**The Punjab State Board of Technical Education and Industrial Training**

**Plot No. 1A, Sector 36 A, Chandigarh email :** **affiliationpsbte@gmail.com**

**APPLICATION FORM FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2024-25**

**(For NEW INSTITUTE/ EXTENSION OF APPROVAL TO CONTINUE THE CONDUCT OF DIPLOMA COURSE PHARMACY)**

**According to PCI Education Regulation 2020**

Please provide the actual information, if any information found false/incorrect may lead to disaffiliation of the Institute from PSBTE.

**CATEGORY OF AFFILIATION APPLIED FOR: - NEW AFFILIATION / EXTENSION OF APPROVAL**

**INSTITUTE CODE: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_ APPLIED INTAKE FOR 2024-25:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART A: GENERAL INFORMATION**

|  |
| --- |
| **Institution** |
| Name of the Institution: |  |
| Complete Postal address: |  |
| STD code & Telephone No. (LL) Mobile No. |  |
| Alternative Mobile/Contact No. |  |
| E-mail |  |
| Type of the Institute (Write the appropriate one)  | State Government / Aided / Private (Enclose copy of Registration documents of Society/Trust) / Any other (Specify)  |
| Year of starting of the Institute  |  |
| Name of the Principal of the Institute  |  |
| Qualifications  |  |
| Date of Joining of the Institute  |  |
| Mobile No.  |  |
| **Society / Trust / Company (U/S 25) (not applicable for Government Institutions)**  |
| Name & Address of the Society / Trust / Company (U/S 25 of Companies Act, 1956): |  |
| Complete Postal address: |  |
| Society / Trust / Company Registration Number  |  |
| Date of Registration / Place of Registration  |  |
| Name of the Chairman / President of the Society / Trust / Company  |  |
| STD code & Telephone No. (LL)Mobile No.  |  |
| E-mail |  |

**PART B: DETAILS OF THE LAND (Attach copy of all the land documents / NOC’s)**

|  |  |  |
| --- | --- | --- |
| Classification of the Permanent Site(Please tick the applicable one)  | Urban | Rural |
| Land (Area in acres) (\* As per PCI norms ) |  |  |
| Ownership of Land | Government |  | Trust |  | Society |
| (Please tick the applicable one)  | Govt. Leased |  | Owned |  | Company  |
| Change of Land Use Certificate (CLU) (Please mention the competent issuing authority & attach documents) **(FLAG-B1)** |   |
|  |
|  |
|  |
| Khasra Plan / Master Plan **(FLAG-B2)** |  |
|  |
|  |
| Site Plan **(FLAG-B3)** |  |
| Building Plan (Please mention the competent issuing authority & attach documents) **(FLAG-B4)** |  |
| Occupancy certificate **(FLAG-B5)** |  |
| Structural stability certificate issued by Registered Structural Engineer(applicable in case where occupancy certificate is more than 30 years old) **(FLAG-B6)** | Yes / No  |
| NOC from Local Fire Service Authorities (to ensure fire and life safety measures) **(FLAG-B7)** | Yes / No  |
| Whether Ramp provided for *PWD* for easy access to and evacuation from the building? | Yes / No  |

**PART C:**

**APPROVAL STATUS OF THE INSTITUTE for the Year 2022-23, 2023-24, 2024-25**

**(attach copy of all the approvals/affiliation letters)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Academic Session** | **PCI Approval** | **No. of Seats Approved** | **No. of Seats Allowed by Board** | **Actually Admitted** | **Annexures** |
| **Letter No. with Date** | **Period** |
| **2022-23** |  |  |  |  |  | **FLAG-C1** |
| **2023-24** |  |  |  |  |  | **FLAG-C2** |
| **2024-25** |  |  |  |  | **\_\_\_\_\_** | **FLAG-C3** |

|  |  |
| --- | --- |
| Whether Anti-ragging committee *(As per All PCI)* constituted, displayed in the campus of the institute and hoisted on the website of institute? | (Yes / No) |
| Whether registered on AISHE portal for 2023-24 and data uploaded? (Mention AISHE code) | (Yes / No) |
| Whether Grievance Redressal Committee in the Institute constituted, displayed in the campus of the institute and hoisted on the website of institute? | (Yes / No) |
| Whether Internal Complaint Committee (ICC) (As per section 4 of Sexual Harassment of Women at Workplace *(Prevention, Prohibition and Redressal) Act, 2013)* constituted, displayed in the campus of the institute and hoisted on the website of institute | (Yes / No) |
| Whether Committee for SC/ST *(As per the Scheduled Castes and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11.09.1989)* constituted, displayed in the campus of the institute and hoisted on the website of institute?  | (Yes / No) |

