

PHARMACY COUNCIL OF INDIA
Standard Inspection Format (S.I.F) for institutions conducting B. Pharm
(To be filled and submitted to PCI by an organization seeking approval of the
course / continuation of the approval)

(SIF-B)

To be filled up by P.C.I.

To be filled up by inspectors

Inspection No. :

Date of Inspection:

FILE No. :

NAME OF THE INSPECTORS: 1.
(BLOCK LETTERS)

2.

PART – I
A - GENERAL INFORMATION

A – I.1 Name of the Institution: Complete Postal address: STD code Telephone No. Fax No. E-mail	DEPARTMENT OF PHARMACEUTICAL SCIENCES H. N. B. GARHWAL UNIVERSITY, SRINAGAR GARHWAL UTTARAKHAND 01370 267395 01346-252174 abdul_faruk@yahoo.com
Year of Establishment	1996
Status of the course conducting body: Government / University / Autonomous / Aided / Private	A Central University (Enclose copy of Registration documents of Society/Trust)
A – I.2 Name, address of the Society/Trust/ Management (attach documentary evidence) STD Code: Telephone No: Fax No: E-mail Web Site:	NA

Signature of the Head of the Institution

Signature of the Inspectors

A – I.3 Name, Designation and Address of person to be contacted by phone STD Code Telephone No Office Residence Mobile No. Fax No E-Mail	Dr Abdul Faruk Head of Department Department of Pharmaceutical Sciences H.N.B. Garhwal University, Srinagar Garhwal Uttarakhand 01346-252143 9412079188 9456348123 01346-252247 abdul_faruk@yahoo.com, registrar.hnbgu@gmail.com website: www.hnbgu.ac.in
A – I. 4 Name and Address of the Head of the Institution	Prof. J L Kaul Hon.ble Vice Chancellor H.N.B. Garhwal University, Srinagar Garhwal

A –I. 5

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

a. Details of Affiliation Fee Paid

Name of the Course	Affiliation Fee paid up to	Receipt No	Dated	Remarks of the Inspectors
B. Pharm	2015-16	DD no. 685558	22.09.2015	

b. APPROVAL STATUS:

Name of the Course	Approved up to	In take Approved and Admitted	PCI	STATE GOVERNMENT	UNIVERSITY/ AICTE	Remarks of the Inspectors
B. Pharm	2016-17	Approval Letter No and Date	97 th CC. Dated 03.06.2015	60	60	
		Approved Intake	60	60	60	
		Actually Admitted	60	60	60	

Signature of the Head of the Institution

Signature of the Inspectors

c. STATUS OF APPLICATION

COURSES INSPECTED FOR				
Faculty / Subject	Extension of Approval	Increase in Intake of Seats	Remarks	
			Current Intake	Proposed increase in Intake
B. Pharm	60	No	60	-

Note: Enclose relevant documents

A –I. 6

Whether other Educational Institutions/Courses are also being run by the Trust / Institution in the same Building / campus? If Yes, Give Details

Yes

No

A – I. 6 a

Status of the Pharmacy Course:

Independent Building

Wing of another college

Separate Campus

Multi Institutional Campus

Examining Authority : THE REGISTRAR, HNB GARHWAL UNIVERSITY (A CENTRAL UNIVERSITY), SRINAGAR GARHWAL-246174, UTTARAKHAND

**Address, Telephone No. 01346-252174
and STD Code.**

Signature of the Head of the Institution

Signature of the Inspectors

B - DETAILS OF THE INSTITUTION

B –I.1					
Name of the Principal					
Qualification/ Experience	Qualification*		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M. Pharm.	Pharmaceutics	15 years, out of which 5 years as Prof. / HOD	More than 19 year	
	Ph.D.	Pharmaceutics	10 years, out of which at least 05 years as Asst. Prof		

* Documentary evidence should be provided

B –I.2

For institution seeking continuation of affiliation

Course	Date of last Inspection	Remarks of the Previous Inspection Report	Complied / Not Complied	Intake reduced/Stopped in the last 03 years*
B. Pharm	22/05/2015 & 21/05/2015	05 labs to be furnished, Computers to be purchased, Faculty advertisement made to be appointed, plethysmograph, flurorimeter, muffle furnace, mechanical stirrer, refrigerated centrifuge, orbital shaker, sonicator, HPLC, brookefield viscometer to be purchased	Complied	-

* Enclose Documents

B –I.3

Status of Governing Council:	A Central University
Details of the Governing Body	Enclosed / Not Enclosed
Minutes of the last Governing council Meeting	Enclosed / Not Enclosed

Signature of the Head of the Institution

Signature of the Inspectors

B –I .4**Pay Scales:**

Staff	Scale of pay	PF	Gratuity	Pension benefit	Remarks of the Inspectors
Teaching Staff	1. For regular staff: UGC Scales, 6 th Pay Commission. 2. Few of the teaching staff is working on consolidated salary	EPF YES	NO	NO	
Non-Teaching Staff	1. For regular staff: UGC Scales, 6 th Pay Commission for regular non-teaching staff of the University. 2. Few of the non-teaching staff is working on consolidated salary	EPF YES	NO	NO	

B –I .5**B. Pharm. Course: Admission Statement for the Past Three Years**

ACADEMIC YEAR	2014-15	2015-16	2016-17
Sanctioned	60	60	60
No. of Admissions	58	58	60
Unfilled Seats	02	02	-
No. of Excess Admissions	-	--	--

Signature of the Head of the Institution

Signature of the Inspectors

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

ACADEMIC YEAR	Year 2014-15	Year 2015-16	Year 2016-17
1st year	94	93	98
2nd year	97	95	96
3rd year	99	98	96
Final year	100	100	100
Pass % (Final Year)	100	100	100

