

Close Window

**PHARMACY COUNCIL OF INDIA**

**Standard Inspection Format (S.I.F) for institutions conducting  
D Pharm**

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

**(SIF-A)**

*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.  
(IN BLOCK LETTERS)**

**2.**

**PART-1**

**A-GENERAL INFORMATION**

**A - I.1**

<b>Name of the institution</b>	Kolhapur District Chemists Assoc., Instt. of Pharmacy,
<b>Complete postal address:</b>	Air Port Road, Ujalaiwadi, KOLHAPUR-416 004 (T.No.672535)
<b>Telephone number with STD Code</b>	0231 2677035
<b>Fax No</b>	02312677035
<b>Email</b>	kdcaiopk@rediffmail.com
<b>Year of establishment</b>	1980
<b>Status of the course conducting body</b>	Aided

**A - I.2**

<b>Name of the Society/Trust/Management</b>	Kolhapur District Chemists Associations
<b>Address</b>	Chemists Bhavan Keviz Plaza, Near Usha Talkies, Station Road, Kolhapur
<b>Telephone Number with STD Code</b>	0231 2650128
<b>Fax No</b>	02312650128
<b>Email</b>	kdcca.483@rediffmail.com
<b>Website</b>	www.iopkolhapur.in

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**A - I.3**

**Name of the person to be contacted by phone** Mr V G Ghewari  
**Designation** Principal  
**Address** Institute of Pharmacy, Air port Road, Ujalaiwadi, Kolhapur  
**STD Code** 0231  
**Telephone Number**  
**Office** 02312677035  
**Residence** 2677035  
**Mobile** 9850502514  
**Fax No** 02312677035  
**Email** vghewari@gmail.com

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**A - I.4**

**Name of the Head of the Institution** Mr V G Ghewari  
**Address** Institute of Pharmacy, Air port Road, Ujalaiwadi, Kolhapur

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**Signature of the Head of the Institution****Signature of the Inspectors****A - I.5****FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL****a. DETAILS OF AFFLIATION FEE PAID**

<b>Name of the Course</b>	<b>Affiliation Fee Paid Upto</b>	<b>Receipt No.</b>	<b>Dated</b>	<b>Remarks of the Inspectors</b>
<b>D Pharm</b>	2017-18	33048	18/08/2017	

**b. APPROVAL STATUS**

<b>Name of the Course</b>	<b>Approved Upto</b>	<b>Intake Approved and Admitted</b>	<b>PCI</b>	<b>State Govt</b>	<b>University</b>	<b>Remarks of the Inspectors</b>
<b>D Pharm</b>	2017-18	<b>Approved</b>	17-1/2014-PCI/19958-	1179/166668/(5266)IX	MSBTE/D-	

	<b>Letter No &amp; Date</b>	20415 dated 11/06/2014	DT. 1st Jan. 1980	53/AC/2016 Dated 13/09/2016	
	<b>Approved Intake</b>	60	60	60	
	<b>Actually Admitted</b>	60	60	60	

**c. STATUS OF APPLICATION**

Course	Extension of Approval	Increase in Intake of Seates	Remarks	
			Current Intake	Proposed increase in Intake
<b>D Pharm</b>	Yes	No	60	00

Note: Enclose relevant documents

**A - I.6**

Whether other educational institutions/courses are also being run by the trust/instituion in the same building/campus?

If yes, give status

No

**A - I.6 a**

Status of the Pharmacy Course:	
Independent Building	Yes
Wing of Another College	No
Separate Campus	Yes
Multi Institutional Campus	No

<b>Examining Authority:</b>	Diploma Course
<b>Name with Complete Postal address, telephone No. and STD Code.</b>	The Secretary, Maharashtra State, Board of Technical Education Govt. Polytechnic Building, III Floor, 49, Kherwadi, Ali Yawar Jung Marg, Bandra (E), MUMBAI – 400 051 (Maharashtra)

