

**Proforma for Affiliation to Haryana State Board of Technical Education
Bays 7-12, Sector-4, Panchkula-134112**

1. To be filled by Polytechnic Institutions offering Diploma Pharmacy Course seeking extension of affiliation for 2018-19.
2. Please provide the actual information, if any information found false/incorrect may lead to disaffiliation of the Institute from HSBTE

INSTITUTE CODE:025

PARTA– GENERAL INFORMATION

Society / Trust / Company (U/S 25)	
Name & Address of the Society / Trust / Company (U/S 25 of Companies Act, 1956):	DEHAT VIKAS EDUCATIONAL SOCIETY,TIGAON
Complete Postal address:	VPO.TIGAON, DISTT. FARIDABAD,HARYANA
Society / Trust / Company Registration Number	00173
Date of Registration	05.04.2013
Place of Registration	Faridabad
Name of the Chairman / President of the Society / Trust / Company	Mr.Vinod Nagar
STD code& Telephone No. (LL) Mobile No.	0129-2401790, 9911909797
Fax No.	0129-2401790
E-mail	dvcpfbd@gmail.com
Institution	
Name of the Institution run by the Trust / Society / Company:	Dehat Vikas College of Pharmacy, Tigaon
Complete Postal address:	VPO.Tigaon, Distt. Faridabad, Haryana
STD code & Telephone No. (LL) Mobile No.	0129-2401790
Fax No.	0129-2401790
E-mail	dvcpfbd@gmail.com
Type of the Institute (Write the appropriate one)	Private Anx-I

Signature of the Principal/ Head of the Institution

Year of starting of the Institute	1992
Name of the Principal of the Institute	Mrs. Poonam Yadav
Qualifications	M.Pharm.
Date of Joining of the Institute	01.08.2011
Contact Nos. (LLalongwith STD Code / Mobile No.)	8860566363
E-mail	cassiapoonam27@gmail.com

PART B– DETAILS OF THE LAND
(Attach copy of all the land documents / NOC's)

Classification of the Permanent Site (Please tick the applicable one & attach documents issued by the competent authority)	Mega / Metro	<input checked="" type="checkbox"/> Urban	Non-Urban	Anx -II
	<input checked="" type="checkbox"/> Town and Country Planning Dept.			
	Development Authority			
	State Revenue Authority			
Land (Area in acres)	07 Kanal 02 Marls			
Ownership of Land (Please tick the applicable one)	Government	Trust	<input checked="" type="checkbox"/> Society	
	Govt. Leased	Owned	Company (U/S 25)	
Resolution of Society for use of ear marked Land for establishment of Polytechnic	2012			
No encumbrances certificate (contiguous-in single patch)	Anx. III			
Change of Land Use Certificate (CLU) (Please tick the competent issuing authority & attach documents)	Anx.IV			
Khasra Plan / Master Plan (Please tick the competent issuing authority & attach documents)	Town and Country Planning Dept.			Anx.V
	Development Authority			
	Revenue Authority			
Site Plan (Please tick the competent issuing authority & attach documents)	Town and Country Planning Dept.			Anx.VI
	Development Authority			
	Revenue Authority			
	Municipal Authority			
Building Plan (Please tick the competent issuing authority & attach documents)	Total built-up area: 1817Sq.m			Anx.VII
	Development Authority			
	Revenue Authority			
	Municipal Authority			
Occupancy certificate (Please tick the competent issuing authority & attach documents)	Rural area: Tehsildar Urban area: Municipal Corporation / Municipal Committee /			Anx.VIII

Signature of the Principal/ Head of the Institution

	HUDA
Structural stability certificate issued by Registered Structural Engineer (applicable in case where occupancy certificate is more than 30 years old)	Yes Anx.IX
Access to the site (National Highway/ State Highway/ Village Road/ Kacha Road and Permission from competent authority to use	Village Road
NOC from Local Fire Service Authorities (to ensure fire and life safety measures)	YES
Whether Earth leakage circuit breaker (ELCB) provided?	Yes
Whether Ramp provided for <i>Divyang</i> for easy access to and evacuation from the building?	Yes
Whether any High tension electric line pass across the premises?	No

PART C– APPROVAL STATUS OF THE INSTITUTE

(for the previous session;attach copy of all the approval/affiliation letters)

Approving authority	Letter Number	Date	Annexures
Copy of last AICTE approval letter	F.No.-North-West/1-3513080598/2015/EOA	10.04.2018	Anx. X
Copy of last PCI approval letter (if applicable)	F.No.02.290/2018-PCI	18.04.2018	Anx.XI
Copy of last affiliation letter of HSBTE	No.28	15.05.2017	Anx.XII
Copy of NOC of State Government	No.507TE/92/6030	21.10.1992	Anx.XIII