**PART D : STAFF STATUS & REQUIREMENT (Attach relevant documents as FLAG-D)**

**Norms for Faculty requirements and Recommended Cadre Ratio for Diploma Level Pharmacy Institution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Faculty : Studentbased on Approved Intake | Principal/Director/Head of the Department | Lecturer | Total |
|  |  | A | B | C |
| Pharmacy | 1:20 | 1 | * M.Pharma / PharmD - 03
* B Pharma with 3 years of professional experience- 04
 | A+B |
| * **Staff student ratio should not exceed 1:60 in theory classes and 1:20 in practical classes.**
* **The minimum batch size for Faculty requirement will be considered is of 60 students**
 |

The faculty details for all the 02 years for the being offered by the institute be elaborated in the table given below:

|  |  |
| --- | --- |
|  | **NAME OF THE PRINCIPAL :** |
| Stamp Size Photo | Date of Birth & Age / Gender | Qualification with Class obtained starting from the highest Degree | University awarded Degree | Corresponding Specialization | Pharmacist Registration Number | Date of Joining | Total Experience (in years) | Scale of Pay | Present Basic Pay | TotalEmolu-ments | Aadhaar Number | Signature |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

NOTE: Principal's Qualifications/Experience and pay scales shall be as per PCI norms

|  |
| --- |
| **PRINCIPAL – EXPERIENCE** |
| Teaching | Industry |
| Institution | Position | Years | Institution | Position | Years |
|  |  |  |  |  |  |

**TEACHING FACULTY – QUALIFICATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Designation | Name of the Faculty Member | Stamp Size Photo | Department | Qualification with Class obtained starting from the highest Degree | University awarding Degree | Corresponding Specialization | Pharmacist Registration Number | Date of Birth & Age/Gender  | Date of Joining | Total Experience (in years) | Pay Scale  | Present Basic Pay | TotalEmoluments | Aadhaar Number | Signature |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

NOTE: Faculty Cadre Qualifications/Experience and pay scales shall be as per PCI norms

|  |
| --- |
| **TEACHING FACULTY – EXPERIENCE** |
| **Details of Faculty Retention for:** |
| Sr.No | Name of the faculty Member | Period | Percentage |
|  |  | Duration of 15 yrs. And above |  |
|  | Duration of 10 yrs. And above |  |
|  | Duration of 5 yrs. And above |  |
|  | Duration of Less than 5 yrs. |  |
| **Details of Faculty Turnover** |
| Name of the faculty Member | Period | More than 50% | 50 % | 25 % | Less than 25 % |
|  | % of faculty retained in last 3 yrs |  |  |  |  |

|  |  |
| --- | --- |
|  | **LIBRARY STAFF** **Librarian/Assistant Librarian =01** |
| Name with Stamp Size Photo | Designation | Qualification with Class obtained starting from the highest Degree | University awarded Degree | Previous Experience | Date of Birth & Age/ Gender | Date of Joining | Experience in years | Scale of Pay | Present Basic Pay | Totalemoluments | Aadhaar Number | Signature |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

NOTE: Library Staff Qualifications/Experience and pay scales shall be as per PCI norms

|  |
| --- |
| **NON TEACHING STAFF**Laboratory Technician - 02 Laboratory Attendent - 04Office Superintendent - 01 Clerk cum Accountant - 01Store Keeper - 01 Typist - 01Peons - 02 Cleaners/Sweepers - 04Gardener - 01 |
| S.No | Name of the StaffMember | Department | Laboratory | Designation | Qualification  | Previous Experience | Date of Birth & Age | Date of Joining | Scale of Pay | Present Basic Pay | Totalemoluments | Aadhaar Number | Signature |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

NOTE: Non Teachning Staff Qualifications/Experience and pay scales shall be as per PCI norms

|  |
| --- |
| **Payment of honorarium /TA/DA to staff members for examination related duties / Table marking (latest payment received from board)**Number of Beneficiary Teachers - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total Amount Received - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Amount Distributed - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Whether payment of honorarium for performing all type of examination/ evaluation related duties, received from PSBTE, paid to the Concerned Staff members within one week from the date of receipt | **Yes/No** |
| Whether due amount of income tax of each individual who have received Payment on account of honorarium for performing all type of examination / evaluation related duties, received from PSBTE, have been deducted and deposited with Income Tax authority by clubbing the amount of honorarium in the salary | **Yes/No** |