Signature of the Head of the Institution

Signature of the Inspectors

**B - DETAILS OF THE INSTITUTION**

**B - I.1**

**Name of the Principal**

Mr V G Ghewari

Qualification/ Experience	Qualification*		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M. Pharm	No	05 Years		
	PhD (Desirable)	No	02 Years		

\* Documentary evidence should be provided

**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*
D Pharm	29/04/2017	Three teachers are deficient Log books for instrument should be maintained Library books are not sufficient Librarian has to be recruited presently no librarian Instruments are not in working condition pharmaceuticals Distillation unit is not working pharmaceutical chemistry New plant charts to procur	Yes	No

\* Enclose Documents

**B - I.3**

**Pay Scales**

Staff	Scale of pay	PF	Gratuity	Pension benefit	Remarks of the Inspectors
Teaching Staff	AICTE/UGC/State Govt.	Yes	Yes	Yes	
Non-Teaching Staff	State Government	Yes	Yes	Yes	

**B - I.4**

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

<b>ACADEMIC YEAR</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
<b>Sanctioned</b>	60	60	60
<b>No. of Admissions</b>	60	57	59
<b>Unfilled Seats</b>	0	3	1
<b>No of Excess Admission</b>	0	0	0

**B - I.5****Academic information: Percentage of D Pharm results for the past three years:**

<b>ACADEMIC YEAR</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
<b>D Pharm</b>	84	73	

Signature of the Head of the Institution

Signature of the Inspectors

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

<b>Whether college has NSS Unit(Yes/No)?</b>	No
<b>If no give reasons</b>	We are going to start NSS Unit. The number of girl students is almost 60 % of total strength. The girl students are not ready to join NSS Unit. So it is difficult for us to achieve the minimum number
<b>NSS Program Officer's Name</b>	
<b>Programme Conducted Details</b>	
<b>Whether students participating in University level cultural activities/Co-curricular/Sports activities</b>	Yes
<b>Physical Instructor</b>	Not Available
<b>Sports Ground</b>	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 Inspector
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount	
1.	Grants		CAPITAL EXPENDITURE			
	a. Government	14526860.00				
	b. Others	0.00				
2.	Tuition Fee	487000.00	1.	Building	505520.00	
3.	Library Fee	11300.00	2.	Equipment	3705168.00	
4.	Sports Fee	11300.00	3.	Others	59122.00	
5.	Union Fee	0.00	REVENUE EXPENDITURE			
6.	Others	11119.00	1.	Salary	14315486.00	
			2.	Maintenance Expenditure		
				i. College	0.00	
				ii. Others	144009.00	
			3.	University Fee	15000.00	
			4.	Apex Bodies Fee	50000.00	
			5.	Government Fee	0.00	
			6.	Deposit held by the College	5096533.00	
			7.	Others	59122.00	
			8.	Misc. Expenditure	170.00	
	<b>Total</b>	<b>15047579.00</b>		<b>Total</b>	<b>19680320.00</b>	

**Note: Enclose relevant documents**

**Signature of the Head of the Institution**

**Signature of the Inspectors**

**PART- II PHYSICAL INFRASTRUCTURE**

<b>a. Building</b>	<b>Own</b>
<b>b Land:</b>	
<b>c. Building</b>	<b>Own</b>
<b>i) Leased or own</b>	<b>Own</b>
<b>Sale / Agreement deed (records to be enclosed)</b>	<b>--</b>
<b>i) Leased/Rented † (Record to be enclosed)</b>	<b>Enclosed</b>
<b>ii) If Own (Approved Building plan &amp; sale deed to be enclosed)</b>	<b>Enclosed</b>
<b>d. Total Area of the college building in Sq.mts</b>	
<b>Built up Area</b>	<b>2180</b>
<b>Amenities and Circulation Area</b>	<b>4996</b>

**2. Class Rooms**

<b>Total Number of Class rooms provided</b>					
<b>Class</b>	<b>Required</b>	<b>Available Numbers</b>	<b>Required Area * for each class room</b>	<b>Available Area in Sq. mts</b>	<b>Remarks of the Inspectors</b>
<b>D.Pharm</b>	02	2	90 sq. mts each	200	

