

**KERALA UNIVERSITY OF HEALTH SCIENCES  
THRISSUR**



***INSPECTION PROFORMA: 2***

**INSPECTION PROFORMA FOR PROVISIONAL/CONTINUATION OF AFFILIATION FOR  
INSTITUTIONS CONDUCTING B. PHARM AND M.PHARM DEGREE COURSES**



## KERALA UNIVERSITY OF HEALTH SCIENCES

### INSPECTION PROFORMA OF INSTITUTIONS FOR CONDUCTING B.PHARM AND M.PHARM DEGREE COURSES FOR THE ACADEMIC YEAR 202....- 202...

- STARTING NEW COURSE IN.....
- CONTINUATION OF PROVISIONAL AFFILIATION
- ENHANCEMENT OF SEATS FOR.....
- SURPRISE INSPECTION

#### I. A. BASIC INFORMATION

1	Date of Inspection	
2	Order number and date	
3	Name of the Institution	
4	Name of the courses with intake applied/approved	
5	Affiliation for starting the course/ Continuation of provisional affiliation	

#### I. B. DETAILS OF INSPECTORS

Inspector Details	Inspector 1	Inspector 2	Academic Council Member (if appointed)
Name			
Designation			
Official address			
Email-Id			
Mobile No.			

### I. C. DETAILS OF THE COLLEGE

1	Name of the college	
2	Name of the Principal/Head of the Institution	
3	Full postal address of the college	
4	Telephone number	
5	E mail id	
6	Administrative status of the Institution (society / trust/ any other) – <b>(Annexure –I)</b>	
7	<b>(a)</b> Approval or NOC from government – <b>(Annexure-II)</b>	
	<b>(b)</b> PCI approval for the academic year 202...-202.. <b>(Annexure-III)</b>	
8	Website details of the college – <b>(Annexure-IV)</b>	
9	Last updated on- (date)	
10	Location of the college	
11	Distance from the nearest railway station	
12	Road route and distance from the Bus station	
13	Whether any other courses are being conducted in the same Premises/Building	Yes/No
14	If Yes, Mention the name of the course and their durations	

## II. LAND & BUILDING DETAILS (as per PCI norms)

### A. Land available (in acres) :

Land deed details – (Annexure V)

### B. Building: Own / Lease

Copy of Approved Building Plan – Enclosed/Not available (Annexure VI)

## III. INFRASTRUCTURE FACILITIES (as per PCI norms)

(Items under A, B, C, F, G and H should be tabulated as per the following format and endorsed by the Principal/Head of the institution – (Annexure VII)

### A. CLASSROOMS

Courses	Number of Students	Required (Sq.m)	Carpet Area in Sq.m per Room						Total No.	Remarks of the Inspector
			No.1	No.2	No.3	No.4	No.5	No.6		
B.Pharm (UG)	60	75								
	100	75/ 125*								
M. Pharm (PG)	15 per specialization	36								
Tutorial room		33								

\*6 classrooms of 75 Sq.m each OR 4 classrooms of 125 Sq.m each.

### B. LABORATORY (Details of Lab with Carpet Area in Sq. m)

SL No.	Laboratory	Required Sq.m	Carpet Area in Sq.m per Room	Required No.	Available No.
1	Pharmaceutics	75		3	
2	Pharm. Chemistry	75		2	
3	Pharm. Analysis	75		1	
4	Pharmacology	75		2	
5	Pharmacognosy	75		1	
6	Pharm. Microbiology lab including aseptic room	75		1	

7	Laboratory for PG course (M.Pharm)	75		1 (one for each specialization)	
	Preparation room for each lab	10		1 for each lab or in between 2 labs	
Remarks of the Inspector					

### C. GENERAL

SL. No.	Particulars		Required (Sq.m)	Carpet Area in Sq.m. per Room	No. Available
1	Central Instrumentation Room (Air conditioned)		75		
2	Machine Room		75		
3	Computer lab inclusive of Language lab		75		
4	Library and Reading room		150		
5	Seminar Hall	UG	132		
		PG	75		
6	Museum		50		
7	Central Chemical Store (Store room I)		100		
8	Store room for inflammable chemicals (Store room II)		20		
9	Examination Control Office		30		
10	Examination Hall	60	250		
		100	250 + 100		
11	Animal house facility approved by IAEC (Mandatory for M.Pharm Pharmacology)		Available/ Not available  IAEC approval no.  valid up to		
Remarks of the Inspector					

Seminar hall (75sq.m) with multimedia projector for PG :  
(One hall may be shared for two M.Pharm branches)

Available/Not available

1. Whether all the laboratories are well lit & ventilated: YES  NO
2. Whether all laboratories are provided with basic amenities and services like exhaust fans and fuming chamber to reduce the pollution whenever necessary: YES  NO
3. Whether all workbenches in the laboratories are smooth and easily cleanable preferably made of non-absorbent material: YES  NO
4. Whether all water taps in the laboratories are non-leaking and directly installed on sink. Is the drainage efficient: YES  NO
5. Whether the Balance room is attached to the concerned laboratory: YES  NO

#### D. HOSPITAL REQUIREMENT FOR M.PHARM PHARMACY PRACTICE

Sl. No.	Requirement		Remarks (After Verification)
1	Owner ship	Own Hospital of minimum 300 beds or MoU with a nearby hospital (Govt./Corporate) of minimum 300 beds	Own/Govt./Corporate
2	Bed Strength with % of Occupancy	Minimum 300, Average 50% of bed occupancy.	Bed Strength:
3	IP/OP	Minimum 300 OP/day	IP/ day: OP/ day:
4	Departments needed	General Medicine (Compulsory) and any three among the following Surgery, Pediatrics, Gynecology and Obstetrics, Psychiatry, Skin and VD, Orthopedics	Departments available:
5	Exclusive requirement for the course	Housing Pharmacy practice department with minimum carpet area of 3 Sq.m. per student and to provide professional manpower to support the programme.  (Consent in this regard should be included in the MOU wherever applicable)	Total area of Pharmacy Practice Dept. in hospital:  <b>MoU:</b> Available/Not available  Enclose Copy of MoU with Hospital <b>(Annexure VIII)</b>  <b>MoU Validity Period:</b>

			From	to
6	Exclusive Equipment /labs needed for the course	One Classroom (exclusively for Pharmacy Practice with 45 Sq. m). Staff room, Library, Patient counselling and Drug Information Centre with 2 computers with internet, LCDs, standard software, should be available in the hospital (this facility may be shared if Pharm D programme is available in the institution).	Available/Not available	
7	Hospital Staff Support	Support from physicians and other health care professional required	Yes/ No	
8	Distance from Teaching Institution	Not more than 30 kms	Distance from the Institution:	

E. Details of HUMAN/ ANIMAL ETHICAL COMMITTEE available at the Hospital/College  
(Annexure IX)

\*ANIMAL ETHICAL COMMITTEE: Mandatory after the commencement of M Pharm Pharmacology

HUMAN ETHICAL COMMITTEE: Mandatory after the commencement of M Pharm Pharmacy Practice

F. ADMINISTRATIVE AREA

Sl. No.	Particulars	Req. No.	Available No.	Required Area (Sq. M.)	Available Area (Sq. M.)
1	Principal's Chamber	1		30	
2	Vice Principal's Chamber	1		20	
3	Office	1		60	
4	Confidential Room	1		30	
	Remarks of the Inspectors				

