

PHARMACY COUNCIL OF INDIA

Standard Inspection Format (S.I.F) for institutions for starting of 1st year B.Pharm course as per The Bachelor of Pharmacy (B.Pharm) course Regulations, 2014.

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

(SIF-B-2)

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	AMITY INSTITUTE OF PHARMACY, Amity University, Haryana Amity Education Valley Village – Gwalior, Panchgaon (Near Manesar) District – Gurgaon, Haryana 0124 Phone : 0124 – 2337015 / 2337016 Fax : 0124 – 2337015 E-mail : registrarauh@ggn.amity.edu
Year of starting of the course	Seeking approval from the academic session 2018-19
Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)	Amity University, Haryana (Haryana Private Universities (Amendment) Act, 2010 (Haryana Act No. X of 2010), copy of the Act is enclosed as Annexure-‘A’
A – I.2 Name, address of the Society/Trust/ Management (attach documentary evidence) STD Code: Telephone No: Fax No: Web Site:	Amity University, Haryana Amity Education Valley Village – Gwalior, Panchgaon (Near Manesar) District – Gurgaon, Haryana (Haryana Private Universities (Amendment) Act, 2010 (Haryana Act No. X of 2010) is enclosed as Annexure-‘A’) 0124 0124 – 2337015 / 2337016 0124 – 2337015 www.amity.edu/gurgaon

Signature of the Head of the Institution

Signature of the Inspectors

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	Mr. Ashish Singh, Jt. Registrar – Projects Amity University, Haryana E-27, Defence Colony, New Delhi - 110024 011 011 - 41888340 (Direct), 011 - 41888333 9810201378 011 – 24338600, 24339500 ashishsingh@amity.edu
A – I. 4 Name and Address of the Head of the Institution	Appointment of Head of the Institution is in the process. Amity Institute of Pharmacy Amity University, Haryana Amity Education Valley Village – Gwalior, Panchgaon (Near Manesar) District – Gurgaon, Haryana
A – I. 4 a) Whether the Jan Aushadhi Medical Store has been opened by your institution	Yes / No. - No, it will be opened once the Institute starts functioning. (Please tick (√) the relevant portion)

A – I. 5
FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL – NEW INSTITUTE
a. Details of Affiliation Fee Paid

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

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.		Approval Letter No and Date				
		Approved Intake				
		Actually Admitted				

c. STATUS OF APPLICATION
COURSE INSPECTED FOR

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

Note: Enclose relevant documents
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

Yes

No

Being a University, we are running multi disciplinary courses in our Campus, list is enclosed as Annexure-‘B’.

A – I. 6 a

Status of the Pharmacy Course:

Independent Building

Wing of another college

Separate Campus

Multi Institutional Campus

Examining Authority : The Controller of Examination, Amity University, Haryana,
With complete postal Amity Education Valley, Village – Gwalior, Panchgaon (Near Manesar)
Address, Telephone No. District – Gurgaon, Haryana
and STD Code. 0124 – 2337015 / 2337016

B - DETAILS OF THE INSTITUTION

B –I.1 Name of the Principal		Appointment of Principal is in the process.			
Qualification/ Experience	Qualification*		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M.Pharm		15 years, out of which 5 years as Prof. / HOD		
	Ph.D.		10 years, out of which at least 05 years as Asst. Prof		

* Documentary evidence should be provided

B –I.2

For institution seeking continuation of affiliation – **New Institute**

Course	Date of last Inspection	Remarks of the Previous Inspection Report	Complied / Not Complied	Intake reduced/Stopped in the last 03 years*
B.Pharm				

* Enclose Documents

Signature of the Head of the Institution

Signature of the Inspectors

B –I .3

Status of Governing Council:	Government/Trust/Society/Individual / ✓University (Governing Body has been formed)
Details of the Governing Body :	✓Enclosed (Annexure-‘C’)/ Not Enclosed
Minutes of the last Governing council Meeting:	✓Enclosed (Annexure-‘D’) / Not Enclosed

B –I .4

Pay Scales: Scale of Pay will be as per UGC/State Govt. norms and others perks will be as per Amity University Haryana norms.

