

Tracking Number: SIF/2016/101074

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	Sree Chaitanya Institute of Pharmaceutical Sciences
Complete Postal address:	LMD Colony, Thimmapoor, Karimnagar (Andhra Pradesh)
Telephone Number with STD Code	0878 2223188
Fax No	0878-2223110
Email	scips.knr@gmail.com
Year of Establishment	2008
Status of the course conducting body	Private

(Enclose copy of Registration documents of Society/Trust)

A - I.2

Name of the Society/Trust/Management (attach documentary evidence)	TAKSHASILA EDUCATIONAL SOCIETY
Address	H.No: 7-2-503, Mankammathota, Karimnagar-2 TELANGANA STATE
Telephone Number with STD Code	0878 2223110
Fax No	0878-2223110
Email	scips.knr@gmail.com
Website	www.scip.ac.in

A - I.3

Name of the Person to be contacted by phone	M.RAMESH REDDY
Designation	Secretary & Correspondent
Address	H.No: 7-2-503, Mankammathota, Karimnagar-505 002 TELANGANA STATE
STD Code	0878

Telephone Number

Office 0878-2223110
 Residence 2223110
 Mobile 9866577555
 Fax No 0878-2223110
 Email rameshmuddasani@gmail.com

A - I.4

Name of the Head of the Institution DR N G RAGHAVENDRA RAO
 Address H.NO:8-5-304/18 Laxmi Nagar, Vasavi Colony, Near Kaman, KARIMNAGAR 505 002 TELANGANA STATE

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	2016-17	146601	14/06/2016	

b. APPROVAL STATUS

Name of the Course	Approved Upto	Intake Approved and Admitted	PCI	State Govt	University	Remarks of the Inspectors
B Pharm	2016-17	Approved Letter No & Date	17-1/2014-PCI19558-727/ 9-JULY-2014	G.O.Rt.No.60, Dated:04-08-2014	JNTU GRANT OF AFFILIATION 2016-17 DATE: 01-07-2016	
		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	60

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, Jawaharlal Nehru, Technological
University, Kukatpally, Hyderabad - 500 072.

Signature of the Head of the Institution

Signature of the Inspectors

B - DETAILS OF THE INSTITUTION

B - I.1

Name of the Principal

Dr N G Raghavendra Rao

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	21	
	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	07/05/2014	NIL	Yes	No

* Enclose Documents

B - I.3

Status of Governing Council

Society

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	2014-2015	2015-2016	2016-2017
Sanctioned	60	60	60
No. of Admissions	49	45	0
Unfilled Seats	11	15	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	2014-2015	2015-2016	2016-2017
1st Year	32	33	
2nd Year	65	65	
3rd Year	60	56	
Final Year	79	56	
Pass % (Final Year)	88	50	

B - II

Co-Curricular Activities / Sports Activities

Whether college has NSS Unit	No
If no give reasons	Applied
NSS Program Officer's Name	
Programme Conducted Details	
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	Yes

Organization/Institution/Trust/Society Name
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	12954000.00	1.	Building	2978500.00	
3.	Library Fee	267500.00	2.	Equipment	103657.00	
4.	Sports Fee	0.00	3.	Others	1535214.00	
5.	Union Fee	0.00	REVENUE EXPENDITURE			
6.	Others	815300.00	1.	Salary	11597069.00	
			2.	Maintenance Expenditure		
				i. College	176683.00	
				ii. Others	303939.00	
			3.	University Fee	392000.00	
			4.	Apex Bodies Fee	300000.00	
			5.	Government Fee	0.00	
			6.	Deposit held by the College	0.00	
			7.	Others	809111.00	
			8.	Misc. Expenditure	377263.00	
	Total	14036800.00		Total	13956065.00	

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 | 4614 |
| Amenities and Circulation Area | 1153 |

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	4	90 sq. mts each (Desirable) 75 sq. mts each (Essential)	300	