G. STAFF FACILITIES

Sl. No.	Particulars	Req. No.	Available No.	Required Area (Sq. M.)	Available Area (Sq. M.)
1	HOD Room	1 per Department		20	
2	Faculty Rooms	-		10/faculty	
3	Non-Teaching Staff Room	1		30	
	Remarks of the Inspectors				

## H. STUDENT FACILITIES

Sl. No.	Particulars	Req. No.	Available No.	Required Area (Sq. M.)	Available Area (Sq. M.)
1	Girl's Common Room	1		60	
2	Boy's Common Room	1		60	
3	Toilet Blocks for Boys	1		30	
4	Toilet Blocks for Girls	1		30	
5	Power Backup Provision (5 KVA)	1		-	
6	Sick Room	1		10	
7	Canteen	1		-	
	Remarks of the Inspectors				

- a) Drinking Water facility/Water cooler (One in each Floor) : Available / Not available
- b) Hostel facilities for the Boys : Available / Not available
- c) Hostel facilities for the Girls : Available / Not available

## IV. ACADEMIC REQUIREMENTS (as per PCI norms)

### A. STUDENT STAFF RATIO: THEORY/PRACTICAL

Course		Theory		Practical		Remarks of the Inspector
		Required	Available	Required	Available	
B Pharm	60	1:60		1:20/2:30		
	100	1:100		1:20/2:30		
M.Pharm	15	1:15		1:15		

### B. Timetable: Timetable for B Pharm and M.Pharm to be enclosed: Yes/No (**Annexure X**)

### C. NUMBER OF GUEST LECTURES/SEMINARS/WORKSHOPS/SYMPOSIA/PRESENTATIONS CONDUCTED DURING LAST YEAR

SL No.	Particulars	Number(s) conducted
1	Guest Lectures	
2	Seminars	
3	Workshops	
4	Symposia	
5	Presentations	

(Details and proof to be attached, **Annexure-XI**)



D. List of Research papers Presented/Published during the previous year by the faculty (**Annexure-XII**)  
(Title of the Article, Name of the Authors, Journal Details etc,)

E. Total workload per week of faculty for B. Pharm and M.Pharm (**Annexure XIII**)

F. Details of Industry–Institution Interaction: (**Annexure XIV**)

1. Details and proof of Industrial visits, Industrial tour and Industrial training made available to the students.

2. No. of Resource Persons from the Industry for Guest Lectures:

3. No. of Collaboration projects with funding agency – Central/State Industry:

G. Whether professional society activities are conducted: Yes  No

H. Whether internal assessments are conducted periodically as per university norms  
Yes  No

Attach Sessional Examination timetable for each course, (**Annexure- XV**)

**V. LIBRARY – AS PER PCI NORMS (Annexure-XVI)**

Particulars	Requirements
Minimum area required	150sq.m.
Reception & waiting	Separate area available/Not available
Property & Issue counter	Separate area available/Not available
Reading Room	Separate area available/Not available
Staff reading room	Separate area available/Not available
Reference section	Separate area available/Not available
Journal section	Separate area available/Not available
Photocopying facility	Minimum one : Available/Not available
Internet/computer facility	Minimum three : Available/Not available
Room for Librarian	Separate area available/Not available

Books needed	<table border="1"> <thead> <tr> <th rowspan="2">Particulars</th> <th colspan="4">Minimum required</th> </tr> <tr> <th>I Year</th> <th>II Year</th> <th>III Year</th> <th>IV Year</th> </tr> </thead> <tbody> <tr> <td>Total Volumes</td> <td>1500</td> <td>1650</td> <td>1800</td> <td>1950</td> </tr> <tr> <td>Total titles</td> <td>150</td> <td>165</td> <td>180</td> <td>195</td> </tr> <tr> <td>Available</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Not Available</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Particulars	Minimum required				I Year	II Year	III Year	IV Year	Total Volumes	1500	1650	1800	1950	Total titles	150	165	180	195	Available					Not Available				
	Particulars	Minimum required																															
		I Year	II Year	III Year	IV Year																												
	Total Volumes	1500	1650	1800	1950																												
	Total titles	150	165	180	195																												
	Available																																
Not Available																																	
150 volumes with at least 15 new titles have to be added annually: Yes/No																																	
Availability of latest edition of <b>Indian Pharmacopoeia</b> : Available/Not Available																																	
Journals needed (Hard copy)	10 National and 5 International journals : Available/Not Available																																
No. of Journals subscribed (Hard copy)	National:		International :																														
Number of E-journals & E-journal publisher																																	
Number of E-books & E-book publisher																																	
Total number of library books:																																	
No. of books added to the library in the previous year:																																	
Remarks of the inspectors																																	

<b>Computers and Internet connection (Broadband):</b>
Number of Computers with Broadband connection:

### Miscellaneous

- a. Constitution of the semester program committee for B.Pharm and M.Pharm:  
Available/Not Available (**Annexure XVII**)
- b. Details of College council constitution: Available/Not Available (**Annexure XVIII**)
- c. Details of PTA: Available/Not Available (**Annexure XIX**)
- d. Anti ragging committee details: Available/Not Available (**Annexure XX**)
- e. Practice School details: Available/Not Available (**Annexure XXI**)

f. Project work of students of B.Pharm and M.Pharm:

Available/ Not Available (**Annexure XXII**)

g. Documents of industrial/ hospital training for seventh semester students:

Available/Not Available (**Annexure XXIII**)

**VI. PRINCIPAL DETAILS - (Annexure XXIV)**

Name of the Principal	
Age & Date of Birth	
Qualification	
Experience	a) Teaching:
	b) Industry:
	c) Other:
	Total:
Remarks of the Inspectors	
Note: Only teaching experience shall be counted. (For full time PhD programme, maximum of 3 years will be counted as teaching experience. This is applicable only for faculty doing PhD under FIP.)	

## VII. STAFF PATTERN FOR B. PHARM & M.PHARM COURSES

Enclose group photographs of B.Pharm faculty and M.Pharm faculty (department wise) along with the Inspectors.

### A. FOR B.PHARM 60 STUDENTS INTAKE AND M.PHARM

Department	Designation	No. actually required				No. present in the institution	Shortfall
		I Year (Sem. I & II)	II Year (Sem. III & IV)	III Year (Sem. V & VI)	IV Year (Sem. VII & VIII)		
<b>Principal</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		
<b>Department of Pharmaceutical Chemistry</b>							
Pharmaceutical Chemistry (Including Pharmaceutical Analysis)	Professor	0	1	1	1		
	Associate Professor	1	1	1	1		
	Assistant Professor/ Lecturer	1	1	2	2		
	<b>Total</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>4</b>		
M.Pharm Pharmaceutical Chemistry	<b>Total</b>	<b>2</b>	-	-			
M.Pharm Pharmaceutical Analysis	<b>Total</b>	<b>2</b>	-	-			
M.Pharm Pharmaceutical Quality Assurance	<b>Total</b>	<b>2</b>	-	-			
<b>Additional requirement for M.Pharm Pharmaceutical Chemistry</b>							
Two faculty members with M.Pharm qualification in Pharmaceutical Chemistry with more than 5 years teaching experience exclusively for running M.Pharm course. Available/Not Available							
<b>Additional requirement for M.Pharm Pharmaceutical Analysis</b>							
Two faculty members with M.Pharm qualification in Pharmaceutical Analysis with more than 5 years teaching experience exclusively for running M.Pharm course Available/Not Available							
<b>Additional requirement for M.Pharm Pharmaceutical Quality Assurance</b>							
Two faculty members with M.Pharm qualification in appropriate branch with more than 5 years teaching experience exclusively for running M.Pharm course. Available/Not Available							