B – II**Co – Curricular Activities / Sports Activities**

Whether college has NSS Unit (Yes/No)? If no give reasons	University Cell
NSS Programme Officer's Name	Dr B P CHAMOLA
Programme conducted (mention details)	Camp, Sparsh Ganga Program, Red Ribbon Club, blood donation camps, Aids awareness programs
Whether students participating in University level cultural activities / Co- curricular/sports activities	Yes
Physical Instructor	Available
Sports Ground	Individual

Signature of the Head of the Institution

Signature of the Inspectors

C - FINANCIAL STATUS OF THE INSTITUTION

Audited financial Statement of Institute should be furnished

C .1 Resources and funding agencies (give complete list)

C .2 Please provide following Information

Receipts			Expenditure			Remarks of the Inspectors
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount	
1.	Grants a. Government b. Others	---	CAPITAL EXPENDITURE			
2.	Tuition Fee	11983750.00	1.	Building	0.00	
3.	Library Fee	0.00	2.	Equipment	8,00,000.00	
4.	Sports Fee	0.00	3.	Others	225000.00	
5.	Union Fee	0.00	REVENUE EXPENDITURE			
6.	Others	0.00	1	Salary	12852876.00	
			2.	MAINTENANCE EXPENDITURE		
				i	College	0.00
				ii	Others	
			3.	University Fee (If any)		
			4.	Apex Bodies Fee		
			5.	Government Fee		
			6.	Deposit held by the College		
			7.	Others	225000.00	
			8.	Misc. Expenditure	1908835.00	
			Total		15011711.00	
Total		11983750.00				

Note: Enclose relevant documents

Signature of the Head of the Institution

Signature of the Inspectors

PART- II PHYSICAL INFRASTRUCTURE

1. a. Availability of Land (B. Pharm. courses) : **Available**
 a) 2.5 acres District HQ/Corporation/Municipality limit
 b) 0.5 acre for City / Metros
 b. Building : **Own**
 c. Land Details to be in name of Trust and Society
 Records to be enclosed
 Sale deed :
 d. Building[†]:
 i) Approved Building plan, to be Enclosed : **Enclosed**
 e. Total Built Area of the college building in Sq.mts : Built up Area 4825.99

Amenities and Circulation Area 1570 sq

2. Class rooms:

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

Class	Required Nos	Available Nos	Required Area * for each class room	Available Area in Sq.mts	Remarks of the Inspectors
B. Pharm.	04	05	5 of 90 Sq. mts or 4 of 150 sq.mts. with Public address System.	100 sq. mts	

(*To accommodate 60 students).

3. Laboratory requirement at the end of 4 Years

Sl. No.	Infrastructure for	Requirement as per Norms	Available No. & Area in Sq mts	Remarks/ Deficiency
1	Laboratory Area for B.Pharm Course (12 Labs)	90 Sq .mts x n (n=10) - Including Preparation room - Desirable 75 Sq. mts - Essential	8 Lab 1664 sq. mts**	
2	Pharmaceutics Pharmaceutical Chemistry Pharmaceutical Analysis Pharmacology Pharmacognosy Pharmaceutical Biotechnology (Including Aseptic Room) Total no. Laboratories for B.Pharm course	02 Laboratories 02 Laboratories 01 Laboratory 01 Laboratories 01 Laboratories 01 Laboratory 08 Laboratories *	208 208 208 208 208 208	
3	Preparation Room for each lab (One room can be shared by two labs, if it is in between two labs)	10 sq mts (minimum)	20	
4	Area of the Machine Room	80-100 Sq.mts	104	
5	Central Instrumentation Room	80 Sq.mts with A/ C	104	
6	Store Room ó I	1 (Area 100 Sq mts)	100	
7	Store Room ó II (For Inflammable chemicals)	1 (Area 20 Sq mts)	20	

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

Signature of the Head of the Institution

Signature of the Inspectors

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

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

4. Administration Area:

Sl.No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq. mts	
1	Principal's Chamber	01	30 Sq. mts	01	30	
2	Office of I - Establishment	01	60 Sq. mts	01	60	Common with University
3	Office of II of Academics					
4	Confidential Room					

5. Staff Facilities:

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq mts	
1	HODs for B.Pharm Course	Minimum 4	20 Sq mts x 4	04	80	
2	Faculty Rooms for B.Pharm course		10 Sq mts x n (n=No of teachers)	10	150	

6. Museum, Library, Animal House and other Facilities

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq. mts	
1	Animal House	01	80 Sq mts	01	100	
2	Library	01	150 Sq mts	01	150	
3	Museum	01	50 Sq mts (May be attached to the Pharmacognosy lab)	01	50	
4	Auditorium / Multi Purpose Hall (Desirable)	01	250 of 300 seating capacity	02	1000 Common with University	
5	Seminar Hall	01		01	100	
6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	01	1000 Common with University	

Signature of the Head of the Institution

Signature of the Inspectors

7. Student Facilities:

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq .mts	
1	Girls Common Room (Essential)	01	60 Sq.mts	01	Common with University	
2	Boys Common Room (Essential)	01	60 Sq.mts	01	Common with University	
3	Toilet Blocks for Boys	01	24 Sq.mts	05	120	
4	Toilet Blocks for Girls	01	24 Sq.mts	05	120	
5	Drinking Water facility & Water Cooler (Essential).	01		02	-	
6	Boys Hostel (Desirable)	01	9 Sq .mts / Room Single occupancy		Common with University	
7	Girls Hostel (Desirable)	01	9 Sq .mts / Room (single occupancy) 20 Sq mts / Room (triple occupancy)		Common with University	
8	Power Backup Provision (Desirable)	01			Common with University	

