

**Tracking Number: SIF/2017/100364**

**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**

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**A - I.1**

**Name of the Institution** Sri Vasavi Institute of Pharmaceutical Sciences,  
Padatadepalli,  
**Complete Postal address:** Tadepalligudem - 534 101,W.G. Distt.  
**Telephone Number with STD Code** 08818 284558  
**Fax No** 284558  
**Email** svipscollege@yahoo.co.in  
**Year of Establishment** 2005  
**Status of the course conducting body** Society  
**(Enclose copy of Registration documents of Society/Trust)**

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**A - I.2**

**Name of the Society/Trust/Management** SRI VASAVI EDUCATIOANL SOCIETY  
**(attach documentary evidence)**  
**Address** Rohini Medical Agencies Complex K N Road,  
TADEPALLIGUDEM - 534 102. West Godavari Distrcit (A.P.)  
**Telephone Number with STD Code** 08818 220455  
**Fax No** 284322  
**Email** svesociety@yahoo.co.in  
**Website** www.svips.ac.in

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**A - I.3**

**Name of the Person to be contacted by phone** Dr KSRINIVAS  
**Designation** PRINCIPAL  
**Address** Sri Vasavi Institute of Pharmaceutical Sciences,  
Pedatadepalli TADEPALLIGUDEM - 534 101. West Godavari  
Dist. (A.P.)

**STD Code** 08818  
**Telephone Number**  
**Office** 284558  
**Residence** 284734  
**Mobile** 9440322016  
**Fax No** 284558  
**Email** svipscollege@yahoo.co.in

**A - I.4**

**Name of the Head of the Institution** Dr KSRINIVAS  
**Address** Principal, Sri Vasavi Institute of Pharmaceutical Sciences,  
 Pedatadepalli, TADEPALLIGUDEM - 534 101. West Godavari  
 Dist. (A.P.)

**Signature of the Head of the Institution**

**Signature of the Inspectors**

**A - I.5**

**FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL**

**a. DETAILS OF AFFLIATION FEE PAID**

Name of the Course	Affiliation Fee Paid Upto	Receipt No.	Dated	Remarks of the Inspectors
B Pharm	1,00,000/-	DD No 249260	16/06/2017	

**b. APPROVAL STATUS**

Name of the Course	Approved Upto	Intake Approved and Admitted	PCI	State Govt	University	Remarks of the Inspectors
B Pharm	2017-18	Approved Letter No & Date	32-465/2015-PCI	G.O.Rt.No.100	No.CII(8)/Condl.Affln/2012-13	
		Approved Intake	100	100	100	
		Actually Admitted	100	100	100	

**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	100	0

Note: Enclose relevant documents

**A - I.6**

Whether other educational institutions/courses are also being run by the trust/instituion in the same building/campus?

If yes, give status

No

**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 ,Andhra University, Waltair,Viskhapatnam  
530 063

Signature of the Head of the Institution

Signature of the Inspectors

**B - DETAILS OF THE INSTITUTION**

**B - I.1**

Name of the Principal

KOLLI SRINIVAS

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	28	
	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	28/03/2015	Recruitment of Teaching Faculty with Ph D qualification	Yes	No

\* Enclose Documents

**B - I.3**

Status of Governing Council	Private
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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	Yes	No	No
Non-Teaching Staff	State Government	No	Yes	No	No

**B - I.5**

**B Pharm Course: Admission statement for the past three year**

ACADEMIC YEAR	2015-2016	2016-2017	2017-2018
Sanctioned	100	100	100
No. of Admissions	98	98	0
Unfilled Seats	2	2	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	2015-2016	2016-2017	2017-2018
1st Year	50	00	
2nd Year	44	65	
3rd Year	53	50	
Final Year	70	75	
Pass % (Final Year)	57	46	

**B - II**

**Co-Curricular Activities / Sports Activities**

Whether college has NSS Unit	No
If no give reasons	Not correlating with academic session
NSS Program Officer's Name	
Programme Conducted Details	-----
Whether students participating in University level cultural activities/Co-curricular/Sports activities	No
Physical Instructor	Available
Sports Ground	Shared
Are you Associated with other Organization/Institution/Trust/Society Running Pharmacy Course	Yes

