

PHARMACY COUNCIL OF INDIA

**Standard Inspection Form (SIF-BP) for obtaining prior permission of
Pharmacy Council of India for conducting the Bachelor of Pharmacy (Practice) course.**

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

(SIF-BP)*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.

1. Name of the Course Conducting Authority	Shri sarvajanic Pharmacy College
2. Complete Postal Address of the Course Conducting Authority	Near Arvind baug Mehsana-Gujarat 384 001
3. Year of establishment of the Institution	1998
4. Approval status of the Institution for conducting Bachelor of Pharmacy (B.Pharm) Course: (Copy of the latest approval to be enclosed)	2015-16
No objection / consent of affiliation from Examining Authority (i.e, University) for starting the course: (Copy of the letter to be enclosed)	copy of letter attached (Annexure 1)
5. Deficiencies as pointed out in the latest Inspection Report: (Use separate sheet)	---
6. Proposed date of commencement of the course:	15th June 2016
7. Proposed intake capacity : 40	40
8. Proposed Time schedule for conducting the course	Two day per week (9:00am to 4:00pm)

Signature of the Head of the Institution**Signature of the Inspectors**

10. Details of teaching staff in the specified subject in the following format:

Name of the Department	Sl. No.	Name of the Teachers	Working experience in the Institution	Qualification	Experience	Existing Teaching Load	Any Experience in Hospital/Community/Clinical Research/Practice	Remarks of Inspectors
1	2	3	4	5	6	7	8	
Pharmaceutics	1	Dr. S T Prajapati		M.Pharm Ph.D	15years	12hrs		
	2	Dr. P H Prajapati		M.Pharm Ph.D	10years	16hrs		
	3	Dr.H D Karen		M.Pharm Ph.D	9years	18hrs		
	4	Sh. V B Chaudhary		M.Pharm	4.5years	18hrs		
Pharmacology	1	Dr. I S Ananad		M.Sc(Med) Ph.D	18years	10hrs		
	2	Sh.R R Thakar		M.Pharm	2.7years	12hrs		
	3	Sh S S Chaudhary		M.Pharm	1years	16hrs		
	4							
Pharmacy Practice	1	Dr. J B Dave		M.Pharm Ph.D	11.5years		8 years	
	2	Sh R RThakar		M.Pharm	2.7years			
	3	Sh. S S Chaudhary		M.Pharm	1years			
	4	Dr. S T Prajapati		M.Pharm Ph.D	15years			

11. Declaration of the teachers for teaching the additional Course: (Declarations from teachers to be enclosed) (Annexure 2)**12. Whether visiting/part-time teachers is appointed: (If yes, furnish the details in the following proforma) (Annexure 3)**

Sl.No.	Name of the Teacher	Qualification	Practice Experience	Present attachment	Remarks of Inspectors
1	Dr. Shankarbhai Patel	MD	25 years	Lions Hospital, Mehsana	

13. Enclose the acceptance from the visiting teachers as identified: Yes**14. Whether the Institution/Trust is running a Model Community Pharmacy: No****15. If not, is there any planning to start the same in near future?**

Signature of the Head of the Institution

Signature of the Inspectors

Minimum requirement for obtaining the approval of Pharmacy Council of India for conducting the Bachelor of Pharmacy (Practice) Course

PART I - PRINCIPAL

Qualification/ Experience	Qualification	Teaching Experience	Available	Remarks of Inspectors
	M. Pharm	15 years, out of which 5 years as Prof. /HOD	Available	
	Ph.D	10 years, out of which at least 05 years as Asst. Prof	Available	

PART II PHYSICAL INFRASTRUCTURE

1. Availability of Land (details)

a. Building : **Own**

b. Total built up area of the college building in Sq.mts : **Built up Area**

c. Amenities and Circulation Area

6580

2. Class rooms:

Total number of class rooms provided for D. Pharm and B. Pharm/Bachelor of Pharmacy (Practice) course

Class	Required	Available numbers	Required Area * for each Class	Available	Remarks of Inspectors
D. Pharm	02		90 Sq. mts each		
B. Pharm	04	04	90 Sq. mts each (Desirable) 75 Sq. mts each (Essential)	370.15sq.mts	
Bachelor of Pharmacy (Practice)	01	02	40 Sq. mts each	84 sq.mts	

(* To accommodate 60 students)