<b>Department of Pharmaceutics</b>							
Pharmaceutics	Professor	0	0	1	1		
	Associate Professor	0	1	1	2		
	Assistant Professor/ Lecturer	1	2	2	2		
	<b>Total</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>5</b>		
M.Pharm Pharmaceutics	<b>Total</b>	<b>2</b>		-	-		
M.Pharm Pharmaceutical Regulatory Affairs	<b>Total</b>	<b>2</b>		-	-		
M.Pharm Industrial Pharmacy	<b>Total</b>	<b>2</b>		-	-		
<b>Additional requirement for M.Pharm Pharmaceutics</b>							
Two faculty members with M.Pharm qualification in Pharmaceutics with more than 5 years teaching experience exclusively for running M.Pharm course. Available/Not Available							
<b>Additional requirement for M.Pharm Pharmaceutical Regulatory Affairs</b>							
Two faculty members with M.Pharm qualification in appropriate branch with more than 5 years teaching experience exclusively for running M.Pharm course. Available/Not Available							
<b>Additional requirement for M.Pharm Industrial Pharmacy</b>							
Two faculty members with M.Pharm qualification in appropriate branch with more than 5 years teaching experience exclusively for running M.Pharm course. Available/Not Available							
<b>Department of Pharmacology</b>							
Pharmacology	Professor	0	0	1	1		
	Associate Professor	0	1	1	1		
	Assistant Professor/ Lecturer	1	1	1	1		
	<b>Total</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>3</b>		
M.Pharm Pharmacology	<b>Total</b>	<b>2</b>		-	-		

<b>Additional requirement for M.Pharm Pharmacology</b>							
Two faculty members with M.Pharm qualification in Pharmacology with more than 5 years teaching experience exclusively for running M.Pharm course. Available/Not Available							
<b>Department of Pharmacognosy</b>							
Pharmacognosy	Professor	0	0	1	1		
	Associate Professor	0	0	0	0		
	Assistant Professor/ Lecturer	0	1	1	1		
	<b>Total</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>2</b>		
M.Pharm Pharmacognosy	<b>Total</b>	<b>2</b>		-	-		
<b>Additional requirement for M.Pharm Pharmacognosy</b>							
Two faculty members with M.Pharm qualification in Pharmacognosy with more than 5 years teaching experience exclusively for running M.Pharm course. <b>One of the two is in the capacity of Professor.</b> Available/Not Available							
<b>Department of Pharmacy Practice</b>							
Pharmacy Practice	Professor	0	0	0	0		
	Associate Professor	0	0	0	0		
	Assistant Professor/ Lecturer	0	0	0	1		
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>		
M.Pharm Pharmacy Practice	<b>Total</b>	<b>2</b>		-	-		
<b>Additional requirement for M.Pharm Pharmacy Practice</b>							
Two faculty members with M.Pharm qualification in Pharmacy Practice with more than 5 years teaching experience exclusively for running M.Pharm course. <b>One of the two is in the capacity of Professor.</b> Available/Not Available							
<b>Total</b>	B.Pharm	<b>1 +4 = 5</b>	<b>1 +9 = 10</b>	<b>1+13 = 14</b>	<b>1+15 =16</b>		
	M.Pharm	<b>Additional two faculty for each PG specialisation for an intake of 03 to 15</b>		-	-		
Part-Time Teaching staff		0-3	0-3	0-3	0-3		
Remarks of inspection team							

B. FOR B.PHARM 100 STUDENTS INTAKE AND M.PHARM

Department	Designation	No. actually required				No. Present in the institution	Shortfall
		+ I Year	+ II Year	+ III Year	+ IV Year		
<b>Principal</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		
<b>Department of Pharmaceutical Chemistry</b>							
Pharmaceutical Chemistry (Including Pharmaceutical Analysis)	Professor	1	1	1	1		
	Associate Professor	2	2	2	2		
	Assistant Professor/ Lecturer	3	4	4	4		
	<b>Total</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>		
M.Pharm Pharmaceutical Chemistry	<b>Total</b>	<b>2</b>		-	-		
M.Pharm Pharmaceutical Analysis	<b>Total</b>	<b>2</b>		-	-		
M.Pharm Pharmaceutical Quality Assurance	<b>Total</b>	<b>2</b>		-	-		

**Additional requirement for M.Pharm Pharmaceutical Chemistry**

Two faculty members with M.Pharm qualification in Pharmaceutical Chemistry with more than 5 years teaching experience exclusively for running M.Pharm course.

Available/Not Available

**Additional requirement for M.Pharm Pharmaceutical Analysis**

Two faculty members with M.Pharm qualification in Pharmaceutical Analysis with more than 5 years teaching experience exclusively for running M.Pharm course.

Available/Not Available

**Additional requirement for M.Pharm Pharmaceutical Quality Assurance**

Two faculty members with M.Pharm qualification in appropriate branch with more than 5 years teaching experience exclusively for running M.Pharm course.

Available/Not Available

<b>Department of Pharmaceutics</b>							
Pharmaceutics	Professor	1	1	1	1		
	Associate Professor	2	2	2	2		
	Assistant Professor/ Lecturer	2	3	4	5		
	<b>Total</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>		
M.Pharm Pharmaceutics	<b>Total</b>	<b>2</b>	-	-			
M.Pharm Pharmaceutical Regulatory Affairs	<b>Total</b>	<b>2</b>	-	-			
M.Pharm Industrial Pharmacy	<b>Total</b>	<b>2</b>	-	-			
<p><b>Additional requirement for M.Pharm Pharmaceutics</b></p> <p>Two faculty members with M.Pharm qualification in Pharmaceutics with more than 5 years teaching experience exclusively for running M.Pharm course. Available/Not Available</p> <p><b>Additional requirement for M.Pharm Pharmaceutical Regulatory Affairs</b></p> <p>Two faculty members with M.Pharm qualification in appropriate branch with more than 5 years teaching experience exclusively for running M.Pharm course. Available/Not Available</p> <p><b>Additional requirement for M.Pharm Industrial Pharmacy</b></p> <p>Two faculty members with M.Pharm qualification in appropriate branch with more than 5 years teaching experience exclusively for running M.Pharm course. Available/Not Available</p>							
<b>Department of Pharmacology</b>							
Pharmacology	Professor	1	1	1	1		
	Associate Professor	1	1	1	1		
	Assistant Professor/ Lecturer	2	2	3	3		
	<b>Total</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>		
M.Pharm Pharmacology	<b>Total</b>	<b>2</b>	-	-			
<p><b>Additional requirement for M.Pharm Pharmacology</b></p> <p>Two faculty members with M.Pharm qualification in Pharmacology with more than 5 years teaching experience exclusively for running M.Pharm course. Available/Not Available</p>							



