Tracking Number: SIF/2016/100685

PHARMACY COUNCIL OF INDIA

Standard Inspection Format (S.I.F) for institutions conducting

B Pharm

(To be filled and submitted to PCI by an organization seeking approval of the course / continuation of the approval)

(SIF-B)

To be filled up by P.C.I To be filled up by inspectors

Inspection No.: Date of Inspection:

FILE No. NAME OF THE INSPECTORS: 1.

(IN BLOCK LETTERS)

2.

PART-1

A-GENERAL INFORMATION

A - I.1

Name of the Institution Abhinav Education Society's College of Pharmacy (

B.Pharm.)

Complete Postal address: S.No. 23/3/2,A/P Narhe, Tal. Haveli, Pune. 411041 Phone.

020 24390176/ 02024390276 / 020 32316708 Tel/Fax :

020 24390176

Telephone Number with STD Code 8055316708

Fax No 02024319097

Email abhinav_bpharm@yahoo.co.in

Year of Establishment 2007
Status of the course conducting body Society

(Enclose copy of Registration documents of Society/Trust)

A - 1.2

Name of the Society/Trust/Management Abhinav Education Society

(attach documentary evidence)

Address S.No.13, Ambegaon Bk, Katraj-Dehu By-pass Road, Pune -

411 046.

Telephone Number with STD Code 020 24319098
Fax No 02024319097

Email abhinav_edu@yahoo.com

Website www.abhinavpharmacycollege

A - I.3

Name of the Person to be contacted by phone Prof Patankar R D

Designation Principal

Address Flat No.9, Dhananjayashri Soc. Chaitanyanagar, Satara

Road, Pune. 411043

STD Code 020

Telephone Number

 Office
 8055316708

 Residence
 24374757

 Mobile
 9823062162

 Fax No
 02024319097

Email patankarrajendra@yahoo.co.in

A - I.4

Name of the Head of the Institution Mr Patankar R D

Address Flat No.9, Dhananjayashri Soc. Chaitanyanagar, Satara

Road, Pune. 411043

Signature of the Head of the Institution

Signature of the Inspectors

A - I.5

FOR INSTITUTION SEEKING CONTINUATION OF APPROVAL

a. DETAILS OF AFFLIATION FEE PAID

Name of the Course	Affiliation Fee Paid Upto	Receipt No.	Dated	Remarks of the Inspectors
B Pharm	2016-17	561210	14/06/2016	

b. APPROVAL STATUS

Name of the Course	Approved Upto	Intake Approved and Admitted	PCI	State Govt	University	Remarks of the Inspectors
B Pharm	2016-17	Letter No	32- 477/2011- PCI 03/02/2014	TE-1 dtd.	CA/1864 08/05/2015	
		Approved Intake	60	60	60	
		Actually Admitted	60	60	60	

c. STATUS OF APPLICATION

COURSES INSPECTED FOR						
Course	Course Extension of Increase in Approval Intake of Seates Current Intake in Intake					
B Pharm	Yes	No	60	0		

Note: Enclose relevant documents

Whether other educational institutions/courses are also being run by the trust/institution in the same building/campus?

If yes, give status

No

A - I.6 a

Status of the Pharmacy Course:			
Independent Building	Yes		
Wing of Another College	No		
Separate Campus	Yes		
Multi Institutional Campus	Yes		

Examining Authority:

Degree Course

With complete postal Address, Telephone No. and The Registrar, University of Pune, Ganeshkhind, Pune $\hat{a} \in \text{COD}(G)$ 411 007

Signature of the Head of the Institution

Signature of the Inspectors

B-DETAILS OF THE INSTITUTION

B - I.1

Name of the Principal

Prof. R.D.Patankar

	Qualification		Teaching Experience Required	Actual experience	Remarks of the Inspectors
Qualification / Experience	M. Pharm	'es	15 years, out of which 5 years as Prof. / HOD	32	
	PhD	No	10 years, out of which at least 05 years as Asst. Prof		

^{*} Documentary evidence should be provided

B - I.2

For institution seeking continuation of affliation

Course	Date of last Inspection	Remarks of the Previous Inspection Report		Intake reduced/Stopped in the last 03 years*
B Pharm	03/02/2014	Nil	Yes	No

^{*} Enclose Documents

B - I.3

Status of Governing Council	Society	
	_	

Details of the Governing Body	Enclosed
Minutes of the last Governing council Meeting	Enclosed

B - I.4

Pay Scales

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

B - I.5

B Pharm Course: Admission statement for the past three year

ACADEMIC YEAR	2014-2015	2015-2016	2016-2017
Sanctioned	60	60	60
No. of Admissions	60	59	60
Unfilled Seats	0	1	0
No of Excess Admission	0	0	0

B - I.6

Academic information: Percentage of UG results for the past three years based on University Calender

ACADEMIC YEAR	2014-2015	2015-2016	2016-2017
1st Year	67	59	
2nd Year	100	91	
3rd Year	88	94	
Final Year	79	86	
Pass % (Final Year)	79	86	

B - II

Co-Curricular Activities / Sports Activities

Whether college has NSS Unit	Yes
If no give reasons	
NSS Program Officer's Name	Mr Pranav Parekh
Programme Conducted Details	Blood donation camp, Personality development and career guidance programme, health care camp for girls . spiritual guidance camp , stress management and meditation camp, Plantation, Health Awareness Rally about Dengue.
Whether students participating in University level cultural activities/Co-curricular/Sports activities	Yes
Physical Instructor	Available
Sports Ground	Individual

Are you Associated with other Organization/Institution/ Trust/Society Running Pharmacy Course	Yes
Organization/Institution/Trust/Society Name	
Complete Postal Address.	
Telephone No.	
Nature of Association	

Signature of the Head of the Institution

Signature of the Inspectors

C - FINANCIAL STATUS OF THE INSTITUTION

Audited financial Statement of Institute should be furnished

C .1 Resources and funding agencies (give complete list)