3. Laboratory requirement for both D. Pharm and B. Pharm and Bachelor of Pharmacy (Practice) course.

Sl. No.	Infrastructure for	Requirement as per Norms	Available		Remarks of the Inspectors
			Number	Area in Sq. mts.	
1	Laboratory Area for B. Pharm Course (10 Labs) Laboratory area for D. Pharm Course (03 Labs)	90 Sq .mts x n (n=10) - Including Preparation room - Desirable 75 Sq. mts - Essential	15	1225.30	
2	Pharmaceutics Pharmaceutical Chemistry Pharmaceutical Analysis Pharmacology Pharmacognosy	03 Laboratories 03 Laboratories 01 Laboratory 03 Laboratories 02 Laboratories	4 2 2 3 2	432 170.65 152.18 265.646 204.83	

Signature of the Head of the Institution

Signature of the Inspectors

Sl. No.	Infrastructure for	Requirement as per Norms	Available		Remarks of the Inspectors
			Number	Area in Sq. mts.	
	Pharmaceutical Biotechnology (Including Aseptic Room) Total No. Laboratories for B.Pharm and D.Pharm Course	01 Laboratory 13 Laboratories *	1 1 15		
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)	15	adequate	
4	Area of the Machine Room	80-100 Sq.mts	3	125.61	
5	Central Instrument Room	80 Sq.mts with A/ C	1	80	
6	Store Room – I	1 (Area 100 Sq mts)	3	129.98	
7	Store Room – II (For Inflammable chemicals)	1 (Area 20 Sq mts)	1	30.7	

*For D. Pharm and B. Pharm both.

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

4. Administration Area:

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms in area	Available		Remarks of the Inspectors
				Number	Area in Sq. mts.	
1	Principal's Chamber	01	30 Sq .mts	1	75.87	
2	Office – I – Establishment	01	60 Sq. mts	1	75.87	
3	Office – II – Academics			1	81.09	
4	Confidential Room			1	84.78	

Signature of the Head of the Institution

Signature of the Inspectors

5. Staff Facilities:

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms in area	Available		Remarks of the Inspectors
				Number	Area in Sq. mts.	
1	HODs rooms for B.Pharm Course	Minimum 4	20 Sq mts x 4	4	168	
2	Faculty Rooms for D.Pharm & B.Pharm course		10 Sq mts × n (n=No. of Teachers)	5	210	
3	Faculty Rooms for Bachelor of Pharmacy (Practice) course		10 Sq mts × n (n=No. of teachers)	1	42	

6. Museum, Library, Animal House and other Facilities:

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms in area	Available		Remarks of the Inspectors
				Number	Area in Sq. mts.	
1	Animal experimentation learning modules	01		1	50	
2	Library	01	150 Sq. mts	1	243.60	
3	Museum	01	50 Sq. mts (May be attached to the Pharmacognosy lab)	1	50.70	
4	Model Pharmacy <u>Essential:</u> Running Model Community Pharmacy <u>Desirable</u> Drug Model Store	01	80 Sq.mts (including 10 Sq.mt for Drug Information Centre & 10 Sq.mt. for Patient Counselling)	1	42	
5	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 Seating capacity	2	769.20	
6	Herbal Garden (Desirable)	01	Adequate number of medicinal Plants	1	200	

Signature of the Head of the Institution

Signature of the Inspectors

7. Student Facilities:

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms in area	Available		Remarks of the Inspectors
				Number	Area in Sq. mts.	
1	Girl's Common Room (Essential)	01	60 Sqmts	1	25.37	
2	Boy's Common Room (Essential)	01	60 Sq.mts	1	25.37	
3	Toilet Blocks for Boys	01	24 Sq.mts	2	26.10	
4	Toilet Blocks for Girls	01	24 Sq.mts	1	26.10	
5	Drinking Water facility – Water cooler (Essential).	01	-	3		
6	Boy's Hostel (Desirable)	01	9 Sq mts/ Room Single occupancy	-		
7	Girl's Hostel (Desirable)	01	9 Sq mts / Room (single occupancy) 20 Sq mts / Room (triple occupancy)	yes		
8	Power Backup Provision (Desirable)	01		yes		

8. Computer and other Facilities:

Name	Required	Remarks of Inspectors
Computer Room for B.Pharm Course	01 system for every 2 students (with internet and Printer facilities) (Area 75 Sq mts)	
Computer For Model Pharmacy	As required for teaching and practice purposes and for drug information services	
Computer (Latest configuration)	1 system for every 10 students (UG & PG)	
Printers	1 printer for every 10 computers	
Multi Media Projector	01	
Generator (5KVA)	01	