**PART E: INFRASTRUCTURAL FACILITIES (Attach relevant documents as FLAG-E)**

Norms for Land requirement and built-up area for Diploma Level Pharmacy Institution (for Diploma Courses as per PCI)

|  |
| --- |
| PHYSICAL INFRASTRUCTURE - COMPLETE DETAILS OF BUILT-UP AREA |
| S.No | Built-up (Carpet) Area | FIRST YEAR & SECOND YEAR  |
| Required Area[sq.m] as per PCI | Available Area[sq.m] | Shortfall, if any |
| (a) | Instructional area [INA]  |  |  |  |
| (b) | Administrative area [ADA] |  |  |  |
| (c) | Amenities area [AMA] |  |  |  |
| (d) | Circulation area [CIA] |  |  |  |
| *[CIA = 0.25 x (INA+ADA+AMA)]* |  |  |  |
| **ADMINISTRATIVE AREA REQUIREMENT FOR DIPLOMA IN PHARMACY** |
| Particulars | Number of rooms required | Minimum Carpet Area required | Carpet Area available  | Shortfall w.r.t. Number of Room & Carpet Area  |
| Principal / Director Room | 01 | 20 Sq m |  |  |
| Office including Confidential Room | 01 | 40 Sq m |  |  |
| Staff/Faculty rooms | 01 | 30 Sq m  |  |  |
| Security Room | 01 | 10 Sq m |  |  |
| Examination control office | 01 | 30 Sq m |  |  |
| Computer Centre  | 01 | 75 Sq m |  |  |
| Library with computer and reprographic facility | 01 | 100 Sq m |  |  |
| Seminar Hall / Auditorium/ Multipurpose Hall (Desirable) | 01 | 250-300 Seating Capacity |  |  |
| Museum (May be attached to Pharmacognosy Lab) | 01 | 50 Sq m |  |  |
| Herbal Garden | 01 | Adequate no. of Medicinal Plants |  |  |
| **INSTRUCTIONAL AREA REQUIREMENT FOR DIPLOMA IN PHARMACY** |
| Particulars | Number of rooms required | Minimum Carpet Area required | Carpet Area available  | Shortfall w.r.t. Number of Room & Carpet Area  |
| Lecture Hall (To accommodate 60 Students) | 01 | 75 Sq m  |  |  |
| Laboratory for D. Pharmacy Course | 04 | 75 Sq m each |  |  |
| Preparation Room for each lab**(One room can be shared by two Labs,** | 01**if it is in between**  | 10 Sq m (min)**two labs)**  |  |  |
| Machine Room | 01 | 80-100 Sq m |  |  |
| Model Pharmacy | 01 | 80 sq. m including 10sq. m. for drug information centre and 10 sq. m. for patient counseling) |  |  |
| Store Room-I | 01 | 100 Sq m |  |  |
| Store Room-II (for inflammable chemicals) | 01 | 20 Sq m |  |  |
| **BASIC AMENITIES FOR DIPLOMA COURSES** |
| Toilets (Ladies & Gents) | 01 each | 0.8 Sq m per student |  |  |
| Toilets for *PWD* | 01 | --- |  |  |
| Girls Common Room | 01 | 60 Sq m |  |  |
| Boys Common Room | 01 | 60 Sq m |  |  |
| Canteen/Cafeteria (Desirable)  | 01 | 100 Sq m |  |  |
| Stationary Store and reprography  | 01 | 10 Sq m |  |  |
| First aid-cum-sick room (Desirable) | 01 | 10 Sq m |  |  |
| Drinking Water facility (Essential)  | Adequate nos. | -- |  |  |
| Guest House | Desirable | 80 Sq m |  |  |
| Sports Club / Gymnasium / Playground | Desirable | 200 Sq m |  |  |
| Boys Hostel | Desirable | 9 Sq m/room (Single Occupancy)20 Sq m/room (Triple Occupancy) |  |  |
| Girls Hostel | Desirable |  |  |

|  |
| --- |
| **COMPUTERS, SOFTWARE, INTERNET AND PRINTERS** |
| Program | Number ofComputers  | Xerox Machine | Multimedia Projector | LAN andInternet | Computer Stimulated Software for Pharmacology Practical | Printers and scanners |
| D Pharmacy | 10 | 0 | 02 | 4 Mbps | Yes/No | 02 Printer and 01 Scanner |

