

PHARMACY COUNCIL OF INDIA

Standard Inspection Format (S.I.F) for institutions conducting D. Pharm course
(To be filled and submitted to PCI by an organization seeking approval of the course / continuation of the approval)

(SIF-A)

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.
(BLOCK LETTERS)

2.

PART - I

A - GENERAL INFORMATION

<p>A - I. 1 Name of the Institution: Complete Postal address: STD code Telephone No. Fax No. E-mail</p>	<p><i>Ayushi Kallige of Pharmacy</i> <i>Vill - Dashrathpur, P.O. - Sakauti</i> <i>N.H. - 58, Distt - Meerut (U.P.)</i> <i>9761777530</i> <i>info. ayushi2018@gmail.com</i></p>
<p>Year of starting of the course Status of the course conducting body: Government / University / Autonomous / Aided / Private (Enclose copy of Registration documents of Society/Trust)</p>	<p><i>2018</i> <i>Private</i></p>
<p>A - I. 2 Name, address of the Society/Trust/ Management (attach documentary evidence) STD Code: Telephone No: Fax No: E-mail Web Site:</p>	<p><i>Kedar Nath Educational And Charitable Trust.</i> <i>Vill - Dashrathpur P.O. - Sakauti</i> <i>N.H. - 58, Distt - Meerut (U.P.)</i> <i>9761777530</i> <i>info. ayushia2018@gmail.com</i></p>
<p>A - I. 3 Name, Designation and Address of person to be contacted by phone STD Code Telephone No Office Residence Mobile No. Fax No E-Mail</p>	<p><i>Charanbir Singh, Chairman</i> <i>T-26, Palkapuram Phase-2</i> <i>N.H. - 58, Distt - Meerut</i> <i>9761777530</i> <i>info. ayushia2018@gmail.com</i></p>
<p>A - I. 4 Name and Address of the Head of the Institution</p>	<p><i>Charanbir Singh</i></p>
<p>A - I. 4 a) Whether the Jan Aushadhi Medical Store has been opened by your institution</p>	<p align="right">Yes / No (Please tick (✓) the relevant portion)</p>

Signature of the Head of the Institution

Signature of the Inspectors

New Kallege

B - DETAILS OF THE INSTITUTION

B-I.1 Name of the Principal					
Qualification/ Experience	Qualification*		Teaching Experience Required	Actual experience	Remarks of the Inspectors
	M. Pharm		05 years		
	PhD (Desirable)		02 years		

* Documentary evidence should be provided

B-I.2

For institution seeking continuation of approval

Course	Date of last Inspection	Remarks of the Previous Inspection Report	Complied / Not Complied	Intake reduced/Stopped in the last 03 years*
D. Pharm				

* Enclose Documents

B-I.3

Pay Scales:

Staff	Scale of pay	PF	Gratuity	Pension benefit	Remarks of the Inspectors
Teaching Staff	AICTE /UGC/State Govt. Yes / No	Yes / No	Yes / No	Yes / No	
Non- Teaching Staff	State Government Yes / No	Yes / No	Yes / No	Yes / No	

B-I.4

D. Pharm Course: Admission statement for the past three years

ACADEMIC YEAR	200-	200-	200-
Sanctioned			
No. of Admissions			
Unfilled Seats			
No. of Excess Admissions			

B-I.5

Academic information: Percentage of D. Pharm results for the past three years:

ACADEMIC YEAR	Year 200-	Year 200-	Year 200-
D. Pharm			

Signature of the Head of the Institution

Signature of the Inspectors

B - II

New College

Co - Curricular Activities / Sports Activities

Whether college has NSS Unit (Yes/No)? If no give reasons	
NSS Programme Officer's Name Programme conducted (mention details)	
Whether students participating in University level cultural activities / Co-curricular/sports activities	Yes/No
Physical Instructor	Available / Not available
Sports Ground	Individual / Shared

