available
Sports Ground	Individual / Shared

Signature of the Head of the Institution

Signature of the Inspectors

C - FINANCIAL STATUS OF THE INSTITUTION

Audited financial Statement of Institute should be furnished*

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

C .2 Please provide following Information

Receipts			Expenditure			Remarks of the Inspectors
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount	
1.	Grants a. Government b. Others	47,73,250	CAPITAL EXPENDITURE			
2.	Tuition Fee		1.	Building		
3.	Library Fee		2.	Equipment	10,84,257	
4.	Sports Fee		3.	Others	38,65,204	
5.	Union Fee		REVENUE EXPENDITURE			
6.	Others	8,75,050	1	Salary	19,08,159	
			2.	MAINTENANCE EXPENDITURE		
				i College		
				ii Others		
			3.	University Fee (If any)		
			4.	Apex Bodies Fee		
			5.	Government Fee		
			6.	Deposit held by the College		
			7.	Others		
			8.	Misc. Expenditure		
			Total		67,07,772	
Total						

Note: Enclose relevant documents

Signature of the Head of the Institution

Signature of the Inspectors

PART- II PHYSICAL INFRASTRUCTURE

1. a. Availability of Land (B. Pharm courses) : *Available*
 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
 1) Own-records to be enclosed : **Enclosed as annexure-XI**
 Sale deed
- d. Building[†]:
 i) Approved Building plan, to be enclosed : **Enclosed as Annexure - XII**
- e. Total Built Area of the college building in Sq.mts : Built up Area 27533

Amenities and Circulation Area

1283

2. Class rooms:

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

Class	Required Nos	Available Nos	Required Area * for each class room	Available Area in Sq.mts	Remarks of the Inspectors
B. Pharm	06		6 of 90 Sq. mts. Or 4 of 150 Sq. mts. with Public address System	<i>97 X 6 = 582 Sq. mt.</i>	

(*To accommodate 100 students).

3. Laboratory requirement at the end of 4 Years

Sl. No.	Infrastructure for	Requirement as per Norms	Available No. & Area in Sqmts	Remarks/ Deficiency
1	Lab Area for B.Pharm Course (12 Labs)	90 Sq .mts x n (n=10) - Including Preparation room - Desirable 75 Sq. mts - Essential	<i>91 X 7 = 637 Sq. mt.</i>	
2	Pharmaceutics Pharmaceutical Chemistry Pharmaceutical Analysis Pharmacology Pharmacognosy Pharmaceutical Biotechnology (Including Aseptic Room) Total no. Laboratories for B.Pharm course	03 Laboratories 02 Laboratories 01 Laboratory 02 Laboratories 01 Laboratories 01 Laboratory	<i>2 2 1 1 1 Total = 07</i>	
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)	<i>7X10=70 sq mt</i>	
4	Area of the Machine Room	80-100 Sq.mts	<i>1(100sq mt.)</i>	
5	Central Instrumentation Room	80 Sq.mts with A/ C	<i>1 (80 sq mt.)</i>	
6	Store Room – I	1 (Area 100 Sq.mts)	<i>1(100 sq mt)</i>	
7	Store Room - II (For Inflammable chemicals)	1 (Area 20 Sq.mts)	<i>1(20 sq mt)</i>	

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	<i>1</i>	<i>31</i>	
2	Office – I - Establishment	01	60 Sq. mts	<i>1</i>	<i>88</i>	
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 Sqmts	
1	HODs for B.Pharm Course	Minimum 4	20 Sq.mt x 4	<i>4</i>	<i>20 X 4= 80</i>	
2	Faculty Rooms for B. Pharm course		10 Sq.mt x n (n=No of teachers)	<i>12</i>	<i>120</i>	

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	<i>01</i>	<i>80</i>	
2	Library	01	150 Sq.mts	<i>1</i>	<i>305</i>	
3	Museum	01	50 Sq.mts (May be attached to the Pharmacognosy lab)	<i>1</i>	<i>88</i>	
4	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 seating capacity	<i>1</i>	<i>425</i>	
5	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	<i>1</i>	<i>300</i>	

