

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	DMWIMS COLLEGE OF PHARMACY NASEERA NAGAR ,MEPPADI WAYANAD-673577 04936 287272 04936-287274 collegeofpharmacy@dmwims.com www.dmwimsparmacycollege.com
Year of Establishment	2016
Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)	PRIVATE-TRUST ANNEXURE-1
A – I .2 Name, address of the Society/Trust/ Management (attach documentary evidence) STD Code: Telephone No: Fax No: E-mail Web Site:	DM EDUCATION AND RESEACH FOUNDATION NAZEERA NAGAR,MEPPADI WAYANAD-673577 04936-287000 04936-287287 co@dmwims.com www.dmwims.com
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	DEVANAND K T CHIEF ADMINISTRATIVE OFFICER DM WIMS MEDICAL COLLEGE NASEERA NAGAR ,MEPPADI WAYANAD-673577 04936-287000 04936-287287 9995998832 dev.d@dmwims.com www.dmwims.com
A – I .4 Name and Address of the Head of the Institution	Dr. S Meena, Principal, DM WIMS College of Pharmacy, Nazeera Nagar, Meppadi, Wayanad-673577 Ph: 08111881230

A – I .5

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

Signature of the Head of the Institution

Signature of the Inspectors

a. Details of Affiliation Fee Paid

Name of the Course	Affiliation Fee paid up to	Receipt No DD No.	Dated	Remarks of the Inspectors
B. Pharm	2016-2017	905933	19-03-2016	
B.Pharm(Continuation of affiliation)	2017-2018	785242	22-08-2016	

b. APPROVAL STATUS:

Name of the Course	Approved up to	In take Approved and Admitted	PCI	STATE GOVERNMENT	UNIVERSITY	Remarks of the Inspector
B. Pharm	2016-2017	Approval Letter No and Date	32-1229/2016-PCI, June 2016	GO(MS)NO.183/2015/H&FWD, 31/08/2015	No.17443/AC F/Pharm/kuhs/2016, 12/08/2016	
		Approved Intake	60	60	60	
		Actually Admitted	50	50	50	

c. STATUS OF APPLICATION

COURSES INSPECTED FOR					
Faculty / Subject	Extension of Approval	Increase in Intake of Seats			Remarks
		No	Yes	No	Current Intake
B. Pharm	Yes	No	Yes	No	50

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: MBBS and B.Sc Nursing

Yes No

Status of the Pharmacy Course:

A – I. 6 a

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

Signature of the Head of the Institution

Signature of the Inspectors

Examining Authority : The Registrar
With complete postal Kerala University of Health Sciences,
Address, Medical College (P.O), Thrissur
Telephone No. and STD Code. Kerala-680596,
Ph: 0487 2207664

Signature of the Head of the Institution

Signature of the Inspectors

B - DETAILS OF THE INSTITUTION

B -I .1					
Name of the Principal		DR. S. MEENA			
Qualification/ Experience	Qualification*		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M. Pharm	1995	15 years, out of which 5 years as Prof. / HOD	28 yrs	
	PhD	2007	10 years, out of which at least 05 years as Asst. Prof	10 yrs	

* Documentary evidence should be provided

B -I .2

For institution seeking continuation of affiliation

Course	Date of last Inspection	Remarks of the Previous Inspection	Complied / Not Complied	Intake reduced/Stopped in the last 03 years*
B. Pharm	11/04/2016-12/04/2016	Approved	Complied	No

* Enclose Documents

B -I .3

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

B -I .4

Pay Scales:

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

B -I .5

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

ACADEMIC YEAR	Year 2016-2017	Year 200-	Year 200-
Sanctioned	60		
No. of Admissions	50		
Unfilled Seats	10		
No. of Excess Admissions	No		

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 2016-17	Year 200-	Year 200-
1st year	Classes started on 17/08/2016		
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	NA
NSS Programme Officer's Name	
Programme conducted (mention details)	
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
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount	
1.	Grants a. Government b. Others	Nil	CAPITAL EXPENDITURE			
2.	Tuition Fee	42,50,000	1.	Building	5,46,84,000/-	
3.	Library Fee	2,25,000	2.	Equipment	27.45 lacs	
4.	Sports Fee	25,000	3.	Others	41.21 lacs	
5.	Union Fee	25,000	REVENUE EXPENDITURE			
6.	Others		1	Salary	162.29 lacs	
			2.	MAINTENANCE EXPENDITURE		
				i	College	2.37 lacs
				ii	Others	
			3.	University Fee (If any)	9.6 lacs	
			4.	Apex Bodies Fee	13.00 lacs	
			5.	Government Fee	1.00 lacs	
			6.	Deposit held by the College	23.00 lacs	
			7.	Others	40.00 lacs	
			8.	Misc.Expenditure	5.00 lacs	
				Total	256.26 lacs	
	Total	45,25,000/-				