Signature of the Head of the Institution

Signature of the Inspectors

~~NEW YORK~~
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 Inspectors
Sl. No.	Particulars	Amount	Sl. No.	Particulars	Amount	
1.	Grants a. Government b. Others		CAPITAL EXPENDITURE			
2.	Tuition Fee		1.	Building		
3.	Library Fee		2.	Equipment		
4.	Sports Fee		3.	Others		
5.	Union Fee		REVENUE EXPENDITURE			
6.	Others		1	Salary		
			2.	MAINTENANCE EXPENDITURE		
				i College		
				ii Others		
			3.	University Fee (If any)		
			4.	Apex Bodies Fee		
			5.	Government Fee		
			6.	Deposit held by the College		
			7.	Others		
			8.	Misc. Expenditure		
			Total			
Total						

Note: Enclose relevant documents

Signature of the Head of the Institution

Signature of the Inspectors

PART- II PHYSICAL INFRASTRUCTURE

1. a. Building : Own/Rented/Leased
- b. Land:
 i) Leased or own : Leased Own
- Sale / Agreement deed (records to be enclosed) : Enclosed/Not available
- c. Building: Leased Rented
- i) Leased/Rented † (Record to be enclosed) : Enclosed/Not available
 ii) If Own (Approved Building plan & sale deed to be enclosed) : Enclosed/Not available
- d. Total Area of the college building in Sq.mts : Built up Area
 Amenities and Circulation Area

2. Class rooms:

Total Number of Class rooms provided

Class	Required	Available	Required Area * for each class room	Available Area in Sq. mts	Remarks of the Inspectors
D. Pharm	02	2	90 Sq. mts	90	

(* To accommodate 60 students)

3. Laboratory requirement

Sl. No.	Name of Infrastructure	Requirement as per Norms	Available		Remarks/ Deficiency
			No.	Area in Sq. mts	
1	Laboratory Area for D.Pharm Course	50 Sq mts x n (n=05)	5	375	
2	Pharmaceutics Pharmaceutical Chemistry Physiology and Pharmacology Pharmacy Practice Pharmacognosy Total no. of Labs for D. Pharm Course *Animal House	01 Laboratory 01 Laboratory 01 Laboratory 01 Laboratory 01 Laboratory 05 Laboratories 01 (10 sq.mts)		75 75 75 75 75	
3	Preparation Room for each lab (One room can be shared by two labs, if it is in between two labs)	10 Sq.mts (minimum)	5	10	
4	Area of the Machine Room	100 Sq mts	1	100	
5	Aseptic Room	25 Sq mts	1	30	
6	Store Room - I	1 (Area 20 Sq mts)	1	25	
7	Store Room - II (For Inflammable chemicals)	1 (Area 20 Sq mts)	1	25	

* Not required if computer simulated software are available

Signature of the Head of the Institution

Signature of the Inspectors

† The Institutions will not be permitted to run the courses in 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 fume chamber to reduce the pollution wherever necessary.
3. The workbenches should be smooth and easily cleanable preferably made of non-absorbent material.
4. The water taps should be non-leaking and directly installed on sinks Drainage should be efficient.
5. Balance room should be attached to the concerned laboratories.

4. Administration Area:

Sl. No.	Name of infrastructure	Requirement as per Norms in number	Requirement as per Norms in area	Available		Remarks/ Deficiency
				No.	Area in Sq. mts	
1	Principal's Chamber	01	20 Sq mts	1	25	
2	Office – 1 Including Confidential Room	01	40 Sq mts	1	40	
3	Staff / Faculty Rooms for D. Pharm course	01	30 Sq mts	1	35	
4	Library with computer and reprographic facilities	01	100 Sq mts	1	150	
5	Museum	01	30 Sq mts (May be attached to the Pharmacognosy Lab)	1	30	
6	Auditorium / Multi Purpose Hall (Desirable)	01	250 – 300 seating capacity	-	-	
7	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	-	-	

Signature of the Head of the Institution

Signature of the Inspectors

5. Student Facilities:

Sl. No.	Name of infrastructure	Requirement in number	Requirement in area	Available		Remarks/ Deficiency
				No.	Area in Sq. mts	
1	Girl's Common Room (Essential)	01	40 Sq mts	1	75	
2	Boy's Common Room (Essential)	01	40 Sq mts	1	75	
3	Toilet Blocks for Boys	01	25 Sq mts	1	25	
4	Toilet Blocks for Girls	01	25 Sq mts	1	25	
5	Canteen (Desirable)	01	100 Sq mts	-	25	
6	Drinking Water facility Water Cooler (Essential)	01		Yes	-	
7	Boy's Hostel (Desirable)	01	9 Sq mts / Room Single occupancy	-	-	
8	Girl's Hostel (Desirable)	01	9 Sq mts / Room (single occupancy) 20 Sq mts/room (triple occupancy)	-	-	
9	Power Backup Provision (Desirable)	01		Yes	-	

