

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

- To be filled by Polytechnic Institutions offering diploma pharmacy course seeking extension of affiliation for 2018-19.**
- Please provide the actual information, if any information found false/incorrect may lead to disaffiliation of the Institute from HSBTE**

**INSTITUTE CODE: 051**

**PART A – GENERAL INFORMATION**

<b>Society / Trust / Company (U/S 25)</b>	
Name & Address of the <b>Society</b> / Trust / Company (U/S 25 of Companies Act, 1956):	RASHTRIYA VIDYA SAMITI (REGD.) AMBALA ROAD, KAITHAL
Complete Postal address:	R.K.S.D. College, Ambala Road, Kaithal
<b>Society</b> / Trust / Company Registration Number	XXI OF 1860 (Old), HR-005-2016-01367 (Revised)
Date of Registration	18.01.1954 (Old), 28.12.16 (Revised)
Place of Registration	REGISTRAR OF JOINT STOCK COMPANIES, JULLUNDUR (PB.) (Old), District Registrar, Kaithal (Revised)
Name of the Chairman / President of the <b>Society</b> / Trust / Company	Sh. Saket Kumar Mangal, Advocate
STD code & Telephone No. (LL) Mobile No.	9812020182
Fax No.	01746-234668
E-mail	rksdcpktl@hry.nic.in
<b>Institution</b>	
Name of the Institution run by the Trust / Society / Company:	R.K.S.D. COLLEGE OF PHARMACY
Complete Postal address:	Ambala Road, Kaithal
STD code & Telephone No. (LL) Mobile No.	9416151862
Fax No.	01746-234668
E-mail	rksdcpktl@hry.nic.in
Type of the Institute (Write the appropriate one)	Private
Year of starting of the Institute	2004
Name of the Principal of the Institute	Dr. S. C. Arora
Qualifications	M. Pharm., Ph.D.
Date of Joining of the Institute	01.07.04
Contact Nos. (LL along with STD Code / Mobile No.)	94161-51862
E-mail	scarora_1952@rediffmail.com

**Signature of the Principal/ Head of the Institution**

**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	✓ Urban	Non-Urban
	Town and Country Planning Dept.		
	Development Authority		
	State Revenue Authority ✓ <b>(Annexure-I)</b>		
Land (Area in acres)	2.86 Acres		
Ownership of Land (Please tick the applicable one)	Government	Trust	Society ✓
	Govt. Leased	✓ Owned	Company (U/S 25)
Resolution of Society for use of ear marked Land for establishment of Polytechnic	<b>(Annexure-II)</b>		
No encumbrances certificate (contiguous-in single patch)	<b>(Annexure-III)</b>		
Change of Land Use Certificate (CLU) (Please tick the competent issuing authority & attach documents)	Town and Country Planning Dept.		
	Development Authority		
	Municipal Authority	✓	<b>(Annexure-IV)</b>
	Revenue Authority		
Khasra Plan / Master Plan (Please tick the competent issuing authority & attach documents)	Town and Country Planning Dept.		
	Development Authority		
	Revenue Authority	✓	<b>(Annexure-V)</b>
Site Plan (Please tick the competent issuing authority & attach documents)	Town and Country Planning Dept.		
	Development Authority		
	Revenue Authority		
	Municipal Authority	✓	<b>(Annexure-VI)</b>
Building Plan (Please tick the competent issuing authority & attach documents)	Total built-up area	5500 Sqm	
	Development Authority		
	Revenue Authority		
	Municipal Authority	✓	<b>(Annexure-VII)</b>
Occupancy certificate (Please tick the competent issuing authority & attach documents)	Rural area:	Tehsildar	
	Urban area:	Municipal Corporation /	✓ <b>(Annexure-VIII)</b>
		Municipal Committee /	
		HUDA	
Structural stability certificate issued by Registered Structural Engineer (applicable in case where occupancy certificate is more than 30 years old)	Yes	<b>(Annexure-IX-a)</b>	

