

PHARMACY COUNCIL OF INDIA

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

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

(SIF – BP)

To be filled up by P.C.I.

To be filled up by inspectors

Inspection No. :

Date of Inspection :

FILE No. :

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

2.

1.	Name of the Course Conducting Authority	:	Vels Institute of Science, Technology and Advanced Studies (VISTAS), VELS UNIVERSITY SCHOOL OF PHARMACEUTICAL SCIENCES, UGC & MHRD Approval copies enclosed ENCLOSURE - I
2.	Complete Postal Address of the Course Conducting Authority	:	Velan Nagar, P.V.Vaithiyalingam Road, Pallavaram, Chennai – 600 117. Phone No. 044-22662500 E-mail : vistas@velsuniv.ac.in
3.	Year of establishment of the Institution	:	2008
4.	Approval status of the Institution for conducting Bachelor of Pharmacy (B.Pharm) Course : (Copy of the latest approval to be enclosed)	:	Ref.No.17-1/2012-PCI/60198-388 Dt: 12.10.2012 (32-89/2011-PCI 2016-2017) ENCLOSURE - II
5.	No objection / consent of affiliation from Examining Authority (i.e, University) for starting the course : (Copy of the letter to be enclosed)	:	Not Applicable – The applicant is a Deemed to be University
6.	Deficiencies as pointed out in the latest Inspection Report : (Use separate sheet)	:	Not Applicable
7.	Proposed date of commencement of the course :	:	July 2016
8.	Proposed intake capacity : 40	:	40
9.	Proposed Time scheduled for conducting the course	:	Saturdays & Sundays

Signature of the Head of the Institution

Signature of Inspectors

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

Name of the Department	Sl. No.	Name of the Teachers	Working experience in the Institution	Qualification	Experience	Existing Teaching Load	Any Experience in Hospital / community	Remarks of Inspectors
1	2	3	4	5	6	7	8	
Pharmaceutics	1	Mr.S.Senthil Kumar	4.5 yrs	M.Pharm.,	10yrs	09 hrs / week	-	
Pharmacology	2	Mr.V.Santhosh Kumar	2.5 yrs	M.Pharm., (Ph.D)	10.2 yrs	03hrs / week	5yrs	
Pharmacy Practice	3	Mr.M. Ashok Kumar	0.5yrs	M.Pharm., (Ph.D)	9yrs	07hrs / week	-	
	4	Mrs.P.Geetha	0.5yrs	M.Pharm., (Ph.D)	7yrs	07 hrs / week	-	

11. Declaration of the teachers for teaching the additional Course : **Yes ENCLOSURE – III**
(Declarations from teachers to be enclosed)

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

Sl. No.	Name of the Teachers	Qualification	Practice Experience	Present attachment	Remarks of Inspectors
1.	Dr.Logesh Yuvaraj	MBBS, DMCH	2 years	Ishari Velan Mission Hospital, Chennai	
2.	Dr.Saravanan	MBBS	1 year	Ishari Velan Mission Hospital, Chennai	

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

Acceptance letter enclosed

ENCLOSURE - IV

14. Whether the Institution / Trust is running a Model Community Pharmacy :

Yes, an MoU signed with Muthu Pharmacy for training & practice. ENCLOSURE - V

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

Yes, already initiated for our own

Signature of the Head of the Institution

Signature of Inspectors

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

PART I - PRINCIPAL / DIRECTOR

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

PART II - PHYSICAL INFRASTRUCTURE

Copy of Trust Deed enclosed ENCLOSURE – VI

1. Availability of Land (details) : **Available (5.14 Acres)**

Copy of Land documents enclosed ENCLOSURE – VII

a. Building : **Own / ~~rented~~**

b. Total built area of the college building in Sq.mts : **Built up Area - 7910 Sq.m**

c. Amenities and Circulation Area : **4636 Sq.m**

2. Class rooms :

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

Class	Required	Available numbers	Required Area * for each Class	Available	Remarks of Inspectors
D. Pharm	02	-	90 Sq. mts each	No such course	
B. Pharm	04	06	90 Sq. mts each (Desirable) 75 Sq. mts each (Essential)	90 Sq.m each	
Bachelor of Pharmacy (Practice)	01	01	40 Sq. mts each	60	