C .2 Please provide following Information

Receipts			Expe	nditure		Remarks of the		
SI. No.	Particulars	Amount	SI. No.	Particulars	Amount	Inspector		
1.	Grants		CAPITAL EXPENDITURE					
	a. Government	0.00						
	b. Others	0.00						
2.	Tuition Fee	1548766800.00	1.	Building	0.00			
3.	Library Fee	0.00	2.	Equipment	326311.00			
4.	Sports Fee	0.00	3.	Others	0.00			
5.	Union Fee	0.00		REVEN	JE EXPENDITUR	RE .		
6.	Others	866905.00	1.	Salary	10280320.00			
	*		2. Maintenance Expenditure					
				i. College	0.00			
				ii. Others	0.00			
			3.	University Fee	0.00			
			4.	Apex Bodies Fee	0.00			
			5.	Government Fee	0.00			
			6.	Deposit held by the College	0.00			
			7.	Others	11187884.00			
			8.	Misc. Expenditure	81273.00			
	Total	1549633705.00		Total	21549477.00			

Note: Enclose relevant documents

PART- II PHYSICAL INFRASTRUCTURE

1. a. Availability of Land (B.Pharm courses)

Available

- a) 2.5 acers District HQ/Corporation/Municipality limit
- b) 0.5 acre for City/Metros

b. Building Own

c. Land Details to be in the name of Trust and Society

Enclosed

- i. Own Records to be enclosed
- ii. Sale deed
- d. Building

i) Approved Building plan, sale deed to be enclosed

Enclosed

e. Total Built Area of the college building in sq. mts

3222

Amenities and Circulation Area

Built up Area

3705

2. Class Rooms

	Total Number of Class rooms provided at the end of 4 Year Course									
Class	Required	Available Numbers	Required Area * for each class room	Available Area in Sq. mts	Remarks of the Inspectors					
B.Pharm	04	4	90 sq. mts each (Desirable) 75 sq. mts each (Essential)	300						

^{[*} To accomodate 60 students]

3. Laboratory requirement at the end of 4 Years

SI.No.	Infrastructure for	Requirement As Per Norms	Available No.	Area in Sq. mts	Remarks or Deficiency
1		90 Sq .mts x n (n=10) - Including Preparation room - Desirable 75 Sq. mts - Essential	10	940	
2	Pharmaceutics	03 Laboratories	3	225	
3	Pharmaceutical Chemistry	02 Laboratories	2	180	
4	Pharmaceutical Analysis	01 Laboratory	1	90	
5	Pharmacology	02 Laboratories	2	180	
6	Pharmacognosy	01 Laboratories	1	90	
/	Pharmaceutical Biotechnology	01 Laboratory	1	75	
×	Preparation Room for each lab	10 sq mts (minimum)	10	100	
9	Area of the Machine Room	80-100 Sq.mts	1	100	
10	Central Instrumentation Room	80 Sq.mts with A/ C	1	80	
11	Store Room I	1 (Area 100 Sq mts)	1	100	
12	Store Room II	1 (Area 20 Sq mts)	1	20	

- 1. All the Laboratories should be well lit & ventilated.
- 2. All Laboratories should be provided with basic amenities and services like exhaust fans and fuming chamber to reduce the pollution whenever necessary.
- 3. The workbenches should be smooth and easily cleanable prefebly made of non-absorbant material.
- 4. The water taps should be non-leaking and directly installed on skins Drainage should be efficient.
- 5. Balance room should be attached to the cocerned laboratories.

4. Administration Area

CI	Name of	Requirements	Requirements	Ava	ilable	
	I nfrastructure	as per Norms (in Number)	as per Norms (in Area)	No.	Area in Sq.mts	Remarks/Deficiency
	Principal's Chamber	01	30 Sq. mts	1	30	
	Office - I - Establishment	01	60 Sq. mts	1	25	
	Office - II - Academics			1	25	
	Confidential Room			1	15	

5. Staff Facilities

CI	Name of	Requirements	Requirements	Available		
	I nfrastructure	as per Norms (in Number)	as per Norms (in Area)	No.	Area in Sq.mts	Remarks/Deficiency
	HODs for B.Pharm course	Minimum 4	20 Sq. mts x 4	4	80	
	Faculty Rooms for B.Pharm course		10 Sq. mts x n (n=No. of teachers)	4	120	

6. Meuseum, Library, Aniaml house and other Facilities

CI	NI	Requirements	Requirements	Avai	ilable	
	Name of Infrastructure	as per Norms (in Number)	as per Norms (in Area)	No.	Area in Sq.mts	Remarks/Deficiency
1	Animal House	01	80 Sq. mts	1	130	
2	Library	01	150 Sq. mts	1	200	
3	Museum	01	50 Sq. mts (Maybe attached to the Pharmacognosy lab)	1	70	
	Auditorium/ Multi Purpose Hall (Desirable)	01	250 - 300 seating capacity	1	250	
5	Seminar Hall	01		1	75	
6	Herbal Garden (Desirable)	01	Adequate Number of Medicinal Plants	1	500	

SI.	Name of	Requirements	Requirements	Avai	ilable	
No.	Name of Infrastructure	as per Norms (in Number)	as per Norms (in Area)	No.	Area in Sq.mts	Remarks/Deficiency
	Girls's Common Room (Essential)	01	60 Sq. mts	1	60	
	Boy's Common Room (Essential)	01	60 Sq. mts	1	60	
	Toilet Blocks for Girls	01	24 Sq. mts	3	72	
	Toilet Blocks for Boys	01	24 Sq. mts	3	72	
	Drinking Water facility - Water cooler (Essential)	01		3	3	
	Boy's Hostel (Desirable)	01	9 Sq. mts/Room Single occupancy	1	100	
	Girls's Hostel (Desirable)	01	9 Sq.mts/Room (Single occupancy) or 20 Sq.mts/Room (Triple occupancy)	1	50	
	Power Backup Provision (Desirable)	01		1	25	

