

PHARMACY COUNCIL OF INDIA

**Standard Inspection Format (S.I.F) for institutions conducting B Pharm and D.Pharm
(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.
(IN BLOCK LETTERS)**

2.

PART-1

A-GENERAL INFORMATION

A – 1.1 Name of the Institution: Complete Postal address: STD code Telephone No. Fax No. E-mail	Roland institute of pharmaceutical sciences, Khodasingi, Berhampur-760010, Odisha. 0680 2404199 2404112 principal@rips.ac.in
Year of starting of the course	Diploma: 1986 & Degree: 1992
Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)	Private (Copy of Registration documents of Society enclosed as Annexure-1)
A – 1.2 Name, address of the Society/Trust/ Management (attach documentary evidence) STD Code: Telephone No: Fax No: E-mail Web Site:	Roland Institute of Pharmaceutical Sciences Smt. J. Jayalakshmi, Chairperson, Gandhi Nagar, 2nd Lane, Berhampur, Orissa 0680 2404199 2404112 principal@rips.ac.in www.rips.ac.in
A – 1.3 Name, Designation and Address of person to be contacted by phone STD Code Telephone No Office Residence Mobile No. Fax No E-Mail	Prof M E Bhanoji Rao, Principal, Plot No. 101, 5th Lane, Alakapuri Housing Complex, Back side of ITI, Berhampur, Orissa Pin-760010 6080 2404199 2403107 9437060799 2404112 drmebrao@yahoo.co.in
A – I. 4 Name and Address of the Head of the Institution	Prof M E Bhanoji Rao, Principal, Plot No. 101, 5th Lane, Alakapuri Housing Complex, Back side of ITI, Berhampur, Orissa Pin-760010

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 Upto	Receipt No.	Dated	Remarks of the Inspectors
B Pharm	2016-2017	109948(DD)	27.06.2016	

b. APPROVAL STATUS

Name of the Course	Approved up to	Intake Approved and Admitted	PCI	STATE GOVT	UNIVERSITY	Remarks of the Inspectors
B.Pharm	Inspection over for approval 2016- 2017	Approval Letter No and Date		ME-II-IXM-66/96-41066, dt. 30.9.1996	BPUT 14577(81) DT. 13/05/2016	
		Approved Intake	100			
		Actually Admitted	Admission going on			

c. STATUS OF APPLICATION

Course	Extension of Approval		Increase in Intake of Seats		Remarks	
					Current Intake	Proposed increase in intake
B.Pharm	Yes√	No	Yes	No√	Approval pending	

*Enclose the relevant copy

A –I. 6

Whether other Educational Institutions/Courses are also being run by the Trust / Institution in the same

Building / campus? If Yes, Give Status

Yes

No

A – I. 6 a

Status of the Pharmacy Course:	
Independent Building	<input checked="" type="checkbox"/>
Wing of another college	<input type="checkbox"/>
Separate Campus	<input type="checkbox"/>
Multi Institutional Campus	<input type="checkbox"/>

Examining Authority:

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

Biju Patnaik University of Technology
Rourkela, Odisha
Ph-0661 2482556

Signature of the Head of the Institution

Signature of the Inspectors

B - DETAILS OF THE INSTITUTION

B -I .1 Name of the Principal		PROF(DR.) MUDDANA ESWAR BHANOJI RAO			
Qualification/ Experience	Qualification*		Teaching Experience Required	Actual Experience	Remarks of the Inspectors
	M. Pharm	Yes	15 years, out of which 5 years as Prof. / HOD	31 years	
	PhD	Yes	10 years, out of which at least 05 years as Asst. Prof		

* Documentary evidence should be provided

Enclosed as Annexure-2

B -I .2**For institution seeking continuation of affiliation**

Course	Date of last Inspection	Remarks of the Previous Inspection Report	Compiled / Not Complied	Intake reduced/stopped in last 03 years
B.Pharm	9 th & 10 th June 2016	Enclosed as Annexure 3	Complied	No

*Enclose Documents

Enclosed as Annexure-3

B -I .3

Status of Governing Council:	Government/Trust/Society/Individual / University
Details of the Governing Body	Enclosed / Not Enclosed(Annexure-4)
Minutes of the last Governing council Meeting	Enclosed / Not Enclosed(Annexure-5)

B -I .4**Pay Scales:**

Teaching Staff	Scale of Pay	PF	Gratuity	Pension Benefit	Remarks of the Inspection
Teaching Staff	AICTE/UGC/State Govt Yes/No	Yes/No	Yes/No	Yes/No	
Non- Teaching Staff	State Govt Yes/No	Yes/No	Yes/No	Yes/No	

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

ACADEMIC YEAR	Year 2014	Year 2015	Year 2016
Sanctioned	100	100	100
No. of Admissions	114	120	Admission going on
Unfilled Seats	---	---	
No. of Excess Admissions	14	20	