(* To accommodate 60 students)

Signature of the Head of the Institution

Signature of Inspectors

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	16	90 Sq.m each	
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 *	3 3 1 3 2 1	390 285 290 340 290 130	
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)	6	60	
4	Area of the Machine Room	80-100 Sq.mts	1	80	
5	Central Instrument Room	80 Sq.mts with A/ C	1	150	
6	Store Room – I	1 (Area 100 Sq mts)	1	60	
7	Store Room – II (For Inflammable chemicals)	1 (Area 20 Sq mts)	1	60	

* 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.

Signature of the Head of the Institution

Signature of Inspectors

4. Administration Area :

Sl. No.	Name of the Infrastructure	Requirement as per Norms in number	Requirement as per Norms in area	Available		Remarks of Inspectors
				Number	Area in Sq. mts.	
1	Principal / Director's Chamber	01	30 Sq .mts	1	30	
2	Office – I – Establishment	01	60 Sq. mts	1	85	
3	Office – II – Academics			1	85	
4	Confidential Room			1	85	

5. Staff Facilities

Sl. No.	Name of the Infrastructure	Requirement as per Norms in number	Requirement as per Norms in area	Available		Remarks of Inspectors
				Number	Area in Sq. mts.	
1	HODs rooms for B.Pharm Course	Minimum 4	20 Sq mts x 4	6	20 Sq.m each	
2	Faculty Rooms for D.Pharm & B.Pharm course		10 Sq mts x n (n=No. of Teachers)	5	40	
3	Faculty Rooms for Bachelor of Pharmacy (Practice) course		10 Sq mts x n (n=No. of teachers)	5	40	

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

Sl. No.	Name of the Infrastructure	Requirement as per Norms in number	Requirement as per Norms in area	Available		Remarks of Inspectors
				Number	Area in Sq. mts.	
1	Animal experimentation learning modules	01		1	85	
2	Library	01	150 Sq. mts	1	1400	
3	Museum	01	50 Sq. mts (May be attached to the Pharmacognosy lab)	1	50	
4	Model Pharmacy <u>Essential:</u> Running Model Community Pharmacy <u>Desirable</u> Drug Model Store	01	80 Sq.mts (including 10 Sq.mt for Drug Information Centre & 10 Sq.mt. for Patient Counselling)	1	Steps initiated Drug information centre is functioning at ESI hospital, Ayanavaram	
5	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 Seating capacity	1	200	
6	Herbal Garden (Desirable)	01	Adequate number of medicinal	1	40	

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7. Student Facilities :

Sl. No.	Name of the 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 Sqmts	1	60	
2	Boy's Common Room (Essential)	01	60 Sq.mts	1	60	
3	Toilet Blocks for Boys	01	24 Sq.mts	1	60	
4	Toilet Blocks for Girls	01	24 Sq.mts	1	60	
5	Drinking Water facility – Water cooler (Essential).	01	-	1	5	
6	Boy's Hostel (Desirable)	01	9 Sq mts/ Room Single occupancy	1	500	
7	Girl's Hostel (Desirable)	01	9 Sq mts / Room (single occupancy) 20 Sq mts / Room (triple occupancy)	1	500	
8	Power Backup Provision (Desirable)	01		1	20	

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)	20	
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)	20	
Printers	1 printer for every 10 computers	6	
Multi Media Projector	01	7	
Generator (5KVA)	01	1	

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Signature of Inspectors

9. Library books and periodicals :

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

Item	Titles (No)	Minimum Volumes (No)	Available		Remarks of Inspectors
			Titles	No.	
Number of books	150	1500 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	1437	5978	
Annual addition of books		150 books per year	68	381	
Periodicals Hard copies / online		10 National 05 International periodicals Bentham Science Pharmacy Invent Journals EBSCO - ASC	46	46 23 10 527	
CDS		Adequate Nos	16	68	
Internet Browsing Facility		Yes/No (Minimum ten Computers)	Available		
Reprographic Facilities: Photo Copier Fax Scanner		01 01 01	Available		