[* 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	12	1292	
2	Pharmaceutics	03 Laboratories	3	225	
3	Pharmaceutical Chemistry	02 Laboratories	1	75	
4	Pharmaceutical Analysis	01 Laboratory	3	225	
5	Pharmacology	02 Laboratories	2	180	
6	Pharmacognosy	01 Laboratories	1	90	
7	Pharmaceutical Biotechnology	01 Laboratory	1	90	
8	Preparation Room for each lab	10 sq mts (minimum)	6	60	
9	Area of the Machine Room	80-100 Sq.mts	1	80	
10	Central Instrumentation Room	80 Sq.mts with A/ C	1	80	
11	Store Room I	1 (Area 100 Sq mts)	1	108	
12	Store Room II	1 (Area 20 Sq mts)	1	36	

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	36	
2	Office - I - Establishment	01	60 Sq. mts	1	30	
3	Office - II - Academics			1	30	
4	Confidential Room			1	36	

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	2	20	
2	Faculty Rooms for B.Pharm course		10 Sq. mts x n (n=No. of teachers)	3	108	

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	100	
2	Library	01	150 Sq. mts	1	150	
3	Museum	01	50 Sq. mts (Maybe attached to the Pharmacognosy lab)	1	50	
4	Auditorium/ Multi Purpose Hall (Desirable)	01	250 - 300 seating capacity	1	386	
5	Seminar Hall	01		1	132	
6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	1	100	

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	72	
2	Boy's Common Room (Essential)	01	60 Sq. mts	1	72	
3	Toilet Blocks for Girls	01	24 Sq. mts	1	36	
4	Toilet Blocks for Boys	01	24 Sq. mts	1	36	
5	Drinking Water facility - Water cooler (Essential)	01	--	5	5	
6	Boy's Hostel (Desirable)	01	9 Sq. mts/Room Single occupancy	1	750	
7	Girls's Hostel (Desirable)	01	9 Sq.mts/Room (Single occupancy) or 20 Sq.mts/Room (Triple occupancy)	1	360	
8	Power Backup Provision (Desirable)	01	--	1	1	

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	108	
Computer (Latest Configuration)	1 system for every 10 students (UG & PG)	60	60	
Printers	1 Printer for every 10 computers	6	6	
Multi Media Projector	01	1	1	
Generator (5KVA)	01	1	1	

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.	1	96		
Staff Quarters	16 x 80 Sq. mts	0	0		
Canteen	100 Sq. mts	1	200		

Parking Area fro staff and students		1	200		
Bank Extension Counter		0	0		
Cooperative Stores		1	36		
Guest House	80 Sq. mts	1	1		
Transport Facility for students		2	2		
Medical Facilities(First Aid)		1	1		

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	517	5287	
2	Annual Addition of Books		100 to 150 books per year	51	150	
3	Periodicals Hard Copies/Online		10 National 05 International periodicals	44	44	
4	CDS		Adequate Nos	138	138	
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			8.00 AM to 6.00 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	60:1	20:1	

2. Scheme of B. Pharm Course:

Semester

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

Commencement	Completion
02/08/2016	05/06/2017

4. Vacation

	No of Days		No of Days
Summer :	25	Winter :	0

5. Total No. of working days

180

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	
DISPENSING AND HOSPITAL PHARMACY	100	86	45	45	15	
PHARM, INORGANIC CHEMISTRY	100	85	45	45	15	
PHARMACEUTICAL ORGANIC CHEMISTRY-I	100	98	45	42	14	
ANATOMY, PHYSIOLOGY AND HEALTH EDUCATION	100	95	45	45	15	
ENGLISH LANGUAGE COMMUNICATION SKILLS	60	73	45	42	21	
REMEDIAL MATHS	100	106	0	0	0	
REMEDIAL BIOLOGY	75	64	45	42	14	

B Pharm II

Subject	No of Theory Classes	Practical Classes	Remarks of
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1	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	the Inspectors
Pharmaceutical Unit Operations -I	60	33	0	0	0	
PHARMACEUTICAL ORGANIC CHEMISTRY-II	60	25	36	30	3	
STATISTICAL METHODS AND COMPUTER APPLI.	60	23	36	21	7	
PHYSICAL PHARMACY-I	60	49	36	21	7	
ANATOMY, PHYSIOLOGY & PATHOPHYSIOLOGY	60	44	36	15	5	

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	
PHARMACEUTICAL ANALYSIS I	60	36	36	30	10	
PHARMACEUTICAL MICROBIOLOGY	60	38	36	21	7	
PHARMACOGNOSY-II	60	41	36	21	7	
PHARMACEUTICAL TECHNOLOGY-I	60	45	36	24	8	
PHARMACOLOGY-I	60	36	0	0	0	

