

PHARMACY COUNCIL OF INDIA
Standard Inspection Form (SIF-BP) for obtaining prior permission of
Pharmacy Council of India for conducting the Bachelor of Pharmacy (Practice) course.
(To be filled and submitted to PCI by an organization seeking approval of the
course / continuation of the approval)

(SIF-BP)

To be filled up by P.C.I.
Inspection No. :

To be filled up by inspectors
Date of Inspection:

FILE No. :

NAME OF THE INSPECTORS: 1.
(IN BLOCK LETTERS) 2.

1. Name of the Course Conducting Authority	JSS COLLEGE OF PHARMACY
2. Complete Postal Address of the Course Conducting Authority	Rocklands, PB No.20, Ootacamund-643 001, The Nilgiris, Tamilnadu
3. Year of start of the course	2016-17
4. Approval status of the Institution for conducting Bachelor of Pharmacy (B.Pharm) Course: (Copy of the latest approval to be enclosed)	2016-17 Enclosed – Annexure-I
5. No objection / consent of affiliation from Examining Authority (i.e, University) for starting the course: (Copy of the letter to be enclosed)	Enclosed – Annexure-II
6. Deficiencies as pointed out in the last Inspection Report: (Use separate sheet)	No deficiency Enclosed - Annexure-III
7. Proposed date of commencement of the course:	11 th July 2016
8. Proposed intake capacity : (maximum permissible intake is 40)	40
9. Proposed Time schedule for conducting the course (To be indicated by the course conducting authority)	Enclosed - Annexure-IV

Signature of the Head of the Institution

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

Name of the Department	S l. N o.	Name of the Teachers	Working experience in the Institution	Qualification	Experience	Existing Teaching Load	Any Experience in Hospital / Community / Clinical Research / Practice	Remarks of Inspectors
1	2	3	4	5	6	7	8	
Pharmaceutics	1	Ms.Asha Spandana K.M	2 Yrs.	M.Pharm- (Pharmaceutics)	2 Yrs.	15	-	
	2	Mr.Karri V.V.S. Narayana Reddy	8 Months	M.Pharm- (Pharmaceutics)	8 Months	15	-	
Pharmacology	1	Mr.B.Shiva Rama Krishnan	2 Yrs & 8 months	M.Pharm (Pharmacology)	2 Yrs & 8 months	16	-	
Pharmacy Practice	1	Mrs.Deepalakshmi M	5 Yrs.	M.Pharm (Pharmacy Practice)	5 Yrs. 2 Yrs &	12	5 Yrs. 2 Yrs &	
	2	Mrs.M.Gomathi	2 Yrs & 2 months	M.Pharm (Pharmacy Practice)	2 months	05	2 months	
	3	Mrs.Indu.T.H	2 months	M.Pharm (Pharmacy Practice)	2 months	04	2 months	
	4	Dr.Keerthana.C	2 months	Pharm.D	2 months	04	2 months	

11. Declaration of the teachers for teaching the additional Course:
(Declarations from teachers to be enclosed)

Enclosed - Annexure-V

12. Whether visiting/part-time teachers is appointed:
(If yes, furnish the details in the following proforma)

Sl No.	Name of the Teacher	Qualification	Practice Experience	Present attachment	Remarks of Inspectors
- No -					

13. Enclose the acceptance from the visiting teachers as identified:

NA

14. Whether the Institution/Trust is having a Model Community Pharmacy (80 sq.m.) :

Yes - JSS Health Centre – Community Pharmacy, Ooty Enclosed - Annexure-VI

15. If not, is there any planning to start the same in near future?

NA

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

PART I – PRINCIPAL - Dr.S.P.Dhanabal

Qualification / Experience	Qualification	Teaching Experience	Available	Remarks of Inspectors
	M.Pharm	15 years, out of which 5 years as Prof. / HOD	Dr.S.P.Dhanabal 24 Yrs (13 yrs. Experience as a Professor & Head, 2 yrs. Experience as Principal)	
	Ph.D	10 years, out of which at least 05 years as Asst. Prof.		