10. A. Subject wise Classification

Sl.No.	Subject	Available		Remarks of Inspectors
		Titles	Numbers	
1	Pharmaceutics	280	1418	
2	Pharmaceutical Chemistry	70	400	
3	Pharmacognosy	355	1196	
4	Biochemistry and Clinical Pathology	40	291	
5	Human Anatomy and Physiology	74	318	
6	Health Education and Community Pharmacy	25	125	
7	Pharmacy Practice	138	529	
8	Pharmacology and Toxicology	327	1100	
9	Pharmaceutical Jurisprudence	12	56	
10	Drug Store and Business Management	15	70	
11	Hospital and Clinical Pharmacy	65	325	
12	Social Pharmacy	36	150	

10. B. Library Staff

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

Signature of the Head of the Institution

Signature of Inspectors

PART III - ACADEMIC REQUIREMENTS

A. Faculty requirements :

1. **Student Staff Ratio:** **Theory : 40:1** **Assignment : 10:1**
(Required ratio --- Theory → 40:1 and Assignment → 10:1.

2. Minimum No. of working days for B. PHARM PRACTICE : **180 Days**

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

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

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

	Staff required for I B. Pharm Practice	Staff required for II B. Pharm Practice	Available		Remarks of Inspectors
			Ist Year	IIInd Year	
Principal	1	1	1	-	
Pharmacology	1	1	1	-	
Pharmaceutics	1	1	1	-	
Pharmacy Practice	2	2	2	-	
Part time teaching Staff For pathophysiology and pharmacotherapeutics	As required	As required	Available	-	

Signature of the Head of the Institution

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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	3	D. Pharm	
2	Laboratory Assistants / Attenders	1 for each Lab (minimum)	SSLC	10	HSC	
3	Office Superintendent	1	Degree	1	B.Com	
4	Accountant	1	Degree	2	M.Com	
5	Store keeper	1	D. Pharm/ Degree	1	B.Com	
6	Computer Data Operator	1	BCA / Graduate with Computer Course	1	B.Com	
7	First Division Assistant	1	Degree	1	B.Com	
8	Second Division Assistant	2	Degree	2	System Analyst BCom MCSE	
9	Peon	2	SSLC	2	HSC	
10	Cleaning personnel	Adequate	---	4	5 th Std.	
11	Gardener	Adequate	---	1	5 th Std.	

B. DOCUMENTATION

Records to be maintained: Essential

Sl.No.	Records	Available	Remarks of Inspectors
1	Admissions Registers	Yes	
2	Individual Service Register	Yes	
3	Staff Attendance Registers	Yes	
4	Sessional Marks Register	Yes	
5	Final Marks Register	Yes	
6	Student Attendance Registers	Yes	
7	Minutes of meetings- Teaching Staff	Yes	
8	Fee paid Registers	Yes	
9	Acquittance Registers	Yes	
10	Accession Register for books and Journals in Library	Yes	
11	Log book for chemicals and Equipment costing more than Rupees one lakh	Yes	
12	Job Cards for laboratories	Yes	
13	Standard Operating Procedures (SOP's) for Equipment	Yes	
14	Laboratory Manuals	Yes	
15	Stock Register for Equipment	Yes	
16	Animal House Records as per CPCSEA	Yes	
17	Record of submission of Assignments by students	Yes	
18	Record of Case presentation/Seminars conducted	Yes	

Signature of the Head of the Institution

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PART IV - EQUIPMENT AND APPARATUS

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

Equipment list enclosed

ENCLOSURE - VIII

Signature of the Head of the Institution

Signature of Inspectors

APPENDIX – I

Current Visiting Faculty (Serial No.12, Page No.2)

Sl. No.	Name of the Faculty	Qualification	Practice Experience	Present attachment	Remarks of Inspectors
1.	Dr.B.Sayee Saradha	MBBS	1 year	Ishari Velan Mission Hospital, Chennai	
2.	Dr.Ram Ishwarya	MBBS	6 months	Ishari Velan Mission Hospital, Chennai	