PART D– ORGANIZATION, GOVERNANCE AND ADMINISTRATION

1. Constitution of BOG with detailed qualification, experience of all the members

NOTE: 1. Provide the details of all the members as per Annexure –A

2. At least two meetings shall be held in a year

Is BOG constituted as per AICTE/ PCI / HSBTE Norms. **Yes**

Signature of the Principal/ Head of the Institution

NAME AND ADDRESS OF THE MEMBERS OF THE GOVERNING BODY AS PER THE COMPOSITION PRESCRIBED BY AICTE							
S.No	Name	Position	Qualification	Present Professional position / Occupation	Telephone Numbers	E-mail	Address
01.	Sh.Vinod Nagar	President	B.A.	Business	9911909797	dvcpsfd@gmail.com	H.No.961, Sec.14 , Faridabad
02.	Sh.Ram Singh	Vice-President	5th	Agriculture	9873093107	-do-	Vill.Bhainsrawli, P.O.Tigaon
03.	Sh.Sudhir Kumar	Secretary	M.A.,B.Ed.	Service	--	-do-	H.No.9 / 46, Sec-3, Rajinder Nagar, Ghaziabad
04.	Sh.Sanjeev Kumar	Treasurer	M.Sc. Ph.D.	Professional	8826444744	-do-	247, Doon ViharRajpura Road Dehradun Uttaranchal
05.	Sh.Dharambir Nagar	Member	B.A. LLb.	Advocate	9891694302	-do-	Vill.Bhainsrawli, P.O.Tigaon
06.	Sh.Suresh Chand	Member	10+2	Doc. Writer	9213211388	-do-	H.No.216,Mahavir Colny, Ballabgarh
07.	Sh.Ashutosh Nagar	Member	B.B.A.,L.L. B.	Advocate	9999666398	-do-	H.No.961, Sec.14 , Faridabad

Whether Anti-ragging committee (As per All India Council for Technical Education notified regulation for prevention and prohibition of ragging in AICTE approved technical Institutions vide No. 37-3/Legal/AICTE/2009 dated 01.07.2009) constituted, displayed in the campus of the institute and hoisted on the website of institute?

Yes

Whether Grievance Redressal Committee in the Institute. (As per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/Lega112012, dated 25.05.2012) constituted, displayed in the campus of the institute and hoisted on the website of institute?

Yes

Whether Internal Complaint Committee (ICC) (As per section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013) constituted, displayed in the campus of the institute and hoisted on the website of institute?

Yes


Whether Committee for SC/ST (As per the Scheduled Castes and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11.09.1989) constituted, displayed in the campus of the institute and hoisted on the website of institute?

Yes

PART E– STAFF STATUS

NAME OF THE PRINCIPAL : Mrs.Poonam Yadav

Signature of the Principal/ Head of the Institution

	Date of Birth & Age	Qualification with Class obtained starting from the highest Degree	Corresponding Specialization	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Signature
	27.11.85	M.Pharm. (Ist Class),	Ph.chemistry	01.08.2011	37400-6400-8700	46100	62235	

PRINCIPAL - EXPERIENCE : 07 years					
Teaching			Industry		
Institution	Position	Years	Institution	Position	Years
DVCP,Tigaon	Lecturer	05	--	--	--

Student Staff Ratio: 20:1

(Required ratio --- Theory → 60:1 and Practicals → 20:1)

If more than 20 students in a batch 2 staff members to be present



Item	Qualification Required	Qualification of the staff appointed	Total Required	Total Available	Shortfall	Remarks
Teaching staff (for 60 students)						
HOD(s)	M. Pharm.	M. Pharm.	01	01	--	
Sr. Lecturer(s)	M. Pharm.	M. Pharm.	01	01	--	
Lecturer(s)	M. Pharm.	M. Pharm. B.Pharm	02 02	02 02	--	As per Teachers Edu. Regulation , PCI, Gazetted notification Part-III, Section 4 Published on 11 th Nov. 2014
TPO	B. Tech. / B. Pharm	B.Tech.	01	01	--	
Technical supporting staff						
Laboratory	D. Pharm	D. Pharm.	02	02	--	

Signature of the Principal/ Head of the Institution


Technician						
Laboratory Assistant/Attendant	SSLC/10+2	B.A. 10+2 Matric	01 01 01	03	--	
Library staff						
Librarian/ Asstt. Librarian	B. Lib/D. Lib	M.Lib.	01	01	--	
Library attendant	10+ 2 /SSLC	10+2	01	01	--	
Office staff						
Office Superintendent	Graduation	B.A.	01	01	--	
Accountant/Assistant	Graduation	MBA	01	01	--	
Sr. Stenographer/ PA to Principal	Graduation	MBA	01	01	--	
Clerk-cum-Computer Operator	10+2 with computer training	B.A.	01	01	--	
Other supporting staff						
Store Keeper	D. Pharm	D. Pharm	01	01	--	
Driver	Valid driving License		01	01	--	
Electrician	Diploma/ITI	ITI	01	01	--	
Gardeners	---	5 th	01	01	--	
Watchman/ Chowkidar	---	5 th	02	01	--	
Peons	SSLC	8 th	02	02	--	
Cleaning personnel	---	8 th	04	03	--	

TEACHING FACULTY - QUALIFICATION

Signature of the Principal/ Head of the Institution

Name of the Faculty Member with Stamp Size Photo	Designation	Department	Qualification with Class obtained starting from the highest Degree	Corresponding Specialization	Date of Birth & Age	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Signature
 Mrs. Rashmi Wadhwa	HOD	Pharmacy	M.Pharm. (First)B.Pharm. (First)	Pharma Cognosy & Phyto Chem.	18.06.1985 (32)	02.08.2010	15600 - 39100 + 6000	26139	35288	
 Ms. Ekta Br oka	Sr. Lecturer	Pharmacy	M.Pharm. (First)B.Pharm. (First)	Pharmacology	22.02.1986 (32)	26.07.2017	15600 - 39100 + 6000	21600	29160	
Mr. B.M. Sharma	Lecturer	Pharmacy	B.Pharm (First)	General	13.05.1967 (50)	01.07.2004	15600 - 39100 + 6000	26956	33695	
Mr. Tarun Choudhary	Lect	Pha	B.Pharm (First)	General	31.12.1981 (36)	09.12.2010	15600 - 39100 + 6000	2559	35091	