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	

Signature of the Head of the Institution

Signature of the Inspectors

1	Girl's Common Room (Essential)	01	60 Sq.mts	1	88	
2	Boy's Common Room (Essential)	01	60 Sq.mts	1	88	
3	Toilet Blocks for Boys	01	24 Sq.mts	6	28	
4	Toilet Blocks for Girls	01	24 Sq.mts	6	21	
5	Drinking Water facility – Water Cooler (Essential).	01	-	12		
6	Boy's Hostel (Desirable)	01	9 Sq .mts / Room Single occupancy	2	105975	
7	Girl's Hostel (Desirable)	01	9 Sq .mts / Room (single occupancy) 20 Sqmts / Room (triple occupancy)	1	52020	
8	Power Backup Provision (Desirable)	01		1	500 KVA	

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 Sqmts)	1	153	
Computer (Latest Configuration)	1 system for every 10 students	40	100	
Printers	1 printer for every 10 computers	5	-----	
Multi Media Projector	01	4	-----	
Generator (5KVA)	01	01	(500 KVA)	

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	Nil			
Staff quarters	16 x 80 Sq. mts	Nil			
Canteen	100 Sq. mts	1	189		
Parking Area for staff and students		1	3280		
Bank Extension Counter		Nil			
Co operative Stores		2			
Guest House	80 Sq. mts	1	550		
Auditorium		1	425		
Seminar hall		1	180		
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	2000 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	231	1671	
2	Annual addition of books		150 to 200 books per year	26	167	
3	Periodicals Hard copies / online		10 National 05 International periodicals	10 National 05 International (Hard copies) 1907 (Online)		
4	CDS		Adequate Nos	Available		
5	Internet Browsing Facility		Yes/No (Minimum ten computers)	Yes	11	
6	Reprographic Facilities: Photo Copier Fax Scanner		01 01 01	Yes No Yes	01 - 01	
7	Library Automation and Computerized System			Yes		
8	Library Timings			9:30 am to 7:00 pm		

*For details of books and journals (*Plz see Annexure-XIII*)

Signature of the Head of the Institution

Signature of the Inspectors

10. B. Library Staff:

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

Signature of the Head of the Institution

Signature of the Inspectors

PART III ACADEMIC REQUIREMENTS

Course Curriculum:

1. Student Staff Ratio: Theory Practicals

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

Class	Theory	Practicals	Remarks of the Inspectors
B. Pharm	60:1	20:1	

2. Scheme of B. Pharm Course: Semester

3. Date of Commencement of session / sessions:

Commencement	Completion
01.08.2017	30.05.2018

No of Days

No of Days

4. Vacation: Summer:

Winter:

5. Total No. of working days:

6. Time Table:

Time Table for B. Pharm course Enclosed

Yes No

(Enclosed as Annexure - XIV)

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

I B. Pharm

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 fulfil Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
1	2	3	4	5		
HAP-I	45	42	45	36	12	
Pharm Anal-I	45	41	45	33	11	
Pharmaceutics-I	45	40	45	36	12	
Pharm Inorg Chem.I	45	40	45	33	11	
Remedial Bio	30	31	30	36	12	
Remedial Math	30	27	NA	NA	NA	

Signature of the Head of the Institution

Signature of the Inspectors

Communication Skills	30	27	NA			
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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		
HAP-II	45	50	60	64	16	
Pharm Org. Chem-I	45	40	60	44	11	
Biochemistry	45	44	60	56	14	
Pathophysiology	45	40	NA	NA	NA	
Computers Application in Pharmacy	30	25	30	24	12	
Environment Science	30	34	NA	NA	NA	
Communication Skills	NA		30	26	13	

Signature of the Head of the Institution

Signature of the Inspectors

III B. Pharm: NA

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		
<i>Not Applicable as Department of Pharmacy commenced from current session i.e. 2016-17 only</i>						

IV B. Pharm: Not Applicable

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		
<i>Not Applicable as Department of Pharmacy commenced from session 2016-17 only</i>						

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

Yes

9. Number of Guest Lectures / Seminars / Workshops / Symposia / Presentations conducted during last years. :

A.

