

Tracking Number: SIF/2016/100325

PHARMACY COUNCIL OF INDIA

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

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

(SIF-B)

To be filled up by P.C.I

To be filled up by inspectors

Inspection No. :

Date of Inspection:

FILE No.

NAME OF THE INSPECTORS: 1.
(IN BLOCK LETTERS)

2.

PART-1

A-GENERAL INFORMATION

A - I.1

Name of the Institution Arvind Gavali College of Pharmacy
Complete Postal address: Jaitapur Satara, S.N.261, At.: Jaitapur, Post Chinchaner Vandan, Tal/Dist. Satara
Telephone Number with STD Code 02162 248700
Fax No 248700
Email agcopsatara@gmail.com
Year of Establishment 2007
Status of the course conducting body Private
(Enclose copy of Registration documents of Society/Trust)

A - I.2

Name of the Society/Trust/Management Samarth Educational Trust
(attach documentary evidence)
Address A M 1/1 Additional MIDC, Degoan Road, Satara 415 004,(M.S.)
Telephone Number with STD Code 02162 248701
Fax No 240063
Email agcopsatara@gmail.com
Website sets.edu.in

A - I.3

Name of the Person to be contacted by phone Dr.Jadhav Ramchandra B.
Designation Principal
Address Gat No. 261, At.: Jaitapur, Post Chinchaner Vandan, Tal/Dist. Satara 415 004 (M.S.)
STD Code 02162
Telephone Number
Office 248700
Residence 248700
Mobile 9372550586
Fax No 248700
Email ramjadhav123@gmail.com

A - I.4

Name of the Head of the Institution Dr. Jadhav Ramchandra B.
Address Gat No. 261, At.: Jaitapur, Post Chinchaner Vandan, Tal/Dist. Satara 415 004 (M.S.)

Signature of the Head of the Institution

Signature of the Inspectors

A - I.5

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

a. DETAILS OF AFFILIATION FEE PAID

Name of the Course	Affiliation Fee Paid Upto	Receipt No.	Dated	Remarks of the Inspectors
B Pharm	2016-17	983280	14/06/2016	

b. APPROVAL STATUS

Name of the Course	Approved Upto	Intake Approved and Admitted	PCI	State Govt	University	Remarks of the Inspectors
B Pharm	2016-2017	Approved Letter No & Date	32-743-PCI	692 07-08/2007	Aff./T/-2/SVM /Edud. Cou/SubNO 123/13000 31/03/16	
		Approved Intake	60	60	60	
		Actually Admitted	60	60	60	

c. STATUS OF APPLICATION

COURSES INSPECTED FOR				
Course	Extension of Approval	Increase in Intake of Seates	Current Intake	Proposed increase in Intake
B Pharm	Yes	No	60	0

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

A - I.6 a

Status of the Pharmacy Course:	
Independent Building	Yes
Wing of Another College	No
Separate Campus	Yes
Multi Institutional Campus	No

Examining Authority:

Degree Course

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

The Registrar, Shivaji University, Vidyanagar, KOLHAPUR - 416 001

Signature of the Head of the Institution

Signature of the Inspectors

B - DETAILS OF THE INSTITUTION

B - I.1

Name of the Principal

Dr. Jadhav Ramchandra B.

Qualification / Experience	Qualification		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M. Pharm	Yes	15 years, out of which 5 years as Prof. / HOD	18	
	PhD	Yes	10 years, out of which at least 05 years as Asst. Prof		

* Documentary evidence should be provided

B - I.2

For institution seeking continuation of affiliation

Course	Date of last Inspection	Remarks of the Previous Inspection Report	Complied/Not Complied	Intake reduced/Stopped in the last 03 years*
B Pharm	22/02/2014	All purpose equipment Triangular microscope incubator with water bath	Yes	No

* Enclose Documents

B - I.3

Status of Governing Council	Trust
Details of the Governing Body	Enclosed
Minutes of the last Governing council Meeting	Enclosed

B - I.4

Pay Scales

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

B - I.5

B Pharm Course: Admission statement for the past three year

ACADEMIC YEAR	2014-2015	2015-2016	2016-2017
Sanctioned	60	60	60
No. of Admissions	60	60	60
Unfilled Seats	0	0	0
No of Excess Admission	0	0	0

B - I.6

Academic information: Percentage of UG results for the past three years based on University Calender

ACADEMIC YEAR	2014-2015	2015-2016	2016-2017
1st Year	96	96	0

2nd Year	100	90	0
3rd Year	100	84	0
Final Year	95	96	0
Pass % (Final Year)	95	96	0

B - II

Co-Curricular Activities / Sports Activities

Whether college has NSS Unit	Yes
If no give reasons	NA
NSS Program Officer's Name	Mr Jadhav Prakash D
Programme Conducted Details	NSS Camp at Vijaynagar Dated 09/02/2016 to 15/02/2016
Whether students participating in University level cultural activities/Co-curricular/Sports activities	Yes
Physical Instructor	Available
Sports Ground	Individual
Are you Associated with other Organization/Institution/Trust/Society Running Pharmacy Course	Yes
Organization/Institution/Trust/Society Name	
Complete Postal Address.	
Telephone No.	
Nature of Association	

