Tracking Number: SIF/2017/100750

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 Sri Shivani College of Pharmacy

Complete Postal address: D. No. 22-07-96/1, Mulugu Road, Near Doctors Colony, Warangal 506 007 (Andhra

Pradesh)

 Telephone Number with STD Code
 0870 2976777

 Fax No
 08702433800

Email sscpwgl@gmail.com

Year of Establishment 2006
Status of the course conducting body Society

(Enclose copy of Registration documents of Society/Trust)

Name of the Society/Trust/Management SRI SHIVANI EDUCATIONAL SOCIETY

(attach documentary evidence)

Address H.No. 13-04-21, MATWADA WARANGAL 506012 ANDHRA PRADESH

 Telephone Number with STD Code
 0870 2424015

 Fax No
 08702433800

Email sscpwgl@gmail.com

Website sscpwgl.com

A - I.3

Name of the Person to be contacted by phone VADDIRAJ VENKATESHWAR RAO

Designation CHAIRMAN

Address H.No. 13-04-21, MATWADA WARANGAL 506012 ANDHRA PRADESH

STD Code 0870

Telephone Number

 Office
 7893616171

 Residence
 2424015

 Mobile
 9849081180

 Fax No
 08702433800

Email sscpwgl@gmail.com

A - I.4

Name of the Head of the Institution Dr Sridhar Babu Gummadi

Address Village: K U 1st Gate, Vidhyaranya puri, Hanamkonda, Dist. Warangal, 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	2017-18	5054550	30/08/2017	

b. APPROVAL STATUS

Name of the Course	Approved Upto	Intake Approved and Admitted	PCI	State Govt	University	Remarks of the Inspectors
	2017-18	Approved Letter No & Date	32-810/02.278/2017-PCI, Dt/14.07.2017	GO RT no.40 Dt. 07.08.2016	190/CDC/KU/2016 Dt. 27.07.2016	
B Pharm		Approved Intake	60	60	60	
		Actually Admitted	17	17	17	

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/institution in the same building/campus?

If yes, give status

No

A - I.6 a

Status of the Pharmacy Co	urse:
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 ,Kakatiya University,Vidyaranyapuri,Warangal - 506 009

Signature of the Head of the Institution

Signature of the Inspectors

B - DETAILS OF THE INSTITUTION

B - I.1 Name of the Principal

Dr Sridhar Babu Gummadi

	Qualification		Teaching Experience Required	Actual experience	Remarks of the Inspectors
Qualification / Experience	M. Pharm	Yes	15 years, out of which 5 years as Prof. / HOD	15	
	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 affliation

Course	Date of last Inspection	Remarks of the Previous Inspection Report	Complied/Not Complied	Intake reduced/Stopped in the last 03 years*
B Pharm	07/04/2017		Yes	Yes

^{*} Enclose Documents

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 You	'es No	No	No	
reaching Stair	Govt.				
Non-Teaching Staff	State Government You	'es Yes	No	No	

B - I.5

B Pharm Course: Admission statement for the past three year

ACADEMIC YEAR	2015-2016	2016-2017	2017-2018
Sanctioned	60	60	60
No. of Admissions	8	17	0
Unfilled Seats	52	43	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	2015-2016	2016-2017	2017-2018
1st Year	63		
2nd Year	38		
3rd Year	54		
Final Year	60	57	
Pass % (Final Year)	60	57	

B - II

Co-Curricular Activities / Sports Activities

hether college has NSS Unit	No
no give reasons	APPLIED TO UNIVERSITY TO HAVE NSS UNIT
SS Program Officer's Name	
rogramme Conducted Details	
/hether students participating in University level cultural ctivities/Co-curricular/Sports activities	Yes
hysical Instructor	Available
ports Ground	Individual
re you Associated with other Organization/Institution/ rust/Society Running Pharmacy Course	Yes
rganization/Institution/Trust/Society Name	
omplete Postal Address.	
elephone No.	
ature 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			Domarks of the Inspector	
SI. No.	Particulars	Amount	SI. No.	Particulars	Amount	Remarks of the Inspector