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 / ~~Not Available~~
ANNEXURE: II
- a) 2.5 acres District HQ/Corporation/Municipality limit : 3.0 Acres
- b) Building : ~~Own/Rented/Lease~~
- c) Land Details to be in name of Trust and Society
Records to be enclosed
- Sale deed : ~~Enclosed/Not available~~
- d) Building[†]:
i) Approved Building plan, to be Enclosed : ~~Enclosed/Not available~~
- e. Total Built Area of the college building in Sq.mts : Built up Area 3,968.86 Sq.M

Amenities and Circulation Area

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 Inspector
B. Pharm	04	2	90 Sq. mts each (Desirable) 75 Sq. mts each (Essential)	96.4 Sq.Mts each	

(*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 (96.54*2) Sq.Mts each	
2	Pharmaceutics Pharmaceutical Chemistry Pharmaceutical Analysis Pharmacology Pharmacognosy Total no. Laboratories for 2 nd Year B.Pharm course	02 Laboratories 02 Laboratories 01 Laboratory 01 Laboratory 01 Laboratory 06 Laboratories *	193.08 M ² 193.08 M ² 96.54 M ² 96.54 M ² 96.54 M ²	
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)	6 10 Sq Mts each	
4	Area of the Machine Room	80-100 Sq.mts	100 M ²	
5	Central Instrumentation Room	80 Sq.mts with A/ C	80 M ²	
6	Store Room – I	1 (Area 100 Sq mts)	100 M ²	
7	Store Room - II (For Inflammable chemicals)	1 (Area 20 Sq mts)	20 M ²	

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

Signature of the Head of the Institution

Signature of the Inspectors

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

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

4. Administration Area:

Sl.No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq.mts	
1	Principal's Chamber	01	30 Sq .mts	1	30 M ²	
2	Office – I - Establishment	01	60 Sq. mts	1	150 M ²	
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	80 M ²	
2	Faculty Rooms for B.Pharm course		10 Sq mts x n (n=No of teachers)	10	100 M ²	

6. Museum, Library, Animal House and other Facilities

Sl.No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq. mts	
1	Animal House	01	80 Sq mts	1	80 M ²	
2	Library	01	150 Sq mts	1	150 M ²	
3	Museum	01	50 Sq mts (May be attached to the Pharmacognosy lab)	1	50 M ²	
4	Auditorium / Multi-Purpose Hall (Desirable)	01	250 – 300 seating capacity			
5	Seminar Hall	01		1	132 M ²	
6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants			

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	1	60 sq.mt	
2	Boy's Common Room (Essential)	01	60 Sq.mts	1	60 sq.mt	
3	Toilet Blocks for Boys	01	24 Sq.mts	1	30 sq.mt	
4	Toilet Blocks for Girls	01	24 Sq.mts	1	30 sq.mt	
5	Drinking Water facility – Water Cooler (Essential).	01		1	Available	
6	Boy's Hostel (Desirable)	01	9 Sq.mts / Room Single occupancy	10	30sq.mt each for 3 students	
7	Girl's Hostel (Desirable)	01	9 Sq .mts / Room (single occupancy) 20 Sq mts / Room (triple occupancy)	15	30qmt each for 3 students	
8	Power Backup Provision (Desirable)	01	Generator			

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)	1	75 M ²	
Computer (Latest Configuration)	1 system for every 10 students	10		
Printers	1 printer for every 10 computers	1		
Multi Media Projector	01	04		
Generator (5KVA)	01	01		

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	1	100 sq.mt		
Staff quarters	16 x 80 Sq. mts	9	60 sq.mt		
Canteen	100 Sq. mts	1	150 M ²		
Parking Area for staff and students					
Bank Extension Counter		2 ATM counters are available			
Co-operative Stores					
Guest House	80 Sq. mts	1	100 sq.mt		
Transport Facilities for students		Yes			
Medical Facility (First Aid)		Yes			