8. Computer and other Facilities

		Avai	ilable	
Name	Required		Area in Sq.mts	Remarks/Deficiency
Computer Room B.Pharm Course	01 (Area 75 Sq. mts)	1	75	
Computer (Latest Configuration)	1 system for every 10 students (UG & PG)	40	40	
Printers	1 Printer for every 10 computers	6	6	
Multi Media Projector	01	3	3	
Generator (5KVA)	01	1	1	

9. Amenities (Desirable)

	Requirment as	Available	е	Not	
Name	per Norms in area	I/I/O	Area in Sq.mts	Available	Remarks/Deficiency
Principal Quarters	80 Sq. Mtr.	0	0	Proposed	
Staff Quarters	16 x 80 Sq. mts	0	0	Proposed	
Canteen	100 Sq. mts	1	100		

Parking Area fro staff and students		1	1000		
Bank Extension Counter		0		Available in nearby village	
Cooperative Stores		0		available at nearby village	
Guest House	80 Sq. mts	0	0	Proposed	
Transport Facility for students		8	8		
Medical Fecilities(First Aid)		1	30		

10.A. Library Books and Periodicals
The minimum norms for the initial stock of books yearly addition of the books and the number of journals to be subscribed are as given below:

SI.	I tem		Minimum	Available		Remarks of the
No.	rtem	Titles(No)	Volumes(No)	Title	No.	Inspectors
1	Number Of Books	150	1500 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy	1402	5002	
2	Annual Addition of Books		100 to 150 books per year	56	1100	
3	Periodicals Hard Copies/Online		10 National 05 International periodicals	11	11	
4	CDS		Adequate Nos	65	65	
5	Internet Browsing Facilities		Yes/No (Minimum ten Computers)	Available		
6	Reprographic Facilities: PhotoCopier Fax Scanner		01 01 01	Available Available Available		
7	7 Library Automation and Computrized System				Ava	ilable
8	8 Library timings				9.00	to 6.00

10.C.Library Staff

SI. No.	Staff	Qualification	Required	Available	Remarks of the Inspectors
1	Librarian	M.Lib.	1	Available	
2	Assistant Librarian	D.Lib.	1	Not Available	
3	Library Attenders	10+2 / PUC	2	Available	

PART III ACADEMIC REQUIREMENTS

Course Curriculum

1. Student Staff Ratio:

(Required ratio --- Theory -> 60:1 and Practicals -> 20:1)If more than 20 students in a batch 2 staff members to be present provided the lab is spacious.

Class	Theory	Practicles	Remarks of the Inspectors
B. Pharm	60:1	20:1	

2. Scheme of B. Pharm Course:

Semester

3. Date of Commencement of session/ sessions for $\ensuremath{\mathsf{B.Pharm}}$:

Commencement	Completion
22/07/2015	30/04/2016

4. Vacation

	No of Days		No of Days
Summer :	43	Winter:	10

5. Total No. of working days

231

6. Time Table copy Enclosed:

Yes

7. Whether the prescribed numbers of classes are being conducted as per university norms

B Pharm I

	No of Thec	ry Classes		Practical Cl	asses	
					No of Classes Conducted to	
Subject	Prescribed	No of	Prescribed	No of	fulfill Prescribed	Remarks of
300Ject 1	No of	Hours	No of	Hours	Number of	the
1	Hours	Conducted	Hours	Conducted	Hours as in	Inspectors
	2	3	4	5	Column 5 No. of	
					classes x hours	
					per class	
Pharmaceutics II	45	45	0	0	0	
DOSAGE FORM DESIGN	45	45	45	45	15	
Pharmaceutical Organic Chemistry-II	45	44	45	45	15	
human Anatomy & Physiology I	45	45	45	45	15	
PHARMACEUTICAL ANALYSIS I	45	45	45	45	15	
PHARMACOGNOSY	45	44	45	48	16	
Pharmaceutics I	45	42	45	42	14	
Modern Dispensing Practices	45	46	45	45	15	
Pharmaceutical Inorganic Chemistry	45	46	45	39	13	
Pharmaceutical Organic Chemistry I	45	48	45	45	15	

human Anatomy & Physiology I	45	45	45	45	15	
CSSD	45	45	0	0	0	

B Pharm II

	No of Theo	ory Classes		Practical CI	asses	
Subject 1	Prescribed No of Hours 2	No of Hours Conducted 3	Prescribed No of Hours 4	No of Hours Conducted 5	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	Remarks of the Inspectors
Physical Pharmaceutics II	45	43	45	45	15	
Pharmaceutical Organic Chemistry-IV	45	38	45	48	16	
Pharmaceutical Analysis-II	45	45	45	45	15	
Pharmacognosy-II	45	45	45	45	15	
PPCB	45	45	45	45	15	
PE	45	42	0	0	0	
Physical Pharmaceutics I	45	46	45	39	13	
Microbiology	45	49	45	42	14	
Pharmaceutical Biochemistry	45	50	45	54	18	
Pharmaceutical Organic Chemistry III	45	46	45	45	15	
Pharmacology I	45	46	0	0	0	
Pharmacognosy	45	45	45	48	16	

B Pharm III

D FIIdIII III						
	No of Theo	ry Classes		Practical CI	asses	
Subject 1	Prescribed No of Hours 2	No of Hours Conducted 3	Prescribed No of Hours 4	No of Hours Conducted 5	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	Remarks of the Inspectors
Industrial Pharmacy II	45	45	45	48	16	
Pharmaceutical Biotechnlogy	45	51	0	0	0	
Medicinal Chemistry II	45	44	45	48	16	
Pharmacology III	45	45	45	45	15	
Pharmaceutical Analysis IV	45	44	45	57	19	
Bio organic Chemistry and Drug Design	45	45	0	0	0	
Natural Product Chemistry	45	45	45	48	16	
Industrial Pharmacy I	45	50	45	54	18	
Medicinal Chemistry I	45	48	45	48	16	
Pharmaceutical Analysis III	45	46	45	60	20	
Pharmacology II	45	46	45	45	15	
Analytical Pharmacognosy and Extraction	45	45	45	51	17	