Signature of the Principal/ Head of the Institution

	ur er	r m a c y				1. 2 0 0 7	0 0 - 3 9 1 0 0 + 6 0 0 0	4 4		
Mrs.Swati Chaudhary	Le ct ur er	P h a r m a c y	M.Pharm.(First) B.Pharm. (First)	Drug Regulatory affairs	03.06.1 988 (29)	0 1. 0 9. 2 0 1 4	1 5 6 0 0 - 3 9 1 0 0 + 6 0 0 0	2 1 6 0 0	29 16 0	
 Mr. Rajesh Kr. Goyal	Le ct ur er	P h a r m a c y	M.Pharm.(First) B.Pharm. (First)	Pharmaceutic s	24.02. 1977 (42)	0 1. 0 9. 2 0 1 6	1 5 6 0 0 - 3 9 1 0 0 + 6 0 0 0	2 1 6 0 0	29 16 0	

NOTE: Faculty Cadre Qualifications and pay scales shall be as per Haryana Government / AICTE.

TECHNICAL SUPPORTING STAFF

Signature of the Principal/ Head of the Institution

S. No	Name of the Staff	Department	Laboratory	Designation	Qualification	Previous Experience	Date of Birth & Age	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Signature
1	Mr. Neeraj Kumar	Pharmacy,	P. c. e. u. t. i. c. s. - I & II	Lab. Tech.	D. Pharm.	12 Yr.	04.03.76	27.9.06	9300 - 34800 +3200	13900	29690	
2	Ms. Nisha Nagar	Pharmacy,	P. C. o. g. n. o. s. y	Lab. Tech.	D. Pharm.	01 Month	20.08.1996	02.04.2018	9300 - 34800 +3200	12500	26750	
3	Mr. Tej Singh	Pharmacy,	H. A. P. & P. c. o. l. o. g. y	Lab. Assistant.	B. A.	11 Yr.	09.05.74	01.02.07	5200 - 20200 +2000	10640	22844	
4	Mr. Bhanwar Singh	Pharmacy,	P. C. h. e. m. - I - II	Lab. Assistant.	10 + 2	11 Yr.	19.03.83	13.09.07	5200 - 20200 +2000	10640	22844	

Signature of the Principal/ Head of the Institution

5	Mr.Rakesh Kumar	Pharmacy	HCP & Bio-Chem	Lab. Attnd.	10 th	03 Yr.	01.09.14	14.03.91	4440-7440+1650	6950	15347	
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MINISTERIAL STAFF											
S. No	Name of the Staff	Place of Work	Designation	Qualification	Previous Experience	Date of Birth & Age	Date of Joining	Scale of Pay	Present Basic Pay	Total emoluments	Signature
1	Mr. Rajesh Kumar	Office	Office Supdt.	B.A.	22 Yr.	19.01.1973	28.06.2004	9300-34800+3200	14926	31845	
2	Mr. Mahavir	Office	Clerk-cum-computer operator	B.A.	17 Yr.	08.05.1978	01.07.2004	5200-20200+2000	10800	23180	

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3	Mrs. Neeta Parashar	Library	Librarian	M.Lib.	07 Yr.	11.10.1982	03.8.2011	9300-34800+4200	13500	28850	
4	Mr. Ajay Sharma	Library	Lib. Assit.	10+2	1.6 Yr.	18.03.1995	02.01.2011	5200-20200+2000	7580	16418	
5	Mr. Kehar Singh	Office	Cleaner	5 th	22 Yr.	02.12.1968	28.06.2012	4440-7440+1650	9398	20236	
6	Mr. Bhim Singh	Office	Cleaner	9 th	15 Yr.	07.09.1978	28.06.2012	4440-7440+1650	9398	20236	
7	Mr. Anil Kumar	Lab.	Cleaner	5 th	05 Yr.	07.11.1984	02.12.2013	4440-7440+1650	8171	17659	
8	Mr. Anuj Garg	Store	Store-keeper	D. Pharm	04 Months	10.08.1994	02.01.2017	9300-34800+3200	12780	27338	

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9	Ms. Monika	Office	Steno grapher	M.B. A.	07 Months	24 .03 .19 88	01 .09 .20 16	520 0- 202 00+ 200 0	8140	175 94	
10	Mr. Yashvir Singh	Office	TP O	B.Tech.	04 Months	20 .07 .19 86	02 .01 .20 17	520 0- 202 00+ 200 0	8140	175 94	
11	Mr. Rahul Nagar	Office	A/ C/ Clerk	BBA	1 Year	22 .08 .19 95	01 .05 .20 18	520 0- 202 00+ 200 0	7580	164 18	
12	Mr. Vineet Garg	Ment tence nce Room	Elec tric ian	ITI	04 Months	28 .02 .72	02 .01 .19 17	520 0- 202 00+ 200 0	7580	164 18	
13	Mr. Mahender	Office	Peon	8 th	13 Yrs	01 .01 .71	28 .06 .20 04	444 0- 744 0 +16 50	8301	179 33	

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14	Mr. Joginder	Office	Peon	8th	19 Yr .	01 . 02 . 07 8	28 . 06 . 04	444 0- 744 0 +16 50	9398	202 36	
15	Mr. Shri Pal	Laboratory	Chowkidar	8th	23 Yr .	24 . 01 . 19 6 1	30 . 08 . 10	444 0- 744 0 +16 50	9901	212 92	