10. A. Library books and periodicals

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

Sl. No.	Item	Titles (No)	Minimum Volumes (No)	Available		Remarks of the Inspectors
				Title	Numbers	
1	Number of books	150	1500 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	506	1638	
2	Annual addition of books		100 to 150 books per year	120		
3	Periodicals Hard copies / online		10 National 05 International periodicals	15		
4	CDS		Adequate Nos	Adequate		
5	Internet Browsing Facility		Yes/No (Minimum ten computers)	10		
6	Reprographic Facilities: Photo Copier Fax Scanner		01 01 01	01 01 01		
7	Library Automation and Computerized System					Yes
8	Library Timings: 8.30 AM to 6.00 PM					Yes

10.B. Library Staff:

	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

Pharmaceutics I (Dispensing and General pharmacy)	02		06			
Human Anatomy & Physiology	03		03			
Pharmacognosy -I	03		03			
Tutorials	03					
Total number of hours /week	17		18			

II B. Pharm:

Subject 1	No of Theory Classes		Practic			Remarks of the
	Prescribed No of Hrs 2	No of Hours Condu cted 3	Prescribed No of Hours 4	No of Hours Conducted 5	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per	
Pharmaceutical chemistry –III (Advanced organic chemistry)	3		3			
Pharmaceutical Analysis – I	2		6			
Pharmaceutics –II (Physical Pharmacy)	2		3			
Pathophysiology & Health Education	2					
Mathematics, Biostatistics & Computer applications	4					
Pharmaceutical Technology	2		3			
Applied Biochemistry & Molecular Biology	3		3			
Total number of hours /week	18		18			

Signature of the Head of the Institution

Signature of the Inspectors

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)

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

Three years.

A.

Name of the Event	Year 2016-17	Year 200-	Year 200-
Guest Lectures			
Seminars			
Workshops			
Symposia			

B. Papers Presented / Published during last three years

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

Signature of the Head of the Institution

Signature of the Inspectors

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

Yes No

Class	I Sessional Dates DD/MM/YY		II Sessional Dates DD/MM/YY		III Sessional Dates DD/MM/YY		Remarks of the Inspectors
	Theory	Practicals	Theory	Practicals	Theory	Practicals	
I B. Pharm							
II B. Pharm							
III B. Pharm							
IV B. 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									
II B. Pharm									
III B. Pharm									
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	Specific Remarks of the Inspector
			Th	Pr		
1.	Dr. S. Meena	Pharmaceutical Chemistry – II	3	9	12	
2.	Mr. Lal Prasanth M.L.	Pharmaceutical Chemistry – I & Pharmaceutics I	1	6	04	
3.	Mr. Shibu Prasanth C.R.	Pharmacognosy	3	9	12	
4.	Miss. Reshma P.T.	Pharmaceutical Chemistry – I	2	9	08	
5.	Mr. Praveen V. Jose	Human Anatomy & Physiology	3	9	12	
6.	Mrs. Geethu V.S	Pharmaceutics I (Dispensing and General pharmacy)	2	12	20	

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

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

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

Signature of the Head of the Institution

Signature of the Inspectors

If applicable please give the details for the previous Year

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

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

Year	Year 200-	Year 200-	Year 200-
No. of students appeared for campus interview	Not applicable		
% Placed			

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

√

Yes	No
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Signature of the Head of the Institution

Signature of the Inspectors

PART IV - PERSONNEL

TEACHING STAFF:

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

Sl No	Name	Designation	Qualification	Date of Joining	Teaching Experience	State Pharmacy Council Reg No.	Signature of the faculty	Remarks of the Inspector
					After PG			
1	Dr. S Meena	Principal & Professor	M.Pharm & Phd	02-12-15	28 Years	A 1015 (TN)		
2	Mr. Lal Prasanth ML	Vice Principal & Professor	M.Pharm & Ph.D-Pursuing	01-12-15	13.8 Years	2458 T (KL)		
3	Mr. Shibu Prasanth CR	Professor	M.Pharm & Ph.D-Pursuing	11-04-16	15.7 Years	25978 (KL)		
4	Ms. Reshma P.T	Lecturer	M.Pharm	02-12-15	9 Months	37081 (KL)		
5	Praveen V Jose	Lecturer	Pharm.D	02-12-15	9 Months	15887 AI (TN)		
6	Geethu V.S.	Lecturer	M.Pharm	01-08-16	1 Month	43328 (KL)		

2. Qualification and number of Staff Members

Qualification		
M. Pharm	PhD	Others - Full Time
7	1	1 (Pharm.D)