Name of the Event	*Year 2017-18	Year 2016-17	Year 2015-16	Year 2014-15
Guest Lectures	02	02	<i>Not Applicable as Department of Pharmacy commenced from session 2016-17 only</i>	
Seminars	01	01		
Workshops	01	01		
Symposia	01	01		

*Planned for the current session

B. Papers Presented / Published during last three years :

	Year 2016-17		Year 2015-16		Year 2014-15	
	National	International	National	International	National	International
Published	01	03	<i>Not Applicable as Department of Pharmacy commenced from session 2016-17 only</i>			
Presented	01	01				

Signature of the Head of the Institution

Signature of the Inspectors

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

Yes

No

Class	*I Sessional Dates DD/MM/YY		*II Sessional Dates DD/MM/YY		III Sessional Dates DD/MM/YY		Remarks of the Inspectors
	Theory	Practicals	Theory	Practicals	Theory	Practicals	
B. Pharm Sem-1	12/10/2016 to 18/10/2016		28/11/2016 to 2/12/2016		NA		
B. Pharm Sem-II	15/02/2017 to 20/02/2017		17/04/2017 to 21/04/2017				
B. Pharm Semester III-VII	<i>Not Applicable as D. Pharmacy course commenced from session 2017-18 only</i>						
I D. Pharm	<i>Not Applicable as D. Pharmacy course commenced from session 2017-18 only</i>						
II D. Pharm							

11. Whether Evaluation of the internal assessments is Fair : Yes

No

Class	No. of Candidates scored more than 80%		No. of Candidates scored between 60 - 80%		No. of Candidates scored between 50 - 60%		No. of Candidates Less than 50%		Remarks of the Inspectors
	Th	Pr	Th	Pr	Th	Pr	Th	Pr	
I B.Pharm									
Human Anatomy and Physiology I	2	15	29	36	14	7	15	2	
Pharm Anal- I	2	16	17	39	18	2	23	3	
Pharmaceutic s-I	5	7	31	44	12	5	12	4	
Pharm Inorg Chem.I	4	10	19	39	14	6	23	5	
Remedial Biology	7	5	12	16	4	5	4	1	
Remedial Math	4	NA	12	NA	10	NA	7	NA	
Communicat ion Skills		NA		NA		NA		NA	
II B.Pharm									
Human Anatomy and Physiology II	1	21	8	28	14	NIL	35	9	
Pharm Org. Chem-I	4	1	14	30	12	NIL	28	27	
Biochemistr y	2	3	20	41	11	NIL	25	14	
Pathophysiol ogy	8	NA	34	NA	6	NA	10	NA	

Signature of the Head of the Institution

Signature of the Inspectors

Computers Application in Pharmacy	7	19	31	38	8	1	12	18	
Environment Sciences	9	NA	36	NA	5	NA	8	NA	
Communication skills	NA	20	NA	14	NA	6	NA	NIL	
III B.Pharm	Not applicable								
IV B.Pharm									