PART F–INFRASTRUCTURAL FACILITIES

Particulars	Number of rooms required	Minimum Carpet Area required	Carpet Area available	Shortfall
I	II	III	IV	V
Lecture Room - 1	01	90 sqm	90	
Lecture Room - 2	01	90 sqm	90	
Total no. of Labs for Diploma Pharmacy Course Preparation Room for each lab (One room can be shared by two labs, if it is in between two labs)	05	60 Sqm x n (n=05) (each including a preparation room of minimum 10 sqm)	308	
i. Pharmaceutics Laboratory	01	60 sqm	60	
ii. Pharmaceutical Chemistry Laboratory	01	60 sqm	60	
iii. Physiology and Pharmacology Laboratory	01	60 sqm	60	
iv. Pharmacy Practice Laboratory	01	60 sqm	60	

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v. Pharmacognosy Laboratory	01	60 sqm	68	
Animal House Whether computer simulated software are available in lieu of animal house (Yes/No)	01	75 sq.mts/ Computer Simulated Software	Computer simulated software available	
Machine Room	01	100 sqm	112	
Museum	01	30 sqm	30	
Aseptic Room	01	25 sqm	25	
Store Room – I	01	20 sqm	20	
Store Room – II (For Inflammable chemicals)	01	20 sqm	20	
Herbal Garden (Desirable)		Adequate number of Medicinal plants	Yes	
Library	01	150 sqm	150	
Seminar Hall/ Multipurpose Hall (02 Multimedia projector be made available)	01	132 sqm	132	
Language laboratory	01	132 sqm	132	

*of the total number of class rooms required at least 01 shall be a smart class room per department.

COMPUTERS, SOFTWARE, INTERNET AND PRINTERS						
Program	Number of PCs/ Laptops to students ratio (Min 20 PCs)	Legal System Software	Legal Application Software	LAN and Internet	Mail Server and Client	Printers including Color Printer (% of total number of PCs/ Laptops)
Pharmacy (Computer Centre of minimum 75 sqm be made available)	1:8	01	10	All	Desired	5%
	20	01	10	All	Yes	04

NOTE:

- At least 4 Mbps Wi-Fi connectivity at 4 or 5 hotspots shall be made available.
- Library, Administrative offices and Faculty members shall be provided with exclusive computing facilities along with LAN and Internet. This shall be considered as over and above the requirement meant for PCs to student's ratio.
- Every department shall have separate computer Laboratory with at least 20 computers. A centralized computer Laboratory with at least 100 computers.
- Central Xeroxing facility for students shall be made available.

ADMINISTRATIVE AREA				
Principal room	01	30 sqm	30	
Board room	01	20 sqm	20	
Main office	01			
	Campus having one program	150 sqm	150	
	Campus having more than one program	300 sqm	--	
Cabins for HOD	01	10 sqm	10	
Faculty rooms	-	30 sqm (subject to minimum 5 sqm for each faculty member)	30	
Central stores	01	30 sqm	30	
Maintenance Room	01	10 sqm	10	
Security Room	01	10 sqm	10	
Housekeeping Room	01	10 sqm	10	
Pantry for staff (Desirable)	01	10 sqm	10	
Examination control office (Confidential Room)	01	40 sqm	40	
Placement office	01	30 sqm	30	

AMENITIES				
Toilets (Ladies & Gents)	01	150 sqm	150	

Signature of the Principal/ Head of the Institution

Toilets for physically challenged	01	---	30	
Girls Common Room	01	75 sqm	75	
Boys Common Room	01	75 sqm	75	
Canteen/cafeteria (Desirable)	01	150 sqm	150	
First aid-cum-sick room	01	10 sqm	10	
Drinking water facility (water cooler) essential	01	--	Available	
Playground	-	Available/Not Available	Available	

PART G – EQUIPMENT AND APPARATUS

Laboratory wise List of Minimum equipments required for D. Pharm

PHARMACEUTICS

Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks
1.	Continuous Hot Extraction Equipment	05	05	Yes	
2.	Conical Percolator	05	15	Yes	
3.	Tincture Press	01	02	Yes	
4.	Hand Grinding Mill	01	02	Yes	
5.	Disintegrator	01	01	Yes	
6.	Ball mill	01	01	Yes	
7.	Hand operated Tablet machine	01	03	Yes	
8.	Tablet Coating Pan unit with hot air blower laboratory size	01	01	Yes	
9.	Polishing pan laboratory size	01	01	Yes	
10.	Monsanto's hardness tester	01	01	Yes	
11.	Pfizer type hardness tester	01	01	Yes	
12.	Tablet disintegration test apparatus IP	01	01	Yes	
13.	Tablet dissolution test apparatus IP	01	01	Yes	
14.	Granulating sieve set	10	10	Yes	
15.	Tablet counter – small size	05	05	Yes	
1	Friability tester	01	01	Yes	

Signature of the Principal/ Head of the Institution

17.	Collapsible tube – Filling and sealing equipment	01	01	Yes	
18.	Capsule filling machine – Lab size	01	01	Yes	
19.	Digital balance	01	01	Yes	
20.	Distillation unit for distilled water	02	02	Yes	