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	
Pharmaceutical Analysis-II	45	19	36	12	4	
Biopharmaceutics and Pharmacokinetics	45	33	36	21	7	
Pharmacology- III	60	41	36	24	8	
Medicinal Chemistry -II	45	43	36	24	8	
Pharmacy Administration	45	35	0	0	0	
Pharmacognosy III	45	33	36	18	6	

37	Mrs. A SOWJANYA	PH COLOGY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
38	Mrs. DEVARAJU HARSHITHA	RB	3	3	0	0	0	0	0	0	0	0	0	0	0	6
39	Mrs. GORANTI SHARADHA	POC I	4	6	0	0	0	0	0	0	0	0	0	0	0	10
40	Mrs. K SREELATHA	MC II	0	0	0	0	0	0	0	5	6	0	0	0	0	11
41	Mrs. MEESA SWAPNA	PA II	0	0	0	0	5	6	0	0	0	0	0	0	0	11
42	Mrs. MUKTHESWARI E	SPA	0	0	0	0	0	0	0	0	0	0	0	0	0	0
43	Mrs. SRAVANTHI ANANTHULA	ADV PH TECH II	0	0	0	0	0	0	0	0	0	0	0	0	0	0
44	Mrs. SRILATHA MANUPATI	PH CEU	0	0	0	0	0	0	0	0	0	0	0	0	0	0
45	Mrs. SRUTHI MAKTALA	APP	0	0	6	6	6	6	0	0	0	0	0	0	0	24
46	Mrs. THAMME SRIVANI	PHCOG II	0	0	0	0	6	6	0	0	0	0	0	0	0	12

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

Details	Year : 2014-2015	Year : 2015-2016	Year : 2016-2017
No of Students Appeared	8	3	0
No of Student Qualified	0	1	0
Percentage	0	0	

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

Events	Details For thr previous Year
No of Industrial Visits	1
Industrials Tour	1
Industrial Training	200
No of resourse persons from the Industry for Guest Lectures	2
No. of collaboration projects with Industry	0

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

Details	Year : 2014-2015	Year : 2015-2016	Year : 2016-2017
No of Students Appeared for campus interview	15	10	0
% Percentage	30	20	

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	KIRAN VEMA	Associate Professor	B Pharm, M Pharm,	01/02/2010	6.6 + 3.8	029805/A1		
2	PRASHANTH RACHOORI	Associate Professor	B Pharm, M Pharm,	14/07/2009	7.1 + 0.0	042310/A1		
3	SHYAM KUMAR P	Associate Professor	B Pharm, M Pharm,	01/07/2010	6.2 + 3.5	040884/A1		
4	THURPATI PANDU RAJU	Associate Professor	B Pharm, M Pharm,	20/03/2012	4.5 + 2.9	040311A1		
5	K RAMPRASAD	Asstt. Professor	B Pharm, M Pharm,	25/06/2012	4.2 + 0.0	060427A1		
6	RAVINDER MAMIDALA	Asstt. Professor	B Pharm, M Pharm,	10/01/2011	5.6 + 0.0	059227A1		
7	TIRUPATHI MOHAN BABU	Asstt. Professor	B Pharm, M Pharm,	01/07/2012	4.2 + 0.0	064253A1		