Signature of the Head of the Institution

Signature of the Inspectors

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	2	3	3		4	
Pharmaceutical Analysis	1		--		-		1	
Pharmacology	1	1	2	2	3		4	
Pharmacognosy	1	1	2	1	3		3	
Pharmaceutics	1	1	2	2	3		4	
Total	6	6	9	9	13		17	
Part time teaching Staff			-		-		-	
Remarks of the Inspection Team								

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

Ratio of staff - Prof. (2): Asst. Prof. (2): Lecturer (2)

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

Professor: Asst. Professor: Lecturer

Cadre	Pharmaceutical Chemistry	Pharmacognosy	Pharmaceutics	Pharmacology
Professor	2	1		
Asst. Professor				
Lecturer	1		1	1

Signature of the Head of the Institution

Signature of the Inspectors

Department /Division	Name of the post	For strength of 60 students	Provided by the institution	Remarks of inspection team
Department of Pharmaceutics	Professor	1		
	Asst. Professor	1		
	Lecturer	2	1	
Department of Pharmaceutical Chemistry (Including Pharmaceutical Analysis)	Professor	1	2	
	Asst. Professor	1		
	Lecturer	3	1	
Department of Pharmacology	Professor	1		
	Asst. Professor	1		
	Lecturer	2	1	
Department of Pharmacognosy	Professor	1	1	
	Asst. Professor	1		
	Lecturer	1		

5. Selection criteria and Recruitment Procedure for Faculty:

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

6. Details of Faculty Retention for:

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

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

Signature of the Head of the Institution

Signature of the Inspectors

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

Sl. No	Name	Qualification	Designation	Basic pay Rs.	DA Rs.	HRA Rs.	TA Rs.	Other allowance Rs.	Deductions	Bank A/C No	PAN No	EPF A/c no.	Total	Signature
									TDS					
1	Dr. Meena Shanmugam	Ph.D, M.Pharm	Principal	45,000		40,000	1,600	13,400	11,072	67345718783	APHPM7860E	KR/KK/28711/1216	100,000	
2	Mr. Lal Prasanth M.L	M.Pharm,	Vice Principal	33,750		30,000	1,600	9,650	2,754	67345718193	ACSPL8514E	KR/KK/28711/1215	75,000	
3	Mr. Shibu Prasanth C.R	M.Pharm	Professor	27,000		24,000	1,600	7,400	4,403	67185081312	DQUPS4163K	KR/KK/28711/1213	60,000	
4	Miss. Reshma P.T	M.Pharm	Lecturer	9,000		8,000	1,600	1,400		1100002192	DBPPP9075M	KR/KK/28711/86	20,000	
5	Mr. Praveen V Jose	Pharm.D	Lecturer	10,000		8,800	1,600	1,600		67225521465	BBPPI4618G	KR/KK/28711/396	22,000	
6	Mrs.Geethu. V.S	M.Pharm	Lecturer	9,000		8,000	1,600	1,400		Applied(Joined on 01-08-2016)	Applied	Applied	20,000	

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

(Inspectors to verify documents pertaining to the above)

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

(Inspectors to verify documents pertaining to the above)

12. Scope for the promotion for faculty: Promotions

Yes

No

13. Gratuity Provided

Yes

No

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

Sl No	Name	Designation	Qualification	Date of Joining	Experience	Signature	Remarks of the Inspectors
1.	Jeesmon Mathew	Office superintendent	B.Sc.	02-12-2015	9 Months		
2.	Raymond Jacob	Secretary	MBA	01-02-2016	6 Months		
3.	Riya	Accountant	M.Com	25-07-2016	1 Month		
4.	Mohammed	Store Keeper	B.Pharm	25-07-2016	1 Month		
5.	Mrs. Reenu Vimal	Computer Operator	B.Tech	25-07-2016	1 Month		
6	Ms. Rabia	Lab Technician	D.Pharm	25-07-2016	1 Month		
7	Ms. Nisha Raj	Lab Technician	D.Pharm	25-07-2016	1 Month		
8	Mr. Vinod	Lab Assistant	Plus 2	25-07-2016	1 Month		
9	Mr. Shameer	Lab Assistant	Plus 2	25-07-2016	1 Month		
10	Mr. Anoop	Lab Assistant	Plus 2	25-07-2016	1 Month		
11	Mr. Vinu	Lab Assistant	Plus 2	25-07-2016	1 Month		
12	Mrs. Sruthy K.B	Office Staff	MBA	25-07-2016	1 Month		
13	Mr. Santhosh	Peon	SSLC	25-07-2016	1 Month		
14	Mrs. Santha	Cleaning Personnel	SSLC	25-07-2016	1 Month		
15	Mr. Thambi	Gardener	SSLC	25-07-2016	1 Month		

