



The Punjab State Board of Technical Education and Industrial Training

Plot No. 1A, Sector 36 A, Chandigarh

Phone: 0172-2615385, 2622584-85 email : affiliationsbte@gmail.com

APPLICATION FORM FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2021-22

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

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

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

INSTITUTE CODE: _____

PART A: GENERAL INFORMATION

Institution	
Name of the Institution:	
Complete Postal address:	
STD code & Telephone No. (LL) Mobile No.	
Fax No.	
E-mail	

Signature of the Principal/ Head of the Institution

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	

Signature of the Principal/ Head of the Institution

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)	Mega / Metro	Urban	Rural
Land (Area in acres)			
Ownership of Land (Please tick the applicable one)	Government	Trust	Society
	Govt. Leased	Owned	Company
Change of Land Use Certificate (CLU) (Please mention the competent issuing authority & attach documents) (FLAG-B1)			
Khasra Plan / Master Plan (Please mention the competent issuing authority & attach documents) (FLAG-B2)			
Site Plan (Please mention the competent issuing authority & attach documents) (FLAG-B3)			
Building Plan (Please mention the competent issuing authority & attach documents) (FLAG-B4).			
Occupancy certificate (Please mention the competent issuing authority & attach documents) (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		

Signature of the Principal/ Head of the Institution

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 2019-20, 2020-21; attach copy of all the approval/affiliation letters)

Approving authority	Letter Number	Date	<u>Annexures</u>
Copy of AICTE approval letter			<u>FLAG-C1</u>
Copy of PCI approval letter			<u>FLAG-C2</u>

- 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 2020-21 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)

Signature of the Principal/ Head of the Institution

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 : Student based on Approved Intake	Principal/ Director	Head of the Department	Lecturer	Total
		A	B	C	D
Pharmacy	1:20	1	1	(S / 20) –B	A+B+C
<ul style="list-style-type: none"> • S = Sum of number of students as per “Approved Intake” of all years • 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	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Aadhaar Number	Signature

Signature of the Principal/ Head of the Institution

PRINCIPAL – EXPERIENCE					
Teaching			Industry		
Institution	Position	Years	Institution	Position	Years

TEACHING FACULTY – QUALIFICATION													
Name of the Faculty Member	Stamp Size Photo	Designation	Department	Qualification with Class obtained starting from the highest Degree	University awarding Degree	Corresponding Specialization	Date of Birth & Age/Gender	Date of Joining	Pay Scale	Present Basic Pay	Total Emoluments	Aadhaar Number	Signature

NOTE: Faculty Cadre Qualifications and pay scales shall be as per Punjab Government / PCI

Signature of the Principal/ Head of the Institution

TEACHING FACULTY – EXPERIENCE (Teaching & Industry)							
Sr. No	Name of the faculty Member	Teaching			Industry		
		Institution	Position	Years	Organisation	Position	Years

LIBRARY STAFF											
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	Scale of Pay	Present Basic Pay	Total emoluments	Aadhaar Number	Signature

Signature of the Principal/ Head of the Institution

TECHNICAL SUPPORTING STAFF													
S. No	Name of the Staff Member	Department	Laboratory	Designation	Qualification	Previous Experience	Date of Birth & Age	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Aadhaar Number	Signature

MINISTERIAL STAFF													
S. No	Name of the Staff	Place of Work	Designation	Qualification	Previous Experience	Date of Birth & Age	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Aadhaar Number	Signature	

Signature of the Principal/ Head of the Institution

Payment of honorarium /TA/DA to staff members for examination related duties / Table marking (latest payment received from board)

i) 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**

ii) 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**

Number of Beneficiary Teachers - _____

Total Amount Received - _____

Total Amount Distributed - _____

Signature of the Principal/ Head of the Institution

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			
		Type of Structure [RCC/ACC]	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]				
$[CIA = 0.25 \times (INA+ADA+AMA)]$		TOTAL AREA:			
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	30 sqm		
Board room		01	20 sqm		
Office all inclusive		01	150 sqm		
Cabins for HOD's		01	20 sqm		
Faculty rooms		05	05 sqm each		
Central stores		01	30 sqm		
Maintenance Room		01	10 sqm		
Security Room		01	10 sqm		
Housekeeping Room		01	10 sqm		
Pantry for staff (Desirable)		01	10 sqm		
Examination control office		01	30 sqm		
Placement office		01	30 sqm		