2. Qualification and Number of Staff Members

Qualification							
B Pharm		M Pharm		PhD		Others	
107		37		1		1	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	3	2	3	3	0	4	3
Pharmaceutical Analysis	1	4	--	0	--	0	1	2
Pharmacology	1	3	2	2	3	2	4	3
Pharmacognosy	1		2		3		3	
Pharmaceutics	1	4	2	1	3	2	4	0
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	For strength	Provided by	Remarks of the
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	the post	of 60 students	the institution	Inspectors of inspection team
Department of Pharmaceutics	Professor	1	0	
	Asst. Professor	1	30	
	Professor	4	0	
	Lecturer			
Department of Pharmaceutical Chemistry (including Pharmaceutical Analysis)	Professor	1	0	
	Asst. Professor	1	11	
	Professor	4	0	
	Lecturer			
Department of Pharmacology	Professor	1	0	
	Asst. Professor	1	23	
	Professor	3	1	
	Lecturer			
Department of Pharmacognosy	Professor	1	0	
	Asst. Professor	1	10	
	Professor	2	1	
	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
	Duration of 15 year and above	
	Duration of 10 year and above	
Dr.V.Aparna, R.Prashanth, V.Kiran, P.Shyam kumar	Duration of 5 year and above	12.5%
Dr.NG. RAGHAVENDRA RAO Dr.N.SANTHOSH KUMAR T.PANDU RAJU B.RAJANARENDER G.SHARADA M. RAVINDER K.RAM PRASAD A. SOWJANYA K.SREELATHA A.KISHORE KUMAR T. MOHAN BABU E SHIVARANI E. MUKTHESHWARI M.SRILATHA A.YUVADEER N.SAMPATH KUMAR CH.SRIKANTH P.SHRAVAN KUMAR M.SHIVA NAGA MURTHY A.SRAVANTHI B.SRINIVAS P.SWATHI K.ANIL KUMAR P.SHIVA PRASAD CHANDRAKANTH N M.KRANTHI KUMAR D.MAHESH	Less than 5 years	87.5%

7. Details of Faculty Turnover

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
Dr.V.APARNA, V.KIRAN, R.PRASHANTH, P.SHYAM KUMAR T.PANDU RAJU M. RAVINDER K.SREELATHA K.RAM PRASAD T. MOHAN BABU E SHIVARANI	% of faculty retained in last 3 yrs	No	Yes	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	13	M.Sc.	
2	Laboratory Assistants/ Attenders	1 for each Lab (minimum)	SSLC	1	PUC	
3	Office Superintendent	1	Degree	0		
4	Accountant	1	Degree	4	MBA	
5	Store keeper	1	D. Pharm/ Degree	0		
6	Computer Data Operator	1	BCA / Graduate with Computer Course	1	MA	
7	First Division Assistant	1	Degree	1	M Li Sc	
8	Second Division Assistant	2	Degree	0		
9	Peon	2	SSLC	4	SSC	
10	Cleaning personnel	Adequate	---	2	7	
11	Gardener	Adequate	---	1	7	

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	PRASHANTH RACHOORI	B Pharm, M Pharm,	Associate Professor	28623	0	1717	2862	0	0	0	820	0	407501141000012	AN
2	RAVINDER MAMIDALA	B Pharm, M Pharm,	Asstt. Professor	21903	0	1314	2190	0	0	0	41	0	407501141000370	
3	TIRUPATHI MOHAN BABU	B Pharm, M Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0	407501141000853	
4	K SREELATHA	B Pharm, M Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0	407501010006069	AD
5	KISHORE KUMAR ANUGULA	B Pharm, M Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0	407501011001597	BH
6	MUKTHESWARI E	B Pharm, M Pharm,	Asstt. Professor	23226	0	1394	2322	0	0	0	1070	0	407501141000539	AA
7	K RAMPRASAD	B Pharm, M Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0	407501141000495	CK
8	SRILATHA MANUPATI	B Pharm, M Pharm,	Asstt. Professor	22068	0	1324	2206	0	0	0	41	0		BH
9	A SOWJANYA	B Pharm, M Pharm,	Asstt. Professor	22068	0	1324	2206	0	0	0	41	0	407501010006085	AA
10	THURPATI PANDU RAJU	B Pharm, M Pharm,	Associate Professor	23438	0	1406	2344	0	0	0	219	0	407501141000472	AC
11	SHYAM KUMAR P	B Pharm, M Pharm,	Associate Professor	29227	0	1754	2923	0	0	0	890	0	407501141000291	
12	KIRAN VEMA	B Pharm, M Pharm,	Associate Professor	37770	0	2266	3777	0	0	0	1881	0	407501141000260	AD
13	RAJANARENDER BONGONI	B Pharm,	Asstt. Professor	25557	0	1533	2556	0	0	0	1000	0	407501141000081	AC
14	T PUNACHANDRA RAO	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		AN
15	SANJEEV NAYAK BANOTHU	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		BH