[\* To accomodate 60 students]

**3. Laboratory requirement**

<b>SI.No.</b>	<b>Infrastructure for</b>	<b>Available No.</b>	<b>Area in Sq. mts</b>	<b>Remarks</b>
1	Laboratory Area for D.Pharm Course	5	450	
2	Pharmaceutics	1	116	
3	Pharmaceutical Chemistry	1	91	
4	Physiology and Pharmacology	1	91	
5	Pharmacy Practice	1	50	
6	Pharmacognosy	1	91	
7	Animal House	1	31	
8	Preparation Room for each lab	4	72	
9	Area of the Machine Room	1	135	
10	Aseptic Room	1	40	
11	Store Room I	1	27	
12	Store Room II Inflammable chemicals	1	20	

**Signature of the Head of the Institution**

**Signature of the Inspectors**

**The Institutes will not be permitted to run the courses in the 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 fuming chamber to reduce the pollution whenever necessary.
3. The workbenches should be smooth and easily cleanable preferably made of non-absorbant material.
4. The water taps should be non-leaking and directly installed on skins Drainage should be efficient.
5. Balance room should be attached to the cocerned laboratories.

**4. Administration Area**

Sl. No.	Name of Infrastructure	Requirements as per Norms (in Number)	Requirements as per Norms (in Area)	Available		Remarks/Deficiency
				No.	Area in Sq.mts	
1	Principal's Chamber	01	20 Sq. mts	1	32	
2	Office - I (including confidential room)	01	40 Sq. mts	1	30	
3	Staff / Faculty Rooms for D. Pharm course	01	30 Sq. mts	0	0	
4	Library with computer and reprographic facilities	01	100 Sq. mts	1	119	
5	Museum	01	30 Sq. mts (Maybe attached to the Pharmacognosy lab)	1	30	
6	Auditorium/ Multi Purpose Hall (Desirable)	01	250 - 300 seating capacity	0	0	
7	Herbal Garden (Desirable)	01	Adequate Number of Medical Plants	1	300	

**5. Student Facilities**

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Sl. No.	Name of Infrastructure	Requirements (in Number)	Requirements (in Area)	Available		Remarks/Deficiency
				No.	Area in Sq.mts	
1	Girls's Common Room (Essential)	01	40 Sq. mts	1	40	
2	Boy's Common Room (Essential)	01	40 Sq. mts	1	40	
3	Toilet Blocks for Girls	01	25 Sq. mts	2	25	
4	Toilet Blocks for Boys	01	25 Sq. mts	2	25	
5	Drinking Water facility - Water cooler (Essential)	01	--	1	1	
6	Boy's Hostel (Desirable)	01	9 Sq. mts/Room Single occupancy	0	0	
7	Girls's Hostel (Desirable)	01	9 Sq.mts/Room (Single occupancy) or 20 Sq.mts/Room (Triple occupancy)	0	0	
8	Power Backup Provision (Desirable)	01	--	2	2	
9	Canteen	01	100 sq mts.	1	25	

#### 6. Computer and other Facilities

Name	Required	Available		Remarks of the Inspectors
		No.	Area in Sq.mts	
Computer (Latest Configuration)	1 syste, for every 10 students (UG & PG)	15	15	
Printers	1 Printer for every 10 computers	4	4	
Xerox Machine	01	--	--	
Multi Media Projector	02	1	1	

**7. Amenities(Desirable)**

Name	Requirment as per Norms in area	Available		Not Available	Remarks/Deficiency
		No.	Area in Sq.mts		
Principal Quarters	80 Sq. Mtr.	0	0	Has his own residence in near by vicinity	
Staff Quarters	6 x 80 Sq. mts	0	0	Has their own residence in near by vicinity	
Parking Area fro staff and students		1	30		
Bank Extension Counter		0	0	Number of student is less to run bank counter	
Cooperative Stores		0	0	Number of student is less to run cooperative store	
Guest House	80 Sq. mts	0	0	Management body gues	
Transport Facility for students		0	0	City bus is availabl	
Medical Fecilities(First Aid)		5	0	in each labotory	

