

PHARMACY COUNCIL OF INDIA

Standard Inspection Format (S.I.F) for institutions conducting D. Pharm course

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

(SIF-A)

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	Kalyani Charitable Trust's R.G.Sapkal Institute of Pharmacy, Anjaneri- Wadholi, Taluka -Trimbakeshwar, District- Nashik. Pin Code-422 213. 02594 - 221003 02594 – 221003 sapkalpharmacy@gmail.com
Year of Establishment:	2015-2016
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:	Kalyani Charitable Trust Ravi Communications, J.J. Hospital compound, Byculla, Mumbai 400008 Corporate Office - 'Parag' 46, Ashwin sector, Opp. Hotel Sai Palace, Mumbai-Agra Road, Nashik. Ph.- 0253 -2392450/51 0253 -2375557 sapkalpharmacy@gmail.com www.sapkalknowledgehub.org
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	Prof.Mrs.D. G. Phadtare, (M.Pharm.) Principal. Kalyani Charitable Trust's, R.G.Sapkal Institute of Pharmacy, Anjaneri-Wadholi, Taluka -Trimbakeshwar, District- Nashik. Pin Code-422 213. 02594-221003(O), 02594-220180 (R), +91-9420695487 02594 – 221003 (Fax) sapkalpharmacy@gmail.com, simran25jan@hotmail.com

A – I. 4 Name and Address of the Head of the Institution:	Prof.Mrs.D. G. Phadtare, (M.Pharm) Principal, KCT's R.G.Sapkal Institute of Pharmacy, Anjaneri-Wadholi,Taluka -Trimbakeshwar, District- Nashik. Pin Code-422 213.
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A –I. 5

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

a. Details of Affiliation Fee Paid:

Inspection Fee paid: - Rs.25,000(Rs. Twenty five thousand only) (up to 2016-17)

Continuation of Affiliation fee paid: Rs.50,000/- (Rs. Fifty thousand only)(up to 2016-17)

Bank of Maharashtra;DD No:358166 & 358167; Dated: 10/08/2015 payable at New Delhi.

(for conduction of course and examination from 2015-16 onwards)

Name of the Course	Affiliation Fee paid up to 2015-16	Receipt no.	Dated
D. Pharm.	75,000/-	DD No.- 358048	13/07/2015

b. APPROVAL STATUS:

Name of the Course	Approved up to	In take Approved and Admitted	PCI	STATE GOVERNMENT	Remarks of the Inspectors
D. Pharm	PCI- Approval is under process	Approval Letter No and Date	Surprise Inspection was conducted on 3 rd & 4 th Aug 2015 Approval is under process	Govt. of Maharashtra, Mumbai (No : TEM-2015/(65/15)/ Taanshi-5 Date : 25-May-2015	
		Approved Intake			
		Actually Admitted	Admission under process from 8 th Aug 2015	Admission under process from 8 th Aug 2015	

c. STATUS OF APPLICATION

COURSES INSPECTED FOR				
Course	Extension of approval	Increase in Intake of Seats	Remarks	
			Current Intake	Proposed increase in Intake
D. Pharm	Approval Under process	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	<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.	MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI.) 49, Kherwadi, Bandra (E), Mumbai 400 051 (022) 647 7208 / 2647 1255/ 2647 8531 / 2647 8296 / 2647 8795
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B - DETAILS OF THE INSTITUTION

B –I.1		Prof. D. G. Phadtare (M. Pharm.)			
Name of the Principal					
Qualification/ Experience	Qualification*		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M. Pharm.	<input checked="" type="checkbox"/>	05years		
	Ph.D. (desirable)	<input type="checkbox"/>	02 years		

*** Documentary evidence should be provided: Yes**
(Please refer staff declaration form with supporting documents)

B –I.2

For institution seeking continuation of approval:

Course	Date of last Inspection	Remarks of the Previous Inspection Report	Complied / Not Complied	Intake reduced/Stopped in the last 03 years*
D. Pharm	03/08/2015 04/08/2015	In Process	First Inspection	First Inspection

