

# PHARMACY COUNCIL OF INDIA

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

<b>A – I.1</b> Name of the Institution: Complete Postal address: STD code Telephone No. Fax No. E-mail	Department of Pharmaceutical Technology JIS University, 81 Nilgunj Road, Agarpara, Kolkata - 700109 033 25637777 033-22893945 asst.registrar@jisuniversity.ac.in
Year of Establishment	<b>2016</b>
Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)	University, Registration document is enclosed as <b>Annexure -I</b>
<b>A – I.2</b> Name, address of the Society/Trust/ Management (attach documentary evidence) STD Code: Telephone No: Fax No: E-mail Web Site:	Narula Education Trust Documentary evidence is attached as <b>Annexure II</b> <b>033</b> <b>25637777</b> 033-22893945 <a href="mailto:asst.registrar@jisuniversity.ac.in">asst.registrar@jisuniversity.ac.in</a> <a href="http://www.jisuniversity.ac.in">www.jisuniversity.ac.in</a>
<b>A – I.3</b> Name, Designation and Address of person to be contacted by phone STD Code Telephone No Office Residence Mobile No. Fax No E-Mail	Mr. Vishal Ghai, Registrar 81, Nilgunj Road, Agarpara, Kolkata 700109 033 25637777   9433035581 033-22893945 registrar@jisuniversity.ac.in
<b>A – I.4</b> Name and Address of the Head of the Institution	Mr. Vishal Ghai, Registrar, JIS University

Signature of the Head of the Institution

Signature of the Inspectors

A –I . 5

**FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL**

**a. Details of Affiliation Fee Paid**

Name of the Course	Affiliation Fee paid up to	Receipt No	Dated	Remarks of the Inspectors
B. Pharm	2019-2020	Yet to receive	01/06/2018	

**b. APPROVAL STATUS:**

Name of the Course	Approved up to	In take Approved and Admitted	PCI	STATE GOVT.	UNIVERSITY	Remarks of the Inspectors
B. Pharm	2017-18	Approval Letter No and Date	32-1240/2017-PCI/ 63323-25 dated 22/02/2017			
		Approved Intake	60			
		Actually Admitted	60			

**c. STATUS OF APPLICATION**

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

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

Examining Authority :  
With complete postal  
Address, Telephone No.  
and STD Code.

Controller of Examinations JIS University, 81, Nilgunj Road, Agarpara, Kolkata – 700109 033-25637777
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Signature of the Head of the Institution

Signature of the Inspectors

## B - DETAILS OF THE INSTITUTION

<b>B –I .1</b> Name of the Principal (HoD)		Dr. Himangshu Sekhar Maji			
<b>Qualification/ Experience</b>	<b>Qualification*</b>		<b>Teaching Experience Required</b>	<b>Actual experience</b>	<b>Remarks of the Inspectors</b>
	M. Pharm		15 years, out of which 5 years as Prof. / HOD	17	
	PhD		10 years, out of which at least 05 years as Asst. Prof		

\* Documentary evidence should be provided (ANNEXURE III)

### 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>B. Pharm</b>	23-24, Nov-2016	Few equipment deficient, labware are to be procured	Complied	

\* Enclose Documents (ANNEXURE IV)

### B –I .3 (ANNEXURE V)

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

### B –I .4

Pay Scales:

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

### B –I .5

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

ACADEMIC YEAR	Year 2016-17	Year 2017-18	Year 2018-19
<b>Sanctioned</b>	60	60	
<b>No. of Admissions</b>	56	60	
<b>Unfilled Seats</b>	4	0	
<b>No. of Excess Admissions</b>	0	0	

Signature of the Head of the Institution

Signature of the Inspectors

**B – I .6****Academic information: Percentage of UG results for the past three years based on University Calendar**

<b>ACADEMIC YEAR</b>	<b>Year 2016-17</b>	<b>Year 2017-18</b>	<b>Year 200-</b>
<b>1<sup>st</sup> year</b>	95%	98%	
<b>2<sup>nd</sup> year</b>		100%	
<b>3<sup>rd</sup> year</b>			
<b>Final year</b>			
<b>Pass % (Final Year)</b>			

