

PHARMACY COUNCIL OF INDIA

**Standard Inspection Format (S.I.F.) for institutions conducting B. Pharm and D. Pharm
(To be filled and submitted to PCI by an organization seeking approval of the
course / continuation of the approval)**

(SIF-C)

To be filled up by P.C.I.

Inspection No. :

FILE No. :

To be filled up by inspectors

Date of Inspection:

NAME OF THE INSPECTORS: 1.

(BLOCK LETTERS) 2.

PART-1

A - GENERAL INFORMATION

A-I.1 Name of the Institution: Complete Postal address: STD code Telephone No. Fax No. Email	Apex Institute of Pharmacy (Apex Paramedical Institute) N.H. – 07, Mirzapur- Varanasi Road, Samaspur, Chunar, Mirzapur -231304 9415304103 0542-2317414 aims.mzp@gmail.com
Year of starting of the course	Diploma 2017-18 & Degree 2018-19
Status of the course conducting body: Government / University / Autonomous /Aided / Private (Enclose copy of Registration documents of Society /Trust)	Private Apex Welcare Trust Registration No. 92 Dt. 28-11-2006
A-I.2 Name, address of the Society/Trust/Managements (attach documentary evidence) STD Code: Telephone No:/ Fax No: E-mail/ Web Site:	Apex Welcare trust, N-7/2A-5 DLW – Hydell Road, Varanasi 0542 0542-2317414 0542-2317414 aims.mzp@gmail.com
A-I.3 Name, Designation and Address of person to be contacted by phone STD Code Telephone no/ Office/Residence/Mobile No./Fax No. E-Mail	Mr. Devendra Singh, Executive Director N-7/2A-5, DLW-hydell Road, Varanasi 0542 0542-2317414 9415304103 aims.mzp@gmail.com
A-I.4 Name and Address of the Head of the Institution	Dr. Sunil Kumar Mistry (M.Pharm, Ph. D), Principal Apex Institute of Pharmacy (Apex Paramedical Institute) N.H. – 07, Mirzapur- Varanasi Road, Samaspur, Chunar, Mirzapur -231304 Mob. No.- 9893926205
A-I.4 a) Whether the Jan Aushdhi Medical Store has been opened by your institution	Yes/ (Applied) (Please tick () the relevant portion)


DIRECTOR

Signature of the Head of the Institution
Apex Paramedical Institute
Samaspur, Chunar, Mirzapur

Signature of the Inspectors

A-I.5

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

a. Details of Affiliation Free Paid

Name of the Course	Affiliation Fee paid up to	Receipt No	Dated	Remarks of the Inspectors
D. Pharm	2017-18	30900	15/07/2017	
B. Pharm				

b. APPROVAL STATUS:

Name of the Course	Approved Up to	In take Approved and Admitted	PCI	STATE GOVT	UNIVERSITY	Remarks of the Inspectors
B. Pharm		Approval Letter No and Date	NEW INSTITUTE			
		Approved Intake				
		Actually Admitted				
D. Pharm		Approval Letter No and Date	17-1258/ PCI-2016 Dt. 14- 15.07.2016	UP	Board of Technical Education, Lucknow	
		Approved Intake	60	50		
		Actually Admitted	50	50		

c. STATUS OF APPLICATION

Course	Extension of Approval		Increase in Intake of Seats		Remarks	
	Yes	No	Yes	No	Current Intake	Proposed increase in intake
D. Pharm	Yes	No	Yes	No	60	00
B. Pharm	Yes	No	Yes	No	New Institute	

Note: Enclose relevant documents

A- I. 6

Whether other Educational Institutional/Courses are also being run by the Trust / Institution in the Same Building / campus? If Yes, Give Details

Yes

NO

A-I.6 a

Status of the Pharmacy Course:	
Independent Building	<input type="checkbox"/>
Wing of another college	<input type="checkbox"/>
Separate Campus	<input type="checkbox"/>
Multi Institutional Campos	<input checked="" type="checkbox"/>

Examining Authority :For Diploma course
 With complete postal : The Secretary,
 Address,Telephone No. Board of Technical Education, UP
 And STD code Bans Mandi, CharBagh, Lucknow,UP

For Degree course
 The Registrar
 Dr. A.P.J. Abdul Kalam Technical University,
 7/946, Sector 7, Jankipuram Extension, Lucknow, UP

Signature of the Head of the Institution

Apex Institute of Pharmacy
 Apex Paramedical Institute
 Samaspur, Chunar, Mirzapur

Signature of the Inspectors

B-DETAILS OF THE INSTITUTION

B-I.1		Dr Sunil Mistry, M.Pharm, PhD.			
Name of the Principal					
Qualification/ Experience	Qualification*		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M. Pharm		15 years, out of which 5 years As Prof./HOD		
	PhD	Yes	10 YEARS, OUT OF WHICH AT LEAST 05 YEARS AS Asst. Prof	12	