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 – New Institute

ACADEMIC YEAR	Year 200-	Year 200-	Year 200-
Sanctioned			
No. of Admissions			
Unfilled Seats			
No. of Excess Admissions			

B –I .6

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

ACADEMIC YEAR	Year 200-	Year 200-	Year 200-
1 st year			
2 nd year	New Institute		
3 rd year			
Final year			
Pass % (Final Year)			

B – II

Co – Curricular Activities / Sports Activities

Whether college has NSS Unit (Yes/No)? If no give reasons	Amity Cadet Corps
NSS Programme Officer’s Name	Lt. Gen. B.K. Boppana
Programme conducted (mention details)	As per curriculum
Whether students participating in University level cultural activities / Co- curricular/sports activities	Will participate in University level cultural activities / Co- curricular/sports activities
Physical Instructor	Yes (available)
Sports Ground	Will be shared with other Institutes of Amity University, Haryana

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) – Amity University, Haryana

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		1.	Building		
3.	Library Fee		2.	Equipment		
4.	Sports Fee		3.	Others		
5.	Union Fee		REVENUE EXPENDITURE			
6.	Others		1	Salary		
			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		Total			

Note: Enclose relevant documents

Amity University, Haryana has already deposited Rs.3 Crore as Endowment Fund with Haryana Govt, copy of the Endowment Fund is enclosed as Annexure-‘E’.

Provisional Balance Sheet of Amity University, Haryana is enclosed as Annexure –‘F’

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~~**
 a) 2.5 acres District HQ/Corporation/Municipality limit
 b) 0.5 acre for City / Metros
- b. Building : **✓ Own/Rented/Leased**
- c. Land Details to be in name of Trust and Society
 Records to be enclosed
 Sale deed : **✓ Enclosed / ~~Not Available~~ (Annexure-‘G’)**
- d. Building[†]:
 i) Approved Building plan, to be Enclosed : **✓ Enclosed (Annexure-‘G’) / ~~Not available~~**
- e. Total Built Area of the college building in Sq.mts : Built up Area

2719 sqm

 Amenities and Circulation Area

816 sqm

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 sqm	Remarks of the Inspectors
B.Pharm	04	01 (New Institute)	90 Sq. mts each (Desirable) 75 Sq. mts each (Essential)	88 sq. mts.	

(*To accommodate 60 students).

3. Laboratory requirement at the end of 4 Years – **New Institute**

Sl. No.	Infrastructure for	Requirement as per Norms	Available No. & Area in sqm	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 (750 sqm)	5 nos & 447 sqm (For First Year)	
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 10 Laboratories *	1 (91 sqm) 1 (88 sqm) 1 (88 sqm) 1 (88 sqm) 1 (92 sqm) Will be provided 5 nos	
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)	Will be shared with Labs	
4	Area of the Machine Room	80-100 Sq.mts	91 sqm	
5	Central Instrumentation Room	80 Sq.mts with A/ C	88 sqm with A/C	
6	Store Room – I	1 (Area 100 Sq mts)	100 Sq mts	
7	Store Room - II (For Inflammable chemicals)	1 (Area 20 Sq mts)	32 Sq mts	

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

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

Signature of the Head of the Institution

Signature of the Inspectors

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 sqm	01	31 sqm	
2	Office – I - Establishment	01	60 sqm		60 sqm	
3	Office – II - Academics					
4	Confidential Room					

5. Staff Facilities: **New Institute**

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 rooms for B.Pharm Course	Minimum 4	20 Sq mts x 4	1	43 Sq. Mts.	
2	Faculty Rooms for B.Pharm course		10 Sq mts x n (n=No. of teachers)	5	50 Sq. Mts.	