**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. Tathagata Roy
Programme conducted (mention details)	1. Tree Plantation drive 2. Blood donation camp 3. Pharma Awareness Rally
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		<b>CAPITAL EXPENDITURE</b>			
2.	Tuition Fee	332354041	1.	Building	17864944	
3.	Library Fee	5109700	2.	Equipment	73328112	
4.	Sports Fee	1129000	3.	Others		
5.	Union Fee		<b>REVENUE EXPENDITURE</b>			
6.	Others	29180450	1	Salary	136074502	
			2.	<b>MAINTENANCE EXPENDITURE</b>		
				i	College	747462
				ii	Others	942413
			3.	University Fee (If any)		
			4.	Apex Bodies Fee		
			5.	Government Fee		
			6.	Deposit held by the College		
			7.	Others	1064349	
			8.	Misc. Expenditure	102964	
			<b>Total</b>		230124746	
			<b>Total</b>			
	<b>Total</b>	367773191				

**Note: Enclose relevant documents (ANNEXURE VI)**

**Signature of the Head of the Institution**

**Signature of the Inspectors**

## PART- II PHYSICAL INFRASTRUCTURE

1. a. Availability of Land (B. Pharm courses) : **Available**  
 a) 2.5 acres District HQ/Corporation/Municipality limit  
 b) 0.5 acre for City / Metros
- b. Building : **Own**
- c. Land Details to be in name of Trust and Society  
 Records to be enclosed  
 Sale deed : **Enclosed (ANNEXURE VII)**
- d. Building<sup>†</sup>:  
 i) Approved Building plan, to be Enclosed : **Enclosed (ANNEXURE VIII)**
- e. Total Built Area of the college building in Sq.mts : Built up Area   
 Amenities and Circulation Area

### 2. Class rooms:

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

Class	Required Nos	Available Nos	Required Area * for each class room	Available Area in Sq.mts	Remarks of the Inspectors
B. Pharm	06	08	6 of 90 Sq. mts Or 4 of 150 sq.mts. with Public address System.	6*90 2*75	

(\*To accommodate 100 students).

### 3. Laboratory requirement at the end of 4 Years

Sl. No.	Infrastructure for	Requirement as per Norms	Available No. & Area in 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	
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 *	3 3 1 2 2 1 (80sqm each)	
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)	Available	
4	Area of the Machine Room	80-100 Sq.mts	80sqm	
5	Central Instrumentation Room	80 Sq.mts with A/ C	100sqm	
6	Store Room – I	1 (Area 100 Sq mts)	100sqm	
7	Store Room – II (For Inflammable chemicals)	1 (Area 20 Sq mts)	20sqm	

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

Signature of the Head of the Institution

Signature of the Inspectors

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

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

**4. Administration Area:**

Sl.No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq .mts	
1	Principal's Chamber	01	30 Sq .mts	1	55	
2	Office – I – Establishment	01	60 Sq. mts	1	80	
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	1	80	
2	Faculty Rooms for B.Pharm course		10 Sq mts x n (n=No of teachers)	1	80	

**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			
2	Library	01	150 Sq mts	1	150sqm	
3	Museum	01	50 Sq mts (May be attached to the Pharmacognosy lab)	1	50sqm	
4	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 seating capacity	1	250	
5	Seminar Hall	01		2	100sqm each	
6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	1	50sqm	

Signature of the Head of the Institution

Signature of the Inspectors

**7. Student Facilities:**

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq .mts	
1	Girl's Common Room (Essential)	01	60 Sq.mts	1	60	
2	Boy's Common Room (Essential)	01	60 Sq.mts	1	60	
3	Toilet Blocks for Boys	01	24 Sq.mts	4	25sqm each	
4	Toilet Blocks for Girls	01	24 Sq.mts	4	25sqm each	
5	Drinking Water facility – Water Cooler (Essential).	01		2		
6	Boy's Hostel (Desirable)	01	9 Sq .mts / Room Single occupancy	1	652	
7	Girl's Hostel (Desirable)	01	9 Sq .mts /Room (single occupancy) 20 Sq mts / Room (triple occupancy)	1	726	
8	Power Backup Provision (Desirable)	01		1		

