

PHARMACY COUNCIL OF INDIA

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

(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	Daksh Institute of Pharmaceutical Science. Naryan Pura Road Chhatarpur M.P. 07602 245900 245901 dakshinstitutechp@gmail.com.
Year of starting of the course	2007
Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)	Private.
A - I.2 Name, address of the Society/Trust/ Management (attach documentary evidence) STD Code: Telephone No: Fax No: E-mail Web Site:	Dr. R.S Lal Educational Society Shah nai Garden, C/Unit house Tiraha. Chhatarpur M.P. 07602 245900 245901 dakshinstitutechp@gmail.com www.dakshcollege.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	Ajay Lal (Secretary) 07602 245900 9425146100 245901 dakshinstitutechp@gmail.com
A - I.4 Name and Address of the Head of the Institution	Dr Anil Kumar Chaurasiya
A - I.4 a) Whether the Jan Aushadhi Medical Store has been opened by your institution	Yes / No (Please tick (✓) the relevant portion)

A - I.5

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

Signature of the Head of the Institution

Signature of the Inspectors

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Daksh Institute of Pharmaceutical
Science Chhatarpur (M.P.)

a. Details of Affiliation Fee Paid

Name of the Course	Affiliation Fee paid up to	Receipt No	Dated	Remarks of the Inspectors
B. Pharm	2017-18	-	09/06/2017.	

b. APPROVAL STATUS:

Name of the Course	Approved up to	In take Approved and Admitted	PCI	STATE GOVERNMENT	UNIVERSITY	Remarks of the Inspectors
B. Pharm	2017-18	Approval Letter No and Date	33283-84	-	3375	
		Approved Intake	60	60	60	
		Actually Admitted	60	60	60	

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	Yes	No	Yes	No	60	100

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 :
With complete postal
Address, Telephone No.
and STD Code.

RGPV
Airport Bypass Road Gandhi Nagar Bhopal. 462036
0755 - 2734913

Signature of the Head of the Institution

Signature of the Inspectors

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Daksh Institute of Pharmaceutical
Science Chhate (M.P.)

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	NIL	CAPITAL EXPENDITURE			
2.	Tuition Fee	16903607	1.	Building	398711	
3.	Library Fee	NIL	2.	Equipment	930532	
4.	Sports Fee	NIL	3.	Others	-	
5.	Union Fee	NIL	REVENUE EXPENDITURE			
6.	Others	746414	1	Salary	7650346	
			2.	MAINTENANCE EXPENDITURE		
				i College	240896	
				ii Others		
			3.	University Fee (If any)	300,000	
			4.	Apex Bodies Fee	100,000	
			5.	Government Fee	100,000	
			6.	Deposit held by the College	602240	
			7.	Others	7158940	
			8.	Misc. Expenditure	168356	
			Total		17650021	
	Total	17650021				

Note: Enclose relevant documents

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PART- II PHYSICAL INFRASTRUCTURE

1. a. Availability of Land (B. Pharm courses) : Available / Not Available
 a) 2.5 acres District HQ/Corporation/Municipality limit
 b) 0.5 acre for City / Metros
- b. Building : Own/Rented/Leased
- c. Land Details to be in name of Trust and Society
 Records to be enclosed
 Sale deed : Enclosed/Not available
- d. Building:
 i) Approved Building plan, to be Enclosed : Enclosed/Not available
- e. Total Built Area of the college building in Sq.mts : Built up Area 4502.00
 Amenities and Circulation Area 650.00

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.	82.87	

(*To accommodate 100 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	12	
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 (82.87) 02 - " 01 - " 02 - " 01 - " 01 - " 01 - "	
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)	10	
4	Area of the Machine Room	80-100 Sq.mts	83.58	
5	Central Instrumentation Room	80 Sq.mts with A/C	83.50	
6	Store Room - I	1 (Area 100 Sq mts)	100.00	
7	Store Room - II (For Inflammable chemicals)	1 (Area 20 Sq mts)	41.435	