1.	Grants			CAPI	TAL EXPENDITURE
	a. Government	14341165.00	1		
	b. Others	0.00	1		
2.	Tuition Fee	0.00	1.	Building	0.00
3.	Library Fee	0.00	2.	Equipment	0.00
4.	Sports Fee	0.00	3.	Others	0.00
5.	Union Fee	0.00		REVE	NUE EXPENDITURE
6.	Others	1144318.00	1.	Salary	8404778.00
			2.	Maintenance Expenditure	
				i. College	608655.00
				ii. Others	0.00
			3.	University Fee	127640.00
			4.	Apex Bodies Fee	200000.00
			5.	Government Fee	122554.00
			6.	Deposit held by the College	1500000.00
			7.	Others	1380760.00
			8.	Misc. Expenditure	165978.00
	Total	15485483.00		Total	12510365.00

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 4009

Amenities and Circulation Area 1406

2. Class Rooms

	Total Number of Class rooms provided at the end of 4 Year Course								
Class	Class Required Available Numbers Required Area * for each class room Available Area in Sq. mts Remarks of the Inspector								
B.Pharr	1 04	4	90 sq. mts each (Desirable)	408					
			75 sq. mts each (Essential)						

^{[*} To accomodate 60 students]

3. Laboratory requirement at the end of 4 Years

SI.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	965	
2	Pharmaceutics	03 Laboratories	3	380	
3	Pharmaceutical Chemistry	02 Laboratories	2	151	
4	Pharmaceutical Analysis	01 Laboratory	1	101	
5	Pharmacology	02 Laboratories	2	183	
6	Pharmacognosy	01 Laboratories	1	81	
7	Pharmaceutical Biotechnology	01 Laboratory	1	107	
8	Preparation Room for each lab	10 sq mts (minimum)	8	106	
9	Area of the Machine Room	80-100 Sq.mts	1	104	
10	Central Instrumentation Room	80 Sq.mts with A/ C	1	83	
11	Store Room I	1 (Area 100 Sq mts)	1	102	
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 prefebly 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 cocerned laboratories.

4. Administration Area

CI.	Name of	Requirements as	Requirements as per Norms (in	Ava	ilable	
	Infrastructure	per Norms (in Number)	Area)	No.	Area in Sq.mts	Remarks/Deficiency
1	Principal's Chamber	01	30 Sq. mts	1	37	
	Office - I - Establishment	01	60 Sq. mts	1	60	
3	Office - II - Academics			1	39	
4	Confidential Room			1	31	

5. Staff Facilities

CI	Name of	Requirements as	Doguiromento de nos Norme (in	Ava	ilable	
	Infrastructure	per Norms (in Number)	Requirements as per Norms (in Area)	No.	Area in Sq.mts	Remarks/Deficiency
	HODs for B.Pharm course	Minimum 4	20 Sq. mts x 4	4	68	
	Faculty Rooms for B.Pharm course		10 Sq. mts x n (n=No. of teachers)	12	132	

6. Meuseum, Library, Aniaml house and other Facilities

SI.	Name of	Requirements as	Requirements as per Norms (in	Ava	ilable	
_	Infrastructure	per Norms (in Number)	Area)	No.	Area in Sa.mts	Remarks/Deficiency
1	Animal House	01	80 Sq. mts	1	83	
2	Library	01	150 Sq. mts	1	162	

3	Museum	01	50 Sq. mts (Maybe attached to the Pharmacognosy lab)	1	60	
	Auditorium/ Multi Purpose Hall (Desirable)	01	250 - 300 seating capacity	1	167	
5	Seminar Hall	01		1	167	
	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	1	180	

7. Student Facilities

SI.	Nome of	Requirements as	Doguinamento de non Norma (in	Ava	ilable	
No.	Name of Infrastructure	per Norms (in Number)	Requirements as per Norms (in Area)	No.	Area in Sq.mts	Remarks/Deficiency
1	Girls's Common Room (Essential)	01	60 Sq. mts	1	87	
2	Boy's Common Room (Essential)	01	60 Sq. mts	1	76	
3	Toilet Blocks for Girls	01	24 Sq. mts	2	67	
4	Toilet Blocks for Boys	01	24 Sq. mts	2	69	
5	Drinking Water facility - Water cooler (Essential)	01		1	1	
6	Boy's Hostel (Desirable)	01	9 Sq. mts/Room Single occupancy	0	0	
7	Girls's Hostel (Desirable)	01	9 Sq.mts/Room (Single occupancy) or 20 Sq.mts/Room (Triple occupancy)	0	0	
8	Power Backup Provision (Desirable)	01		3	3	