Signature of the Head of the Institution

Signature of the Inspectors

C - FINANCIAL STATUS OF THE INSTITUTION

Audited financial Statement of Institute should be furnished

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

C .2 Please provide following Information

Receipts			Expenditure			Remarks of the Inspector
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount	
1.	Grants		CAPITAL EXPENDITURE			
	a. Government	0.00				
	b. Others	0.00				
2.	Tuition Fee	19441714.00	1.	Building	5115199.00	
3.	Library Fee	0.00	2.	Equipment	1995323.00	
4.	Sports Fee	0.00	3.	Others	0.00	
5.	Union Fee	0.00	REVENUE EXPENDITURE			
6.	Others	13532.00	1.	Salary	12816131.00	
			2.	Maintenance Expenditure		
				i. College	162650.00	
				ii. Others	123438.00	
			3.	University Fee	0.00	
			4.	Apex Bodies Fee	365250.00	
			5.	Government Fee	6748.00	
			6.	Deposit held by the College	353300.00	
			7.	Others	2876446.00	
			8.	Misc. Expenditure	17730.00	
	Total	19455246.00		Total	16721693.00	

Note: Enclose relevant documents

Signature of the Head of the Institution

Signature of the Inspectors

PART- II PHYSICAL INFRASTRUCTURE

1. a. Availability of Land (B.Pharm courses) Available
- a) 2.5 acers District HQ/Corporation/Municipality limit
- b) 0.5 acre for City/Metros
- b. Building Own
- c. Land Details to be in the name of Trust and Society Enclosed

i. Own Records to be enclosed

ii. Sale deed

d. Building

i) Approved Building plan, sale deed to be enclosed

Enclosed

e. Total Built Area of the college building in sq. mts

Built up Area

3825

Amenities and Circulation Area

473

2. Class Rooms

Total Number of Class rooms provided at the end of 4 Year Course					
Class	Required	Available Numbers	Required Area * for each class room	Available Area in Sq. mts	Remarks of the Inspectors
B.Pharm	04	4	90 sq. mts each (Desirable) 75 sq. mts each (Essential)	320	

[* To accommodate 60 students]

3. Laboratory requirement at the end of 4 Years

Sl.No.	Infrastructure for	Requirement As Per Norms	Available No.	Area in Sq. mts	Remarks or Deficiency
1	Laboratory Area for B.Pharm Course	90 Sq .mts x n (n=10) - Including Preparation room - Desirable 75 Sq. mts - Essential	12	1067	
2	Pharmaceutics	03 Laboratories	3	276	
3	Pharmaceutical Chemistry	02 Laboratories	2	196	
4	Pharmaceutical Analysis	01 Laboratory	1	80	
5	Pharmacology	02 Laboratories	2	173	
6	Pharmacognosy	01 Laboratories	1	98	
7	Pharmaceutical Biotechnology	01 Laboratory	1	98	
8	Preparation Room for each lab	10 sq mts (minimum)	5	50	
9	Area of the Machine Room	80-100 Sq.mts	1	75	
10	Central Instrumentation Room	80 Sq.mts with A/ C	1	75	
11	Store Room I	1 (Area 100 Sq mts)	1	67	
12	Store Room II	1 (Area 20 Sq mts)	1	10	

The Institutes will not be permitted to run the courses in the rented building on or after 31.12.2008

- All the Laboratories should be well lit & ventilated.
- All Laboratories should be provided with basic amenities and services like exhaust fans and fuming chamber to reduce the pollution whenever necessary.
- The workbenches should be smooth and easily cleanable preferably made of non-absorbant material.
- The water taps should be non-leaking and directly installed on skins Drainage should be efficient.
- Balance room should be attached to the concerned laboratories.

4. Administration Area

Sl. No.	Name of Infrastructure	Requirements as per Norms (in Number)	Requirements as per Norms (in Area)	Available		Remarks/Deficiency
				No.	Area in Sq.mts	
1	Principal's Chamber	01	30 Sq. mts	1	40	
2	Office - I - Establishment	01	60 Sq. mts	1	151	
3	Office - II - Academics			1	100	
4	Confidential Room			1	30	

5. Staff Facilities

Sl. No.	Name of Infrastructure	Requirements as per Norms (in Number)	Requirements as per Norms (in Area)	Available		Remarks/Deficiency
				No.	Area in Sq.mts	
1	HODs for B.Pharm course	Minimum 4	20 Sq. mts x 4	1	80	
2	Faculty Rooms for B.Pharm course		10 Sq. mts x n (n=No. of teachers)	1	100	

6. Museum, Library, Aniaml house and other Facilities

Sl. No.	Name of Infrastructure	Requirements as per Norms (in Number)	Requirements as per Norms (in Area)	Available		Remarks/Deficiency
				No.	Area in Sq.mts	
1	Animal House	01	80 Sq. mts	1	80	
2	Library	01	150 Sq. mts	1	150	
3	Museum	01	50 Sq. mts (Maybe attached to the Pharmacognosy lab)	1	50	
4	Auditorium/ Multi Purpose Hall (Desirable)	01	250 - 300 seating capacity	1	132	
5	Seminar Hall	01		1	132	
6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	1	1500	

7. Student Facilities

Sl. No.	Name of Infrastructure	Requirements as per Norms (in Number)	Requirements as per Norms (in Area)	Available		Remarks/Deficiency
				No.	Area in Sq.mts	
1	Girls's Common Room (Essential)	01	60 Sq. mts	1	75	
2	Boy's Common Room (Essential)	01	60 Sq. mts	1	75	
3	Toilet Blocks for Girls	01	24 Sq. mts	3	50	