16	VIDYA SAGAR BAVAIRI	B Pharm,	Asstt. Professor	22068	0	1324	2206	0	0	0	41	0		AU
17	JAGADESHBABU YADAV GANTA	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		AR
18	M VIJAYKUMAR	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		AX
19	SANDEEP BANDREDDY	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		AZ
20	D BALAKRISHNA	B Pharm,	Asstt. Professor	22068	0	1324	2206	0	0	0	41	0		AM
21	THALLA PALLI SATHISH	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		AM
22	PISAPATI APARNA	B Pharm,	Asstt. Professor	56746	0	3405	5675	0	0	0	4500	0		AK
23	ADITYA PUSALA	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		BN
24	DARPELLE MAHESH	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		AV
25	D JAGADESHWAR	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0	407501011002976	AL
26	DEVARAJU HARSHITHA	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0	407501011002989	CA
27	B SANTHOSH KUMAR	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		BX
28	PIKKILI VISWA MANOJ	B Pharm,	Asstt. Professor	18480	0	0	0	0	0	0	0	0		CH
29	J AJAY KUMAR	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		BA
30	DONTHU VENU GOPAL	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		BC
31	RAGHAVENDRA RAO N G	B Pharm,	Principal/Director	56746	0	3405	5675	0	0	0	4500	0	407501141000614	AD
32	GORANTI SHARADHA	B Pharm,	Asstt. Professor	25557	0	1533	2556	0	0	0	1000	0	407501141000604	AR
33	SRAVANTHI ANANTHULA	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		AT
34	K ANIL KUMAR	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0	407501231001316	AK
35	A YUVADHEER	B Pharm,	Asstt. Professor	22550	0	1353	2255	0	0	0	616	0		BH
36	N CHANDRAKANTH	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		AK
37	SRUTHI MAKTALA	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0	407501141000468	CH
38	ACHYUTH KUMAR YARAGUNTLA	B Pharm,	Asstt. Professor	22068	0	1324	2206	0	0	0	41	0		AE
39	CHOUDARPU SRIKANTH	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0	407501231001328	AT
40	SAMMAIAH GAJAVELLI	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		BD
41	KADARI SRINIVAS	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		CE
42	PRADEEP KUMAR KONDAMALLA	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		AV
43	SHIVA KUMAR G	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		AF
44	MEEESA SWAPNA	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		CH
45	THAMME SRIVANI	B Pharm,	Asstt. Professor	21600	0	1296	2160	0	0	0	0	0		BA
46	PRAKASH YACHE	B Pharm,	Associate Professor	21600	0	1296	2160	0	0	0	0	0		AE

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
T. Anjaiah	Administrative Officer	B.Com, B.Ed.	01/10/2008	45 yrs		
G. Karunakar	Computer Data Operator	MA	01/10/2008	7 yr		
K.DEEPA	Accountant	MBA	16/09/2013	4 yr		
K.Sridhar	Librarian	M.Li.Sc	02/01/2009	8 YR		

M.Satish kumar	Laboratory Technician	M.Sc.	07/07/2011	4yr		
D.Karuna sree	Laboratory Technician	M.Sc.	21/10/2011	9 mn		
B.Anitha	Laboratory Technician	BPharm	17/08/2015	0		
P. Ramesh	Accountant	B.Sc	01/10/2008	8 yr		
J.Sadanandam	Laboratory Technician	B.Sc	01/01/2012	1 yr		
J.Sampath	Laboratory Technician	MCA	01/03/2011	1yr		
K. Anjesh	Laboratory Technician	B.Sc	01/10/2008	4 yr		
K. Raju	Accountant	10+2	01/10/2008	8 yr		
G.Show reddy	Peon	SSC	01/01/2010	2 yr		
Md.Shaheen	Peon	SSC	09/07/2011	1 yr		
P.Malleshwari	Peon	SSC	09/07/2011	1 yr		
Thirupathi	Peon	SSC	05/07/2012	1 yr		
Radha	Cleaning personnel	7	06/07/2012	1yr		
Chandraiah	Gardener	7	06/07/2012	1yr		
Padma	Cleaning personnel	7	09/09/2012	11 m		
Mallesam	Laboratory Assistants	PUC	15/07/2015	4 Yr		
B Srikanth	Accountant	B Sc	01/08/2016	2		
B Swathi	Laboratory Technician	M Sc	01/07/2016	2		
CH.Rama Rao	First Division Assistant	M Li Sc	01/05/2016	8		
A Naveen	Laboratory Technician	M Tech	04/07/2016	3 mn		
K Sathish	Laboratory Technician	M SC	01/01/2016	2		
N Ramesh	Laboratory Technician	B SC	01/12/2014	3		
D Venkatesh	Laboratory Technician	B Pharm	01/06/2014	3		
N Kiran kumar	Laboratory Technician	D Pharm	01/02/2013	4		
P Haritha	Laboratory Technician	B Pharm	17/08/2015	1		

