

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

<p>A –I. 1 Name of the Institution: Complete Postal address: STD code Telephone No. Fax No. E-mail</p>	<p>MET’s Institute of D. Pharmacy Bhujbal Knowledge City, Adgaon, Nashik – Maharashtra 422 003 0253 2303515 2303203 iop@bkc.met.edu</p>
<p>Year of Establishment</p>	<p>2016</p>
<p>Status of the course conducting body: Government/University/ Autonomous/Aided/Private (Enclose copy of Registration documents Of Society/Trust)</p>	<p>Private (Enclosed copy of registration documents of trust) –Enclosure 1</p>
<p>A–I.2 Name, address of the Society /Trust/Management (attach documentary evidence) STD code Telephone No. Fax No. E-mail Web Site:</p>	<p>Mumbai Educational Trust, Gen. Arunkumar Vaidya Chowk, Bandra (West), Mumbai (Enclosed copy trust deed) –Enclosure 2 022 26440096 26440155 communications@met.edu www.met.edu</p>
<p>A–I.3 Name, Designation and Address of person to be contacted by phone STD code Telephone No. Fax No. E-mail</p>	<p>Prof. Mohammad Rizwan Niyazuddin Shaikh Principal, MET’s Institute of D. Pharmacy Bhujbal Knowledge City, Adgaon, Nashik – Maharashtra 422 003 0253 2303515/2555966 2303203 Rizwans_iop@bkc.met.edu Shaikhrizwan04@gmail.com</p>
<p>A–I.4 Name, and Address of the Head of Institution</p>	<p>Prof. Mohammad Rizwan Niyazuddin Shaikh MET’s Institute of D. Pharmacy, Bhujbal Knowledge City, Adgaon, Nashik – Maharashtra 422 003</p>

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 fees aid upto	Receipt No.	Dated
D. Pharm	2017-18	Rs. 50,000/- (Affiliation fees) and paid vide DD No. 266276, Date: 14/06/17, State Bank of India, Adgaon Branch	

b. APPROVAL STATUS:

Name of the course	Approval upto	Intake approved and admitted	PCI	STATE GOVERNMENT	Remarks of the Inspector
D. Pharm	New Institute	Approval Letter No. And Date	17-1120/2016-PCI 12/08/2017	Approval-2016/ (154/16)/TASHI-5	
		Approved Intake	60		
		Actually Admitted	60		

c. STATUS OF APPLICATION

Course	Extension of Approval	Increase in Intake of Seats	Remarks	
D. Pharm	New Institute		Current Intake	Proposed Intake
			60	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 status Yes No

Other educational institutes are being run in the same campus

Sl. No.	Institution	Course
1.	institute of Pharmacy	Bachelor of Pharmacy
2.	Institute of Management	Master of Business Administration
3.	Institute of Engineering	Bachelor of Engineering
4.	Institute of Technology	Diploma in Engineering

A -I. 6 a

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

Examining Authority
With complete postal

Maharashtra State Board of Technical Education,
49, Kherwadi, Bandra (E), Mumbai -400 051

Signature of the Head of the Institution

Signature of the Inspectors

B - DETAILS OF THE INSTITUTION

B –I .1 Name of the Principal		Prof. Mohammad Rizwan Niyazuddin Shaikh			
Qualification/Experience	Qualification *		Teaching experience Required	Actual Experience	Remarks of the Inspector
	M. Pharm	M Pharm (Pharmacognosy)	05 years	07 Years	
	Ph D (Desirable)	--	02 years	NA	

* Documentary evidence should be provided- Enclosure 3

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 by last 03 Years *
D. Pharm	12/07/2017	Not Received	NA	NA

*Enclose Documents

B –I .3

Pay Scales:

Staff	Scale of pay	PF	Gratuity	Pension benefit	Remarks of the Inspector
Teaching staff	AICTE/UGC/State Govt Yes	Yes	No	No	
Non Teaching Staff	State Govt Yes	Yes	No	No	