PART II PHYSICAL INFRASTRUCTURE
1. Availability of Land (details)

a. Building	:	Own/rented	
b. Total built up area of the college building in Sq.mts	:	Built up Area	36032
c. Amenities and Circulation Area	:		37932

2. Class Rooms:

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

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

(* To accommodate 60 students)

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

Sl No.	Infrastructure for	Requirement as per norms	Available		Remarks of Inspectors
			Number	Area in Sq. Mts.	
1	Laboratory Area for B.Pharm Course (10 Labs) Laboratory area for D.Pharm Course (03 Labs)	90 Sq.mts x n (n=10) including preparation room – Desirable 75 Sq. mts - Essential	10 including preparation room	900	
2	Pharmaceutics Pharmaceutical Chemistry Pharmaceutical Analysis Pharmacology Pharmacognosy	03 Laboratories 03 Laboratories 01 Laboratory 03 Laboratories 02 Laboratories	03 03 01 03 02	270 270 90 270 180	

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Sl No.	Infrastructure for	Requirement as per norms	Available		Remarks of Inspectors
			Number	Area in Sq. Mts.	
	Pharmaceutical Biotechnology (Including Aseptic Room) Total No. Laboratories for B.Pharm and D.Pharm Course	01 Laboratory 13 Laboratories*	02 15	180 1350	
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)	13	130	

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4	Area of the Machine Room	80-100 Sq.mts	1	80	
5	Central Instrument Room	80 Sq.mts with A/C	2	160	
6	Store Room – I	1 (Area 100 Sq. mts)	1	100	
7	Store Room – II (For Inflammable Chemicals)	1 (Area 20 Sq. mts)	1	20	

*For D. Pharm and B. Pharm both.

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

4. Administration Area:

Sl. No.	Name of Infrastructure	Requirement as per Norms in number	Requirement as per Norms in area	Available		Remarks of Inspectors
				Number	Area in Sq.mts.	
1	Principal's Chamber	01	30 Sq.mts.	1	75	
2	Office – I Establishment	01	30 Sq.mts. each	1	75	
3	Office – II Academics			1	80	
4	Confidential Room			1	80	

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5. Staff Facilities:

Sl. No.	Name of Infrastructure	Requirement as per Norms in number	Requirement as per Norms in area	Available		Remarks of Inspectors
				Number	Area in Sq.mts.	
1	HOD's Rooms for B.Pharm Course	Minimum 4	20 Sq.mts x 4	7	140	
2	Faculty Rooms for D.Pharm & B.Pharm Course		10 Sq.mts x n (n= No. of Teachers)	37	370	
3	Faculty Rooms for Bachelor of Pharmacy (Practice) Course		10 Sq.mts x n (n= No. of Teachers)	6	60	

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

Sl. No.	Name of Infrastructure	Requirement as per Norms in number	Requirement as per Norms in area	Available		Remarks of Inspectors
				Number	Area in Sq.mts.	
1	Animal experimental learning mouses	01		02	90	
2	Library	01	150 Sq.mts	01	300	
3	Museum	01	50 Sq.mts (May be attached to the Pharmacognosy Lab)	01	50	
4	Model Pharmacy <u>Essential:</u> Running Model Community Pharmacy <u>Desirable:</u> Drug Model Store	01	80 Sq.mts (including 10 Sq.mts for Drug Information Centre & 10 Sq.mts for Patient Counselling)	01	100	
5	Auditorium / Multi Purpose Hall (Desirable)	01	250-300 Seating Capacity	01	526	
6	Herbal Garden (Desirable)	01	Adequate number of medicinal plants	01	100	

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7. Student Facilities:

Sl. No.	Name of Infrastructure	Requirement as per Norms in number	Requirement as per Norms in area	Available		Remarks of Inspectors
				Number	Area in Sq.mts.	
1	Girl's Common Room (Essential)	01	60 Sq. mts	01	60	
2	Boy's Common Room (Essential)	01	60 Sq. mts	01	60	
3	Toilet Blocks for Boys	01	24 Sq. mts	03	60	
4	Toilet Blocks for Girls	01	24 Sq. mts	03	60	
5	Drinking Water Facility – Water Cooler (Essential)	01	-	06	-	
6	Boy's Hostel (Desirable)	01	9 Sq. mts / Room (Single Occupancy)	01	2819	
7	Girl's Hostel (Desirable)	01	9 Sq. mts / Room (Single Occupancy) 20 Sq. mts / Room (triple Occupancy)	01	6346	
8	Power Backup Provision (Desirable)	01		02	Available 100 KV & 125 KV - Centralized	

8. Computer and other Facilities:

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

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9. Library books and periodicals

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

Item	Titles (No)	Minimum Volumes (No)	Available		Remarks of Inspectors
			Titles	No.	
Number of Books	150	1500 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	9270	11347	
Annual addition of books		150 books per year	92	215	
Periodicals Hard copies / online		10 National 05 International periodicals	100 577	100 577	
CDS		Adequate No's	200	200	
Internet Browsing Facility		Yes/No (Minimum ten Computers)	23	23	
Reprographic Facilities: Photo Copier Fax Scanner	01 01 01			01 01 01	