<b>Department of Pharmacognosy</b>							
Pharmacognosy	Professor	1	1	1	1		
	Associate Professor	0	0	1	1		
	Assistant Professor/ Lecturer	1	2	2	2		
	<b>Total</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>4</b>		
M.Pharm Pharmacognosy	<b>Total</b>	<b>2</b>		-	-		
<b>Additional requirement for M.Pharm Pharmacognosy</b>							
Two faculty members with M.Pharm qualification in Pharmacognosy with more than 5 years teaching experience exclusively for running M.Pharm course. <b>One of the two is in the capacity of Professor.</b> Available/Not Available							
<b>Department of Pharmacy Practice</b>							
Pharmacy Practice	Professor	0	0	0	0		
	Associate Professor	0	0	0	1		
	Assistant Professor/ Lecturer	1	1	1	0		
	<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>		
M.Pharm Pharmacy Practice	<b>Total</b>	<b>2</b>		-	-		
<b>Additional requirement for M.Pharm Pharmacy Practice</b>							
Two faculty members with M.Pharm qualification in Pharmacy Practice with more than 5 years teaching experience exclusively for running M.Pharm course. <b>One of the two is in the capacity of Professor.</b> Available/Not Available							
<b>Total</b>	B.Pharm	<b>1+18= 19</b>	<b>1+21 =22</b>	<b>1+24=25</b>	<b>1+25 =26</b>		
	M.Pharm	<b>Additional two faculty for each PG specialisation for an intake of 03 to 15</b>		-	-		
Part-Time Teaching staff		0-3	0-3	0-3	0-3		
Remarks of inspection team							

## VIII. TEACHING FACULTY DETAILS

(Enclose teaching staff details (department wise) as per the given format as **Annexure-XXV**)

Sl. No	Name	Designation	Qualification with subject specialisation	Total Teaching Experience	Kerala State Pharmacy Council Registration No.	Whether M. Pharm is added as additional qualification in KSPC Registration Yes / No	Date of Joining in the Institution	Experience in the institution	Signature

Whether D. Pharm Course is being run in the same Institution/Campus

: YES

NO

If Yes, enclose the details of all teaching faculty (B. Pharm, M. Pharm & D. Pharm) as per the above format, (**Annexure-XXVI**)

## IX. FACULTY STABILITY

### A. DETAILS OF FACULTY RETENTION\*

Period in the institution	No. of faculty stayed for the period in the institution (x)	Total No. of faculty currently present in the institution (y)	% of faculty retention $= \frac{x}{y} \times 100$
10 yrs and above			
5 -10 yrs.			
Less than 5 yrs.			

\*Not applicable for institutions which are new/ less than 5 year old.

**B. DETAILS OF FACULTY TURNOVER\***

No. of faculty currently present (a)	No. of faculty present before 3 yrs. (b)	Average No. of faculty at the start and at the end of the last 3 yrs. $c = \frac{a + b}{2}$	No. of faculty left the institution during the period of 3 yrs (d)	% of faculty turnover in last 3 yrs. $\frac{d}{c} \times 100$

\*Not applicable for new institutions

**X. SALARY/REMUNERATION DETAILS OF TEACHING FACULTY**

(Enclose the Salary/Remuneration details of teaching faculty as per the given format as **Annexure-XXVII**)

Sl. No.	Name	Qualification	Designation	Basic Pay Rs.	Total Pay Rs.	Bank A/c No.	EPF A/c No.	PAN No.	Signature

A	Proof of providing facilities for Research/Higher studies:	YES	NO
B	Proof of provisions for attending Seminars/ workshops:	YES	NO
C	Proof of scope for the promotion for faculty:	YES	NO
D	Proof of Gratuity Provided:	YES	NO
E	Proof of EPF Provided:	YES	NO
F	Health Insurance Provided:	YES	NO
Remarks of inspection team			

## XI. DETAILS OF NON-TEACHING STAFF

Post-holder	Required		Present Status
	Minimum No.	Qualification	
Librarian	1	M.Lib / M.Li.Sc	Available/ Not Available
Asst. Librarian	1	B.Lib	Available/ Not Available
Laboratory Technician	1 for each Department	D.Pharm / B.Pharm	Available/ Not Available
Laboratory Assistants	1 for each lab	SSLC	Available/ Not Available
Office Superintendent	1	Degree	Available/ Not Available
Accountant	1	Degree	Available/ Not Available
Store Keeper	1	D.Pharm / B.Pharm	Available/ Not Available
Computer Operator	1	Graduate with Computer Course	Available/ Not Available
Office Staff I	1	Degree	Available/ Not Available
Office Staff II	2	Degree	Available/ Not Available
Office Assistant	2	SSLC	Available/ Not Available
Sweeper/ Cleaning Personnel	Adequate	-	Available/ Not Available
Gardener	Adequate	-	Available/ Not Available
Remarks of inspection team			

**XII. EQUIPMENT AND APPARATUS FOR B. PHARM AND M.PHARM  
(AS PER PCI NORMS)**

B.Pharm: Department wise list of equipment (for a batch of 20 students)

**a) DEPARTMENT OF PHARMACOLOGY**

**EQUIPMENT:**

Sl. No.	Particulars	Minimum No. Required	B.Pharm		Remarks
			No. Available	Working Yes/ No	
1	Microscopes	20			
2	Haemocytometer with Micropipettes	20			
3	Sahli's haemocytometer	20			
4	Hutchinson's spirometer	01			
5	Sphygmomanometer	05			
6	Stethoscope	05			
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			
9	Specimen for various organs and systems	One model for each organ system			
10	Skeleton and bones	One set of skeleton and one set of spare bone			
11	Different Contraceptive Devices and Models	One set of each device			
12	Muscle electrodes	01			
13	Lucas moist chamber	01			
14	Myographic lever	01			
15	Stimulator	01			
16	Centrifuge	01			
17	Digital Balance	01			
18	Physical /Chemical Balance	01			
19	Sherrington's Kymograph	20			

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

**APPARATUS:**

Sl. No.	Particulars	Minimum No. Required	B.Pharm		Remarks
			No. Available	Working Yes/ No	
1	Folin-Wu tubes	60			
2	Dissection Tray and Boards	10			
3	Haemostatic artery forceps	10			
4	Hypodermic syringes and needles of size 15, 24 ,26G	10			
5	Levers, Cannulae	20			

**Additional Equipment & Instruments for M.Pharm Pharmacology**

Sl. No	Particulars	Minimum No. Required	M.Pharm		Remarks
			No. Available	Working Yes/ No	
	Sherrington recording drum with drum cylinder	1/student			

2	Auto analyzer	1			
3	Horizontal/Vertical gel electrophoresis apparatus unit	1			
4	Langendroff apparatus	1			
5	Cages and feeding devices for small laboratory animals	Adequate			
6	CCTV camera with one month back up for the animal house	3			
7	Tail cuff rodents BP apparatus	1			
8	Maze apparatus	1			
9	Active/Passive avoidance shuttle box	1			
10	Microcentrifuge	1			
11	Tissue homogeniser	1			
12	Metabolic cages	1			

Availability of adequate number of glassware commonly used in Pharmacology laboratory:

Available/Not available

## b) DEPARTMENT OF PHARMACOGNOSY

### EQUIPMENT:

Sl. No.	Particulars	Minimum No. Required	B.Pharm		Remarks
			No. Available	Working Yes/ No	
1	Microscope	20			
2	Digital Balance (10 mg sensitivity)	01			
3	Digital Balance (1 mg sensitivity)	01			
4	Hot air oven	01			
5	Refrigerator	01			
6	Digital pH meter	01			
7	Camera Lucida	20			
8	Eye piece micrometer	20			
9	Stage micrometer	20			
10	Incinerator	01			
11	Moisture balance	01			
12	Heating mantle	20			

13	Electric bunsen burner	10			
14	Vacuum pump	02			
15	Projection Microscope	01			
16	UV Chamber	01			
17	Muffle Furnace	01			
18	Vacuum filtration assembly	01			