B –I .4

D. Pharm Course: Admission statement for the past three years

Academic year	2014-15	2015-16	2016-17
Sanctioned	NOT APPLICABLE		60
No. Of Admissions			59
Unfilled seat			01
No. Of excess admissions			00

Signature of the Head of the Institution

Signature of the Inspectors

B-I .5

Academic information: Percentage of D. Pharm results for the past three years:

Academic year	2014-15	2015-16	2016-17
D Pharm	NOT APPLICABLE (NEW INSTITUTE)		49.15%

B -II

Co -Curricular Activities / Sports Activities

Whether college has NSS Unit (Yes/No)? If no give reasons	NOT APPLICABLE (NEW INSTITUTE)
NSS Programme Officer's Name	
Programme conducted (mention details)	
Whether students participating in University level cultural activities / Co-curricular/sports activities	YES
Physical Instructor	Available/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): NOT APPLICABLE

C .2 Please provide the following information

Receipt			Expenditure*			Remarks of the inspectors
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount	
1	Grants a. Government b. Others	NA NA	CAPITAL EXPENDITURE			
2	Tuition fee	28,32,000/-	1	Building	24,31,368/-	
3	Library fee	NA	2	Equipment	1,92,557/-	
4	Sports fee	NA	3	Others	59,55,236/-	
5	Union fee	NA	REVENUE EXPENDITURE			
6	Others	82,563/-	1	Salary	15,34,858/-	
			2	MAINTENANCE EXPENDITURE		
				I College	2,37,249/-	
				ii Others	NA	
			3	University fee (If any)	NA	
			4	Apex Bodies fee AICTE PCI Affiliation fees PCI Inspection fees MSBTE affiliation	1,15,000/-	
			5	Government Fee	NA	
			6	Deposit held by college AICTE	NA	
			7	Others	10,02,169/-	
Total		29,14,563/-	8	Misc. Expenditure	NA	
			Total		1,14,68,437/-	

* Approved Budget Enclosed – Enclosure 4

Signature of the Head of the Institution

Signature of the Inspectors

PART-II PHYSICAL INFRASTRUCTURE

1. a. Building **Own/Rented/Leased**
 b. Land:
 i) Leased or own Leased own
 Sale / Agreement deed (records to be enclosed) **Enclosed/Not available**
 c. Building: Leased Rented
 i) Leased/Rented † (Record to be enclosed): **Enclosed/Not available**
 ii) If Own (Approved Building plan & sale deed to be enclosed): **Enclosed/Not available (Enclosure 5)**
 d. Total Area of the college building in Sq.mts: Built up area
Amenities and Circulation Area

2. Class rooms:

Total Number of Class rooms provided

Class	Required	Available	Required area* for each class room	Available area in Sq. mts	Remarks of the inspectors
D Pharm	02	02	90 Sq. mts	91.00 X 02 = 182.00	

*(To accommodate 60 students)

3. Laboratory requirement:

Sl. No	Name of infrastructure	Requirement as per Norm	Available		Remarks/ Deficiency
			No.	Area in Sq. mts	
1	Laboratory area for D. Pharm course	50 Sq. Mt X n (n= 05)	05	75.00X 05 = 375.00	
2	Pharmaceutics Pharmaceutical Chemistry Physiology and Pharmacology Pharmacy Practice Pharmacognosy Total no. of Labs for D. Pharm Course *Animal House	01 Laboratory 01 Laboratory 01 Laboratory 01 Laboratory 01 Laboratory 05 Laboratories 01 (10 Sq. mt)	01 01 01 01 01 05 01	75.00 75.00 75.00 75.00 75.00 375.00 77.00	
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)	05	10.00X 05 = 50.00	
4	Area of the Machine Room	100 Sq.mts	01	100.00	
5	Aseptic Room	25 Sq.mts	01	30.00	
6	Store Room –I	1 (Area 20 Sq. mts)	01	20.00	
7	Store Room –II (For Inflammable chemicals)	1 (Area 20 Sq. mts)	01	20.00	