<b>Organization/Institution/Trust/Society Name</b>
<b>Complete Postal Address.</b>
<b>Telephone No.</b>
<b>Nature of Association</b>

**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	178.97	1.	Building	20.00	
3.	Library Fee	0.00	2.	Equipment	22.03	
4.	Sports Fee	0.00	3.	Others	1.21	
5.	Union Fee	0.00	REVENUE EXPENDITURE			
6.	Others	15.18	1.	Salary	77.19	
			2.	Maintenance Expenditure		
				i. College	0.00	
				ii. Others	0.00	
			3.	University Fee	5.50	
			4.	Apex Bodies Fee	0.00	
			5.	Government Fee	0.00	
			6.	Deposit held by the College	15.00	
			7.	Others	7.66	
			8.	Misc. Expenditure	0.19	
	<b>Total</b>	<b>194.15</b>		<b>Total</b>	<b>105.54</b>	

**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**
- |                                       |             |
|---------------------------------------|-------------|
| <b>Built up Area</b>                  | <b>7878</b> |
| <b>Amenities and Circulation Area</b> | <b>2834</b> |

**2. Class Rooms**

<b>Total Number of Class rooms provided at the end of 4 Year Course</b>					
Class	Required	Available Numbers	Required Area * for each class room	Available Area in Sq. mts	Remarks of the Inspectors
<b>B.Pharm</b>	04	7	90 sq. mts each (Desirable) 75 sq. mts each (Essential)	476	

[\* To accomodate 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	14	1491	
2	Pharmaceutics	03 Laboratories	3	306	
3	Pharmaceutical Chemistry	02 Laboratories	2	238	
4	Pharmaceutical Analysis	01 Laboratory	1	102	
5	Pharmacology	02 Laboratories	3	306	
6	Pharmacognosy	01 Laboratories	2	204	
7	Pharmaceutical Biotechnology	01 Laboratory	1	127	
8	Preparation Room for each lab	10 sq mts (minimum)	1	102	
9	Area of the Machine Room	80-100 Sq.mts	1	102	
10	Central Instrumentation Room	80 Sq.mts with A/ C	1	106	
11	Store Room I	1 (Area 100 Sq mts)	1	76	
12	Store Room II	1 (Area 20 Sq mts)	1	46	

**The Institutes will not be permitted to run the courses in the 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 fuming chamber to reduce the pollution whenever necessary.
3. The workbenches should be smooth and easily cleanable preferably made of non-absorbant material.
4. The water taps should be non-leaking and directly installed on skins Drainage should be efficient.
5. 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	37	
2	Office - I - Establishment	01	60 Sq. mts	1	160	
3	Office - II - Academics			1	60	
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	4	80	
2	Faculty Rooms for B.Pharm course		10 Sq. mts x n (n=No. of teachers)	6	120	

#### 6. Meuseum, 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	85	
2	Library	01	150 Sq. mts	1	170	
3	Museum	01	50 Sq. mts (Maybe attached to the Pharmacognosy lab)	1	20	
4	Auditorium/ Multi Purpose Hall (Desirable)	01	250 - 300 seating capacity	2	300	
5	Seminar Hall	01		1	150	
6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	1	150	

#### 7. Student Facilities

Sl.	Name of	Requirements	Requirements	Available	Remarks/Deficiency
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No.	Infrastructure	as per Norms (in Number)	as per Norms (in Area)	No.	Area in Sq.mts	
1	Girls's Common Room (Essential)	01	60 Sq. mts	1	100	
2	Boy's Common Room (Essential)	01	60 Sq. mts	1	100	
3	Toilet Blocks for Girls	01	24 Sq. mts	3	60	
4	Toilet Blocks for Boys	01	24 Sq. mts	3	60	
5	Drinking Water facility - Water cooler (Essential)	01	--	2	6	
6	Boy's Hostel (Desirable)	01	9 Sq. mts/Room Single occupancy	2	2600	
7	Girls's Hostel (Desirable)	01	9 Sq.mts/Room (Single occupancy) or 20 Sq.mts/Room (Triple occupancy)	2	1650	
8	Power Backup Provision (Desirable)	01	--	1	20	