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

Sl.No	Name of the Faculty	Subjects taught	B.Pharm								Total work load	Remarks of the Inspector
			I		II		III		IV			
			Th	Pr	Th	Pr	Th	Pr	Th	Pr		
1	Dr. Rohit Dutt	Pharm Inorganic Chemistry	3	8	-	-	NA	NA	NA	NA	11	
2	Dr. Aparna Khansili	Physical Pharmacy	-	-	4	12	NA	NA	NA	NA	16	
3	Dr. Avneet Kaur Lamba	Pharmaceutical Microbiology	-	-	4	12	NA	NA	NA	NA	16	
4	Dr. B. Shiva Naga Vara Prasad	Pharmaceutical Engineering	-	-	4	12	NA	NA	NA	NA	16	
5	Dr. Deepika Saini	Pharm Inorganic Chemistry	-	4	4	12	NA	NA	NA	NA	20	
		Pharmaceutical Organic Chemistry-II										
6	Dr. Tarun Jain	Pharm. Analysis-I	4	12	-	-	NA	NA	NA	NA	20	
		Pharm Inorganic Chemistry	-	4								
7	Ms. Manni Dutta	Pharm Inorganic Chemistry	1	-	-	-	NA	NA	NA	NA	01	
8	Ms. Suhani Sinha	Pharmaceutics-I	4	12	-	-	NA	NA	NA	NA	16	
9	Ms. Pooja Verma	HAP-I	4	12	-	-	NA	NA	NA	NA	22	
		Remedial Biology	2	4			NA	NA	NA	NA		
10	Dr. Deepika Garg	Remedial Mathematics	02	00	-	-	NA	NA	NA	NA	02	
11	Dr. Monika Agrawal	Communication skills	02	02	-	-	NA	NA	NA	NA	04	
12	Ms. Ashu Gautam	Computer Applications	3	4	-	-	NA	NA	NA	NA	07	

Signature of the Head of the Institution

Signature of the Inspectors

13. Percentage of students qualified in GATE in the last Three Years : *Not Applicable*

Details	Year 2017-18	Year 2016-17	Year 2015-16
No. of Students Appeared	<i>Not Applicable as Department of Pharmacy commenced from session 2016-17 only</i>		
No. of Students Qualified			
Percentage			

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

Yes

If applicable please give the details for the previous Year : *NA*

Events	Details for the Previous Year
No. of Industrial Visits	01
Industrial Tour	01
Industrial Training	01
No. of Resource Persons from the Industry for Guest Lectures	03
No. of Collaboration projects with Industry	Nil

15. Percentage of students Placed through the College Placement Cell in the Last Three Years : *N.A*

Year	Year 200-	Year 200-	Year 200-
No. of students appeared for campus interview	<i>Not Applicable as Department of Pharmacy commenced from session 2016-17 only</i>		
% Placed			

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

Yes*

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	Dr. Rohit Dutt	Assistant Dean & Head	M. Pharm, PhD	16.08.2016	12 yrs	013888		
2	Dr. Aparna Khansili	Assistant Professor	M. Pharm, PhD	22.08.2016	6 yr 7 months	0801		
3	Dr. Tarun Jain	Assistant Professor	M. Pharm, PhD	08.08.2017	10 yrs	Awaited		
4	Dr. Deepika Saini	Assistant Professor	M. Pharm, PhD	08.08.2017	Fresher	20142		
5	Dr. Avneet K Lamba	Assistant Professor	M. Pharm, PhD	08.08.2017	4yr. 9 monts	21688		
6	Dr. B. Shiva Naga Vara Prasad	Assistant Professor	M. Pharm, PhD	23.08.2017	11yr. 8 months	23920A2		
7	Mrs. Manni Dutta	Lecturer	M. Pharm	22.08.2016	4yr. 5 monts	20569		
8	Ms. Suhani Sinha	Lecturer	M. Pharm	29.08.2017	15 yrs.	Awaited		
9	Ms. Kritika Soni	Lecturer	M. Pharm	21.08.2017	Fresher	30011		
10	Ms. Pooja Verma	Assistant Professor	M. Pharm	29.08.2017	Fresher	Awaited		
11	Dr. Deepika Garg	Visiting Faculty	MSc., PhD (Math)	01.08.2016	13 Yrs	NA		
12	Ms. Monika Aggarwal	Visiting Faculty	MBA	01.08.2016	05 yrs	NA		
13	Ms. Shivani Saluja	Visiting Faculty	M. Tech	01.08.2016	05 yrs	NA		

2. Qualification and number of Staff Members

Qualification							
B.Pharm		M.Pharm		PhD		Others	
Nil		04		06		Part Time	
						03	