**Signature of the Principal/ Head of the Institution**

Access to the site (National Highway/ State Highway/ Village Road/ Kacha Road and Permission from competent authority to use	NH-65 (Hisar-Chandigarh)	
NOC from Local Fire Service Authorities (to ensure fire and life safety measures)	Yes	<b>(Annexure-IX-b)</b>
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)

<b>Approving authority</b>	<b>Letter Number</b>	<b>Date</b>	<b>Annexure</b>
Copy of last AICTE approval letter	North-West/1-3514166889/2018/EOA	04-04-2018	<b>(Annexure-X)</b>
Copy of last PCI approval letter (if applicable)	Item No. 157, EC meeting 289 <sup>th</sup>	23-03-2018	<b>(Annexure-XI)</b>
Copy of last affiliation letter of HSBTE	78	15-05.2017	<b>(Annexure-XII)</b>
Copy of NOC of State Government	Engg3524	15.12.2003	<b>(Annexure-XIII)</b>

### **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/No

<b>NAME AND ADDRESS OF THE MEMBERS OF THE GOVERNING BODY AS PER THE COMPOSITION PRESCRIBED BY AICTE</b>							
<b>S.No</b>	<b>Name</b>	<b>Position</b>	<b>Qualification</b>	<b>Present Professional position / Occupation</b>	<b>Telephone Numbers</b>	<b>E-mail</b>	<b>Address</b>
<b>01</b>	Sh. Saket Kumar Mangal, Advocate	President	LLB	Advocate & Social Activist	9812020182		Chandana Gate, Kaithal

**Signature of the Principal/ Head of the Institution**

<b>02</b>	Ashwani Kumar	Vice President	Graduate	Businessman & Social Activist	9812322804		Professor Colony, Kaithal
<b>03</b>	Pankaj Bansal	Gen. Secretary	Graduate	Businessman & Social Activist	9991477777		HUDA, Kaithal
<b>04</b>	Shyam Sunder Bansal	Treasurer	Graduate	Businessman & Social Activist	9416383111		Chandana Gate, kaithal

**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

**Signature of the Principal/ Head of the Institution**

### PART E– STAFF STATUS

NAME OF THE PRINCIPAL								
Stamp Size Photo	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
	24.06.1952 64 Yrs	Ph. D.	P'Ceutical Sciences	01.07.2004	18400-500-23400	23900	103817	
		M. Pharm.	P'Ceutics					
		B. Pharm	Pharmacy					

PRINCIPAL - EXPERIENCE					
Teaching			Industry		
Institution	Position	Years	Institution	Position	Years
R.K.S.D. College of Pharmacy	Principal/Director	14 Yrs	Gaylord Pharmaceutical	Analytical and Manufacturing Chemist	6 Yrs
Agra Public Institute, Agra	Offg. Principal	4 Yrs (Approx.)	Quality Pharmaceutical	Analytical and Manufacturing Chemist	8 Yrs
SBMNIPR, Asthal Bohar	Offg. Principal	4 Yrs (Approx.)	Gaylord Pharmaceutical	Analytical and Manufacturing Chemist	5 Yrs

#### 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
<b>Teaching staff (for 60 students)</b>						
HOD(s)	M. Pharm.	M. Pharm.	01	01	Nil	
Sr. Lecturer(s)	M. Pharm.	M. Pharm.	01	01	Nil	
Lecturer(s)	M. Pharm.	M. Pharm.	04	04	Nil	
TPO	B. Tech. / B. Pharm	M. Pharm.	01	01	Nil	
<b>Technical supporting staff</b>						
Laboratory Technician	D. Pharm	D. Pharm.	02	02	Nil	
Laboratory Assistant/Attendant	SSLC/10+2	10+2	04	04	Nil	
<b>Library staff</b>						
Librarian/ Asstt. Librarian	B. Lib/D. Lib	M. Lib.	01	01	Nil	