6. Museum, Library, Animal House and other Facilities

Sl.No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq. mts	
1	Animal House	01	80 Sq mts	01	80 sqm	
2	Library	01	150 Sq mts	01	364 sqm	
3	Museum	01	50 Sq mts (May be attached to the Pharmacognosy lab)	01	50 sqm	
4	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 seating capacity	01	For 300 seating capacity	
5	Seminar Hall	01		01	88 sqm.	
6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	01	Adequate no. of medicinal plants are available	

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 sqm	01	60	
2	Boy's Common Room (Essential)	01	60 sqm	01	60	
3	Toilet Blocks for Boys	01	24 sqm	01	30	
4	Toilet Blocks for Girls	01	24 sqm	01	30	
5	Drinking Water facility – Water Cooler (Essential).	01		01	Sufficient	
6	Boy's Hostel (Desirable)	01	9 Sq .mts / Room Single occupancy	01	Sufficient No. of Rooms available	
7	Girl's Hostel (Desirable)	01	9 Sq .mts / Room (single occupancy) 20 Sq mts / Room (triple occupancy)	01	Sufficient No. of Rooms available	
8	Power Backup Provision (Desirable)	01		01	24 hrs power backup available	

8. Computer and other Facilities:

Name	Required	Available		Remarks of the Inspectors
		No.	Area in Sq. mts	
Computer Room for B.Pharm Course	01 (Area 75 Sq mts)	01	153 sqm	
Computer (Latest Configuration)	1 system for every 10 students	60	Available	
Printers	1 printer for every 10 computers	06	Available	
Multi Media Projector	01	01	Available	
Generator (5KVA)	01	Yes	Available	

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 sqm		Available		
Staff quarters	16 x 80 sqm		Available		
Canteen	100 sqm	01	410 sqm		
Parking Area for staff and students			Sufficient parking area		
Bank Extension Counter			Arrangements are being made		
Co operative Stores			Arrangements are being made		
Guest House	80 Sq. mts	01	Available		
Transport Facilities for students			Available		
Medical Facility (First Aid)			Available		

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/Ordered		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	Order placed for 150 Titles	Order placed for 1500 Volumes.	
2	Annual addition of books		100 to 150 books per year	New Institute	New Institute	
3	Periodicals Hard copies / online		10 National 05 International periodicals	10 05	National International periodicals	
4	CDS		Adequate Nos	Available	Adequate Nos	
5	Internet Browsing Facility		Yes/No (Minimum ten computers)	Yes	Wi Fi available	
6	Reprographic Facilities: Photo Copier Fax Scanner		01 01 01	Yes	01 01 01	
7	Library Automation and Computerized System: Yes					
8	Library Timings: It will be 09:30AM to 5:30PM (extended beyond college hrs depending upon the faculty/students requirement)					

10. B. Library Staff:

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

Signature of the Head of the Institution

Signature of the Inspectors

PART III ACADEMIC REQUIREMENTS

Course Curriculum:

1. Student Staff Ratio: Theory Practicals Remarks of the Inspectors

(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.

2. Scheme of B.Pharm Course: Annual

It will be on semester basis

3. Date of Commencement of session / sessions:

Semester	Commencement	Completion
	DD/MM/YY	DD/MM/YY
	Tentative Dates	
Odd	July, 2018	December, 2018
Even	January, 2019	June, 2019

4. Vacation: No of Days Summer: 45 No of Days Winter: 10

5. Total No. of working days: 200

6. Time Table:

Time Table for B.Pharm course Enclosed Yes No

(1st Year Time Table is enclosed as Annexure – ‘H’)

Signature of the Head of the Institution

Signature of the Inspectors

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

I 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		

(New Institute - Prescribed numbers of classes will be conducted as per University norms after the approval of Pharmacy Council of India)

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		

(New Institute - Prescribed numbers of classes will be conducted as per University norms after the approval of Pharmacy Council of India)

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		

(New Institute - Prescribed numbers of classes will be conducted as per University norms after the approval of Pharmacy Council of India)

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		

(New Institute - Prescribed numbers of classes will be conducted as per University norms after the approval of Pharmacy Council of India)

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

New Institute

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

Three years.

A.

