

Tracking Number: SIF/2014/100141

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 Mohamed Sathak A.J. College of Pharmacy
Complete Postal address: Medavakkam Road, Sholinganallur Chennai - 600
119 (formerly known as A.J. College of Pharmacy)
Telephone Number with STD Code 044 24502572
Fax No 24502573
Email msajcpharm@gmail.com
Year of Establishment 1998
Status of the course conducting body Private
(Enclose copy of Registration documents of Society/Trust)

A - I.2

Name of the Society/Trust/Management Mohamed Sathak Trust
(attach documentary evidence)
Address 144/1, Nungambakkam High Road Chennai - 600
034
Telephone Number with STD Code 044 28334989
Fax No 28334991
Email sathaktrust@vsnl.net
Website www.sathaktrust.org

A - I.3

**Name of the Person to be contacted by
phone** Dr R SUNDHARARAJAN
Designation Principal
Address Medavakkam Road Sholinganallur Chennai - 600
119
STD Code 044
Telephone Number
Office 24502572
Residence 24502572

Mobile 9790179502
 Fax No 24502573
 Email sundhararajanr@yahoo.com

A - I.4

Name of the Head of the Institution Dr R SUNDHARARAJAN
 Address Medavakkam Road Sholinganallur Chennai - 600 119

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	2014-15	24231	02/06/2014	

b. APPROVAL STATUS

Name of the Course	Approved Upto	Intake Approved and Admitted	PCI	State Govt	University	Remarks of the Inspectors
B Pharm	2014-15	Approved Letter No & Date	PCI/777-216	G.O.(MS)No.400	RC.NO.Affln(2)/35959/2013	
		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 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, The Tamil Nadu Dr. M.G.R. Medical University, No.69 (Old No.40), P.B. No.1200, Anna Salai, Guindy, Chennai - 600 032

Signature of the Head of the Institution

Signature of the Inspectors

B - DETAILS OF THE INSTITUTION**B - I.1**

Name of the Principal

Dr R SUNDHARARAJAN

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		
	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	06/08/2012		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	Yes	Yes	
Non-Teaching Staff	State Government	Yes	Yes	Yes	

B - I.5

B Pharm Course: Admission statement for the past three year

ACADEMIC YEAR	2012-2013	2013-2014	2014-2015
Sanctioned	60	60	60
No. of Admissions	51	60	60
Unfilled Seats	9	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	2012-2013	2013-2014	2014-2015
1st Year	17	0	0
2nd Year	21	0	0
3rd Year	22	0	0
Final Year	67	0	0
Pass % (Final Year)	66	0	0

B - II

Co-Curricular Activities / Sports Activities

Whether college has NSS Unit	Yes
If no give reasons	
NSS Program Officer's Name	MR S G RAMAN
Programme Conducted Details	2 (Perumbakkam and Sholinganallur)
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
Organization/Institution/Trust/Society Name

Yes

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	4295980.00	1.	Building	525204.00	
3.	Library Fee	0.00	2.	Equipment	333893.00	
4.	Sports Fee	0.00	3.	Others	427521.00	
5.	Union Fee	0.00	REVENUE EXPENDITURE			
6.	Others	4890312.00	1.	Salary	5690230.00	
			2.	Maintenance Expenditure		
				i. College	30000.00	
				ii. Others	0.00	
			3.	University Fee	1366900.00	
			4.	Apex Bodies Fee	205000.00	
			5.	Government Fee	0.00	
			6.	Deposit held by the College	0.00	
			7.	Others	229400.00	
			8.	Misc. Expenditure	0.00	
	Total	9186292.00		Total	7521530.00	

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 6535**
- Amenities and Circulation Area 3197**

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	6	90 sq. mts each (Desirable) 75 sq. mts each (Essential)	540	

[* 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	1536	
2	Pharmaceutics	03 Laboratories	4	396	
3	Pharmaceutical Chemistry	02 Laboratories	2	252	
4	Pharmaceutical Analysis	01 Laboratory	3	312	
5	Pharmacology	02 Laboratories	3	303	
6	Pharmacognosy	01 Laboratories	1	126	
7	Pharmaceutical Biotechnology	01 Laboratory	1	126	
8	Preparation Room for each lab	10 sq mts (minimum)	2	21	
9	Area of the Machine Room	80-100 Sq.mts	1	126	
10	Central Instrumentation Room	80 Sq.mts with A/ C	1	28	
11	Store Room I	1 (Area 100 Sq mts)	1	28	
12	Store Room II	1 (Area 20 Sq mts)	1	19	