**APPARATUS:**

Sl. No.	Particulars	Minimum No. Required	B.Pharm		Remarks
			No. Available	Working Yes/ No	
1	Reflux flask with condenser	20			
2	Water bath	20			
3	Clevenger apparatus	10			
4	Soxhlet apparatus	10			
5	TLC chamber and sprayer	10			
6	Distillation unit	01			

**Additional Equipment & Instruments for M.Pharm Pharmacognosy**

Sl. No.	Particulars	Minimum No. Required	M.Pharm		Remarks
			No. Available	Working Yes/ No	
1	UV Fluorescent Analysis Chamber	01			
2	Electric Bunsen Burner	10			
3	Hot plate	02			
4	Standard Sieves (Sieve No.18 and 60)	03 each			
5	Abbe Refractometer	01			
6	Digital Melting point Apparatus	01			
7	UV Visible Spectrophotometer	01			
8	Mechanical Shaker	01			
9	Digital Balance (10 mg sensitivity)	01			



10	Digital Balance (1 mg sensitivity)	01			
11	Top loading Balance	01			
12	Dispensing Balance	01			
13	Analytical Weighing Balance	01			
14	Suction pump	01			
15	Mixer Grinder	01			
16	Buchner Funnel (Medium & Large)	5 each			
17	Desiccator	10			
18	Lipstick Mould	10			
19	Crucible (Silica & Platinum)	40			
20	Reflux flask condenser with single neck	05			
21	Reflux flask condenser with double neck	05			
22	Tissue culture station (Desirable)	1			
23	Laminar air flow (Desirable)	1			

Availability of adequate number of glassware commonly used, charts of medicinal plants and specimen of crude drugs in Pharmacognosy laboratory: Available/Not available

### c) DEPARTMENT OF PHARMACEUTICAL CHEMISTRY

#### EQUIPMENT:

Sl. No.	Particulars	Minimum No. Required	B.Pharm		Remarks
			No. Available	Working Yes/ No	
1	Hot plates	05			
2	Hot air oven	02			
3	Refrigerator	01			
4	Analytical Balances for demonstration	05			
5	Digital balance (10 mg sensitivity)	05			
6	Digital Balance (1mg sensitivity)	01			
7	Suction pumps	04			
8	Muffle Furnace	01			

9	Mechanical Stirrers	10			
10	Magnetic Stirrers with Thermostat	10			
11	Vacuum Pump	01			
12	Digital pH meter	01			
13	Microwave Oven	02			
14	Colorimeter	01			
15	Precision Melting point Apparatus	01			

**APPARATUS:**

Sl. No.	Particulars	Minimum No. Required	B.Pharm		Remarks
			No. Available	Working Yes/ No	
1	Distillation Unit	02			
2	Reflux flask and condenser single necked	20			
3	Reflux flask and condenser double /triple necked	20			
4	Burettes	40			
5	Arsenic Limit Test Apparatus	10			
6	Nessler's Cylinders	40			

**Additional Equipment & Instruments for M.Pharm Pharmaceutical Chemistry**

Sl. No.	Particulars	Minimum No. Required	M.Pharm		Remarks
			No. Available	Working Yes/No	
1	Hotplates	1			
2	Oven	1			
3	Refrigerator	1			
4	Analytical balance for demonstration	1			
5	Digital balance (10 mg sensitivity)	1			
6	Digital balance (1 mg sensitivity)	1			
7	Suction Pumps	2			
8	Muffle Furnace	1			

9	Mechanical Stirrers	1			
10	Magnetic Stirrers with Thermostat	2			
11	Vacuum Pump	1			
12	Digital pH meter	1			
13	Microwave Oven	1			

Availability of adequate number of glassware commonly used in Pharmaceutical Chemistry laboratory:  
Available/Not available

### Additional Equipment & Instruments for M.Pharm Pharmaceutical Analysis

Sl. No.	Particulars	Minimum No. Required	M.Pharm		Remarks
			No. Available	Working Yes/No	
1	Karl Fischer Apparatus	1			
2	Digital pH meter	1			
3	UV-Visible Spectrophotometer	1			
4	Spectrofluorimeter	1			
5	Digital balance (1 mg sensitivity)	1			
6	Gas Chromatography	1			
7	Flame Photometer	2			
8	Potentiometer	1			
9	Conductivity Meter	1			
10	Fourier Transform Infra-Red Spectrophotometer	1			
11	HPLC	1			
12	HPTLC (Desirable)	1			
13	Atomic Absorption Spectrophotometer(Desirable)	1			
14	Biochemical Analyzer(Desirable)	1			
15	Polarimeter (Desirable)	1			

Availability of adequate number of glassware commonly used in Pharmaceutical Analysis laboratory:  
Available/Not available

### Additional Equipment & Instruments for M.Pharm Pharmaceutical Quality Assurance

Sl. No.	Particulars	Minimum No. Required	M.Pharm		Remarks
			No. Available	Working Yes/ No	
1	Karl Fischer Apparatus	1			
2	Digital pH meter	1			
3	UV-Visible Spectrophotometer	1			
4	Spectrofluorimeter	1			
5	Digital balance (1 mg sensitivity)	1			
6	Gas Chromatography	1			
7	Flame Photometer	2			
8	Potentiometer	1			
9	Conductivity Meter	1			
10	Fourier Transform Infra-Red Spectrophotometer	1			
11	HPLC	1			
12	HPTLC (Desirable)	1			
13	Atomic Absorption Spectrophotometer (Desirable)	1			
14	Biochemical Analyzer(Desirable)	1			
15	Polarimeter (Desirable)	1			

Availability of adequate number of glassware commonly used in Pharmaceutical Quality Assurance laboratory: Available/Not available

#### d) DEPARTMENT OF PHARMACEUTICS

##### EQUIPMENT:

Sl. No.	Particulars	Minimum No. Required	B.Pharm		Remarks
			No. Available	Working Yes/No	
1	Mechanical stirrers	10			
2	Homogenizer	05			
3	Digital balance (10 mg sensitivity)	04			
4	Digital balance (1 mg sensitivity)	01			
5	Microscopes	10			

6	Stage micrometres	10			
7	Eye piece micrometers	10			
8	Tray dryer	01			
9	Ball mill	01			
10	Sieve shaker	01			
11	Standard sieves, sieve no. 8, 10,12,22,24, 44,66, 80	10 sets			
12	Double cone blender	01			
13	Propeller type mechanical agitator	05			
14	Steam distillation still	01			
15	Vacuum Pump	01			
16	Tablet punching machine (Single/Multiple punch)	01			
17	Capsule filling machine	01			
18	Ampoule washing machine	01			
19	Ampoule filling and sealing machine	01			
20	Tablet disintegration test apparatus IP	01			
21	Tablet dissolution test apparatus IP	01			
22	Monsanto's hardness tester	01			
23	Pfizer type hardness tester	01			
24	Friability test apparatus	01			
25	Clarity test apparatus	01			
26	Ointment filling machine	01			
27	Collapsible tube crimping machine	01			
28	Tablet coating pan	01			