**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	80	
Computer (Latest Configuration)	1 system for every 10 students	30		
Printers	1 printer for every 10 computers	03		
Multi Media Projector	01	01		
Generator (5KVA)	01	02		

Signature of the Head of the Institution

Signature of the Inspectors



### 9. Amenities (Desirable)

Name	Requirement as per Norms in area	Available		Not Available	Remarks/ Deficiency
		No.	Area in Sq. mts		
Principal quarters	80 Sq. mts	1	85		
Staff quarters	16 x 80 Sq. mts			√	
Canteen	100 Sq. mts	1	649		
Parking Area for staff and students		1	799		
Bank Extension Counter				√	
Co operative Stores				√	
Guest House	80 Sq. mts	1	85		
Transport Facilities for students		√			
Medical Facility (First Aid)		√			

### 10. A. Library books and periodicals

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

Sl. No.	Item	Titles (No)	Minimum Volumes (No)	Available		Remarks of the Inspectors
				Title	Numbers	
1	Number of books	150	2000 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	250	2305	
2	Annual addition of books		150 to 200 books per year	50	150-200	
3	Periodicals Hard copies / online		10 National 05 International periodicals	10		
4	CDS		Adequate Nos	√		
5	Internet Browsing Facility		Yes/No (Minimum ten computers)	√		
6	Reprographic Facilities: Photo Copier Fax Scanner		01 01 01	√ √ √		
7	Library Automation and Computerized System: <b>Available</b>					
8	<b>Library Timings: 9am to 6pm</b>					

### 10.B. Library Staff:

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

Signature of the Head of the Institution

Signature of the Inspectors

## 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  SEMESTER-

**3. Date of Commencement of session / sessions:**

<b>Commencement</b>	<b>Completion</b>
<b>01/07/17</b>	<b>30/06/18</b>

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

14      10

**5. Total No. of working days:**  200

**6. Time Table: (ANNEXURE IX)**

Time Table for B. Pharm course Enclosed      Yes       No

**7. Whether the prescribed numbers of classes are being conducted as per university norms**  
**I 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	
Human Anatomy and Physiology I	60	56	60	60		
Pharmaceutical Analysis I	60	57	60	60		
Pharmaceutics I	60	59	60	60		
Pharmaceutical Inorganic chemistry	60	58	60	52		
Communication skills	30	30	30	30		
Remedial Biology	30	32	30	30		
Remedial Mathematics	30	33				
Human Anatomy and Physiology II	60	62	60	56		
Pharmaceutical Organic Chemistry I	60	59	60	56		
Biochemistry	60	60	60	60		
Pathophysiology	60	56				
Computer Application in Pharmacy	45	40	30	30		
Environmental Sciences	45	46				

Signature of the Head of the Institution

Signature of the Inspectors

## II 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	
Pharmaceutical Organic Chemistry II	60	58	60	60		
Physical Pharmaceutics I	60	57	60	56		
Pharmaceutical Microbiology	60	62	60	60		
Pharmaceutical Engineering	60	58	60	56		
Pharmaceutical Organic Chemistry III	60	61				
Medicinal Chemistry I	60	57	60	56		
Physical Pharmaceutics II	60	60	60	56		
Pharmacology I	60	62	60	60		
Pharmacognosy & Phytochemistry I	60	61	60	60		

## III 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	

## 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

 No

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

A.

Name of the Event	Year 2016	Year 2017-	Year 2018-
Guest Lectures	2	5	3
Seminars	1	2	2
Workshops			
Symposia			

Signature of the Head of the Institution

Signature of the Inspectors

## B. Papers Presented / Published during last three years

	Year 2016-		Year 2017-		Year 2018-	
	National	International	National	International	National	International
<b>Published</b>	2		2	2		6
<b>Presented</b>						1

### 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	5-8 March		26-29 Mar2018		7-9 May2018		
II B. Pharm							
III B. Pharm							
IV B. Pharm							

