



**Inspection Performa for Grant of Affiliation for Diploma in Pharmacy for  
Academic Session 2021-22**

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

Name of the Institute: .....

Date of Inspection: ...../...../.....

**Details of Inspection Committee**

	Name	Designation	Organisation	Signature
Convener				
Member-1				
Member-2				

**Following documents must be provided at the time of Inspection:**

1. Copy of PCI Application submitted online
2. Copy of Affiliation Performa submitted to Board along with annexure
3. Any other relevant document demanded by Inspection Team

**Following documents to be attached with Inspection report:**

1. Copy of AICTE/PCI extension of approval for session 2020-21 to be attached with Inspection report
2. Copy of AICTE/PCI extension of approval for session 2021-22 to be attached with Inspection report
3. Any other relevant document demanded by Inspection Team

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## PART-A

<b>GENERAL INFORMATION (To be filled in by the Institute)</b>							
Name of the Institute							
Complete Postal Address							
Phone No.							
E-mail							
Website							
Year of Establishment							
Status of affiliation 2020-21 <i>(Approved/Conditionally approved/Partially Approved/Not approved)</i>							
Status of Society/Trust/Management <i>(Government/Autonomous/Aided/Private)</i>							
Name & Address of the Society/Trust/Management							
Name of the Principal Qualification Phone No. E-mail							
Details of affiliation fee paid	Amount:..... DD/cheque No. .... Date:						
Land Details (Required) Ownership of Land (Govt./Private/Leased)	Land Details (Available) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 50%;">Type of Institute</th> <th style="width: 25%;">Urban</th> <th style="width: 25%;">Rural</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Type of Institute	Urban	Rural			
Type of Institute	Urban	Rural					

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### LAND & BUILDING REQUIREMENTS

Sr. No.	Description	Availability [YES / NO]	Remarks by Inspection Team
1.	Change of Land Use Certificate (CLU)		
2.	Khasra Plan / Master Plan		
3.	Site Plan		
4.	Building Plan		
5.	Occupancy certificate		
6.	Structural stability certificate issued by Registered Structural Engineer		
7.	NOC from Local Fire Service Authorities		
8.	Whether Ramp provided for PWD for easy access to and evacuation from the building?		
9.	CCTV Camera details for Examination		

### ESSENTIAL REQUIREMENTS

Sr. No	Description	Availability [YES / NO]	Remarks by Inspection Team
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		

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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		
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		

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## STAFF STATUS & REQUIREMENT

<b>PRINCIPAL</b>			
Name			
Date of Birth			
Qualification			
Total Experience (in years)	Teaching:	Industry:	Others:
Date of appointment in the institute			
Year of award of highest degree			
Whether Principal of the Institute was present at the time of Inspection : Yes/No			
<b>FACULTY DETAILS (All the Faculty should be appointed as per norms of PCI)</b>			
Name of Faculty Member	Qualification	Experience	Remarks by Inspection Team
NOTE: 1.Faculty Cadre Qualifications and pay scales shall be as per Punjab Government / PCI 2. Attach full details (Name & Qualification, date of joining, department, scale of pay, total salary, Aadhar, PAN, Bank Account along with Bank name) and staff attendance details of previous month as Annexure			
<b>STAFF DETAILS</b>			
S. No.	Staff	Qualification	Nos available
1	Librarian		
2	Assistant Librarian		
3.	Technical Supporting Staff (Laboratory staff details)	Attach List	
4.	Office Staff	Attach List	
5.	Supporting Staff	Attach List	
6.	Others	Attach List	

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## INFRASTRUCTURAL FACILITIES

Norms for Built-up area for Diploma Level Pharmacy Institution (for Diploma Courses as per PCI)

<b>PHYSICAL INFRASTRUCTURE - COMPLETE DETAILS OF BUILT-UP AREA</b>					
S. No	Built-up (Carpet) Area	FIRST YEAR & SECOND YEAR			Remarks by Inspection Team
		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)]		<b>TOTAL AREA:</b>			

### ADMINISTRATIVE AREA REQUIREMENT FOR DIPLOMA IN PHARMACY

Particulars	Number of rooms required	Minimum Carpet Area required	Carpet Area available	Remarks by Inspection Team
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		

### IMPORTANT INFRASTRUCTURE REQUIREMENT FOR DIPLOMA IN PHARMACY

Particulars	Number of rooms required	Minimum Carpet Area required	Carpet Area available	Remarks by Inspection Team
Computer Centre inclusive of Language Laboratory	01	75 sqm		
Library	01	150 sqm		
Seminar Hall	01	132 sqm		
Smart class room	01	66 sqm		