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Library attendant	10+ 2 /SSLC	Graduate	01	01	Nil	
<b>Office staff</b>						
Office Superintendent	Graduation	Graduate	01	01	Nil	
Accountant/Assistant	Graduation	Graduate	01	01	Nil	
Sr. Stenographer/ PA to Principal	Graduation	Post Graduate	01	01	Nil	
Clerk-cum- Computer Operator	10+2 with computer training	Graduate	01	01	Nil	
<b>Other supporting staff</b>						
Store Keeper	D. Pharm	D. Pharm.	01	01	Nil	
Driver	Valid driving License	Valid driving License	01	01	Nil	
Electrician	Diploma/ITI	Diploma	01	01	Nil	
Gardeners	---	---	01	01	Nil	
Watchman/ Chowkidar	---	---	02	02	Nil	
Peons	SSLC	SSLC	02	02	Nil	
Cleaning personnel	---	---	04	04	Nil	

<b>TEACHING FACULTY – QUALIFICATION</b>										
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
(As per Annexure-XIV)										

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

<b>TECHNICAL SUPPORTING STAFF</b>												
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
(As per Annexure-XV)												

Signature of the Principal/ Head of the Institution

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
(As per Annexure-XVI)											

### 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	70 Sqm	
Lecture Room - 2	01	90 sqm	70 Sqm	
<b>Total no. of Labs for Diploma Pharmacy Course</b> 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)	500 Sqm	Nil
i. Pharmaceutics Laboratory	01	60 sqm	100 Sqm	Nil
ii. Pharmaceutical Chemistry Laboratory	01	60 sqm	100 Sqm	Nil
iii. Physiology and Pharmacology Laboratory	01	60 sqm	100 Sqm	Nil
iv. Pharmacy Practice Laboratory	01	60 sqm	100 Sqm	Nil
v. Pharmacognosy Laboratory	01	60 sqm	100 Sqm	Nil
Animal House Whether computer simulated software are available in lieu of animal house (Yes/No)	01	75 sq.mts/ Computer Simulated Software	80 Sqm	Nil
Machine Room	01	100 sqm	90 Sqm	Nil
Museum	01	30 sqm	50 Sqm	Nil
Aseptic Room	01	25 sqm	25 Sqm	Nil
Store Room – I	01	20 sqm	50 Sqm	Nil
Store Room – II (For Inflammable chemicals)	01	20 sqm	20 Sqm	Nil

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Herbal Garden (Desirable)		Adequate number of Medicinal plants	Adequate	Nil
Library	01	150 sqm	150 Sqm	Nil
Seminar Hall/ Multipurpose Hall (02 Multimedia projector be made available)	01	132 sqm	132 Sqm	Nil

<b>COMPUTERS, SOFTWARE, INTERNET AND PRINTERS</b>						
<b>Program</b>	<b>Number of PCs/ Laptops to students ratio (Min 20 PCs)</b>	<b>Legal System Software</b>	<b>Legal Application n Software</b>	<b>LAN and Internet</b>	<b>Mail Server and Client</b>	<b>Printers including Color Printer (% of total number of PCs/ Laptops)</b>
Pharmacy (Computer Centre of minimum 75 sqm be made available)	1:8	01	10	All	Desired	5%
	25	01	10	All		2
<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>At least 4 Mbps Wi-Fi connectivity at 4 or 5 hotspots shall be made available.</li> <li>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.</li> <li>Every department shall have separate computer Laboratory with at least 20 computers. A centralized computer Laboratory with at least 100 computers.</li> <li>Central Xeroxing facility for students shall be made available.</li> </ol>						