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 sinks 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	30	
2	Office - I - Establishment	01	60 Sq. mts	1	18	
3	Office - II - Academics			1	17	
4	Confidential Room			1	40	

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	96	
2	Faculty Rooms for B.Pharm course		10 Sq. mts x n (n=No. of teachers)	4	123	

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	55	
2	Library	01	150 Sq. mts	1	166	
3	Museum	01	50 Sq. mts (Maybe attached to the Pharmacognosy lab)	1	56	
4	Auditorium/ Multi Purpose Hall (Desirable)	01	250 - 300 seating capacity	1	800	

5	Seminar Hall	01		1	150	
6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	1	200	

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	35	
2	Boy's Common Room (Essential)	01	60 Sq. mts	2	35	
3	Toilet Blocks for Girls	01	24 Sq. mts	1	19	
4	Toilet Blocks for Boys	01	24 Sq. mts	2	38	
5	Drinking Water facility - Water cooler (Essential)	01	--	1	10	
6	Boy's Hostel (Desirable)	01	9 Sq. mts/Room Single occupancy	1	650	
7	Girls's Hostel (Desirable)	01	9 Sq.mts/Room (Single occupancy) or 20 Sq.mts/Room (Triple occupancy)	1	650	
8	Power Backup Provision (Desirable)	01	--	1	100	

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	126	
Computer (Latest Configuration)	1 system for every 10 students (UG & PG)	40	0	
Printers	1 Printer for every 10 computers	5	0	
Multi Media Projector	01	4	0	
Generator (5KVA)	01	1	0	

9. Amenities(Desirable)

Name	Requirement as per Norms in area	Available		Not Available	Remarks/Deficiency
		No.	Area in Sq.mts		
Principal Quarters	80 Sq. Mtr.	0	0	HRA Provided	
Staff Quarters	16 x 80 Sq.mts	0	0	HRA Provided	
Canteen	100 Sq.mts	1	104		
Parking Area for staff and students		1	300		
Bank Extension Counter		1	400		
Cooperative Stores		0	0		
Guest House	80 Sq. mts	1	100		
Transport Facility for students		1	50		
Medical Facilities(First Aid)		1	0		

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	1316	3236	

			disciplines of pharmacy			
2	Annual Addition of Books		100 to 150 books per year	0	150	
3	Periodicals Hard Copies/Online		10 National 05 International periodicals	31	100	
4	CDS		Adequate Nos	3	30	
5	Internet Browsing Facilities		Yes/No (Minimum ten Computers)	Available		
6	Reprographic Facilities: Photo Copier Fax Scanner		01 01 01	Available Available Available		
7	Library Automation and Computrized System	Available				
8	Library timings	9.30 am to 5.30 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	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	1 : 60	1 : 20	

2. Scheme of B. Pharm Course:

Annual

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

Commencement

Completion

26/09/2013

21/07/2014

4. Vacation

No of Days

No of Days

Summer :

30

Winter :

15

5. Total No. of working days

242

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	
Pharmaceutical Inorganic Chemistry	75	117	75	126	42	
Pharmaceutical Organic Chemistry	75	142	75	120	40	
Anatomy, Physiology and Health Education	75	135	75	129	43	
Biochemistry	75	154	75	123	41	
Biostatistics and Computer Application	75	202	75	120	40	

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 Pharmaceutics	75	143	75	117	39	
Pharmaceutical Analysis and Physical Chemistry	75	158	75	117	39	

Advanced Pharmaceutical Organic Chemistry	75	147	75	123	41	
Pharmaceutical Technology	75	137	0	0	0	
Pharmacy Practice & Pathophysiology	75	161	75	114	38	

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	
Pharmacognosy & Phytochemistry	75	120	75	123	41	
Medicinal Chemistry I	75	126	75	126	42	
Pharmaceutical Dosage Forms and Cosmetic Technolog	75	122	75	126	42	
Pharmacology I	75	119	75	126	42	
Hospital and Clinical Pharmacy	75	128	0	0	0	
Pharmaceutical biotechnology	75	135	75	123	41	

