

PHARMACY COUNCIL OF INDIA

Standard Inspection Format (S.I.F) for institutions conducting B. Pharm for 90 adms.

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

(SIF-B-1)

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	Shivdan Singh Institute of Technology & Management 10 Km. Stone Mathura Road, Aligarh 05722 257280, 257260 05722 – 257337 ssitm.ps@seglko.org.
Year of Establishment	1997
Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)	Private (Copy enclosed Registration of Society) (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:	Shri Shivdan Singh Shikshan Sansthan Aligarh 05722 257280, 257260 05722 – 257337 chairmanseg@gmail.com www.seglko.org
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. Sunil Singh, Chairman 325 Saroj Sadan, Marris Road, Aligarh (05722) 257260 (0571) 2407017 09810074878 05722- 257337
A – I .4 Name and Address of the Head of the Institution	Dr. Amar Singh, Director, SSITM, Mathura Road, Aligarh.

A – I . 5

Signature of the Head of the Institution

Signature of the Inspectors

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

a. Details of Affiliation Fee Paid – (Annexure-II)

Name of the Course	Affiliation Fee paid up to	Receipt No/ddno.	Dated	Remarks of the Inspectors
B. Pharm	30 June, 2017	DD No. 216397	10.08.2017	

b. APPROVAL STATUS: -(Annexure-III)

Name of the Course	Approved up to (AICTE, New Delhi)	In take Approved and Admitted	PCI	STATE GOVERNMENT	UNIVERSITY Mahamaya Tech. Univ., Noida	Remarks of the Inspectors
B. Pharm	30.06.2017 F.No. Northern/1-3324156672/2017/EOA DT.30.03.2017	Approval Letter No and Date	32-266/2016-PCI/56621-23 DATED 05.06.2017	la0 37@97 & lksyg & izk0 f'k0&1&19 ¼,e½@96	AKTU/Reg. Off. /Aff./2017/700-1295 dated 15.05.2017	
		Approved Intake	60	90	60	
		Actually Admitted 2017-18			60	

c. STATUS OF APPLICATION

COURSES INSPECTED FOR

Faculty / Subject	Extension of Approval	Increase in Intake of Seats	Remarks			
			Current Intake	Proposed increase in Intake		
B. Pharm	Yes	-	Yes	-	60	30

Note: Enclose relevant documents

A –I. 6

Whether other Educational Institutions/Courses are also being run by the Trust / Institution in the same Building / campus? If Yes, Give Details

Yes

No

A – I. 6 a

Status of the Pharmacy Course:

Independent Building

Wing of another college

 No

Separate Campus

 No

Multi Institutional Campus

 No

Examining Authority : Dr. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY, LUCKNOW
With complete postal Address, Telephone No. and STD Code. I.E.T. CAMPUS, SITAPUR ROAD, LUCKNOW (0522) 2732185, 2732193

B - DETAILS OF THE INSTITUTION

Signature of the Head of the Institution

Signature of the Inspectors

B –I .1 Name of the Principal		Dr. Amar Singh			
Qualification/ Experience	Qualification*		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M.Pharm.		19 years, out of which 1 years as Director/ Professor	27 yrs	
	Ph.D.		8 yrs, Associate Professor & Asst. Professor		

* Documentary evidence should be provided - (Annexure-IV)

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	02.05.2016	Extension/Increase intake recommended	-	No intake reduced

* Enclose Documents- (Annexure-V)

B –I .3

Status of Governing Council:	Government/Trust/Society/Individual / University
Details of the Governing Body	Enclosed –Annexure-VI
Minutes of the last Governing council Meeting	Enclosed –Annexure-VII

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

B –I .5

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

ACADEMIC YEAR	Year 2015	Year 2016	Year 2017
Sanctioned	90	60	60
No. of Admissions	60	60	60
Unfilled Seats	nil	nil	nil
No. of Excess Admissions	Nil	Nil	Nil

B –I .6

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

Signature of the Head of the Institution

Signature of the Inspectors

ACADEMIC YEAR	Year 2015	Year 2016	Year 2017
1st year	42%	85%	55%
2nd year	65%	90%	72%
3rd year	85%	90%	85%
Final year	98%	90%	98%
Pass % (Final Year)	85%	98%	85%

B – II

Co – Curricular Activities / Sports Activities

Whether college has NSS Unit (Yes/No)? If no give reasons	Yes
NSS Programme Officer's Name	Mr. Md. Shamim Ahmad
Programme conducted (mention details)	
Whether students participating in University level cultural activities / Co- curricular/sports activities	Yes
Physical Instructor	Available
Sports Ground	Individual