* Enclose Documents

B –I .3**Pay Scales:**

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

B –I .4**D. Pharm Course: Admission Statement for the Past Three Years**

ACADEMIC YEAR	Year 2015-16	Year 2014 -15	Year 2013 -14
Sanctioned	60	NA	NA
No. of Admissions	Admission is in process	NA	NA
Unfilled Seats	00	NA	NA
No. of Excess Admissions	00	NA	NA

B –I .5**Academic information: Percentage of D.Pharm results for the past three years**

ACADEMIC YEAR	Year 2015-16	Year 2014-15	Year 2013-14
D. Pharm	New Institute started for Diploma in pharmacy (from 2015-16)		

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

Whether college has NSS Unit (Yes/No)? If no give reasons	New Institute started for Diploma in pharmacy (from 2015-16)
NSS Programme Officer's Name:	
Programme conducted (mention details):	
Whether students participating in University level cultural Activities / Co- curricular/sports activities.	
Physical Instructor:	Mr. Kasar Rajesh K.
Sports Ground:	Available

C - FINANCIAL STATUS OF THE INSTITUTION

Audited financial Statement of Institute should be furnished

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

(New proposal applied for Diploma in pharmacy for year 2015-16)

C .2 Please provide following Information

Receipts			Expenditure			Remarks of the Inspectors
Sr. No.	Particulars	Amount(lakh)	Sl. No.	Particulars	Amount(lakh)	
1.	Grants a. Government b. Others	NA	CAPITAL EXPENDITURE			
2.	Tuition Fee (Ad-hoc)	27.43	1.	Building	240 lakh	
3.	Library Fee	NA	2.	Equipment	08.50 lakh	
4.	Sports Fee	NA	3.	Others Books Furniture Chemical & Glassware	02 lakh 01.40 lakh 40.10 lakh 03.25 lakh	
5.	Union Fee	NA	REVENUE EXPENDITURE			
6.	Others	NA	1	Salary	25.80 lakh	
			2.	MAINTENANCE EXPENDITURE		NA
				i College	04.08 lakh	
				ii Others	NA	
			3.	University Fee D) Affiliation fees II) Corpus fund III) Gymkhana fees IV) Ashwamedh fees V) Exam. Fees	15,000/-	
			4.	Apex Bodies Fee	A- DTE Rs. 75,000/- B- AICTE Rs. 5,00,000/- C- PCI Rs. 75,000/-	
			5.	Government Fee	NA	
			6.	Deposit held by the College	AICTE- 15,00,000/- DTE- 5,00,000/-	
			7.	Others	NA	
			8.	Misc.Expenditure	02.05 lakh	
			Total		353.83 lakh	
Total		27.43 lakh				

Note: Enclosed relevant documents

PART- II PHYSICAL INFRASTRUCTURE

1. a. Building : **Own**
 b. Land;
 i) Leased or own Leased No Own Yes

Sale/Agreement deed (Records to be enclosed) : **Enclosed** (please refer enclosure no.)

c. Building Leased No Rented No

i) Leased /Rented (record to be enclosed) **Enclosed/Not available**
 ii) If own (Approved Building plan, and sale deed to be enclosed): **Enclosed**
 (Please refer enclosure no.)

d. Total Built Area of the college building in Sq.Mtr. : Built up Area 3024.14 (Sq. Mt.)

Amenities and Circulation Area 907.2 (Sq. Mt.)

2. **Class rooms:**
Total Number of Class rooms provided:

Class	Required	Available	Required Area * for each class room	Available Area in Sq.M	Remarks of the Inspectors
B. Pharm	02	02	90 Sq. mts	91.64 Sq. mts	

(*To accommodate 60 students)