|  |
| --- |
| **BOOKS, JOURNALS AND LIBRARY FACILITIES** |
| Item | Titles (No) | Minimum Volumes (No) | Available | Shortfall (If Any) |
| Titles | Volumes |
| Number of books | 200 | 750 adequate coverage of a large number of standard text books and titles in all disciplines of Pharmacy |  |  |  |
| Annual addition of books |  | 75 books per year |  |  |
| PeriodicalsHard copies/online |  | **06 National Journals**Indian Journal of PharmaceuticalSciencesIndian Journal of PharmaceuticalEducation and Research Journalof Hospital Pharmacy IndianJournal of Pharmacology CIMS,MIMSIndian Journal of Experimental Biology |  |  |
| **Whether Latest Indian Pharmacopeia is available in Library**  | Yes/No |  |
| Library Timings : |  |

**PART F– LIBRARY BOOKS AND PERIODICALS (Attach relevant documents as FLAG-F)**

Subject wise Classification of Books:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Subject** | **Available** | **Remarks** |
| **Titles** | **Numbers** |
|       1.              | Pharmaceutics  |   |   |   |
|       2.              | Pharmaceutical Chemistry  |   |   |   |
|       3.              | Pharmacognosy |   |   |   |
|       4.              | Human Anatomy and Physiology |   |   |   |
|       5.              | Social Pharmacy |   |   |   |
|       6.              | Pharmacology |   |   |   |
|       7.              | Community Pharmacy and Management |   |   |   |
|       8.              | Biochemistry and Clinical Pathology |   |   |   |
|       9.              | Pharmacotherapeutics |   |   |   |
|   10.              | Hospital and Clinical Pharmacy |   |   |   |
|   11.              | Pharmacy Law & Ethics |   |   |   |

**PART G – EQUIPMENT AND APPARATUS (Attach relevant documents as FLAG-G)**

Laboratory wise List of Minimum equipment’s required for D. Pharm

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

1. Physiology, Pharmacology and Pharmacognosy Lab

| **Sr. No.** | **Name** | **Minimum required Nos.** | **Available Nos.** | **Working Yes/No** | **Remarks** |
| --- | --- | --- | --- | --- | --- |
|  | Microscopes | 20 |   |   |  |
|  | Haemocytometer with Micropipettes | 20 |   |   |  |
|  | Sahli’s haemoglobinometer | 20 |   |   |  |
|  | Sphygmomanometer | 5 |   |   |  |
|  | Stethoscope | 10 |   |   |  |
|  |  Human Permanent Slides for various tissues | One pair of each tissueOrgans and endocrine glands |   |   |  |
|  | Models for various organs | One model of each organ  |   |   |  |
|  | Specimen for various organs and systems | One model for each organ system |   |   |  |
|  | Human Skeleton and bones | One set of skeleton and one spare bone |   |   |  |
|  | Different Contraceptive Devices and Models | One set of each device |   |   |  |
|  | Digital Balance (10 mg Sensitivity) | 1 |   |   |  |
|  | Computer with LCD | 1 |   |   |  |
|  | Licensed Software packages for Physiologica l& Pharmacological experiment | 1 |   |   |  |
|  | IR Thermometer | 2 |   |   |  |
|  | Refrigerator | 1 |   |   |  |
|  | First aid equipment |  Adequate number |   |   |  |
|  | Stop watch | 20 |   |   |  |
|  | Inhalers and Nebulizer | 1 |   |   |  |
|  | Pharmacotherapeutic charts for various diseases & disorders | Adequate number |   |   |  |
|  | Surgical devices and Sutures | Adequate number |   |   |  |
|  | Digital BP Instrument | 5 |   |   |  |
|  | Mercury Thermometer | 10 |   |   |  |
|  | Digital Thermometer | 10 |   |   |  |
|  | Pulse Oximeter | 5 |   |   |  |
|  | ESR Apparatus (Western green and Wintrobe) | 10 |   |   |  |
|  | Peak Flow meter | 10 |   |   |  |
|  | Stadiometer | 2 |   |   |  |
|  | Adult Weighing Scale (150 kg) | 5 |   |   |  |
|  | Digital Glucometer | 10 |   |   |  |
|  | Projection microscope | 1 |   |   |  |
|  | Permanent slide set of plants and charts for pharmacognosy Lab | Adequate number |  |  |  |
|  | Drug information resources | Adequate number |  |  |  |
|  | Various types of PPE Kits, | Adequate number |  |  |  |
|  | Charts /displays/ AVs on tobacco control, glycemic index of foods, nutrition, reproductive health | Adequate number |  |  |  |
|  | Menstrual hygiene products | Adequate number |  |  |  |
|  | Display for various disinfectants, mosquito repellents etc | Adequate number |  |  |  |
|  | Water Testing Kit | Adequate number |  |  |  |
|  | Permanent slide of different microbes | Adequate number |  |  |  |