29	Magnetic stirrer, 500ml and 1 liter capacity with speed control	10			
30	Digital pH meter	01			
31	Bottle washing Machine	01			
32	Bottle Sealing Machine	01			
33	Bulk Density Apparatus	02			
34	Conical Percolator (glass/ copper/ stainless steel)	02			
35	Capsule Counter	02			
36	Energy meter	02			
37	Hot Plate	02			
38	Humidity Control Oven	01			
39	Liquid Filling Machine	01			
40	Mechanical stirrer with speed regulator	02			
41	Distillation Unit	01			
42	All-purpose equipment with all accessories (desirable)	01			
43	Autoclave (desirable)	01			
44	Lyophilizer (Desirable)	01			

**APPARATUS:**

Sl. No.	Particulars	Minimum No. Required	B.Pharm		Remarks
			No. Available	Working Yes/No	
1	Ostwald's viscometer	20			
2	Stalagmometer	20			
3	Desiccator	05			
4	Suppository moulds	20			

5	Buchner Funnels (Small, Medium, Large)	05 each			
6	Filtration assembly	01			
7	Permeability Cups	05			
8	Andreason's Pipette	03			
9	Lipstick moulds	10			

#### PHARMACEUTICAL MICROBIOLOGY

Sl. No.	Particulars	Minimum No. Required	B.Pharm		Remarks
			No. Available	Working Yes/ No	
1	Aseptic Cabinet	01			
2	Laminar air flow	01			
3	Microscope	20			
4	Gel Electrophoresis (Vertical and Horizontal)	01			
5	Phase contrast/Trinocular Microscope	01			
6	Diagnostic kits to identify infectious agents	01			
7	Viscometer	01			
8	Micropipettes (single / multi channeled)	01			
9	BOD Incubator	01			
10	Paper Electrophoresis Unit	01			
11	Autoclave	01			
12	Refrigerator	01			
13	Filtration Assembly	01			
14	Digital pH meter	01			
15	Colony counter	01			
16	Zone reader	01			
17	Orbital shaker incubator	01			
18	Tissue culture station (Desirable)	01			

19	Fermenters of different capacity (Desirable)	01			
20	Incubator water bath(Desirable)	01			
21	Micro Centrifuge (Desirable)	01			
22	Refrigerated Centrifuge (Desirable)	01			

Availability of adequate number of glassware commonly used in Pharmaceutical Microbiology laboratory:

Available/Not available

#### Additional Equipment & Instruments for M.Pharm Pharmaceutics

Sl. No.	Particulars	Minimum No. Required	M.Pharm		Remarks
			No. Available	Working Yes/ No	
1	Rotary tablet punching machine	1			
2	Tablet dissolution apparatus	1			
3	Tablet disintegration apparatus	1			
4	Brookfield Viscometer	1			
5	Digital balance (1 mg sensitivity)	1			
6	Franz Diffusion Cell	1			

Availability of adequate number of glassware commonly used in Pharmaceutics laboratory:

Available/Not available

#### Additional Equipment & Instruments for M.Pharm Industrial Pharmacy

Sl. No.	Particulars	Minimum No. Required	M.Pharm		Remarks
			No. Available	Working Yes/ No	
1	Rotary tablet punching machine	1			
2	Tablet dissolution apparatus	1			



3	Tablet disintegration apparatus	1			
4	Brookfield Viscometer	1			
5	Digital balance (1 mg sensitivity)	1			
6	Franz Diffusion Cell	1			

Availability of adequate number of glassware commonly used in Industrial Pharmacy laboratory:

Available/Not available

#### Additional Equipment & Instruments for M.Pharm Pharmaceutical Regulatory Affairs

Sl. No.	Particulars	Minimum No. Required	M.Pharm		Remarks
			No. Available	Working Yes/ No	
1	Regulatory Affairs software	2			
2	Computers in PG lab with Internet connectivity	5			
3	Printer	1			

#### Additional Equipment & Instruments for M.Pharm Pharmacy Practice

Sl. No.	Particulars	Minimum No. Required	M.Pharm		Remarks
			No. Available	Working Yes/ No	
1.	Filtration equipment	2			
2.	Ampoule Filling machine	1			
3.	Ampoule Sealing machine	1			
4.	Autoclave sterilizer	1			
5.	Membrane filter	Adequate			
6.	Sintered glass funnel with complete filtering assembly	1			
7.	Small disposable membrane filter for IV admixture filtration	Adequate			
8.	Vacuum pump	1			
9.	Oven	1			
Other Requirements for Pharmacy Practice Lab					
	Counselling aids	Various charts, Placebos, patient information leaflet etc.	Adequate		
	Forms	Treatment Chart Review form/ Case Report form, Medication History Interview form, Patient Medication Counselling form, Drug	Adequate		

		Information Query form, Poison Information Query form, adverse drug reactions form, and medication errors reporting form.				
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Availability of adequate number of glassware commonly used in Pharmacy Practice laboratory:

Available/Not available

**Central Instrumentation Room (Air Conditioned)**

SI No	Name	Minimum Required Nos.	B.Pharm		Remarks
			Available Nos	Working Yes/ No	
1	Colorimeter	01			
2	Digital pH meter	01			
3	UV- Visible Spectrophotometer	01			
4	Flourimeter	01			
5	Digital Balance (1mg sensitivity)	01			
6	Nephelo Turbidity meter	01			
7	Flame Photometer	01			
8	Potentiometer	01			
9	Conductivity meter	01			
10	Ion- Exchanger	01			
11	HPLC	01			
12	Sonicator (bath type)	01			
13	Biochemical Analyzer (Desirable)	01			
14	Carbon, Hydrogen, Nitrogen Analyzer (Desirable)	01			
15	Deep Freezer (Desirable)	01			
16	Atomic Absorption and Emission spectrophotometer (Desirable)	01			
17	HPTLC (Desirable)	01			
18	Fourier Transform Infra Red Spectrometer (Desirable)	01			
19	Brookefield's viscometer (Desirable)	01			

### **XIII. EXAMINATION HALL**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Inspectors Remark</b>
1	Seating arrangement and spacing	Satisfactory/Not satisfactory
2	Extension of landline	Yes/No
3	CCTV	Available / Not available
4	Mobile Jammer	Available / Not available
5	Drinking water facilities	Yes/No
6	Toilet facility	Yes/No

### **XIV. EXAMINATION CONTROL ROOM**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Inspectors Remark</b>
1	Two Computers	Available/ Not available
2	Two internet connections	Available/ Not available
3	Two Printers	Available/ Not available
4	Fax Machine	Available/ Not available
5	CCTV	Available/ Not available
6	Mobile Jammer	Available / Not available
7	Generator	Available / Not available
8	UPS	Available / Not available

### XV. STUDENT DETAILS

Course	Approved Intake	I Year	II Year	III Year	IV Year	Remark of Inspectors
B. Pharm						
M.Pharm Specialization	Approved Intake	I Year	II Year			
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
Grand total of students admitted for various pharmacy courses:						

### XVI. PAST THREE YEARS UNIVERSITY RESULT OF B.PHARM & M.PHARM

(Give details of the University Examination result as per the given format, **Annexure-XXVIII**)

Semester	Regular/ Supplementary	Year	No. of students registered (a)	No. of students passed (b)	Pass Percentage (b/a × 100)
	Regular				
	Supplementary				

**XVII. LIST OF ELIGIBLE EXAMINERS****FOR B.PHARM 60 STUDENTS INTAKE**

Department	Minimum No. of Eligible Examiners Required				No. Available in the Institution
	I Year (Sem. I & II)	II Year (Sem. III & IV)	III Year (Sem. V & VI)	IV Year (Sem. VII & VIII)	
Pharmaceutical Chemistry (Including Pharmaceutical Analysis)	2	2	2	2	
Pharmaceutics	1	3	3	3	
Pharmacology	1	2	2	2	
Pharmacognosy	0	1	1	1	
Pharmacy Practice	0	0	0	1	
Remarks of the Inspectors					