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	
Formulative Pharmacy and Biopharmaceutics	75	113	75	120	40	
Advanced Pharmacognosy	75	119	75	126	42	
Pharmacology II	75	119	75	126	42	
Modern Methods of Pharmaceutical Analysis	75	121	75	108	36	
Medicinal Chemistry II	75	110	75	108	36	
Pharmaceutical jurisprudence &	75	106	0	0	0	

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	2012-2013	2013-2014	2014-2015
Guest Lectures	2	2	0
Seminars	2	2	0
Workshops	1	0	0
Symposia	1	0	0

B. Papers Presented/Published during last 3 years

	2012-2013		2013-2014		2014-2015	
	National	International	National	International	National	International
Published	0	8	0	6	0	0
Presented	0	0	0	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	20/01/2014 4	07/01/2014 4	07/04/2014 4	01/04/2014 4	01/07/2014 4	16/06/2014 4	
II B. Pharm	20/01/2014 4	07/01/2014 4	07/04/2014 4	01/04/2014 4	01/07/2014 4	16/06/2014 4	
III B. Pharm	20/01/2014 4	07/01/2014 4	07/04/2014 4	01/04/2014 4	01/07/2014 4	17/06/2014 4	
IV B. Pharm	20/01/2014 4	07/01/2014 4	07/04/2014 4	01/04/2014 4	01/07/2014 4	17/06/2014 4	

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	41.00	49.00	9.00	11.00	4.00	0.00	6.00	0.00	
II B. Pharm	17.00	36.00	17.00	14.00	10.00	1.00	9.00	2.00	

III B.Pharm	13.00	24.00	14.00	21.00	12.00	2.00	10.00	2.00	
IV B.Pharm	9.00	18.00	9.00	10.00	7.00	1.00	5.00	1.00	

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. Deepa N	Advanced Pharmacognosy	0	0	0	0	0	0	3	0	3		
2	Dr. Komala M	Formulative Industrial Pharmacy and Biopharmaceuti	0	0	0	0	0	0	3	0	3		
3	Dr. Sundhararajan R	Medicinal Chemistry II	0	0	0	0	0	0	3	0	3		
4	Dr. VELMURUGAN	BIOCHEMISTRY MEDICINAL CHEMISTRY II	3	0	0	0	0	0	0	0	3	6	
5	Miss. AZMATHULLAKHAN SATHA	Anatomy physiology and health education HOSPITAL CLINICAL PHARMACY	2	9	0	0	0	0	0	0	11	1	
6	Miss. DEVI R	PHYSICAL PHARMACEUTICS	0	0	3	9	0	0	0	0	12		
7	Miss. KASTHURI S	ANATOMY PHYSIOLOGY HEALTH EDUCATION HOSPITAL CLINICAL PHARMACY	2	9	0	0	0	0	0	0	11	2	
8	Mr. A IMRAN KHAN	PHARMACEUTICAL ORGANIC CHEMISTRY	4	9	0	0	0	0	0	0	13		
9	Mr. ASHOK T	BIOCHEMISTRY	0	9	0	0	0	0	0	0	9		
10	Mr. GUNASEJARAN J	PHARMACOLOGY II	0	0	0	0	0	0	3	6	9		
11	Mr. L LOGIDHASAN	ADVANCED PHARMACEUTICAL ORGANIC CHEMISTRY PHARMACEUTICAL TECHNOLOGY	0	0	0	9	0	0	0	0	9	3	
12	Mr. M KANAGARAJAN	PHARMACEUTICAL BIOTECHNOLOGY	0	0	0	0	3	9	0	0	12		

13	Mr. M MATHIVANAN	FORMULATIVE AND INDUS PHARMACY PHARMACEUTICAL JURISPRUDENCE AND PHARM BUSS MANG	0 0	0 0	0 0	0 0	0 0	0 0	0 3	6 0	6 3
14	Mr. Ramachandran S	Advanced Pharmaceutical Organic Chemistry Modern Methods of Pharmaceutical Analysis	0 0	0 0	3 0	0 0	0 0	0 0	0 3	0 6	3 9
15	Mr. S G RAMAN	MEDICINAL CHEMISTRY I	0	0	0	0	3	9	0	0	12
16	Mrs. LYDIA SMILY S	PHARM ANAL AND PHARM CHEM	0	0	3	9	0	0	0	0	12
17	Mrs. NAGALAVANYA P	PHARMACEUTICAL INORGANIC CHEMISTRY	4	9	0	0	0	0	0	0	13
18	Mrs. R JOTHILAKSHMI	ADVANCED PHARMACOGNOSY	0	0	0	0	0	0	0	6	6
19	Mrs. SANTHA SHEELA	PHARM DOSAGE FORMS	0	0	0	0	3	9	0	0	12
20	Mrs. SHEELA T	PHARMACOGNOSY AND PHYTOCHEMISTRY	0	0	0	0	3	9	0	0	12

