

MANADATORY REPORT

1. Name and Address of the Institution:

Name: Balaji College of Pharmacy

Adarsh Nagar, Ballabgarh, Distt- Faridabad, State- Haryana, Pincode- 121004

Nearest Railway Station: Ballabhgarh, Nearest Airport: New Delhi

Telephone No. - 8384010439, Email id: pharmabalaji66 @gmail.com

Website: <http://bcpballabhgarh.com/>

2. Name and Address of the Society /Trust :

Name: Balaji Welfare and Educational Society

Adarsh Nagar, Ballabgarh, Distt- Faridabad, State- Haryana, Pincode- 121004

Telephone No. - 9310002234, Email id: pharmabalaji66 @gmail.com

Website: <http://bcpballabhgarh.com/>

3. Name and Address of the Principal:

Name: Mr. Sushma

Adarsh Nagar, Ballabgarh, Distt- Faridabad, State- Haryana, Pincode- 121004

Telephone No. - 8384010439, Email id: pharmabalaji66 @gmail.com

Website: <http://bcpballabhgarh.com/>

4. Name and Address of the Affiliating University:

Name: Haryana State Board of Technical Education, Panchkula

Address: Department of Technical Education Haryana, Bays 7-12, Sec -4 Panchkula-134112

Website-www.techeduhry.gov.in, Email id- dtehry@hry.nic.in, dgte.hry@techeduhry.gov.in

Phone no- 0172 2583249, 2584218

5. GOVERNANCE:

• Members of the Board and their brief background

Sr. No.	Name of Member	Designation
1	Shri Sabarjeet Singh	President
2	Shri Jagdeesh Chaudhary	chairman
3	Smt. Usha Dagar	Member

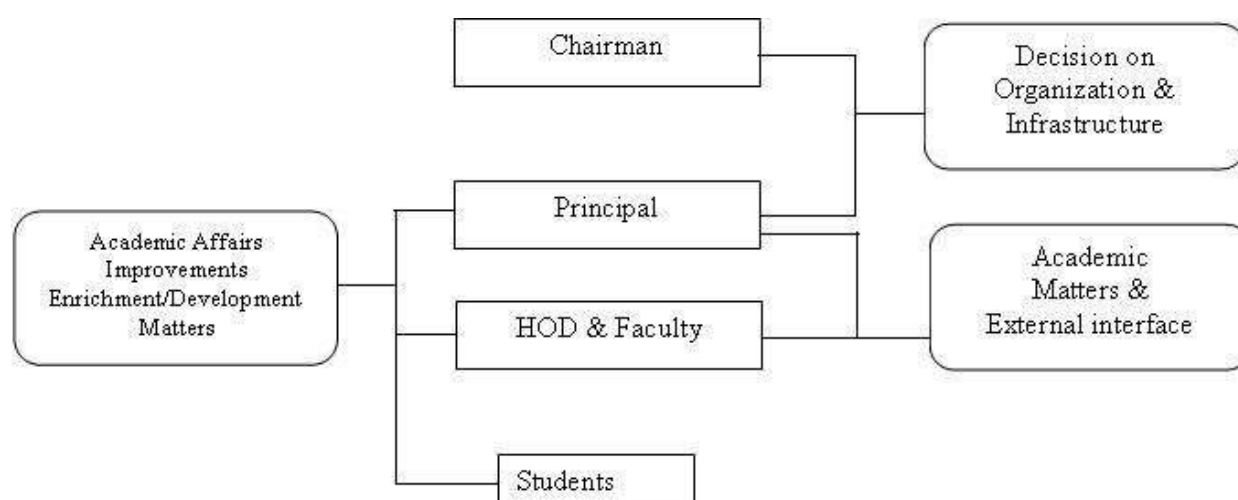
Frequency of the Board Meetings: Once in a year

- **Member of Academic Advisory Body**

Sr. No.	Name of Member	Working
1	Prof. Narshimhan	Professor
2	Dr.Balkishan	Maringo QRG Hospital
3	Dr..Rakesh Gupta	Suraj Prakash Hospital

Frequency of the Board Meetings: Once in a year

ORGANIZATIONAL CHART



- **Nature and Extent of involvement of faculty and students in academic affairs/improvements:**

Through personal counseling cell every lecturer is a Guardian Teacher of 1/20 students. There is one to one interaction for all the aspects including academics. The report is submitted to the principal and the improvement methods like remedial teaching extra assignment and counseling are conducted. Guest lectures by expert of industry, group discussion; extra classes for developing communication skill are conducted regularly. The students are sent to participate in curriculum based competition.