Name of the Event	Year 200-	Year 200-	Year 200-
Guest Lectures	New Institute (Guest Lectures / Seminars / Work shops / Symposia / Presentations will be conducted after approval of PCI)		
Seminars			
Workshops			
Symposia			

Signature of the Head of the Institution

Signature of the Inspectors

B. Papers Presented / Published during last three years

	Year 200-		Year 200-		Year 200-	
	National	International	National	International	National	International
Published			New Institute			
Presented						

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

Yes No

(New Institute - Internal Assessments will be conducted periodically as per University norms after the approval of PCI)

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	(New Institute – Evaluation of the Internal Assessments will be done fairly)								
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		
	New Institute					

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	New Institute		
Percentage			

Signature of the Head of the Institution

Signature of the Inspectors

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

(New Institute – Industry – Institution Interaction Cell will be established after the approval of PCI)

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 being a New Institute	
% Placed			

16. Whether Professional Society Activities are Conducted (Enclose Details) Yes No
(ISTE, IPA, APTI, ICTA and Related Societies)

(New Institute – Professional Society Activities will be conducted after the approval of PCI)

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			
			In the process of appointment					

2. Qualification and number of Staff Members

Qualification		
M.Pharm.	Ph.D.	Others - Full Time
	In the process of appointment	

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	In the process of appointment	1	Not Applicable	1	Not Applicable	1	Not Applicable
Pharmaceutical Chemistry	1		02		3		4	
Pharmaceutical Analysis	1		--		-		1	
Pharmacology	1		2		3		4	
Pharmacognosy	1		2		3		3	
Pharmaceutics	1		2		3		4	
Total	6		9		13		17	
Part time teaching Staff	3				-		-	
Remarks of the Inspection Team								

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

Ration of Staff - Prof. (2): Asst Prof. (2): Lecturer (2)

Signature of the Head of the Institution

Signature of the Inspectors

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

Professor: Asst. Professor: Lecturer

Department / Division	Name of the post	For strength of 60 students	Provided by the institution	Remarks of inspection team
Department of Pharmaceutics	Professor	1	In the process of appointment	
	Asst. Professor	1		
	Lecturer	2		
Department of Pharmaceutical Chemistry (Including Pharmaceutical Analysis)	Professor	1		
	Asst. Professor	1		
	Lecturer	3		
Department of Pharmacology	Professor	1		
	Asst. Professor	1		
	Lecturer	2		
Department of Pharmacognosy	Professor	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.	
Not applicable – New Institute		

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.				
Not Applicable – New Institute					

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	<i>In the process of appointment of Non-teaching staff with adequate nos. & required qualifications</i>		
2	Laboratory Assistants / Attenders	1 for each Lab (minimum)	SSLC			
3	Office Superintendent	1	Degree			
4	Accountant	1	Degree			
5	Store keeper	1	D.Pharm/ Degree			
6	Computer Data Operator	1	BCA / Graduate with Computer Course			
7	Office Staff I	1	Degree			
8	Office Staff II	2	Degree			
9	Peon	2	SSLC			
10	Cleaning personnel	Adequate	---			
11	Gardener	Adequate	---			

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.	CCA Rs.	Other allowance Rs.	Deductions			Bank A/C No	PAN No	EPF A/c no.	Total	Signature
									P T	TDS	EPF					
									Scale of pay for teaching faculty to be provided after their appointment and approval of PCI							

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

New Institute, It will be provided.

(Inspectors to verify documents pertaining to the above)

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

New Institute, faculty members will be allowed to attend workshops & seminars

(Inspectors to verify documents pertaining to the above)

12. Scope for the promotion for faculty: Promotions

Yes

No

13. Gratuity Provided (It will be as per Amity University, Haryana norms)

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

(New Institute – Appointment of Non-Teaching Staff is in the process)

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

(New Institute - Supporting Staff (Technical and Administrative) will be encouraged for skill up gradation programs)

Signature of the Head of the Institution

Signature of the Inspectors

PART V - DOCUMENTATION

Records Maintained: Essential

Sl. No	Records	Yes	No	Remarks of the Inspectors
1	Admissions Registers	*		
2.	Individual Service Register	*		
3.	Staff Attendance Registers	*		
4.	Sessionals Mark 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	*		

* Some of the records are being maintained and some records will be maintained after the approval of Pharmacy Council of India.