Technology						
Active Pharmaceutical Ingredients Technology	45	45	0	0	0	
Pharmaceutical Business Mangement	45	45	0	0	0	

B Pharm IV

	No of Thec	ry Classes		Practical CI	asses	
Subject 1	Prescribed No of Hours 2	No of Hours Conducted 3	Prescribed No of Hours 4	No of Hours Conducted 5	No of Classes Conducted to fulfill Prescribed Number of Hours as in Column 5 No. of classes x hours per class	Remarks of the Inspectors
Pharmaceutics III	90	91	90	0	30	
Biopharmaceutics and Pharmacokinetics	60	61	0	0	0	
Medicinal Chemistry II	90	90	90	84	28	
pharmaceutical Analysis III	90	91	90	87	29	
Pharmacology III	90	90	90	93	31	
Pharmacognosy III	90	91	90	93	31	
Pharmaceutical Jurisprudence	60	60	0	0	0	

8. Whether Tutorials are being conducted (if yes, as per university norms)

Yes

9. Number of Guests Lecturers/Seminars/Work Shops/Symposia/Presentaions conducted during last year

Name of the Event	2014-2015	2015-2016	2016-2017
Guest Lectures			
Seminars			
Workshops			
Symposia			

B. Papers Presented/Published during last 3 years

	2014-2015		20	15-2016	2016-2017	
	National	International	National	International	National	International
Published						
Presented						

10. Whether Internal Assessments are conducted periodically as per university/Board norms

B. PHARM

Class	I Session	nal Dates	II Sessio	nal Dates	III Sessic	nal Dates	Remarks of the
Class	Theory	Practicals	Theory	Practicals	Theory	Practicals	Inspectors
IB.	01/10/2015	21/09/2015	19/03/2016	14/03/2016	19/03/2016	14/03/2016	
Pharm							
II B.	01/10/2015	21/09/2015	19/03/2016	14/03/2016	19/03/2016	14/03/2016	
Pharm							

III B.	01/10/2015	21/09/2015	19/03/2016	14/03/2016	19/03/2016	14/03/2016	
Pharm							
IV B.	01/10/2015	19/10/2015	31/12/2015	23/01/2016	16/03/2016	14/03/2016	
Pharm							

11. Whether Evaluation of the internal assessments is Fair

Class	score	andidates ed more n 80%	score	andidates d 60% - 30%	score	andidates d 50% - 0%	No of Candidates scored less than 50%		
	Theory	Practicals	Theory	Practicals	Theory	Practicals	Theory	Practicals	
l B.Pharm	0.00	0.00	16.00	25.00	26.00	16.00	0.00	0.00	
II B.Pharm	0.00	0.00	12.00	15.00	17.00	20.00	11.00	14.00	
III B.Pharm	0.00	0.00	16.00	25.00	7.00	10.00	11.00	13.00	
IV B.Pharm	0.00	0.00	16.00	22.00	13.00	10.00	10.00	16.00	

12. Work load of Faculty members for B. Pharm

S.No.	Name of Faculty	Subjects Taught		B. Pharm						Total Work Load	Remarks of the Inspectors	
			I		I	11 1		I	١,	V		
			Th	Pr	Th	Pr	Th	Pr	Th	Pr		
1	Dr. Kulkarni Maushumi Sachin											
2	Dr. Mahamuni Shital Dipak	Biopharmaceutics Pharmaceutics III PharmaceuticsI PHYSICAL PHARMACEUTICS I	0 0 3 0	0 0 6 0	0 0 0 3	0 0 0 6	0 0 0 3	0 0 0 6	2 3 0 0	0 6 0 0	2 9 9 18	
3	Miss. Gaikwad Sonali Amarsingh	APET Natural Product Chemistry PHARMACOGNOSY	0 0 3	0 0 6	0 0 0	0 0 0	3 3 0	6 6 0	0 0 0	0 0 0	9 9 9	
4	Miss. Priyanka Dattatray Jawalkar	Pharmacognosy and Phytochemistry I Pharmacognosy and Phytochemistry II Pharmacognosy III	0 0 0	0 0 0	3 3 0	6 6 0	0 0 0	0 0 0	0 0 3	0 0 6	9 9 9	
5	Miss. Trupti Ashok Tuse	HAP I HAP II PHARMACOLOGY III	3 3 0	6 6 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 3	0 0 6	9 9 9	
6	Mr. Pranav Pardeep Parekh	Dosage Form Design HAP II Modern Dispensing Practices Pharm Microbiology Pharmaceutical Biotechnology Pharmaceutical Jurisprudence	0 0 0 0 0	6 3 0 0	0 0 0 3 0	0 0 0 6 0	0 0 0 0 3 0	0 0 0 0 0	0 0 0 0 0 2	0 0 0 0 0	6 3 3 9 3 2	
7	Mr. Rajendra D Patankar	PE Pharmacertical Business Management POC I	0 0 0	0 0 3	3 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	3 0 3	
8	Mrs. Amruta Sagar Khurd	Medicinal Chemistry I Medicinal Chemistry II POC II	0 0 3	0 0 9	0 0 0	0 0 0	3 3 0	3 3 0	0 0 0	0 0 0	6 6 12	