#### 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	170	
Computer (Latest Configuration)	1 system for every 10 students (UG & PG)	50	120	
Printers	1 Printer for every 10 computers	5	3	
Multi Media Projector	01	2	2	
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		
Staff Quarters	16 x 80 Sq. mts	0	0		
Canteen	100 Sq. mts	2	800		



Parking Area fro staff and students		1	150		
Bank Extension Counter		1	300		
Cooperative Stores		1	30		
Guest House	80 Sq. mts	1	200		
Transport Facility for students		42	0		
Medical Facilities(First Aid)		1	30		

#### 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	1243	6298	
2	Annual Addition of Books		100 to 150 books per year	25	342	
3	Periodicals Hard Copies/Online		10 National 05 International periodicals	29	120	
4	CDS		Adequate Nos	60	174	
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			9A.M -6P.M		

#### 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	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	20:1	

**2. Scheme of B. Pharm Course:**

Semester

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

Commencement	Completion
12/06/2017	10/05/2018

**4. Vacation**

	No of Days		No of Days
Summer :	30	Winter :	5

**5. Total No. of working days**

276

**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	
Human Anatomy and Physiology Iâ€	60	0	60	0	0	
Pharmaceutical Analysis I	60	0	60	0	0	
Pharmaceutics I	60	0	60	0	0	
Pharmaceutical Inorganic Chemistry	60	0	60	0	0	
Communication skills	60	0	60	0	0	
Remedial Biology	60	0	60	0	0	
Remedial Mathematics	60	0	60	0	0	

**B Pharm II**

Subject 1	No of Theory Classes		Practical Classes			Remarks of the Inspectors
	Prescribed No of	No of Hours	Prescribed No of	No of Hours	No of Classes Conducted to	

	<b>Hours 2</b>	<b>Conducted 3</b>	<b>Hours 4</b>	<b>Conducted 5</b>	<b>fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class</b>	
Human Physiology & Health Education	60	30	60	33	63	
Pharmaceutical Analysis - I	60	31	60	36	67	
Physical Pharmacy-II	60	33	60	30	63	
Pharmaceutical Chemistry -II (Organic - II)	60	31	0	0	31	

**B Pharm III**

<b>Subject 1</b>	<b>No of Theory Classes</b>		<b>Practical Classes</b>			<b>Remarks of the Inspectors</b>
	<b>Prescribed No of Hours 2</b>	<b>No of Hours Conducted 3</b>	<b>Prescribed No of Hours 4</b>	<b>No of Hours Conducted 5</b>	<b>No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class</b>	
Pharmaceutical Biotechnology	60	22	60	26	48	
Medicinal Chemistry - I	60	21	60	23	44	
Pharmaceutical Engineering II	60	23	60	23	46	
Hospital Community Pharmacy Industrial Management	60	20	0	0	20	

**B Pharm IV**

<b>Subject 1</b>	<b>No of Theory Classes</b>		<b>Practical Classes</b>			<b>Remarks of the Inspectors</b>
	<b>Prescribed No of Hours 2</b>	<b>No of Hours Conducted 3</b>	<b>Prescribed No of Hours 4</b>	<b>No of Hours Conducted 5</b>	<b>No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class</b>	
Pharmaceutical Chemistry (Natural Products)	60	34	60	39	73	
Pharmacology - II	60	32	60	33	65	
Pharmacognosy and Phytochemistry	60	36	60	30	66	
GMP AND Validations	60	31	0	0	31	

**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**

<b>Name of the Event</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
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Guest Lectures	2	3	1
Seminars	2	1	1
Workshops	2	2	3
Symposia	1	0	0