4	Toilet Blocks for Boys	01	24 Sq. mts	1	25	
5	Drinking Water facility - Water cooler (Essential)	01	--	1	0	
6	Boy's Hostel (Desirable)	01	9 Sq. mts/Room Single occupancy	0	0	
7	Girls's Hostel (Desirable)	01	9 Sq.mts/Room (Single occupancy) or 20 Sq.mts/Room (Triple occupancy)	1	10000	
8	Power Backup Provision (Desirable)	01	--	1	10	

8. Computer and other Facilities

Name	Required	Available		Remarks/Deficiency
		No.	Area in Sq.mts	
Computer Room B.Pharm Course	01 (Area 75 Sq. mts)	1	75	
Computer (Latest Configuration)	1 system for every 10 students (UG & PG)	54	0	
Printers	1 Printer for every 10 computers	5	0	
Multi Media Projector	01	2	0	
Generator (5KVA)	01	1	10	

9. Amenities(Desirable)

Name	Requirment as per Norms in area	Available		Not Available	Remarks/Deficiency
		No.	Area in Sq.mts		
Principal Quarters	80 Sq. Mtr.	0	0	NA	
Staff Quarters	16 x 80 Sq. mts	0	0	NA	
Canteen	100 Sq. mts	1	153		
Parking Area fro staff and students		1	4000		
Bank Extension Counter		0	0	NA	
Cooperative Stores		0	0	NA	
Guest House	80 Sq. mts	0	0	NA	
Transport Facility for students		1	0		
Medical Fecilities(First Aid)		1	10		

10.A. Library Books and Periodicals

The minimum norms for the initial stock of books yearly addition of the books and the number of journals to be subscribed are as given below:

Sl. No.	Item	Titles(No)	Minimum Volumes(No)	Available		Remarks of the Inspectors
				Title	No.	
1	Number Of Books	150	1500 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	768	5795	
2	Annual Addition of Books		100 to 150 books per year	50	500	
3	Periodicals Hard Copies/Online		10 National 05 International periodicals	15	54	
4	CDS		Adequate Nos	35	54	
5	Internet Browsing Facilities		Yes/No (Minimum ten Computers)	Available		
6	Reprographic Facilities: PhotoCopier Fax Scanner		01 01 01	Available Available Available		
7	Library Automation and Computrized System			Available		
8	Library timings			09.00 am TO 06.00 pm		

10.C.Library Staff

Sl. No.	Staff	Qualification	Required	Available	Remarks of the Inspectors
1	Librarian	M.Lib.	1	Available	
2	Assistant Librarian	D.Lib.	1	Not Available	
3	Library Attenders	10+2 / PUC	2	Available	

Signature of the Head of the Institution

Signature of the Inspectors

PART III ACADEMIC REQUIREMENTS

Course Curriculum

1. Student Staff Ratio:

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

Class	Theory	Practicles	Remarks of the Inspectors
B. Pharm	15:1	15:1	

2. Scheme of B. Pharm Course:

Semester

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

Commencement	Completion
29/06/2015	02/06/2016

4. Vacation

	No of Days		No of Days
Summer :	27	Winter :	26

5. Total No. of working days

188

6. Time Table copy Enclosed:

Yes

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

B Pharm I

Subject 1	No of Theory Classes		Practical Classes			Remarks of the Inspectors
	Prescribed No of Hours 2	No of Hours Conducted 3	Prescribed No of Hours 4	No of Hours Conducted 5	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
Pharmaceutics	36	36	36	36	12	
DMHP	36	36	36	36	12	
PIC	48	48	36	36	12	
APHE - I	36	36	36	36	12	
PA-II	48	48	36	36	12	
Pharma-Tech - I	36	36	36	36	12	
Pharma Analysis - I	36	42	36	39	12	
APHE - II	36	38	36	36	12	
PGY - I	36	36	36	36	12	
PHARM.ORG.CHEM	48	48	36	36	12	

B Pharm II

Subject 1	No of Theory Classes		Practical Classes			Remarks of the Inspectors
	Prescribed No of Hours 2	No of Hours Conducted 3	Prescribed No of Hours 4	No of Hours Conducted 5	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
Physical Pharmacy-I	36	36	36	36	12	
Pharm.Biochem	36	43	36	39	12	
Pharm. Micro.Bio	48	48	36	36	16	
Pharmacog & Phyto-II	36	36	36	36	12	
Biostat Comp. Application	24	27	36	36	12	
Physical Pharmacy-II	36	36	36	39	12	
Phar.Hetro. & Poly Chem	48	48	36	45	12	
Pharm. Chem	36	38	36	36	12	
Pharmacology	48	48	36	36	12	
Pharm.Biotech	36	36	36	36	12	
Envir.Sciences	24	24	0	0	0	

B Pharm III

Subject 1	No of Theory Classes		Practical Classes			Remarks of the Inspectors
	Prescribed No of Hours 2	No of Hours Conducted 3	Prescribed No of Hours 4	No of Hours Conducted 5	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
Pharm.Engineering	36	36	0	0	0	
Cosmeticology	36	40	36	39	12	
Med.Chem.-I	36	37	72	72	24	
Pharm.Polymer.Chem.	36	38	36	36	12	
Pharmacology-II	48	53	36	39	12	
Pharmaceutical Technology-II	36	36	36	36	12	
Pharmaceutical Unit Operations	36	37	36	39	12	
Medicinal Chemistry-II	36	36	36	36	12	
Pharmaceutical Analysis-III	36	36	36	36	12	
Pharmacology-III	36	38	0	0	0	
Pharmacogony & Phytochemistry-III	36	36	36	39	12	