21.	Deionisation unit	01	01	Yes	
22.	Glass distillation unit for water for injection	01	01	Yes	
23.	Ampoule washing machine	01	01	Yes	
24.	Ampoule filling and sealing machine	01	01	Yes	
25.	Sintered glass filters for bacterial proof filtration(four different grades)	Adequate	Adequate	Yes	
26.	Millipore filter (3 grades)	Adequate	Adequate	Yes	
27.	Autoclave	01	01	Yes	
28.	Hot air sterilizer	01	01	Yes	
29.	Incubator	01	01	Yes	
30.	Aseptic cabinet	01	01	Yes	
31.	Ampoule clarity test equipment	01	01	Yes	
32.	Blender	01	01	Yes	
33.	Sieves set (Pharmacopoeial standard)	02	02	Yes	
34.	Lab Centrifuge	01	01	Yes	
35.	Ointment slab	Adequate	40	Yes	
36.	Ointment spatula	Adequate	40	Yes	
37.	Pestle and mortar porcelain	Adequate	66	Yes	
38.	Pestle and mortar glass	Adequate	21	Yes	
39.	Suppository moulds of three sizes	Adequate	27	Yes	
40.	Refrigerator	01	01	Yes	

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

PHARMACEUTICAL CHEMISTRY

Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks
1.	Refractometer	01	01	Yes	

Signature of the Principal/ Head of the Institution

2.	Polarimeter	01	01	Yes	
3.	Photoelectric colorimeter	01	01	Yes	
4.	pH meter	01	01	Yes	
5.	Atomic model set	02	02	Yes	
6.	Electronic balance	01	01	Yes	
7.	Periodic table chart	Adequate	01	Yes	

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

PHYSIOLOGY & PHARMACOLOGY LABORATORY

Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks
1.	Haemoglobinometer	20	21	Yes	
2.	Haemocytometer	10	11	Yes	
3.	Student's organ bath	1	02	Yes	
4.	Sherington's rotating drum	1	03	Yes	
5.	Frog board	Adequate	Adequate	Yes	
6.	Tray (dissecting)	Adequate	05	Yes	
7.	Frontal writing lever	Adequate	Adequate	Yes	
8.	Aeration tube	Adequate	Adequate	Yes	
9.	Telethermometer	1	01	Yes	
10.	Pole climbing apparatus	1	01	Yes	
11.	Histamine chamber	1	01	Yes	
12.	Simple lever	Adequate	Adequate	Yes	
13.	Staring heart lever	Adequate	10	Yes	
14.	Aerator	Adequate	05	Yes	
15.	Histological Slides	Adequate	60	Yes	
16.	Sphygmomanometer (B.P. apparatus)	5	10	Yes	
17.	Stethoscope	5	07	Yes	
18.	First aid equipment	Adequate	Adequate	Yes	
19.	Contraceptive device	Adequate	Adequate	Yes	
20.	Dissecting (surgical) instruments	Adequate	05	Yes	
21.	Balance for weighing small Animals	1	01	Yes	
22.	Kymograph paper	Adequate	Adequate	Yes	
23.	Actophotometer	1	01	Yes	
24.	Analgesiometer	1	01	Yes	
25.	Thermometer	Adequate	02	Yes	
26.	Plastic animal cage	Adequate	02	Yes	

Signature of the Principal/ Head of the Institution

27.	Double unit organ bath with thermostat	1	01	Yes	
28.	Refrigerator	1	01	Yes	
29.	Single pan balance	1	01	Yes	
30.	Charts	Adequate	Adequate	Yes	
31.	Human skeleton	1	01	Yes	
32.	Anatomical specimen (Heart, brain, eye, ear, reproductive system etc.,)	1 set	01 set	Yes	
33.	Electro-convulsimeter	1	01	Yes	
34.	Stop watch	Adequate	Adequate	Yes	
35.	Clamp, boss heads, screw clips	Adequate	Adequate	Yes	
36.	Syme's Cannula	Adequate	Adequate	Yes	

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

PHARMCOGNOSY LABORATORY

Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks
1.	Projection Microscope	01	01	Yes	
2.	Charts (different types)	Adequate	20	Yes	
3.	Models (different types)	Adequate	50	Yes	
4.	Permanent Slides	Adequate	100	Yes	
5.	Slides and Cover Slips	Adequate	500	Yes	

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

PHARMACY PRACTICE LABORATORY

Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks
1.	Colorimeter	2	02	Yes	
2.	Microscope	Adequate	40	Yes	
3.	Permanent slides (skin, kidney, pancreas, smooth muscle, liver etc.,)	Adequate	Adequate	Yes	
4.	Watch glass	Adequate	20	Yes	
5.	Centrifuge	1	01	Yes	
6.	Biochemical reagents for analysis of normal and pathological constituents in urine and blood facilities	Adequate	Adequate	Yes	
7.	Filtration equipment	2	02	Yes	
8.	Filling Machine	1	01	Yes	
9.	Sealing Machine	1	01	Yes	
10.	Autoclave sterilizer	1	01	Yes	

1	Membrane filter	1 Unit	01	Yes	
1			Adequate	Yes	
2	Sintered glass funnel with complete filtering assemble	Adequate	Adequate	Yes	

Signature of the Principal/ Head of the Institution

1 3 .	Small disposable membrane filter for IV admixture filtration	Adequate	Adequate	Yes	
1 4 .	Laminar air flow bench	1	01	Yes	
1 5 .	Vacuum pump	1	01	Yes	
1 6 .	Oven	1	01	Yes	
1 7 .	Surgical dressing	Adequate	Adequate	Yes	
1 8 .	Incubator	1	01	Yes	
1 9 .	PH meter	1	01	Yes	
2 0 .	Disintegration test apparatus	1	01	Yes	
2 1 .	Hardness tester	1	01	Yes	
2 2 .	Centrifuge	1	01	Yes	
2 3 .	Magnetic stirrer	1	01	Yes	
2 4 .	Thermostatic bath	1	01	Yes	

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

MUSEUM

Every Institution shall maintain a museum of crude drugs, herbarium sheets, botanical specimens of the drugs, and plants, mentioned in the course in addition the following are recommended.