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 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 Norm in number	Requirement as per Norm in area	Available		Remarks/ Deficiency
				No.	Area in Sq. mts.	
1	Principal's Chamber	01	20 Sq. mts	01	30.00	
2	Office –I Including Confidential Room	01	40 Sq. mts	01	160.00	
3	Staff / Faculty Rooms for D. Pharm course	01	30 Sq. mts	01	30.00	
4	Library with computer and reprographic facilities	01	100 Sq. mts	01	105 Sq.mts.	
5	Museum	01	30 Sq. mts. (May be attached to Pharmacognosy lab)	01	30.00	
6	Auditorium / Multi Purpose Hall (Desirable)	01	250-300 seating capacity	01	250 seating capacity	
7	Herbal Garden (Desirable)	01	Adequate number of Medicinal Plants	01	Adequate number of Medicinal Plants	

Signature of the Head of the Institution

Signature of the Inspectors

5. Student Facilities:

Sl. No	Name of infrastructure	Requirement in number	Requirement in area	Available		Remarks/ Deficiency
				No.	Area in Sq. mts.	
1	Girl's Common Room (Essential)	01	40 Sq. mts	01	75.00	
2	Boy's Common Room (Essential)	01	40 Sq. mts	01	75.00	
3	Toilet Blocks for Boys	01	25 Sq. mts	01	25.00	
4	Toilet Blocks for Girls	01	25 Sq. mts	01	25.00	
5	Canteen (Desirable)	01	100 Sq. mts	01	600	
6	Drinking Water facility Water Cooler (Essential)	01	--	01	Available	
7	Boy's Hostel (Desirable)	01	9 Sq.mts/room Single occupancy	01	9 Sq.mts/room Single occupancy	
8	Girl's Hostel (Desirable)	01	9 Sq.mts/room Single occupancy 20 Sq.mts /room triple occupancy	01	9 Sq.mts/room Single occupancy 20 Sq.mts /room triple occupancy	
9	Power Backup Provision (Desirable)			01	Available	

6. Computer and other Facilities:

Name	Required	Available	Available		Remarks of the inspectors
			No.	Area in Sq. Mt	
Computer (latest Configuration)	1 system for every 10 students	Yes	20	75.00 (01 Computer lab)	
Printers	1 printer for every 10 Computers	Yes	02	--	
Xerox Machine	01	Yes	01	Make: Kyocera	
Multi Media Projector	02	Yes	02	Make: Dell	

Signature of the Head of the Institution

Signature of the Inspectors

7. Amenities (Desirable)

Name	Requirement as per norms in area	Available		Not Available	Remarks of the inspectors
		No.	Area in Sq. Mt		
Principal quarters	80 Sq. mt	01	100.00	--	
Staff quarters	6x 80 Sq.mt	06	1137.00	--	
Parking Area for staff and students		Available	165.00	--	
Bank Extension Counter		ATM Available	20.00	--	
Co operative Stores		01	30.00		
Guest House	80 Sq. mt	16Rooms	512.00		
Transport Facilities for students		Available		--	
Medical Facility (First Aid)		Available		--	

8. 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	Items	Titles	Minimum Volumes	Available		Remarks of the inspectors
				Titles	Number	
1	Number of books	75	750 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	111	810	
2	Annual addition of books	--	75 books per year	YES		
3	Periodicals Hard copies / online	--	06 National Journals Indian Journal of Pharmaceutical Sciences Indian Journal of Pharmaceutical Education and Research Journal of Hospital Pharmacy Indian Journal of Pharmacology CIMS, MIMS Indian Journal of Experimental Biology.	08	08	
4	Library Timings 9.00 am to 5.00 pm					