8. Computer and other Facilities:

Name	Required	Available		Remarks of the Inspectors
		No.	Area in Sq. mts	
Computer Room for B.Pharm Course	01 (Area 75 Sq mts)	01	110	
Computer (Latest Configuration)	1 system for every 10 students	20	120 Common with University	
Printers	1 printer for every 10 computers	05	Common with University	
Multi Media Projector	01	01	-	
Generator (5KVA)	01	01	-	

Signature of the Head of the Institution

Signature of the Inspectors

9. Amenities (Desirable)

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

10. A. Library books and periodicals

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

Sl. No.	Item	Titles (No)	Minimum Volumes (No)	Available		Remarks of the Inspectors
				Title	Numbers	
1	Number of books	150	2000 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	969	5190	
2	Annual addition of books		150 to 200 books per year	78	337	
3	Periodicals Hard copies / online		10 National 05 International periodicals E-Journal	19	05	
4	CDS		Adequate Nos	10		
5	Internet Browsing Facility		Yes/No (Minimum ten computers)	Common with university	Available	
6	Reprographic Facilities: Photo Copier Fax, Scanner		01 01 01	01		
7	Library Automation and Computerized System			Available		
8	Library Timings			10 am -5 pm		

Signature of the Head of the Institution

Signature of the Inspectors

9. B. Library Staff:

S.No	Staff	Qualification	Required	Available	Remarks of the Inspectors
1	Librarian	MA. Lib	01	01	
2	Assistant Librarian	D. Lib	01	02	
3	Library Attenders	10 +2 / PUC	02	02	

PART III ACADEMIC REQUIREMENTS**Course Curriculum:**

1. Student Staff Ratio:

Theory	Practicals	Remarks of the Inspectors
60:01	30:01*	

* Practical conducted in batches

(Required ratio --- Theory 60:1 and Practical 30:1) If more than 20 students in a batch 2 staff members to be present provided the lab is spacious.

2. Scheme of B. Pharm Course

Annual: B. Pharm II year onward (Annual) and
Semester: B.Pharm I (semester) w.e.f. 2015-16 academic year

3. Date of Commencement of session / sessions:

Commencement	Completion
06/07/2015	30/05/2016

4. Vacation:

	No of Days		No of Days
Summer:	<input type="text" value="40"/>	Winter:	<input type="text" value="15"/>

5. Total No. of working days:

6. Time Table:

Time Table for B. Pharm course Enclosed -

Yes No

Signature of the Head of the Institution

Signature of the Inspectors

7. Whether the prescribed numbers of classes are being conducted as per university norms

I B. Pharm:

Subject	No of Theory Classes		Practicals			Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
1	2	3	4	5		
General and Dispensing Pharmacy	45	42	60	52	15	
Inorganic Medicinal Chemistry	45	42	60	56	15	
Pharm. Analysis I	45	41	60	52	15	
Environmental Studies	45	42	0	0	0	
Organic Chemistry-I	45	43	60	52	15	
Organic Chemistry-II	45	41	60	56	15	
English Communication	45	40	0	0	0	
Anatomy Physiology & Health Education-I	45	41	60	52	15	
Anatomy Physiology & Health Education-II	45	42	0	0	0	
Mathematics & Statistics	45	44	0	0	0	
Computer Science & Application	45	43	0	0	0	

Signature of the Head of the Institution

Signature of the Inspectors

II B. Pharm:

Subject 1	No of Theory Classes		Practicals			Remarks of the Inspectors
	Prescribed No of Hrs 2	No of Hours Conducted 3	Prescribed No of Hours 4	No of Hours Conducted 5	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
Pharmacognosy-I	60	54	120	104	30	
Chemistry of natural products	60	55	120	108	30	
Pharmaceutical Jurisprudence	60	55	0	0	0	
Unit Operation	60	56	120	108	30	
Physical pharmacy	60	55	120	108	30	
Pharmacology- I	60	54	120	104	30	
Hospital & community pharmacy	60	55	0	0	0	
Pharm analysis -II	60	53	120	100	30	
Environment Sciences	60	58	0	0	0	

Signature of the Head of the Institution

Signature of the Inspectors

III B. Pharm:

Subject 1	No of Theory Classes		Practicals			Remarks of the Inspectors
	Prescribed No of Hrs 2	No of Hours Conducted 3	Prescribed No of Hours 4	No of Hours Conducted 5	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
Pharm Tech-I	60	56	120	104	30	
Clinical Pharmacy	60	55	0	0	-	
Microbiology	60	54	120	100	30	
Pharm. Biochemistry	60	53	120	104	30	
Med chemistry-I	60	55	120	100	30	
Pharmacology-II	60	54	120	100	30	
Pharmacognosy-II	60	56	120	108	30	

Signature of the Head of the Institution

Signature of the Inspectors

IV B. Pharm:

Subject	No of Theory Classes	Practicals				Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
1	2	3	4	5		
Pharm Tech II	60	56	120	104	30	
Biopharmaceutis and Pharmacokinetics	60	55	120	104	30	
Pharm Analysis-III	60	54	120	100	30	
Med. Chemistry-III	60	54	120	100	30	
Pharmacognosy-III	60	56	120	108	30	
Pharm. Mamegement	60	50	0	0	0	

8. Whether Tutorials are being conducted (if any, as per university norms) Yes (Introduced in B. Pharm I sem. from 2015-16 batch)

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

A.