6. Computer and other Facilities:

Name	Required	Available	Available		Remarks of the Inspectors
			No.	Area in Sq. mts	
Computer (latest Configuration)	1 system for every 10 students	Yes	20	-	
Printers	1 printer for every 10 computers	Yes	2	-	
Xerox Machine	01	Yes	1	-	
Multi Media Projector	02	Yes	2	-	

7. Amenities (Desirable)

Name	Requirement as per Norms in area	Available		Not Available	Remarks/ Deficiency
		No.	Area in Sq. mts		
Principal quarters	80 Sq. mts	-	-	-	
Staff quarters	6 x 80 Sq. mts	-	-	-	
Parking Area for staff and students		-	-	-	
Bank Extension Counter		-	-	-	
Co operative Stores		-	-	-	
Guest House	80 Sq. mts	-	-	-	
Transport Facilities for students		-	-	-	
Medical Facility (First Aid)		Yes	-	-	

Signature of the Head of the Institution

Signature of the Inspectors

8. 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
				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	75	750	
2	Annual addition of books		75 books per year	43	75	
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.	43	06	
4	Library Timings	<i>new college</i>				

8.B. Subject wise Classification:

Sl. No	Subject	Available		Remarks of the Inspectors
		Titles	Numbers	
1	Pharmaceutics - I			
2	Pharmaceutical Chemistry - I			
3	Pharmacognosy			
4	Biochemistry and Clinical Pathology			
5	Human Anatomy and Physiology			
6	Health Education and Community Pharmacy			
7	Pharmaceutics - II			
8	Pharmaceutical Chemistry - II			
9	Pharmacology and Toxicology			
10	Pharmaceutical Jurisprudence			
11	Drug Store and Business Management			
12	Hospital and Clinical Pharmacy			

8.C. Library Staff:

	Staff:	Qualification	Required	Available	Remarks of the Inspectors
2	Library Attenders	10+ 2 /PUC	1		

Note: The information provided will be assessed in giving the period of approval

Signature of the Head of the Institution

Signature of the Inspectors

New College
PART III ACADEMIC REQUIREMENTS

Course Curriculum:

1. Student Staff Ratio:

Theory Practicals

(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

2. Date of Commencement of session:

Commencement	Completion
DD/MM/YY	DD/MM/YY

No of Days

No of Days

3. Vacation:

Summer:

Winter:

← N/A →

4. Total Number of working days:

5. Time Table:

Time Table for I and II D. Pharm Enclosed

Yes

No

6. Whether the prescribed numbers of classes are being conducted as per PCI norms

Class / Subject	Theory		Practicals				Remarks of the Inspectors
	Prescribed No of Hours	No of Hours Conducted	Prescribed No. of Hours	No of Hours Conducted	Prescribed Number of Classes	No of Classes conducted	
I D. Pharm							
Pharmaceutics – I	75		100		25		
Pharmaceutical Chemistry – I	75		75		25		
Pharmacognosy	75		75		25		
Biochemistry and Clinical Pathblogy	50		75		25		
Human Anatomy and Physiology	75		50		25		
Health Education and Community Pharmacy	50		----		----		
II D. Pharm							
Pharmaceutics – II	75		100		25		
Pharmaceutical Chemistry – II	100		75		25		
Pharmacology and Toxicology	75		50		25		
Pharmaceutical Jurisprudence	50		----		----		
Drug Store and Business Management	75		----		----		
Hospital and Clinical Pharmacy	75		50		25		

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Signature of the Inspectors

7. Whether Internal Assessments are conducted periodically as per PCI norms

Yes No

8. Whether Evaluation of the internal assessments is Fair

Yes No

Class	No. of Candidates scored more than 80%		No. of Candidates scored between 60 - 80%		No. of Candidates scored between 50 - 60%		No. of Candidates Less than 50%		Remarks of the Inspectors
	Th	Pr	Th	Pr	Th	Pr	Th	Pr	
I D. Pharm									
II D. Pharm									

9. Workload of Faculty members for D. Pharm

Sl. No	Name of the Faculty	Subjects taught	D. Pharm				Total work load	Remarks of the Inspector
			I D. Ph		II D. Ph			
			Th	Pr	Th	Pr		

Signature of the Head of the Institution

Signature of the Inspectors

New College

PART IV - PERSONNEL

TEACHING STAFF.