8. Computer and other Facilities

		Available		
Name	Required	No.	Area in Sq.mts	Remarks/Deficiency
Computer Room B.Pharm Course	01 (Area 75 Sq. mts)	1	78	

	1 system for every 10 students (UG & PG)	35	35	
Printers	1 Printer for every 10 computers	4	4	
Multi Media Projector	01	3	3	
Generator (5KVA)	01	1	1	

9. Amenities(Desirable)

	Requirment as per Norms in area	Ava	ilable		
Name		No.	Area in Sq.mts	Not Available	Remarks/Deficiency
Principal Quarters	80 Sq. Mtr.	0	0	COLLEGE IS WITH IN THE CITY	
Staff Quarters	16 x 80 Sq. mts	0	0	COLLEGE IS WITH IN THE CITY	
Canteen	100 Sq. mts	1	200		
Parking Area fro staff and students		1	300		
Bank Extension Counter		0	0	COLLEGE IS WITH IN THE CITY	
Cooperative Stores		0	0	COLLEGE IS WITH IN THE CITY	
Guest House	80 Sq. mts	1	100		
Transport Facility for students		1	1		
Medical Fecilities(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:

SI.	Thom	Titles(Ne)	Minimum Volumos(No)	Ava	ilable	Remarks of the
No.	Item	Titles(No)	Minimum Volumes(No)	Title	No.	Inspectors

1	Number Of Books	150	1500 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	543	5347		
2	Annual Addition of Books		100 to 150 books per year	48	244		
	Periodicals Hard Copies/Online		10 National 05 International periodicals	16	16		
4	CDS		Adequate Nos	39	39		
5	Internet Browsing Facilities		Yes/No (Minimum ten Computers)	Available			
	Reprographic Facilities: PhotoCopier Fax Scanner		01 01 01	Available Available Available			
7	Library Automation and Computrized System				Available		
8	Library timings			9.00 am to 5.00 pm			

10.C.Library Staff

SI. 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
01/09/2016	03/07/2017

4. Vacation

	No of Days		No of Days
Summer :	45	Winter:	15

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

	No of Theory Classes					
Subject 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	Remarks of the Inspectors
DISPENSING & GENERAL PHARMACY	80	86	75	76	27	
PHARMACEUTICAL INORGANIC & ANALYTICAL CHEMISTRY	80	82	75	78	26	
PHARMACEUTICAL ORGANIC CHEMISTRY	103	106	75	80	30	
REMEDIAL MATHS/ REMEDIAL BIOLOGY	50	58	0	0	0	
BIOCHEMISTRY	50	58	75	80	28	
COMMUNICATION SKILLS IN ENGLISH	50	52	0	0	0	
TUTORIALS	100	105	0	0	0	

B Pharm II

	No of Theory Classes					
Subject 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	Remarks of the Inspectors
BIOSTATS & COMPUTER APPLICATIONS	64	68	96	96	30	
PHARMACEUTICAL ENGINEERING	64	66	96	102	30	
PHARMACEUTICAL ORGANIC CHEMISTRY -II	48	52	0	0	0	
HUMAN ANATOMY & PHYSIOLOGY -I	48	51	0	0	0	
PHARMACEUTICAL MICROBIOLOGY & IMMUNOLOGY-I	48	50	96	99	32	
ENVIRONMENTAL SCIENCES	64	66	0	0	0	
PHARMACEUTICAL MANAGEMENT	64	66	0	0	0	
TUTORIALS	30	30	0	0	0	
HUMAN ANATOMY AND PHYSIOLOGY -II	64	67	96	99	18	
PHARM.ORGANIC CHEMISTRY- III	64	66	96	102	20	
PHARM.MICROBIOLOGY AND IMMUNOLOGY-II	64	68	0	0	0	

B Pharm III

	No of Theory Classes			Practical Classes			
Subject 1	Prescribed No of Hours 2	Prescribed No of Hours of Hours 2 Conducted 3		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	Remarks of the Inspectors	
COSMETIC TECHNOLOGY	64	65	96	96	30		
PHARMACEUTICAL INSTRUMENTAL ANALYSIS	96	98	96	99	18		
PHYSICAL PHARMACY	96	97	96	99	20		
MEDICINAL CHEMISTRY-I	80	82	96	99	19		
PHARMACOGNOSY-I	80	81	96	96	18		
PHARMACOLOGY-I	64	67	96	99	15		
PHARMACEUTICAL JURISPRUDENCE	64	65	0	0	0		
TUTORIALS	30	36	0	0	0		