Name of the Event	Year 2014-15	Year 2015-16	Year 2016-17
Guest Lectures	0	0	
Seminars	0	0	
Workshops	0	0	
Symposia	0	0	

B. Papers Presented / Published during last three years

	Year 2014-15		Year 2015-16		Year 2016-17	
	National	International	National	International	National	International
Published	8	10	17	7	12	03
Presented	5	2	09	5	2	04

Signature of the Head of the Institution

Signature of the Inspectors

10. Whether Internal Assessments are conducted periodically as per university norms

Yes No

Class	I Sessional Dates DD/MM/YY		II Sessional Dates DD/MM/YY		III Sessional Dates DD/MM/YY		Remarks of the Inspectors
	Theory	Practicals	Theory	Practicals	Theory	Practicals	
B. Pharm. I	28.10.15	07.11.15	25.01.16	31.01.16	11.04.16	20.04.16	
B. Pharm. II	28.10.15	07.11.15	25.01.16	31.01.16	11.03.16	20.03.16	
B. Pharm. III	28.10.15	07.11.15	25.01.16	31.01.16	11.03.16	20.03.16	
B. Pharm. IV	28.10.15	07.11.15	25.01.16	31.01.16	11.03.16	20.03.16	

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

Class	No. of Candidates scored more than 80%		No. of Candidates scored between 60 - 80%		No. of Candidates scored between 50 - 60%		No. of Candidates Less than 50%		Remarks of the Inspectors
	Th	Pr	Th	Pr	Th	Pr	Th	Pr	
B.Pharm I	15	18	35	28	5	13	5	1	
B.Pharm II	06	10	40	42	8	7	1	1	
B.Pharm III	06	12	42	50	18	9	5	2	
B.Pharm IV	06	12	45	48	10	10	5	00	

Signature of the Head of the Institution

Signature of the Inspectors

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

Sl. No	Name of the Faculty	Subjects taught	B. Pharm.		Total work load	Specific Remarks of the Inspector
			Th	Pr		
1	Dr. Abdul Faruk	Inorganic Medicinal Chemistry	3	6	9	
		Physical Pharmacy	3	-	3	
2	Dr. Vijay J Kumar	General and Dispensing Pharmacy	3	6	9	
		Pharm Tech. I	2	-	2	
3	Mr. Puneet Barmola	Pharm. Biochemistry	2	6	8	
		Pharm. Analysis-III	2	6	8	
4	Mr. Arun Bishoyi	Pharmacology I,	2	6	8	
		Pharmacology II	2	6	8	
5	Mr. L.Mohanty	BioPharmaceutics and Pharmacokinetics	2	6	8	
6	Dr. Ajay Semalty	Unit Operation	2	6	8	
7	Dr. Nitin Sati	Medicinal Chem.II	2	6	8	
8	Dr. Mona Semalty	Pharm. Tech. II	2	6	8	
9	Mr. Somesh Thapliyal	Pharmacognosy I,	2	6	8	
		Pharmacognosy III	2	6	8	
10	Hemlata Sati	Human Anatomy & Physiology-I	3	6	9	
		Human Anatomy & Physiology-II	3		3	
		Clinical Pharmacy	2		2	
11	Pramod Kumar	Pharm. Analysis-I	2	6	8	
		Pharmacognosy-II	2	6	8	
12	Mrs Geeta Rawat	Hospital Pharm.	2		2	
		Pharm. Microbiology	2	6	8	
13	Mrs Santoshi Shah	Organic Chem.	2	6	8	
		Medicinal Chem.	2	6	8	
14	Ms. Ambika Chamoli	Pharm. Biotechnology	2	6	8	
		Pharmaceutical Jurisprudence	2		2	

13. Percentage of students qualified in GPAT in the last Three Years

Details	Year 2014-15	Year 2015-16	Year 2016-17
No. of Students Appeared	10	20	
No. of Students Qualified	06	8	
Percentage	60	40	

Signature of the Head of the Institution

Signature of the Inspectors

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

If applicable please give the details for the previous Year

vents	Details for the Previous Year
No. of Industrial visits	0
Industrial Tour	0
Industrial Training	15
No. of Resource Persons from the Industry for Guest Lectures	0
No. of Collaboration projects with Industry	0

15. Percentage of students Placed through the College Placement Cell in the Last Three Years

Year	Year 2013-14	Year 2014-15	Year 2015-16
No. of students appeared for campus interview	10	20	
% Placed	60	90	

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

PART IV - PERSONNEL

TEACHING STAFF:

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

Sl No	Name	Designation	Qualification	Date of Joining	Teaching Experience	State Pharmacy Council Reg No.	Signature of the faculty	Remarks of the Inspectors
					After PG Yrs			
1	Dr. Abdul Faruk	Associate Professor	M. Pharm Ph.D	28.04.2012	4 yrs + 15 yrs previous experience	27596		
2	Dr. Vijay J Kumar	Associate Professor	M. Pharm	08.08.2000	16	26199		
3	Mr. Puneet Barmola	Assistant Professor	M. Pharm Ph.D	27.07.2000	16	-		
4	Mr. Arun Bishoyi	Assistant Professor	M. Pharm	15.03.2004	12	7487		
5	Mr. L. Mohanty	Assistant Professor	M. Pharm	07.01.2003	13	8081		
6	Dr. Ajay Semalty	Assistant Professor	M. Pharm, MBA, Ph.D	22.03.2004	12	3349		
7	Dr. Nitin Sati	Assistant Professor	M. Pharm Ph.D	31.12.2004	12	2305		
8	Dr. Mona Semalty	Assistant Professor	M. Pharm Ph.D	22.01.2005	11	17095		
9	Dr. Somesh Thapliyal	Assistant Professor	M. Pharm Ph.D	04.08.2007	9	2478		
10	Mrs. Hemlata Sati	Assistant Professor	M. Pharm	31.07.2007	9	2495		
11	Dr. Pramod Kumar	Assistant Professor	M. Pharm Ph.D	01.09.2007	7y	1821		
12	Mrs. Geeta Rawat	Assistant Professor	M.Pharm	24.09.2009	6 y	3420		
13	Mrs. Santoshi Shah	Assistant Professor	M.Pharm	05.11.2012	4 y	2444		
14	Miss. Ambika Chamoli	Assistant Professor	M.Pharm	01.09.2015	1	13102		