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		CAPITAL EXPENDITURE			
2.	Tuition Fee	1.8 Crore	1.	Building	3 Crore	
3.	Library Fee		2.	Equipment	17 lakhs	
4.	Sports Fee		3.	Others	11 Lakhs	
5.	Union Fee		REVENUE EXPENDITURE			
6.	Others		1	Salary	80 Lakhs	
			2.	MAINTENANCE EXPENDITURE		
				I	College	15 lakhs
				ii	Others	8 lakhs
			3.	University Fee (If any)	1 lakh	
			4.	Apex Bodies Fee	1 lakh	
			5.	Government Fee	1 lakh	
			6.	Deposit held by the College	-	
			7.	Others	20 lakhs	
			8.	Misc.Expenditure	2 lakhs	
			Total		1 Crore 28 lakhs	
	Total	1.8 Crore				

Note: Enclose relevant documents – Annexure- VIII

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
 Sale deed :

Signature of the Head of the Institution

**Enclosed Annexure-IX
 Signature of the Inspectors**

i) Approved Building plan, to be Enclosed:

Enclosed Annexure-X

e. Total Built Area of the college building in Sq.mts : Built up Area

9986 sq.mts.

Amenities and Circulation Area

4486 sq.mts.

2. Class rooms:

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

Class	Required Nos	Available Nos	Required Area * for each class room	Available Area in Sq.mts	Remarks of the Inspectors
B. Pharm	04	08	90 Sq. mts each (Desirable) 75 Sq. mts each (Essential)	82 Sq.mts. each class room	

(*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	12 Labs with 100 sq m area each including preparation room.	
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 *	03 Lab 02 Lab 01 Lab 02 Lab 01 Lab 01 Lab 10 Labs	
3	Preparation Room for each lab (One room can be shared by two labs, if it is in between two labs)	10 sq mts (minimum)	20 sq mts	
4	Area of the Machine Room	80-100 Sq.mts	100 Sq.mts	
5	Central Instrumentation Room	80 Sq.mts with A/ C	90 Sq.mts	
6	Store Room – I	1 (Area 100 Sq mts)	200 Sq.mts	
7	Store Room – II (For Inflammable chemicals)	1 (Area 20 Sq mts)	30 Sq.mts	

*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	01	35 Sq .mts	
2	Office – I - Establishment	01	60 Sq. mts	01	75 Sq .mts	
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	04	100 Sq .mts	
2	Faculty Rooms for B.Pharm course		10 Sq mts x n (n=No of teachers)	09	300 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	100 Sq mts	
2	Library	01	150 Sq mts	01	170 Sq mts	
3	Museum	01	50 Sq mts (May be attached to the Pharmacognosy lab)	01	80 Sq mts	
4	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 seating capacity	01	400 seating capacity	
5	Seminar Hall	01		01	85 Sq mts	
6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	01	Adequate	

Signature of the Head of the Institution

Signature of the Inspectors

7. Student Facilities:

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq.mts	
1	Girl's Common Room (Essential)	01	60 Sq.mts	01	100 Sq.mts	
2	Boy's Common Room (Essential)	01	60 Sq.mts	01	100 Sq.mts	
3	Toilet Blocks for Boys	01	24 Sq.mts	04	30 sq m each	
4	Toilet Blocks for Girls	01	24 Sq.mts	04	30 sq m each	
5	Drinking Water facility – Water Cooler (Essential).	01	-	04		
6	Boy's Hostel (Desirable)	01	9 Sq.mts / Room Single occupancy	01	Adequate	
7	Girl's Hostel (Desirable)	01	9 Sq.mts / Room (single occupancy) 20 Sq.mts / Room (triple occupancy)	01	Adequate	
8	Power Backup Provision (Desirable)	01		02	Adequate	

8. Computer and other Facilities:

Name	Required	Available		Remarks of the Inspectors
		No.	Area in Sq. mts	
Computer Room for B.Pharm Course	01 (Area 75 Sq mts)	01	120 sq m	
Computer (Latest Configuration)	1 system for every 10 students	90	-	
Printers	1 printer for every 10 computers	10	-	
Multi Media Projector	01	02	-	
Generator (5KVA)	01	02 (82, 125 KVA)	-	

9. Amenities (Desirable)

Name	Available	Remarks/
Signature of the Head of the Institution	Signature of the Inspectors	