B Pharm IV

	No of Theory Classes						
Subject 1	Prescribed No of Hours Conducted 3		of Hours Conducted		No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	Remarks of the Inspectors	
PHARMACEUTICAL TECHNOLOGY - 1	96	98	96	99	15		
PHARMACEUTICAL BIOTECHNOLOGY	96	99	96	99	10		
BIOPHARMACEUTICS & PHARMACOKINETICS	64	66	96	99	12		
MEDICINAL CHEMISTRY - 2	96	98	96	96	18		
PHARMACOGNOSY - 2	96	97	96	102	15		
PHARMACOLOGY - 2 AND TOXICOLOGY	96	97	96	99	13		
HOSPITAL & CLINICAL PHARMACY	64	65	0	0	0		
TUTORIALS	80	0	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/Presentaions conducted during last year

Name of the Event	2015-2016	2016-2017	2017-2018
Guest Lectures	3	4	0
Seminars	2	6	0
Workshops	0	0	0
Symposia	0	0	0

B. Papers Presented/Published during last 3 years

	2015-2016 National International		20	016-2017	2017-2018	
			National	International	National	International
Published	0	1	0	4	0	0
Presented	0	3	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	30/11/2016	30/11/2016	16/02/2017	16/02/2017	06/06/2017	06/06/2017
II B. Pharm	21/12/2016	21/12/2016	06/02/2017	06/02/2017	06/02/2017	06/02/2017
III B. Pharm	30/12/2016	30/12/2016	27/02/2017	27/02/2017	27/02/2017	27/02/2017
IV B. Pharm	28/11/2016	28/11/2016	18/01/2017	18/01/2017	18/01/2017	18/01/2017

11. Whether Evaluation of the internal assessments is Fair

Class		didates scored than 80%		didates scored % - 80%		didates scored % - 60%		didates scored han 50%	Remarks of the Inspectors
	Theory	Practicals	Theory	Practicals	Theory	Practicals	Theory	Practicals	
I B.Pharm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
II B.Pharm	0.00	4.00	5.00	2.00	2.00	2.00	1.00	0.00	
III B.Pharm	1.00	1.00	16.00	6.00	19.00	22.00	2.00	0.00	
IV B.Pharm	0.00	3.00	14.00	8.00	8.00	14.00	3.00	0.00	

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 III		1	V			
			Th	Pr	Th	Pr	Th	Pr	Th	Pr		
1	Dr. SRIDHAR BABU G	POC3	0	0	3	6	0	0	0	0	9	
2	Dr. SYED MUZAMMIL AFZAL											
3	Miss. D PRIYANKA											
4	Miss. G SAMATHA											
5	Miss. M Jhansi Rani	BIO CHEM	3	3	0	0	0	0	0	0	6	
6	Miss. M MAMATHA	PMI2	0	0	4	0	0	0	0	0	4	
7	Miss. MALISHETTY SWATHI	HAP1 HAP2	0	0	6	6	0	0	0	0	12	
8	Miss. P ARCHANA											
9	Miss. P Sravanthi	PIAC	3	3	0	0	0	0	0	0	6	

10	Miss. saleha	PJ	0	0	0	0	3	0	0	0	3	
11	Miss. V GOMATHY											
12	Mr. ABHINAY K											
13	Mr. B GIRIBABU											
14	Mr. B NAGARAJU	PMI	0	0	3	6	0	0	0	0	9	
15	Mr. CH Surender	P COGNOSY1	0	0	0	0	4	6	0	0	10	
16	Mr. D ARAVIND											
17	Mr. GANAPATHI THAPPATLA											
18	Mr. K DANIEL											
19	Mr. M RAJESH	PE	0	0	4	6	0	0	0	0	10	
20	Mr. Md Munawar Ali Khan											
21	Mr. MODEM MAHESH											
22	Mr. Parameshwar Aleti	MC1	0	4	0	0	0	0	0	0	4	
23	Mr. RAPARTHY VIJAY KUMAR	POC1 POC2	4	3	3	0	3	0	0	0	13	
24	Mr. Sudheerkumar Kamarapu	Pharmaceutical Inorganic Analytical Chemistry	1	0	0	0	0	0	0	0	1	
25	Mr. V UMESH											
26	Mrs. K RAJAMANI											
27	Mrs. M SOUMYA KUMARI	DGP	4	3	0	0	0	0	0	0	7	
28	Mrs. P S MALATHY	P COLOGY3	0	0	0	0	4	6	0	0	10	