3. **Laboratory requirement:**

Sl. No.	Infrastructure for	Requirement as per Norms	Available No. & Area in Sqmts	Remarks/ Deficiency
1	Laboratory Area for D.Pharm Course	50Sq.mts x n (n=07)	534.17 Sq. mts	
2	Pharmaceutics Pharmaceutical Chemistry Physiology and Pharmacology Pharmacognosy Pharmacy practice Pharmaceutics-II Total no. Laboratories for D.Pharm course *Animal House	01 Laboratory 01 Laboratory 01 Laboratory 01 Laboratory 01 Laboratory 01 Laboratory 07 Laboratories * 01(10 sq.mts.)	01(76.5 Sq.mts) 01(76.5 Sq.mts) 01(76.5 Sq.mts) 01(76.5 Sq.mts) 01(76.5 Sq.mts) 01(76.5 Sq.mts) 07 (534.17 Sq. mts) 01 (76.5 Sq.mts)	
3	Preparation Room for each lab (One room can be shared by two labs, if it is in between two labs)	10 sqmts (minimum)	Preparation Room for each lab 10 sqmts	
4	Area of the Machine Room	100 Sq.mts	133.86 Sq.mts	
5	Aseptic Room	25 Sq.mts	29.16 Sq.mts	
6	Store Room – I	1 (Area 20Sqmts)	32.96 Sq.mts	
7	Store Room - II (For Inflammable chemicals)	1 (Area 20 Sqmts)	24.92 Sq.mts	

*Not required if computer simulated software are available.

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:

Sr. 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	20 Sq .mts	01	27.08 Sq.mts.	
2	Office – I - including Confidential Room	01	40 Sq .mts	01	154.42 Sq .mts	
3	Staff/Faculty rooms for D.Pharm course	01	30 Sq .mts	01	53.62 Sq .mts	
4	Library with computer and reprographic facilities	01	100 Sq .mts	01	150.35 Sq .mts	
5	Museum	01	30 Sq. mts (May be attached to the Pharmacognosy Lab)	01	44.81Sq. mts	
6	Auditorium / Multi-purpose Hall (Desirable)	01	250-300 Seating capacity	01	275 Seating capacity	
7	Herbal garden(Desirable)	01	Adequate number of Medicinal Plants	01	Adequate number of Medicinal Plants	

5. Student Facilities:

Sr. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sqmts	
1	Girl's common room (Essential)	01	40 Sq. mts.	01	75.04	
2	Boy's common room (Essential)	01	40 Sq. mts.	01	75.04	
3	Toilet Blocks for Boys	01	25 Sq.mt.	02	82.32	
4	Toilet Blocks for Girls	01	25 Sq.mt.	02	72.52	
5	Canteen (Desirable)	01.	100 Sq.mt.	01	100	
6	Drinking water Facility Water cooler(Desirable)	01		02	Available	
07	Boy's Hostel(Desirable)	01	9 Sq.mt./room Single occupancy	01	9 Sq.mt./room Single occupancy	
08	Girl's Hostel(Desirable)	01	9 Sq.mt./room (Single occupancy) 20 Sq.mt./room (Triple Occupancy)		9 Sq.mt./room Single occupancy	
09	Power backup Provision(Desirable)	01		01	Available	

6. Computer and other facilities:

Name	Required	Available		Remarks of the Inspectors
		No.	Area in Sq. mts	
Computer (Latest Configuration)	1 system for every 10 students	Lenovo Desktop- 20 nos Intel Core i3-4 th Gen4130 (3.4GHX, 3MB CACHE) Intel Chipset Board, Ram : 2GB DDr3 Monitor: 18.5" LED Keyboard/Optical Scroll Mouse, DVD Writer, GIGA Lan on board/On Board Sound Cabinet DOS	01(75.17 Sq. mts)	
Printers	1 printer for every 10 computers	03- Canon LABP 2900 Printer 01-LQ DSI 5235 Dot Matrix	Available	
Xerox Machine	01	01	Available	
Multi Media Projector	02	02	Available	

7. 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	80 Sq. mts.		
Staff quarters	6 x 80 Sq. mts.	06	6 x 80 Sq. mts.		
Parking Area for staff and students			Available		
Bank Extension Counter		--			
Co operative Stores			Available		
Guest House	80 Sq. mts	02	80 Sq. mts		
Transport Facilities for students		Yes	Buses		
Medical Facility (First Aid)		05	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:

Sr. No.	Item	Titles (No)	Minimum Volumes (No)	Available		Remarks of the Inspectors
				Titles	Numbers	
1	Number of books	75	750 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	95	776	
2	Annual addition of books		75 books per year			
3	Periodicals Hard copies / online		06 National journal Indian Journal of Pharmaceutical Science Indian Journal of pharmaceutical Education and Research Journal of hospital Pharmacy Indian Journal of pharmacology CIMS,MIMS Indian Journal of Experimental Biology	06 National Journals	06	
4	Library Timings: 10.00 am. to 5:00 pm.					