B Pharm IV

Subject 1	No of Theory Classes		Practical Classes			Remarks of the Inspectors
	Prescribed No of Hours 2	No of Hours Conducted 3	Prescribed No of Hours 4	No of Hours Conducted 5	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
Biopharm.&Pharmacokinetics	36	36	36	42	12	
Med.Chem.-III	36	36	72	72	24	
Pharm.Analysis-IV	36	45	36	39	12	
Pharmacology-IV	36	36	36	39	12	
Pharmacology & Phyto.-IV	36	36	36	39	12	
Elective	24	24	0	0	0	
Pharmaceutical Technology-III	36	36	36	36	12	
Pharmaceutical Jurisprudence	36	36	0	0	0	
Pharmaceutical Industrial Management	36	36	0	0	0	
Pharm.Medicinal Chemistry-IV	36	36	72	72	24	
Pharmacology-V	48	48	36	36	12	

8. Whether Tutorials are being conducted (if yes, as per university norms)

Yes

9. Number of Guests Lecturers/Seminars/Work Shops/Symposia/Presentations conducted during last year

Name of the Event	2014-2015	2015-2016	2016-2017
Guest Lectures	3	6	2
Seminars	1	1	0
Workshops	1	1	1
Symposia	1	0	0

B. Papers Presented/Published during last 3 years

	2014-2015		2015-2016		2016-2017	
	National	International	National	International	National	International
Published	0	11	0	13	0	5
Presented	4	0	11	0	0	0

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

Class	I Sessional Dates		II Sessional Dates		III Sessional Dates		Remarks of the Inspectors
	Theory	Practicals	Theory	Practicals	Theory	Practicals	
I B. Pharm	12/10/2015	05/10/2015	15/03/2016	08/03/2016	12/10/2015	05/10/2015	
II B. Pharm	12/10/2015	05/10/2015	15/03/2016	08/03/2016	12/10/2015	05/10/2015	
III B. Pharm	12/10/2015	05/10/2015	15/03/2016	08/03/2016	12/10/2015	05/10/2015	
IV B. Pharm	12/10/2015	05/10/2015	15/03/2016	08/03/2016	12/10/2015	05/10/2015	

11. Whether Evaluation of the internal assessments is Fair

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Class	No of Candidates scored more than 80%		No of Candidates scored 60% - 80%		No of Candidates scored 50% - 60%		No of Candidates scored less than 50%		Remarks of the Inspectors
	Theory	Practicals	Theory	Practicals	Theory	Practicals	Theory	Practicals	
I B.Pharm	0.00	0.00	8.00	49.00	26.00	2.00	18.00	1.00	
II B.Pharm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
III B.Pharm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
IV B.Pharm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

12. Work load of Faculty members for B. Pharm

S.No.	Name of Faculty	Subjects Taught	B. Pharm								Total Work Load	Remarks of the Inspectors	
			I		II		III		IV				
			Th	Pr	Th	Pr	Th	Pr	Th	Pr			
1	Dr. Dr Ramchandra Baburao Jadhav												
2	Dr. Joshi Amol Arun	Pharmacogony Phyto II	0	0	3	9	0	0	0	0	0	12	
3	Miss. Ghadge Prachi Mohan	APHE I Pharmacology IV	0	9	0	0	0	0	0	0	3	9	
4	Miss. Pallavi Laxman Salve	PA IV PIC	0	0	0	0	0	0	3	0	0	3	16
5	Miss. Pranali Shivaji Salunkhe	BPPK Microbiology and Immunology	0	0	0	0	0	0	3	6	0	9	5
6	Miss. Shailaja Prakash Desai	BCA MC III	0	0	2	6	0	0	0	0	3	8	9
7	Mr. Ganesh Dnyandev Mote	PPC QA Elective	0	0	0	0	3	9	0	0	0	12	2
8	Mr. Jadhav Prakash Dilip	Pharmaceutics I	3	0	0	0	0	0	0	0	0	3	
9	Mr. Pise Vilas Jagannath	BCA Medicinal Chem I	0	0	0	3	0	3	0	0	0	6	0
10	Mr. SHANTHKUMAR BIRADAR	PA IV Pharm Bio Chem	0	0	0	0	0	0	0	6	0	6	24
11	Mr. Sutar Guruprasad Vithal	APHE I Pharmacology II	3	0	0	0	0	0	0	0	0	3	13
12	Mr. VINAYAK SHRIDHAR MARULKAR	PA I	3	9	0	0	0	0	0	0	0	12	
13	Mr. Vishal Dadasaheb Yadav	DHMP	3	9	0	0	0	0	0	0	0	12	
14	Mrs. Anjali Amol Bodhe	Cosmeticology PE	0	0	0	0	3	9	0	0	0	12	3
15	Mrs. Dombe Shailaja Amol	Microbiology and Immunology PP I	0	0	2	6	0	0	0	0	0	8	12
16	Mrs. Shreya Pradeep Nikam	Pharmacogony and Phytochemistry IV	0	0	0	0	0	0	3	6	0	9	
17	Mrs. Smita Prafull Borkar	Pharmaceutics I	0	9	0	0	0	0	0	0	0	9	

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

Details	Year : 2014-2015	Year : 2015-2016	Year : 2016-2017
No of Students Appeared	64	61	0
No of Student Qualified	1	6	0

Percentage	1	4	
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14. Whether the Institution has an Industry interaction Cell: Available