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

Details	Year : 2012- 2013	Year : 2013- 2014	Year : 2014- 2015
No of Students Appeared	9	12	0
No of Student Qualified	1	6	0
Percentage	11	50	

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

Events	Details For thr previous Year
No of Industrial Visits	2
Insdustrials Tour	1
Industrial Training	3
No of resourse persons from the Industry for Guest Lectures	1
No. of collaboration projects with Industry	0

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

Details	Year : 2012- 2013	Year : 2013- 2014	Year : 2014- 2015
No of Students Appeared for campus interview	9	0	0
% Percentage	22	0	

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	Sundhararajan R	Principal/Director	M Pharm, B Pharm, PHD,	26/02/2013	1.5 + 17.6	1689A1		
2	Komala M	Head of Department	M Pharm, B Pharm,	03/06/2013	1.2 + 16.0	2195A1		
3	Deepa N	Professor & HOD	M Pharm, B Pharm, PHD,	27/02/2013	1.5 + 7.7	6207A1		
4	Ramachandran S	Asstt. Professor	M Pharm, B Pharm,	01/02/2010	4.6 + 7.5	4328A1		

2. Qualification and Number of Staff Members

Qualification							
B Pharm		M Pharm		PhD		Others	
49		23		4		0	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	2	2	2	3	1	4	1
Pharmaceutical Analysis	1	0	--	0	--	0	1	0
Pharmacology	1	1	2	0	3	2	4	2
Pharmacognosy	1		2		3		3	
Pharmaceutics	1	1	2	0	3	2	4	1
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	2	
	Asst. Professor	1	10	
	Professor	4	4	
	Lecturer			
Department of Pharmaceutical Chemistry (including Pharmaceutical Analysis)	Professor	1	0	
	Asst. Professor	1	4	
	Professor	4	2	
	Lecturer			
Department of Pharmacology	Professor	1	2	
	Asst. Professor	1	8	
	Professor	3	1	
	Lecturer			
Department of Pharmacognosy	Professor	1	1	
	Asst. Professor	1	2	
	Professor	2	2	
	Lecturer			

5. Selection criteria and Recruitment Procedure for Faculty

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

6. Details of Faculty Retention for:

Name of Faculty Member	Period	Percentage
0	Duration of 15 year and above	0
0	Duration of 10 year and above	0
Dr.R. Sundhararajan Dr.N. Deepa DR.M. Komala	Duration of 5 year and above	20
Mr.S. G. RAMAN Mr.KANAGARAJAN M Mr.S. Ramachandran Mrs. Santha Sheela Mrs.K.T. Kasthuri Miss Azamathulla Satha MR. ASHOK T MR. IMRAN KHAN MR. MADHIVANAN M MR. LOGITHASAN L MRS NAGALAVANYA B MR MAHESH P G MRS SHEELA T MRS LYDIA SMILY STEPHEN MISS DEVI R MR MADHU S MR GUNASEKAR J DR VELMURUGAN	Less than 5 years	80

7. Details of Faculty Turnover

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
Dr. R. Sundhararajan DR.M. Komala	Dr..N. Deepa % of faculty retained in last 3 yrs	No	No	Yes	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	DMLT	
2	Laboratory Assistants/ Attenders	1 for each Lab (minimum)	SSLC	6	ITI	
3	Office Superintendent	1	Degree	1	BCom	
4	Accountant	1	Degree	3	8	
5	Store keeper	1	D. Pharm/ Degree	0		
6	Computer Data Operator	1	BCA / Graduate with Computer Course	1	DEE	
7	First Division Assistant	1	Degree	1	MSc	
8	Second Division Assistant	2	Degree	1	BSC	
9	Peon	2	SSLC	2	SSLC	
10	Cleaning personnel	Adequate	---	3	0	
11	Gardener	Adequate	---	1	6	