*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			NEW INSTITUTE	

*Enclose Documents

B-I.3

Status of Governing Council:	Trust- Apex Welcare Trust
Details of the Governing Body	Enclosed
Minutes of the last Governing council Meeting	Enclosed

B-I.4

Pay Scales:

NEW INSTITUTION

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

B-I.5**B. Pharm Course: Admission Statement for the Past Three Years****NEW INSTITUTION**

ACADEMIC YEAR	Year 200-	Year 200-	Year 200-
Sanctioned			
No. of Admissions			
Unfilled Seats			
No. of Excess Admissions			

Signature of the Head of the Institution

Signature of the Inspectors

DIRECTORApex Institute of Pharmacy
Apex Paramedical Institute
Samaspur, Chunar, Mirzapur

B-I.6**Academic information: Percentage of D. Pharm results for the past three years:**

ACADEMIC YEAR	Year 200-00	Year 200-00	Year 2017-18
D. Pharm			Admitted 50

B-I.7**B. Pharm course : Admission statement for the past three years**

ACADEMIC YEAR	Year 200-	Year 200-	Year 200-
Sanctioned	NEW INSTITUTE		
No. of admissions			
Unfilled seats			
No. of excess admissions			


B-I.8**Academic information: Percentage of UG results for the past three years based on university Calendar**

ACADEMIC YEAR	Year 200-	Year 200-	Year 200-
1 st year	NEW INSTITUTE		
2 nd year			
3 rd year			
Final year			
Pass % (Final Year)			

B – II**NEW INSTITUTE**

Whether college has NSS Unite (Yes / No)? If no give reasons	
NSS Program Officer's Name	
Program conducted (mention details)	
Whether students participating in University level cultural Activities / Co – curricular/sports activities	Yes/No
Physical Instructor	Available / Not available
Sports Ground	Individual / Shared

Signature of the Head of the Institution


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C – FINANCIAL STATUS OF THE INSTITUTION

Audited financial Statement of Institute should be furnished

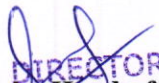
C .1 Resources and funding agencies (give complete list)

C .2 Please provide following Information

NEW INSTITUTE

Receipts			Expenditure			Remarks Of the Inspectors
SL No.	Particulars	Amount	SL No.	Particulars	Amount	
1.	Grants a. Government b. Others		CAPITAL EXPENDITURE			
2.	Tuition Fee		1	Building		
3.	Library Fee		2	Equipment		
	Sports Fee		3	Others		
5.	Union Fee		REVENUE EXPENDITURE			
6.	Others		1.	Salary		
			2.	MAINTENANCE EXPENDITURE		
			i.	College		
			ii.	Others		
			3.	University Fee (If any)		
			4.	Apex Bodies Fee		
			5.	Government Fee		
			6.	Deposit held by The College		
Total			7.	Others		
			8.	Misc. Expenditure		
			Total			

Note: Enclose relevant documents

Signature of the Head of the Institution

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 Samaspur, Chunar, Mirzapur

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PART- II PHYSICAL INFRASTRUCTURE

1. a. Availability of Land (D.Pharm /B.Pharm courses) : **Available**
 - a) 2.5 acres 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
 - i) Own – Records to be enclosed
Sale deed : **Enclosed/Not available**
- d. Building:
 - i) Approved Building plan, sale deed to be enclosed) : **Enclosed/Not available**
- e. Total Built Area of the college building in Sq.mts : Built up Area 4142.00
Amenities and Circulation Area 900.00

2. Class rooms:

Total Number of Class rooms provided for both D. Pharm and B. Pharm


Class	Required	Available Numbers	Required Area * for each Class Room	Available Area in Sq. mts	Remarks of the Inspectors
D. Pharm	02	02	90 Sq. mts each	94	
B. Pharm	04	04	90 Sq. mts each (Desirable) 75 Sq. mts each (Essential)	94	

(* To accommodate 60 students)

3. Laboratory requirement for both D. Pharm and B. Pharm

Sl. No.	Infrastructure for	Requirement as per Norms	Available No. & Area in Sq mts	Remarks/ Deficiency
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	10 Labs= 94Sqm 03 Labs= 78Sqm	
2	Pharmaceutics Pharmaceutical Chemistry Pharmaceutical Analysis Pharmacology Pharmacognosy Pharmaceutical Biotechnology (Including Aseptic Room) Total no. Laboratories for B.Pharm and D.Pharm Course	03 Laboratories 03 Laboratories 01 Laboratory 03 Laboratories 02 Laboratories 01 Laboratory 13 Laboratories *	Available	
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)	Available	
4	Area of the Machine Room	80-100 Sq.mts	110 Sqm	
5	Central Instrument Room	80 Sq.mts with A/	85 Sqm	
6	Store Room – I	1 (Area 100 Sq	110 Sqm	
7	Store Room – II (For Inflammable chemicals)	1 (Area 20 Sq mts)	30 Sqm	