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

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PART V - DOCUMENTATION

Records Maintained: Essential

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

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PART - VI

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

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		Non Returning

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*	
	No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned		Incurred
	Chemicals				Chemicals			Chemicals			
	Glassware				Glassware			Glassware			

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

Sl	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs			Remarks of the Inspectors*	
	No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned		Incurred
	Equipment				Equipment			Equipment			

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

SI No.	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
1	Books	12,00,000	26,34,652.89	Books	6,00,000		Books			
2	Journals	50,00,000	59,663.00	Journals	1,50,000		Journals			

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

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PART VII – EQUIPMENT AND APPARATUS

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

DEPARTMENT OF PHARMACOLOGY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscopes	15	20		
2	Haemocytometer with Micropipettes	20	20		
3	Sahli's haemocytometer	20	25		
4	Hutchinson's spirometer	01	01		
5	Sphygmomanometer	05	08		
6	Stethoscope	05	20		
7	Permanent Slides for various tissues	One pair of each tissue Organs and endocrine glands One slide of each organ system	Available		
8	Models for various organs	One model of each organ system	Available		
9	Specimen for various organs and systems	One model for each organ system	Available		
10	Skeleton and bones	One set of skeleton and one spare bone	Available		
11	Different Contraceptive Devices and Models	One set of each device			
12	Muscle electrodes	01			
13	Lucas moist chamber	01			
14	Myographic lever	01			
15	Stimulator	01			
16	Centrifuge	01			
17	Digital Balance	01			
18	Physical /Chemical Balance	01			
19	Sherrington's Kymograph Machine / Polyrite	10			

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

Apparatus:

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

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	20	Yes	
2	Digital Balance	02	02	Yes	
3	Autoclave	02		Yes	
4	Hot air oven	02	3	Yes	

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5	B.O.D.incubator	01			
6	Refrigerator	01	01		
7	Laminar air flow	01			
8	Colony counter	02	02		
9	Zone reader	01	01		
10	Digital pH meter	01	01		
11	Sterility testing unit	01			
12	Camera Lucida	15	30		
13	Eye piece micrometer	15	15		
14	Incinerator	01	01		
15	Moisture balance	01			
16	Heating mantle	15	15		
17	Flourimeter	01			
18	Vacuum pump	02	02		
19	Micropipettes (Single and multi channeled)	02	02		
20	Micro Centrifuge	01	01		
21	Projection Microscope	01	01		

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			
7	Distillation unit	01			

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	

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4	Analytical Balances for demonstration	05	10	Yes	
5	Digital balance 10mg sensitivity	10	3	Yes	
6	Digital Balance (1mg sensitivity)	01	01	Yes	
7	Suction pumps	06	06	Yes	
8	Muffle Furnace	01	01	Yes	
9	Mechanical Stirrers	10	02	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			

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	100	Yes	
5	Arsenic Limit Test Apparatus	20	10	Yes	
6	Nessler's Cylinders	40	100	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		
2	Homogenizer	05	01		
3	Digital balance	05	03		
4	Microscopes	05	05		
5	Stage and eye piece micrometers	05	05		
6	Brookfield's viscometer	01			
7	Tray dryer	01			
8	Ball mill	01			

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

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

Apparatus:

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

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			
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			

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9	Diagnostic kits to identify infectious agents	01			
10	Rheometer	01			
11	Viscometer	01			
12	Micropipettes (single and multi channeled)	01 each	01 each		
13	Sonicator	01			
14	Respinometer	01			
15	BOD Incubator	01			
16	Paper Electrophoresis Unit	01			
17	Micro Centrifuge	01			
18	Incubator water bath	01			
19	Autoclave	01			
20	Refrigerator	01			
21	Filtration Assembly	01			
22	Digital pH meter	01	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		
2	Digital pH meter	01	01		
3	UV- Visible Spectrophotometer	01	01		
4	Flourimeter	01			
5	Digital Balance (1mg sensitivity)	01			
6	Nephelo Turbidity meter	01			
7	Flame Photometer	01	01		
8	Potentiometer	01	01		
9	Conductivity meter	01	01		
10	Fourier Transform Infra Red Spectrometer (Desirable)	01			
11	HPLC	01			
12	HPTLC (Desirable)	01			

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

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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.**

Signature of the Head of the Institution

Signature of the Inspectors