**8.A. Library Books and Periodicals**

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

Sl. No.	Item	Titles(No)	Minimum Volums(No)	Available		Remarks of the Inspectors
				Title	No.	
1	Number Of Books	75	750 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	173	2831	
2	Annual Addition of Books		75 books per year	12	156	
3	Periodicals Hard Copies/Online		06 National Journals Indian Journal of Pharmaceutical Sciences Indian Journal of	4	38	

			Pharmaceutical Education and Research Journal of Hospital Pharmacy Indian Journal of Pharmacology CIMS, MIMS Indian Journal of Experimental Biology.		
4	Library timings				10.00 a.m. to 1.30 pm , 2.00 to 5.30 pm.

#### 8.B.Subject wise Classification

Sl. No.	Subject	Available Titles	Available Numbers	Remarks of the Inspectors
1	Pharmaceutics 1	7	194	
2	Pharmaceutical Chemistry 1	6	176	
3	Pharmacognosy	6	203	
4	Biochemistry and Clinical Pathology	5	127	
5	Human Anatomy and Physiology	7	197	
6	Health Education and Community Pharmacy	6	123	
7	Pharmaceutics II	6	205	
8	Pharmaceutical Chemistry II	7	187	
9	Pharmacology and Toxicology	4	222	
10	Pharmaceutical Jurisprudence	5	164	
11	Drug Store and Business Management	7	126	
12	Hospital and Clinical Pharmacy	5	137	

#### 8.C.Library Staff

	Staff	Qualification	Required	Available	Remarks of the Inspectors
1	Librarian	D.Lib.	1	Not Available	
2	Library Attenders	10+2 / PUC	2	Available	

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

**Signature of the Head of the Institution**

**Signature of the Inspectors**

**PART III ACADEMIC REQUIREMENTS**

**Course Curriculum**

**1. Student Staff Ratio:**

(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.

Class	Theory	Practicles	Remarks of the Inspectors
D. Pharm	60:1	20:1	

**2. Date of Commencement of session**

Commencement	Completion
19/06/2017	24/03/2018

**3. Vacation**

	No of Days		No of Days
Summer :	40	Winter :	20

**4. Total No. of working days**

228

**5. Time Table copy Enclosed**

Yes

**6. Whether the prescribed numbers of classes are being conductud as per PCI norms**

**I D.Pharm**

Class/Subject	Theory		Practicals				Remark of the Inspector
	Prescribed No of Hours	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	Prescribed No of Classes	No of Classes Conducted	
Pharmaceutics -I	75	77	100	100	25	25	
Pharmaceutics Chemistry -I	75	76	75	75	25	25	
Pharmacognosy	75	76	75	75	25	25	
Biochemistry and Clinical Pathology	50	51	75	75	25	25	
Human Anatomy and Physiology	75	77	50	75	25	25	
Health Education and	50	54	--	0	--	0	

Community Pharmacy						
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#### II D.Pharm

Class/Subject	Theory		Practicals				Remark of the Inspector
	Prescribed No of Hours	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	Prescribed No of Classes	No of Classes Conducted	
Pharmaceutics -II	75	76	100	100	25	25	
Pharmaceutics Chemistry -II	100	102	75	81	25	27	
Pharmacology and Toxicology	75	89	50	54	25	27	
Pharmaceutical Jurisprudence	50	52	--	0	--	0	
Drug Store and Business Management	75	80	--	0	--	0	
Hospital and Clinical Pharmacy	75	79	50	54	25	27	

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

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8. Whether Evaluation of the internal assessments is Fair