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

Details	Year: 2015-2016	Year: 2016-2017	Year: 2017-2018
No of Students Appeared	5	4	0
No of Student Qualified	2	2	0
Percentage	40	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	1

No of resourse persons from the Industry for Guest Lectures	3
No. of collaboration projects with Industry	1

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

Details	Year: 2015-2016	Year: 2016-2017	Year: 2017-2018
No of Students Appeared for campus interview	10	5	0
% Percentage	50	60	

^{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	Parameshwar Aleti	Associate Professor	M Pharm, B Pharm,	16/06/2008	9.2 + 0.0	034687A2		
2	Sudheerkumar Kamarapu	Associate Professor	M Pharm, B Pharm,	15/03/2008	9.5 + 0.0	045361A1		

2. Qualification and Number of Staff Members

Qualification								
B Pharm	M Pharm	PhD	Others					
78	43	5	2 Part Tim	ie				

3. Teaching Staff required year wise exclusively for B. Pharm for intake of 60 Students.

ĺ	No. of s	taff	No. of staff		No. of staff		No. of staff	
	require	d for I B. Availabl	e required for II	Available	required for III	Available	required for IV	Available
	Pharm		B. Pharm		B. Pharm		B. Pharm	

Principal	1		1		1		1	
Pharmaceutical Chemistry	1	3	2	2	3	2	4	1
Pharmaceutical Analysis] 1	3		4		4	1	1
Pharmacology	1	0	2	3	3	0	4	1
Pharmacognosy]1		2		3		3	
Pharmaceutics]1	0	2	0	3	3	4	4
Total	6		9		13		17	
Part Time teaching staff	3							
Remarks of the Inspection Team								
*Part time teaching staff for	or Mathematics, Biolog	y and Compu	iter Science should be	apponted.				

4. Staff Pattern for B. Pharm courses Department wise / Division wise: Professor: Asst. Professor: Lecturer

Department / Division		_	Provided by the institution	Remarks of the Inspectors of inspection team
Department of Pharmaceutics	Professor Asst. Professor Lecturer	1 1 4	0 31 0	
Department of Pharmaceutical Chemistry (including Pharmaceutical Analysis)	Professor Asst. Professor Lecturer	1 1 4	0 1 0	
Department of Pharmacology	Professor Asst. Professor Lecturer	1 1 3	0 8 0	
Department of Pharmacognosy	Professor Asst. Professor Lecturer	1 1 2	0 5 0	

5. Selection criteria and Recruitment Procedure for Faculty

a. Whether Recruitment Commitee has been formed	• Yes No
b. Whether Advertisement for vacancy is notified in the Newspapers	• Yes No
c. Whether Demonstration Lecture has been conducted	• Yes No
d. Whether opinion of Recruitment Committee Recorded	• Yes No

6. Details of Faculty Retention for:

Name of Faculty Member	Period	Percentage
	Duration of 15 year and above	0
	Duration of 10 year and above	0
Sudheerkumar Kamarapu Paramesh Aleti	Duration of 5 year and above	25%
26	Less than 5 years	85

7. Details of Faculty Turnover

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
Sudheerkumar Kamarapu Paramesh Aleti R. Vijay Kumar Ch.Surender	% of faculty retained in last 3 yrs	No	No	No	Yes

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	7 BSc PGDCA	
2	Labortory Assistants/	1 for each Lab (minimum)	SSLC	7 10th	
3	Office Superintendent	1	Degree	0	
4	Accountant	1	Degree	3 B Com	

5	Store keeper	1	D. Pharm/ Degree	1	Inter	
6	Computer Data Operator	1	BCA / Graduate with Computer Course	1	PGDCA	
7	First Division Assistant	1	Degree	0		
8	Second Division Assistant	2	Degree	2	Degree	
9	Peon	2	SSLC	2	В СОМ	
10	Cleaning personnel	Adequate		1	8th class	
11	Gardener	Adequate		2	10TH	