	Requirement as per Norms in area	No.	Area in Sq. mts	Not Available	Deficiency
Principal quarters	80 Sq. mts	01	100 sq m		
Staff quarters	16 x 80 Sq. mts	-	-	Available	
Canteen	100 Sq. mts	01	200 Sq. mts	-	
Parking Area for staff and students	-	02	Adequate	-	
Bank Extension Counter	-	01	Adequate	-	
Co operative Stores	-	01	Adequate	-	
Guest House	80 Sq. mts	01	100 Sq. mts	-	
Transport Facilities for students	-	-	Adequate	-	
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		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	988	15825	
2	Annual addition of books	-	100 to 150 books per year	-	200	
3	Periodicals Hard copies / online	-	10 National 05 International periodicals	-	30 (25 National & 05 International)	
4	CDS	-	Adequate Nos	-	Adequate	
5	Internet Browsing Facility	-	Yes/No (Minimum ten computers)	-	Yes	
6	Reprographic Facilities: Photo Copier Fax Scanner	-	01 01 01	-	01 01 01	
7	Library Automation and Computerized System				Yes	
8	Library Timings			09 am to 09.30 pm		

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	

PART III ACADEMIC REQUIREMENTS

Course Curriculum:

Signature of the Head of the Institution

Signature of the Inspectors

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

3. Date of Commencement of session / sessions:

Commencement	Completion
01.08.2017	10.06.2018

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

5. Total No. of working days:

6. Time Table: Time Table for B. Pharm course Enclosed Annexure-XI Yes No

7. Whether the prescribed numbers of classes are being conducted as per university norms
I B. Pharm: Enclosed Annexure-XII

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		

II B. Pharm:

Subject	No of Theory Classes		Practicals			Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
1	2	3	4	5		

III B. Pharm:

Subject	No of Theory Classes	Practicals	Remarks of the Inspectors
Signature of the Head of the Institution		Signature of the Inspectors	

1	Prescribed No of Hrs 2	No of Hours Conducted 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 class	

IV B. Pharm:

Subject 1	No of Theory Classes		Practicals			Remarks of the Inspectors
	Prescribed No of Hrs 2	No of Hours Conducted 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 class	

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

Yes Yes No

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

A.

Name of the Event	Year 2015	Year 2016	Year 2017
Guest Lectures	20	15	8
Seminars	15	12	11
Workshops	3	5	4
Symposia	5	3	3

B. Papers Presented / Published during last three years

	Year 2015		Year 2016		Year 2017	
	National	International	National	International	National	International
Published	15	17	16	01	8	02
Presented	12	02	08		4	

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	25.09.17	01.10.17	25.10.17	01.10.17	20.11.17	20.11.17	
II B. Pharm	25.09.17	01.10.17	25.10.17	01.10.17	20.11.17	20.11.17	
III B. Pharm	25.09.17	01.10.17	25.10.17	01.10.17	20.11.17	20.11.17	
IV B. Pharm	25.09.17	01.10.17	25.10.17	01.10.17	20.11.17	20.11.17	

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	All	50%	-	25%	-	25%	-	Nil	
II B.Pharm	All	55%	-	25%	-	20%	-	Nil	
III B.Pharm	All	50%	-	30%	-	20%	-	Nil	
IV B.Pharm	All	57%	-	26%	-	17%	-	Nil	

12. Work load of Faculty members for B. Pharm. (Enclosed Annexure-XIII)

Sl. No	Name of the Faculty	Subjects taught	B. Pharm		Total work load	Specific Remarks of the Inspector
			Th	Pr		

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

Details	Year 2015	Year 2016	Year 2017
No. of Students Appeared	15	12	9
No. of Students Qualified	8	6	7
Percentage	60	50	72

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

If applicable please give the details for the previous Year

Events	Details for the Previous Year
No. of Industrial visits	02
Industrial Tour	02
Industrial Training	01
No. of Resource Persons from the Industry for Guest Lectures	02
No. of Collaboration projects with Industry	Under Process

Signature of the Head of the Institution

Signature of the Inspectors

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

Year	Year 2015	Year 2016	Year 2017
No. of students appeared for campus interview	20	15	32
% Placed	75	65	57

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

Yes	<input type="checkbox"/>
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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:
(Enclosed Annexure-XIV)**

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			

2. Qualification and number of Staff Members

Qualification		
M. Pharm	PhD	Others - Full Time
20	04	04

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	
Pharmaceutical Chemistry	1		2		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.**