**B. Papers Presented/Published during last 3 years**

	2015-2016		2016-2017		2017-2018	
	National	International	National	International	National	International
<b>Published</b>	5	5	3	4	7	5
<b>Presented</b>	4	2	2	1	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	16/10/2017	23/10/2017	22/11/2017	29/11/2017	22/11/2017	29/11/2017	
II B. Pharm	16/08/2017	21/08/2017	09/10/2017	14/10/2017	09/10/2017	14/10/2017	
III B. Pharm	18/09/2017	23/09/2017	13/11/2017	17/11/2017	13/11/2017	17/11/2017	
IV B. Pharm	16/08/2017	21/08/2017	09/10/2017	13/10/2017	09/10/2017	13/10/2017	

**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	29.00	27.00	6.00	6.00	0.00	0.00	
II B. Pharm	0.00	0.00	5.00	5.00	18.00	18.00	21.00	23.00	
III B. Pharm	0.00	0.00	36.00	34.00	16.00	14.00	6.00	5.00	
IV B. Pharm	0.00	0.00	42.00	40.00	8.00	7.00	3.00	3.00	

**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. B MOHAN GANDHI	Pharmaceutical Biotechnology	0	0	4	12	0	0	0	0	16	
2	Dr. Kolli Srinivas	Pharmacognosy and Phytochemistry	0	0	0	0	0	0	2	0	2	
3	Dr. Shyamalendu Tripathy	Pharmacology	0	0	0	0	0	0	6	18	24	

4	Dr. V Bhaskara Raju	Good Manufacturing Pharmacy Validation	0	0	0	0	0	0	0	5	0	5	
5	Miss. LACHIREDDY NIRMALA DEVI	Pharmaceutical Engineering II	0	0	0	0	5	12	0	0	0	17	
6	Miss. MANASA DWARA	Pharmaceutical Engineering II	0	0	0	0	5	12	0	0	0	17	
7	Miss. N K SURYA NEERAJA	Human Physiology and Health Education	0	0	5	12	0	0	0	0	0	17	
8	Mr. B Surendra Nath	Physical Pharmacy II	0	0	5	12	0	0	0	0	0	17	
9	Mr. Dhabal Kumar Satapathy	Human Physiology and Health Education II	0	0	6	12	0	0	0	0	0	18	
10	Mr. K S SUMANTH	Pharmaceutical Analysis I	0	0	6	12	0	0	0	0	0	18	
11	Mr. KUMARASWAMY BARLA												
12	Mr. KUNCHE SATYA ASHOK	hospital Pharmacy and Industrial Management	0	0	0	0	10	0	0	0	0	10	
13	Mr. NEMALA SIVA KUMAR	Pharmaceutical Chemistry III Organic II	0	0	4	0	0	0	0	0	0	4	
14	Mr. RAMBABU P	Physical Pharmacy II	0	0	6	12	0	0	0	0	0	18	
15	Mr. X Antro Jennie	Chemistry of Natural Products	0	0	0	0	0	0	6	18		24	
16	Mrs. BONTHU VIJAYAMBICA DURGA												
17	Mrs. KALYANI KASETTI	pharmaceutical Analysis I	0	0	6	12	0	0	0	0	0	18	
18	Mrs. M ARYALAKSHMI	Pharmacognosy and Phyto Chemistry II	0	0	0	0	0	0	4	12		16	
19	Mrs. M SHARMILA	Medicinal Chemistry I Pharmaceutical Chemistry III Organic II	0 0	0 0	0 4	0 0	6 0	12 0	0 0	0 0	0 0	18 4	
20	Mrs. PEDAPROLU JHANSI NAGA LAKSHMI												
21	Mrs. PRANEETHA V	Medicinal Chemistry I Pharmaceutical chemistry III Organic II	0 0	0 0	0 4	0 0	6 0	12 0	0 0	0 0	0 0	18 4	
22	Mrs. S S D BHAVANI RAJA												
23	Mrs. TIRUPATHAMMA PATIWADA												
24	Mrs. Y B Manjulatha	Pharmaceutical Biotechnology	0	0	0	0	8	12	0	0	0	20	