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	De	ducti	ons	Bank A/C No	PAN No	EPF A/C No	Total	Signature
										PT	TDS	EPF					
1	Sudheerkumar Kamarapu	M Pharm, B Pharm,	Associate Professor	18000	0	7300	2700	0	0	0	200	0	076010100019069	BOAPK6375K		27800	
2	Parameshwar Aleti	M Pharm, B Pharm,	Associate Professor	15000	0	6500	2250	120	0	200	0	0	076010100019050	AMJPA9179P		23800	
3	M Jhansi Rani	B Pharm,	Asstt. Professor	12000	0	4080	1800	0	120	0	150	0	0	NJHK451155	0	17850	
4	saleha	B Pharm,	Asstt. Professor	12000	0	4080	1800	0	120	0	150	0	0	GGSDGFH57M	0	17850	
5	M RAJESH	B Pharm,	Asstt. Professor	12000	0	4080	1200	0	120	0	150	0	0	JDJKBSKD87	0	17850	
6	B NAGARAJU	B Pharm,	Asstt. Professor	12000	0	4080	1800	0	120	0	150	0	0	FRTFT56YJY	0	17850	
7	SYED MUZAMMIL AFZAL	B Pharm,	Head of Department	19250	0	7700	2887	0	15163	0	200	0	0	BSSPS6709K	0	44800	
8	MALISHETTY SWATHI	B Pharm,	Asstt. Professor	12000	0	4080	1800	0	0	0	150	0	0	CFUPM9272B	0	17850	
9	P S MALATHY	B Pharm,	Associate Professor	18000	0	7300	2700	0	2000	0	200	0	0	AWZPP6543J	0	29800	
10	M MAMATHA	B Pharm,	Asstt. Professor	12000	0	4080	1800	0	0	0	150	0	0	DHDTT6756H	0	17850	
11	K DANIEL	B Pharm,	Asstt. Professor	12000	0	4080	1800	0	120	0	150	0	0	BERPK3320K	0	17850	
12	D ARAVIND	B Pharm,	Asstt. Professor	12000	0	4080	1800	0	120	0	150	0	0	SDSRFEW45T	0	17850	
13	SRIDHAR BABU G	B Pharm,	Principal/Director	22400	0	8960	3360	120	15280	0	200	0	0	AHNPG0187C	0	50000	
14	ABHINAY K	B Pharm,	Associate Professor	18000	0	7300	2700	0	0	0	200	0	0	ANFPK5462N	0	27800	
15	GANAPATHI THAPPATLA	B Pharm,	Asstt. Professor	12000	0	4080	1800	0	0	0	150	0	0	AMJPT1171G	0	18000	
16	P Sravanthi	B Pharm, M Pharm,	Asstt. Professor	12000	0	4080	1800	120	0	0	150	0		CEQPP6906N		17850	
17	M SOUMYA KUMARI	B Pharm, M Pharm,	Asstt. Professor	12000	0	4080	1800	0	120	0	150	0		BGRPM2101G		17850	
18	CH Surender	B Pharm, M	Asstt. Professor	12000	0	4080	1800	0	120	0	150	0	62227600023	AZZPC2877P		17850	

		Pharm,																
19	RAPARTHY VIJAY KUMAR	B Pharm,	Asstt. Professor	12000	0	4080	180	00	120	0	150	0	0		BNBPR4391C		17850	
20	B GIRIBABU	B Pharm,	Asstt. Professor	12000	0	4080	180	00	120	0	0	150	0		AZTPB3140L		17850	
21	V GOMATHY	B Pharm,	Asstt. Professor	12000	0	4080	180	00	120	0	150	0	0		AKBPV0217B		17850	
22	V UMESH	B Pharm,	Asstt. Professor	12000	0	4080	180	00	120	0	0	0	0		AKBPV0217B		17850	
23	Md Munawar Ali Khan	B Pharm,	Asstt. Professor	12000	0	4080	180	00	120	0	0	0	0		BKPPM1308F		17850	
24	D PRIYANKA	B Pharm,	Asstt. Professor	12000	0	4080	180	00	120	0	0	0	0		CBQPD8828N		17850	
25	K RAJAMANI	B Pharm,	Asstt. Professor	12000	0	4080	180	00	120	0	0	0	0	0	AXIPN9097P	0	17850	
26	G SAMATHA	B Pharm,	Asstt. Professor	12000	0	4080	180	00	120	0	150	0	0		CBBPD9871N		17850	
27	P ARCHANA	B Pharm,	Asstt. Professor	12000	0	4080	180	00	120	0	0	150	0		BVMPP06530		17850	
28	MODEM MAHESH	B Pharm,	Asstt. Professor	12000	0	4080	180	00	120	0	0	150	0		CLEPM2070D		18000	