Signature of the Head of the Institution

Signature of the Inspectors

2. Qualification and number of Staff Members

Qualification		
M. Pharm.	PhD	Others - Full Time
07	07	04

3. Teaching Staff required year wise exclusively for B.Pharm for intake of 60 Students.

	No. of staff required for I *B.Pharm	Available	No. of staff required for II B. Pharm	Available	No. of staff required for III B.Pharm	Available	No. of staff required for IV B.Pharm	Available
Principal	1	-	1	-	1	-	1	-
Pharmaceutical Chemistry	1	1	2	1	3	1	4	4
Pharmaceutical Analysis	1		--	--	--	--	1	--
Pharmacology	1	1	2	1	3	--	4	2
Pharmacognosy	1	1	2	1	3	2	3	3
Pharmaceutics	1	1	2	2	3	3	4	5
Total	6	3	9	6	13	8	17	14
Part time teaching Staff	3		-		-		-	
Remarks of the Inspection Team								

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

4. Staff Pattern for B. Pharm. courses Department wise / Division wise:

Professor: Asst. Professor: Lecturer

Department / Division	Name of the post	For strength of 60 students	Provided by the institution	Remarks of inspection team
Department of Pharmaceutics	Professor	1	-	
	Assc. Professor	2	02	
	Asst. Professor	3	03	
Department of Pharmaceutical Chemistry	Professor	1	-	
	Assc. Professor	3	-	
	Asst. Professor	3	03	
Department of Pharmacology	Professor	1	-	
	Assc. Professor	2	-	
	Asst. Professor	1	02	
Department of Pharmacognosy	Professor	1	-	
	Assc. Professor	1	-	
	Asst. Professor	2	02	
Department of Pharmacy Practice	Assc. Professor	1	-	
	Lecturer	1	01	
Department of Pharmaceutical Analysis	Assc. Professor	1	-	
	Lecturer	1	01	

5. Selection criteria and Recruitment Procedure for Faculty:

a.	Whether Recruitment Committee has been formed	YES
b.	Whether Advertisement for vacancy is notified in the Newspapers	YES
c.	Whether Demonstration Lecture has been conducted	YES
d.	Whether opinion of Recruitment Committee Recorded	YES

6. Details of Faculty Retention for:

Name of Faculty Member	Period	%
Dr. Vijay J Kumar, Mr. Puneet Barmola	Duration of 15 year and above	14
Mr. L. Mohanty Mr. Arun Bishoyi Dr. Ajay Semelty Dr. Nitin Sati Dr. Mona Semalty	Duration of 10 year and above	36
Mrs. Hemlata Sati Dr. Somesh Thapliyal Dr. Pramod Kumar Mrs. Geeta Rawat	Duration of 5 year and above	29
Ms. Ambika Chamoli Mrs. Santoshi Shah Dr. Abdul Faruk	Less than 5 years	21

7. Details of Faculty Turnover:

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
Dr. Abdul Faruk, Mrs Geeta Rawat, Mrs Santoshi Shah, Miss. Ambika Chamoli Dr. Vijay J Kumar, Mr. Puneet Barmola, Mr. Arun Bishoyi, Mr. L.Mohanty Dr. Ajay Semalty, Dr. Nitin Sati. Dr. Mona Semalty, Dr. Somesh Thapliyal, Ms. Hemlata Sati, Dr. Pramod Kumar	% of faculty retained in last 3 yrs	YES	No	No	No

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

Sl. No.	Designation	Required (Minimum)	Required Qualification	Available		Remarks of the Inspection team
				Number	Qualification	
1	Laboratory Technician	1 for each Dept	D. Pharm.	01	B. Pharm	
2	Laboratory Assistants / Attenders	1 for each Lab (minimum)	SSLC	02	Eight	
3	Office Superintendent	1	Degree	0	Centralised	
4	Accountant	1	Degree	01	Degree	
5	Store keeper	1	D. Pharm./ Degree	01	Degree	
6	Computer Data Operator	1	BCA / Graduate with Computer Course		Centralised	
7	Office Staff I	1	Degree			
8	Office Staff II	2	Degree			
9	Peon	2	SSLC	06	Graduate	
10	Cleaning personnel	Adequate	---	01	Fifth	
11	Gardener	Adequate	---	01	---	

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9. Scale of pay for teaching faculty (to be enclosed): July 2015 Salary details:

Sl. No	Name	Qualification	Designation	Basic pay Rs.	DA Rs.	HRA Rs.	CCA Rs.	Other allowance Rs.	Deductions			Bank A/C No	PAN No	EPF A/c no.	Total
									P T	TDS	EPF				
1	Dr.Abdul Faruk	M.Pharm PhD	Associate Professor & Head	41720	50064	-	900	3600	18000	10000	000	32310037475	AAAP F7305F	T0321	113520
2	Mr. Vijay J Kumar	M.Pharm PhD	Associate Professor	30440	48050	3844	900	3600	10194	10379	0	10972329467	ALOP K0242R	UA-33149/25	106241
3	Mr. Puneet Barmola	M.Pharm	Assistant Professor	23950	37438	2995	900	3600	6084	8087	0	10972329445	AGNP B7264N	UA-33149/21	83788
4	Mr. Arun Bishoyi	M.Pharm	Assistant Professor	23950	37438	-	900	3600	5467	8087	0	10972317962	AIPB 4009Q	UA-33149/24	80793
5	Mr. L. Mohanty	M.Pharm	Assistant Professor	23950	37438	-	900	3600	5467	8087	0	10972315909	AIQP M6429D	UA-33149/22	80793
6	Dr. Ajay Semalty	M. Pharm., Ph.D., MBA	Assistant Professor	23950	37438	2995	900	3600	6084	8087	0	10972318161	AZDP S6307G	UA-33149/27	83788
7	Dr. Nitin Sati	M. Pharm., Ph.D	Assistant Professor	23950	37438	2995	900	3600	6084	8087	0	10972319947	BAEP S7400R	UA-33149/23	83788
8	Dr.. Mona B Semalty	M.Pharm ., Ph.D	Assistant Professor	23950	37438	2995	900	3600	6084	8087	0	10972320011	AIXP B1580B	UA-33149/26	83788
09	Mrs. Hemlata Sati	M. Pharm	Assistant Professor	22220	35275	2822	900	3600	5246	7619	0	30226016206	BQOP 52779F	UA-33149/51	79212
10	Dr. Somesh Thapliyal	M.Pharm Ph.D	Assistant Professor	22220	35275	2822	900	3600	5246	7619	0	30224670503	AEBP T9938D	UA-33149/52	7912
11	Dr. Pramod Kumar	M.Pharm ., Ph.D	Assistant Professor	19500	--	---	---	---	--	--	0	10972233752	AZUP K1463G	-	19500
12	Ms. Geeta Rawat	M.Pharm	Assistant Professor	19500	--	---	---	---	--	--	0	10972322520	APTP R1708O	-	19500
13	Ms. Santoshi Shah	M.Pharm	Assistant Professor	19500	--	---	---	---	--	--	0	30932068376	BVJPS 3542N	-	19500
14	Ms. Ambika Chamoli	M.Pharm	Assistant Professor	19500	--	---	---	---	--	--	0	10972318864	BKCP R4556D	--	19500

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10. Whether facilities for Research / Higher studies are provided to the faculty? YES
(Inspectors to verify documents pertaining to the above)

11. Whether faculty members are allowed to attend workshops and seminars? YES
(Inspectors to verify documents pertaining to the above)

12. Scope for the promotion for faculty: Promotions Yes No

13. Gratuity Provided Yes No

14. Details of Non-teaching staff members (list to be enclosed):

Sl No	Name	Designation	Qualification	Date of Joining	Experience	Signature	Remarks
1	Mr. N. S. Rawat	Demonstrator	B. Pharm.	12.10.1999	16		
2	Mr. Vinod Lal	Clerk	B.A	18.09.1997	18		
3	Mr. Arjun Singh	Lab Attendant	High School	20.03.2001	14		
4	Mr. H.S. Bhandari	Lab Attendant	High School	10.02.2001	14		
5	Mr. Jeet S. Bisht	Fourth class	Intermediate	1.07.2003	12		
6	Mr. D. Bhatt	Lab Assistant	B. Sc.	16.09.2005	10		
7	Mr. K. S. Rana	Fourth class	High School	06-07-06	9		
8	Mr. Rakesh Lal	Fourth class	High School	23-11-06	9		
9	Mr. B. D. Pokhriyal	Fourth class	BA	12-06-05	10		
10	Mr. Navin Rawat	Fourth class	High School	10-08-07	8		
11	Mr. Santosh Sundriyal	Fourth class	B.A	10-08-07	8		
12	Smt. Aarti	Sweeper	5 th	07-08-06	9		

15. Whether Supporting Staff (Technical and Administrative) are encouraged for skill up gradation programs. Yes

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PART V - DOCUMENTATION

Records Maintained: Essential

Sl. No	Records	Yes	No	Remarks of the Inspectors
1	Admissions Registers	✓		
2.	Individual Service Register	✓		
3.	Staff Attendance Registers	✓		
4.	Sessional Marks Register	✓		
5.	Final Marks Register	✓		
6.	Student Attendance Registers	✓		
7.	Minutes of meetings- Teaching Staff	✓		
8.	Fee paid Registers	✓		
9.	Acquittance Registers	✓		
10.	Accession Register for books and Journals in Library	✓		
11.	Log book for chemicals and Equipment costing more than Rupees one lakh	✓		
12.	Job Cards for laboratories		✓	
13.	Standard Operating Procedures (SOPø) for Equipment	✓		
14.	Laboratory Manuals	✓		
15.	Stock Register for Equipment	✓		
16.	Animal House Records as per CPCSEA		✓	

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PART - VI

**1. Financial Resource allocation and utilization for the past three years:
(Audited Accounts for previous year to be enclosed) 2014-2015**

Sl	Expenditure in Rs 2014-15			Expenditure in Rs 2015-16			Expenditure in Rs 2016-17			Remarks of the Inspectors*	
	No.	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring		Non Recurring
1	12113750	11839422		915328	11983750	12852876	2158835	-	-	-	

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

Sl	Expenditure in Rs 2014-15			Expenditure in Rs 2015-16			Expenditure in Rs 2016-17			Remarks of the Inspectors*	
	No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned		Incurred
1	Chemicals	150000		149231	Chemicals	150000	142137	-			
2	Glassware	150000		149834	Glassware	150000	142483	-			