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

Details	Year : 2015-2016	Year : 2016-2017	Year : 2017-2018
No of Students Appeared	5	15	0
No of Student Qualified	2	4	0
Percentage	40	27	

### 14. Whether the Institution has an Industry interaction Cell: Available

Events	Details For thr previous Year
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	B. Pharm		B. Pharm		B. Pharm		B. Pharm	
Principal	1		1		1		1	
Pharmaceutical Chemistry	1	2	2	1	3	1	4	2
Pharmaceutical Analysis	1	0	--	0	--	0	1	0
Pharmacology	1	2	2	1	3	1	4	3
Pharmacognosy	1		2		3		3	
Pharmaceutics	1	0	2	0	3	0	4	1
<b>Total</b>	<b>6</b>		<b>9</b>		<b>13</b>		<b>17</b>	
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	<b>2</b> <b>17</b> <b>1</b>	
	Asst. Professor	1		
	Professor	4		
	Lecturer			
Department of Pharmaceutical Chemistry (including Pharmaceutical Analysis)	Professor	1	<b>0</b> <b>9</b> <b>0</b>	
	Asst. Professor	1		
	Professor	4		
	Lecturer			
Department of Pharmacology	Professor	1	<b>0</b> <b>8</b> <b>1</b>	
	Asst. Professor	1		
	Professor	3		
	Lecturer			
Department of Pharmacognosy	Professor	1	<b>0</b> <b>1</b> <b>1</b>	
	Asst. Professor	1		
	Professor	2		
	Lecturer			

**5. Selection criteria and Recruitment Procedure for Faculty**

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

**6. Details of Faculty Retention for:**

Name of Faculty Member	Period	Percentage
1 NIL	Duration of 15 year and above	0
1 Mrs. Y B Manju Latha Mr. P Rambabu	Duration of 10 year and above	8.33
2 Dr. K Srinivas Dr. Shymalendu Tripathy Mr. Dhabal Kumar Satapathy Dr. V Bhaskara Raju Mr. X Antro Jennie Mr. B. Surendranath	Duration of 5 year and above	25
Mr. S Sumanth Kamatham Mrs. M Arya Lakshmi Mr. B. Mohasn Gsndhi Mr. K. Satya ashok Ms. V. Praneetha Mrs. K.Kalyani Ms. D.Manasa N. Siva Kumar K Surya Neeraja Nagalla Ms. L. Nirmala Devi Mrs. M.Sharmila Mrs.Tirupathamma patiwada Mrs. Bonthu Vijayambica Durga Mrs. S S D Bhavani Raja Mr. Kumara Swamy Barla	Less than 5 years	62.5

**7. Details of Faculty Turnover**

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
Mr. B. Kondala Rao Ms. K.V.Koteswaramma Mr. M. Kasi Viswanadh Mrs. M. Naga Bharathi Mrs. S. Usha Rani	% 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:**