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IMPORTANT INFRASTRUCTURE REQUIREMENT FOR DIPLOMA IN PHARMACY				
Particulars	Number of rooms required	Minimum Carpet Area required	Carpet Area available	Shortfall w.r.t. Number of Rooms & Carpet Area
Computer Centre inclusive of Language Laboratory	01	75 sqm		
Library	01	150sqm		
Seminar Hall	01	132 sqm		
Smart class room	01	66 sqm		

INFRASTRUCTURE REQUIREMENT FOR DIPLOMA COURSES IN PHARMACY					
Particulars	Number of rooms required	Number of rooms available	Minimum Carpet Area required (as per PCI)	Carpet Area available	Shortfall w.r.t. Number of Rooms & Carpet Area
I	II		III	IV	V
Lecture Rooms	2				
Tutorial Rooms	1				
Total no. of Labs for 1 st year diploma	03				
Laboratory (other than 1 st year)	01 per course per year				
Machine Room	01				
Instrument Room (2 nd year)	01				

BASIC AMENITIES FOR DIPLOMA COURSES				
Toilets (Ladies & Gents)	01	150 sqm		
Toilets for <i>PWD</i>	01	---		
Girls Common Room	01	75 sqm		

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Boys Common Room	01	75 sqm		
Canteen/cafeteria (Desirable)	01	150 sqm		
Stationary Store and reprography	01	10 sqm		
First aid-cum-sick room	01	10 sqm		
Drinking water facility (water cooler) essential	Adequate nos.	--		
Principal's Quarters	Desirable	150 sqm		
Guest House	Desirable	30 sqm		
Sports Club / Gymnasium / Playground	Desirable	200 sqm		
Auditorium / Amphi Theater	Desirable	400 sqm		
Boys Hostel	Desirable	Adequate		
Girls Hostel	Desirable	Adequate		

COMPUTERS, SOFTWARE, INTERNET AND PRINTERS

Program	Number of PCs/ Laptops to students ratio (Min 20 PCs)	Legal System Software @	Legal Application Software	LAN and Internet	Mail Server and Client	Printers including Color Printer (% of total number of PCs/ Laptops)
Pharmacy	1:8	01	10	All	Desirable	5%

@ Adequate number of software licences is required

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BOOKS, JOURNALS AND LIBRARY FACILITIES						
Program	Total number of Divisions	Titles	Volumes	National Journals	Reading Room Seating	Multimedia PCs for Digital Library/ internet Surfing located in reading room
		Number			Percentage of total students	
Pharmacy	B	50#	250xB#	3xB#	15 % (Max 150)	(Minimum 10)
		25 per* Course	125 per*Course			
<p>NOTE:</p> <ol style="list-style-type: none"> 1. B=Number of divisions at 1st year (Shift 1+2) + Number of 2nd year direct divisions (Shift 1+2) 2. #Book titles and volumes required at the time of starting new Institution. 3. Total numbers of titles and volumes shall be increased in continuation till 15 years, which shall be the minimum stock of books. However, Institutions shall have to add annual increment of books based on the changes in curriculum and syllabus from time to time by the Board. 4. *Annual increment equally distributed per subject. 5. Digital Library facility with multimedia facility is essential. 6. Reprographic facility in the library is essential. 7. Document scanning facility in the library is essential. 8. Library books/ non books classification as per standard classification methods is essential. 9. Facilities to access the online courses is essential. 10. The institution shall be a member of National Digital Library. Aggregators shall also be used. 						