Sr. No.	Requirement Prescribed by PCI	Available/Not Available	Remarks
1.	Colored slides of medicine plants.	Available	
2.	Display of popular patent medicines, and	Available	
3.	Containers of common usage in medicines.	Available	

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Basic amenities to be provided in all the laboratories

Sr. No.	Amenities required	Available/Not Available	Remarks
1.	All the Laboratories should be well lit & ventilated	Available	
2.	All Laboratories should be provided with basic amenities and services like exhaust fans and fume chamber to reduce the pollution wherever necessary.	Available	
3.	The workbenches should be smooth and easily cleanable preferably made of non -absorbent material.	Available	
4.	The water taps should be non-leaking and directly installed on sinks. Drainage should be efficient.	Available	
5.	Balance room should be attached to the concerned laboratories.	Available	
6.	Fire extinguishers shall be provided inside and outside the laboratory.	Available	
7.	Flooring of the lab shall be non-skid and non-static.	Available	
8.	Standard Operating Procedure (S.O.P.) for all the equipment and system must be prepared and properly displayed near the respective machine.	Available	
9.	All the electrically operated machinery should be properly earthed and bonded.	Yes	

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PART H– 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:

Sr. No.	Item	Titles (No)	Minimum Volumes (No)	Available		Remarks
				Titles	Numbers	
1.	Number of books	75	750 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	391	6310	
2.	Annual addition of books		75 books per year	206	725	
3.	Periodicals Hard copies / online		06 National Journals Indian Journal of Pharmaceutical Sciences Indian Journal of Pharmaceutical Education and Research Journal of Hospital Pharmacy Indian Journal of Pharmacology CIMS/ MIMS Indian Journal of Experimental Biology	07 Availabl e Availabl e Availabl e Availabl e Availabl e Availabl e		
4.	Library Timings	9.00 AM to 5.00 PM				

Subject wise Classification of Books:

Sr. No.	Subject	Available		Remarks
		Titles	Numbers	
1.	Pharmaceutics – I	57	575	
2.	Pharmaceutical Chemistry – I	45	566	
3.	Pharmacognosy	37	576	
4.	Biochemistry and Clinical Pathology	28	520	
5.	Human Anatomy and Physiology	28	616	
6.	Health Education and Community Pharmacy	16	516	
7.	Pharmaceutics – II	45	516	
8.	Pharmaceutical Chemistry – II	56	590	
9.	Pharmacology and Toxicology	30	586	
10.	Pharmaceutical Jurisprudence	11	466	
11.	Drug Store and Business Management	07	376	
12.	Hospital and Clinical Pharmacy	07	367	

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ESSENTIAL AND DESIRABLE REQUIREMENTS AS PER AICTE APH 2018-19			
Sr. No	Description	Availability [YES / NO]	Details to be provided. [Number, if so required]
Essential Requirements			
1	Standalone Language Laboratory	Yes	
2	Potable Water supply and outlets for drinking water at strategic locations	Yes	
3	Electric supply	Yes	
4	Sewage Disposal system	Yes	
5	Telephone	Yes	
6	Vehicle parking	Yes	
7	Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution.	Yes	
8	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed in the web site of the Institution	Yes	
9	Digital payment for all financial transactions as per MHRD directives	Yes	
10	Provision to watch MOOCS courses through Swayam	Yes	
11	Display board within the premises as well as in the web site of the of Institution indicating the Chairman / President of the Trust of the institute, faculty available, facilities offered / available at the institute and feedback facility of students	Yes	
12	Implementation of Unnat Bharat Abhiyan	Yes	
13	Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately (as per Chapter V of Approval Process Handbook 2018-19).	Yes	
14	Safety and Security measures in the Campus (as per Chapter V of Approval Process Handbook 2018-19 and Safety Guidelines issued by Department of Technical Education, Haryana)	Yes	

Signature of the Principal/ Head of the Institution

1 5 .	Safety provisions including fire and other calamities (Refer Annexures 8 and 9 of Approval Process Handbook 2018-19)	Yes	
1 6 .	Implementing Food Safety and Standards Act, 2006 in the Institution	Yes	
1 7 .	General Insurance provided for assets against fire, burglary and other calamities	Yes	

1 8 .	All weather approach road suitable for use by Motor vehicle- Motorized Road	Yes	
1 9 .	General Notice Board and Departmental Notice Boards	Yes	
2 0 .	First aid, Medical and Counseling Facilities	Yes	
2 1 .	Appointment of Student Counselor	Yes	
2 2 .	Group Insurance to be provided for the employees	NO	
2 3 .	Insurance for students	NO	
2 4 .	Institution-Industry Cell	Yes	
2 5 .	Placement Cell	Yes	
2 6 .	Applied for membership of National Digital Library	Yes	
2 7 .	Strong Room [Storing QPs & ASs]	Yes	
2 8 .	Security arrangement [Day / Night]	Yes	
2 9 .	Sufficient halls for Examination	Yes	
Desirable Requirements			
3 0 .	Implementation of the schemes announced by MHRD	Yes	
3 1 .	Offering of Skill development Courses approved by the Council	NO	
3 2 .	Participation in the National Institutional Ranking Framework (NIRF)	NO	
3 3 .	Fabrication facility Laboratory (FABLAB)/ Tinkering Laboratory/ Innovation Laboratory	NO	
3 4	Backup Electric Supply	Yes	