**PHARMACEUTICAL CHEMISTRY/BioChemistry, Clinical Pathology**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Name** | **Minimum required Nos.** | **Available Nos.** | **Working Yes/No** | **Remarks** |
|  | Hot plates | 5 |  |  |  |
|  | Hot Air Oven | 1 |  |  |  |
|  | Refrigerator | 1 |  |  |  |
|  | Analytical Balances for demonstration | 1 |  |  |  |
|  | Digital balance 10mg sensitivity | 5 |  |  |  |
|  | Magnetic Stirrers with Thermostat | 10 |  |  |  |
|  | Vacuum Pump | 1 |  |  |  |
|  | Digital pH meter | 1 |  |  |  |
|  | Wall Mounted Water Distillation Unit | 2 |  |  |  |
|  | Nessler’s Cylinders | 40 |  |  |  |
|  | Digital Melting Point Apparatus | 2 |  |  |  |
|  | Thieles Tube | 20 |  |  |  |
|  | Digital Colorimeter | 2 |  |  |  |
|  | Thermostatic Water Bath | 1 |  |  |  |

**Pharmaceutics**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No. | Name | Minimum required Nos. | Available Nos. | Working Yes/No | Remarks |
|  | Digital balance (10mg) | 5 |  |  |  |
|  | Microscopes | 10 |  |  |  |
|  | Autoclave | 1 |  |  |  |
|  | Vacuum Pump | 1 |  |  |  |
|  | Standard sieves, sieve no. 8, 10, 12,22,24, 44, 54, 60, 80, 100, 120 | 10 sets |  |  |  |
|  | Tablet dissolution test apparatus IP (Digital single/double Unit) | 1 |  |  |  |
|  | Magnetic stirrer, 500ml and 1 litter capacity with speed control | 5 |  |  |  |
|  | Digital pH meter | 1 |  |  |  |
|  | Capsule Counter | 2 |  |  |  |
|  | Hot Plate | 2 |  |  |  |
|  | Distillation Unit | 1 |  |  |  |
|  | Tablet counter – small size | 2 |  |  |  |
|  | Hot air oven | 1 |  |  |  |
|  | Electric water bath unit | 2 |  |  |  |
|  | Stalagmometer | 5 |  |  |  |
|  | Desiccator | 5 |  |  |  |
|  | Buchner Funnels (Medium) | 10 |  |  |  |
|  | Filtration assembly with Vacuum Pump | 1 |  |  |  |
|  | Andreasen’s Pipette | 5 |  |  |  |
|  | Ointment slab | 20 |  |  |  |
|  | Ointment spatula | 20 |  |  |  |
|  | Pestle and mortar porcelain | 20 |  |  |  |
|  | Refrigerator | 1 |  |  |  |
|  | Micrometre slide Eyepiece | 5 |  |  |  |
|  | Micrometre slide Stage | 5 |  |  |  |
|  | Viscometer Ostwald/Brookfield | 1 |  |  |  |
|  | Stop watch | 1 |  |  |  |
|  | Sintered glass filter with vacuum | 4 |  |  |  |

**MACHINE ROOM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No. | Name | Minimum required Nos. | Available Nos. | Working Yes/No | Remarks |
|  | Capsule filling machine | 1 |  |  |  |
|  | Automated Single Station Tablet punching machine | 1 |  |  |  |
|  | Tablet disintegration test apparatus IP (Digital Single/Double unit) | 1 |  |  |  |
|  | Monsanto’s hardness tester | 2 |  |  |  |
|  | Pfizer type hardness tester | 2 |  |  |  |
|  | Friability test apparatus (Digital Single/Double unit) | 1 |  |  |  |
|  | Sieve shaker with sieve set | 1 |  |  |  |
|  | Ointment filling machine | 1 |  |  |  |
|  | All-purpose equipment with all accessories | 1 |  |  |  |
|  | Bottle washing Machine | 1 |  |  |  |
|  | Bottle Sealing Machine | 1 |  |  |  |
|  | Liquid Filling Machine | 1 |  |  |  |
|  | Ampoule washing machine | 1 |  |  |  |
|  | Ampoule filling and sealing machine (Jet Burner) | 1 |  |  |  |
|  | Clarity test apparatus | 1 |  |  |  |
|  | Collapsible tube – Filling and Sealing | 1 |  |  |  |
|  | Liquid Mixer | 1 |  |  |  |