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

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

PHARMACEUTICS

Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks
1.	Continuous Hot Extraction Equipment	05			
2.	Conical Percolator	05			
3.	Tincture Press	01			
4.	Hand Grinding Mill	01			
5.	Disintegrator	01			
6.	Ball mill	01			
7.	Hand operated Tablet machine	01			
8.	Tablet Coating Pan unit with hot air blower laboratory size	01			
9.	Polishing pan laboratory size	01			
10.	Monsanto's hardness tester	01			
11.	Pfizer type hardness tester	01			
12.	Tablet disintegration test apparatus IP	01			
13.	Tablet dissolution test apparatus IP	01			
14.	Granulating sieve set	10			
15.	Tablet counter – small size	05			
16.	Friability tester	01			

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17.	Collapsible tube – Filling and sealing equipment	01			
18.	Capsule filling machine – Lab size	01			
19.	Digital balance	01			
20.	Distillation unit for distilled water	02			
21.	Deionisation unit	01			
22.	Glass distillation unit for water for injection	01			
23.	Ampoule washing machine	01			
24.	Ampoule filling and sealing machine	01			
25.	Sintered glass filters for bacterial proof filtration(four different grades)	Adequate			
26.	Millipore filter (3 grades)	Adequate			
27.	Autoclave	01			
28.	Hot air sterilizer	01			
29.	Incubator	01			
30.	Aseptic cabinet	01			
31.	Ampoule clarity test equipment	01			
32.	Blender	01			
33.	Sieves set (Pharmacopoeial standard)	02			
34.	Lab Centrifuge	01			
35.	Ointment slab	Adequate			
36.	Ointment spatula	Adequate			
37.	Pestle and mortar porcelain	Adequate			
38.	Pestle and mortar glass	Adequate			
39.	Suppository moulds of three sizes	Adequate			

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40.	Refrigerator	01			
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PHARMACEUTICAL CHEMISTRY

Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks
1.	Refractometer	01			
2.	Polarimeter	01			
3.	Photoelectric colorimeter	01			
4.	pH meter	01			
5.	Atomic model set	02			
6.	Electronic balance	01			
7.	Periodic table chart	Adequate			

PHYSIOLOGY & PHARMACOLOGY LABORATORY

Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks
1.	Haemoglobinometer	20			
2.	Haemocytometer	10			
3.	Student's organ bath	1			
4.	Sherington's rotating drum	1			
5.	Frog board	Adequate			
6.	Tray (dissecting)	Adequate			
7.	Frontal writing lever	Adequate			
8.	Aeration tube	Adequate			

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9.	Telethermometer	1			
10.	Pole climbing apparatus	1			
11.	Histamine chamber	1			
12.	Simple lever	Adequate			
13.	Staring heart lever	Adequate			
14.	Aerator	Adequate			
15.	Histological Slides	Adequate			
16.	Sphygmomanometer (B.P. apparatus)	5			
17.	Stethoscope	5			
18.	First aid equipment	Adequate			
19.	Contraceptive device	Adequate			
20.	Dissecting (surgical) instruments	Adequate			
21.	Balance for weighing small Animals	1			
22.	Kymograph paper	Adequate			
23.	Actophotometer	1			
24.	Analgesiometer	1			
25.	Thermometer	Adequate			
26.	Plastic animal cage	Adequate			
27.	Double unit organ bath with thermostat	1			
28.	Refrigerator	1			
29.	Single pan balance	1			
30.	Charts	Adequate			

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31.	Human skeleton	1			
32.	Anatomical specimen (Heart, brain, eye, ear, reproductive system etc.,)	1 set			
33.	Electro-convulsiometer	1			
34.	Stop watch	Adequate			
35.	Clamp, boss heads, screw clips	Adequate			
36.	Syme's Cannula	Adequate			

PHARMCOGNOSY LABORATORY

Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks
1.	Projection Microscope	01			
2.	Charts (different types)	Adequate			
3.	Models (different types)	Adequate			
4.	Permanent Slides	Adequate			
5.	Slides and Cover Slips	Adequate			

PHARMACY PRACTICE LABORATORY

Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks
1.	Colorimeter	2			
2.	Microscope	Adequate			
3.	Permanent slides (skin, kidney, pancreas, smooth muscle, liver etc.,)	Adequate			
4.	Watch glass	Adequate			