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

Professor: Asst. Professor: Lecturer
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	02	
	Lecturer	2	04	
Department of Pharmaceutical Chemistry (Including Pharmaceutical Analysis)	Professor	1	01	
	Asst. Professor	1	-	
	Lecturer	3	06	
Department of Pharmacology	Professor	1	01	
	Asst. Professor	1	-	
	Lecturer	2	04	
Department of Pharmacognosy	Professor	1	-	
	Asst. Professor	1	02	
	Lecturer	1	03	

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

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	10 %-
All faculty member	Less than 5 yrs.	90 %

7. Details of Faculty Turnover:

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
All faculty member	% of faculty retained in last 3 yrs	40	30	20	10

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	06	B. Pharm	
2	Laboratory Assistants / Attenders	1 for each Lab (minimum)	SSLC	06	10+2	
3	Office Superintendent	1	Degree	01	Degree	
4	Accountant	1	Degree	02	Degree	
5	Store keeper	1	D. Pharm/ Degree	02	Degree	
6	Computer Data Operator	1	BCA / Graduate with Computer Course	1	DCA	
7	Office Staff I	1	Degree	1	Degree	
8	Office Staff II	2	Degree	1	Degree	
9	Peon	2	SSLC	05	SSLC	
10	Cleaning personnel	Adequate	---	04		
11	Gardener	Adequate	---	02		

Signature of the Head of the Institution

Signature of the Inspectors

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

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): Annexure-XVI

Sl No	Name	Designation	Qualification	Date of Joining	Experience	Signature	Remarks of the Inspectors

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

Yes

Signature of the Head of the Institution

Signature of the Inspectors

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

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

Signature of the Head of the Institution

Signature of the Inspectors

PART - VI

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

Sl	Expenditure in Rs. Year-2014-15			Expenditure in Rs. Yaer-2015-16			Expenditure in Rs Year-2016-17			Remarks of the Inspectors*
No.	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Returning	Total budget sanctioned	Recurring	Non Returning	
1-	1 crores30 lakh	80 lakh	40 lakh	25 lakh	1 crores 20 lakh	60 lakh	54 lakh	75 lakh	35 lakh	

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

Sl	Expenditure in Rs. Year-2014-15			Expenditure in Rs. Yaer-2015-16			Expenditure in Rs Year-2016-17			Remarks of the Inspectors*
No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Chemicals	1.5 lakh	1.75	Chemicals	1.5 lakh	1.2	Chemicals	1.4 lakh	1.65	
	Glassware	21 thousand	17 thousand	Glassware	16 thousand	14 thousand	Glassware	19 thousand	15 thousand	

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

Sl	Expenditure in Rs. Year-2014-15			Expenditure in Rs. Yaer-2015-16			Expenditure in Rs Year-2016-17			Remarks of the Inspectors*
No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Equipment	22 lakh	22.5	Equipment	25 lakh	22 lakh	Equipment	21 lakh	21.5	

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

Sl No.	Expenditure in Rs. Signature of the Head of the Institution Year-2014-15	Expenditure in Rs. Signature of the Inspectors Yaer-2015-16	Expenditure in Rs Year-2016-17	Remarks of the

										Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
1	Books	8 lakh	5 lakh	Books	8 lakh	6.5 lakh	Books	7 lakh	4 lakh	
2	Journals	65 thousand	62 thousand	Journals	70 thousand	55 thousand	Journals	63 thousand	55 thousand	

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

Enclosure – Annexure – XIX

Signature of the Head of the Institution

Signature of the Inspectors

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	19	Yes	
2	Haemocytometer with Micropipettes	20	29	Yes	
3	Sahli's haemocytometer	20	31	Yes	
4	Hutchinson's spirometer	01	02	Yes	
5	Spygmomanometer	05	06	Yes	
6	Stethoscope	05	08	Yes	
7	Permanent Slides for various tissues	One pair of each tissue Organs and endocrine glands One slide of each organ system	60	Yes	
8	Models for various organs	One model of each organ system	40	Yes	
9	Specimen for various organs and systems	One model for each organ system	50	Yes	
10	Skeleton and bones	One set of skeleton and one spare bone	1 Skeleton +50 bones	Yes	
11	Different Contraceptive Devices and Models	One set of each device	10	Yes	
12	Muscle electrodes	01	05	Yes	
13	Lucas moist chamber	01	02	Yes	
14	Myographic lever	01	15	Yes	
15	Stimulator	01	08	Yes	
16	Centrifuge	01	04	Yes	
17	Digital Balance	01	02	Yes	
18	Physical /Chemical Balance	01	04	Yes	
19	Sherrington's Kymograph Machine / Polyrite	10	24	Yes	
20	Sherrington Drum	10	24	Yes	
21	Perspex bath assembly (single unit)	10	20	Yes	