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Class	No of Candidates scored more than 80%		No of Candidates scored 60% - 80%		No of Candidates scored 50% - 60%		No of Candidates scored less than 50%		Remarks of the Inspectors
	Theory	Practicals	Theory	Practicals	Theory	Practicals	Theory	Practicals	
I D.Pharm	4.00	4.00	19.00	34.00	8.00	15.00	24.00	2.00	
II D.Pharm	9.00	9.00	17.00	34.00	11.00	10.00	16.00	0.00	

9. Work load of Faculty members for D. Pharm

S.No.	Name of Faculty	Subjects Taught	D. Pharm				Total Work Load	Remarks of the Inspectors
			I D. Ph		II D. Ph			
			Th	Pr	Th	Pr		
1	Dr. Belekar Amit Manohar	P AND T PH I	0	0	3	0	3	
			3	12	0	0	15	
2	Dr. GHEWARI VIJAY GANPATI	HCP PGY	0	0	3	0	3	
			3	0	0	0	3	
3	Dr. Harshwardhan Vilas Patil	BCP DSBM	0	3	0	0	3	
			0	0	3	0	3	

		PGY	0	9	0	0	9
4	Dr. RAJMANE PRADIP DEU	HCP	0	0	0	6	6
		PC I	3	9	0	0	12
		PHJ	0	0	2	0	2
5	Dr. Salian Prashant Sanjeevrao	BCP	2	0	0	0	2
		PH II	0	0	3	12	15
6	Mr. Abhijeet Prakash Shirguppe	BCP	0	3	0	0	3
		HEC	2	0	0	0	2
		PC II	0	0	4	9	13
7	Mr. Koli Ranjeet Shankar	BCP	0	3	0	0	3
		HAP	3	6	0	0	9
		P and T	0	0	0	6	6

Signature of the Head of the Institution

Signature of the Inspectors

**IV - PERSONNEL  
TEACHING STAFF**

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

S.No.	Name	Designation	Qualification	Date of Joining	Teaching Experience		State Pharmacy Council Reg No.	Signature of the Faculty	Remarks of the Inspectors
					After UG In Years	After PG In Years			
1	Belekar Amit Manohar	Lecturer	B Pharm, M Pharm,	14/09/2004	13.1	1.1	49309		
2	Salian Prashant Sanjeevrao	Lecturer	B Pharm,	01/01/1990	27.8	0.0			
3	RAJMANE PRADIP DEU	Lecturer	B Pharm,	14/09/2004	13.1	1.8	35928		
4	GHEWARI VIJAY GANPATI	Principal/Director	B Pharm, ,	01/01/2016	1.8	34.4			
5	Koli Ranjeet Shankar	Lecturer	B Pharm, M Pharm,	04/07/2016	1.3	0.0			
6	Abhijeet Prakash Shirguppe	Lecturer	B Pharm, M Pharm,	01/07/2017	0.3	3.6			
7	Harshwardhan Vilas Patil	Lecturer	M Pharm, B Pharm,	03/10/2017	0.0	1.9			

**2. Qualification and Number of Staff Members**

Number of staff members required: 07

Qualification							
B Pharm		M Pharm		PhD		Others	
13		9		0		1	Part Time

### 3. Details of Faculty Retention for:

Name of Faculty Member	Period	Percentage
Mr. V. G. Ghevvari. Mr. P. S. Salian	Duration of 15 year and above	28.5
Mr. A. M. Belekar Mr. P. D. Rajmane	Duration of 10 year and above	28.5
Mr. A. P. Shirguppe	Duration of 5 year and above	20
Mr. R. S. Koli Mr. H. V. Patil	Less than 5 years	28.5

### 4. Details of Faculty Turnover

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
Mr. V. G. Ghevvari Mr. P. S. Salian Mr. A. M. Belekar Mr. P. D. Rajmane Mr. R. S. Koli Mr. A. P. Shirguppe Mr. H. V. Patil	% of faculty retained in last 3 yrs	Yes	No	No	No