### 11. Whether Evaluation of the internal assessments is Fair Yes No

Class	No. of Candidates scored more than 80%		No. of Candidates scored between 60 – 80%		No. of Candidates scored between 50 – 60%		No. of Candidates Less than 50%		Remarks of the Inspectors
	Th	Pr	Th	Pr	Th	Pr	Th	Pr	
I B.Pharm	17	25	25	33	16	2	2		
II B.Pharm	15	24	27	30	15	4	1		
III B.Pharm									
IV B.Pharm									

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

Sl. No	Name of the Faculty	Subjects taught	B. Pharm		Total work load	Specific Remarks of the Inspector
			Th	Pr		
1	Dr. Tapan Kumar Chatterjee	Pharmacology	2	8	10	
2	Dr. Pintu Kumar De	Physical Pharmaceutics	4	12	16	
3	Dr. Himangshu Sekhar Maji	Medicinal Chemistry, Organic Chem. I	5	12	19	
4	Mr. Tathagata Roy	Pathophysiology, Pharmacology I	4	16	20	
5	Ms. Devlina Pal	Pharmacognosy, HAP I	6	16	22	
6	Mr. Soumen Dhara	Organic I, Organic III	4	8	12	
7	Mr. Sayantan Das	HAP I, Organic Chemistry I	6		6	
8	Dr. Debanjan Sen	Organic I, Biochemistry	4		4	
9	Ms. Madhumita Majumdar	HAP II	4	12	16	
10	Ms. Sushmita Dey	Organic Chemistry III	4		4	
11	Mr. Dibyajyoti Saha	Pathophysiology	4		4	
12	Mr. Indranil Dutta	Pharmaceutics I	4	12	16	
13	Ms. Rituparna Chatterjee	Biochemistry, EVS	7	12	19	
14	Mr. Ritam Sirsha Chowdhury	Computer Application in Pharmacy	3	12	15	
15	Mr. Debolina Mitra	Communication Skill	2	6	8	
16	Dr. Sanhita Banerjee	Remedial Mathematics	4		4	

Signature of the Head of the Institution

Signature of the Inspectors

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

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

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

If applicable please give the details for the previous Year

Events	Details for the Previous Year
No. of Industrial visits	
Industrial Tour	1
Industrial Training	
No. of Resource Persons from the Industry for Guest Lectures	3
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			
% Placed			

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

Signature of the Head of the Institution

Signature of the Inspectors

## PART IV - PERSONNEL

### TEACHING STAFF:

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

Sl No	Name	Designation	Qualification	Date of Joining	Teaching Experience	State Pharmacy Council Reg No.	Signature of the faculty	Remarks of the Inspectors
					After PG			
1	Dr. H S Maji	Professor	M. Pharm, PhD	15/09/2016	16	A4809		
2	Mr. Tathagata Roy	Asst. Professor	M. Pharm	15/11/2016	9	A10578		
3	Devlina Pal	Asst. Professor	M. Pharm	20/07/2017	4	A11226		
4	Soumen Dhara	Asst. Professor	M. Pharm	20/07/2017	2	A14411		
5	Dr. P K De	Asso. Professor	M. Pharm, PhD	08/12/2017	18	A2537		
6	Dr. T K Chatterjee	Dean	M. Pharm, PhD	02/01/2018	25	A2127		
7	Madhumita Majumdar	Lecturer	M. Pharm	04/01/2018	1			
8	Sushmita Dey	Lecturer	M. Pharm	04/01/2018	1			
9	Dibyajyoti Saha	Asst. Professor	M. Pharm	05/01/2018	5			
10	Indranil Dutta	Asst. Professor	M. Pharm	09/01/2018	2			
11	Sayanta Das	Asst. Professor	M. Pharm	09/01/2018	2			
12	Dr. Debanjan Sen	Asst. Professor	M. Pharm, PhD	03/01/2018	6	A10665		
13	Rituparna Chatterjee	Asst. Professor	MSc., M. Tech.	01/08/2016	4			
14	Ritam S Chowdhury	Visiting	M. Tech.	03/01/2018	2			
15	Debolina Mitra	Visiting	M.Sc.	04/01/2017	3			
16	Dr. Sanhita Banerjee	Asst. Professor	MSc, PhD	09/02/2018	5			