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

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	-	-		
Staff quarters	16 x 80 Sq. mts	-	-		
Canteen	100 Sq. mts	01	100		
Parking Area for staff and students		01	50		
Bank Extension Counter		-	-		
Co operative Stores		-	-		
Guest House	80 Sq. mts	-	-		
Transport Facilities for students		03	-		
Medical Facility (First Aid)		01	20.47		

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	775	7400	
2	Annual addition of books		150 to 200 books per year	75	200	
3	Periodicals Hard copies / online		10 National 05 International periodicals	18 06	[enclosed]	
4	CDS		Adequate Nos			
5	Internet Browsing Facility		Yes/No (Minimum ten computers)	Yes		
6	Reprographic Facilities: Photo Copier Fax Scanner		01 01 01	01 01 01		
7	Library Automation and Computerized System			Yes		
8	Library Timings			Full Academic's Hour.		

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	02	

Signature of the Head of the Institution

Signature of the Inspectors

PART III ACADEMIC REQUIREMENTS

Course Curriculum:

1. Student Staff Ratio:
Inspectors

Theory Practicals Remarks of the

(Required ratio --- Theory → 60:1 and Practicals → 20:1) 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

☐ Semester wise.

3. Date of Commencement of session / sessions:

Commencement	Completion
DD/MM/YY	DD/MM/YY

24/07/2017

30/10/2017.

No of Days

No of Days

4. Vacation:

Summer:

☐ -

Winter:

☐ 02

5. Total No. of working days:

6. Time Table:

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:

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		

II B. Pharm: *Enclosed*

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

III B. Pharm:

Signature of the Head of the Institution

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

Year	Year 2015	Year 2016	Year 2017
No. of students appeared for campus interview	37	30	43
% Placed	43.20%	60%	37.20%

16. Whether Professional Society Activities are Conducted (Enclose Details) (ISTE, IPA, APTI, ICTA and Related Societies)

Yes ☒ No ☐

Sl No	Name	Designation	Qualification	Date of Joining	Teaching Experience After PG	State Pharmacy Council Reg No	Signature of the Faculty	Remarks of the Inspectors
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Enclosed

1. Qualification and Number of Staff Members

Sl No	Name	Qualification	Others - Full time
1	B. Pharm	PhD	01
2	B. Pharm	PhD	01

2. Teaching Staff required year wise exclusively for B. Pharm for intake of 100 Students

	No. of staff required
1. Pharmaceutical Chemistry	2
2. Pharmaceutical Analysis	2
3. Pharmacology	4
4. Pharmacognosy	4
5. Pharmacokinetics	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

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Science Chhatarpur (M.P.)

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 After PG	State Pharmacy Council Reg No.	Signature of the faculty	Remarks of the Inspectors

Enclosed

2. Qualification and number of Staff Members

Qualification		
M. Pharm	PhD	Others - Full Time
<i>22</i>	<i>03</i>	<i>01</i>

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

PART V - DOCUMENTATION

Sl. No.	Name	Designation	Remarks of the Inspectors
1			
2			
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19			
20			

9. Scale of pay for Teaching faculty (to be enclosed):

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	Signature
									P	T	EPF					
	Enclosed															

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 of the Inspectors
	Enclosed						

15. Whether Supporting Staff (Technical and Administrative) are encouraged for skill up gradation programs. *Yes/No*

Signature of the Head of the Institution

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Daksh Institute of Pharmaceutical Science Chhatarpur (M.P.)

Signature of the Inspectors

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PART V - DOCUMENTATION

Records Maintained: Essential

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

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

(Each year separately in Rs.)

Sl.	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs.			Remarks of the Inspectors
	Total	Sanctioned	Incurred	Total	Sanctioned	Incurred	Total	Sanctioned	Incurred	
1	2014-15			2015-16			2016-17			
No.	Total budget allocated			Total budget allocated			Total budget allocated			
Equipment	1,80,000/-	50,000/-		Equipment	1,80,000/-	1,50,000/-	Equipment	2,00,000/-	1,70,000/-	

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