<b>ADMINISTRATIVE AREA</b>				
Principal room	01	30 sqm	44 Sqm	Nil
Board room	01	20 sqm	22 Sqm	Nil
Main office	01			Nil
	Campus having one program	150 sqm	150 Sqm	Nil
	Campus having more than one program	300 sqm	--	Nil
Cabins for HOD	01	10 sqm	22 Sqm	Nil
Faculty rooms	-	30 sqm (subject to minimum 5 sqm for each faculty member)	110 Sqm	Nil

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Central stores	01	30 sqm	70 Sqm	Nil
Maintenance Room	01	10 sqm	11 Sqm	Nil
Security Room	01	10 sqm	11 Sqm	Nil
Housekeeping Room	01	10 sqm	11 Sqm	Nil
Pantry for staff (Desirable)	01	10 sqm	11 Sqm	Nil
Examination control office (Confidential Room)	01	40 sqm	44 Sqm	Nil
Placement office	01	30 sqm	30 Sqm	Nil

<b>AMENITIES</b>				
Toilets (Ladies & Gents)	01	150 sqm	150 Sqm	Nil
Toilets for physically challenged	01	---	---	Nil
Girls Common Room	01	75 sqm	75 Sqm	Nil
Boys Common Room	01	75 sqm	75 Sqm	Nil
Canteen/cafeteria (Desirable)	01	150 sqm	150 Sqm	Nil
First aid-cum-sick room	01	10 sqm	11 Sqm	Nil
Drinking water facility (water cooler) essential	01	--	RO facility on all floors	Nil
Playground	-	Available/Not Available	Available	Nil

## **PART G – EQUIPMENT AND APPARATUS**

### **Laboratory wise List of Minimum equipments required for D. Pharm**

#### **PHARMACEUTICS**

<b>Sr. No.</b>	<b>Name</b>	<b>Minimum required Nos.</b>	<b>Available Nos.</b>	<b>Working Yes/No</b>	<b>Remarks</b>
1.	Continuous Hot Extraction Equipment	05	05	Yes	
2.	Conical Percolator	05	05	Yes	
3.	Tincture Press	01	01	Yes	
4.	Hand Grinding Mill	01	01	Yes	
5.	Disintegrator	01	01	Yes	
6.	Ball mill	01	01	Yes	
7.	Hand operated Tablet machine	01	01	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	
16.	Friability tester	01	01	Yes	
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	

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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	Adequate	Yes	
36.	Ointment spatula	Adequate	Adequate	Yes	
37.	Pestle and mortar porcelain	Adequate	Adequate	Yes	
38.	Pestle and mortar glass	Adequate	Adequate	Yes	
39.	Suppository moulds of three sizes	Adequate	Adequate	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	
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	Adequate	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	20	Yes	
2.	Haemocytometer	10	10	Yes	
3.	Student's organ bath	1	1	Yes	
4.	Sherington's rotating drum	1	1	Yes	
5.	Frog board	Adequate	Adequate	Yes	
6.	Tray (dissecting)	Adequate	Adequate	Yes	

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7.	Frontal writing lever	Adequate	Adequate	Yes	
8.	Aeration tube	Adequate	Adequate	Yes	
9.	Telethermometer	1	1	Yes	
10.	Pole climbing apparatus	1	1	Yes	
11.	Histamine chamber	1	1	Yes	
12.	Simple lever	Adequate	Adequate	Yes	
13.	Staring heart lever	Adequate	Adequate	Yes	
14.	Aerator	Adequate	Adequate	Yes	
15.	Histological Slides	Adequate	Adequate	Yes	
16.	Sphygmomanometer (B.P. apparatus)	5	5	Yes	
17.	Stethoscope	5	5	Yes	
18.	First aid equipment	Adequate	Adequate	Yes	
19.	Contraceptive device	Adequate	Adequate	Yes	
20.	Dissecting (surgical) instruments	Adequate	Adequate	Yes	
21.	Balance for weighing small Animals	1	1	Yes	
22.	Kymograph paper	Adequate	Adequate	Yes	
23.	Actophotometer	1	1	Yes	
24.	Analgesiometer	1	1	Yes	
25.	Thermometer	Adequate	Adequate	Yes	
26.	Plastic animal cage	Adequate	Adequate	Yes	
27.	Double unit organ bath with thermostat	1	1	Yes	
28.	Refrigerator	1	1	Yes	
29.	Single pan balance	1	1	Yes	
30.	Charts	Adequate	Adequate	Yes	
31.	Human skeleton	1	1	Yes	
32.	Anatomical specimen (Heart, brain, eye, ear, reproductive system etc.,)	1 set	1 set	Yes	
33.	Electro-convulsimeter	1	1	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	Adequate	Yes	
3.	Models (different types)	Adequate	Adequate	Yes	
4.	Permanent Slides	Adequate	Adequate	Yes	
5.	Slides and Cover Slips	Adequate	Adequate	Yes	

