

PHARMACY COUNCIL OF INDIA

Standard Inspection Format (S.I.F) for institutions conducting B. Pharm for 100 admsns.

(To be filled and submitted to PCI by an organization seeking approval of the course / continuation of the approval)

(SIF-B-1)

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	Indore Institute of Pharmacy IIST Campus, Shail Campus, Pithampur Road, Rau, Indore 0731- 4010600 Pharmacy@indoreinstitute.com
Year of Establishment	2007
Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)	Society
A – I.2 Name, address of the Society/Trust/ Management (attach documentary evidence) STD Code: Telephone No: Fax No: E-mail Web Site:	Shail educational and welfare society IIST Campus, Shail Campus, Pithampur Road, Rau 0731 4010531 0731- 4010502 Pharmacy@indoreinstitute.com www. Indoreinstitute.com
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. Sanjay Jain Principal, Indore institute of pharmacy Indore 0731 4010603-- 9826199442, 9111018102 Sanjay.jain@indoreinstitute.com
A – I.4 Name and Address of the Head of the Institution	Dr. Sanjay Jain Indore institute of pharmacy

Signature of the Head of the Institution

Signature of the Inspectors

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/ DD NO.	Dated	Remarks of the Inspectors
B. Pharm	2016-17	007894	07-06-2016	

b. APPROVAL STATUS- Enclosed (Enclosure No.03)

Name of the Course	Approved up to	In take Approved and Admitted	PCI	STATE GOVERNMENT/ AICTE	UNIVERSITY	Remarks of the Inspectors
B. Pharm	2016-17	Approval Letter No and Date	32-869/2016 And 5/08/2016	Central/1-2816367006/2016/EO A	f-5/acd/affiliation/RG PV/2014/7854	
		Approved Intake	100	120	120	
		Actually Admitted	100	100	100	

c. STATUS OF APPLICATION

COURSES INSPECTED FOR						
Faculty / Subject	Extension of Approval		Increase in Intake of Seats		Remarks	
	Yes	No	Yes	No	Current Intake	Proposed increase in Intake
B. Pharm	√Yes	No	Yes	√No	100	NA

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	<input type="checkbox"/>
Wing of another college	<input type="checkbox"/>
Separate Campus	<input type="checkbox"/>
Multi Institutional Campus	<input checked="" type="checkbox"/>

Signature of the Head of the Institution

Signature of the Inspectors

Examining Authority : RGPV, Bhopal
 With complete postal : Air Port By pass road Gandhi nagar Bhopal 462036
 Address, Telephone No. : 0755-2678899
 and STD Code.

B - DETAILS OF THE INSTITUTION *Enclosed (Enclosure No.04)*

B –I .1			Dr. Sanjay Jain		
Name of the Principal					
Qualification/ Experience	Qualification*		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M. Pharm	M. Pharm	15 years, out of which 5 years as Prof. / HOD	27 years	
	PhD	PhD	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 *Enclosed (Enclosure No.05)*

Course	Date of last Inspection	Remarks of the Previous Inspection Report	Complied / Not Complied	Intake reduced/Stopped in the last 03 years*
B. Pharm	9 th and 10 th Oct 2014	Most of the deficiencies pointed out have been rectified. The equipments shown deficient were purchased.	Complied	NIL

* Enclose Documents

B –I .3 *Enclosed (Enclosure No.06)*

Status of Governing Council:	√Society
Details of the Governing Body	√Enclosed / Not Enclosed
Minutes of the last Governing council Meeting	√Enclosed / Not Enclosed

B –I .4

Pay Scales:

Staff	Scale of pay	PF	Gratuity	Pension benefit	Remarks of the Inspectors
Teaching Staff	√AICTE /UGC/State Govt.	√Yes / No	√Yes / No	Yes /√No	Yes /√No
Non-Teaching Staff	√State Government	√Yes / No	√Yes / No	Yes /√No	Yes /√No

Signature of the Head of the Institution

Signature of the Inspectors

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

ACADEMIC YEAR	Year 2014-15	Year 2015-16	Year 2016-17
Sanctioned	100	100	100
No. of Admissions	91	100	100
Unfilled Seats	09	00	00
No. of Excess Admissions	NIL	NIL	NIL