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
										PT	TDS	EPF	
1	Sundhararajan R	M Pharm, B Pharm, PHD,	Principal/Director	37500	0	9375	5125	0	5000	0	12000	780	2929118000012
2	Komala M	M Pharm, B Pharm,	Head of Department	23783	0	5946	2000	0	0	0	0	780	2929118000013
3	Deepa N	M Pharm, B Pharm, PHD,	Professor & HOD	34000	0	8500	2500	0	5000	0	0	780	2929118000015
4	Ramachandran S	M Pharm, B Pharm,	Asstt. Professor	18546	0	4637	2000	0	0	0	0	780	2929118000122
5	ASHOK T	B Pharm,	Asstt. Professor	8000	0	3200	800	0	0	0	0	0	
6	L LOGIDHASAN	B Pharm,	Asstt. Professor	8000	0	3200	800	0	0	0	0	0	
7	M MATHIVANAN	B Pharm,	Asstt. Professor	8000	0	3200	800	0	0	0	0	0	
8	A IMRAN KHAN	B Pharm,	Asstt. Professor	8000	0	3200	800	0	0	0	0	0	
9	R JOTHILAKSHMI	B Pharm,	Asstt. Professor	14400	0	3600	1000	0	0	0	0	0	
10	S G RAMAN	B Pharm,	Associate Professor	16032	0	4008	1000	0	0	0	0	0	0
11	AZMATHULLAKHAN SATHA	B Pharm,	Asstt. Professor	8000	0	3200	800	0	0	0	0	0	0
12	SANTHA SHEELA	B Pharm,	Associate Professor	16249	0	4062	1500	0	0	780	0	0	0
13	VELMURUGAN	B Pharm,	Professor & HOD	17560	0	4940	1500	0	0	0	0	0	
14	GUNASEJARAN J	B Pharm,	Associate Professor	22650	0	5662	1688	0	0	0	0	0	
15	SHEELA T	B Pharm,	Asstt. Professor	9000	0	3700	800	0	0	0	0	0	
16	LYDIA SMILY S	B Pharm,	Asstt. Professor	9000	0	3700	800	0	0	0	0	0	

17	M KANAGARAJAN	B Pharm,	Associate Professor	14400	0	3600	1000	0	0	0	0	0
18	KASTHURI S	B Pharm,	Asstt. Professor	8000	0	3200	800	0	0	0	0	0
19	DEVI R	B Pharm,	Asstt. Professor	13600	0	3400	1000	0	0	0	0	0
20	NAGALAVANYA P	B Pharm,	Asstt. Professor	8000	0	3200	800	0	0	0	0	0

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
MOHAMED ALI K U	Office Superintendent	BCom	21/06/2013	1		
Amutha	Librarian	MLIS	03/03/2004	6		
Kumari	Librarian	MLIS	23/11/2005	9		
Pattamma	Accountant	8	17/07/2000	14		
YESUDASS	Gardener	6	15/12/2011	2		
Saravanan	First Division Assistant	MSc	16/11/2007	7		
Mohamad Jamaludeen	Laboratory Technician	DMLT	02/09/2002	12		
Shanthy D	Accountant	BA DMLT	19/12/2000	14		
Dhulkarunai	Laboratory Technician	BCA	20/12/2006	4		
NIRMAL KUMAR R	Laboratory Assistants	ITI	11/07/2014	10		
SUGANYA K	Laboratory Technician	D PHARM	21/06/2013	1		
RAJALAKSHMI P	Laboratory Technician	BA	16/06/2014	0		
VIRUTIGA E S	Librarian	BLIS	02/07/2014	0		
GANESH KUMAR K	Laboratory Assistants	SSLC	06/05/2014	0		
MOHAMED ABUBAKKAR SIDIQ	Second Division Assistant	BSC	02/01/2014	0		
PALANIYAPPAN V	Accountant	BSC	02/01/2014	0		
ARUN PRASAD S	Laboratory Assistants	B COM	02/01/2014	0		
BALAJI S	Laboratory Assistants	SSLC	02/01/2014	0		
DAKCHAYANI D	Laboratory Assistants	B COM	02/01/2014	0		
MOHAN KUMAR C	Computer Data Operator	DEE	02/01/2014	0		
JAFFER SADIQ	Laboratory Assistants	ESLC	02/01/2014	0		
DEVARAJ	Peon	SSLC	02/01/2014	0		
SABAPATHY	Peon	SSLC	06/08/2014	0		
NOORANI BEGUM	Cleaning personnel	0	21/10/2013	1		