### 5. Number of Non-teaching staff available for D. Pharm course for intake of 60 students:

Sl No.	Designation	Required Number	Required Qualification	Available Number Qualification	Remarks of the Inspectors
1	Laboratory technician	02	D. Pharm	2 D Pharm	
2	Labortory Assistants/ Attenders	04	SSLC	0	
3	Office Superintendent	1	Degree	0	
4	Accountant cum Clark	1	Degree	1 MA GDCA	
5	Store keeper	1	D. Pharm	1 B Com	
6	Computer Data Operator	1	10+2 with computer training	0	
7	Peon	2	SSLC	5 S S C	
8	Cleaning personnel	04	---	2 H S C	
9	Gardener	01	---	1 IX	

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

S.No.	Name	Qualification	Designation	Basic Pay	D.P.	DA	HRA	CCA & Additional Pay	Other Allowances	Deductions			Bank A/C No	PAN No	EPF A/C No	Total	Signature
										PT	TDS	EPF					
1	RAJMANE	B Pharm,	Lecturer	24880	7000	42082	3188	0	1200	5000	5000	0	04350100006649	AEUPR8859N	NGC/PP/IPK/27	68350	

PRADIP DEU																
2	GHEWARI VIJAY GANPATI	B Pharm, ,	Principal/Director	60480	9000	91714	6948	0	1200	4000	15000	0	04350100006645		NGC/PP/IPK/4	150342
3	Belekar Amit Manohar	B Pharm, M Pharm,	Lecturer	24940	8000	43481	3294	0	1200	3000	8000	0	04350100006648	AKWPB1018P	NGC/PP/IPK/26	69915
4	Salian Prashant Sanjeevrao	B Pharm,	Lecturer	55170	9000	64170	6417	0	1200	5000	30000	0	04350100006647	ADPP6061B	NGC/PP/IPK/21	121491
5	Harshwardhan Vilas Patil	M Pharm, B Pharm,	Lecturer	0	0	0	0	0	0	0	0	0		CXOPP6149J		0
6	Abhijeet Prakash Shirguppe	B Pharm, M Pharm,	Lecturer	0	0	0	0	0	0	0	0	0		CBSPS8993P		0
7	Koli Ranjeet Shankar	B Pharm, M Pharm,	Lecturer	0	0	0	0	0	0	0	0	0	0	DZAPK1954B	0	0

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

Yes  No

(Inspectors to verify documents pertaining to the above)

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

Yes  No

(Inspectors to verify documents pertaining to the above)

**9. Scope for the promotion for faculty: Promotions**

Yes  No

**10. Gratuity Provided**

Yes  No

**11. Details of Non-teaching staff members (list to be enclosed)**

Name	Designation	Qualification	DOJ	Experience
Mr. Pendhari S.P.	Accountant	MA GDCA	03/01/1988	29
Mrs. Kulkarni A.A.	Store keeper	B Com	01/08/1980	37
Mr. Khotlande S. S.	Laboratory Technician	D Pharm	16/11/1983	33
Miss Kurne H. H.	Laboratory Technician	D Pharm	15/07/2004	13
Mr. Patil E. G.	Peon	S S C	01/03/1990	27
Mr. Chougule S. A.	Peon	H S C	01/05/1990	27
Mr. Pachhapure A. B.	Peon	IX	15/07/2004	13
Mr. Patil S. S.	Peon	IX	01/09/1981	36
Mr. Shinde S. B.	Peon	IX	15/07/2004	13
Mr. Jadhav R. P.	Cleaning personnel	H S C	01/05/1990	27



Mr. Hudale A. V.	Cleaning personnel	IX	01/07/2003	14
Mr. Jadhav K. B.	Gardener	IX	15/07/2004	13

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

Yes

No

**Signature of the Head of the Institution**

**Signature of the Inspectors**

**PART V - DOCUMENTATION**

<b>Records Maintained (Essential)</b>			
<b>Sl. No.</b>	<b>Records</b>	<b>Yes/No</b>	<b>Remarks of the Inspectors</b>
1	Admission Registers	Yes	
2	Individual Service Register	Yes	
3	Staff Attendance Registers	Yes	
4	Sessional Marks Register	Yes	
5	Final Marks Register	Yes	
6	Student Attendance Registers	Yes	
7	Minutes of meetings-Teaching Staff	Yes	
8	Fee Paid Registers	Yes	
9	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	No	