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	Year 2015	Year 2016
1st year	81	114	115
2nd year	59	81	114
3rd year	59	59	78
Final year	60	59	48
Pass % (Final Year)	99%	97%	97%

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

Whether college has NSS Unit (Yes/No)? If no give reasons	
NSS Programme Officer's Name	
Programme conducted (mention details)	
Whether students participating in University level cultural activities / Co- curricular/sports activities)	Yes/No
Physical Instructor	Available / Not available
Sports Ground	Individual / 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)

C .2 Please provide following Information

Receipts			Expenditure			Remarks of the Inspector
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount	
1.	Grants		CAPITAL EXPENDITURE			
	a. Government					
	b. Others					
2.	Tuition Fee (2014-15)	1,67,23,8000	1.	Building		
3.	Library Fee	-	2.	Equipment		
4.	Sports Fee	-	3.	Others	1,22,501	
5.	Union Fee	-	REVENUE EXPENDITURE			
6.	Others	39,30,821	1.	Salary	1,42,59,690	
			2.	Maintenance Expenditure		
			i.	College	1,77,760	
			ii.	Others	73,825	
			3.	University Fee	1,00,000	
			4.	Apex Bodies Fee	3,50,000	
			5.	Government Fee	---	
			6.	Deposit held by the College	50,00,000	
			7.	Others	70,70,839	
			8.	Misc. Expenditure		
Total		2,26,54,621	Total		2,26,54,621	

Note: Enclose relevant documents

Enclosed as Annexure-6

Signature of the Head of the Institution

Signature of the Inspectors

PART- II PHYSICAL INFRASTRUCTURE

1. a. Availability of Land (D.Pharm / 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 the name of Trust and Society
 i) Own – Records to be enclosed
 Sale deed : Already Submitted
- d. Building:
 i) Approved Building plan, sale deed to
 be enclosed) : Already Submitted
- e. Total Built Area of the college building in Sq.mts : Built up Area

6774

Amenitits and Circulation Area

2719

2. Class rooms:

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

Class	Required	Available Numbers	Required Area * for each Class Room	Available Area in Sq. mts	Remarks of the Inspectors
B.Pharm	06	04	6 of 90 Sq. mts Or of 150 Sq. mts with public address system	331	

(* To accommodate 100 students)

3. Laboratory requirement for both D. Pharm and B. Pharm

Sl. No.	Infrastructure for	Requirement as per Norms	Available No. & Area in Sq mts	Remarks/ Deficiency
1	Laboratory Area for B. Pharm Course (10 Labs) Laboratory area for D. Pharm Course (03 Labs)	90 Sq .mts x n (n=10) - Including Preparation room - Desirable 75 Sq. mts - Essential	06 924	
2	Pharmaceutics Pharmaceutical Chemistry Pharmaceutical Analysis Pharmacology Pharmacognosy Pharmaceutical Biotechnology (Including Aseptic Room) Total no. Laboratories for B.Pharm Course	03 Laboratories 03 Laboratories 01 Laboratory 02 Laboratories 01 Laboratories 01 Laboratory 10 Laboratories *	03 255 03 223 01 84 03 199 01 70 01 93	
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)	06 56	
4	Area of the Machine Room	80-100 Sq.mts	01 140	
5	Central Instrument Room	80 Sq.mts with A/ C	01 93	
6	Store Room – I	1 (Area 100 Sq mts)	01 63	
7	Store Room – II (For Inflammable chemicals)	1 (Area 20 Sq mts)	01 20	

*No. 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 fuming 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.

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	1	56	
2	Office – I – Establishment	01	60 Sq. mts	1	57	
3	Office – II – Academics			1	93	
4	Confidential Room			1	41	

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	83	
2	Faculty Rooms for B.Pharm course		10 Sq mts x n (n=No of teachers)	09	124	

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	128	
2	Library	01	150 Sq. mts	03	186	
3	Museum	01	50 Sq. mts (May be attached to the Pharmacognosy lab)	01	40	
4	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 seating capacity	01	163	
5	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	01	100	

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	Girl's Common Room (Essential)	01	60 Sqmts	02	96	
2	Boy's Common Room (Essential)	01	60 Sq.mts	01	76	
3	Toilet Blocks for Boys	01	24 Sq.mts	09	106	
4	Toilet Blocks for Girls	01	24 Sq.mts	03	45	
5	Drinking Water facility – Water cooler (Essential).	01		04	---	
6	Boy's Hostel (Desirable)	01	9 Sq mts/ Room Single occupancy	03	1134	
7	Girl's Hostel (Desirable)	01	9 Sq mts / Room (single occupancy) 20 Sq mts / Room (triple occupancy)	03	1541	
8	Power Backup Provision (Desirable)	01		02	10 KVA	