3. Total amount spent on equipments for the past three years:

(Enclose purchase invoice) – Annexure – 10

Sl	Expenditure in Rs 2014-15			Expenditure in Rs 2015-16			Expenditure in Rs 2016-17			Remarks of the Inspectors*	
	No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned		Incurred
1	Equipments	500000		499932	Equipments	500000	499732	-			

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

Sl No.	Expenditure in Rs. 2014-15			Expenditure in Rs 2015-16			Expenditure in Rs 2016-17			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
1	Books	200000	198000	Books	225000	220000	Books			
2	Journals			Journals			Journals			

*Last three years including this academic year till the date of inspection

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PART VII – EQUIPMENT AND APPARATUS

Department wise list of minimum equipments required for B. Pharm. (for a batch of 20 students)

DEPARTMENT OF PHARMACOLOGY

Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscopes	20	30	Yes	
2	Haemocytometer with Micropipettes	20	20	Yes	
3	Sahli's haemocytometer	20	20	Yes	
4	Hutchinson's spirometer	01	01	Yes	
5	Sphygmomanometer	10	10	Yes	
6	Stethoscope	10	05	Yes	
7	Permanent Slides for various tissues	One pair of each tissue Organs and endocrine glands One slide of each organ system	Available		
8	Models for various organs	One model of each organ system	Available		
9	Specimen for various organs and systems	One model for each organ system	Available		
10	Skeleton and bones	One set of skeleton and one spare bone	Available		
11	Different Contraceptive Devices and Models	One set of each device	Available		
12	Muscle electrodes	01	01	Yes	
13	Lucas moist chamber	01	01	Yes	
14	Myographic lever	01	01	Yes	
15	Stimulator	01	01	Yes	
16	Centrifuge	01	03	Yes	
17	Digital Balance	01	02	Yes	
18	Physical /Chemical Balance	01	02	Yes	
19	Sherrington's Kymograph Machine / Polyrite	10	15	Yes	

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20	Sherrington Drum	10	15	Yes	
21	Perspex bath assembly (single unit)	10	15	Yes	
22	Aerators	10	15	Yes	
23	Computer with LCD	01	01	Yes	
24	Software packages for experiment	01	01	Yes	
25	Standard graphs of various drugs	Adequate number			
26	Actophotometer	01	01	Yes	
27	Rotarod	01	01	Yes	
28	Pole climbing apparatus	01	01	Yes	
29	Analgesiometer (Eddyø hot plate and radiant heat methods)	01	01	Yes	
30	Convulsiometer	01	01	Yes	
31	Plethysmograph	01	01	Yes	
32	Digital pH meter	01	01	Yes	

Apparatus:

Sl. No.	Name	Minimum required No.s	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Folin-Wu tubes	60	30	Yes	
2	Dissection Tray and Boards	10	10	Yes	
3	Haemostatic artery forceps	10	10	Yes	
4	Hypodermic syringes and needles of size 15,24,26G	10	10	Yes	
5	Livers, cannulae	20	20	Yes	

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

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DEPARTMENT OF PHARMACOGNOSY (Equipment)

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscope with stage micrometer	20	15	Yes	
2	Digital Balance	02	02	Yes	
3	Autoclave	02	01	Yes	
4	Hot air oven	02	02	Yes	
5	B.O.D.incubator	01	02	Yes	
6	Refrigerator	01	02	Yes	
7	Laminar air flow	01	01	Yes	
8	Colony counter	02	01	Yes	
9	Zone reader	01	01	Yes	
10	Digital pH meter	01	01	Yes	
11	Sterility testing unit	01	01	Yes	
12	Camera Lucida	20	15	Yes	
13	Eye piece micrometer	20	15	Yes	
14	Incinerator	01	01	Yes	
15	Moisture balance	01	01	Yes	
16	Heating mantle	20	20	Yes	
17	Flourimeter	01	01	Yes	
18	Vacuum pump	02	02	Yes	
19	Micropipettes (Single and multi channeled)	05	02	Yes	
20	Micro Centrifuge	01	00	-	
21	Projection Microscope	01	01	Yes	

Apparatus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Reflux flask with condenser	20	20	Yes	
2	Water bath	20	05	Yes	
3	Clavengers apparatus	10	05	Yes	
4	Soxhlet apparatus	10	05	Yes	
6	TLC chamber and sprayer	10	10	Yes	
7	Distillation unit	01	01	Yes	

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

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DEPARTMENT OF PHARMACEUTICAL CHEMISTRY**Equipment:**

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Hot plates	05	05	Yes	
2	Oven	03	03	Yes	
3	Refrigerator	01	01	Yes	
4	Analytical Balances for demonstration	05	03	Yes	
5	Digital balance 10mg sensitivity	10	02	Yes	
6	Digital Balance (1mg sensitivity)	01	01	Yes	
7	Suction pumps	06	03	Yes	
8	Muffle Furnace	01	01	Yes	
9	Mechanical Stirrers	10	05	Yes	
10	Magnetic Stirrers with Thermostat	10	02	Yes	
11	Vacuum Pump	01	01	Yes	
12	Digital pH meter	01	02	Yes	
13	Microwave Oven	02	00	-	

Apparatus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Distillation Unit	02	02	Yes	
2	Reflux flask and condenser single necked	20	30	Yes	
3	Reflux flask and condenser double / triple necked	20	30	Yes	
4	Burettes	100	100	Yes	
5	Arsenic Limit Test Apparatus	25	25	Yes	
6	Nessler's Cylinders	50	50	Yes	

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

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DEPARTMENT OF PHARMACEUTICS**Equipment:**