8. B. Subject wise classification:

Sr.No.	Subject	Available		Remakes of the inspectors
		Titles	Numbers	
1.	Pharmaceutics-I	14	121	
2	Pharmaceutical chemistry –I	11	78	
3	Pharmacognosy	07	54	
4	Biochemistry and clinical pathology	07	50	
5	Human Anatomy and physiology	07	81	
6	Health education and community pharmacy	07	110	
7	Pharmaceutics-II	08	73	
8	Pharmaceutical chemistry –II	02	26	
9	Pharmacology and toxicology	07	50	
10	Pharmaceutical jurisprudence	03	26	
11	Drug store and Business management	02	30	
12	Hospital and clinical Pharmacy	07	54	
13	Other	13	23	

*8.C: Library staff:

Sr.No.	Subject	Available		Remarks of the Inspectors
		Title	Numbers	
1	Librarian	D. Lib	1	
2	Library Attendees	10 + 2/PUC	1	

Note: The information provided will be assessed in giving period of approval.

PART III ACADEMIC REQUIREMENTS

Course Curriculum:

1. Student Staff Ratio:

Theory

Practical

Theory	Practicals	Remarks of the Inspectors
New Institute started for Diploma in pharmacy (from 2015-16)		

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

2. Date of Commencement of session:

Commencement	Completion
11/08/2015	Under process

No of Days

No of Days

4. Vacation:

Summer:

Winter:

5. Total No. of working days:

06

6. Time Table:

Time Table for I and II D. Pharm Enclosed

Yes

No

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

(New Institute started for Diploma in pharmacy (from 2015-16))

Class/Subject	Theory Classes		Practical				Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of hours	No of Hours Conducted	Prescribed Number of Classes	No of classes Conducted	
I D. Pharm							
Pharmaceutics-I	75	New institute started for diploma in pharmacy from 11 August 2015	100	New institute started for diploma in pharmacy from 11 August 2015	25	New institute started for diploma in pharmacy from 11 August 2015	
Pharmaceutical Chemistry-I	75		75		25		
Pharmacognosy	75		75		25		
Biochemistry and clinical Pathology	50		75		25		
Human Anatomy & Physiology	75		50		25		
Health education and Community Pharmacy	50		---		---		

II D. Pharm:

Class/Subject	Theory Classes		Practicals				Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of hours	No of Hours Conducted	Prescribed Number of Classes	No of classes Conducted	
II.D.Pharm (New Institute started for Diploma in pharmacy (from 2015-16))							
Pharmaceutics-II	75		100		25		
Pharmaceutical Chemistry-II	100		75		25		
Pharmacology and toxicology-II	75		50		25		
Pharmaceutical Jurisprudence	50		--		---		
Drug store and Business Management	75		---		---		
Hospital and clinical Pharmacy	75		50		25		

7. Whether Internal Assessment are conducted periodically (if any, as per PCI norms)

Yes

No

(New Institute started for Diploma in pharmacy (from 2015-16))

8. Whether Evaluation of the internal assessments is Fair:

Yes

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 scored less than 50%	Remarks of Inspectors
I D.Pharm	New Institute started for Diploma in pharmacy (from 2015-16)				
II D.pharm	New Institute started for Diploma in pharmacy (from 2015-16)				

9. Work load of Faculty members for D. Pharm

Sr. No.	Name of the faculty	Subject Allotted	D. Pharm				Total work load	Remarks of the Inspector
			I D.Pharm		II D.Pharm			
			TH	PR	TH	PR		
1	Prof. Phadtare D.G.	Pharmaceutical Chemistry-I	3 hr.		---	---	3 hr.	
2	Prof. Walke P.S.	Biochemistry and Clinical Pathology	2 hr.	9 hr.	--	--	11 hr.	
3	Prof. Sawant M. P.	Human Anatomy and Physiology	3hr.	6 hr.	---	---	9 hr.	
4	Prof. Jadhav A. J.	Pharmaceutics-I	3 hr.	12 hr.	---	---	15 hr.	
5	Prof. Bhusal S. S.	Pharmacognosy	3 hr.	9 hr.	--	--	12 hr.	
6	Prof.Sawant.I.M	Pharmaceutical Chemistry- I	--	9 hr.	--	--	11 hr.	
		Health Education and Community Pharmacy	2 hr.	-	--	--		