Events	Details For thr previous Year
No of Industrial Visits	6
Insdustrials Tour	6
Industrial Training	146
No of resourse persons from the Industry for Guest Lectures	10
No. of collaboration projects with Industry	0

15. Percentage of students placed through the college placement cell in the last Three Years

Details	Year : 2014-2015	Year : 2015-2016	Year : 2016-2017
No of Students Appeared for campus interview	35	22	0
% Percentage	68	67	

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

Signature of the Head of the Institution

Signature of the Inspectors

PART IV - PERSONNEL

TEACHING STAFF

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

S.No.	Name	Designation	Qualification	Date of Joining	Teaching Experience After PG	State Pharmacy Coun. Reg No.	Signature of Faculty	Remarks of Inspector
1	SHANTHKUMAR BIRADAR	Asstt. Professor	B Pharm, M Pharm,	01/07/2009	7.2 + 4.0	29812		
2	Pise Vilas Jagannath	Asstt. Professor	M Pharm, B Pharm,	02/07/2008	8.2 + 0.0	107291		
3	Pallavi Laxman Salve	Asstt. Professor	M Pharm, B Pharm,	28/06/2010	6.2 + 2.0	71451		
4	Vishal Dadasaheb Yadav	Asstt. Professor	B Pharm, M Pharm, M Pharm,	01/08/2007	9.1 + 0.0	63904		
5	Dr Ramchandra Baburao Jadhav	Principal/Director	B Pharm, PHD, M Pharm,	01/05/2013	3.3 + 13.6	101722		
6	Ghadge Prachi Mohan	Asstt. Professor	M Pharm, B Pharm,	17/06/2014	2.2 + 0.0			
7	Sutar Guruprasad Vithal	Asstt. Professor	B Pharm, M Pharm,	16/09/2014	1.9 + 2.3	43315		
8	Ganesh Dnyandev Mote	Asstt. Professor	B Pharm, M Pharm,	09/09/2014	2.0 + 0.0	136583		
9	Shailaja Prakash Desai	Asstt. Professor	B Pharm, M Pharm,	09/08/2016	0.0 + 0.0	162770		

2. Qualification and Number of Staff Members

Qualification	
B Pharm	M Pharm
27	27
PhD	Others
2	1 Part Time

3. Teaching Staff required year wise exclusively for B. Pharm for intake of 60 Students.

	No. of staff required for I B. Pharm	Available	No. of staff required for II B. Pharm	Available	No. of staff required for III B. Pharm	Available	No. of staff required for IV B. Pharm	Available
Principal	1		1		1		1	
Pharmaceutical Chemistry	1	0	2	1	3	2	4	3
Pharmaceutical Analysis	1	0	--	0	--	0	1	0
Pharmacology	1	0	2	0	3	2	4	2
Pharmacognosy	1		2		3		3	
Pharmaceutics	1	1	2	0	3	0	4	0
Total	6		9		13		17	
Part Time teaching staff	3		--		--		--	
Remarks of the Inspection Team								

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

4. Staff Pattern for B. Pharm courses Department wise / Division wise: Professor: Asst. Professor: Lecturer

Department / Division	Name of the post	For strength of 60 students	Provided by the institution	Remarks of the Inspectors of inspection team
Department of Pharmaceutics	Professor	1	0	
	Asst. Professor	1	11	
	Lecturer	4	0	
Department of Pharmaceutical Chemistry (including Pharmaceutical Analysis)	Professor	1	0	
	Asst. Professor	1	8	
	Lecturer	4	0	
Department of Pharmacology	Professor	1	0	
	Asst. Professor	1	5	
	Lecturer	3	0	

Department of Pharmacognosy	Professor	1	0
	Asst. Professor	1	2
	Lecturer	2	0

5. Selection criteria and Recruitment Procedure for Faculty

a. Whether Recruitment Committee has been formed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Whether Advertisement for vacancy is notified in the Newspapers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Whether Demonstration Lecture has been conducted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. Whether opinion of Recruitment Committee Recorded	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

6. Details of Faculty Retention for:

Name of Faculty Member	Period	Percentage
NA	Duration of 15 year and above	0
NA	Duration of 10 year and above	0
Vishal Dadasaheb Yadav Pise Vilas Jagannath Amol A Joshi Pallavi Laxman Salve VINAYAK SHRIDHAR MARULKAR SHANTHKUMAR BIRADAR	Duration of 5 year and above	23.52
Dr Ramchandra Baburao Jadhav Smita Prafull Borkar Shreya Pradeep Nikam Ganesh D Mote Guruprasad V Sutar Shilaja A Dombe Prachi M. Ghadage Pranali S. Salunkhe Anjali A Bodhe	Less than 5 years	76.47

7. Details of Faculty Turnover

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
Dr Ramchandra Baburao Jadhav Vishal Dadasaheb Yadav Pallavi Laxman Salve Smita Prafull Borkar Shreya Pradeep Nikam Pise Vilas Jagannath SHANTHKUMAR BIRADAR VINAYAK SHRIDHAR MARULKAR Amol A Joshi Ganesh D Mote Guruprasad V Sutar Shilaja A Dombe Prachi M. Ghadage Pranali S. Salunkhe Anjali A Bodhe	% of faculty retained in last 3 yrs	Yes	No	No	No