*No. of laboratories required for for both D. Pharm and B. Pharm


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Signature of the Inspectors

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

1. All the Laboratories should be well lit & ventilated
2. All Laboratories should be provided with basic amenities and services like exhaust fans and 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:

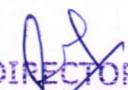
Sl.No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms, in area	Available		Remarks/ Deficiency
				No.	Area in Sq. mts	
1	Principal's Chamber	01	30 Sq. mts	01	33 SqM	
2	Office – I – Establishment	01	60 Sq. mts	01	70 SqM	
3	Office – II – Academics					
4	Confidential Room					

5. Staff Facilities:

Sl No.	Name of infrastructure	Requirement as per Norms in number	Requirement 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	20 SqM	
2	Faculty Rooms for D.Pharm & B.Pharm course		10 Sq mts x n (n=No of teachers)	10	10 SqM Each	

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/ Deficiency
				No.	Area in Sq. mts	
1	Animal House	01	80 Sq. mts	01	82 SqM	
2	Library	01	150 Sq. mts	01	170 SqM	
3	Museum	01	50 Sq. mts (May be attached to the Pharmacognosy lab)	01	55 SqM	
4	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 seating capacity	01	250 Seat	
5	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants		Available	


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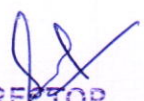
Signature of the Inspectors

7. Student Facilities:

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms in area	Available		Remarks/ Deficiency
				No.	Area in Sq. mts	
1	Girl's Common Room (Essential)	01	60 Sqmts	01	75SqM	
2	Boy's Common Room (Essential)	01	60 Sq.mts	01	75SqM	
3	Toilet Blocks for Boys	01	24 Sq.mts	01	30SqM	
4	Toilet Blocks for Girls	01	24 Sq.mts	01	30SqM	
5	Drinking Water facility – Water cooler (Essential).	01	-	01	Available	
6	Boy's Hostel (Desirable)	01	9 Sq mts/ Room Single occupancy	01	10 SqM Each room	
7	Girl's Hostel (Desirable)	01	9 Sq mts / Room (single occupancy) 20 Sq mts / Room (triple occupancy)	01	10 SqM Each room	
8	Power Backup Provision (Desirable)	01				

8. Computer and other Facilities:

Name	Required	Available		Remarks of the Inspectors
		No.	Area in Sq. mts	
Computer Room for B.Pharm Course	01 (Area 75 Sq mts)	01	77 SqM	
Computer (Latest configuration)	1 system for every 10 students (UG & PG)	25		
Printers	1 printer for every 10 computers	04		
Multi Media Projector	01	01		
Generator (5KVA)	01	01		


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9. Amenities (Desirable)


UNDER CONSTRUCTION

Name	Requirement as per Norms in area	Available		Not Available	Remarks/ Deficiency
		No.	Area in Sq. mts		
Principal quarters	80 Sq. mts			Under Construction	
Staff quarters	16 x 80 Sq mts				
Canteen	100 Sq. mts				
Parking Area for staff and students					
Bank Extension Counter					
Co operative Stores					
Guest House	80 Sq. mts				
Auditorium					
Seminar Hall					
Transport Facilities for students					
Medical Facility (First Aid)					

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	Order Placed		
2	Annual addition of books		150 books per year			
3	Periodicals Hard copies / online		10 National 05 International periodicals			
4	CDS		Adequate Nos			
5	Internet Browsing Facility		Yes/No (Minimum ten Computers)			
	Reprographic Facilities: Photo Copier		01			
	Fax		01			
	Scanner		01			
7	Library Automation and Computerized System					
8	Library Timings					


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Subject wise Classification:

Sl. No	Subject	Available		Remarks of the Inspectors
		Titles	Numbers	
1	Pharmaceutics – I	Order Placed		
2	Pharmaceutical Chemistry – I			
3	Pharmacognosy			
4	Biochemistry and Clinical Pathology			
5	Human Anatomy and Physiology			
6	Health Education and Community Pharmacy			
7	Pharmaceutics – II			
8	Pharmaceutical Chemistry – II			
9	Pharmacology and Toxicology			
10	Pharmaceutical Jurisprudence			
11	Drug Store and Business Management			
12	Hospital and Clinical Pharmacy			

Library Staff:

	Staff	Qualification	Required	Available	Remarks of the Inspectors
1	Librarian	M. Lib	1	01	
2	Assistant Librarian	D. Lib	1	01	
3	Library Attenders	10 +2 / PUC	2	02	