10. A. Subject wise Classification:

Sl. No.	Subject	Titles	Numbers	Remarks of Inspectors
1	Pharmaceutics	1770	1820	
2	Pharmaceutical Chemistry	900	950	
3	Pharmacognosy	1200	1500	
4	Biochemistry and Clinical Pathology	660	750	
5	Human Anatomy and Physiology	470	620	
6	Health Education and Community Pharmacy	490	590	
7	Pharmacy Practice	620	766	
8	Pharmacology and Toxicology	600	799	
9	Pharmaceutical Jurisprudence	650	796	
10	Drug Store and Business Management	635	956	
11	Hospital and Clinical Pharmacy	650	950	
12	Social Pharmacy	625	850	

10. B. Library Staff:

Sl. No.	Staff	Qualification	Required	Available	Remarks of Inspectors
1	Librarian	M.Lib	1	1	
2	Assistant Librarian	D.Lib	1	1	
3	Library Attenders	10+2/PUC	2	2	

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PART III ACADEMIC REQUIREMENTS

A. Faculty requirements:

1. Student Staff Ratio:

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

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

180

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

Professor : Asst. Professor : Lecturer

Department/Division	Name of the Post	For strength of 60 students of B.Pharm and 40 students of B.Pharm (Practice)	Available	Remarks of Inspectors
Department of Pharmaceutics	Professor	1	2	
	Asst. Professor	1	5	
	Lecturer	4	3	
Department of Pharmaceutical Chemistry (including Pharmaceutical Analysis)	Professor	1	4	
	Asst. Professor	1	5	
	Lecturer	4	3	
Department of Pharmacology	Professor	1	1	
	Asst. Professor	1	2	
	Lecturer	5	3	
Department of Pharmacognosy	Professor	1	4	
	Asst. Professor	1	1	
	Lecturer	2	-	
Department of Pharmacy Practice	Professor	1	2	
	Asst. Professor	2	1	
	Lecturer	2	8	

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

	Staff required for I B.Pharm (Practice)	Staff required for II B.Pharm (Practice)	Available		Remarks of Inspectors
			Ist Year	IInd Year	
Principal	1	1	1	1	
Pharmacology	1	1	1	1	
Pharmaceutics	1	1	2	2	
Pharmacy Practice	2	2	4	4	
Part Time teaching Staff for Pathophysiology and Pharmacotherapeutics	As required	As required	-	-	

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

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

Sl No	Designation	Required Number	Required Qualification	Available		Remarks of Inspectors
				Number	Qualification	
1	Laboratory Technician	1 for each Dept.	D.Pharm	5	B.Sc	
2	Laboratory Assistants/Attenders	1 for each Lab (minimum)	SSLC	20	B.A., S.S.L.C	
3	Office Superintendent	1	Degree	3	B.Com	
4	Accountant	1	Degree	1	B.Com	
5	Store Keeper	1	D.Pharm/Degree	1	B.A	
6	Computer Data Operator	1	BCA/ Graduate with Computer Course	1	BCA	
7	First Division Assistant	1	Degree	2	B.A	
8	Second Division Assistant	2	Degree	8	M.Com, B.Com, B.A	
9	Peon	2	SSLC	2	B.A., S.S.L.C	
10	Cleaning Personnel	Adequate	-	4	-	
11	Gardener	Adequate	-	4	-	

B. DOCUMENTATION

Records to be maintained: Essential

Sl. No.	Records	Available	Remarks of Inspectors
1	Admission Registers	Yes	
2	Individual Service Registers	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	Acquaintance Registers	Yes	
10	Accession Register for Books and Journals in Library	Yes	
11	Log book for chemicals and equipments costing more than Rupees one lakh	Yes	
12	Job cards for laboratories	Yes	
13	Standard Operating Procedures (SPO's) for Equipments	Yes	
14	Laboratory Manuals	Yes	
15	Stock Register for Equipment	Yes	
16	Animal House Records as per CPCSEA	Yes	
17	Record of submission of Assignments by Students	Yes	
18	Record of Case Presentation/Seminars Conducted	Yes	

PART IV – EQUIPMENT AND APPARATUS

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

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PHARMACY COUNCIL OF INDIA

STAFF DECLARATION FORM

Name

Designation

College & University

Qualification

Registration No. with State Pharmacy Council

Name of the State Pharmacy Council

Declaration

Qualification

College & University

Year

Registration No. with State Pharmacy Council

Name of the State Pharmacy Council

Signature

Date

Place

Copies of Registration Certificate and University degree (PG, Ph.D.) be attached

Signature

Date

Place

Signature

Name of the appointee Permanent Temporary Adhoc Honorary Part-time

Whereas the above named person is a member of the Council


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