**For M. Pharm:** Two faculties with five years experience eligible for examinership.

Available / Not available

**FOR B.PHARM 100 STUDENTS INTAKE**

Department	Minimum No. of Eligible Examiners Required				No. Available in the institution
	+ I Year	+ II Year	+ III Year	+ IV Year	
Pharmaceutical Chemistry (Including Pharmaceutical Analysis)	4	4	4	4	
Pharmaceutics	3	5	5	5	
Pharmacology	3	4	4	4	
Pharmacognosy	1	2	2	2	
Pharmacy Practice	1	1	1	1	
Remarks of the Inspectors					

**For M. Pharm:** Two faculties with five years experience eligible for examinership.

Available / Not available

List of eligible examiners should be submitted in the given format as **Annexure-XXIX**

Sl. No	Semester	Subject	Details of Eligible Examiners					
			Name	Designation	Age (Years) & D.O.B	Specialization	Total Teaching Experience (Years)	Signature

### XVIII. DOCUMENTATION

#### RECORDS MAINTAINED:

Sl No.	Records	Yes	No	Remarks of the Inspectors
1.	Admission Registers			
2.	Individual Service Register			
3.	Staff Attendance Registers			
4.	Sessional Marks Register			
5.	Final Marks Register			
6.	Examination Register			
7.	Register for Theory evaluation and Practical examination duty of faculty			
8.	Register for distribution of remuneration of KUHS examination			
9.	Stock register for answer books			
10.	Student Attendance Registers			
11.	Minutes of Meetings – Teaching Staff			
12.	Minutes of Programme committee meeting for B. Pharm and M. Pharm			
13.	College Council Constitution			
14.	Student Support and Guidance Programme Register			
15.	Academic Monitoring Cell Register			
16.	PTA constitution			
17.	Fee Paid Register			
18.	Acquittance Register			

19.	Accession Register for books and Journals in Library			
20.	Log book for chemicals and Equipment cost more than Rupees one lakh			
21.	Job Cards for Laboratories			
22.	Standard Operating Procedures (SOP's) for Equipment			
23.	Laboratory Manuals			
24.	Stock Register for Equipment			
25.	Animal House Records as per IAEC for M.Pharm Pharmacology			
26.	Practice School Records/Registers			
27.	Project work Records/Registers			
28.	Seminar/Assignment Register (M.Pharm Semester I and II)			
29.	Journal Club Presentation Register (M.Pharm Semester III and IV)			
30.	Minutes of Research Monitoring Committee (M.Pharm Semester III and IV)			
31.	Co curricular activities Register (M.Pharm Semester I to IV)			

**Note:** Countersign the last page of the Stock registers/Ledgers.

#### **XIX. REPORT OF INTERACTION WITH STUDENTS (Annexure-XXX)**

(Detailed discussion regarding the following areas: Regular classes, both theory and practical, Timetable, Free hours, Library hours, Internet usage, Sports, Arts and Cultural events, Ragging, Cooling water facilities, Toilets and its cleanliness, Noise pollution, Unethical interference of any faculty member, Industrial tour, Industrial/hospital training, Workshops/Seminars to be conducted, Medical camps/Awareness programs conducted, Timing of sessional examinations, Discipline of the college, Hostel facilities, Transportation, Vacation, Fee concession, Student Grievance cell, PTA meetings, Extra and Co-curricular activities, Staff rotation and Stability details, Steps needed to improve the standards etc.....)

#### **XX. REPORT OF INTERACTION WITH FACULTY MEMBERS (Annexure-XXXI)**

(Detailed discussion regarding the following areas: Regular classes both theory and practical, Timetable, Free hours, Library hours, Internet usage, Salary/Wages, Incentives, Staff Grievance activities, Anti- ragging, Cooling water facilities, Toilets and its cleanliness, Noise pollution, Industrial tour,

Industrial/Hospital training, Workshops/Seminars conducted, Medical camps/Awareness programs conducted, Timing of sessional examinations, Discipline of the college, Hostel facilities, transportation, Leaves including duty leaves, Vacation, PTA meetings, Extra and Co-curricular activities, Staff rotation and Stability details, Steps needed to improve the standards etc....)

**XXI.** A copy each of the audited balance sheet (By Chartered accountants) of the trust/society for past three years are to be furnished (**Annexure-XXXII** )

### **CARDINAL DEFICIENCIES**

(Separate sheet may be attached for writing detailed report of deficiencies)

- Infrastructure
  
  
  
  
  
  
- Equipment
  
  
  
  
  
  
- Clinical material
  
  
  
  
  
  
- Faculty
  
  
  
  
  
  
- Academic training



## FINAL SUMMARY OF FINDINGS BY THE INSPECTORS

Sl. No.	Particulars	Yes/ No	Remarks of the inspectors
1	Is the Inspection Proforma filled completely, no column left unfilled and each page signed by both/all the inspectors		
2	Has the permission/approval order been checked and found correct? (a) State Government NOC (b) PCI		
3	Have the following details of the documents been checked and found correct. (a) Trust (b) Land (c) Infrastructure		
4	Whether Weekly Timetable for all the courses has been checked? (a) B.Pharm (b) M.Pharm		
5	Have the following details with respect to Pharmacy faculty been checked? a. Qualification b. Teaching Experience c. Relieving certificates from the previous Institutions d. State Pharmacy Council Registration Certificate e. IT Returns, Previous Year		
6	Whether subject wise list of eligible examiners attached		
7	Journals/Books/e-journals other facilities of library verified		
8	Availability of equipment & apparatus verified and found adequate		
9	Whether any case of ragging has been reported in the Institution during the past one year, if yes, action taken there on		
10	Whether the College fulfills all the requirements of faculty and infrastructure to conduct the courses.		
11	Whether group photographs have been attached for each course with inspectors		
12	Whether duly filled faculty proforma attached		
13	Whether the submitted documents are recorded in Digital Format in a CD		

## **DECLARATION**

We hereby declare that all the columns in the proforma have been duly filled and all the parameters have been physically verified and that the Report is complete in all respect. We will maintain the confidentiality of the report.

	<b>Inspector 1</b>	<b>Inspector 2</b>	<b>Academic Council Member (if appointed)</b>
Signature:			
Name:			
Place:			
Date:			

**Note:**

1. Do not write any comments like Recommended / Not Recommended.
2. Do not use white fluid for correction. Strike off and sign in case of any correction.
3. The key areas may be photographed and submitted in CD.