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

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### PHARMACY PRACTICE LABORATORY

Sr. No.	Name	Minimum required Nos.	Available Nos.	Working Yes/No	Remarks
1.	Colorimeter	2	2	Yes	
2.	Microscope	Adequate	Adequate	Yes	
3.	Permanent slides (skin, kidney, pancreas, smooth muscle, liver etc.,)	Adequate	Adequate	Yes	
4.	Watch glass	Adequate	Adequate	Yes	
5.	Centrifuge	1	1	Yes	
6.	Biochemical reagents for analysis of normal and pathological constituents in urine and blood facilities	Adequate	Adequate	Yes	
7.	Filtration equipment	2	2	Yes	
8.	Filling Machine	1	1	Yes	
9.	Sealing Machine	1	1	Yes	
10.	Autoclave sterilizer	1	1	Yes	
11.	Membrane filter	1 Unit	1 Unit	Yes	
12.	Sintered glass funnel with complete filtering assemble	Adequate	Adequate	Yes	
13.	Small disposable membrane filter for IV admixture filtration	Adequate	Adequate	Yes	
14.	Laminar air flow bench	1	1	Yes	
15.	Vacuum pump	1	1	Yes	
16.	Oven	1	1	Yes	
17.	Surgical dressing	Adequate	Adequate	Yes	
18.	Incubator	1	1	Yes	
19.	PH meter	1	1	Yes	
20.	Disintegration test apparatus	1	1	Yes	
21.	Hardness tester	1	1	Yes	
22.	Centrifuge	1	1	Yes	
23.	Magnetic stirrer	1	1	Yes	
24.	Thermostatic bath	1	1	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	

**Basic amenities to be provided in all the laboratories**

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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.	Available	

### 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	1590	11200	
2.	Annual addition of books		75 books per year	33	450	
3.	Periodicals Hard copies / online		<b>06 National Journals</b>  Indian Journal of Pharmaceutical Sciences  Indian Journal of Pharmaceutical Education and Research  Journal of Hospital Pharmacy  Indian Journal of	Available	22	

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		Pharmacology CIMS/ MIMS Indian Journal of Experimental Biology			
4.	Library Timings	9.00 A.M. to 4.30 P.M.			

### Subject wise Classification of Books:

Sr. No.	Subject	Available		Remarks
		Titles	Numbers	
1.	Pharmaceutics – I	314	1580	
2.	Pharmaceutical Chemistry – I	301	1436	
3.	Pharmacognosy	171	962	
4.	Biochemistry and Clinical Pathology	109	761	
5.	Human Anatomy and Physiology	115	918	
6.	Health Education and Community Pharmacy	80	669	
7.	Pharmaceutics – II	131	1190	
8.	Pharmaceutical Chemistry – II	136	909	
9.	Pharmacology and Toxicology	73	940	
10.	Pharmaceutical Jurisprudence	68	560	
11.	Drug Store and Business Management	47	473	
12.	Hospital and Clinical Pharmacy	28	455	
13.	Communication Skills	01	102	
14.	Computer	01	101	
15.	Pathophysiology	01	107	
16.	Mathematics	01	01	
17.	Misc.	13	36	
18.				