Signature of the Head of the Institution

Signature of the Inspectors

9. 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:

Item	Titles (No)	Minimum Volumes (No)	Available		Remarks of Inspectors
			Titles	No.	
Number of books	150	1500 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy		4548	
Annual addition of books		150 books per year		200	
Periodicals Hard copies / online		10 National 05 International periodicals		46 23	
CDS		Adequate Nos		144	
Internet Browsing Facility		Yes/No (Minimum ten Computers)		yes	
Reprographic Facilities: Photo Copier Fax Scanner		01 01 01		1 1 1	

10. A. Subject wise Classification:

Sl. No	Subject			Remarks of Inspectors
		Titles	Numbers	
1	Pharmaceutics	787	3000	
2	Pharmaceutical Chemistry	400	1800	
3	Pharmacognosy	63	1000	
4	Biochemistry and Clinical Pathology	400	1500	
5	Human Anatomy and Physiology	19	300	
6	Health Education and Community Pharmacy	200	800	
7	Pharmacy Practice	100	400	
8	Pharmacology and Toxicology	161	1236	
9	Pharmaceutical Jurisprudence	100	278	
10	Drug Store and Business Management	150	300	
11	Hospital and Clinical Pharmacy	100	372	
12	Social Pharmacy	100	400	

10. B. Library Staff:

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

Signature of the Head of the Institution

Signature of the Inspectors

PART III ACADEMIC REQUIREMENTS**A. Faculty requirements:****1. Student Staff Ratio:**

(Required ratio --- Theory → 40:1 and Assignment → 10:1.

2. Minimum No. of working days for B. PHARM PRACTICE:

180

3. Staff Pattern for B. Pharm & B.Pharm (Practice) courses department wise:

Professor : Asst. Professor : Lecturer

Department / Division	Name of the post	For strength of 60 students of B.Pharm & 40 students of B.Pharm (Practice)	Available	Remarks of Inspectors
Department of Pharmaceutics	Professor	1		
	Asst. Professor	1	2	
	Lecturer	4	2	
Department of Pharmaceutical Chemistry (including Pharmaceutical Analysis)	Professor	1	3	
	Asst. Professor	1	1	
	Lecturer	4	1	
Department of Pharmacology	Professor	1	1	
	Asst. Professor	1		
	Lecturer	5	2	
Department of Pharmacognosy	Professor	1		
	Asst. Professor	1	1	
	Lecturer	2		
Department of Pharmacy Practice	Professor	1	Declaration & Consent attached	
	Asst. professor	2		
	lecturer	2		

4. Teaching Staff required year wise exclusively for B. Pharm (Practice) for intake of 40 Students.

	Staff required for I B. Pharm Practice	Staff required for II B. Pharm Practice	Available		Remarks of Inspector
			Ist Year	IInd Year	
Principal	1	1	1		
Pharmacology	1	1	2		
Pharmaceutics	1	1	1		
Pharmacy Practice	2	2	Will be appointed after approval		
Part time teaching Staff For pathophysiology and pharmacotherapeutics	As required	As required	4		

At least 2 teachers shall possess M.Pharm (Pharmacy Practice) or Pharm D. Qualification.

Signature of the Head of the Institution

Signature of the Inspectors

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

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

B. DOCUMENTATION**Records to be maintained: Essential**

Sl. No	Records	Available	Remarks of Inspectors
1	Admissions Registers	Yes	
2.	Individual Service Register	Yes	
3.	Staff Attendance Registers	Yes	
4.	Sessional Marks Register	Yes	
5.	Final Marks Register	Yes	
6.	Student Attendance Registers	Yes	
7.	Minutes of meetings- Teaching Staff	Yes	
8.	Fee paid Registers	Yes	
9.	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	
17.	Record of submission of Assignments by students	Yes	
18.	Record of Case presentation/Seminars conducted	Yes	

Signature of the Head of the Institution

Signature of the Inspectors

PART IV – EQUIPMENT AND APPARATUS

The institution shall comply fully by having all equipments as prescribed for B.Pharm course.

(Annexure 4)

Signature of the Head of the Institution

Signature of the Inspectors

Signature of the Head of the Institution

Signature of the Inspectors

Signature of the Head of the Institution

Signature of the Inspectors

Signature of the Head of the Institution

Signature of the Inspectors