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22	Aerators	10	15	Yes	
23	Computer with LCD	01	02	Yes	
24	Software packages for experiment	01	02	Yes	
25	Standard graphs of various drugs	Adequate number		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	02(1+1)	Yes	
30	Convulsiometer	01	01	Yes	
31	Plethysmograph	01	01	Yes	
32	Digital pH meter	01	02	Yes	

Apparatus:

Sl. No.	Name	Minimum required No.s	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Folin-Wu tubes	60	64	Yes	
2	Dissection Tray and Boards	10	14	Yes	
3	Haemostatic artery forceps	10	20	Yes	
4	Hypodermic syringes and needles of size 15,24,26G	10	15	Yes	
5	Levers, cannulae	20	20+23	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	20	Yes	
2	Digital Balance	02	03	Yes	
3	Autoclave	02	03	Yes	
4	Hot air oven	02	03	Yes	
5	B.O.D.incubator	01	01	Yes	
6	Refrigerator	01	01	Yes	
7	Laminar air flow	01	01	Yes	
8	Colony counter	02	02	Yes	

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9	Zone reader	01	01	Yes	
10	Digital pH meter	01	02	Yes	
11	Sterility testing unit	01	01	Yes	
12	Camera Lucida	15	46	Yes	
13	Eye piece micrometer	15	20	Yes	
14	Incinerator	01	01	Yes	
15	Moisture balance	01	01	Yes	
16	Heating mantle	15	17	Yes	
17	Flourimeter	01	01	Yes	
18	Vacuum pump	02	03	Yes	
19	Micropipettes (Single and multi channeled)	02	02	Yes	
20	Micro Centrifuge	01	01	Yes	
21	Projection Microscope	01	01	Yes	

Apparatus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Reflux flask with condenser	20	20	Yes	
2	Water bath	20	22	Yes	
3	Clavengers apparatus	10	12	Yes	
4	Soxhlet apparatus	10	12	Yes	
6	TLC chamber and sprayer	10	12+3	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	06	Yes	
2	Signature of the Head of the Institution	03	04	Yes	
		Signature of the Inspectors			

3	Refrigerator	01	01	Yes	
4	Analytical Balances for demonstration	05	26	Yes	
5	Digital balance 10mg sensitivity	10	12	Yes	
6	Digital Balance (1mg sensitivity)	01	02	Yes	
7	Suction pumps	06	06	Yes	
8	Muffle Furnace	01	01	Yes	
9	Mechanical Stirrers	10	12	Yes	
10	Magnetic Stirrers with Thermostat	10	11	Yes	
11	Vacuum Pump	01	02	Yes	
12	Digital pH meter	01	02	Yes	
13	Microwave Oven	02	03	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	23	Yes	
3	Reflux flask and condenser double / triple necked	20	19	Yes	
4	Burettes	40	50	Yes	
5	Arsenic Limit Test Apparatus	20	22	Yes	
6	Nessler's Cylinders	40	52	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	12	Yes	
2	Homogenizer	05	06	Yes	
3	Digital balance	05	08	Yes	
4	Microscopes	05	07	Yes	
5	Stage and eye piece micrometers	05	08	Yes	

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6	Brookfield's viscometer	01	08	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	06	Yes	
12	Autoclave	01	01	Yes	
13	Steam distillation still	01	01	Yes	
14	Vacuum Pump	01	02	Yes	
15	Standard sieves, sieve no. 8, 10, 12,22,24, 44, 66, 80	10 sets	10	Yes	
16	Tablet punching machine	01	02	Yes	
17	Capsule filling machine	01	02	Yes	
18	Ampoule washing machine	01	01	Yes	
19	Ampoule filling and sealing machine	01	03	Yes	
20	Tablet disintegration test apparatus IP	01	04	Yes	
21	Tablet dissolution test apparatus IP	01	04	Yes	
22	Monsanto's hardness tester	01	04	Yes	
23	Pfizer type hardness tester	01	03	Yes	
24	Friability test apparatus	01	03	Yes	
25	Clarity test apparatus	01	01	Yes	
26	Ointment filling machine	01	02	Yes	
27	Collapsible tube crimping machine	01	02	Yes	
28	Tablet coating pan	01	02	Yes	
29	Magnetic stirrer, 500ml and 1 liter capacity with speed control	05 EACH 10	10	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	02	Yes	
34	Bottle washing Machine	01	01	Yes	
35	Bottle Sealing Machine	01	01	Yes	
36	Bulk Density Apparatus	02	02	Yes	
37	Conical Percolator (glass/ copper/ stainless steel)	10	20	Yes	
38	Capsule Counter	02	02	Yes	
39	Energy meter	02	02	Yes	

