The Punjab State Board of Technical Education and Industrial Training
Plot No. 1A, Sector 36 A, Chandigarh
Phone: 0172-2615385, 2622584-85 **email : affiliationpsbte@gmail.com**

APPLICATION FORM FOR GRANT OF AFFILIATION FOR ACADEMIC SESSION 2022-23

(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: _____   **APPLIED INTAKE FOR 2022-23:_____**

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 (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 **(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 2020-21, 2021-22, 2022-23; attach copy of all the approval/affiliation letters)

Academic Session	AICTE Approval (If applied)	PCI Approval		No. of Seats Approved	No. of Seats Allowed by Board	Actually Admitted	Annexures
	Letter No. with Date	Letter No. with Date	Period				
2020-21							**FLAG-C1**
2021-22							**FLAG-C2**
2022-23						_____	**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 2021-22 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 : Student based on Approved Intake	Principal/ Director/ Head of the Department	Lecturer	Total
		A	B	C
Pharmacy	1:20	1	(S / 20)	A+B
• **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	Pharmacist Registration Number	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	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	Pay Scale	Present Basic Pay	Total Emoluments	Aadhaar Number	Signature

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

Sr. No	Name of the faculty Member	Period	Percentage
		TEACHING FACULTY – EXPERIENCE	
		Details of Faculty Retention for:	
		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

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

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

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

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

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   **Yes/No**

         Staff members within one week from the date of receipt.

    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   **Yes/No**

         deposited with Income Tax authority by clubbing the amount of honorarium

         in the salary

         Number of Beneficiary Teachers -   _____

         Total Amount Received -   _____

         Total Amount Distributed -   _____

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.Pham Course	05	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		
Aseptic Room	01	25 Sq m		
Store Room-I	01	100 Sq m		
Store Room-II (for inflammable chemicals)	01	20 Sq m		
Animal House **(Not required if computer simulated**	01 **software are**	80 Sq m **available)**		
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)		
Girls Hostel	Desirable	20 Sq m/room (Triple Occupancy)		

COMPUTERS, SOFTWARE, INTERNET AND PRINTERS					
Program	Number of Computers	Xerox Machine	Multimedia Projector	LAN and Internet	Computer Stimulated Software for Pharmacology Practical	Printers
D Pharmacy	01 system for every 10 students	01	02	--	Yes/No	01 Printer for every 10 Computers

BOOKS, JOURNALS AND LIBRARY FACILITIES					
Item	Titles (No)	Minimum Volumes (No)	Available		Shortfall (If Any)
			Titles	Volumes	
Number of books	75	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			
Periodicals Hard copies/online		**06 National Journals** Indian Journal of Pharmaceutical Sciences Indian Journal of Pharmaceutical Education and Research Journal of Hospital Pharmacy Indian Journal of Pharmacology CIMS, MIMS Indian 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 – 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			

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

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			
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			
40.	Refrigerator	01			

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			
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			
31.	Human skeleton	1			

Signature of the Principal/ Head of the Institution

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			
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			

Signature of the Principal/ Head of the Institution

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.		

	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, dated11.09.1989)		
7.	Barrier Free Built Environment for disabled and elderly persons		
8.	Fire and Safety Certificate		
9.	Safety and Security measures in the Campus		
10.	Implementation of Food Safety and Standards Act, 2006 at the Institution		
11.	Digital payment for all financial transactions as per MHRD directives		
12.	Potable Water supply and outlets for drinking water at strategic locations		
13.	Electrical Grid Power Supply Connection **(Attachment at Flag-H(15))**		
14.	Backup Electric Supply		
15.	Sports facilities		
16.	Sewage Disposal System		

17.	First aid, Medical and Counselling Facilities		
18.	Students Safety Insurance		
19.	Group Accident Policy to be provided for the employees		
20.	General Insurance provided for assets against fire, burglary and other calamities		
21.	Road suitable for use by Motor vehicle- Motorized Road		
22.	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		
23.	Appointment of Student Counsellor		
24.	Telephone		
25.	Vehicle Parking		
26.	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.	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	Students Passed	Passed with 1stDivision	Pass Percentage
					A	Number (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				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 1st 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		
Health Education and Community Pharmacy	50		---		---		

D. Pharm 2nd 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. Steps taken for improving the academic results.

iii. Conduct of extra classes for weak/ needy students (Please attach copy of time table also).

iv. Total no. of working days in 2021-22 & 2022-23 till date (Please attach copy of time table also).

v. Whether Alumni association is formed or not.

vi. Efforts made for quality teaching/ improving pedagogy/ personality development & improvement in Communication Skill of students.

vii. Steps taken for improving academic ambiance of the Polytechnic/College like land scaping, horticulture, tree plantation etc.

viii. Utilization of student fund for student welfare activities.

ix. Teaching-Learning process:
   a. Whether Academic Calendar implemented?   (Yes / No)
   b. Whether Teaching Aids used?   (Yes / No)
   c. 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:

i. Games and sports
ii. Debates/ Paper presentation / Quiz Competitions etc.
iii. Cultural activities
iv. NCC/NSS
v. 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 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			

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)**

S No.	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs			Remarks
	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:**

S No.	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			

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

S No.	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			

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

S No.	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 academic 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 2021-22
(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 2019-20	
10.	FLAG-C2	Copy of Approval letters of AICTE & PCI for 2020-21	
11.	FLAG-C3	Copy of Approval letters of AICTE & PCI for 2021-22	
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	

Session 2022-23   **Signature of the Principal/ Head of the Institution**

20.	FLAG –J	STUDENT RELATED INFORMATION	
21.	FLAG-K	DOCUMENTATION	
22.	FLAG-L	FINANCIAL RESOURCES AND UTILIZATION DETAILS	