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

ACADEMIC YEAR	Year 2013-14	Year 2014-15	Year 2015-16
1st year	28	36	-
2nd year	25	54	-
3rd year	86	85	-
Final year	94	87	75
Pass % (Final Year)	94	87	75

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

Whether college has NSS Unit (Yes/No)? If no give reasons	√ Yes NO
NSS Programme Officer's Name	---
Programme conducted (mention details)	---
Whether students participating in University level cultural activities / Co- curricular/sports activities	√Yes
Physical Instructor	Available
Sports Ground	Shared

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) *Enclosed (Enclosure No.07)*

C .2 Please provide following Information

Receipts			Expenditure			Remarks of the Inspectors
Sl. No.	Particulars	Amount (In lacs)	Sl. No.	Particulars	Amount (In lacs)	
1.	Grants a. Government b. Others	-	CAPITAL EXPENDITURE			
2.	Tuition Fee	177.3	1.	Building	4.31	
3.	Library Fee	-	2.	Equipment	7.34	
4.	Sports Fee	-	3.	Others	3.39	
5.	Union Fee	-	REVENUE EXPENDITURE			
6.	Others		1	Salary	125.19	
	Bus Fee	27.93	2.	MAINTENANCE EXPENDITURE		
				I	College	6.94
				ii	Others	68.41
	Hostel fees	3.60	3.	University Fee (If any)	3.74	
	Uniform fee	7.54	4.	Apex Bodies Fee	2.0	
	Society	114.36	5.	Government Fee	1.36	
			6.	Deposit held by the College		
			7.	Others	130.45	
			8.	Misc.Expenditure		
	Total	353.13	Total		353.13	

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 (*Enclosed (Enclosure No.08)*)
 Records to be enclosed
 Sale deed : **√Enclosed/Not available**
- d. Building[†]: (*Enclosure No.09*)
 i) Approved Building plan, to be Enclosed : **√Enclosed/Not available**
- e. Total Built Area of the college building in Sq.mts : Built up Area

4592.5

 Amenities and Circulation Area

1409.57

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	06	06	6 of 90 Sq. mts or 4 of 150 sq.mts. with Public address System.	600 Sq. mts	

(*To accommodate 100 students).

3. Laboratory requirement at the end of 4 Years

S. 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	Available	
2	Pharmaceutics Pharmaceutical Chemistry Pharmaceutical Analysis Pharmacology Pharmacognosy Pharmaceutical Biotechnology (Including Aseptic Room) Total no. Laboratories for B.Pharm course	03 Laboratories 02 Laboratories 01 Laboratory 02 Laboratories 01 Laboratories 01 Laboratory 10 Laboratories *	03 No & 225 02 No.& 150 01No. & 75 02 No.& 150 01No. & 75 01No. & 75 10	
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)	Available	
4	Area of the Machine Room	80-100 Sq.mts	150 Sqm.	
5	Central Instrumentation Room	80 Sq.mts with A/ C	80 Sqm.	
6	Store Room – I	1 (Area 100 Sq mts)	100 Sqm.	
7	Store Room – II (For Inflammable chemicals)	1 (Area 20 Sq mts)	20 Sqm.	

*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 – I - Establishment	01	60 Sq. mts	01	65	
3	Office – II - 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	05	100	
2	Faculty Rooms for B.Pharm course		10 Sq mts x n (n=No of teachers)	Available	290	

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	80	
2	Library	01	150 Sq mts	01	225	
3	Museum	01	50 Sq mts (May be attached to the Pharmacognosy lab)	01 Available	50	
4	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 seating capacity	01	Available	
5	Seminar Hall	01		01	Available	
6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	01	Available	