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

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

S.No.	Name	Qualification	Designation	Basic Pay	D.P.	DA	HRA	CCA & Additional	Other Allowances	Deductions	Bank A/C No	PAN No
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													Pay					
													PT	TDS	EPF			
1	Y B Manjulatha	B Pharm, M Pharm,	Associate Professor	37970	0	18985	3797	0	248	1800	3000	0	62020280345	AAPPY5983				
2	Shyamalendu Tripathy	M Pharm, B Pharm, PHD,	Asstt. Professor	28050	0	14025	2805	0	682	1800	1000	0	62050338335	AFLPT8620				
3	Dhabal Kumar Satapathy	M Pharm, B Pharm,	Asstt. Professor	26501	0	13251	2650	0	265	1800	1000	0	62050331747	BPLPS4226				
4	V Bhaskara Raju	B Pharm, M Pharm, PHD,	Associate Professor	37970	0	9493	3797	0	757	1800	2000	0	62065454878	AMHPB5250				
5	X Antro Jennie	M Pharm, B Pharm,	Asstt. Professor	25490	0	10196	2549	0	571	1800	1000	0	62081589373	0				
6	B Surendra Nath	B Pharm, M Pharm,	Asstt. Professor	23440	0	8204	2344	0	953	0	600	0	62122756955	0				
7	Kolli Srinivas	M Pharm, F.I.C, B Pharm, PHD,	Principal/Director	58870	0	50040	5887	0	203	1800	10000	0	62150966627	AFQK4473L				
8	B MOHAN GANDHI	B Pharm,	Asstt. Professor	24000	0	0	0	0	0	1800	0	0	52209171565	ARGPB5755				
9	RAMBABU P	B Pharm,	Asstt. Professor	26510	0	13255	2651	0	251	1800	1000	0	62044788420	AHNPP1737				
10	M K ARYALAKSHMI	B Pharm,	Asstt. Professor	21000	0	0	0	0	0	1800	0	0	52209171554	BWCPM3730				
11	K S SUMANTH	B Pharm, M Pharm,	Asstt. Professor	23950	0	5988	2395	0	177	1800	400	0	62254942429	BQHPK9736				
12	KUNCHE SATYA ASHOK	B Pharm, M Pharm,	Asstt. Professor	20000	0	0	0	0	0	1800	0	0	0	DKJPK0370				
13	PRANEETHA V	B Pharm, M Pharm,	Asstt. Professor	18000	0	0	0	0	0	0	0	0	52210014768	AVYPV0795				
14	NEMALA SIVA KUMAR	B Pharm,	Asstt. Professor	18000	0	0	0	0	0	0	0	0	62485478427	BAOPN4899				
15	PEDAPROLU JHANSI NAGA LAKSHMI	M Pharm, B Pharm,	Asstt. Professor	18000	0	0	0	0	0	0	0	0	62311875481	0000000000				
16	N K SURYA NEERAJA	B Pharm, M Pharm,	Asstt. Professor	20000	0	0	0	0	0	0	0	0	62181982395	ALKPN1148				
17	KALYANI KASETTI	B Pharm,	Asstt. Professor	18000	0	0	0	0	0	0	0	0	62485475925	CLFPK7345				
18	MANASA DWARA	B Pharm,	Asstt. Professor	18000	0	0	0	0	0	0	0	0	62485478541	CGUPD1374				
19	LACHIREDDY NIRMALA DEVI	B Pharm, M Pharm,	Asstt. Professor	18000	0	0	0	0	0	0	0	0	62494003971	0000000000				
20	TIRUPATHAMMA PATIWADA	B Pharm, M Pharm,	Asstt. Professor	18000	0	0	0	0	0	0	0	0	0000000000	0000000000				
21	BONTHU VIJAYAMBICA DURGA	B Pharm, M Pharm,	Asstt. Professor	18000	0	0	0	0	0	0	0	0	0000000000	0000000000				
22	M SHARMILA	B Pharm, M Pharm,	Asstt. Professor	22000	0	0	0	0	0	0	0	0	36974970984	BIIMP5462F				
23	S S D BHAVANI RAJA	M Pharm, B Pharm,	Asstt. Professor	18000	0	0	0	0	0	0	0	0	0	0000000000				
24	KUMARASWAMY BARLA	M Pharm, B Pharm,	Asstt. Professor	18000	0	0	0	0	0	0	0	0	0	0000000000				

**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
S.N.S. Venkata Ratnam	Laboratory Technician	MSc BEd	22/10/2005	15		
M. Srinivasa RAo	Laboratory Technician	BSc	25/10/2005	10		
J. Madhu Babu	Laboratory Technician	B Pharm	14/06/2010	10		