**HOSPITAL AND CLINICAL PHARMACY LAB**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No. | Name | Minimum required Nos. | Available Nos. | Working Yes/No | Remarks |
|  | Orthopaedical & Surgical Aids such as knee cap, LS belts, abdominal belt, walker, walking sticks, etc | Adequate Number |  |  |  |
|  | Different Types of bandages such as sterile gauze, cotton, crepe bandages, etc | Adequate Number |  |  |  |
|  | Mannequins for CPR-1(with indication Signals) | 2 |  |  |  |
|  | Mannequins for injection IV Arm | 2 |  |  |  |
|  | Variety Needles | 20 |  |  |  |
|  | Variety Syringes | 20 |  |  |  |
|  | Variety catheters | 5 |  |  |  |
|  | IV set | 20 |  |  |  |
|  | Urine Bag | 2 |  |  |  |
|  | RYLE’s tube | 2 |  |  |  |
|  | Urine pots | 2 |  |  |  |
|  | Colostomy bags | 2 |  |  |  |
|  | Oxygen masks | 10 |  |  |  |
|  | Inventory Software for Retail Pharmacy | 1 |  |  |  |

**NOTE: Aseptic cabinet or area should be provided as per Appendix A of ER 2020 Adequate number o glassware commonly used in the laboratory should be provided in each laboratory and department.**

**MUSEUM**

Every Institution shall maintain a museum of crude drugs, herbarium sheets, botanical specimens of the drugs, and plants, mentioned in the course in addition the following are recommended.

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No.  | Requirement Prescribed by PCI  | Available/Not Available  | Remarks  |
|  | Colored slides of medicine plants.  |  |  |
|  | Display of popular patent medicines, and  |  |  |
|  | Containers of common usage in medicines.  |  |  |

Basic amenities to be provided in all the laboratories

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No.  | Amenities required  | Available/Not Available | Remarks  |
|  | All the Laboratories should be well lit & ventilated  |  |  |
|  | All Laboratories should be provided with basic amenities and services like exhaust fans and fume chamber to reduce the pollution wherever necessary.  |  |  |
|  | The workbenches should be smooth and easily cleanable preferably made of non -absorbent material.  |  |  |
|  | The water taps should be non-leaking and directly installed on sinks. Drainage should be efficient.  |  |  |
|  | Balance room should be attached to the concerned laboratories. |  |  |
|  | Fire extinguishers shall be provided inside and outside the laboratory. |  |  |
|  | Flooring of the lab shall be non-skid and non-static. |  |  |
|  | Standard Operating Procedure (S.O.P.) for all the equipment and system must be prepared and properly displayed near the respective machine. |  |  |
|  | All the electrically operated machinery should be properly earthed and bonded. |  |  |

|  |
| --- |
| **PART H – ESSENTIAL AND DESIRABLE REQUIREMENTS**  |
| Sr. No | Description | Availability[YES / NO] | Details to be provided.[Number, if so required] |
| **Essential Requirements** |
|  | Display of information submitted to PCI (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution.  |  |  |
|  | Establishment of Online Grievance Redressal Mechanism |  |  |
|  | Establishment of Anti Ragging Committee |  |  |
|  | Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. |  |  |
|  | Establishment of Internal Complaint Committee (ICC)  |  |  |
|  | Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated11.09.1989) |  |  |
|  | Barrier Free Built Environment for disabled and elderly persons  |  |  |
|  | Fire and Safety Certificate  |  |  |
|  | Safety and Security measures in the Campus  |  |  |
|  | Implementation of Food Safety and Standards Act, 2006 at the Institution |  |  |
|  | Digital payment for all financial transactions as per MHRD directives |  |  |
|  | Potable Water supply and outlets for drinking water at strategic locations |  |  |
|  | Electrical Grid Power Supply Connection  **(Attachment at Flag-H(15))** |  |  |
|  | Backup Electric Supply  |  |  |
|  | Sports facilities |  |  |
|  | Sewage Disposal System |  |  |
|  | First aid, Medical and Counselling Facilities |  |  |
|  | Students Safety Insurance |  |  |
|  | Group Accident Policy to be provided for the employees |  |  |
|  | General Insurance provided for assets against fire, burglary and other calamities |  |  |
|  | Road suitable for use by Motor vehicle- Motorized Road |  |  |
|  | Copies of PCI approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution |  |  |
|  | Appointment of Student Counsellor |  |  |
|  | Telephone |  |  |
|  | Vehicle Parking |  |  |
|  | General Notice Board and Departmental Notice Boards |  |  |
| **Desirable Requirements** |
|  | Implementation of the schemes announced by Government of India |  |  |
|  | Transport |  |  |
|  | Post Office, Banking Facility/ ATM |  |  |
|  | LCD (or similar) projectors in Class Rooms |  |  |
|  | Staff Quarters |  |  |