8. Computer and other Facilities:

Name	Required	Available		Remarks/ Deficiency
		No.	Area in Sq. mts	
Computer Room for B.Pharm Course	01 (Area 75 Sq mts)	01	86	
Computer (Latest configuration)	1 system for every 10 students (UG & PG)	45	70	
Printers	1 printer for every 10 computers	10	10	
Multi Media Projector	01	02		
Generator (5KVA)	01	02	10 kva	

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	---	---	Not Available	
Staff quarters	16 x 80 Sq mts	02	70		
Canteen	100 Sq. mts	01	174		
Parking Area for staff and students		03	198		
Bank Extension Counter		---	---	Not Available	
Co operative Stores		---	---	Not Available	
Guest House	80 Sq. mts				
Auditorium		01	163		
Seminar Hall		01			
Transport Facilities for students				Not Available	
Medical Facility (First Aid)		01	15		

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/ Deficiency
				No.	Area in Sq. mts	
1	Number of books	150	1500 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	1838	13,095	
2	Annual addition of books		150 books per year	57	235	
3	Periodicals Hard copies / online		10 National 05 International periodicals	08 23		
4	CDS		Adequate Nos	Yes		
5	Internet Browsing Facility		Yes/No (Minimum ten Computers)	Yes		
6	Reprographic Facilities: Photo Copier Fax Scanner		01 01 01	01 01 02		
7	Library Automation and Computerized System			Available		
8	Library Timings		10.00AM to	7.00 AM		

10.B.

Library Staff:

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

Signature of the Head of the Institution

Signature of the Inspectors

PART III ACADEMIC REQUIREMENTS

Course Curriculum:

1. Student Staff Ratio:

Class	Theory	Practicals	Remarks of the Inspectors
B.Pharm	60:1	20:1	

(Required ratio --- Theory → 60:1 and Practical → 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

3. Date of Commencement of session / sessions for B.PHARM:

Commencement	Completion
01/07/2016	02/05/2016

4. Vacation for B.PHARM:

No of Days

Summer: Winter:

5. Total No. of working days for B.PHARM:

6. Time Table

Time Table B. Pharm course Enclosed

Yes

No (Tick ✓)

Enclosed as Annexure-7

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

I B. Pharm:

Subject	No of Theory Classes		Practical			Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of Hrs	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	6	7
Business Communication in English	35	36	36	36	12	
HAP-II	35	42	36	39	12	
Pharmaceutical Analysis-I	35	33	36	36	12	
Pharmacognsy-II	35	30	36	36	12	
Hospital Pharmacy	35	33	0	0	0	
Pharm. Chemistry-II (Organic Chemistry-1)	35	33	36	39	13	
Pharm. Chemistry-II (Organic Chemistry-1)	35	35	36	39	13	

Signature of the Head of the Institution

Signature of the Inspectors

II B. Pharm:

Subject	No of Theory Classes		Practical			Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of Hrs	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	6	7
Pharmaceutics-III (Physical Pharmacy-II)	35	37	36	39	14	
Basic Engineering-II(Unit Operation-II)	35	33	36	39	13	
Biochemistry	35	34	36	32	10	
computer Applications	35	30	36	34	11	
Mathematics & Statistics	35	33	0	0	0	
Pharm. Chemistry-IV(Organic Chem.-III)	35	36	0	0	0	

III B. Pharm:

Subject	No of Theory Classes		Practical			Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of Hrs	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	6	7
Pharmaceutics-V(Pharm Tech.-II)	35	36	36	30	10	
Pharm. Chemistry-Vi(Med. Chem.-II)	35	35	36	36	12	
Phyto Chemistry	35	35	36	30	10	
Pharmacognsy-IV	35	33	36	30	10	
Pharmacology-II	35	32	36	30	10	
Pharmaceutical Jurisprudence & Ethics	35	31	0	0	0	

IV B. Pharm:

Subject	No of Theory Classes		Practical			Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of Hrs	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	6	7
Pharmaceutics-VII(Pharmaceutical Rechnology-iii)	35	34	36	40	15	
Clinical Pharmacy and Therapeutics	35	33	0	0	0	
Quality Assurance and GMP	35	38	0	0	0	
Pharmaceutical Management	35	35	0	0	0	
Elective-II(Herbal DrugTechnology)	35	32	36	32	10	
Comprehensive Viva-Voce	0	0	0	0	0	
Project Work and Viva-Voce	0	0	0	0	0	

Signature of the Head of the Institution

Signature of the Inspectors

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

Yes

No

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

A.