-PART IV - PERSONNEL

TEACHING STAFF:

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

Sr No	Name	Designation	Qualification	Date of Joining	Teaching Experience	State Pharmacy Council Reg No.	Signature of the faculty	Remarks of the Inspector
					After PG			
1.	Prof.D. G.Phadtare	Principal	M. Pharm.	1 June 2015	13yrs.	71257		
2.	Miss. A.J. Jadhav	Lecturer	M. Pharm.	13 July 2015	Nil	136265		
3.	Mr. M.P.Sawant	Lecturer	M. Pharm	13 July 2015	Nil	117243		
4.	Mr. P.S.Walke	Lecturer	M. Pharm.	3 Aug 2015	Nil	95869		
5.	Miss. S.S.Bhusal	Lecturer	M. Pharm	11 Aug 2015	Nil	136262		
6	Mrs I. M..Sawant	Lecturer	B.Pharm	11 Aug 2015	Nil	Applied		

2. Qualification and number of Staff Members

Numbers of staff members required: 6

				Qualification			
B. Pharm		M.Pharm.		Ph.D		Others - Full Time	
01		05		00			

3.Details of Faculty Retention for:

Sr. No.	Name of Faculty Member	Period	Percentage
1	(New Institute started for Diploma in pharmacy (from 2015-16)		

4. Details of Faculty Turnover:

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
	(New Institute started for Diploma in pharmacy (from 2015-16)				

5. Number of Non-teaching staff available for D. 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	02	D. Pharm	02	D. Pharm	
2	Laboratory Assistants / Attendees	04	SSC	04	SSC	
3	Office Superintendent	1	Degree	01	Degree	
4	Accountant cum Clark	1	Degree	01	Degree	
5	Store keeper	1	D. Pharm	01	D. Pharm	
6	Computer Data Operator	1	10+2 with computer training	01	10+2 MSCIT	
7	Peon	02	SSC	02	SSC	
8	Cleaning personnel	04	-----	04		
9	Gardener	01	-----	01		

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

Sr. No	Name	Qualification	Design	AGP	Basic pay Rs.	DA in Rs.	HRA Rs.	TRA	Other allow	Deductions			Bank	PAN	PF	Total Deduction	Total	Total	Sign.
										P T	TDS	EPF	A/C No	No	A/c no.		(Gross)	(Net)	
1	Prof.D. G.Phadtare	M. Pharm.	Principal	6000	16250	12905	2225	800	-	200	As per rule	1800	60140299783	AMOPP4488P	KDNSK0053 242000000 0463	2000	38180	36180	
2	Miss. A.J. Jadhav	M. Pharm.	Lecturer	-	-	-	-	-	-	200	As per rule	1800	68007125972	BBMPJ4915K	Applied	2000	12000 (Consolidated)	10000	
3	Miss S.S.Bhusal	M. Pharm.	Lecturer	-	-	-	-	-	-	200	As per rule	1800	31325471755	SBIN00010376	Applied	2000	12000 (Consolidated)	10000	
4	Mr M.P.Sawant	M. Pharm.	Lecturer	-	-	-	-	-	-	200	As per rule	1800	60221642757	DFYPS0909J	Applied	2000	12000 (Consolidated)	10000	
5	Mr. P.S.Walke	M. Pharm	Lecturer	-	-	-	-	-	-	200	As per rule	1800	68016918268	ABFPW5914R	Applied	2000	17500 (Consolidated)	15500	
6	Mrs I.M.Sawant	B.Pharm	Lecturer	-	-	-	-	-	-	200	As per rule	1800	034310033228	Applied	Applied	2000	12000 (Consolidated)	10000	

08. Whether facilities for Research / Higher studies are provided to the faculty? Yes

(Inspectors to verify documents pertaining to the above)

09. Whether faculty members are allowed to attend workshops and seminars? Yes

(Inspectors to verify documents pertaining to the above)

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

11. Gratuity Provided Yes No

Signature of the Head of the Institution

Signature of the Inspectors

12. Details of Non-teaching staff members (list to be enclosed):(New proposal applied for Diploma in pharmacy, from 2015-16)