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5.	Centrifuge	1			
6.	Biochemical reagents for analysis of normal and pathological constituents in urine and blood facilities	Adequate			
7.	Filtration equipment	2			
8.	Filling Machine	1			
9.	Sealing Machine	1			
10.	Autoclave sterilizer	1			
11.	Membrane filter	1 Unit			
12.	Sintered glass funnel with complete filtering assemble	Adequate			
13.	Small disposable membrane filter for IV admixture filtration	Adequate			
14.	Laminar air flow bench	1			
15.	Vacuum pump	1			
16.	Oven	1			
17.	Surgical dressing	Adequate			
18.	Incubator	1			
19.	PH meter	1			
20.	Disintegration test apparatus	1			
21.	Hardness tester	1			
22.	Centrifuge	1			
23.	Magnetic stirrer	1			
24.	Thermostatic bath	1			

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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
1.	Colored slides of medicine plants.		
2.	Display of popular patent medicines, and		
3.	Containers of common usage in medicines.		

Basic amenities to be provided in all the laboratories

Sr. No.	Amenities required	Available/Not Available	Remarks
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 workbenches 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.		
6.	Fire extinguishers shall be provided inside and outside the laboratory.		
7.	Flooring of the lab shall be non-skid and non-static.		
8.	Standard Operating Procedure (S.O.P.) for all the equipment and system must be prepared and properly displayed near the respective machine.		
9.	All the electrically operated machinery should be properly earthed and bonded.		

Signature of the Principal/ Head of the Institution

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

Subject wise Classification of Books:

Sr. No.	Subject	Available		Remarks
		Titles	Numbers	
1.	Pharmaceutics – I			
2.	Pharmaceutical Chemistry – I			
3.	Pharmacognosy			
4.	Biochemistry and Clinical Pathology			
5.	Human Anatomy and Physiology			
6.	Health Education and Community Pharmacy			
7.	Pharmaceutics – II			
8.	Pharmaceutical Chemistry – II			
9.	Pharmacology and Toxicology			
10.	Pharmaceutical Jurisprudence			
11.	Drug Store and Business Management			
12.	Hospital and Clinical Pharmacy			

Signature of the Principal/ Head of the Institution

PART H – ESSENTIAL AND DESIRABLE REQUIREMENTS			
Sr. No	Description	Availability [YES / NO]	Details to be provided. [Number, if so required]
Essential Requirements			
1.	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.		
2.	Establishment of Online Grievance Redressal Mechanism		
3.	Establishment of Anti Ragging Committee		
4.	Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University.		
5.	Establishment of Internal Complaint Committee (ICC)		
6.	Establishment of 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)		
7.	Barrier Free Built Environment for disabled and elderly persons		
8.	Fire and Safety Certificate		
9.	Implementation of examination reforms		
10.	Safety and Security measures in the Campus		
11.	Implementation of Food Safety and Standards Act, 2006 at the Institution		
12.	Digital payment for all financial transactions as per MHRD directives		
13.	Standalone Language Laboratory		
14.	Potable Water supply and outlets for drinking water at strategic locations		
15.	Electrical Grid Power Supply Connection (Attachment at Flag-H915)		

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16.	Backup Electric Supply		
17.	Sports facilities		
18.	Sewage Disposal System		
19.	First aid, Medical and Counselling Facilities		
20.	Students Safety Insurance		
21.	Group Accident Policy to be provided for the employees		
22.	General Insurance provided for assets against fire, burglary and other calamities		
23.	Road suitable for use by Motor vehicle- Motorized Road		
24.	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		
25.	Appointment of Student Counsellor		
26.	Telephone		
27.	Vehicle Parking		
28.	General Notice Board and Departmental Notice Boards		
Desirable Requirements			
1.	Implementation of the schemes announced by Government of India		
2.	Transport		
3.	Post Office, Banking Facility/ ATM		
4.	LCD (or similar) projectors in Class Rooms		
5.	Auditorium		
6.	Staff Quarters		