Signature of the Principal/ Head of the Institution

3 5 .	Availability of at least ONE Smart Classroom per Department	Yes	
3 6 .	Rain Water Harvesting and installation of grid connected solar rooftops/ Power Systems	Yes	
3 7 .	Waste management and environment improvement measures to ensure a sustainable Green Campus	Yes	
3 8 .	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.	Yes	
3 9 .	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	NO	
4 0 .	Transport	Yes	
4 1 .	Post, Banking Facility/ ATM	Yes	
4 2 .	CCTV Security System	Yes	
4 3 .	LCD (or similar) projectors in classrooms	Yes	

4 4 .	Staff Quarters	No	
4 5 .	Display of Courses and "Approved Intake" in the Institution at the entrance of the Institution. Courses taken through duly recognized MOOCs shall be used as Supplementary Courses.	Yes	
4 6 .	Implementation of Unnat Bharat Abhiyan/ SaansadAdarsh Gram Yojana (SAGY)	Yes	
4 7 .	Implementation of Startup Policy	NO	
4 8 .	Intellectual Property Right Cell	NO	
4 9 .	Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environment friendly disposal of used sanitary napkin through sanitary napkin incinerator	Yes	

PART I – FINANCIAL & PHYSICAL RESOURCES

Budgeted Expenditure for the year 2017-18 (Provisional)

Expenditure Heads	Budget (In lakhs)	Actual Expenditure	Shortfall if any
I. Academic Buildings:	50000	40530	
- Construction			
- Maintenance Expenses			
II. Laboratories/Computing Centre	150000	95503	
- New Equipment		51202	
- Furniture			
- Operation & Maintenance			

Signature of the Principal/ Head of the Institution

III. Salary - Salary of Teaching Staff - Salary of Non-Teaching Staff	2600000 4800000	2624995 4886992	
IV. Faculty/Staff Development (Seminars/Workshops/Incentive Schemes/Training/Higher Studies)			
V. Library - Books - Journals ,e-journals - E-library	200000	174150 25605 23470	
VI. Services - Administration/Transport/Hostels/Canteen/Security/Water/Electricity/P&T: - Hostel Maintenance - Landscaping - Internet facility	120000	124120	
VII. Students Activities - Extracurricular/Co-curricular/ Sports/Cultural /extra classes	150000 53000	151603 52104	
VIII. Medical Expenses -Full time or otherwise	12000	12550	
IX. Any Other, please specify	800000	750000	

Latest Balance Sheet of the Society certified from CA is to be attached.

Anx. XIV

PART J – STUDENT RELATED INFORMATION

Academic Performance of Last three Years (Attach Annexure if required)

S. No.	Course	Year	Sanctioned intake	No. of students admitted	Number of students Appeared in Board Exams	Students Passed	Passed with 1 st Division	Pass Percentage
					A	Number (B)		(B/A)*100
1	DIPLOMA PHARMACY	1 st year 2014-15	60	60	60	32	18	53
		2 nd year 2014-15	60	51	51	20	15	39
2	DIPLOMA PHARMACY	1 st year 2015-16	60	60	55	48	36	87
		2 nd year 2015-16	60	35	35	34	22	97
3	DIPLOMA PHARMACY	1 st year 2016-17	60	60	57	38	21	67
		2 nd year 2016-17	60	57	57	25	25	44

Signature of the Principal/ Head of the Institution

Up keep of Attendance Record of Students

S. No.	Course / with year/ Semester	Hours of teaching from start of session	Total students on roll	Number of students				Remarks
				Above 75%	Above 70%	Above 65%	Above 60%	
1.	D.Pharm. Ist year		60	59	0	0	01	
2.	D.Pharm. IInd year		43	43	0	0	0	

Details of classes conducted for D. Pharm 1st Year & 2nd Year

Class / Subject	Theory	Practicals					Remarks
	Prescribed No of Hours	No of Hours Conducted	Prescribed No of Hours	No of Hours Conducted	Prescribed No of classes	No of classes Conducted	
D. Pharm 1st Year							
Pharmaceutics – I	75	84	100	128	25	32	
Pharmaceutical Chemistry – I	75	83	75	87	25	29	
Pharmacognosy	75	89	75	93	25	31	
Biochemistry and Clinical Pathology	50	61	75	93	25	31	
Human Anatomy and Physiology	75	86	50	60	25	30	
Health Education and Community Pharmacy	50	66	---		---		
D. Pharm 2nd Year							
Pharmaceutics – II	75	89	100	124	25	31	
Pharmaceutical Chemistry – II	100	108	75	90	25	30	
Pharmacology and Toxicology	75	96	50	60	25	30	
Pharmaceutical Jurisprudence	50	55	---		---		
Drug Store and	75	87	---		---		

Signature of the Principal/ Head of the Institution

Business Management							
Hospital and Clinical Pharmacy	75	77	50	60	25	30	

Details:

- i. Merit position/toppers branch wise in the HSBTE Exams, if any.
- ii. Awards awarded by the Polytechnic to the academic toppers of the Polytechnic.
- iii. Steps taken for improving the academic results.
- iv. Conduct of extra classes for weak/ needy students

Yes

- v. Total no. of working days observed in Semester

168

- vi. Whether Alumni association is formed or not.
- vii. Efforts made for quality teaching/ improving pedagogy/ personality development & improvement in Communication Skill of students.