#### 2. Qualification and number of Staff Members

Qualification		
M. Pharm	PhD	Others - Full Time
12	4	1

#### 3. Teaching Staff required year wise exclusively for B.Pharm for intake of 100 Students.

	No. of staff required
<b>1. Pharmaceutical Chemistry</b>	<b>7</b>
<b>2. Pharmaceutical Analysis</b>	<b>2</b>
<b>3. Pharmacology</b>	<b>4</b>
<b>4. Pharmacognosy</b>	<b>4</b>
<b>5. Pharmaceutics</b>	<b>6</b>
<b>6. Pharmacy Practice</b>	<b>1</b>
<b>7. Principal</b>	<b>1</b>
<b>Total</b>	<b>25</b>
<b>*Part time teaching Staff</b>	<b>3</b>
<b>Remarks of the Inspection Team</b>	

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

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 100 students	Provided by the institution	Remarks of inspection team
Department of Pharmaceutics	Professor	1	1	
	Asst. Professor	2	2	
	Lecturer	3	1	
Department of Pharmaceutical Chemistry	Professor	1	1	
	Asst. Professor	3	1	
	Lecturer	3		
Department of Pharmacology	Professor	1	1	
	Asst. Professor	2	2	
	Lecturer	1	1	
Department of Pharmacognosy	Professor	1	1	
	Asst. Professor	1		
	Lecturer	2		
Department of Pharmacy Practice	Asst. Professor	1		
	Lecturer	1		
Department of Pharmaceutical Analysis	Asst. Professor	1	1	
	Lecturer	1		

**5. Selection criteria and Recruitment Procedure for Faculty:**

<b>a.</b>	Whether Recruitment Committee has been formed	Yes ✓/ No
<b>b.</b>	Whether Advertisement for vacancy is notified in the Newspapers	Yes ✓/ No
<b>c.</b>	Whether Demonstration Lecture has been conducted	Yes ✓/ No
<b>d.</b>	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.	100

**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	✓			

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

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

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**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					
1	Dr. H S Maji	M. Pharm, PhD	Professor												70000	
2	Mr. Tathagata Roy	M. Pharm	Asst. Professor												21600	
3	Devlina Pal	M. Pharm	Asst. Professor												21600	
4	Soumen Dhara	M. Pharm	Asst. Professor												21600	
5	Dr. P K De	M. Pharm, PhD	Asso. Professor												70000	
6	Dr. T K Chatterjee	M. Pharm, PhD	Dean												85000	
7	Madhumita Majumdar	M. Pharm	Lecturer												15600	
8	Sushmita Dey	M. Pharm	Lecturer												15600	
9	Dibyajyoti Saha	M. Pharm	Asst. Professor												21600	
10	Indranil Dutta	M. Pharm	Asst. Professor												21600	
11	Sayanta Das	M. Pharm	Asst. Professor												21600	
12	Dr. Debanjan Sen	M. Pharm, PhD	Asst. Professor												21600	
13	Rituparna Chatterjee	MSc., M. Tech.	Asst. Professor												21600	
14	Ritam S Chowdhury	M. Tech.	Visiting												-	
15	Debolina Mitra	MSc.	Visiting												-	
16	Dr. Sanhita Banerjee	MSc, PhD	Asst. Professor												30000	

**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 X)**

SINo	Name	Designation	Qualification	Date ofJoining	Experience	Signature	Remarks of the Inspectors

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

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

Sl. No	Records	Yes	No	Remarks of the Inspectors
1	Admissions Registers	√		
2.	Individual Service Register	√		
3.	Staff Attendance Registers	√		
4.	Sessional Marks Register	√		
5.	Final Marks Register	√		
6.	Student Attendance Registers	√		
7.	Minutes of meetings- Teaching Staff	√		
8.	Fee paid Registers	√		
9.	Acquittance 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	Applied		

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**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 VI)**

Sl	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs			Remarks of the Inspectors*
No.	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Returning	Total budget sanctioned	Recurring	Non Returning	