Signature of the Principal/ Head of the Institution

PART I – FINANCIAL & PHYSICAL RESOURCES**(Attach relevant documents as FLAG-I)**

Budgeted Expenditure for the year 2020-21

Expenditure Heads	Budget (In lakhs)	Actual Expenditure	Shortfall if any
I. Academic Buildings: - Construction - Maintenance Expenses			
II. Laboratories/Computing Centre - New Equipment - Furniture - Operation & Maintenance			
III. Salary -Salary of Teaching Staff -Salary of Non-Teaching Staff			
IV. Faculty/Staff Development (Seminars/Workshops/Incentive Schemes/Training/Higher Studies)			
V. Library - Books - Journals ,e-journals - E-library			
VI. Services - Administration/Transport/Hostels/Canteen/Security/Water/Electricity/P&T: - Hostel Maintenance - Landscaping - Internet facility			
VII. Students Activities - Extracurricular/Co-curricular/ Sports/Cultural /extra classes			
VIII. Medical Expenses			
IX. Any Other, please specify			

Latest Balance Sheet of the Society certified from CA is to be attached.

Signature of the Principal/ Head of the Institution

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

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

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

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

Class / Subject	Theory		Practical's				Remarks
	Prescribed No of Hours	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	Prescribed No of classes	No of classes Conducted	
D. Pharm 1 st Year							
Pharmaceutics – I	75		100		25		
Pharmaceutical Chemistry – I	75		75		25		
Pharmacognosy	75		75		25		
Biochemistry and Clinical Pathology	50		75		25		
Human Anatomy and Physiology	75		50		25		

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Health Education and Community Pharmacy	50		---		---		
D. Pharm 2 nd Year							
Pharmaceutics – II	75		100		25		
Pharmaceutical Chemistry – II	100		75		25		
Pharmacology and Toxicology	75		50		25		
Pharmaceutical Jurisprudence	50		---		---		
Drug Store and Business Management	75		---		---		
Hospital and Clinical Pharmacy	75		50		25		

Details:

- i. Merit position/toppers branch wise in the PSBTE Exams, if any.
- ii. Awards awarded by the Polytechnic to the academic toppers of the Polytechnic.
- iii. Steps taken for improving the academic results.
- iv. Conduct of extra classes for weak/ needy students (Please attach copy of time table also).
- v. Total no. of working days observed in Semester (Please attach copy of time table also).
- vi. Whether Alumni association is formed or not.
- vii. Efforts made for quality teaching/ improving pedagogy/ personality development & improvement in Communication Skill of students.
- viii. Steps taken for improving academic ambiance of the Polytechnic like land scaping, horticulture, tree plantation etc.
- ix. Utilization of student fund for student welfare activities.
- x. Teaching-Learning process:
 - a. Whether Academic Calendar implemented? (Yes / No)
 - b. Whether Teaching Aids used? (Yes / No)
 - c. Whether Student Feedback implemented? (Yes / No)

Signature of the Principal/ Head of the Institution

(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:

- i. Games and sports
- ii. Debates/ Paper presentation / Quiz Competitions etc.
- iii. Cultural activities
- iv. NCC/NSS
- v. Students help desk
- vi. Any other

Signature of the Principal/ Head of the Institution

PART K- CCTV Camera Details

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

CHECK LIST FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2021-22 (DIPLOMA IN PHARMACY)

Signature of the Principal/ Head of the Institution

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 AICTE approval letter of	
10.	FLAG-C1	Copy of PCI approval letter of Previous Session	

Signature of the Principal/ Head of the Institution

11.	FLAG-D	STAFF STATUS & REQUIREMENT	
12	FLAG –E	INFRASTRUCTURAL FACILITIES	
13	FLAG –F	EQUIPMENT AND APPARATUS	
14	FLAG –G	LIBRARY BOOKS AND PERIODICALS	
15	FLAG - H (15)	LATEST ELECTRICITY BILL	
16	FLAG-I	FINANCIAL & PHYSICAL RESOURCES	
17	FLAG –J	STUDENT RELATED INFORMATION	

Signature of the Principal/ Head of the Institution