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

Sl No.	Designation	Required Number	Required Qualification	Available Number	Qualification	Remarks of the Inspectors
1	Laboratory technician	1 for each Dept	D. Pharm	4	BSc	
2	Laboratory Assistants/ Attenders	1 for each Lab (minimum)	SSLC	1	SSC	
3	Office Superintendent	1	Degree	1	BA	
4	Accountant	1	Degree	1	HSC	
5	Store keeper	1	D. Pharm/ Degree	1	B Com	
6	Computer Data Operator	1	BCA / Graduate with Computer Course	1	BA	
7	First Division Assistant	1	Degree	0		
8	Second Division Assistant	2	Degree	0		
9	Peon	2	SSLC	7	HSC	
10	Cleaning personnel	Adequate	---	0		
11	Gardener	Adequate	---	0		

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

S.No.	Name	Qualification	Designation	Basic Pay	D.P.	DA	HRA	CCA & Additional Pay	Other Allowances	Deductions			Bank A/C No	PAN No	EPF A/C No	Total	Signature
										PT	TDS	EPF					
1	Pise Vilas Jagannath	M Pharm, B Pharm,	Asstt. Professor	17602	6000	28086	2360	0	800	0	4654	0	4829	AYFPP5867P	-	54849	
2	Smita Prafull Borkar	B Pharm, M Pharm,	Asstt. Professor	16915	6000	27269	2292	0	800	0	4330	0	7563	ARTPD8120C	00	53275	
3	Pallavi Laxman Salve	M Pharm, B Pharm,	Asstt. Professor	16915	6000	27269	2292	0	800	0	4330	0	1028005006235	BMWPS2234K	00	53275	
4	Vishal Dadasaheb Yadav	B Pharm, M Pharm, M Pharm,	Asstt. Professor	17602	6000	28086	2360	0	800	0	4654	0	1028005004102	ABUPY5887G		54849	
5	Shreya Pradeep Nikam	B Pharm, M Pharm,	Asstt. Professor	16915	6000	27269	2292	0	800	0	4330	0	7540	AFVFN9794C		53275	
6	Joshi Amol Arun	B Pharm, M Pharm, PHD,	Asstt. Professor	16915	6000	27269	2191	0	800	0	4330	0	1028005006944	AKMPJ3334J		53275	
7	SHANTHKUMAR BIRADAR	B Pharm, M Pharm,	Asstt. Professor	16915	6000	27269	2292	0	800	0	4330	0	5523	AMMPB0314Q		53275	
8	VINAYAK SHRIDHAR MARULKAR	B Pharm, M Pharm,	Asstt. Professor	17602	6000	28086	2360	0	800	0	4654	0	5521	AWWPM0657R		54849	
9	Dr Ramchandra Baburao Jadhav	B Pharm, PHD, M Pharm,	Principal/Director	47610	10000	48392	5761	6837	1400	0	12000	0	1028005247335	ADSPJ9989J		120000	
10	Ghadge Prachi Mohan	M Pharm, B Pharm,	Asstt. Professor	16248	6000	26475	2225	0	800	0	4015	0	48007	ADVDPG4678		51748	
11	Sutar Guruprasad Vithal	B Pharm, M Pharm,	Asstt. Professor	16248	6000	26475	2225	0	800	0	4015	0		BBMPG7601K		51748	
12	Ganesh Dnyandev Mote	B Pharm, M Pharm,	Asstt. Professor	16248	6000	26475	2225	0	800	0	4015	0		CFKPM1751P		51748	
13	Pranali Shivaji	B Pharm,	Asstt. Professor	16248	6000	26475	2225	0	800	0	4015	0		EAQPS0850G		51748	

Salunkhe																
14	Dombe Shailaja Amol	B Pharm, M Pharm,	Asstt. Professor	16248	6000	26475	2225	0	800	0	2411	0		AOQPD4256D	51748	
15	Shailaja Prakash Desai	B Pharm, M Pharm,	Asstt. Professor	16248	6000	26475	2225	0	800	0	4015	0		CAWPD7552E	51748	
16	Jadhav Prakash Dilip	B Pharm,	Asstt. Professor	17602	6000	26475	2225	0	800	0	4654	0		AKDPJ1750H	54849	
17	Anjali Amol Bodhe	B Pharm, M Pharm,	Asstt. Professor	16248	6000	26475	2225	0	800	0	2411	0	7113	BQIPK2310N	0	51748

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

Yes No

(Inspectors to verify documents pertaining to the above)

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

Yes No

(Inspectors to verify documents pertaining to the above)

12. Scope for the promotion for faculty: Promotions

Yes No

13. Gratuity Provided

Yes No

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

Name	Designation	Qualification	Date of Joining	Experience	Signature	Remarks of the Inspectors
MR. PATIL SANJAY RAGUNATH	Office Superintendent	BA	03/05/2007	6		
MR. DINESH ARUN KARANJAKAR	Typiest	BA	01/07/2010	3		
MR. TATE SANDIP DATTATRAYA	Computer Data Operator	BA	09/09/2010	3		
MR.BARGE KISHOR DINKAR	Peon	HSC	05/10/2009	5		
MR. ASHOK JAYSING NALAGE	Peon	BA	21/12/2010	5		
MR. MANE NARYAN KESHAV	Peon	HSC	01/07/2009	5		
MR. NALAWADE RAMDAS BHAGWAN	Accountant	HSC	02/03/2012	1		
MRS.LOHAR SUNITA UMESH	Peon	HSC	01/08/2010	2		
MR.GHORPADE JAYANT MARUTI	Peon	BA	01/01/2013	1		
MR. BHUTE SWAPNIL SURESH	Laboratory Technician	BSc	01/08/2013	0		
Miss Ghorpade Komal S.	Laboratory Technician	Bsc	01/07/2016	0		
MR.SHAIKH AKHIL	Peon	HSC	06/07/2011	1		
MR.DHUMAL MADHUKAR	Peon	SSC	07/07/2011	1		
MR.GHADGE SUNIL RAMCHANDRA	Librarian	M LIB	01/07/2014	3		
MISS. YADAV SUPRIYA SANDIP	Laboratory Technician	DIPLOMA IN PHARMACY	01/07/2014	0		
MR. BHOSALE ABHIJEET VIJAY	Laboratory Technician	DIPLOMA IN PHARMACY	17/06/2014	0		
Mr.Agand Khanerao Bushawale	Store keeper	B Com	12/10/2015	0		
Mr. Avinash Saheabrao Pawar	Laboratory Assistants	SSC	16/11/2015	0		