Signature of the Head of the Institution

Signature of the Inspectors

PART - VI

1. Financial Resource allocation and utilization for the past three years: Not applicable being a new Institute
(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: Not applicable being a new Institute

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: Not applicable being a new Institute
(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: **Not applicable being a new Institute**

Sl No.	Expenditure in Rs.			Expenditure in Rs			Expenditure in Rs			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
1	Books			Books						
2	Journals			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	15	Yes	
2	Haemocytometer with Micropipettes	20	20	Yes	
3	Sahli's haemocytometer	20	20	Yes	
4	Hutchinson's spirometer	01	01	Yes	
5	Sphigmomanometer	05	05	Yes	
6	Stethoscope	05	05	Yes	
7	Permanent Slides for various tissues	One pair of each tissue Organs and endocrine glands One slide of each organ system	One pair of each tissue Organs and endocrine glands One slide of each organ system	Yes	
8	Models for various organs	One model of each organ system	One model of each organ system	Yes	
9	Specimen for various organs and systems	One model for each organ system	-	-	

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10	Skeleton and bones	One set of skeleton and one spare bone	One set of skeleton and one spare bone	Yes	
11	Different Contraceptive Devices and Models	One set of each device	One set of each device	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	Adequate numbers	Yes	
26	Actophotometer	01	-	-	
27	Rotarod	01	-	-	
28	Pole climbing apparatus	01	-	-	
29	Analgesiometer (Eddy's hot plate and radiant heat methods)	01	-	-	
30	Convulsiometer	01	-	-	
31	Plethysmograph	01	-	-	
32	Digital pH meter	01	01	Yes	

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Apparatus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Folin-Wu tubes	60	30	Yes	
2	Dissection Tray and Boards	10	10	Yes	
3	Haemostatic artery forceps	10	10	Yes	
4	Hypodermic syringes and needles of size 15,24,26G	10	12	Yes	
5	Levers, cannulae	20	20	Yes	

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

DEPARTMENT OF PHARMACOGNOSY**Equipment:**

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscope with stage micrometer	15	15	Yes	
2	Digital Balance	02	01	Yes	
3	Autoclave	02	01	Yes	
4	Hot air oven	02	01	Yes	
5	B.O.D. incubator	01	-	-	
6	Refrigerator	01	-	-	
7	Laminar air flow	01	-	-	
8	Colony counter	02	-	-	
9	Zone reader	01	-	-	
10	Digital pH meter	01	01	Yes	
11	Sterility testing unit	01	01	Yes	
12	Camera Lucida	15	15	Yes	
13	Eye piece micrometer	15	15	Yes	
14	Incinerator	01	01	Yes	
15	Moisture balance	01	01	Yes	
16	Heating mantle	15	05	Yes	
17	Flourimeter	01	-	-	

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18	Vacuum pump	02	01	Yes	
19	Micropipettes (Single and multi channeled)	02	01	Yes	
20	Micro Centrifuge	01	-	-	
21	Projection Microscope	01	-	-	

Apparatus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Reflux flask with condenser	20	10	Yes	
2	Water bath	20	10	Yes	
3	Clevengers apparatus	10	05	Yes	
4	Soxhlet apparatus	10	05	Yes	
6	TLC chamber and sprayer	10	05	Yes	
7	Distillation unit	01	01	Yes	

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

DEPARTMENT OF PHARMACEUTICAL CHEMISTRY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Hot plates	05	05	Yes	
2	Oven	03	01	Yes	
3	Refrigerator	01	01	Yes	
4	Analytical Balances for demonstration	05	01	Yes	
5	Digital balance 10mg sensitivity	10	01	Yes	
6	Digital Balance (1mg sensitivity)	01	01	Yes	
7	Suction pumps	06	-	-	
8	Muffle Furnace	01	01	Yes	
9	Mechanical Stirrers	10	05	Yes	
10	Magnetic Stirrers with Thermostat	10	05	Yes	
11	Vacuum Pump	01	01	Yes	
12	Digital pH meter	01	01	Yes	
13	Microwave Oven	02	-	-	