SWARTHAMMAL	Cleaning personnel	0	01/10/2013	1		
BUJJI	Cleaning personnel	0	02/06/2014	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. 2012-2013	Expenditure in Rs. 2013-2014	Expenditure in Rs. 2014-2015	Remarks of the Inspectors*
-------------------------------------	-------------------------------------	-------------------------------------	-----------------------------------

Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	
1350000	1950000	1320000	2700000	2340000	1620000	--	--	--	

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 Inspect ors*
Chemicals	200000	197588	Chemicals	250000	250000	Chemicals	--	--	
Glassware	80000	89706	Glassware	105000	105000	Glassware	--	--	
Equipme nt	500000	675000	Equipme nt	600000	600000	Equipment	--	--	
Books	50000	0	Books	65000	65000	Books	--	--	
Journals	40000	66786	Journals	50000	50000	Journals	--	--	

*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	20	Yes	
2	Haemocytometer with Micropipettes	20	20	Yes	
3	Sahli's haemocytometer	20	10	Yes	
4	Hutchinson's spirometer	1	1	Yes	
5	Sphygmomanometer	5	10	Yes	
6	Stethoscope	5	10	Yes	
7	Permanent Slides for various tissues	0	24	Yes	
8	Models for various organs	0	5	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	2	Yes	
12	Muscle electrodes	1	1	Yes	
13	Lucas moist chamber	1	1	Yes	
14	Myographic lever	1	1	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	10	Yes	
20	Sherrington Drum	10	10	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	3	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	10	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	20	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	0	No	
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	20	Yes	
14	Eye piece micrometer	15	20	Yes	
15	Stage micrometer	20	20	Yes	
16	Incinerator	1	5	Yes	
17	Moisture balance	1	1	Yes	
18	Heating mantle	15	20	Yes	
19	Flourimeter	1	1	Yes	
20	Vacuum pump	2	2	Yes	
21	Micropipettes (Single and multi channeled)	2	5	Yes	
22	Micro Centrifuge	1	1	Yes	
23	Projection Microscope	1	0	No	

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	20	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	10	Yes	
10	Vacuum Pump	1	1	Yes	
11	Digital pH meter	1	1	Yes	
12	Microwave Oven	1	2	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	100	Yes	
5	Arsenic Limit Test Apparatus	20	25	Yes	
6	Nessler's Cylinders	40	50	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	1	Yes	
2	Digital balance (10 mg sensitivity)	5	2	Yes	
3	Microscopes	5	5	Yes	
4	Stage and eye piece micrometers	5	5	Yes	
5	Brookfield's viscometer	1	0	No	
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	10	Yes	
14	Tablet punching machine	1	3	Yes	
15	Capsule filling machine	1	1	Yes	
16	Ampoule washing machine	1	1	Yes	
17	Ampoule filling and sealing machine	1	2	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	3	Yes	
21	Pfizer type hardness tester	1	3	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	5	Yes	
28	Digital pH meter	2	1	Yes	
29	All purpose equipment with all accessories	1	0	No	
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	2	Yes	
35	Conical Percolator (glass/ copper/ stainless steel)	10	20	Yes	
36	Capsule Counter	2	1	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	0	No	
41	Mechanical stirrer with speed regulator	2	1	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	43	Yes	
2	Stalagmometer	15	23	Yes	
3	Desiccator	5	1	Yes	
4	Suppository moulds	20	20	Yes	
5	Buchner Funnels Small, medium, large	0	5	Yes	
6	Filtration assembly	1	1	Yes	
7	Permeability Cups	5	1	Yes	
8	Andreason's Pipette	3	1	Yes	
9	Lipstick moulds	10	5	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	0	No	
3	Gel Electrophoresis (Vertical and Horizontal)	1	1	Yes	
4	Phase contrast/Trinocular Microscope	1	0	No	
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	1	Yes	
10	Rheometer	1	0	No	
11	Viscometer	1	1	Yes	
12	Micropipettes (single and multi channeled)	0	1	Yes	
13	Sonicator	1	1	Yes	
14	Respinometer	1	0	No	
15	BOD Incubator	1	0	No	
16	Paper Electrophoresis Unit	1	1	Yes	
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	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	1	Yes	
9	Conductivity meter	1	2	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	1	Yes	
14	Biochemistry Analyzer (Desirable)	1	1	Yes	
15	Carbon, Hydrogen, Nitrogen Analyzer (Desirable)	1	0	No	
16	Deep Freezer (Desirable)	1	0	No	
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**

	Inspe ctors