		POC III	0	0	3	6	0	0	0	0	9	
9	Mrs. BHAGYASHREE JINTENDRA WARUDE	PA II PA III POC I POC IV	0 0 3 0	0 0 6 0	0 0 0 3	6 0 0 0	0 0 0 0	0 0 0 0	0 3 0 0	0 6 0 0	6 9 9 3	
10	Mrs. Hemalata Sagar Wadkar	Dosage Form Design Industrial Pharmacy I Industrial Pharmacy II MDP	3 0 0 3	3 0 0 6	0 0 0	0 0 0	0 0 3 0	0 0 6 0	0 0 0	0 0 0 0	6 0 9 9	
11	Mrs. Kulkarni Murnalini Harish											
12	Mrs. MADHURI SURAJ NALAWADE	Pharmaceutics II Physical Pharmaceutics II	3 0	0	0	0	0	0	0	00	3 9	
13	Mrs. Naranje Sonal Vishal											
14	Mrs. Pawar Kumudini Rahul	Biochemistry PHARMACEUTICAL ANALYSIS III Pharmaceutical Analysis IV PHARMCEUTICAL ANALYSIS I	0 0 0 3	0 0 0 6	3 0 0	6 6 0 0	0 0 3 0	0 6 6 0	0 0 0 0	0 0 0	9 12 9 9	
15	Mrs. Swati Vinod Jogdand	HAP I PHARMACOLOGY I Pharmacology II Pharmacology III PPCB	0 0 0 0 0	3 0 0 0	0 3 0 0 3	0 0 0 0	0 3 3 3 0	0 0 6 6 0	0 0 0 0	00000	3 6 9 9 3	
16	Mrs. Varsha kedar Bhuvad	MEDICINAL CHEMISTRY II PIC POC IV	0 3 0	0 0 0	0 0 0	0 0 6	0 0 0	0 0 0	3 0 0	6 0 0	9 3 6	

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

Details	Year: 2014- 2015	Year: 2015- 2016	Year: 2016- 2017
No of Students Appeared	10	10	0
No of Student Qualified	0	2	0
Percentage	00	20	

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

Events	Details For thr previous Year
No of Industrial Visits	2
Insdustrials Tour	1
Industrial Training	53
No of resourse persons from the Industry for Guest Lectures	5
No. of collaboration projects with Industry	5

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

Details	Year: 2014- 2015	Year: 2015- 2016	Year: 2016- 2017
No of Students Appeared for campus interview	44	35	0
% Percentage	25	30	0

Signature of the Head of the Institution

Signature of the Inspectors

PART IV - PERSONNEL

TEACHING STAFF

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

DCIOVV	•							
S.No.	Name	Designation	Qualification	Date of Joining	Teaching Experience After PG	State Pharmacy Coun. Reg No.	Signature of Faculty	Remarks of Inspector
1	Trupti Ashok Tuse	Asstt. Professor	B Pharm, M Pharm,	07/08/2008	8.1 + 0.0	108758		
2	Swati Vinod Jogdand	Asstt. Professor	B Pharm, M Pharm,	16/06/2009	7.2 + 0.0	82734		
3	Naranje Sonal Vishal	Asstt. Professor	B Pharm, M Pharm,	11/08/2008	8.1 + 0.0	81643		
4	Priyanka Dattatray Jawalkar	Asstt. Professor	B Pharm, M Pharm,	20/07/2010	6.1 + 0.0			
5	Varsha kedar Bhuvad	Asstt. Professor	M Pharm, B Pharm,	04/01/2010	6.7 + 1.1	54726		
6	Amruta Sagar Khurd	Asstt. Professor	B Pharm, M Pharm,	01/02/2012	4.6 + 0.0	136590		

2. Qualification and Number of Staff Members

Qualification									
B Pharm	M Pharm	PhD	Others						
33	24	2	1 Part Time						

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

	No. of staff require d for I B. Pharm	Availabl e		Availabl	No. of staff require d for III B. Pharm	Availabl		Availabl e
Principal	1		1		1		1	
Pharmaceutical Chemistry	1	1	2	5	3	2	4	3
Pharmaceutical Analysis	1	1		1		0	1	0
Pharmacology	1	2	2	1	3	2	4	2
Pharmacognos y	1		2		3		3	
Pharmaceutics	1	0	2	1	3	1	4	1

Total	6	9	13	17					
Part Time teaching staff	3								
Remarks of the Inspection Team									
*Part time teaching staff for Mathematics, Biology and Computer Science should be apponted.									

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

III)anartmant / L)ivision	Name of the post	For strength of 60 students	Provided by the institution	Remarks of the Inspectors of inspection team
Department of Pharmaceutics	Professor Asst. Professor Lecturer	1 1 4	O 7 4	
Department of Pharmaceutical Chemistry (including Pharmaceutical Analysis)	Professor Asst. Professor Lecturer	1 1 4	0 6 3	
Department of Pharmacology	Professor Asst. Professor Lecturer	1 1 3	O 4 O	
Department of Pharmacognosy	Professor Asst. Professor Lecturer	1 1 2	0 2 2	

5. Selection criteria and Recruitment Procedure for Faculty

b. Whether Advertisement for vacancy is notified in the Newspapers c. Whether Demonstration Lecture has been conducted			110
c. Whether Demonstration Lecture has been conducted	•	Yes C	No
	•	Yes C	No
d. Whether opinion of Recruitment Committee Recorded	•	Yes C	No

6. Details of Faculty Retention for:

Name of Faculty Member	Period	Percentage
NA	Duration of 15 year and above	
NA	Duration of 10 year and above	
Dr.Rajendra D. Patankar, Mrs.Sonal Ashok Bhale, Mrs.Trupti Ashok Tuse, Miss.Swati Babasaheb Pokale, Mrs.Varsha Kedar Bhuvad, Mrs. Priyanka Dattatray Jawalkar, Miss.Sonali Gaikwad Amarsingh, Mrs. Mrunalini Kulkarni Harish, Mrs.Kumudini Rahul Pawar,	Duration of 5 year and above	57

Miss. mahamuni Shital , Mrs. Khurd Amruta sagar, Ms. Kulkarni Mausmi Schin, Mrs.Wadkar Hemlata Sagar, Mr.Parekh Pranav Pradeep, Mrs.Warude Bhagyashri	Less than 5 years	43	
Jitendra, Mrs.Nalawade Madhuri Suraj			

7. Details of Faculty Turnover

Name of Faculty Member	Period	More than 50%	50%	25%	Less than 25%
	% of faculty retained in last 3 yrs	Yes	No	No	No