1. Details of Teaching Faculty for D. Pharm Course to be enclosed in the format mentioned below:

Sl No	Name	Designation	Qualification	Date of Joining	Teaching Experience		State Pharmacy Council Reg No.	Signature of the faculty	Remarks of the Inspectors
					After UG	After PG			

2. Qualification and number of Staff Members

Number of staff members required: 07

Qualification			
B. Pharm	M. Pharm	PhD	Others - Full Time

3. Details of Faculty Retention for:

Name of Faculty Member	Period		Percentage
	Duration of 15 yrs. And above	Duration of 10 yrs. And above	

4. Details of Faculty Turnover-

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
		% of faculty retained in last 3 yrs			

5. No. of Non-teaching staff available for D. Pharm course for intake of 60 Students:

Sl. No.	Designation	Required Number	Required Qualification	Available		Remarks of the Inspection team
				Number	Qualification	
1	Laboratory Technician	02	D. Pharm			
2	Laboratory Assistants/ Attenders	04	SSLC			
3	Office Superintendent	01	Degree			
4	Accountant cum Clark	01	Degree			
5	Store keeper	01	D. Pharm			
6	Computer Data Operator	01	10+2 with computer training			
7	Peon	02	SSLC			
8	Cleaning personnel	04	---			
9	Gardener	01	---			

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Signature of the Inspectors

New College
PART V - DOCUMENTATION

Records Maintained: (Essential)

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

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Signature of the Inspectors

New College

PART - VI

1. Financial Resource allocation and utilization for the past three years:
(Audited Accounts for the previous year to be enclosed)

Sl No.	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs			Remarks of the Inspectors*
	Total budget sanctioned	Recurring	Non Recurring	Total Budget Sanctioned	Recurring	Non Returning	Total Budget Sanctioned	Recurring	Non Returning	

2. Total amount spent on chemicals and glassware for the past three years: New College

Sl No.	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	

3. Total amount spent on equipments for the past three years: New College
(Enclose purchase invoice)

Sl No.	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	

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— New College —

4. Total amount spent on Books and Journals for the past three years:

Sl No.	Expenditure in Rs.			Expenditure in Rs.			Expenditure in Rs.			Remarks of the Inspectors*
	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	Total budget allocated	Sanctioned	Incurred	
1	Books									
2	Journals									

*Last three years including this academic year till the date of inspection

Signature of the Head of the Institution

Signature of the Inspectors

← New College →

PART VII - EQUIPMENT AND APPARATUS
Department wise List of Minimum equipments required for D. Pharm

PHARMACEUTICS
Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Continuous Hot Extraction Equipment	05			
2	Conical Percolator	05			
3	Tincture Press	01			
4	Hand Grinding Mill	01			
5	Disintegrator	01			
6	Ball mill	01			
7	Hand operated Tablet machine	01			
8	Tablet Coating Pan unit with hot air blower laboratory size	01			
9	Polishing pan laboratory size	01			
10	Monsanto's hardness tester	01			
11	Pfizer type hardness tester	01			
12	Tablet disintegration test apparatus IP	01			
13	Tablet dissolution test apparatus IP	01			
14	Granulating sieve set	10			
15	Tablet counter - small size	05			
16	Friability tester	01			
17	Collapsible tube - Filling and sealing equipment	01			
18	Capsule filling machine - Lab size	01			
19	Digital balance	01			
20	Distillation unit for distilled water	02			
21	Deionisation unit	01			
22	Glass distillation unit for water for injection	01			
23	Ampoule washing machine	01			
24	Ampoule filling and sealing machine	01			
25	Sintered glass filters for bacterial proof filtration (four different grades)	Adequate			
26	Millipore filter (3 grades)	Adequate			