10. Whether facilities for Research / Higher studies are provided to the faculty?	◉	Yes	0	No
(Inspectors to verify documents pertaining to the above)				
11. Whether faculty members are allowed to attend workshops and seminars?	•	Yes	0	No
(Inspectors to verify documents pertaining to the above)		103		140
12. Scope for the promotion for faculty: Promotions	•	Yes	0	No
13. Gratuity Provided	0	i	•	

14. Details of Non-teaching staff members (list to be enclosed)

Name	Designation	Qualification	Date of Joining	Experience	Signature	Remarks of the Inspectors
P.Geethanjali	Administrative Officer	B Com	16/10/2009	17yrs		
A.Padma	Librarian	MLISc	03/10/2010	7yrs		
N.Satyanarayana	Accountant	B Com	01/01/2006	8 yrs		
R.Manohar Rao	Accountant	B Com	09/10/2006	14yr		
A.Shiva Rama Krishna	Laboratory Technician	BSc PGDCA	01/10/2006	5yrs		
Sridevi	Laboratory Technician	BSc	04/01/2008	8yrs		
T.Srinivas	Laboratory Technician	BSc	13/07/2009	5yrs		
M.Suresh Babu	Peon	В СОМ	19/07/2010	1yrs		
E.Sujatha	Labortory Assistants	10th	01/01/2008	5yrs		
E.Babu Rao	Peon	10th	01/10/2006	5yrs		

B.Raju	Labortory Assistants	inter	01/10/2006	5yrs	
Jhon	Labortory Assistants	10th	05/08/2009	1yrs	
Afzal	Cleaning personnel	8th class	05/08/2009	2yrs	
Bikshapathi	Labortory Assistants	Inter	06/06/2009	5 yrs	
G. Sudhakar	Store keeper	Inter	06/06/2009	4yrs	
Rajamma	Labortory Assistants	10th	12/05/2009	4 yrs	
V. Mahender	Laboratory Technician	Degree	01/03/2012	2yrs	
E. Krishna	Second Division Assistant	Degree	01/03/2012	1 yr	
P. Vijay Kumar	Laboratory Technician	Degree	01/03/2013	3yrs	
A. Karthik	Laboratory Technician	MSc	01/07/2013	1yr	
S.Vijay Kumar	Labortory Assistants	Inter	01/02/2013	3yrs	
V. Sridhar	Second Division Assistant	PGDCA	02/06/2014	5 yr	
Prashanthi	Accountant	Degree	08/07/2014	1 yr	
Amrutha Varshini	Laboratory Technician	Degree	08/07/2014	1 yr	
V SRIDHAR	Computer Data Operator	PGDCA	10/08/1990	26	
A SURESH	Labortory Assistants	BSC	10/07/2008	8	
M KUMARASWAMI	Gardener	10TH	10/03/2004	12	
M LATHA	Gardener	10TH	07/03/1996	10	

15. Whether Supporting Staff (Technical and Administrative) are encouraged for skill up gradation programs.

(•)		\circ	
	Yes		No

Signature of the Head of the Institution

Signature of the Inspectors

PART V - DOCUMENTATION

Record	ls Maintained (Essential)		
SI. 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 thanRupees one lakh	Yes	
12	Job Cards for laboratories	Yes	
13	Standrad 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)

Ex	Expenditure in Rs. 2015-2016			Expenditure in Rs. 2016-2017			Expenditure in Rs. 2017-2018		
Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	Total budget sanctioned	Recurring	Non Recurring	
15178775	15178775	0	212000	83000	129000	0	0	0	

Total amount spent on Chemical, Glassware, Equipments, Books and Journals for the past Three Years (Enclose purchase invoice)

Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Remarks of the Inspectors*
Chemicals	59560	59560	Chemicals	89000	89000	Chemicals	0	0	
Glassware	100000	100000	Glassware	40000	40000	Glassware	0	0	
Equipment	100000	100000	Equipment	0	0	Equipment	0	0	
Books	20000	20000	Books	55000	55000	Books	0	0	
Journals	31350	31350	Journals	28000	28000	Journals	0	0	