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<b>INFRASTRUCTURE REQUIREMENT FOR DIPLOMA COURSE IN PHARMACY</b>					
Particulars	Number of rooms required	Number of rooms available	Minimum Carpet Area required (as per PCI)	Carpet Area available	Remarks by Inspection Team
I	II	III	IV	V	
Lecture Rooms	2				
Tutorial Rooms	1				
Total no. of Labs for 1 <sup>st</sup> year diploma	03				
Laboratory (other than 1 <sup>st</sup> year)	01 per course per year				
Machine Room	01				
Instrument Room (2 <sup>nd</sup> year)	01				
<b>BASIC AMENITIES FOR DIPLOMA COURSE IN PHARMACY</b>					
Toilets (Ladies & Gents)	01	150 sqm			
Toilets for <i>PWD</i>	01	---			
Girls Common Room	01	75 sqm			
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			

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## COMPUTATIONAL, CCTV & LIBRARY FACILITIES

<b>COMPUTER FACILITIES</b>							
Particulars	Required	Available	Shortfall	Remarks by Inspection Team			
Computers for Students							
Multimedia PC's in Library/Reading Room							
PC's in Language Laboratory							
Printers							
Internet Bandwidth							
Legal System Software							
Legal Application Software							
Multimedia Projector							
Reprographic Facilities (Photo Copier, Fax, Plotter, Scanner)							
<b>CCTV CAMERA DETAILS</b>							
Sr.No.	Examination Room Size	No. of CCTV installed in the room	Working/Not Working	NVR/DVR installed or not	Remarks by Inspection Team		
<b>LIBRARY DETAILS</b>							
Course	No. of Titles		No. of Volumes		No. of Journals		Remarks by Inspection Team
	Required	Available	Required	Available	Required	Available	
<b>Pharmacy</b>							

NOTE:

1. Digital Library facility with multimedia facility is essential.
2. Reprographic and Document scanning facility in the library is essential.
3. Library books/ non books classification as per standard classification methods is essential.
4. Facilities to access the online courses is essential.
5. The institution shall be a member of National Digital Library. Aggregators shall also be used.

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## LIBRARY BOOKS AND PERIODICALS

### Subject wise Classification of Books:

Sr. No.	Subject	Available		Remarks by Inspection Team
		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			

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## EQUIPMENT AND APPARATUS

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

<b>PHARMACEUTICS</b>					
Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks by Inspection Team
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 by Inspection Team
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 by Inspection Team
1.	Haemoglobinometer	20			
2.	Haemocytometer	10			
3.	Student's organ bath	1			
4.	Sherington's rotating drum	1			
5.	Frog board	Adequate			

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<b>PHARMCOGNOSY LABORATORY</b>					
Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks by Inspection Team
1.	Projection Microscope	01			
2.	Charts (different types)	Adequate			
3.	Models (different types)	Adequate			
4.	Permanent Slides	Adequate			
5.	Slides and Cover Slips	Adequate			
<b>PHARMACY PRACTICE LABORATORY</b>					
Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks by Inspection Team
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			

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19.	PH meter	1			
20.	Disintegration test apparatus	1			
21.	Hardness tester	1			
22.	Centrifuge	1			
23.	Magnetic stirrer	1			
24.	Thermostatic bath	1			

#### 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 by Inspection Team
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 by Inspection Team
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.	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.		

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### STUDENT RELATED INFORMATION

ACADEMIC PERFORMANCE OF LAST YEAR								
Sr. No.	Course	Year	Sanctioned intake	No. of students admitted	Number of students Appeared in Board Exams		Pass Percentage	Remarks by Inspection Team
					A	Number (B)		
1.	D Pharmacy	1 <sup>st</sup> year						
		2 <sup>nd</sup> year						
<b>Time Table of Previous and Current Year</b>								

### COMPLIANCE REPORT

Action taken on deficiencies pointed in the previous Inspection reports and verification report.( *Add separate sheet for details*)

S.No.	Deficiencies/Shortcomings	Status of Compliance

### ANY OTHER OBSERVATIONS/COMMENTS OF THE INSPECTION COMMITTEE

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## **PART-B**

### **1. Student Attendance Status:**

Sr. No.	Name of Course	Year	Sanctioned Intake	No. of Admitted Students	No. of students present at the time of Inspection
1	D Pharmacy	1 <sup>st</sup>			
2	D Pharmacy	2 <sup>nd</sup>			

### **2. Staff Attendance Status: (Principal, Teachers, Librarian, Lab Technicians, etc.)**

Sr. No.	Designation	Total Required as per sanctioned intake	No. Present at the time of Inspection

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**PART-C**

**Summary and recommendation by Inspection Team:**

- **Principal**

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- **Faculty**

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- **Library Staff and books, journals:**

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- **Infrastructure:**

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- **Laboratory**

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- **Computer and other Facilities**

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- **Other infrastructure and facilities**

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**Recommendations of the committee (Recommended/Not Recommended for Approval)**

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