## **LIST OF ANNEXURES**

Serial No.	Document	Attached	
		Yes	No
Annexure I	Details of Administrative status of the Institution/College		
Annexure II	Approval / NOC from Government		
Annexure III	PCI approval for the Academic Year 20 -20		
Annexure IV	Website details of the College		
Annexure V	Details of land deed		
Annexure VI	Approved Building Plan		
Annexure VII	Infrastructure facilities endorsed by the Principal/HOI		
Annexure VIII	MoU of Institution with the Hospital		
Annexure IX	Details of Human/ Animal Ethical Committee		
Annexure X	Time table for B. Pharm, M. Pharm course		
Annexure XI	Details of guest lecturers, seminars and workshops conducted		
Annexure XII	List of papers presented / published during 20 -20		
Annexure XIII	Total work load per week of faculty members		
Annexure XIV	Details of Industry – Institution interactions.		
Annexure XV	Details of sessional exam timetable		
Annexure XVI	List of library books		
Annexure XVII	Details of programme committee		
Annexure XVIII	College council details		
Annexure XIX	PTA details		
Annexure XX	Details of anti-ragging committee		
Annexure XXI	Details of Practice school		
Annexure XXII	Details of Project work of B.Pharm and M. Pharm students		
Annexure XXIII	Documents for industrial/ hospital training		
Annexure XXIV	Curriculum vitae of the Principal		
Annexure XXV	Details of the B. Pharm and M. Pharm teaching faculty		
Annexure XXVI	Details of all teaching faculty including D.Pharm		
Annexure XXVII	Scale of Pay for Teaching Faculty		
Annexure XXVIII	Past three years university examination result		
Annexure XXIX	List of eligible examiners		
Annexure XXX	Report of interaction with students		
Annexure XXXI	Report of interaction with faculty members		
Annexure XXXII	Copy of the audited balance sheet (by chartered accountant)		

**KERALA UNIVERSITY OF HEALTH SCIENCES, THRISSUR – 680596**

**FACULTY PROFORMA**

**TO BE SUBMITTED BY THE FACULTY AT THE TIME OF INSPECTION**

NAME OF THE COLLEGE:		<i>(Paste recent passport size photo of the employee duly signed by the Principal / Head)</i>
DATE OF INSPECTION:		
<b>DECLARATION FORM</b>		
<b>1.</b>	<b>BASIC DETAILS (IN BLOCK LETTERS):</b>	
(a)	Name of the Faculty Member:	Dr./Mr./Ms.
(b)	Present Designation:	
(c)	Department:	
(d)	Mobile number & E-mail id:	
(e)	KUHS Faculty Enrollment number:	
(f)	Date of Birth & Age:	
(g)	Nature of the appointment:	Permanent/ Temporary/ Honorary/ Part-time/ Guest
(h)	Whether belongs to:	SC / ST / Ex-service / Others
(i)	<b>PHOTO ID PROOF</b> <i>Submit Original photo ID proof issued and attach self-attested Copy of PASSPORT /DRIVING LICENSE/ PAN CARD/VOTER ID/AADHAR CARD)</i>	
(j)	Residential address of the Faculty: <i>(Attach self-attested copy of Passport/Voter Card/ Ration Card/ Electricity Bill/Driving license as a Proof of Residence)</i>	
(k)	Date of joining the present institution:	On..... as.....

## 2. EDUCATIONAL QUALIFICATIONS

Name of Qualification	Name of College & University	Month & Year	Kerala State Pharmacy Council Registration No. with Date
Under Graduate Degree:			
Post Graduate Degree:			
Additional Qualification, if any			.....

- Note: (i) Subject of specialization should be written within bracket after the name of the PG degree.  
(ii) Submit Original Degree certificates and State Pharmacy Council registration certificates for verification.  
(iii) Self-attested Copies of degree certificates, UG, PG & Ph.D (if awarded), and State Pharmacy Council registration, both UG & PG to be attached.*

## 3. DETAILS OF THE PREVIOUS APPOINTMENTS/TEACHING EXPERIENCE:

*(Attach additional statement if necessary and supporting Self-attested copies of experience certificates)*

No.	Name of the Institution	Designation	From DD/MM/YY	To DD/MM/YY	Total in Years/ Months

**4.** Before joining present institution I was working in.....  
..... as.....and relieved on  
..... after resigning / retiring.

**5. Number of Research Publications in Journals during the last three academic years: (furnish details)**

(a) International Journals:

(b) National Journals:

(c) State/ Other Journals:

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**6. Whether any Research Projects on hand: (if yes, furnish details)**

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7. (a) I am having PAN Card and my PAN is \_\_\_\_\_ / I am not having PAN Card.  
 (b) Total emoluments drawn from the college as Salary:  
 Assessment year \_\_\_\_\_ Financial year \_\_\_\_\_

Month & Year	Amount Received	TDS
April 20....		
May 20....		
June 20....		
July 20....		
August 20....		
September 20....		
October 20....		
November 20....		
December 20....		
January 20....		
February 20....		
March 20....		

*Note: Self-attested Copy of PAN & Form 16 (TDS certificate) of previous financial year to be attached.*

**DECLARATION**

I have not worked at any other college/ institution or presented myself for any form of inspection from \_\_\_\_\_ onwards till date.

It is declared that each statement and /or contents of this declaration and /or documents, certificates submitted along with the declaration form, by the undersigned are absolutely true, correct and authentic. In the event of any statement made in this declaration subsequently turning out to be incorrect or false the undersigned has understood and accepted that such misdeclaration in respect to any content of this declaration shall be treated as a gross misconduct, thereby rendering the undersigned liable for necessary disciplinary action.

It is also declared that the undersigned shall abide by all the rules and regulations notified by the Kerala University of Health Sciences from time to time for the smooth conduct of the UG/PG Degree courses and examinations.

Date: \_\_\_\_\_ Signature of the Faculty

Place: \_\_\_\_\_ Name & Designation

**ENDORSEMENT**

This endorsement is the certification that the undersigned has satisfied himself / herself about the correctness and veracity of each content of this declaration and endorse the above mentioned declaration as true and correct. I have verified the certificates/documents submitted by the candidate with the original certificates/documents as submitted by the faculty to the institute and with the concerned institute and have found them to be correct and authentic.

In the event of this declaration turning out to be either incorrect or any part of this declaration subsequently turning out to be incorrect or false it is understood and accepted that the undersigned shall also be equally responsible besides the declarant himself/herself for any such misdeclaration or misstatement.

Date: \_\_\_\_\_ Counter signed by the Principal

Place: \_\_\_\_\_ Office Seal

### CHECK LIST FOR FACULTY

No.	Documents	Submitted	
		Yes	No
1 a	Recent passport size photo of the faculty, signed by Dean/Principal of the College	Yes	No
b	Photo ID proof issued by Govt. Authorities Passport/ Driving License/ Voter ID / Aadhar Card*	Yes	No
c	Copy of Passport/ Voter Card/ Ration Card/ Electricity Bill/ Driving License attached as a proof of residence	Yes	No
2 a	Copy of Degree certificates of UG, PG & Ph. D (if awarded)*	Yes	No
b	Copy of Kerala State Pharmacy Council registration certificates of UG and PG degrees*	Yes	No
3	Copy of Experience certificates for all faculty appointments held before joining the present Institution*	Yes	No
4	Relieving order from the previous Institution*	Yes	No
5	Details of Research Publications and Projects, if any	Yes	No
6 a	Copy of PAN Card*	Yes	No
b	Copy of Form 16 (TDS Certificate) for financial year	Yes	No

(\*SUBMIT ORIGINAL FOR VERIFICATION)

Signed by the faculty (To be signed in presence of the Inspectors)	Counter signed by the Principal	Signed by the Inspectors		
				1.
		2.		
		3.		
Date:	Date:	Date:		

**NOTE:**

(i) The Declaration Form will not be accepted and the person will not be counted as faculty if any of the above documents are not enclosed/ attached with the declaration form.

(ii) The person will not be counted as a faculty if the original of Photo ID proof, Registration Certificate / Degree Certificates / PAN Card (if issued) are not produced for verification at the time of Inspection.

(iii) All the faculty must submit the revised declaration form in this format only.