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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	04	Yes	
44	Precision Melting point Apparatus	01	05	Yes	
45	Distillation Unit	01	01	Yes	

Apparatus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Ostwald's viscometer	15	27	Yes	
2	Stalagmometer	15	27	Yes	
3	Desiccator*	05	06	Yes	
4	Suppository moulds	20	20	Yes	
5	Buchner Funnels (Small, medium, large)	05 each	06	Yes	
6	Filtration assembly	01	01	Yes	
7	Permeability Cups	05	06	Yes	
8	Andreason's Pipette	03	05	Yes	
9	Lipstick moulds	10	10	Yes	

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

PHARMACEUTICAL BIOTECHNOLOGY

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Orbital shaker incubator	01	01	Yes	
2	Lyophilizer (Desirable)	01	01	Yes	
3	Gel Electrophoresis (Vertical and Horizontal)	01	01	Yes	
4	Phase contrast/Trinocular Microscope	01	01	Yes	
5	Refrigerated Centrifuge	01	01	Yes	
6	Fermenters of different capacity (Desirable)	01	-		
7	Tissue culture station	01	01	Yes	
8	Laminar airflow unit	01	01	Yes	
9	Diagnostic kits to identify infectious agents	01	02	Yes	

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10	Rheometer	01	01	Yes	
11	Viscometer	01	01	Yes	
12	Micropipettes (single and multi channeled)	01 each	02	Yes	
13	Sonicator	01	01	Yes	
14	Respinometer	01	01	Yes	
15	BOD Incubator	01	01	Yes	
16	Paper Electrophoresis Unit	01	01	Yes	
17	Micro Centrifuge	01	01	Yes	
18	Incubator water bath	01	01	Yes	
19	Autoclave	01	01	Yes	
20	Refrigerator	01	01	Yes	
21	Filtration Assembly	01	01	Yes	
22	Digital pH meter	01	01	Yes	

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

CENTRAL INSTRUMENTATION ROOM:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Colorimeter	01	02	Yes	
2	Digital pH meter	01	01	Yes	
3	UV- Visible Spectrophotometer	01	01	Yes	
4	Flourimeter	01	01	Yes	
5	Digital Balance (1mg sensitivity)	01	01	Yes	
6	Nephelo Turbidity meter	01	01	Yes	
7	Flame Photometer	01	01	Yes	
8	Potentiometer	01	01	Yes	
9	Conductivity meter	01	01	Yes	
10	Fourier Transform Infra Red Spectrometer (Desirable)	01	01	Yes	
11	HPLC	01	01	Yes	
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	01	Yes	
18	Lyophilizer (Desirable)	01	-		

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Observation of the Inspectors: (Annexure – V)

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

**SHIVDAN SINGH INSTITUTE OF TECHNOLOGY AND MANAGEMENT
DEPARTMENT OF PHARMACY – ALIGARH**

LIST OF ENCLOSURES

S .No.	Subject	Annexure No
1	Copy of private registration	Annexure - I
2	Details of affiliation fees paid	Annexure – II
3	Approval status	Annexure –III
4	Details of the Principal	Annexure – IV
5	Institution seeking continuation of affiliation	Annexure – V
6	Structure of the Governing Body	Annexure –VI
7	Minutes of Governing Body	Annexure – VII
8	Audited financial statement	Annexure – VIII
9	Sale deed	Annexure – IX
10	Building plan	Annexure – X
11	Time Table for B. Pharm course (Old and even semester)	Annexure – XI
12	Prescribed classes as per university norms	Annexure – XII
13	Work load of Faculty members for B. Pharm	Annexure – XIII
14	Details of Teaching Faculty for B. Pharm Course	Annexure – XIV
15	Scale of pay for Teaching faculty	Annexure – XV
16	Details of Non-teaching staff members	Annexure – XVI
17	Purchase invoice of Equipments for three years	Annexure – XVII
18	Purchase bill of Book and journal	Annexure – XVIII
19	List of Journals	Annexure - XIX

Signature of the Head of the Institution

Signature of the Inspectors