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. 2014-2015			Expenditure in Rs. 2015-2016			Expenditure in Rs. 2016-2017			Remarks of the Inspectors*
Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	
14000000	4607900	592100	16000000	15221758	778242	16000000	15500000	500000	

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*
Chemicals	300000	43203	Chemicals	200000	11090	Chemicals	200000	25000	
Glassware	200000	21936	Glassware	100000	7600	Glassware	100000	20000	
Equipment	400000	105951	Equipment	1200000	1102024	Equipment	1500000	1300000	
Books	200000	44200	Books	100000	73262	Books	100000	85000	
Journals	100000	58600	Journals	100000	114399	Journals	100000	120000	

*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	15	Yes	
2	Haemocytometer with Micropipettes	20	20	Yes	
3	Sahlia™s haemocytometer	20	20	Yes	
4	Hutchinson™s spirometer	1	1	Yes	
5	Spygmomanometer	5	5	Yes	
6	Stethoscope	5	5	Yes	
7	Permanent Slides for various tissues	0	22	Yes	
8	Models for various organs	0	5	Yes	
9	Specimen for various organs and systems	0	1	Yes	
10	Skeleton and bones	0	2	Yes	
11	Different Contraceptive Devices and Models	0	3	Yes	
12	Muscle electrodes	1	1	Yes	
13	Lucas moist chamber	1	1	Yes	
14	Myographic lever	1	1	Yes	
15	Stimulator	1	1	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	15	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	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	15	Yes	
14	Eye piece micrometer	15	15	Yes	
15	Stage micrometer	20	20	Yes	
16	Incinerator	1	1	Yes	
17	Moisture balance	1	1	Yes	
18	Heating mantle	15	15	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	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	5	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	1	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	40	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	5	Yes	
2	Digital balance (10 mg sensitivity)	5	5	Yes	
3	Microscopes	5	5	Yes	
4	Stage and eye piece micrometers	5	5	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	5	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	21	Yes	
14	Tablet punching machine	1	1	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	1	Yes	
20	Monsanto's hardness tester	1	1	Yes	
21	Pfizer type hardness tester	1	1	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	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	2	Yes	
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	10	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	2	Yes	
42	Precision Melting point Apparatus	1	1	Yes	
43	Tray Drier	1	1	Yes	
44	Distillation Unit	1	1	Yes	

Apparatus:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Ostwald's viscometer	15	15	Yes	
2	Stalagmometer	15	15	Yes	
3	Desiccator	5	5	Yes	
4	Suppository moulds	20	20	Yes	
5	Buchner Funnels Small, medium, large	0	25	Yes	
6	Filtration assembly	1	1	Yes	
7	Permeability Cups	5	5	Yes	
8	Andreason's Pipette	3	3	Yes	
9	Lipstick moulds	10	10	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	1	Yes	
5	Refrigerated Centrifuge	1	1	Yes	
6	Fermenters of different capacity (Desirable)	1	0	No	
7	Tissue culture station	1	1	Yes	
8	Laminar airflow unit	1	1	Yes	
9	Diagnostic kits to identify infectious agents	1	1	Yes	
10	Rheometer	1	1	Yes	
11	Viscometer	1	1	Yes	
12	Micropipettes (single and multi channeled)	0	1	Yes	
13	Sonicator	1	1	Yes	
14	Respinometer	1	1	Yes	
15	BOD Incubator	1	1	Yes	
16	Paper Electrophoresis Unit	1	1	Yes	
17	Micro Centrifuge	1	1	Yes	
18	Incubator water bath	1	1	Yes	
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	1	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	0	No	
14	Biochemistry Analyzer (Desirable)	1	0	No	
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 Inspectors