Personality Development Classes were conducted

- viii. Steps taken for improving academic ambiance of the Polytechnic like land scaping, horticulture, tree plantation etc.

Tree plantation drive on 11 october 2017

- ix. Utilization of student fund for student welfare activities.

- x. Teaching-Learning process:

- a. Whether Academic Calendar implemented? Yes
- b. Whether Teaching Aids used? Yes
- c. Whether Student Feedback implemented? Yes
- d. Any new innovation/ practice / technique adopted in teaching? Yes
- e. Whether Teacher's Diary maintained? Yes

Industry Institution Interaction & Placements**(a) Mention the following details if any.**

- i. Details of industrial tours/visits/ seminar etc. organized in the previous academic session
- ii. Consultancy
- iii. Industrial Project Work
- iv. Seminars:
Seminar on Polio Awareness Programme on 11.03.18 to 13.03.18
Seminar on First Aid Training Programme on 19.02.18
Seminar on Organ Donation on 20.03.2018

(b) Student's Placement:

- i. Whether training and placement cell has been established? Yes
- ii. Name of the Training and Placement Officer : Mr. YashveerBhati
- iii. Qualification and Experience of Training and Placement Officer: B.Tech(1yr)
- iv. Number of companies which visited the Institute during the last three years for campus interviews (Please supply the list of companies) & efforts made for improving Industrial Institution Interaction.

1. NexgenlifesciencePvt ltd, Ghaziabad
2. Max Hospital, Gurgaon

Signature of the Principal/ Head of the Institution

3. 1mg Technology Pvt Ltd, Gurgaon
4. Apollo Pharmacy, New Delhi
5. Win Medicare, Faridabad
6. Zovec Healthcare Pvt Ltd, Faridabad
7. Global Healthline Pvt Ltd, New Delhi
8. Starwire India Ltd, Faridabad
9. Bluegreen Drug & Surgicals Pvt Ltd, New Delhi

v. Number of extension lectures delivered by outside experts during the last three year: 6

vi. Course wise number of students placed during the last 3 years:

Course	No. of Eligible Students	No. of Students Placed	Percentage
D.Pharmacy (2015-16)	20	6	30
D.Pharmacy (2016-17)	34	25	74
D.Pharmacy (2017-18)	25	21	84

Extra Curricular Activities

Brief account of the activities/ achievements of the Institute during the previous year:

- i. Games and sports: Sports day on 1-2 March 2017
- ii. Poster Presentation on 14 September 2017
- iii. Cultural activities: Fresher's party on 11 august 2017, Farewell party on 6 April 2017, Yoga Day on 22.02.18
- iv. Orientation day on 3rd august 2017, Swach Bharat Abhiyaan 13-15 November 2017

PART K – FACULTY DEVELOPMENT INITIATIVES

- i. Number of faculty sponsored by the institute since its inception to till date for improvement of academic qualification teaching skills etc.
- ii. Number of faculty sponsored to attend training conference and other professional meeting within and outside the country and the total amount spent for this purpose by the Institute/ Trust/ Society.
- iii. Number of faculty sponsored for industrial training.
- iv. Does the institute possess any faculty development plan, if so give the details.

PART L– OTHERS

1. Please state whether the applicant is running and / or managing any other technical / professional institution which is approved in the premises on sharing basis. If so, please give the name of the programs / courses being conducted.
2. Whether the applicant has any Court Case in respect of violation of provisions of State Govt. / UGC or that of any other statutory body including AICTE / NCHMCT / PCI.
3. Has the institute ever been served show cause notice by the Board for indulging in malpractices in conduct of Board examination? If Yes, Please mention the details and its present status.
4. Has the institute ever been served show cause notice by the DTE / AICTE / PCI / NCHMCT / HSBTE for indulging in malpractices / violation of rules, etc? If Yes, Please mention the details and its present status.

Signature of the Principal/ Head of the Institution

5. Please submit status of compliance in respect of various conditions / guidelines as per latest AICTE approval Letter.
6. Please submit status of compliance in respect of Grievance Redressal Committee for students as notified by AICTE.
7. Please submit status of compliance in respect of various conditions / guidelines as per latest DTE / State Govt. NOC.
8. Whether any deficiencies were reported by the AICTE during last two years? If Yes, Please submit the compliance of these deficiencies.
9. Whether any deficiencies were reported by the DTE / HSBTE during last two years? If Yes, Please submit the compliance of these deficiencies.
10. Please describe briefly future plans for improvements in infrastructure / expansion in academic and other activities to fully meet the norms and standards.

Name and Signature of the Principal /
Director of the Institution.

Counter signed by:

(Chairman / President of the Society / Trust / Board)

(Two Members on Society/Trust/Board)

Signature of the Principal/ Head of the Institution

Annexure-A

MEMBER /INDIVIDUAL DETAILS

Details of the Individuals/ members/office bearers of organization

- 1. **Name**.....
- 2. **Father Name**.....
- 3. **Designation in the Trust/Society/Mission/Company etc..**
.....
- 4. **Permanent Address**.....
.....
- 5. **Correspondence Address**.....
.....
- 6. **E-Mail ID**.....
- 7. **Occupation**.....
- 8. **Qualification Details**.....
- 9. **Telephone/Mobile Number/FAX Number**.....
- 10. **Work place address**.....
- 11. **Pan Number**.....
- 12. **Aadhar Number**.....
- 13. **DIN Number**.....

Note:-Information regarding all the members as per the constitution of the Society/Company/Trust/etc. have to be provided. This is to be filled up by each member separately.

Date:

Place:

(Signature)