8. Number of Non-teaching staff available for B. Pharm course for intake of 60 students:

SI No.	Designation				Remarks of the Inspectors
1	Laboratory technician	1 for each Dept	D. Pharm	3 D Pharm	
2	Labortory Assistants/ Attenders	1 for each Lab (minimum)	SSLC	1 BSc	
3	Office Superintendent	1	Degree	0	
4	Accountant	1	Degree	2 B A	
5	Store keeper	1	D. Pharm/ Degree	0	
6	Computer Data Operator	1	BCA / Graduate with Computer Course	1 Diploma Computar	
7	First Division Assistant	1	Degree	0	
8	Second Division Assistant	2	Degree	0	
9	Peon	2	SSLC	8 HSC	
10	Cleaning personnel	Adequate		0	
11	Gardener	Adequate		0	

9. Scale of pay for Teaching faculty (to be enclosed):

S.No.	Name	Qualification	Designation	Basic Pay	D.P.	DA	HRA	CCA & Additional Pay	Other Allowances	De	ductio	ns	Bank A/C No	PAN No	
										PT	TDS	EPF			
1	Rajendra D Patankar	M Pharm, B Pharm, PHD,	Principal/Director	44700	10000	14769	5470	0	1600	200	10000	780	5687	ABKPP6777G	ı
2	Trupti Ashok Tuse	B Pharm, M Pharm,	Asstt. Professor	8550	4275	9619	641	0	400	780	980	0	6646	AJQPA1300G	N
3	Naranje Sonal Vishal	B Pharm, M Pharm,	Asstt. Professor	8825	4413	13238	662	0	400	780	980	0	6648	AHJPN5626P	٨
4	Priyanka Dattatray Jawalkar	B Pharm, M Pharm,	Asstt. Professor	8000	4000	9310	621	0	400	780	200	0	7800		
5	Swati Vinod Jogdand	B Pharm, M Pharm,	Asstt. Professor	9375	4688	13360	703	0	400	780	200	0	7163	BCYPP0998K	N
6	Varsha kedar Bhuvad	M Pharm, B Pharm,	Asstt. Professor	8000	4000	9310	621	0	400	780	200	0	7494		
7	Pranav Pardeep Parekh	B Pharm, M Pharm,	Asstt. Professor	8000	4000	7200	600	0	400	0	200	0		AZKPP2186P	

8	Pawar Kumudini Rahul	M Pharm, B Pharm,	Asstt. Professor	8000	4000	7200	600	0	400	780	980	0	8572	AXAPP5230E	
9	Gaikwad Sonali Amarsingh	M Pharm, B Pharm,	Asstt. Professor	8825	4413	11252	662	0	400	780	200	0	8573	BAVPG1613F	
10	Amruta Sagar Khurd	B Pharm, M Pharm,	Asstt. Professor	8825	0	11252	662	0	400	780	1760	0	8928		МН
11	Kulkarni Murnalini Harish	B Pharm,	Asstt. Professor	8000	0	7200	600	0	400	780	1760	780	5665	AJUPD4161C	\Box
12	Mahamuni Shital Dipak	M Pharm, B Pharm,	Asstt. Professor	8550	4275	10260	641	0	400	0	200	0	9545	AXSPP9075B	
13	Kulkarni Maushumi Sachin	PHD, M Pharm, B Pharm,	Associate Professor	18000	0	2500	1200	0	0	1760	0	0	11178	AJDPK0620J	
14	Hemalata Sagar Wadkar	B Pharm,	Asstt. Professor	8275	4138	8689	621	0	400	0	0	0	7184	ASUPB3249G	
15	MADHURI SURAJ NALAWADE	B Pharm,	Asstt. Professor	8000	4000	7200	600	0	400	0	0	0	10931	AMFPD1773J	
16	BHAGYASHREE JINTENDRA WARUDE	B Pharm,	Asstt. Professor	8275	4138	8689	621	0	400	0	200	0	10616	ACZPW4812F	-

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

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

Name	Designation	Qualification	Date of Joining	Experience	Signature	Remarks of the Inspectors
Sutar Rajashree P.	Labortory Assistants	BSc	01/07/2010	2		
Satale Sarika B.	Laboratory Technician	D Pharm	16/10/2007	3		
Jadhav Dilip	Computer Data Operator	Diploma Computar	03/10/2009	2		
Nikam Vijay S.	Administrative Officer	B Com	05/09/2007	6		
Bankar Prashant V.	Accountant	ВА	23/06/2007	6		
Bankar Somanath	Peon	HSC	19/02/2007	3		
Mozar Nathu A.	Peon	9th	21/08/2007	6		
Jagatap Vinod R.	Peon	HSC	19/06/2009	2		
Khalate Bharat V.	Peon	HSC	02/08/2010	2		
NAlawade Rajesh Mohan	Librarian	MLib I Sc	10/08/2015	3		
Jyotsana Rahul Hagawne	Accountant	BCom	05/04/2014	3		
Chalk Pravin Uttereshwar	Laboratory Technician	BSC	03/07/2015	1		
Patil Bhagyshree Appasaheb	Laboratory Technician	BSC	08/03/2016	1		
Devkar Vithabai Chaitanya	Peon	SSC	24/11/2011	1		

Hirve Surekha Yogesh	Peon	SSC	02/12/2014	1	
Kachre Shalan Vittal	Peon	SSC	03/12/2014	2	
Nitin Shankaro Pimple	Peon	SSC	27/01/2016	1	

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

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Yes No

Signature of the Head of the Institution

Signature of the Inspectors

PART V - DOCUMENTATION

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

Signature of the Head of the Institution

Signature of the Inspectors

PART - VI

Financial Resource Allocation and Utilization for the past Three years (Audited Accounts for previous year to be enclosed)