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

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

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

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

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

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			Books			
2	Journals			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	20	20		
2	Haemocytometer with Micropipettes	20	20		
3	Sahli's haemocytometer	20	20		
4	Hutchinson's spirometer	01	1		
5	Spygmomanometer	10	10		
6	Stethoscope	10	10		
7	Permanent Slides for various tissues	One pair of each tissue Organs and endocrine glands One slide of each organ system	50		
8	Models for various organs	One model of each organ system	15		
9	Specimen for various organs and systems	One model for each organ system	10		
10	Skeleton and bones	One set of skeleton and one spare bone	1		
11	Different Contraceptive Devices and Models	One set of each device	1		
12	Muscle electrodes	01	1		
13	Lucas moist chamber	01	1		
14	Myographic lever	01	1		
15	Stimulator	01	1		
16	Centrifuge	01	1		
17	Digital Balance	01	1		
18	Physical /Chemical Balance	01	1		
19	Sherrington's Kymograph Machine / Polyrite	10	10		
20	Sherrington Drum	10	10		
21	Perspex bath assembly (single unit)	10	10		
22	Aerators	10	10		
23	Computer with LCD	01	1		
24	Software packages for experiment	01	1		
25	Standard graphs of various drugs	Adequate number	Adequate		

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26	Actophotometer	01	1		
27	Rotarod	01	1		
28	Pole climbing apparatus	01	1		
29	Analgesiometer (Eddy's hot plate and radiant heat methods)	01	1		
30	Convulsiometer	01	1		
31	Plethysmograph	01	1		
32	Digital pH meter	01	1		

**Apparatus:**

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

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

**DEPARTMENT OF PHARMACOGNOSY**

**Equipment:**

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscope with stage micrometer	20	20		
2	Digital Balance	02	2		
3	Autoclave	02	2		
4	Hot air oven	02	2		
5	B.O.D. incubator	01	1		
6	Refrigerator	01	1		
7	Laminar air flow	01	1		
8	Colony counter	02	2		
9	Zone reader	01	1		
10	Digital pH meter	01	1		
11	Sterility testing unit	01	1		
12	Camera Lucida	20	20		

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13	Eye piece micrometer	20	20		
14	Incinerator	01	-		
15	Moisture balance	01	1		
16	Heating mantle	20	10		
17	Flourimeter	01	1		
18	Vacuum pump	02	2		
19	Micropipettes (Single and multi channeled)	05	10		
20	Micro Centrifuge	01	1		
21	Projection Microscope	01	1		

**Apparatus:**

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

**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	5		
2	Oven	03	3		
3	Refrigerator	01	1		
4	Analytical Balances for demonstration	05	5		
5	Digital balance 10mg sensitivity	10	10		
6	Digital Balance (1mg sensitivity)	01	1		
7	Suction pumps	06	4		
8	Muffle Furnace	01	1		
9	Mechanical Stirrers	10	10		
10	Magnetic Stirrers with Thermostat	10	10		
11	Vacuum Pump	01	1		
12	Digital pH meter	01	1		
13	Microwave Oven	02	2		

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**Apparatus:**

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Distillation Unit	02	2		
2	Reflux flask and condenser single necked	20	20		
3	Reflux flask and condenser double / triple necked	20	20		
4	Burettes	100	100		
5	Arsenic Limit Test Apparatus	25	25		
6	Nessler's Cylinders	50	50		

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

**DEPARTMENT OF PHARMACEUTICS****Equipment:**

Sl. No.	Name	Minimum Required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Mechanical stirrers	20	20		
2	Homogenizer	10	10		
3	Digital balance	05	5		
4	Microscopes	10	10		
5	Stage and eye piece micrometers	15	15		
6	Brookfield's viscometer	01	1		
7	Tray dryer	01	1		
8	Ball mill	01	1		
9	Sieve shaker with sieve set	01	1		
10	Double cone blender	01	1		
11	Propeller type mechanical agitator	05	5		
12	Autoclave	01	1		
13	Steam distillation still	01	1		
14	Vacuum Pump	01	1		
15	Standard sieves, sieve no. 8, 10, 12, 22, 24, 44, 66, 80	10 sets	10		
16	Tablet punching machine	01	1		
17	Capsule filling machine	01	1		
18	Ampoule washing machine	01	1		
19	Ampoule filling and sealing machine	01	1		
20	Tablet disintegration test apparatus IP	02	2		