**PART I – AUDITED FINANCIAL STATEMENT FOR LAST YEAR (Attach relevant documents as FLAG-I)**

**Attached Audited Financial Statement of previous financial year from a certified auditor showing all types of Receipts and Expenditures**

**PART J – STUDENT RELATED INFORMATION (Attach relevant documents as FLAG-J)**

Academic Performance of Last three Years (Attach Annexure if required)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No.  | Course  | Year  | Sanctioned intake  | No. of students admitted  | Number of students Appeared in Board Exams  | Number of Students Passed  | Number of Students Passed with 1stDivision  | Pass Percentage  |
| A | B |  | (B/A)\*100 |
|  1. | D Pharmacy | 1st year |  |  |  |  |  |  |
| 2nd year |  |  |  |  |  |  |

**Details of classes conducted for D. Pharm 1st Year & 2nd Year**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Class / Subject  | Theory  | Practical’s | Tutorial |  |  |  |
| Prescribed No of Hours  | No of Hours Conducted  | Prescribed No of Hours  | No of Hours Conducted  | Prescribed No of Hours | No of classes Conducted  | Assignment (01 Assignment per student per sessional period) Minimum 03 Assignment | Field Visit  |  |
| **D. Pharmacy 1st Year** |
| Pharmaceutics  | 75 |  | 75 |  | 25 |  |  |  |  |
| Pharmaceutical Chemistry  | 75 |  | 75 |  | 25 |  |  |  |  |
| Pharmacognosy | 75 |  | 75 |  | 25 |  |  |  |  |
| Human Anatomy and Physiology | 75 |  | 75 |  | 25 |  |  |  |  |
| Social Pharmacy | 75 |  | 75 |  | 25 |  |  |  |  |
| Total  | 375 |  | 375 |  | 125 |  |  |  |  |
| **D Pharmacy 2nd year** |
| Pharmacology | 75 |  | 50 |  | 25 |  |  |  |  |
| Community Pharmacy and Management | 75 |  | 75 |  | 25 |  |  |  |  |
| Biochemistry and Clinical Pathology | 75 |  | 50 |  | 25 |  |  |  |  |
| Pharmacotherapeutics | 75 |  | 25 |  | 25 |  |  |  |  |
| Hospital and Clinical Pharmacy | 75 |  | 25 |  | 25 |  |  |  |  |
| Pharmacy Law & Ethics | 75 |  | --- |  | 25 |  |  |  |  |
| Total | 450 |  | 225 |  | 150 |  |  |  |  |

**Details:**

1. Merit position/toppers branch wise in the PSBTE Exams, if any.
2. Steps taken for improving the academic results.
3. Conduct of extra classes for weak/ needy students (Please attach copy of time table also).
4. Total no. of working days in 2023-24 till date (Please attach copy of time table also).
5. Whether Alumni association is formed or not.
6. Efforts made for quality teaching/ improving pedagogy/ personality development & improvement in Communication Skill of students.
7. Steps taken for improving academic ambiance of the Polytechnic/College like land scaping, horticulture, tree plantation etc.
8. Utilization of student fund for student welfare activities.
9. Teaching-Learning process:
	1. Whether Academic Calendar implemented? (Yes / No)
	2. Whether Teaching Aids used? (Yes / No)
	3. Whether Student Feedback implemented? (Yes / No)

(b) Student’s Placement:

|  |  |  |  |
| --- | --- | --- | --- |
| Course  | No. of Eligible Students | No. of Students Placed | Percentage |
|  |  |  |  |
|  |  |  |  |