•	xpenditure in Rs. 2014-2015		•	Expenditure in Rs. 2015-2016		Expenditure in 2016-2017			Remarks of the Inspector s*
Total budget sanction ed	Recurri ng	Non Recurri ng	Total budget sanction ed	Recurri ng	Non Recurri ng	Total budget sanction ed	Recurri ng	Non Recurri ng	
21549477	334439	21215038	17993398	932834	17060564	14305600	190070	14115530	

Total amount spent on Chemical, Glassware, Equipments, Books and Journals for the past Three Years

(Enclose purchase invoice)

Total budget allocat ed	Sanction ed	Incurr ed	Total budget allocat ed		Incurr ed	Total budget allocat ed	Sanction ed	Incurr	Remarks of the Inspector s*
Chemica	Is 200000	201533	Chemica	ls 520940	223421	Chemica	als 200000	65170	
Glasswa	re 100000	98217	Glasswa	re 100000	78499	Glasswa	re 100000	22680	
Equipme	ent 400000	6850	Equipme	ent 250000	258125	Equipme	ent 120000	0	
Books	150000	15839	Books	150000	362789	Books	120000	50000	
Journals	150000	12000	Journals	400000	10000	Journals	100000	52220	

^{*}Last three years including the academic year till the date of inspection

Signature of the Head of the Institution

Signature of the Inspectors

PART VII â€" EQUIPMENT AND APPARATUS

	1 . Department wise List of Minimum equipments required for B Pharm						
Depa	rtment of Pharmacology						
Equ	ipments:						
SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors		
1	Microscopes	15	20	Yes			
2	Haemocytometer with Micropipettes	20	22	Yes			
3	Sahli's haemocytometer	20	22	Yes			
4	Hutchinson's spirometer	1	3	Yes			
5	Spygmomanometer	5	6	Yes			
6	Stethoscope	5	6	Yes			
7	Permanent Slides for various tissues	0	90	Yes			
8	Models for various organs	0	12	Yes			
9	Specimen for various organs and systems	0	1	Yes			
10	Skeleton and bones	0	3	Yes			
11	Different Contraceptive Devices and Models	0	5	Yes			
12	Muscle electrodes	1	1	Yes			
13	Lucas moist chamber	1	1	Yes			
14	Myographic lever	1	25	Yes			
15	Stimulator	1	1	Yes			
16	Centrifuge	1	10	Yes			

17	Electronic Balance	1	1	Yes	
I		ı	'		
18	Physical /Chemical Balance	1	1	Yes	
19	Sherrington's Kymograph Machine / Polyrite	10	10	Yes	
20	Sherrington Drum	10	10	Yes	
21	Perspex bath assembly (single unit)	10	10	Yes	
22	Aerators	10	10	Yes	
23	Computer with LCD	1	1	Yes	
24	Software packages for experiment	1	1	Yes	
25	Standard graphs of various drugs	0	10	Yes	
26	Actophotometer	1	1	Yes	
27	Rotarod	1	1	Yes	
28	Pole climbing apparatus	1	1	Yes	
29	Analgesiometer (Eddy's hot plate and radiant heat methods)	1	1	Yes	
30	Convulsiometer	1	1	Yes	
31	Plethysmograph	1	1	Yes	
32	Digital pH meter	1	1	Yes	

Appratus:

SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Folin-Wu tubes	60	60	Yes	
2	Dissection Tray and Boards	10	25	Yes	
3	Haemostatic artery forceps	10	10	Yes	
4	Hypodermic syringes and needles of size 15,24,26G	10	10	Yes	
5	Levers, cannulae	20	20	Yes	

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

Department of Pharmacognosy

Equipments:

SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Microscope with stage micrometer	15	15	Yes	
2	Digital Balance	2	2	Yes	
3	Autoclave	2	2	Yes	
4	Hot air oven	2	2	Yes	
5	B.O.D.incubator	1	1	Yes	
6	Refrigerator	1	1	Yes	
7	Laminar air flow	1	1	Yes	
8	Colony counter	2	2	Yes	
9	Zone reader	1	1	Yes	
10	Digital pH meter	1	1	Yes	
11	Microscope with stage and oil immersion objective	20	20	Yes	
12	Sterility testing unit	1	1	Yes	
13	Camera Lucida	15	20	Yes	
14	Eye piece micrometer	15	15	Yes	
15	Stage micrometer	20	20	Yes	
16	Incinerator	1	1	Yes	
17	Moisture balance	1	2	Yes	
18	Heating mantle	15	20	Yes	
19	Flourimeter	1	1	Yes	
20	Vacuum pump	2	2	Yes	
21	Micropipettes (Single and multi channeled)	2	2	Yes	
22	Micro Centrifuge	1	2	Yes	
23	Projection Microscope	1	1	Yes	

Appratus:

SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Reflux flask with condenser	20	20	Yes	
2	Water bath	20	60	Yes	
3	Clavengers apparatus	10	10	Yes	
4	Soxhlet apparatus	10	10	Yes	

5	TLC chamber and sprayer	10	10	Yes	
6	Distillation unit	1	1	Yes	

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

Department of Pharmaceutical Chemistry

Equipments:

SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Hot plates	5	5	Yes	
2	Oven	3	3	Yes	
3	Refrigerator	1	1	Yes	
4	Analytical Balances for demonstration	5	10	Yes	
5	Digital balance 10mg sensitivity	10	10	Yes	
6	Suction pumps	6	6	Yes	
7	Muffle Furnace	1	2	Yes	
8	Mechanical Stirrers	10	10	Yes	
9	Magnetic Stirrers with Thermostat	10	10	Yes	
10	Vacuum Pump	1	1	Yes	
11	Digital pH meter	1	1	Yes	
12	Microwave Oven	1	1	Yes	

Appratus:

SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Distillation Unit	2	2	Yes	
2	Reflux flask and condenser single necked	20	20	Yes	
3	Reflux flask and condenser double / triple necked	20	20	Yes	
4	Burettes	40	100	Yes	
5	Arsenic Limit Test Apparatus	20	20	Yes	
6	Nesslers Cylinders	40	40	Yes	