Signature of the Head of the Institution

Signature of the Inspectors

3. Teaching Staff required year wise exclusively for B.Pharm for intake of 100 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	NA	1	NA
Pharmaceutical Chemistry	1	1	2	3	3		4	
Pharmaceutical Analysis	1	0	..	0	-		1	
Pharmacology	1	1	2	2	3		4	
Pharmacognosy	1	1	2	0	3		3	
Pharmaceutics	1	1	2	4	3		4	
Total	6	05	9	10	13		17	
Part time teaching Staff	3	02	-	03	-		-	
Remarks of the Inspection Team								

***Part time teaching staff or Mathematics, Biology and Computer Science should be appointed.**

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

Department / Division	Name of the Post	For strength of 100 students	Provided by the institution	Remarks of inspection team
Department of Pharmaceutics	Professor	1	00	
	Asst. Professor	2	04	
	Lecturer	3	00	
Department of Pharmaceutical Chemistry	Professor	1	00	
	Asst. Professor	3	02	
	Lecturer	3	01	
Department of Pharmacology	Professor	1	00	
	Asst. Professor	2	01	
	Lecturer	1	02	
Department of Pharmacognosy	Professor	1	00	
	Asst. Professor	1	00	
	Lecturer	2	00	
Department of Pharmacy Practice	Asst. Professor	1	00	
	Lecturer	1	00	
Department of Pharmaceutical Analysis	Asst. Professor	1	00	
	Lecturer	1	00	

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
c.	Whether Demonstration Lecture has been conducted	Yes
d.	Whether opinion of Recruitment Committee Recorded	Yes

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6. Details of Faculty Retention for: *Not Applicable*

Name of Faculty Member	Period	%
	Duration of 15 yrs. and above	<i>Not Applicable as Department of Pharmacy commenced from session 2016-17 only</i>
	Duration of 10 yrs. and above	
	Duration of 5 yrs. and above	
	Less than 5 yrs.	

7. Details of Faculty Turnover: *Not Applicable*

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
Dr. Rohit Dutt, Dr. Aparna Khansili, Ms. Manni Dutta	% of faculty retained in last 3 yrs	✓			

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

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

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9. Scale of pay for teaching faculty (to be enclosed): (Plz see Annexure-XVI)

Sl. No	Name	Qualification	Designation	Basic pay Rs.	DA Rs.	HRA Rs.	CCA Rs.	Other allowance Rs.	Deductions			Bank A/C No	PAN No	EPF A/c no.	Total	Signature
									P T	TDS	EPF					

10. Whether facilities for Research / Higher studies are provided to the faculty? 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): (Plz see Annexure-XVII)

Sl No	Name	Designation	Qualification	Date of Joining	Experience	Signature	Remarks of the Inspectors
1	Mr. Sarabjeet Singh	Lab Technician	D. Pharm	29.08.2016	10 Years		
2	Mr. Raghav Anand	Lab Technician	D. Pharm	27.03.2017	03 Years		
3	Mr. Triloki Singh	Lab Technician	B.Sc	26.08.2016	15 Years		
4	Mr. Yogesh Kalia	Lab Technician	B.Sc	01.10.2016	7 Years		
5	Mr. Virendra Singh	Lab Assistant	12 th Pass	29.08.2017	5 Years		
6	Mr. Harveer Singh	Lab Assistant	Diploma in Engineering	22.08.2016	3 Years		
7	Mr. Sachin Jain	Lab Assistant	BCA	29.08.2017	2 Years		