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Signature of the Inspectors

new college

27	Autoclave	01			
28	Hot air sterilizer	01			
29	Incubator	01			
30	Aseptic cabinet	01			
31	Ampoule clarity test equipment	01			
32	Blender	01			
33	Sieves set (Pharmacopoeial standard)	02			
34	Lab Centrifuge	01			
35	Ointment slab	Adequate			
36	Ointment spatula	Adequate			
37	Pestle and mortar porcelain	Adequate			
38	Pestle and mortar glass	Adequate			
39	Suppository moulds of three sizes	Adequate			
40	Refrigerator	01			

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

new college

PHARMACEUTICAL CHEMISTRY
Equipment:

Sl. No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Refractometer	01			
2	Polarimeter	01			
3	Photoelectric colorimeter	01			
4	pH meter	01			
5	Atomic model set	02			
6	Electronic balance	01			
7	Periodic table chart	Adequate			

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

Signature of the Head of the Institution

Signature of the Inspectors

new college

PHYSIOLOGY & PHARMACOLOGY LABORATORY

SI No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
1	Haemoglobinometer	20			
2	Haemocytometer	10			
3	Student's organ bath	1			
4	Sherrington's rotating drum	1			
5	Frog board	Adequate			
6	Tray (dissecting)	Adequate			
7	Frontal writing lever	Adequate			
8	Aeration tube	Adequate			
9	Telethermometer	1			
10	Pole climbing apparatus	1			
11	Histamine chamber	1			
12	Simple lever	Adequate			
13	Staring heart lever	Adequate			
14	Aerator	Adequate			
15	Histological Slides	5			
16	Sphygmomanometer (B.P. apparatus)	5			
17	Stethoscope	Adequate			
18	First aid equipment	Adequate			
19	Contraceptive device	Adequate			
20	Dissecting (surgical) instruments	Adequate			
21	Balance for weighing small Animals	1			
22	Kymograph paper	Adequate			
23	Actophotometer	1			
24	Analgesiometer	1			
25	Thermometer	Adequate			
26	Plastic animal cage	Adequate			
27	Double unit organ bath with thermostat	1			
28	Refrigerator	1			
29	Single pan balance	1			
30	Charts	Adequate			

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31	Human skeleton	1			
32	Anatomical specimen (Heart, brain, eye, ear, reproductive system etc.)	1 set			
33	Electro-convulsimeter	1			
34	Stop watch	Adequate			
35	Clamp, boss heads, screw clips	Adequate			
36	Syme's Cannula	Adequate			

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

PHARMCOGNOSY LABORATORY

New College

Equipment:

Sl No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
		01			
1	Projection Microscope	Adequate			
2	Charts (different types)	Adequate			
3	Models (different types)	Adequate			
4	Permanent Slides	Adequate			
5	Slides and Cover Slips	Adequate			

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

PHARMACY PRACTICE LABORATORY

New College

Equipment:

Sl No.	Name	Minimum required Nos.	Available Nos.	Working Yes / No	Remarks of the Inspectors
		2			
1	Colorimeter	Adequate			
2	Microscope	Adequate			
3	Permanent slides (skin, kidney, pancreas, smooth muscle, liver etc.,)	Adequate			
4	Watch glass	1			
5	Centrifuge	Adequate			
6	Biochemical reagents for analysis of normal and pathological constituents in urine and blood facilities	2			
7	Filtration equipment	2			

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8	Filling Machine	1		
9	Sealing Machine	1		
10	Autoclave sterilizer	1		
11	Membrane filter	1 Unit		
12	Sintered glass funnel with complete filtering assemble	Adequate		
13	Small disposable membrane filter for IV admixture filtration	Adequate		
14	Laminar air flow bench	1		
15	Vacuum pump	1		
16	Oven	Adequate		
17	Surgical dressing	1		
18	Incubator	1		
19	PH meter	1		
20	Disintegration test apparatus	1		
21	Hardness tester	1		
22	Centrifuge	1		
23	Magnetic stirrer	1		
24	Thermostatic bath	1		

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.

1. Colored slides of medicine plants.
2. Display of popular patent medicines, and
3. Containers of common usage in medicines.

Signature of the Head of the Institution

Signature of the Inspectors

Observation of the Inspectors:

Compliance of the last recommendations by Inspectors

Specific observations if not complied

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