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21	Tablet dissolution test apparatus IP	01	1		
22	Monsanto's hardness tester	02	2		
23	Pfizer type hardness tester	01	1		
24	Friability test apparatus	01	1		
25	Clarity test apparatus	01	1		
26	Ointment filling machine	01	1		
27	Collapsible tube crimping machine	01	1		
28	Tablet coating pan	01	1		
29	Magnetic stirrer, 500ml and 1 liter capacity with speed control	05 EACH 10	10		
30	Digital pH meter	01	1		
31	All-purpose equipment with all accessories	01	1		
32	Aseptic Cabinet	01	1		
33	BOD Incubator	02	2		
34	Bottle washing Machine	01	1		
35	Bottle Sealing Machine	01	1		
36	Bulk Density Apparatus	02	2		
37	Conical Percolator (glass/ copper/ stainless steel)	10	10		
38	Capsule Counter	02	2		
39	Energy meter	02	2		
40	Hot Plate	02	2		
41	Humidity Control Oven	01	1		
42	Liquid Filling Machine	01	1		
43	Mechanical stirrer with speed regulator	02	2		
44	Precision Melting point Apparatus	01	1		
45	Distillation Unit	01	1		

**Apparatus:**

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

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7	Permeability Cups	05	5		
8	Andreason's Pipette	05	5		
9	Lipstick moulds	10	10		

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

### PHARMACEUTICAL BIOTECHNOLOGY

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Orbital shaker incubator	01	1		
2	Lyophilizer (Desirable)	01	1		
3	Gel Electrophoresis (Vertical and Horizontal)	01	1		
4	Phase contrast/Trinocular Microscope	01	1		
5	Refrigerated Centrifuge	01	1		
6	Fermenters of different capacity (Desirable)	01	1		
7	Tissue culture station	01	1		
8	Laminar airflow unit	01	1		
9	Diagnostic kits to identify infectious agents	01	1		
10	Rheometer	01	1		
11	Viscometer	01	1		
12	Micropipettes (single and multi channeled)	01 each	10		
13	Sonicator	01	1		
14	Respinometer	01	1		
15	BOD Incubator	01	1		
16	Paper Electrophoresis Unit	01	1		
17	Micro Centrifuge	01	1		
18	Incubator water bath	01	1		
19	Autoclave	01	1		
20	Refrigerator	01	1		
21	Filtration Assembly	01	1		
22	Digital pH meter	01	1		

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

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**CENTRAL INSTRUMENTATION ROOM:**

<b>Sl. No.</b>	<b>Name</b>	<b>Minimum required Nos.</b>	<b>Available Nos.</b>	<b>Working Yes / No</b>	<b>Remarks of the Inspectors</b>
1	Colorimeter	01	1		
2	Digital pH meter	01	1		
3	UV- Visible Spectrophotometer	01	1		
4	Flourimeter	01	1		
5	Digital Balance (1mg sensitivity)	01	1		
6	Nephelo Turbidity meter	01	1		
7	Flame Photometer	01	1		
8	Potentiometer	01	1		
9	Conductivity meter	01	1		
10	Fourier Transform Infra Red Spectrometer (Desirable)	01	1		
11	HPLC	01	1		
12	HPTLC (Desirable)	01	1		
13	Atomic Absorption and Emission spectrophotometer (Desirable)	01	1		
14	Biochemistry Analyzer (Desirable)	01	1		
15	Carbon, Hydrogen, Nitrogen Analyzer (Desirable)	01	1		
16	Deep Freezer (Desirable)	01	1		
17	Ion- Exchanger	01	1		
18	Lyophilizer (Desirable)	01	1		

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**Observation of the Inspectors:**

**Compliance of the last recommendations by Inspectors**

**Specific observations if not complied**

**Signature of Inspectors:**

**1.**

**2.**

**Note:**

- 1. The Inspection Team is instructed to physically verify the details and records filled up by the college in the application form submitted by the college, which is with you now and record the observations, opinions and recommendations in clear and explicit terms.**
- 2. The team is requested to record their comments only after physical verification of records and details.**

**Signature of the Head of the Institution**

**Signature of the Inspectors**