**PART - VI**

**Financial Resource Allocation and Utilization for the past Three years  
(Audited Accounts for the previous year to be enclosed)**

Expenditure in Rs. 2015-2016			Expenditure in Rs. 2016-2017			Expenditure in Rs. 2017-2018			Remarks of the Inspectors*
Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	
17656000	16980000	676000	16629000	15867000	762000	15891000	15104000	787000	

**Total amount spent on Chemical, Glassware, Equipments, Books and Journals for the past Three Years  
(Enclose purchase invoice)**

Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Remarks of the Inspectors*
<b>Chemicals</b>	60000	42390	<b>Chemicals</b>	60000	64322	<b>Chemicals</b>	60000	0	
<b>Glassware</b>	5000	3586	<b>Glassware</b>	5000	5062	<b>Glassware</b>	10000	0	
<b>Equipment</b>	350000	309689	<b>Equipment</b>	150000	259000	<b>Equipment</b>	200000	0	
<b>Books</b>	10000	3760	<b>Books</b>	10000	13040	<b>Books</b>	12000	17720	
<b>Journals</b>	6000	5400	<b>Journals</b>	6000	5400	<b>Journals</b>	6000	0	

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

Signature of the Head of the Institution

Signature of the Inspectors

**PART VII – EQUIPMENT AND APPARATUS**

**1 . Department wise List of Minimum equipments required for D Pharm**

**Pharmaceutics**

**Equipments:**

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors

1	Continuous Hot Extraction Equipment	5	5	Yes
2	Conical Percolator	5	5	Yes
3	Tincture Press	1	1	Yes
4	Hand Grinding Mill	1	5	Yes
5	Disintegrator	1	2	Yes
6	Ball mill	1	1	Yes
7	Hand operated Tablet machine	1	1	Yes
8	Tablet Coating Pan unit with hot air blower laboratory size	1	1	Yes
9	Polishing pan laboratory size	1	1	Yes
10	Monsanto's hardness tester	1	2	Yes
11	Pfizer type hardness tester	1	1	Yes
12	Tablet disintegration test apparatus IP	1	2	Yes
13	Tablet dissolution test apparatus IP	1	1	Yes
14	Granulating sieve set	10	10	Yes
15	Tablet counter – small size	5	5	Yes
16	Friability tester	1	1	Yes
17	Collapsible tube – Filling and sealing equipment	1	2	Yes
18	Capsule filling machine – Lab size	1	2	Yes
19	Digital balance	1	2	Yes
20	Distillation unit for distilled water	2	2	Yes
21	Deionisation unit	1	1	Yes
22	Glass distillation unit for water for injection	1	1	Yes
23	Ampoule washing machine	1	1	Yes
24	Ampoule filling and sealing machine	1	2	Yes
25	Sintered glass filters for bacteria proof filtration (four different grades)	0	7	Yes
26	Millipore filter ( 3 grades)	0	0	Yes
27	Autoclave	1	1	Yes
28	Hot air sterilizer	1	1	Yes
29	Incubator	1	2	Yes
30	Aseptic cabinet	1	1	Yes
31	Ampoule clarity test equipment	1	1	Yes
32	Blender	1	1	Yes
33	Sieves set (Pharmacopoeial standard)	2	2	Yes
34	Lab Centrifuge	1	1	Yes
35	Ointment slab	0	1	Yes
36	Ointment spatula	0	30	Yes
37	Pestle and mortar porcelain	0	30	Yes
38	Pestle and mortar glass	0	30	Yes
39	Suppository moulds of three sizes	0	32	Yes
40	Refrigerator	1	1	Yes