Sr No	Name	Designation	Qualification	Date of Joining	Experience	Signature	Remarks of the Inspectors
01	Mr. M.L. Mahale	Librarian	B.A., B .Lib	01-07-2015	02		
02	Mr. S.S. Rayate	Office Superintendent	M.A. & M.B.A.- I	01-07-2015	05		
03	Mr. S.S.Mahale	Clerk	S.Y.B.A.	01-07-2015	00		
04	Ms. D.N.Shelke	Account Clerk	M.com	01-07-2015	02		
05	Mr. M. J. Khandekar	Laboratory Technician	D. Pharm.	01-08-2015	02		
06	Mrs. R. S. Dhawale	Laboratory Technician	M.sc	01-08-2015	02		
07	Mr. V.S. Date	Laboratory Assistants / Attendees	H.S.C.	01-08-2015	02		
08	Mr. S. S.Shinde	Laboratory Assistant	H. S.C.	01-08-2015	02		
09	Mr. A. S. Dive	Laboratory Assistant	H. S. C.	01-08-2014	02		
10	Mr. R.V. Thange	Laboratory Assistants / Attendees	H.S.C.	01-08-2015	02		
11	Mr.S.G.Pagare	Store keeper	B. sc	01-08-2015	02		
12	Mr. S.B. Gatkal	Computer Data Operator	B.A./RHCE Linux	01-08-2015	04		
13	Mr. C.E. Kumawat	Peon	S.S.C.	01-08-2015	02		
14	Mr. D.B. Mahale	Peon	S.S.C.	01-08-2015	02		
15	Mr.S.R. Shinde	Driver	S.S.C.	01-08-2015	01		
16	Mr. S.D. Shinde	Cleaning personnel	---	01-08-2015	--		
17	Mr. R.E. Achari	Cleaning personnel	---	01-08-2015	--		

Signature of the Head of the Institution

Signature of the Inspectors

18	Mr. S. Badade	Cleaning personnel	---	01-08-2015	--		
19	Mr. D. Gund	Cleaning personnel	---	01-08-2015	--		
20	Mr. P. Shid	Gardener	---	01-08-2015	--		

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

Signature of the Head of the Institution

Signature of the Inspectors

PART V - DOCUMENTATION

Records Maintained: Essential

Sr. 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.	Aquittance 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		

Signature of the Head of the Institution

Signature of the Inspectors

PART - VI

1. Financial Resource allocation and utilization for the past three years:

(Audited Accounts for previous year to be enclosed): (New Institute started for Diploma in pharmacy (from 2015-16)

Sr.	Expenditure in Rs. 2015-2016			Expenditure in Rs. 2014-2015			Expenditure in Rs. 2013-2014			Remarks of the Inspectors*	
	No.	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring		Non Recurring
01	----	----	----	----	----	----	----	----	----	----	

2. Total amount spent on chemicals and glassware for the past three years: (New Institute started for Diploma in pharmacy (from 2015-16)

Sr.	Expenditure in Rs. 2015-2016			Expenditure in Rs. 2014-2015			Expenditure in Rs. 2013-2014			Remarks of the Inspectors*
	No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	
	Chemicals	----	----	Chemicals	----	----	Chemicals	----	----	
	Glassware	----	----	Glassware	----	----	Glassware	----	----	

3. Total amount spent on equipments for the past three years: (New Institute started for Diploma in pharmacy (from 2015-16)

(Enclose purchase invoice)

Sr.	Expenditure in Rs. 2015-2016			Expenditure in Rs. 2014-2015			Expenditure in Rs. 2013-2014			Remarks of the Inspectors*
	No.	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	
	Equipment	----	----	Equipment	----	----	Equipment	----	----	

Signature of the Head of the Institution

Signature of the Inspectors

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

(New Institute started for Diploma in pharmacy (from 2015-16))

Sr. No.	Expenditure in Rs. 2015-2016			Expenditure in Rs. 2014-2015			Expenditure in Rs. 2013-2014			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
1	Books	----	----	Books	----	----	Books	----	----	
2	Journals	----	----	Journals	----	----	Journals	----	----	

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

Signature of the Head of the Institution

Signature of the Inspectors