Signature of the Head of the Institution

Signature of the Inspectors

7. Student Facilities:

S. 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	Girl's Common Room (Essential)	01	60 Sq.mts	01	75	
2	Boy's Common Room (Essential)	01	60 Sq.mts	01	75	
3	Toilet Blocks for Boys	01	24 Sq.mts	01	96	
4	Toilet Blocks for Girls	01	24 Sq.mts	01	96	
5	Drinking Water facility – Water Cooler (Essential).	01		02	03	
6	Boy's Hostel (Desirable)	01	9 Sq .mts / Room Single occupancy	01	Available	
7	Girl's Hostel (Desirable)	01	9 Sq .mts / Room (single occupancy) 20 Sq mts / Room (triple occupancy)	01	Available	
8	Power Backup Provision (Desirable)	01		01	Available	

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	225	
Computer (Latest Configuration)	1 system for every 10 students	70		
Printers	1 printer for every 10 computers	06		
Multi Media Projector	01	02		
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	01	Available		
Staff quarters	16 x 80 Sq. mts	01	Available		
Canteen	100 Sq. mts	01	Available		
Parking Area for staff and students		Yes	Available		
Bank Extension Counter		01		Not Aval.	
Co operative Stores		01		Not Aval.	
Guest House	80 Sq. mts	01	Available		
Transport Facilities for students		Yes	Available		
Medical Facility (First Aid)		Yes	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:

S. No.	Item	Titles (No)	Minimum Volumes (No)	Available		Remarks of the Inspectors
				Title	Numbers	
1	Number of books	150	1500 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	441	6164	
2	Annual addition of books		100 to 150 books Per year	16	268	
3	Periodicals Hard copies / online		10 National 05 International periodicals	16 Journals (Printed) and 68 national and international (Online-DELNET)	84	
4	CDS		Adequate Nos	Available	Adequate	
5	Internet Browsing Facility		Yes/No (Minimum ten computers)	Yes	10	
6	Reprographic Facilities: Photo Copier Fax Scanner		01 01 01	01 01 01	01 01 01	
7	Library Automation and Computerized System			- Available		
	Library Timings			- 8:45 am – 4:45 pm		

10.B. Library Staff:

	Staff	Qualification	Required	Available	Remarks of the Inspectors
1	Librarian	M. Lib	1	1	
2	Assistant Librarian	D. Lib	1	1	
3	Library Attenders	10 +2 / PUC	2	2	

Signature of the Head of the Institution

Signature of the Inspectors

PART III ACADEMIC REQUIREMENTS**Course Curriculum:****1. Student Staff Ratio: Theory Practicals Remarks of the Inspectors**

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

2. Scheme of B. Pharm Course: Annual Sem. **3. Date of Commencement of session / sessions:**

Commencement	Completion
06/07/2015	13/05/2016

4. Vacation: Summer: No of Days Winter: No of Days

5. Total No. of working days: **6. Time Table: (Enclosure No.10 B)**

Time Table for B. Pharm course Enclosed Yes No

**7. Whether the prescribed numbers of classes are being conducted as per university norms
I B. Pharm: Enclosed (Enclosure No.11B)**

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		
				Enclosed		

Signature of the Head of the Institution

Signature of the Inspectors

II B. Pharm: Enclosed

Subject	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	
1				Enclosed		

III B. Pharm: Enclosed

Subject	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	
1				Enclosed		

IV B. Pharm: Enclosed

Subject	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	
1				Enclosed		

8 . Whether Tutorials are being conducted
(if any, as per university norms)

Signature of the Head of the Institution

Signature of the Inspectors

12. Work load of Faculty members for B. Pharm(Enclosure No.12 B)

S. No	Name of the Faculty	Subjects taught	B. Pharm		Total work load	Specific Remarks of the Inspector
			Th	Pr		

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

Details	Year 2013-14	Year 2014-15	Year 2015-16
No. of Students Appeared	25	20	10
No. of Students Qualified	00	01	01
Percentage	00	05	10

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

If applicable please give the details for the previous Year

Events	Details for the Previous Year
No. of Industrial visits	04
Industrial Tour	Yes
Industrial Training	Yes
No. of Resource Persons from the Industry for Guest Lectures	02
No. of Collaboration projects with Industry	Nil

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	20	22	16
% Placed	66	81.48	78

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

Signature of the Head of the Institution

Signature of the Inspectors

PART IV - PERSONNEL

TEACHING STAFF:

- 1. Details of Teaching Faculty for B.Pharm Course to be enclosed in the format mentioned below:
List Enclosed (Enclosure No.13 B)**

S. No	Name	Designation	Qualification	Date of Joining	Teaching Experience	State Pharmacy Council Reg No.	Signature of the faculty	Remarks of the Inspectors
					After PG			
				List	Enclosed			

- 2. Qualification and number of Staff Members**

Qualification		
M. Pharm	PhD	Others - Full Time
26	04	01

- 3. Teaching Staff required year wise exclusively for B.Pharm for intake of 100 Students.**

	No. of staff required
1. Pharmaceutical Chemistry	7
2. Pharmaceutical Analysis	2
3. Pharmacology	4
4. Pharmacognosy	4
5. Pharmaceutics	6
6. Pharmacy Practice	1
7. Principal	1
Total	25
*Part time teaching Staff	3
Remarks of the Inspection Team	

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

Signature of the Head of the Institution

Signature of the Inspectors

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

Professor: Asst. Professor: Lecturer

Department / Division	Name of the post	For strength of 100 students	Provided by the institution	Remarks of inspection team
Department of Pharmaceutics	Professor	1	01	
	Asst. Professor	2	02	
	Lecturer	3	03	
Department of Pharmaceutical Chemistry	Professor	1	01	
	Asst. Professor	3	03	
	Lecturer	3	03	
Department of Pharmacology	Professor	1	01	
	Asst. Professor	2	02	
	Lecturer	1	01	
Department of Pharmacognosy	Professor	1	01	
	Asst. Professor	1	01	
	Lecturer	2	02	
Department of Pharmacy Practice	Asst. Professor	1	01	
	Lecturer	1	01	
Department of Pharmaceutical Analysis	Asst. Professor	1	01	
	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	%
NIL	Duration of 15 yrs. and above	
Prof. Umesh Parekh	Duration of 10 yrs. and above	3
Mr. Nirmal Dongre, Mr. Nadeem Farooqui, Mr. Darshan Jamidar	Duration of 5 yrs. and above	29
Dr. Sanjay Jain, Dr. Rakesh Patel, Dr. Pritesh Paliwal, Dr. Saurabh Gupta, Dr. Rekha Bisht, Mr. Hemant Khambete, Mr. Sumeet Prachand, Mr. Mahavir Chajjed, Mr. Ritesh Patel, Mr. Dindayal Patidar, Ms. Madhvi Jain, Ms Priyanka Kamriya, Ms Savita Dhir, Ms Swati Khare, Ms Ankita Dubey, Ms. Priyanka Swami, Ms Neha Kamalpuriya, Ms Rupali Sontake, Mr. Balwant Solanki, Ms Sneha Sharma, Ms Bulbul Majumdar, Ms. Nikita Sitlani, Ms. Nayani Sharma, Mr. Ranjit Singh, Ms. Shilpa Khambete, Ms Meenakshi Mandloi	Less than 5 yrs.	68

7. **Details of Faculty Turnover:**

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
,	% of faculty retained in last 3 yrs	No	No	No	Yes

Signature of the Head of the Institution

Signature of the Inspectors

8. Number of Non-teaching staff available for B. Pharm course for intake of 60 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	1 for each Dept	4 D. Pharm	
2	Laboratory Assistants / Attenders	1 for each Lab (minimum)	SSLC	1 for each Lab (minimum)	SSLC	
3	Office Superintendent	1	Degree	1	B.Com	
4	Accountant	1	Degree	1	B.Com	
5	Store keeper	1	D. Pharm/ Degree	1	Bsc	
6	Computer Data Operator	1	BCA / Graduate with Computer Course	1	BCA	
7	Office Staff I	1	Degree	1	B.Com	
8	Office Staff II	2	Degree	2	B.A.	
9	Peon	2	SSLC	2	10 th pass	
10	Cleaning personnel	Adequate	---	Adequate	---	
11	Gardener	Adequate	---	Adequate	---	

Signature of the Head of the Institution

Signature of the Inspectors