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8	Mr. Dheeraj Khanduja	Office Superintendent	MBA (HR)	21.08.2017	05 Years		
9	Mr. Mohit Singhal	Accounts Officer	MBA (Finance)	05.08.2013	15 Years		
10	Mr. Hanish Bhardwaj	Storekeeper	BCA	01.09.2015	2.5 Years		
11	Mr. Smruti Ranjan Behera	Computer Data Operator	B.E. in Computer Science & Engineering	23.08.2017	11 Years		
12	Ms. Shabnam Khanam	Office Staff I	PGDBM (HR)	09.06.2013	2.8 Years		
13	Mr. Narender Singh	Peon	12 th Pass	13.01.2015	5 Years		
14	Mr. Tej Pal	Peon	12 th Pass	22.08.2016	9 years		

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

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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.	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	NA*		

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

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PART - VI

1. Financial Resource allocation and utilization for the past three years: Not applicable

**(Audited Accounts for previous year to be enclosed) (Plz see Annexure- XVIII)*

Sl	Expenditure in Rs. For the current session -2017-18			Expenditure in Rs. For the session -2016-17			Expenditure in Rs. For the session 2015-16			Remarks of the Inspectors*
	No.	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Returning	Total budget sanctioned	Recurring	
1	1,50,000,00		NA	1,30,000,00	60,00,000	50,00,000	<i>Not Applicable as Department of Pharmacy commenced from session 2016-17 only</i>			

* In process

2. Total amount spent on chemicals and glassware for the past three years: (Plz see Annexure-XIX)

Sl	Expenditure in Rs. For the current session -2017-18			Expenditure in Rs. For the session -2016-17			Expenditure in Rs. For the session -	Remarks of the Inspectors*
	No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned		
	Chemicals	1,92,522	1,56,754	Chemicals	2,26,135	2,26,135	<i>Not applicable as Department of Pharmacy commenced from session 2016-17 only</i>	
	Glassware	1,86,378	1,86,378	Glassware	3,65,293	3,65,293		

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

(Enclose purchase invoice)

(Plz see Annexure-XX)

Sl	Expenditure in Rs. For the current session -2017-18			Expenditure in Rs. For the session -2016-17			Expenditure in Rs. For the session -2015-16	Remarks of the Inspectors*
	No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned		
	Equipment	15,00,000	5,00,000	Equipment	19,45,685	19,45,685	<i>Not applicable as Department of Pharmacy commenced from session 2016-17 only</i>	

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4. Total amount spent on Books and Journals for the past three years: (Annexure-XXI)

S. No.	Expenditure in Rs. For the current session -2017-18			Expenditure in Rs. For the session -2016-17			Expenditure in Rs. For the session -2015-16	Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred*	Total budget allocated	Sanctioned	Incurred		
1	Books	3,00,000	NA	Books	5,00,000	4,00,000	<i>Not applicable as Department of Pharmacy commenced from session 2016-17 only</i>	
2	Journals	55,000	NA	Journals	2,00,000	1,00,000		

*In Process

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PART VII – EQUIPMENT AND APPARATUS

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

DEPARTMENT OF PHARMACOLOGY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscopes	20	15	Yes	
2	Haemocytometer with Micropipettes	20	20	Yes	
3	Sahli's haemocytometer	20	20	Yes	
4	Hutchinson's spirometer	01	01	Yes	
5	Sphygmomanometer	10	03	Yes	
6	Stethoscope	10	02	Yes	
7	Permanent Slides for various tissues	One pair of each tissue Organs and endocrine glands One slide of each organ system	50	Yes	
8	Models for various organs	One model of each organ system	08	Yes	
9	Specimen for various organs and systems	One model for each organ system	40	Yes	
10	Skeleton and bones	One set of skeleton and one spare bone	03	Yes	
11	Different Contraceptive Devices and Models	One set of each device	Adequate	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 / Polyrite	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	05	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 Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Folin-Wu tubes	60	60	Yes	
2	Dissection Tray and Boards	10	02	Yes	
3	Haemostatic artery forceps	10	05	Yes	
4	Hypodermic syringes and needles of size 15,24,26G	10	100	Yes	
5	Levers, cannulae	20	05	Yes	