ESSENTIAL AND DESIRABLE REQUIREMENTS AS PER AICTE APH 2017-18			
Sr. No	Description	Availability [YES / NO]	Details to be provided. [Number, if so required]
<b>Essential Requirements</b>			
1.	Standalone Language Laboratory	Yes	01, Mic, Projector & Headphones
2.	Potable Water supply and outlets for drinking water at strategic locations	Yes	Submersible, RO Facility
3.	Electric supply	Yes	12.2 KVA
4.	Sewage Disposal	Yes	Attached to MC Sewer Line
5.	Telephone and Fax	Yes	9416151862 01746-234668

Signature of the Principal/ Head of the Institution

6.	Vehicle parking	Yes	Shed Provided
7.	Institution Web-site with Mandatory disclosure <i>[Website address to be provided]</i>	Yes	www.rksdcollegeofpharmacy.org
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	Uploaded
9.	Digital payment for all financial transactions as per MHRD directives	Yes	
10.	Compliance of the National Academic Depository (NAD) as per MHRD directives	Yes	Complied
11.	Provision to watch MOOCS courses through Swayam	Yes	Computer System with Internet
12.	Implementation of Unnat Bharat Abhiyan	Yes	Implemented
13.	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	Displayed
14.	<p>Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately. Refer Design Manual for a Barrier Free Environment available in AICTE Web-Portal <a href="http://www.aicte-india.org">www.aicte-india.org</a></p> <p>Institution should provide appropriate facilities to take care of the physically challenged students and elderly persons. Every building should have at least one entrance accessible to the handicapped and shall be indicated by proper signage. This entrance shall be approached through a ramp together with the stepped entry. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Development, Government of India.</p> <p><b>Condition A: for Building up to 3 or 4 floors (for buildings of height &lt;15 m)</b></p> <ul style="list-style-type: none"> <li>Lift can be provided but not essential.</li> <li>Ramp shall be finished with non-slip material to enter the building. Minimum width of ramp shall be 1800 mm. with maximum gradient 1:12, one way length of ramp shall not exceed 9.0 m having double handrail at a height of 800 and 900 mm on both sides extending 300 mm. beyond top and bottom of the ramp. Minimum gap from the adjacent wall to the hand rail shall be 50 mm.</li> </ul>	Yes	Ramp Provided

Signature of the Principal/ Head of the Institution

	<ul style="list-style-type: none"> <li>All teaching-learning facilities for physically challenged people shall be provided in the ground floor itself.</li> <li>Unisex toilets with all facilities specified by the National Building Code to be provided only in the ground floor of regular buildings.</li> </ul> <p><b>Condition B: If the building is a multi-storeyed building i.e. more than 4 floors</b></p> <ul style="list-style-type: none"> <li>Lift must be provided with all provisions as per the National Building Code.</li> <li>Unisex toilets with all facilities specified by the National Building Code are to be provided in every floor.</li> <li>Special reserved car parking facilities are to be provided.</li> </ul>		
15.	Safety provisions including fire and other calamities (Refer Annexures 8 and 9)	Yes	Fire Extinguisher
16.	Implementing Food Safety and Standards Act, 2006 in the Institution	Yes	Implemented
17.	General Insurance provided for assets against fire, burglary and other calamities	Yes	Provided
18.	All weather approach road suitable for use by Motor vehicle- Motorized Road	Yes	RCC Roads
19.	General Notice Board and Departmental Notice Boards	Yes	Provided
20.	First aid, Medical and Counseling Facilities	Yes	Provided
21.	Appointment of Student Counselor	Yes	Appointed
22.	Group Insurance to be provided for the employees	Yes	Provided
23.	Insurance for students	Yes	Provided
24.	Institution-Industry Cell	Yes	Provided
25.	Applied for membership of National Digital Library	Yes	Applied
26.	Strong Room [Storing QPs & ASs]	Yes	Available
27.	Security arrangement [Day / Night]	Yes	Available
28.	Sufficient halls for Examination	Yes	Available
<b>Desirable Requirements</b>			
29.	Implementation of the schemes announced by MHRD	Yes	
30.	Offering of Skill development Courses approved by the Council	No	
31.	Participation in the National Institutional Ranking Framework (NIRF)	No	