R. Satyavathi	Office Superintendent	MA	13/03/2006	12		
G. Ram Koteswara Rao	Accountant	BA	22/10/2005	14		
M. Kamal Kumar	First Division Assistant	MCom	04/09/2008	8		
S.V.S. Mahdava	Peon	BA	22/08/2006	12		
Sri Rama Raju	Gardener	Nil	22/10/2005	6		
M. Satyanarayana	Cleaning personnel	BA	01/09/2008	7		
L. Mutyala Rao	Laboratory Assistants	BA	29/07/2009	6		
K. Sai Kumar	Peon	Inter	24/02/2010	5		
K SATYANARAYANA	Laboratory Assistants	BA	01/10/2010	5		
S RAJASEKHAR	Laboratory Assistants	BSc	11/07/2011	6		
RELLI RAMADEVI	Laboratory Technician	BSc	16/11/2012	5		
CH MAMATHA	Laboratory Assistants	SSC	13/12/2010	5		
U MANI	Laboratory Assistants	SSC	13/12/2010	7		
P RAMANA	Cleaning personnel	NIL	01/03/2013	3		
K NAGA LAKSHMI	Cleaning personnel	NIL	01/03/2013	3		
E SATYANARAYANA	Computer Data Operator	MBA	06/11/2013	4		
P NAGAMANI	Cleaning personnel	NIL	25/01/2006	8		
Y KAMESWARA RAO	Laboratory Technician	BSc	13/11/2013	4		
V MUSALAMMA	Cleaning personnel	NIL	15/11/2006	11		
CH GANGA	Cleaning personnel	NIL	06/06/2014	NIL		
P LOKESH REDDY	Laboratory Technician	BCom	18/12/2007	10		
CH HARISH BABU	Laboratory Assistants	SSC	05/01/2017	7MON		
K USHA KIRAN	Laboratory Assistants	SSC	04/08/2015	2		
K JYOTHI	Laboratory Assistants	SSC	08/07/2015	2		

**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)		Yes/No	Remarks of the Inspectors
Sl. No.	Records		
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. 2015-2016			Expenditure in Rs. 2016-2017			Expenditure in Rs. 2017-2018			Remarks of the Inspectors*
Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	
6412620	3912749	2499871	0	0	0	0	0	0	

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

(Enclose purchase invoice)

Total budget allocated	Sanctioned	Incurr ed	Total budget allocated	Sanctioned	Incurr ed	Total budget allocated	Sanctioned	Incurr ed	Remarks of the Inspectors*
<b>Chemicals</b>	250000	250000	<b>Chemicals</b>	0	0	<b>Chemicals</b>	0	0	
<b>Glassware</b>	50000	50000	<b>Glassware</b>	0	0	<b>Glassware</b>	0	0	
<b>Equipment</b>	100000	100000	<b>Equipment</b>	0	0	<b>Equipment</b>	0	0	

<b>Books</b>	85000	85000	<b>Books</b>	0	0	<b>Books</b>	0	0	
<b>Journals</b>	30000	35000	<b>Journals</b>	0	0	<b>Journals</b>	0	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	30	Yes	
2	Haemocytometer with Micropipettes	20	25	Yes	
3	Sahlia™s haemocytometer	20	25	Yes	
4	Hutchinson™s spirometer	1	1	Yes	
5	Spygmomanometer	5	5	Yes	
6	Stethoscope	5	10	Yes	
7	Permanent Slides for various tissues	0	50	Yes	
8	Models for various organs	0	2	Yes	
9	Specimen for various organs and systems	0	2	Yes	
10	Skeleton and bones	0	1	Yes	
11	Different Contraceptive Devices and Models	0	1	Yes	
12	Muscle electrodes	1	1	Yes	
13	Lucas moist chamber	1	1	Yes	
14	Myographic lever	1	20	Yes	
15	Stimulator	1	10	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	27	Yes	
20	Sherrington Drum	10	70	Yes	
21	Perspex bath assembly (single unit)	10	10	Yes	
22	Aerators	10	10	Yes	
23	Computer with LCD	1	1	Yes	
24	Software packages for experiment	1	1	Yes	
25	Standard graphs of various drugs	0	1	Yes	
26	Actophotometer	1	1	Yes	
27	Rotarod	1	1	Yes	
28	Pole climbing apparatus	1	1	Yes	
29	Analgesiometer (Eddy™s hot plate and radiant heat methods)	1	1	Yes	
30	Convulsiometer	1	1	Yes	
31	Plethysmograph	1	1	Yes	
32	Digital pH meter	1	1	Yes	