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

DEPARTMENT OF PHARMACOGNOSY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscope with stage micrometer	20	15	Yes	
2	Digital Balance	02	02	Yes	
3	Autoclave	02	01	Yes	
4	Hot air oven	02	01	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	01	Yes	
9	Zone reader	01	01	Yes	

10	Digital pH meter	01	01	Yes	
11	Sterility testing unit	01	01	Yes	
12	Camera Lucida	20	05	Yes	
13	Eye piece micrometer	20	10	Yes	
14	Incinerator	01	00	NA	
15	Moisture balance	01	01	Yes	
16	Heating mantle	20	15	Yes	
17	Flourimeter	01	01	Yes	
18	Vacuum pump	02	01	Yes	
19	Micropipettes (Single and multi channeled)	05	03	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	02	Yes	
4	Soxhlet apparatus	10	15	Yes	
5	TLC chamber and sprayer	10	05	Yes	
6	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	05	Yes	
2	Oven	03	03	Yes	
3	Refrigerator	01	01	Yes	
4	Analytical Balances for demonstration	05	05	Yes	
5	Digital balance 10mg sensitivity	10	03	Yes	
6	Digital Balance (1mg sensitivity)	01	01	Yes	
7	Suction pumps	06	02	Yes	

8	Muffle Furnace	01	01	Yes	
9	Mechanical Stirrers	10	06	Yes	
10	Magnetic Stirrers with Thermostat	10	03	Yes	
11	Vacuum Pump	01	01	Yes	
12	Digital pH meter	01	01	Yes	
13	Microwave Oven	02	01	Yes	

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	100	60	Yes	
5	Arsenic Limit Test Apparatus	25	20	Yes	
6	Nessler's Cylinders	50	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	20	04	Yes	
2	Homogenizer	10	02	Yes	
3	Digital balance	05	03	Yes	
4	Microscopes	10	05	Yes	
5	Stage and eye piece micrometers	15	05	Yes	
6	Brookfield's viscometer	01	01	Yes	
7	Tray dryer	01	00	NA	
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	01	Yes	
12	Autoclave *	01	01	Yes	

13	Steam distillation still	01	02	Yes	
14	Vacuum Pump *	01	01	Yes	
15	Standard sieves, sieve no. 8, 10, 12,22,24, 44, 66, 80	10 sets	05	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	02	Yes	
30	Digital pH meter	01	01	Yes	
31	All purpose equipment with all accessories	01	00	NA	
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	01	Yes	
37	Conical Percolator	10	10	Yes	
38	Capsule Counter	02	02	Yes	
39	Energy meter	02	01	Yes	
40	Hot Plate	02	02	Yes	
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	20	20	Yes	
2	Stalagmometer	20	20	Yes	
3	Desiccator	10	05	Yes	
4	Suppository moulds	20	20	Yes	
5	Buchner Funnels (Small, medium, large)	05 each	05	Yes	
6	Filtration assembly	01	01	Yes	
7	Permeability Cups	05	05	Yes	
8	Andreason's Pipette	05	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 : Not applicable

Sl. No.	Name	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			
9	Diagnostic Kits to identify infectious agents	01			
10	Rheometer	01			
11	Viscometer	01			
12	Micropipettes (Single and multi channelled)	01			
12	Micropipettes (Single and multi channelled)	01			
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	Digitl PH meter	01			

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	00	NA	
8	Potentiometer	01	01	Yes	
9	Conductivity meter	01	01	Yes	
10	Fourier Transform Infra Red Spectrometer (Desirable)	01	00	NA	
11	HPLC	01	00	NA	
12	HPTLC (Desirable)	01	00	NA	
13	Atomic Absorption and Emission spectrophotometer (Desirable)	01	00	NA	
14	Biochemistry Analyzer (Desirable)	01	00	NA	
15	Carbon, Hydrogen, Nitrogen Analyzer (Desirable)	01	00	NA	
16	Deep Freezer (Desirable)	01	00	NA	
17	Ion – Exchanger	01	01	Yes	
18	Lyophilizer (Desirable)	01	01	Yes	

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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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