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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	Practicals	Remarks of the Inspectors
B.Pharm	New Institute		
D.Pharm	60:1	60:1	

2. Scheme of B. Pharm Course: Annual Semester

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

Commencement	Completion
New Institute	

4. Vacation for B.PHARM: Summer: No of Days Winter: No of Days

5. Total No. of working days for B.PHARM:

6. Date of Commencement of session for D.PHARM:

Commencement	Completion
15/08/2017	30/04/2017

7. Vacation for D.PHARM: Summer: No of Days Winter: No of Days

8. Total Number of working days for D.PHARM

9. Time Table copy Enclosed: (Tick ✓)

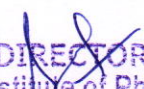
a. B. Pharm course Yes No

b. D.Pharm Course Yes ✓ No

10. Whether the prescribed numbers of classes are being conducted as per university norms for B. PHARM

I B. Pharm:

Subject	No of Theory Classes		Practicals			Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
1	2	3	4	5		
NEW INSTITUTE						


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II B. Pharm:


Subject	No of Theory Classes		Practicals			Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
1	2	3	4	5		
NEW INSTITUTE						

III B. Pharm:

Subject	No of Theory Classes		Practicals			Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
1	2	3	4	5		
NEW INSTITUTE						

IV B. Pharm:

Subject	No of Theory Classes		Practicals			Remarks of the Inspectors
	Prescribed No of Hrs	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	
1	2	3	4	5		
NEW INSTITUTE						


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Signature of the Inspectors

11. Whether the prescribed numbers of classes are being conducted as per PCI norms for D.PHARM

Class/Subject	Theory		Practicals				Remark of the Inspectors
	Prescribed No of Hours	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	Prescribed Number of Classes	No of Classes Conducted with duration per class	
I D. Pharm							
Pharmaceutics – I	75	Classes Started from 15/08/2017	100		Classes Started from 15/08/2017		
Pharmaceutical Chemistry – I	75		75				
Pharmacognosy	75		75				
Biochemistry and Clinical Pathology	50		75				
Human Anatomy and Physiology	75		50				
Health Education at Community Pharmacy	50		----				
II D. Pharm							
Pharmaceutics – II	75		100		25		
Pharmaceutical Chemistry – II	100		75		25		
Pharmacology and Toxicology	75		50		25		
Pharmaceutical Jurisprudence	50		----		-----		
Drug Store and Business Management	75		----		----		
Hospital and Clinical Pharmacy	75		50		25		

12. Whether Tutorials are being conducted (if any, as per university norms)


Yes

No

13. Number of Guest Lectures / Seminars / Work shops / Symposia / Presentations conducted during last year

A. NEW INSTITUTION

Name of the Event	Year 200-	Year 200-	Year 200-
Guest Lectures			
Seminars			
Workshops			
Symposia			


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B. Papers Presented / Published during last three years

NEW INSTITUTION

	Year 200-		Year 200-		Year 200-	
	National	International	National	International	National	International
Published						
Presented						

14. Whether Internal Assessments are conducted periodically as per university / Board norms

Yes No

Class	I Sessional Dates DD/MM/YY		II Sessional Dates DD/MM/YY		III Sessional Dates DD/MM/YY		Remarks of the Inspectors
	Theory	Practicals	Theory	Practicals	Theory	Practicals	
B.PHARM	NEW INSTITUTION						
I B. Pharm							
II B. Pharm							
III B. Pharm							
IV B. Pharm							
D.PHARM	Proposed in Academic Session 2017-18						
I D. Pharm							
II D. Pharm							

15. Whether Evaluation of the internal assessments is Fair

Yes No

Class	No. of Candidates scored more than 80%		No. of Candidates scored more than 60 - 80%		No. of Candidates scored more than 50 - 60%		No. of Candidates Less than 50%		Remarks of the Inspectors
	Th	Pr	Th	Pr	Th	Pr	Th	Pr	
I B. Pharm	NEW INSTITUTION								
II B. Pharm									
III B. Pharm									
IV B. Pharm									

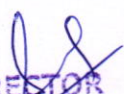
16. Whether Evaluation of the internal assessments is Fair

Yes No

Class	No. of Candidates scored more than 80%		No. of Candidates scored more than 60 - 80%		No. of Candidates scored more than 50 - 60%		No. of Candidates Less than 50%		Remarks of the Inspectors
	Th	Pr	Th	Pr	Th	Pr	Th	Pr	
I D. Pharm	Proposed in Academic Session 2017-18								
II D. Pharm									

17. Work load of Faculty members for D. Pharm and B. Pharm

Sl. No	Name of the Faculty	Subjects taught	D. Pharm		B. Pharm		Total work load	Remarks of the Inspector
			Th	Pr	Th	Pr		


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