**Signature of the Principal/ Head of the Institution**



32.	Fabrication facility Laboratory (FABLAB)/ Tinkering Laboratory/ Innovation Laboratory	No	
33.	Backup Electric Supply	Yes	
34.	Rain Water Harvesting and installation of grid connected solar rooftops/ Power Systems	Yes	
35.	Waste management and environment improvement measures to ensure a sustainable Green Campus	Yes	
36.	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.	No	
37.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	No	
38.	Transport	Yes	Shared with School
39.	Post, Banking Facility/ ATM	Yes	
40.	CCTV Security System	Yes	
41.	LCD (or similar) projectors in classrooms	Yes	
42.	Staff Quarters	No	HRA being paid
43.	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	
44.	Placement Cell	Yes	
45.	Implementation of Startup Policy	No	
46.	Intellectual Property Right Cell	No	

### PART I – FINANCIAL & PHYSICAL RESOURCES

Budgeted Expenditure for the year 2016-17

Expenditure Heads	Budget (In lakhs)	Actual Expenditure	Shortfal l if any
<b>I. Academic Buildings:</b> - Construction - Maintenance Expenses	<b>As per Annexure-XVII</b>		
<b>II. Laboratories/Computing Centre</b> - New Equipment - Furniture - Operation & Maintenance			

Signature of the Principal/ Head of the Institution

<b>III. Salary</b> - Salary of Teaching Staff - Salary of Non-Teaching Staff	
<b>IV. Faculty/Staff Development</b> (Seminars/Workshops/Incentive Schemes/Training/Higher Studies)	
<b>V. Library</b> - Books - Journals ,e-journals - E-library	
<b>VI. Services</b> - Administration/Transport/Hostels/Canteen/Security/Water/Electricity/P&T: - Hostel Maintenance - Landscaping - Internet facility	
<b>VII. Students Activities</b> - Extracurricular/Co-curricular/ Sports/Cultural /extra classes	
<b>VIII. Medical Expenses</b> - <b>Full time or otherwise</b>	
<b>IX. Any Other, please specify</b>	

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

### 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 <sup>st</sup> Division	Pass Percentage
					A	Number (B)		(B/A)*100
1.	D. Pharmacy	2016-17	40	33+9	42	32	27	76.19
		2015-16	40	40	33	21	21	63.60
		2014-15	60	120	113	36	36	31.85

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. 1 <sup>st</sup> Yr	775	38	27	6	5	--	
2.	D. Pharm. 2 <sup>nd</sup> Yr	725	38	15	8	15	--	

Details of classes conducted for D. Pharm 1<sup>st</sup> Year & 2<sup>nd</sup> 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	
<b>D. Pharm 1<sup>st</sup> Year</b>							
Pharmaceutics – I	75	75	100	100	25	25	
Pharmaceutical Chemistry – I	75	76	75	100	25	25	
Pharmacognosy	75	75	75	75	25	25	
Biochemistry and Clinical Pathology	50	61	75	56	25	28	
Human Anatomy and Physiology	75	75	50	50	25	25	
Health Education and Community Pharmacy	50	51	---	---	---	---	
<b>D. Pharm 2<sup>nd</sup> Year</b>							
Pharmaceutics – II	75	75	100	100	25	25	
Pharmaceutical Chemistry – II	100	101	75	75	25	25	
Pharmacology and Toxicology	75	76	50	54	25	27	
Pharmaceutical Jurisprudence	50	50	---	---	---	---	
Drug Store and Business Management	75	76	---	---	---	---	
Hospital and Clinical Pharmacy	75	76	50	58	25	29	