Extra-Curricular Activities

Brief account of the activities/ achievements of the Institute during the previous year:

1. Games and sports
2. Debates/ Paper presentation / Quiz Competitions etc.
3. Cultural activities
4. NCC/NSS
5. Any other

**PART K – DOCUMENTATION (Attach relevant documents as FLAG-K)**

**Records Maintained: (Essential)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No** | **Records** | **Yes** | **No** | **Remarks** |
| 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 morethan Rupees one lakh |  |  |  |
| 12. | Job Cards for laboratories |  |  |  |
| 13. | Standard Operating Procedures (SOP’s) for Equipment |  |  |  |
| 14. | Laboratory Manuals |  |  |  |
| 15. | Stock Register for Equipment |  |  |  |

**PART L- Financial Resource Allocation and Utilization Details (Attach relevant documents as FLAG-L)**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SNo. | Expenditure in Rs. | Expenditure in Rs. | Expenditure in Rs | Remarks |
| Total budget sanctioned | Recurring | NonRecurring | Total Budget Sanctioned | Recurring | NonReturning | Total Budget Sanctioned | Recurring | NonReturning |  |
|  |  |  |  |  |  |  |  |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SNo. | Expenditure in Rs. | Expenditure in Rs. | Expenditure in Rs | Remarks |
| Total budget allocated | Sanctioned | Incurred | Total budget allocated | Sanctioned | Incurred | Total budget allocated | Sanctioned | Incurred |  |
|  | Chemicals |  |  | Chemicals |  |  | Chemicals |  |  |  |
|  | Glassware |  |  | Glassware |  |  | Glassware |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SNo. | Expenditure in Rs. | Expenditure in Rs. | Expenditure in Rs | Remarks |
| Total budget allocated | Sanctioned | Incurred | Total budget allocated | Sanctioned | Incurred | Total budget allocated | Sanctioned | Incurred |  |
|  | Equipment |  |  | Equipment |  |  | Equipment |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SNo. | Expenditure in Rs. | Expenditure in Rs. | Expenditure in Rs | Remarks |
|  | Total budget allocated | Sanctioned | Incurred | Total budget allocated | Sanctioned | Incurred | Total budget allocated | Sanctioned | Incurred |  |
| 1 | Books |  |  |  |  |  |  |  |  |  |
| 2 | Journals |  |  |  |  |  |  |  |  |  |

**\*Last three years including this acade mic year till the date of filling this performa**

**PART M- CCTV Camera Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.No.** | **Examination Room Size** | **No. of CCTV installed in the room** | **Working/Not Working** | **NVR/DVR storage Capacity** | **Whether External hard disk is available to store complete Examination Process** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**CHECK LIST FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2024-25 (DIPLOMA IN PHARMACY)**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **ANNEXURE** | **TITLE** | **Attached (Yes/No)** |
| 1. | FLAG-A | GENERAL INFORMATION  |  |
| 2. | FLAG-B1 | Change of Land Use Certificate (CLU)  |  |
| 3. | FLAG-B2 | Khasra Plan / Master Plan |  |
| 4. | FLAG-B3 | Site Plan  |  |
| 5. | FLAG-B4 | Building Plan  |  |
| 6. | FLAG-B5 | Occupancy certificate  |  |
| 7. | FLAG-B6 | Structural stability certificate  |  |
| 8. | FLAG-B7 | NOC from Local Fire Service Authorities  |  |
| 9. | FLAG-C1 | Copy of Approval letters of AICTE & PCI for 2022-23 |  |
| 10. | FLAG-C2 | Copy of Approval letters of AICTE & PCI for 2023-24 |  |
| 11. | FLAG-C3 | Copy of Approval letters of AICTE & PCI for 2024-25 |  |
| 14. | FLAG-D | STAFF STATUS & REQUIREMENT  |  |
| 15. | FLAG –E | INFRASTRUCTURAL FACILITIES  |  |
| 16. | FLAG –F | LIBRARY BOOKS AND PERIODICALS  |  |
| 17. | FLAG –G | EQUIPMENT AND APPARATUS  |  |
| 18. | FLAG - H (15) | LATEST ELECTRICITY BILL |  |
| 19. | FLAG-I | AUDITED FINANCIAL STATEMENT |  |
| 20. | FLAG –J | STUDENT RELATED INFORMATION |  |
| 21. | FLAG-K | DOCUMENTATION |  |
| 22. | FLAG-L | FINANCIAL RESOURCES AND UTILIZATION DETAILS |  |