Sl. No.	Name	Minimum Required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Mechanical stirrers	20	05	Yes	
2	Homogenizer	10	02	Yes	
3	Digital balance	05	05	Yes	
4	Microscopes	10	30	Yes	
5	Stage and eye piece micrometers	15	15	Yes	
6	Brookfield's viscometer	01	00	-	
7	Tray dryer	01	01	Yes	
8	Ball mill	01	01	Yes	
9	Sieve shaker with sieve set	01	01	Yes	
10	Double cone blender	01	01	Yes	
11	Propeller type mechanical agitator	05	02	Yes	
12	Autoclave	01	01	Yes	
13	Steam distillation still	01	01	Yes	
14	Vacuum Pump	01	01	Yes	
15	Standard sieves, sieve no. 8, 10, 12,22,24, 44, 66, 80	10 sets	05	Yes	
16	Tablet punching machine	01	02	Yes	
17	Capsule filling machine	01	01	Yes	
18	Ampoule washing machine	01	01	Yes	
19	Ampoule filling and sealing machine	01	01	Yes	
20	Tablet disintegration test apparatus IP	02	03	Yes	
21	Tablet dissolution test apparatus IP	01	03	Yes	
22	Monsanto's hardness tester	02	01	Yes	
23	Pfizer type hardness tester	01	01	Yes	
24	Friability test apparatus	01	03	Yes	
25	Clarity test apparatus	01	01	Yes	
26	Ointment filling machine	01	01	Yes	
27	Collapsible tube crimping machine	01	01	Yes	
28	Tablet coating pan	01	01	Yes	
29	Magnetic stirrer, 500ml and 1 liter capacity with speed control	05 EACH 10	03	Yes	

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30	Digital pH meter	01	01	Yes	
31	All purpose equipment with all accessories	01	00	-	
32	Aseptic Cabinet	01	01	Yes	
33	BOD Incubator	02	02	Yes	
34	Bottle washing Machine	01	01	Yes	
35	Bottle Sealing Machine	01	01	Yes	
36	Bulk Density Apparatus	02	02	Yes	
37	Conical Percolator (glass/ copper/ stainless steel)	10	10	Yes	
38	Capsule Counter	02	02	Yes	
39	Energy meter	02	00	-	
40	Hot Plate	02	02	Yes	
41	Humidity Control Oven	01	01	Yes	
42	Liquid Filling Machine	01	00	-	
43	Mechanical stirrer with speed regulator	02	01	Yes	
44	Precision Melting point Apparatus	01	01	Yes	
45	Distillation Unit	01	01	Yes	

Apparatus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Ostwald's viscometer	20	25	Yes	
2	Stalagmometer	20	25	Yes	
3	Desiccator*	10	10	Yes	
4	Suppository moulds	20	10	Yes	
5	Buchner Funnels (Small, medium, large)	05 each	04	Yes	
6	Filtration assembly	01	01	Yes	
7	Permeability Cups	05	00	-	
8	Andreason's Pipette	05	15	Yes	
9	Lipstick moulds	10	10	Yes	

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

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PHARMACEUTICAL BIOTECHNOLOGY

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Orbital shaker incubator	01	01	Yes	
2	Lyophilizer (Desirable)	01	01	Yes	
3	Gel Electrophoresis (Vertical and Horizontal)	01	01	Yes	
4	Phase contrast/Trinocular Microscope	01	00	-	
5	Refrigerated Centrifuge	01	01	Yes	
6	Fermenters of different capacity (Desirable)	01	00	-	
7	Tissue culture station	01	00	-	
8	Laminar airflow unit	01	01	Yes	
9	Diagnostic kits to identify infectious agents	01	01	Yes	
10	Rheometer	01	00	-	
11	Viscometer	01	00	-	
12	Micropipettes (single and multi channeled)	01 each	01	Yes	
13	Sonicator	01	01	Yes	
14	Respinometer	01	00	-	
15	BOD Incubator	01	02	Yes	
16	Paper Electrophoresis Unit	01	01	Yes	
17	Micro Centrifuge	01	00	-	
18	Incubator water bath	01	00	-	
19	Autoclave	01	01	Yes	
20	Refrigerator	01	01	Yes	
21	Filtration Assembly	01	01	Yes	
22	Digital pH meter	01	01	Yes	

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

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CENTRAL INSTRUMENTATION ROOM:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Colorimeter	01	01	Yes	
2	Digital pH meter	01	01	Yes	
3	UV- Visible Spectrophotometer	01	02	Yes	
4	Flourimeter	01	Central Facility of the University	Yes	
5	Digital Balance (1 mg sensitivity)	01	01	Yes	
6	Nephelo Turbidity meter	01	00	-	
7	Flame Photometer	01	01	Yes	
8	Potentiometer	01	01	Yes	
9	Conductivity meter	01	01	Yes	
10	Fourier Transform Infra Red Spectrometer (Desirable)	01	Central Facility of the University	Yes	
11	HPLC	01	Central Facility of the University	Yes	
12	HPTLC (Desirable)	01	00	Yes	
13	Atomic Absorption and Emission spectrophotometer (Desirable)	01	Central Facility of the University	Yes	
14	Biochemistry Analyzer (Desirable)	01	Central Facility of the University	Yes	
15	Carbon, Hydrogen, Nitrogen Analyzer (Desirable)	01	Central Facility of the University	Yes	
16	Deep Freezer (Desirable)	01	01	Yes	
17	Ion- Exchanger	01	01	Yes	
18	Lyophilizer (Desirable)	01	01	Yes	

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Observation of the Inspectors:

Compliance of the last recommendations by Inspectors
Specific observations if not complied

Signature of Inspectors:	1.
	2.

Note:

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

Signature of the Head of the Institution

Signature of the Inspectors