Signature of the Principal/ Head of the Institution

**Details:**

- i. Merit position/toppers branch wise in the HSBTE Exams, if any.  
**Branch: Pharmacy, 2<sup>nd</sup> Position**
- ii. Awards awarded by the Polytechnic to the academic toppers of the Polytechnic.  
**Medal to be given.**
- iii. Steps taken for improving the academic results.  
**English Language Proficiency, Extra Classes, Interaction with students and Parents, Tutorials etc.**
- iv. Conduct of extra classes for weak/ needy students (Please attach copy of time table also).  
**(Annexure-XVIII)**
- v. Total no. of working days observed in Semester (Please attach copy of time table also).  
**(Annexure-XVIII)**
- vi. Whether Alumni association is formed or not. **(Yes)**
- vii. Efforts made for quality teaching/ improving pedagogy/ personality development & improvement in Communication Skill of students.

**Classes being conducted for personality development & Enhancing Communication Skills.**

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

**Development of Herbal Park. PPT presentations are being adopted for teaching.**

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

**Educational tours, conduction of seminars, placement activities and financial assistance to poor students.**

- 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:  
**Students visited to pharmaceutical industries in Baddi area.**
- ii. Consultancy **N.A.**
- iii. Industrial Project Work **Hospital training as per PCI norms.**
- iv. Seminars/Conferences/Lectures with industry partnership **N.A.**

**(b) Student's Placement:**

- i. Whether training and placement cell has been established? **Yes**
- ii. Name of the Training and Placement Officer: **Mr. Rajesh Manchanda**
- iii. Qualification and Experience of Training and Placement Officer: **M. Pharm., 11 Yrs.**

**Signature of the Principal/ Head of the Institution**

- 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. **Students were sent to various Job Fairs.**
- v. Number of extension lectures delivered by outside experts during the last three years: **6**
- vi. Number of students placed during the last 3 years:

Year	No. of Eligible Students	No. of Students Placed	Percentage
2014-15	36	20	55
2015-16	21	12	57
2016-17	32	16	50

### Extra Curricular Activities

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

- i. Games and sports: **Annual Sports meet was conducted.**
- ii. Debates/ Paper presentation / Quiz Competitions etc.: **Conducted during Pharmacy Week Celebration.**
- iii. Cultural activities: **Conducted during Pharmacy Week Celebration.**
- iv. NCC/NSS: **N.A.**
- v. Students help desk: **Exist**
- vi. Any other

### 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. **09**
- 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. **Nil**
- iii. Number of faculty sponsored for industrial training. **Nil**
- iv. Does the institute possess any faculty development plan, if so give the details. **Yes, Faculty are allowed to attend and participate in Staff Development Programme.**

### 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. **No**
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. **No**
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. **No**
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. **No**
5. Please submit status of compliance in respect of various conditions / guidelines as per latest AICTE approval Letter. **N.A.**
6. Please submit status of compliance in respect of Grievance Redressal Committee for students as notified by AICTE. **N.A.**
7. Please submit status of compliance in respect of various conditions / guidelines as per latest DTE / State Govt. NOC. **N.A.**
8. Whether any deficiencies were reported by the AICTE during last two years? If Yes, Please submit the compliance of these deficiencies. **No**

**Signature of the Principal/ Head of the Institution**

9. Whether any deficiencies were reported by the DTE / HSBTE during last two years? If Yes, Please submit the compliance of these deficiencies. **(Annexure-XIX)**
10. Please describe briefly future plans for improvements in infrastructure / expansion in academic and other activities to fully meet the norms and standards.

**Institute proposes to start smart classes, post diploma course and assure to provide infrastructure according to the advancements in field.**

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.....

<p>Affix latest passport size photo</p>
---

**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)**

**Signature of the Principal/ Head of the Institution**