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

Yes No

Signature of the Head of the Institution

Signature of the Inspectors

PART V - DOCUMENTATION

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

Signature of the Head of the Institution

Signature of the Inspectors

PART - VI

Financial Resource Allocation and Utilization for the past Three years

(Audited Accounts for previous year to be enclosed)

Expenditure in Rs. 2014-2015			Expenditure in Rs. 2015-2016			Expenditure in Rs. 2016-2017			Remarks of the Inspectors*
Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	
17000000	16368393	6316607	18000000	16330615	1669385	1900000	0	0	

Total amount spent on Chemical, Glassware, Equipments, Books and Journals for the past Three Years

(Enclose purchase invoice)

Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Remarks of the Inspectors*
Chemicals	300000	287954	Chemicals	270000	263937	Chemicals	300000	0	
Glassware	50000	34000	Glassware	50000	31700	Glassware	50000	0	
Equipment	400000	365956	Equipment	300000	202469	Equipment	300000	0	
Books	160000	133214	Books	160000	135826	Books	160000	0	
Journals	40000	40000	Journals	40000	40000	Journals	40000	0	

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

Signature of the Head of the Institution

Signature of the Inspectors

PART VII "EQUIPMENT AND APPARATUS

1 . Department wise List of Minimum equipments required for B Pharm

Department of Pharmacology

Equipments:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Microscopes	15	18	Yes	
2	Haemocytometer with Micropipettes	20	20	Yes	
3	Sahli's haemocytometer	20	20	Yes	
4	Hutchinson's spirometer	1	1	Yes	
5	Sphygmomanometer	5	5	Yes	
6	Stethoscope	5	9	Yes	
7	Permanent Slides for various tissues	0	20	Yes	
8	Models for various organs	0	7	Yes	
9	Specimen for various organs and systems	0	10	Yes	
10	Skeleton and bones	0	1	Yes	
11	Different Contraceptive Devices and Models	0	5	Yes	
12	Muscle electrodes	1	1	Yes	
13	Lucas moist chamber	1	1	Yes	
14	Myographic lever	1	1	Yes	
15	Stimulator	1	1	Yes	
16	Centrifuge	1	1	Yes	
17	Electronic Balance	1	1	Yes	
18	Physical /Chemical Balance	1	1	Yes	
19	Sherrington's Kymograph Machine / Polyrite	10	10	Yes	
20	Sherrington Drum	10	10	Yes	
21	Perspex bath assembly (single unit)	10	10	Yes	
22	Aerators	10	14	Yes	
23	Computer with LCD	1	1	Yes	
24	Software packages for experiment	1	2	Yes	
25	Standard graphs of various drugs	0	0	Yes	
26	Actophotometer	1	1	Yes	
27	Rotarod	1	1	Yes	
28	Pole climbing apparatus	1	1	Yes	
29	Analgesimeter (Eddy's hot plate and radiant heat methods)	1	1	Yes	
30	Convulsimeter	1	1	Yes	
31	Plethysmograph	1	1	Yes	
32	Digital pH meter	1	1	Yes	

Apparatus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Folin-Wu tubes	60	60	Yes	
2	Dissection Tray and Boards	10	23	Yes	
3	Haemostatic artery forceps	10	10	Yes	
4	Hypodermic syringes and needles of size 15,24,26G	10	10	Yes	
5	Livers, cannulae	20	20	Yes	

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

Department of Pharmacognosy

Equipments:

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

Appratus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Reflux flask with condenser	20	20	Yes	
2	Water bath	20	20	Yes	
3	Clavengers apparatus	10	10	Yes	
4	Soxhlet apparatus	10	10	Yes	
5	TLC chamber and sprayer	10	10	Yes	
6	Distillation unit	1	1	Yes	

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

Department of Pharmaceutical Chemistry**Equipments:**

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Hot plates	5	5	Yes	
2	Oven	3	3	Yes	
3	Refrigerator	1	1	Yes	
4	Analytical Balances for demonstration	5	5	Yes	
5	Digital balance 10mg sensitivity	10	10	Yes	
6	Suction pumps	6	6	Yes	
7	Muffle Furnace	1	1	Yes	
8	Mechanical Stirrers	10	10	Yes	
9	Magnetic Stirrers with Thermostat	10	20	Yes	
10	Vacuum Pump	1	1	Yes	
11	Digital pH meter	1	1	Yes	
12	Microwave Oven	1	1	Yes	

Appratus:

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

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

Department of Pharmaceutics**Equipments:**

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Homogenizer	5	5	Yes	
2	Digital balance (10 mg sensitivity)	5	5	Yes	
3	Microscopes	5	5	Yes	
4	Stage and eye piece micrometers	5	5	Yes	
5	Brookfield's viscometer	1	1	Yes	
6	Ball mill	1	1	Yes	
7	Sieve shaker with sieve set	1	1	Yes	
8	Double cone blender	1	1	Yes	
9	Propeller type mechanical agitator	5	5	Yes	
10	Autoclave	1	1	Yes	
11	Steam distillation still	1	1	Yes	
12	Vacuum Pump	1	1	Yes	
13	Standard sieves, sieve no. 8, 10, 12, 22, 24, 44, 66, 80	0	0	Yes	
14	Tablet punching machine	1	1	Yes	
15	Capsule filling machine	1	1	Yes	
16	Ampoule washing machine	1	1	Yes	
17	Ampoule filling and sealing machine	1	1	Yes	
18	Tablet disintegration test apparatus IP	1	1	Yes	
19	Tablet dissolution test apparatus IP	1	1	Yes	
20	Monsanto's hardness tester	1	1	Yes	
21	Pfizer type hardness tester	1	1	Yes	
22	Friability test apparatus	1	1	Yes	

23	Clarity test apparatus	1	1	Yes	
24	Ointment filling machine	1	1	Yes	
25	Collapsible Tube Crimping Machine	1	1	Yes	
26	Tablet coating pan	1	1	Yes	
27	Magnetic stirrer, 500ml and 1 liter capacity, with variable speed control.	10	10	Yes	
28	Digital pH meter	2	2	Yes	
29	All purpose equipment with all accessories	1	1	Yes	
30	Aseptic Cabinet	1	1	Yes	
31	BOD Incubator	2	2	Yes	
32	Bottle washing Machine	1	1	Yes	
33	Bottle Sealing Machine	1	1	Yes	
34	Bulk Density Apparatus	2	2	Yes	
35	Conical Percolator (glass/ copper/ stainless steel)	10	10	Yes	
36	Capsule Counter	2	2	Yes	
37	Energy meter	2	2	Yes	
38	Hot Plate	2	2	Yes	
39	Humidity Control Oven	1	1	Yes	
40	Liquid Filling Machine	1	1	Yes	
41	Mechanical stirrer with speed regulator	2	2	Yes	
42	Precision Melting point Apparatus	1	1	Yes	
43	Tray Drier	1	1	Yes	
44	Distillation Unit	1	1	Yes	

Appratus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Ostwaldâ€™s viscometer	15	15	Yes	
2	Stalagmometer	15	15	Yes	
3	Desiccator	5	5	Yes	
4	Suppository moulds	20	20	Yes	
5	Buchner Funnels Small, medium, large	0	2	Yes	
6	Filtration assembly	1	1	Yes	
7	Permeability Cups	5	5	Yes	
8	Andreasonâ€™s Pipette	3	3	Yes	
9	Lipstick moulds	10	10	Yes	

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

Pharmaceutical Biotechnology

Equipments:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Orbital shaker incubator	1	1	Yes	
2	Lyophilizer (Desirable)	1	1	Yes	
3	Gel Electrophoresis (Vertical and Horizontal)	1	1	Yes	
4	Phase contrast/Trinocular Microscope	1	1	Yes	
5	Refrigerated Centrifuge	1	1	Yes	
6	Fermenters of different capacity (Desirable)	1	1	Yes	
7	Tissue culture station	1	1	Yes	
8	Laminar airflow unit	1	1	Yes	
9	Diagnostic kits to identify infectious agents	1	1	Yes	
10	Rheometer	1	1	Yes	
11	Viscometer	1	1	Yes	
12	Micropipettes (single and multi channeled)	0	1	Yes	
13	Sonicator	1	1	Yes	
14	Respinometer	1	1	Yes	
15	BOD Incubator	1	1	Yes	
16	Paper Electrophoresis Unit	1	1	Yes	
17	Micro Centrifuge	1	1	Yes	
18	Incubator water bath	1	1	Yes	
19	Autoclave	1	1	Yes	
20	Refrigerator	1	1	Yes	
21	Filtration Assembly	1	1	Yes	
22	Digital pH meter	1	1	Yes	

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

Central Instrumentation Room

Equipments:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Colorimeter	1	1	Yes	
2	Digital pH meter	1	1	Yes	
3	UV- Visible Spectrophotometer	1	1	Yes	
4	Flourimeter	1	1	Yes	
5	Digital Balance (1mg sensitivity)	1	1	Yes	
6	Nephelo Turbidity meter	1	1	Yes	
7	Flame Photometer	1	1	Yes	
8	Potentiometer	1	3	Yes	
9	Conductivity meter	1	1	Yes	
10	Fourier Transform Infra Red Spectrometer (Desirable)	1	0	No	
11	HPLC	1	1	Yes	
12	HPTLC (Desirable)	1	0	No	
13	Atomic Absorption and Emission spectrophotometer (Desirable)	1	0	No	
14	Biochemistry Analyzer (Desirable)	1	0	No	
15	Carbon, Hydrogen, Nitrogen Analyzer (Desirable)	1	0	No	
16	Deep Freezer (Desirable)	1	0	No	
17	Ion- Exchanger	1	2	Yes	
18	Lyophilizer (Desirable)	1	0	No	

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

Observations of the Inspectors:

Compliance of the last recommendations by Inspectors

Specific obserations if not compiled

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