^{*}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 â€" EQUIPMENT AND APPARATUS

	1 . Department wise List of Minimum equipments required for B Pharm								
Departr	nent of Pharmacology								
Equip	oments:								
SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors				
1	Microscopes	15	20	Yes					
2	Haemocytometer with Micropipettes	20	32	Yes					
3	Sahli's haemocytometer	20	38	Yes					
4	Hutchinson's spirometer	1	1	Yes					
5	Spygmomanometer	5	9	Yes					
6	Stethoscope	5	10	Yes					
7	Permanent Slides for various tissues	0	40	Yes					
8	Models for various organs	0	15	Yes					
9	Specimen for various organs and systems	0	15	Yes					
10	Skeleton and bones	0	1	Yes					
11	Different Contraceptive Devices and Models	0	15	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	2	Yes	
18	Physical /Chemical Balance	1	1	Yes	
19	Sherrington's Kymograph Machine / Polyrite	10	28	Yes	
20	Sherrington Drum	10	28	Yes	
21	Perspex bath assembly (single unit)	10	15	Yes	
22	Aerators	10	20	Yes	
23	Computer with LCD	1	1	Yes	
24	Software packages for experiment	1	1	Yes	
25	Standard graphs of various drugs	0	20	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:

SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Folin-Wu tubes	60	70	Yes	
2	Dissection Tray and Boards	10	30	Yes	
3	Haemostatic artery forceps	10	20	Yes	
4	Hypodermic syringes and needles of size 15,24,26G	10	50	Yes	
5	Levers, cannulae	20	30	Yes	

NOTE: Adequate number of glassware commonly used in the laboratory should be provided in each laboratory and department.

Department of Pharmacognosy

Equipments:

SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Microscope with stage micrometer	15	25	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	23	Yes	
14	Eye piece micrometer	15	28	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	4	Yes	
22	Micro Centrifuge	1	1	Yes	
23	Projection Microscope	1	1	Yes	

Appratus:

SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Reflux flask with condenser	20	30	Yes	
2	Water bath	20	30	Yes	
3	Clavengers apparatus	10	12	Yes	
4	Soxhlet apparatus	10	15	Yes	
5	TLC chamber and sprayer	10	15	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:

SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Hot plates	5	6	Yes	
2	Oven	3	3	Yes	
3	Refrigerator	1	1	Yes	
4	Analytical Balances for demonstration	5	15	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:

SI. 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	40	Yes	
3	Reflux flask and condenser double / triple necked	20	20	Yes	
4	Burettes	40	50	Yes	
5	Arsenic Limit Test Apparatus	20	20	Yes	
6	Nesslers Cylinders	40	60	Yes	

NOTE: Adequate number of glassware commonly used in the laboratory should be provided in each laboratory and department.

Department of Pharmaceutics

Equipments:

SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
	Homogenizer	5	5	Yes	Remarks of the inspectors
	Digital balance (10 mg sensitivity)	5	5	Yes	
	Microscopes	5	5	Yes	
	Stage and eye piece micrometers	5	5	Yes	
	Brookfield's viscometer	1	1	Yes	
	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	3	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	15	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	

Appratus:

SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Ostwald's viscometer	15	30	Yes	
2	Stalagmometer	15	30	Yes	
3	Desiccator	5	5	Yes	
4	Suppository moulds	20	20	Yes	
5	Buchner Funnels Small, medium, large	0	30	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:

SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Orbital shaker incubator	1	1	Yes	
2	Lyophilizer (Desirable)	1	1	Yes	
3	Gel Electrophoresis (Vertical and Horizontal)	1	2	Yes	
4	Phase contrast/Trinocular Microscope	1	1	Yes	
5	Refrigerated Centrifuge	1	1	Yes	
6	Fermenters of different capacity (Desirable)	1	0	Yes	
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	5	Yes	
	Sonicator	1	1	Yes	
14	Respinometer	1	1	Yes	
15	BOD Incubator	1	1	Yes	
16	Paper Electrophoresis Unit	1	3	Yes	
17	Micro Centrifuge	1	1	Yes	
18	Incubator water bath	1	2	Yes	
19	Autoclave	1	1	Yes	
20	Refrigerator	1	1	Yes	
21	Filtration Assembly	1	2	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:

SI. 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	2	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 obserations if not compiled						
	1.					
Signature of Inspectors:	2.					

- 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