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

Department of Pharmaceutics

Equipments:

SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Homogenizer	5	5	Yes	
2	Digital balance (10 mg sensitivity)	5	5	Yes	
3	Microscopes	5	5	Yes	
4	Stage and eye piece micrometers	5	10	Yes	
5	Brookfield's viscometer	1	1	Yes	
6	Ball mill	1	1	Yes	
7	Sieve shaker with sieve set	1	1	Yes	
8	Double cone blender	1	1	Yes	
9	Propeller type mechanical agitator	5	5	Yes	
10	Autoclave	1	1	Yes	
11	Steam distillation still	1	1	Yes	
12	Vacuum Pump	1	3	Yes	
13	Standard sieves, sieve no. 8, 10, 12,22,24, 44, 66, 80	0	150	Yes	
14	Tablet punching machine	1	2	Yes	
15	Capsule filling machine	1	1	Yes	
16	Ampoule washing machine	1	1	Yes	
17	Ampoule filling and sealing machine	1	1	Yes	
18	Tablet disintegration test apparatus IP	1	1	Yes	
19	Tablet dissolution test apparatus IP	1	1	Yes	
20	Monsanto's hardness tester	1	5	Yes	
21	Pfizer type hardness tester	1	2	Yes	
22	Friability test apparatus	1	1	Yes	
23	Clarity test apparatus	1	2	Yes	
24	Ointment filling machine	1	1	Yes	
25	Collapsible Tube Crimping Machine	1	1	Yes	

26	Tablet coating pan	1	1	Yes	
27	Magnetic stirrer, 500ml and 1 liter capacity, with variable speed control.	10	10	Yes	
28	Digital pH meter	2	2	Yes	
29	All purpose equipment with all accessories	1	1	Yes	
30	Aseptic Cabinet	1	1	Yes	
31	BOD Incubator	2	2	Yes	
32	Bottle washing Machine	1	1	Yes	
33	Bottle Sealing Machine	1	1	Yes	
34	Bulk Density Apparatus	2	2	Yes	
35	Conical Percolator (glass/ copper/ stainless steel)	10	10	Yes	
36	Capsule Counter	2	7	Yes	
37	Energy meter	2	2	Yes	
38	Hot Plate	2	2	Yes	
39	Humidity Control Oven	1	1	Yes	
40	Liquid Filling Machine	1	1	Yes	
41	Mechanical stirrer with speed regulator	2	2	Yes	
42	Precision Melting point Apparatus	1	1	Yes	
43	Tray Drier	1	1	Yes	
44	Distillation Unit	1	1	Yes	

Appratus:

SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Ostwald's viscometer	15	16	Yes	
2	Stalagmometer	15	45	Yes	
3	Desiccator	5	5	Yes	
4	Suppository moulds	20	20	Yes	
5	Buchner Funnels Small, medium, large	0	17	Yes	
6	Filtration assembly	1	1	Yes	
7	Permeability Cups	5	5	Yes	
8	Andreason's Pipette	3	10	Yes	
9	Lipstick moulds	10	20	Yes	

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

Pharmaceutical Biotechnology

Equipments:

SI. No.	Name	Minimum required Nos.	Available Nos.	Working	Remarks of the Inspectors
1	Orbital shaker incubator	1	1	Yes	
2	Lyophilizer (Desirable)	1	1	Yes	
3	Gel Electrophoresis (Vertical and Horizontal)	1	1	Yes	
4	Phase contrast/Trinocular Microscope	1	1	Yes	
5	Refrigerated Centrifuge	1	1	Yes	
6	Fermenters of different capacity (Desirable)	1	0	No	
7	Tissue culture station	1	1	Yes	
8	Laminar airflow unit	1	1	Yes	
9	Diagnostic kits to identify infectious agents	1	1	Yes	
10	Rheometer	1	1	Yes	
11	Viscometer	1	1	Yes	
12	Micropipettes (single and multi channeled)	0	0	No	
13	Sonicator	1	1	Yes	
14	Respinometer	1	1	Yes	
15	BOD Incubator	1	1	Yes	
16	Paper Electrophoresis Unit	1	1	Yes	
17	Micro Centrifuge	1	1	Yes	
18	Incubator water bath	1	1	Yes	
19	Autoclave	1	1	Yes	
20	Refrigerator	1	1	Yes	
21	Filtration Assembly	1	1	Yes	
22	Digital pH meter	1	1	Yes	

NOTE: Adequate number of glassware commonly used in the laboratory should be provided in each laboratory and department. Central Instrumentation Room Equipments: SI. Minimum Available Working Remarks of the Inspectors Name required Nos. No. Nos. 1 Colorimeter 2 Yes 2 Digital pH meter Yes 3 UV- Visible Spectrophotometer 1 1 Yes 4 Flourimeter 1 1 5 Digital Balance (1mg sensitivity) 1 Yes 6 Nephelo Turbidity meter 2 Yes 7 Flame Photometer 1 Yes 8 Potentiometer 1 1 Yes 9 Conductivity meter 1 Yes 10 Fourier Transform Infra Red Spectrometer (Desirable) 0 No 11 HPLC Yes 1 1 12 HPTLC (Desirable) 0 No 13 Atomic Absorption and Emission spectrophotometer (Desirable) 1 0 No 14 Biochemistry Analyzer (Desirable) 0 No 15 Carbon, Hydrogen, Nitrogen Analyzer (Desirable) 1 0 No 16 Deep Freezer (Desirable) 0 No 1 17 Ion- Exchanger Yes 1 1 18 Lyophilizer (Desirable) Yes 1 1 NOTE: Adequate number of glassware commonly used in the laboratory should be provided in each laboratory and department. Observations of the Inspectors: Compliance of the last recommendations by Inspectors Specific obserations if not compiled Signature of Inspectors: 2.

Note:

- 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.
- The team is requested to record their comments only after physical verification of records and details.