Name of the Event	Year 2014	Year 2015	Year 2016
Guest Lectures	2	4	9
Seminars	0	1	2
Workshops	0	0	0
Symposia	0	0	0

B. Papers Presented / Published during last three years

	Year 2014		Year 2015		Year 2016	
	National	International	National	International	National	International
Published	6	4	10	22	12	2
Presented	0	0	17	27	2	2

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

Yes

No

Class	I Sessional Dates DD/MM/YY	II Sessional Dates DD/MM/YY	Remarks of the Inspectors
B.PHARM	2nd, 4th, 6th & 8th Semester		
I B. Pharm	22.02.2016 – 27.02.2016	18.04.2016 – 23.04.2016	
II B. Pharm	15.02.2016 – 20.02.2016	08.04.2016 – 15.04.2016	
III B. Pharm	15.02.2016 – 20.02.2016	08.04.2016 – 15.04.2016	
IV B. Pharm	15.02.2016 – 20.02.2016	08.04.2016 – 15.04.2016	

11. Whether Evaluation of the internal assessments is Fair

Yes

No

Class	No. of Candidates scored more than 80%		No. of Candidates scored more than 60 - 80%		No. of Candidates scored more than 50 - 60%		No. of Candidates Less than 50%		Remarks of the Inspectors
	Th	Pr	Th	Pr	Th	Pr	Th	Pr	
I B.Pharm	15	26	95	88	07	02	0	0	
II B.Pharm	17	28	61	57	08	01	0	0	
III B.Pharm	18	26	33	49	07	03	0	0	
IV B.Pharm	22	27	32	30	04	01	0	0	

12. Work load of Faculty members for B. Pharm

S.No.	Name of Faculty	Subjects Taught	B. Pharm								Total Work Load	Remarks of the Inspectors
			I		II		III		IV			
			Th	Pr	Th	Pr	Th	Pr	Th	Pr		
1	Dr. M E BHANOJI RAO	Pharmaceutics V	0	0	0	0	3	9	0	0	12	
		Pharmaceutics V	0	0	0	0	3	9	0	0	12	
2	Dr. B V V RAVI KUMAR	Biochemistry Pharm Chem VI	0	0	6	0	0	0	0	0	6	

Signature of the Head of the Institution

Signature of the Inspectors

3	Dr. CH NIRANJAN PATRA	Pharmaceutics VII	0	0	0	0	0	0	3	6	12	
4	Miss. PRATIVA DAS	Pharmaceutics 5	0	0	0	0	3	6	0	0	12 0	
5	Miss. SASMITA KUMARI ACHARJYA	Pharm Analysis III	0	0	0	0	3	9	0	0	12	
6	Mr. ANJAN KUMAR	Pharmaceutical Chemistry V Pharmaceutical Chemistry VI	0	0	0	0	3	6	3	6	18	
7	Dr. BIMALENDU CHOWDHURY	Pharmacology-II Clinical Pharmacology	0	0	0	0	3	6	3	0	12	
8	Mr. DEBASHISH GHOSE	Hrebal Pharmacy	6	0	0	6	3	0	0	0	15	
9	Mr. GOUTAM KUMAR JENA	Basic Engineering II	0	0	6	12	0	0	0	0	18	
10	Mr. JNYANA RANJAN PANDA	Pharm Chemistry Pharm Chemistry I	6	12	0	0	0	0	0	0	18	
11	Mr. KAHNU CHARAN PANIGRAHI	Pharmaceutis III	0	0	0	0	6	18	0	0	24	
12	Mr. RABINARAYAN RANA	Pharmacognsy-1	6	12	0	0	6	18	0	0	18	
13	Mr. SAGAR SUMAN PANDA	Quality Assurance & GMP Biotechnology			12				3		15	
14	Mrs. AMRITA BHAIJI	Pharmacognsy Pharmacognsy I	6	12	0	0	0	0	0	0	18	
15	Mrs. BABY SAHU	Pharm Chemistry I	6	12	0	0	0	0	0	0	18	
16	Mrs. J SRUTI	Pharmaceutics III Pharmaceutics V	0	0	0	0	3	9	0	0	12 12	
17	Mrs. SRADHASINI ROUT	Clinical Pharmacy Therapeutics					3	6	3		12	
18	MR. KRUSHNA PRASAD DASH	Computer Application		6	12						18	
19	Dr JYOTI PRASAS PATNAIK	HAP	6	12	0	0	0	0	0	0	18	
20	MR. SUJIT KUMAR PATRA	PHARMACOGENSY	0	0	0	0	3	6	0	0	09	
21	MR. KRUSHNA CHANDRA PANDA	PPhytochemistry	0	0	6	12	0	0	0	0	18	
22	SRI DEEPAK SARANGI		0	0	0	0	0	0	0			
23	SRI SANJEEB KUMAR SAHU	Pharmacognsy Pharmacognsy I	6	12	0	0	0	0	0	0	18	
24	SRI SUMAN KUMAR MEKAP	Clinical Pharmacy Therapeutics	0	0	0	0	0	3	6	3	12	
25	SRI JITEN KUMAR MISHRA		0	0	0	0	0	0	0	0		
26	MISS. CHIMNAYEE BEHERA		0	0	0	0	0	0	0	0		
27	MR. SUDHEER KUMAR PANDA	Comm. English	4	12	0	0	0	0	0	0	16	
28	MR.SURESH KUMAR SAMANTARAY	Mathematics	0	0	6	0	0	0	0	0	6	
29	Mrs DIMPLE SINGH	Business Management	0	0	0	0	0	0	3	0	3	