Signature of the Head of the Institution

Signature of the Inspectors

8. B. Subject wise Classification:

Sl. No	Subject	Available		Remarks of the inspectors
		Titles	Numbers	
1	Pharmaceutics-I	19	152	
2	Pharmaceutical Chemistry -I	15	112	
3	Pharmacognosy	12	105	
4	Biochemistry and Clinical Pathology	08	60	
5	Human Anatomy and Physiology	11	97	
6	Health Education and Community Pharmacy	05	56	
7	Pharmaceutics -II	13	41	
8	Pharmaceutical Chemistry -II	03	45	
9	Pharmacology and Toxicology	07	43	
10	Pharmaceutical Jurisprudence	03	23	
11	Drug Store and Business Management	05	24	
12	Hospital and Clinical Pharmacy	10	52	

8. C. Library Staff:

	Staff	Qualification	Required	Available	Remarks of the inspectors
1	Librarian	D Lib	1	01 (M Lib, M Phil)	
2	Library attenders	10+2 /PUC	1	01 (B.Com)	

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

Signature of the Head of the Institution

Signature of the Inspectors

PART III ACDEMIC REQUIREMENT

Course Curriculum:

1. Student Staff Ratio: (NEW INSTITUTE) Theory Practical's

(Required ratio --- Theory → 60:1 and Practical's → 20:1)

If more than 20 students in a batch 2 staff member to be present provided the lab is spacious.

2. Date of Commencement of session / sessions:

Commencement	Completion	Year
19/06/2017	25/03/2018	Second Year
21/06/2017	25/03/2018	First Year

No of Days 280 (Second Year)

No of Days 216

3. Vacation: (NEW INSTITUTE) Summer: **Winter:**

4. Total No. of working days:

5. Time Table:

Time Table for I and II D. Pharm (NEW INSTITUTE) Yes No

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

Class/Subject	Theory		Practical's				Remarks of the inspection
	Prescribed No. of Hours	No. of Hours Conducted	Prescribed No. of Hours	No. of Hours Conducted	Prescribed No. of Classes	No. of Classes Conducted	
I D Pharm							
Pharmaceutics –I	75	79	100	100	25	25	
Pharmaceutical Chemistry–I	75	75	75	75	25	25	
Pharmacognosy	75	76	75	75	25	25	
Biochemistry and Clinical Pathology	50	51	75	75	25	25	
Human Anatomy and Physiology	75	79	50	50	25	25	
Health Education and Community Pharmacy	50	51	--	--	--	--	

Signature of the Head of the Institution

Signature of the Inspectors

Class/Subject	Theory		Practical's				Remarks of the inspection
	Prescribed No. of Hours	No. of Hours Conducted	Prescribed No. of Hours	No. of Hours Conducted	Prescribed No. of Classes	No. of Classes Conducted	
II D Pharm							
Pharmaceutics –II	75	NOT APPLICABLE (NEW INSTITUTE)	100	NOT APPLICABLE (NEW INSTITUTE)	25	NOT APPLICABLE (NEW INSTITUTE)	
Pharmaceutical Chemistry –II	100		75		25		
Pharmacology and Toxicology	75		50		25		
Pharmaceutical Jurisprudence	50		--		--		
Drug Store and Business Management	75		--		--		
Hospital and Clinical Pharmacy	75		50		25		

7. Whether Internal Assessments are conducted periodically as per PCI norms

NOT APPLICABLE (NEW INSTITUTE)

Yes

8. Whether Evaluation of the internal assessments is Fair

Yes

No

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 Less than 50%		Remarks of the inspectors
	Th	Pr	Th	Pr	Th	Pr	Th	Pr	
I D Pharm	04	07	14	15	26	35	15	02	
II D Pharm	NOT APPLICABLE (NEW INSTITUTE)								