**Appratus:**

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	30	Yes	
3	Haemostatic artery forceps	10	10	Yes	
4	Hypodermic syringes and needles of size 15,24,26G	10	10	Yes	
5	Levers, 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	30	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	0	No	
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	30	Yes	
14	Eye piece micrometer	15	20	Yes	
15	Stage micrometer	20	20	Yes	
16	Incinerator	1	1	Yes	
17	Moisture balance	1	1	Yes	
18	Heating mantle	15	12	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	2	Yes	
4	Soxhlet apparatus	10	10	Yes	
5	TLC chamber and sprayer	10	2	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	10	Yes	
7	Muffle Furnace	1	1	Yes	
8	Mechanical Stirrers	10	10	Yes	
9	Magnetic Stirrers with Thermostat	10	10	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	4	Yes	
2	Reflux flask and condenser single necked	20	25	Yes	

3	Reflux flask and condenser double / triple necked	20	20	Yes	
4	Burettes	40	50	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	3	Yes	
2	Digital balance (10 mg sensitivity)	5	6	Yes	
3	Microscopes	5	5	Yes	
4	Stage and eye piece micrometers	5	8	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	1	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	56	Yes	
14	Tablet punching machine	1	2	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	2	Yes	
20	Monsanto's hardness tester	1	1	Yes	
21	Pfizer type hardness tester	1	1	Yes	
22	Friability test apparatus	1	2	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	2	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	0	No	
32	Bottle washing Machine	1	1	Yes	
33	Bottle Sealing Machine	1	1	Yes	
34	Bulk Density Apparatus	2	1	Yes	
35	Conical Percolator (glass/ copper/ stainless steel)	10	19	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	8	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	Ostwald's viscometer	15	25	Yes	
2	Stalagmometer	15	48	Yes	
3	Desiccator	5	3	Yes	

4	Suppository moulds	20	9	Yes	
5	Buchner Funnels Small, medium, large	0	5	Yes	
6	Filtration assembly	1	1	Yes	
7	Permeability Cups	5	0	No	
8	Andreason's Pipette	3	5	Yes	
9	Lipstick moulds	10	3	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	0	No	
2	Lyophilizer (Desirable)	1	0	No	
3	Gel Electrophoresis (Vertical and Horizontal)	1	0	No	
4	Phase contrast/Trinocular Microscope	1	1	Yes	
5	Refrigerated Centrifuge	1	1	Yes	
6	Fermenters of different capacity (Desirable)	1	0	No	
7	Tissue culture station	1	0	No	
8	Laminar airflow unit	1	1	Yes	
9	Diagnostic kits to identify infectious agents	1	0	No	
10	Rheometer	1	0	No	
11	Viscometer	1	1	Yes	
12	Micropipettes (single and multi channeled)	0	2	Yes	
13	Sonicator	1	1	Yes	
14	Respinometer	1	1	Yes	
15	BOD Incubator	1	0	No	
16	Paper Electrophoresis Unit	1	0	No	
17	Micro Centrifuge	1	1	Yes	
18	Incubator water bath	1	0	No	
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	2	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	1	Yes	
9	Conductivity meter	1	2	Yes	
10	Fourier Transform Infra Red Spectrometer (Desirable)	1	0	No	
11	HPLC	1	2	Yes	
12	HPTLC (Desirable)	1	0	No	
13	Atomic Absorption and Emission spectrophotometer (Desirable)	1	0	No	
14	Biochemistry Analyzer (Desirable)	1	1	Yes	
15	Carbon, Hydrogen, Nitrogen Analyzer (Desirable)	1	0	No	
16	Deep Freezer (Desirable)	1	1	Yes	
17	Ion- Exchanger	1	1	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 observations 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**