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

**Pharmaceutical Chemistry**

**Equipments:**

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Refractometer	1	1	Yes	
2	Polarimeter	1	1	Yes	
3	Photoelectric colorimeter	1	1	Yes	
4	Ph meter	1	2	Yes	
5	Atomic model set	2	2	Yes	
6	Electronic balance	1	4	Yes	
7	Periodic table chart	0	1	Yes	

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

**Physiology & Pharmacology Laboratory****Equipments:**

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Haemoglobinometer	20	25	Yes	
2	Haemocytometer	10	27	Yes	
3	Student's organ bath	1	1	Yes	
4	Sherington's rotating drum	1	6	Yes	
5	Frog board	0	1	Yes	
6	Tray (dissecting)	0	20	Yes	
7	Frontal writing lever	0	10	Yes	
8	Aeration tube	0	20	Yes	
9	Telethermometer	1	1	Yes	
10	Pole climbing apparatus	1	1	Yes	
11	Histamine chamber	1	1	Yes	
12	Simple lever	0	10	Yes	
13	Sterling heart lever	0	20	Yes	
14	Aerator	0	5	Yes	
15	Histological Slides	0	10	Yes	
16	Sphygmomanometer (B.P. apparatus)	5	10	Yes	
17	Stethoscope	5	10	Yes	
18	First aid equipment	0	1	Yes	
19	Contraceptive device	0	10	Yes	
20	Dissecting (surgical) instruments	0	10	Yes	
21	Balance for weighing small Animals	1	1	Yes	
22	Kymograph paper	0	5	Yes	
23	Actophotometer	1	1	Yes	
24	Analgesiometer	1	1	Yes	
25	Thermometer	0	20	Yes	
26	Plastic animal cage	0	2	Yes	

27	Double unit organ bath with thermostat	1	5	Yes	
28	Refrigerator	1	1	Yes	
29	Digital balance	1	1	Yes	
30	Charts	0	25	Yes	
31	Human skeleton	1	2	Yes	
32	Anatomical specimen (Heart, brain, eye,,ear,,reproductive system etc.,)	0	15	Yes	
33	Electro-convulsimeter	1	1	Yes	
34	Stop watch	0	5	Yes	
35	Clamp, boss heads, screw clips	0	30	Yes	
36	Syme's Cannula	0	25	Yes	

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

#### Pharmacognosy Laboratory

##### **Equipments:**

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Projection Microscope	1	2	Yes	
2	Charts (different types)	0	25	Yes	
3	Models (different types)	0	0	Yes	
4	Permanent Slides	0	0	Yes	
5	Slides and Cover Slips	0	100	Yes	

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

#### Pharmacy Practice Laboratory

##### **Equipments:**

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Colorimeter	2	3	Yes	
2	Microscope	0	5	Yes	
3	Permanent slides (skin, kidney, pancreas, smooth muscle, liver etc..)	0	25	Yes	
4	Watch glass	0	50	Yes	
5	Centrifuge	1	1	Yes	
6	Biochemical reagents for analysis of normal and pathological constituents in urine and blood facilities	0	100	Yes	
7	Filtration equipment	2	2	Yes	
8	Filling Machine	1	2	Yes	
9	Sealing Machine	1	1	Yes	
10	Autoclave sterilizer	1	2	Yes	
11	Membrane filter	0	1	Yes	

12	Sintered glass funnel with complete filtering assemble	0	1	Yes
13	Small disposable membrane filter for IV admixture filtration	0	1	Yes
14	Laminar air flow bench	1	1	Yes
15	Vacuum pump	1	1	Yes
16	Oven	1	1	Yes
17	Surgical dressing	0	20	Yes
18	Incubator	1	1	Yes
19	PH meter	1	1	Yes
20	Disintegration test apparatus	1	1	Yes
21	Hardness tester	1	1	Yes
22	Centrifuge	1	1	Yes
23	Magnetic stirrer	1	1	Yes
24	Thermostatic bath	1	1	Yes

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

**Signature of the Head of the Institution**

**Signature of the Inspectors**

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