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

Details	Year 2014	Year 2015	Year 2016
No. of Students Appeared	32	24	15
No. of Students Qualified	14	06	01
Percentage	44%	25%	7%

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

Events	Details for the Previous Year
No. of Industrial visits	05
Industrial Tour	01
Industrial Training	05
No. of Resource Persons from the Industry for Guest Lectures	05
No. of Collaboration projects with Industry	00

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

Year	Year 2014	Year 2015	Year 2016
No. of students appeared for campus interview	48	55	80
% Placed	27%	16%	50%

23. 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:

Sl. No.	Name	Designation	Qualification	Date Joining	Teaching Experience	State Pharmacy Council Reg. No.	Signature of the faculty	Remarks of the Inspectors
1	Prof. M.E. Bhanoji Rao	Principal	M. Pharm, Ph.D	01.10.1986	29year 10 months			
2	Prof. B.V.V. Ravi Kumar	Vice Principal	M. Pharm, Ph.D	07.11.1998	17 years 9 months			
3	Dr. Ch. Niranjan Patra	Professor	M. Pharm, Ph.D	01.09.2009	14 years	11908		
4	Dr. Bimalendu Chowdhury	Assoc. Prof.	M. Pharm, Ph.D	13.08.2005	11 years	7192		
5	Dr. Jyoti Prasad Pattanayak	Asst. Prof.	M.B.B.S.	01.11.2004	12 years	14486		
6	Sri Krushna Prasad Dash	Computer Programmer	M.Sc. (IT)	04.08.2004	12 years			
7	Dr. Sasmita Kumari Acharjya	Assoc. Prof.	M. Pharm, Ph.D	15.02.2006	11 years	15581		
8	Dr. Anjan Kumar	Assoc. Prof.	M. Pharm, Ph.D	05.04.2006	14 years	13029		
9	Dr. Jnyanaranjan Panda	Assoc. Prof.	M. Pharm, Ph.D	14.06.2006	9 years 10 months			
10	Dr. J. Sruti	Asst. Prof.	M. Pharm, Ph.D	28.06.2006	10 years			

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11	Sri Sagar Suman Panda	Asst. Prof.	M. Pharm	17.07.2009	7 years	19218		
12	Sri Kahnu Charan Panigrahi	Asst. Prof.	M. Pharm	01.07.2013	2 years 9 months	23068		
13	Miss Prativa Das	Asst. Prof.	M. Pharm	11.08.2014	1 year 8 months	24226		
14	Sri Rabinarayan Rana	Asst. Prof.	M. Pharm	02.09.2014	1 year 7 months	25057		
15	Smt. Baby Sahu	Asst. Prof.	M. Pharm	05.09.2014	1 year 7 months	25197		
16	Sri Goutam Kumar Jena	Asst. Prof.	M. Pharm	09.02.2015	8 years	17784		
17	Sri Debashish Ghose	Asst. Prof.	M. Pharm	17.08.2015	2 years	24526		
18	Sri Sujit Kumar Patro	Asst. Prof.	M. Pharm	01.10.2015	6 years	24373		
19	Sri Satyanarayan Tripathy	Asst. Prof.	M. Pharm	13.10.2015	3 years	25118		
20	Sri Krishna Chandra Panda	Asst. Prof.	M. Pharm	06.01.2016	5 years 6 months	14528		
21	Sri Deepak Kumar Sarangi	Asst. Prof.	M. Pharm	22.02.2016	9 years	17975		
22	Sri Sanjeeb Kumar Sahoo	Asst. Prof.	M. Pharm	21.03.2016	6 years			
23	Sri Suman Kumar Mekap	Asst. Prof.	M. Pharm	21.07.2016	4 years			
24	Miss Chimnayee Behera	Asst. Prof.	M. Pharm	03.08.2016	1 Month			
25	Sir Jiten Mishra	Asst. Prof.	M. Pharm	05.08.2016	6 years			
26	Sri Sudheer Panda	Asst. Prof.	M.A.	04.02.2016	10 years			

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2. Qualification and number of Staff Members