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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	-	-	
3	Reflux flask and condenser double / triple necked	20	-	-	
4	Burettes	40	20	Yes	
5	Arsenic Limit Test Apparatus	20	20	Yes	
6	Nessler's Cylinders	40	10	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	05	Yes	
2	Homogenizer	05	05	Yes	
3	Digital balance	05	01	Yes	
4	Microscopes	05	05	Yes	
5	Stage and eye piece micrometers	05	-	-	
6	Brookfield's viscometer	01	01	Yes	
7	Tray dryer	01	01	Yes	
8	Ball mill	01	01	Yes	
9	Sieve shaker with sieve set	01	01	Yes	
10	Double cone blender	01	01	Yes	
11	Propeller type mechanical agitator	05	01	Yes	
12	Autoclave	01	01	Yes	
13	Steam distillation still	01	01	Yes	
14	Vacuum Pump	01	01	Yes	
15	Standard sieves, sieve no. 8, 10, 12, 22, 24, 44, 66, 80	10 sets	10	Yes	
16	Tablet punching machine	01	01	Yes	
17	Capsule filling machine	01	01	Yes	
18	Ampoule washing machine	01	01	Yes	
19	Ampoule filling and sealing machine	01	01	Yes	

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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	05 EACH	Yes	
30	Digital pH meter	01	01	Yes	
31	All purpose equipment with all accessories	01	01	Yes	
32	Aseptic Cabinet	01	01	Yes	
33	BOD Incubator	02	-		
34	Bottle washing Machine	01	01	Yes	
35	Bottle Sealing Machine	01	01	Yes	
36	Bulk Density Apparatus	02	02	Yes	
37	Conical Percolator (glass/ copper/ stainless steel)	10	10	Yes	
38	Capsule Counter	02	02	Yes	
39	Energy meter	02	02	Yes	
40	Hot Plate	02	02	Yes	
41	Humidity Control Oven	01	-	-	
42	Liquid Filling Machine	01	-	-	
43	Mechanical stirrer with speed regulator	02	-	-	
44	Precision Melting point Apparatus	01	01	Yes	
45	Distillation Unit	01	-	-	

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APPARATUS:

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

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

PHARMACEUTICAL BIOTECHNOLOGY

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Orbital shaker incubator	01	01	Yes	
2	Lyophilizer (Desirable)	01	-	-	
3	Gel Electrophoresis (Vertical and Horizontal)	01	-	-	
4	Phase contrast/Trinocular Microscope	01	-	-	
5	Refrigerated Centrifuge	01	-	-	
6	Fermenters of different capacity (Desirable)	01	-	-	
7	Tissue culture station	01	-	-	
8	Laminar airflow unit	01	01	Yes	
9	Diagnostic kits to identify infectious agents	01	01	Yes	
10	Rheometer	01	-	-	
11	Viscometer	01	01	Yes	
12	Micropipettes (single and multi channeled)	01 each	01 each	Yes	
13	Sonicator	01	01	Yes	
14	Respinometer	01	-	-	
15	BOD Incubator	01	-	-	

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16	Paper Electrophoresis Unit	01	-	-	
17	Micro Centrifuge	01	-	-	
18	Incubator water bath	01	-	-	
19	Autoclave	01	-	-	
20	Refrigerator	01	-	-	
21	Filtration Assembly	01	-	-	
22	Digital pH meter	01	-	-	

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

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	-	-	
4	Flourimeter	01	-	-	
5	Digital Balance (1mg sensitivity)	01	-	-	
6	Nephelo Turbidity meter	01	-	-	
7	Flame Photometer	01	01	Yes	
8	Potentiometer	01	01	Yes	
9	Conductivity meter	01	01	Yes	
10	Fourier Transform Infra Red Spectrometer (Desirable)	01	-	-	
11	HPLC	01	-	-	
12	HPTLC (Desirable)	01	-	-	
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	01	Yes	
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.**

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Signature of the Inspectors