Signature of the Head of the Institution

Signature of the Inspectors

9. Workload of Faculty members for D. Pharm

Sl. No	Name of the faculty	Subject Taught	D Pharm				Total Work load	Remarks of the inspectors
			I D Pharm		II D Pharm			
			Th	Pr	Th	Pr		
1	Prof. M.R.N. Shaikh	1) Pharmacognosy	4 hrs	--	NOT APPLICABLE (NEW INSTITUTE)	7 hrs		
		2) Drug store and business management	3 hrs	--				
2	Prof. Mrs. V.P. Rawal	1) Human Anatomy and Physiology	4 hrs	6 hrs		17 hrs		
		2) Pharmacology and Toxicology	3 hrs	4 hrs				
3	Prof. L.P. Patil	1) Pharmaceutics-I	4 hrs	9 hrs		24 hrs		
		2) Pharmaceutics-II	3 hrs	8 hrs				
4	Prof. H.B. Mishal	1) H.E.C.P	3 hrs	--		11 hrs		
		2) Pharmacognosy	--	6 hrs				
		3) Pharmaceutical Jurisprudence	2 hrs					
5	Prof. A.V. Kotkar	1) Pharmaceutical Chemistry I	4 hrs	9 hrs	17 hrs			
		2) Pharmaceutical Chemistry II	4 hrs					
6	Prof. Ugale	1) Biochemistry and Clinical Pathology	3 hrs	9 hrs	19 hrs			
		2) Hospital Clinical Pharmacy	3 hrs	4 hrs				
7	Prof. Yogeshwar Shirsath	1) Pharmaceutical Chemistry II	--	3 hrs	11 hrs			
		2) Pharmacognosy	--	8 hrs				

Signature of the Head of the Institution

Signature of the Inspectors

PART IV -PERSONNEL

TEACHING STAFF:

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

Sl. No.	Name	Designation	Qualification	Date of joining	Teaching experience		State Pharmacy Council reg. No	Signature of the faculty	Remarks of the inspectors
					After UG	After PG			
1	Prof. M.R.N. Shaikh	Principal	Master of Pharmacy	1/8/2016	--	07			
2	Prof. V.P. Rawal	Lecturer	Master of Pharmacy	1/8/2016	12	01			
3	Prof. L.P. Patil	Lecturer	Master of Pharmacy	12/8/2016	--	04			
4	Prof. H.B. Mishal	Lecturer	Master of Pharmacy	01/09/2017	15	05			
5	Prof. A.V. Kotkar	Lecturer	Master of Pharmacy	01/09/2017	06	--			
6	Prof. Ugale	Lecturer	Master of Pharmacy	01/09/2017	--	03			
7	Prof. Shirsath	Lecturer	Master of Pharmacy	01/07/2017	--	01			

2. Qualification and number of Staff Members

Number of staff members required: 07

Qualification			
B Pharm	M Pharm	Ph D	Others-Full time
01	06	--	--

2. Details of Faculty Retention for:

Name of The Faculty Member	Period	Percentage
NOT APPLICABLE	Duration of 15 yrs. And above	NOT APPLICABLE (NEW INSTITUTE)
	Duration of 10 yrs. And above	
	Duration of 5 yrs. And above	
07	Less than 5 yrs.	

3. Details of Faculty Turnover

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
NOT APPLICABLE (NEW INSTITUTE)					

Signature of the Head of the Institution

Signature of the Inspectors

5. No. of Non-teaching staff available for D. Pharm course for intake of 60 Students:

Sr. No	Designation	Required Number	Required Qualification	Available		Remarks of the inspection team
				Number	Qualification	
1	Laboratory Technician	02	D Pharm	02	B. Sc.	
2	Laboratory Assistants/ Attenders	04	SSLC	04	SSC	
3	Office Superintendent	01	Degree	01	BCS	
4	Accountant cum Clark	01	Degree	01	B. Com., MBA	
5	Store keeper	01	D Pharm	01	B.Com.	
6	Computer Data Operator	01	10+2 With computer Training	01	HSC MS-CIT	
7	Peon	02	SSLC	02	BA/HSC	
8	Cleaning personnel	04	--	04	--	
9	Gardener	01	--	01	--	

PART V – DOCUMENTATION

Records Maintained (Essential)

SI No	Records	Yes	No	Remarks of the inspectors
1	Admissions Registers	Yes	--	
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	NA	--	

Signature of the Head of the Institution

Signature of the Inspectors

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.**

Signature of the Head of the Institution

Signature of the Inspectors