Qualification		
M. Pharm	PhD	Others
15	08	03

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

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

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

4. Staff Pattern for B. Pharm courses department wise: : Professor: Asst. Professor: Lecturer

Department / Division	Name of the post	For strength of 60 students	Provided by the institution	Remarks of the Inspectors of inspection team
Department of Pharmaceutics	Professor	1	02	
	Asst. Professor	1	06	
	Lecturer	4	--	
Department of Pharmaceutical Chemistry (including Pharmaceutical Analysis)	Professor	1	04	
	Asst. Professor	1	04	
	Lecturer	4	--	
Department of Pharmacology	Professor	1	01	
	Asst. Professor	1	04	
	Lecturer	3	--	
Department of Pharmacognosy	Professor	1	--	
	Asst. Professor	1	2	
	Lecturer	2	--	

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5. Selection criteria and Recruitment Procedure for Faculty:

a.	Whether Recruitment Committee has been formed	Yes / No
b.	Whether Advertisement for vacancy is notified in the Newspapers	Yes / No
c.	Whether Demonstration Lecture has been conducted	Yes / No
d.	Whether opinion of Recruitment Committee Recorded	Yes / No

6. Details of Faculty Retention for:

Name of Faculty Member	Period	Percentage
Prof. M.E.Bhanoji Rao, Dr B. V. V. Ravi Kumar	Duration of 15 yrs. And above	8%
Dr. Bimalendu Chowdhury Mr. Krushna Prasad Dash Dr. Jyoti Prasad Pattnayak	Duration of 10 yrs. And above	12%
Dr Sasmita Kumari Acharjya Dr. Anjan Kumar Dr J.Sruti Sri Sagar Suman Panda, Dr. Jnyan Ranjan Panda Dr. Ch Niranjana Patro	Duration of 5 yrs. And above	24%
Mr. Kanhu Charan Panigrahi, Mr Rabi Narayan Rana, Mr. Goutam Kumar Jena, Mrs Baby Sahu, Miss. Prativa Das, Mr. Sebashish Ghose, Mr Sujit Kumar Patro, Mr Satya Narayan Tripathy, Mr. Krushna Chandra Panda, Mr. Deepak Kumar Sarangi, Mr. Sanjeeb Kumar Sahoo, Mr Rupak Kumar Swain, Mr. Suman Kumar Mekap, Miss Chimnayee Behera, Mr Jiten Mishra	Less than 5 yrs.	56%

7. Details of Faculty Turnover

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
Prof. M.E.Bhanoji Rao, Dr B. V. V. Ravi Kumar Dr. Bimalendu Chowdhury Mr. Krushna Prasad Dash Dr. Jyoti Prasad Pattnayak, Dr Sasmita Kumari Acharjya Dr. Anjan Kumar Dr J.Sruti Sri Sagar Suman Panda, Dr. Jnyan Ranjan Panda Dr. Ch Niranjana Patro, Mrs. Sradhasini Rout, Mr. Kanhu Charan Panigrahi, Mr Rabi Narayan Rana, Mr. Goutam Kumar Jena, Mrs Amrita Bhajji, Mrs Baby Sahu, Miss. Prativa Das, Mr. Sebashish Ghose, Mr Sujit Kumar Patro, Mr Satya Narayan Tripathy, Mr. Krushna Chandra Panda, Mr. Deepak Kumar Sarangi, Mr. Sanjeeb Kumar Sahoo, Mr. Suman Kumar Mekap, Miss Chimnayee Behera, Mr Jiten Mishra, Mr Rupak Kumar Swain	% of faculty retained in last 3 yrs				Yes

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8. Number of Non-teaching staff available for D. Pharm and B. Pharm course for intake of 60 students:

Sl. No.	Designatio	Required Number	Required Qualification	Available		Remarks of the Inspection team
				Number	Qualification	
1	Laboratory Technician	1 for each Dept	D. Pharm	05	2-D.Pharm 3-B.Sc.	
2	Labortory Assistants/ Attenders	1 for each Lab (minimum)	SSLC			
3	Office Superintende nt	1	Degree	01	BA	
4	Accountant	1	Degree	01	B.A.	
5	Store keeper	1	D. Pharm/ Degree		D.Pharm	
6	Computer Data Operator	1	BCA / Graduate with Computer Course			
7	First Division Assistant	1	Degree	02	Degree	
8	Second Division Assistant	2	Degree	01	Degree	
9.	Peon	2	SSLC	02		
10	Cleaning personnel	Adequate	---	05		
11	Gardener	Adequate	---	01		

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

Enclosed as **Annexure - 10**

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	TDS	EPF					

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: Pro motions

Yes

No

13. Gratuity Provided

Yes

No

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

Enclosed as **Annexure -11**

Sl No	Name	Designation	Qualification	Date of Joining	Experience	Signature	Remarks of the Inspectors

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

Yes/ No

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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 (SOP's) 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 fro the past three years:

(Audited Accounts for previous year to be enclosed)

Enclosed as Annexure-7

SI No	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs.			Remarks of the Inspectors
	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	

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

SI No	Expenditure in Rs. 2012-13			Expenditure in Rs. 2013-14			Expenditure in Rs. 2014-15			Remarks of the Inspectors
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Chemicals		241221	Chemicals		130159	Chemicals		46663	
	Glasswares		273096	Glasswares		119422	Glasswares		75838	

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

(Enclose purchase invoice)

SI No	Expenditure in Rs. 2012-13			Expenditure in Rs. 2013-14			Expenditure in Rs. 2014-15			Remarks of the Inspectors
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Chemicals		108489	Chemicals		67664	Chemicals		2408	

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

SI No	Expenditure in Rs. 2012-13			Expenditure in Rs. 2013-14			Expenditure in Rs. 2014-15			Remarks of the Inspectors
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
	Books		1705	Books		24967	Books		18046	
	Journals		35237	Journals		588	Journals		63050	

*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	. Name	Minimum required Nos	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscopes*	15	15	Yes	
2	Haemocytometer with Micropipettes*	20	20	Yes	
3	Sahli's haemocytometer	20	20	Yes	
4	Hutchinson's spirometer	01	01	Yes	
5	Spygmomanometer*	5	05	Yes	
6	Stethoscope*	5	06	Yes	
7	Permanent Slides for various tissues	One pair of each tissue Organs and endocrine glands One slide of each organ system			
8	Models for various organs	One model of each organ system	Available	Yes	
9	Specimen for various organs and systems*	One model for each organ system	Available	Yes	
10	Skeleton and bones*	One set of skeleton and one spare bone	Available	Yes	
11	Different Contraceptive Devices and Models*	One set of each device	Available	Yes	
12	Muscle electrodes	01			
13	Lucas moist chamber	01			
14	Myographic lever	01			
15	Stimulator	01			
16	Centrifuge	01	01	Yes	
17	Electronic Balance	01	01	Yes	
18	Physical /Chemical Balance	01	01	Yes	
19	Sherrington's Kymograph Machine / Polyrite	10	10	Yes	
20	Sherrington Drum*	10	20	Yes	
21	Perspex bath assembly (single unit)	10			
22	Aerators*	10	12	Yes	
23	Computer with LCD	01	01	Yes	
24	Software packages for experiment	01	Available	Yes	
25	Standard graphs of various drugs	Adequate number	Available		
26	Actophotometer*	01	01	Yes	
27	Rotarod	01	01	Yes	
28	Pole climbing apparatus*	01	01	Yes	
29	Analgesiometer (Eddy's 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	

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Apparatus:

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

DEPARTMENT OF PHARMACOGNOSY**Equipment**

Sl. No. Name	. Name	Minimum required Nos	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Microscope with stage micrometer	15	20	Yes	
2	Digital Balance	02	01	Yes	
3	Autoclave	02	01	Yes	
4	Hot air oven	02	01	Yes	
5	B.O.D. incubator	01	02	Yes	
6	Refrigerator	01	01	Yes	
7	Laminar air flow	01	01	Yes	
8	Colony counter	02	01	Yes	
9	Zone reader	01			
10	Digital pH meter	01	01	Yes	
11	Sterility testing unit	01	N/A		
12	Camera Lucida	15	15	Yes	
13	Eye piece micrometer	15	20	Yes	
14	Stage micrometer	20	20	Yes	
15	Incinerator	01			
16	Moisture balance	01	01	Yes	
17	Heating mantle	15	04	Yes	
18	Flourimeter	01	01	Yes	
19	Vacuum pump	02	01	Yes	
20	Micropipettes (Single and multi channeled)	02	02	Yes	
21	Micro Centrifuge	01	01	Yes	
22	Projection Microscope	01	01	Yes	

Apparatus:

Sl. No. Name	. Name	Minimum required Nos	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Reflux flask with condenser	20	11	Yes	
2	Water bath	20	10	Yes	
3	Clavengers apparatus	10	10	Yes	
4	Soxhlet apparatus	10	10	Yes	
5	TLC chamber and sprayer	10	5+5	Yes	
6	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	. Name	Minimum required Nos	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Hot plates	05	03	Yes	
2	Oven	03	01	Yes	
3	Refrigerator	01	01	Yes	
4	Analytical Balances for demonstration	05	05	Yes	
5	Digital balance 10mg sensitivity	10	01	Yes	
6	Suction pumps	06	02	Yes	
7	Muffle Furnace	01	01	Yes	
8	Mechanical Stirrers	10	10	Yes	
9	Magnetic Stirrers with Thermostat	10	07	Yes	
10	Vacuum Pump	01	01	Yes	
11	Digital pH meter	01	01	Yes	
12	Microwave Oven	01	01	Yes	

Apparatus:

Sl. No. Name	. Name	Minimum required Nos	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Distillation Unit	02	01	Yes	
2	Reflux flask and condenser single necked	20	10	Yes	
3	Reflux flask and condenser double / triple necked	20	02	Yes	
4	Burettes	40	09	Yes	
5	Arsenic Limit Test Apparatus	20	12	Yes	
6	Nessler's Cylinders	40	10	Yes	

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

DEPARTMENT OF PHARMACEUTICS**Equipment:**

Sl. No. Name	. Name	Minimum required Nos	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Homogenizer	05	01	Yes	
2	Digital balance (10 mg sensitivity)	05	05	Yes	
3	Microscopes	05	02	Yes	
4	Stage and eye piece micrometers	05	02	Yes	
5	Brookfield's viscometer	01	01	Yes	
6	Ball mill*	01	01	Yes	
7	Sieve shaker with sieve set*	01	02	Yes	
8	Double cone blender	01	01	Yes	
9	Propeller type mechanical agitator	05	05	Yes	
10	Autoclave*	01	01	Yes	

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11	Steam distillation still	01			
12	Vacuum Pump*	01	2 set	Yes	
13	Standard sieves, sieve no. 8, 10, 12,22,24, 44, 66, 80	10 sets	01	Yes	
14	Tablet punching machine	01	02	Yes	
15	Capsule filling machine*	01	02	Yes	
16	Ampoule washing machine*	01	01	Yes	
17	Ampoule filling and sealing machine*	01	01	Yes	
18	Tablet disintegration test apparatus IP	01	01	Yes	
19	Tablet dissolution test apparatus IP	01	01	Yes	
20	Monsanto's hardness tester	01	01	Yes	
21	Pfizer type hardness tester	01	01	Yes	
22	Friability test apparatus*	01	01	Yes	
23	Clarity test apparatus	01	01	Yes	
24	Ointment filling machine*	01	01	Yes	
25	Collapsible Tube Crimping Machine*	01	01	Yes	
26	Tablet coating pan*	01	01	Yes	
27	Magnetic stirrer, 500ml and 1 liter capacity*, with variable speed control.	10	05	Yes	
28	Digital pH meter	02	02	Yes	
29	All purpose equipment with all accessories	01	01	Yes	
30	Aseptic Cabinet	01	01	Yes	
31	BOD Incubator	02	01	Yes	
32	Bottle washing Machine	01	01	Yes	
33	Bottle Sealing Machine	01	01	Yes	
34	Bulk Density Apparatus	02	01	Yes	
35	Conical Percolator (glass/ copper/ stainless steel)	10	10	Yes	
36	Capsule Counter	02	01	Yes	
37	Energy meter	02	01	Yes	
38	Hot Plate	02	01	Yes	
39	Humidity Control Oven	01	01	Yes	
40	Liquid Filling Machine	01	01	Yes	
41	Mechanical stirrer with speed regulator	02	02	Yes	
42	Precision Melting point Apparatus	01	01	Yes	
43	Tray Drier	01	02	Yes	
44	Distillation Unit	01	01	Yes	

Apparatus:

Sl. No. Name	. Name	Minimum required Nos	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Ostwald's viscometer	15	06	Yes	
2	Stalagmometer	15	10	Yes	
3	Desiccator*	05	05	Yes	
4	Suppository moulds	20	20	Yes	

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5	Buchner Funnels Small, medium, large	05 each	5 each	Yes	
6	Filtration assembly	01	01	Yes	
7	Permeability Cups	05	N/A		
8	Andreason's Pipette	03	02	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.

PHARMACEUTICAL BIOTECHNOLOGY

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

CENTRAL INSTRUMENTATION ROOM:

Sl. No. Name	. Name	Minimum required Nos	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Colorimeter	01	01	Yes	

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2	Digital pH meter	01	02	Yes	
3	UV- Visible Spectrophotometer	01	02	Yes	
4	Flourimeter	01	01	Yes	
5	Digital Balance (1mg sensitivity)	01	02	Yes	
6	Nephelo Turbidity meter	01	01	Yes	
7	Flame Photometer	01	01	Yes	
8	Potentiometer	01	02	Yes	
9	Conductivity meter	01	01	Yes	
10	Fourier Transform Infra Red Spectrometer (Desirable)	01	01	Yes	
11	HPLC	01	02	Yes	
12	HPTLC (Desirable)	01	N/A	Yes	
13	Atomic Absorption and Emission spectrophotometer (Desirable)	01	N/A	Yes	
14	Biochemistry Analyzer (Desirable)	01	01	Yes	
15	Carbon, Hydrogen, Nitrogen Analyzer (Desirable)	01	N/A		
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.**