- **Mechanism/Norms & Procedure for democratic/good Governance:**

Class teacher and class representative (students) are selected at the beginning of the academic year. The problem of students are conveyed through procedure to Principal and solved. A suggestion box is kept in the premises of institute and in the office of the management, where students can put the suggestions frequently.

- **Student Feedback on Institutional Governance/faculty performance**

Student feedback form is filled in at the end of the academic year. Analysis of the forms and discussion is done in the governing body meetings. Student assembly is conducted with principal matters openly at least thrice in a year to discuss.

- **Grievance Redressal mechanism for faculty, staff and students**

A Grievance Redressal Committee is formed & the documented grievance of faculty, staff and students are formally discussed with the management and other authorities in hierarchy as per organization chart. The problems are solved with the best possible solution.

- **Establishment of Grievance Redressal Committee**

S.No.	Name of the Person	Designation
1.	Shri Jagdeesh Chaudhary	chairman
2.	Mrs. Sushma	Member
3.	Mr. Gaurav	Member

- **Establishment of Antiragging Committee**

S.No.	Name of the Person	Designation
1.	Shri Jagdeesh Chaudhary	chairman
2.	Mrs. Sushma	Member
3.	Mr. Sandeep Nagar	Member
4.	Ms. Faraha Margoob	Member
5.	Mr. Gaurav	Member
6.	Ms. Nidhi Gupta	Member

- **Establishment of Internal Complaint Committee**

S.No.	Name of the Person	Designation
1	Shri Jagdeesh Chaudhary	chairman
2	Mrs. Sushma	Member
3	Mr. Sandeep Nagar	Member
4	Mr. Nilkant Patil	Member
5	Ms.Sushmita	Member
6	Ms. Laxmi	Member

- **Establishment of Committee for SC/ST:**

S.No.	Name of the Person	Designation
1	Shri Jagdeesh Chaudhary	chairman
2	Mrs. Sushma	Member
3	Mr. Gaurav	Member
4	Ms. Nidhi Gupta	Member

- **Establishment Of Internal Quality Assurance Cell:**

S.No.	Name of the Person	Designation
1	Mrs. Sushma	Member
2	Mr.Satendra Saran	Member
3	Mr. Junaid	Member
4	Ms. Nidhi Gupta	Member

6. PROGRAMMES

- Name of the Programmes approved by the PCI: **D. Pharmacy**
- Name of the Programmes accredited by the PCI: No.

For each Programme the following details are to be Given: Name:

Diploma in Pharmacy (D. Pharm.)

Number of seats: **60**

Duration: **2 years**

- Cut off mark/rank for admission during the last Two years: (ANX.-IX)

S.No.	Year	Cut off marks
1	2022-2023	47%
2	2021-22	48%

PLACEMENT FACILITIES : YES

7. FACULTY (ANX.-XI)

S.no	Name of Teaching Staff	Designation	Area of Specialization	Educational Qualification	Date of joining	Experience
1.	sushma	principal	Pharmaceutical chemistry	M.Pharma	17/10/2022	03 yrs
2.	Sandeep Nagar	Assit.prof	Pharmacognosy	B.Pharma	04-04-22	06 yrs
3.	Nidhi Gupta	Assit.prof	Pharmaceutics	B.Pharma	18/10/2022	05 yrs
4.	Anil Bhati	Assit.prof	Pharmacology	B.Pharma	10-12-22	01 yrs
5.	Satendra saran	Assit.prof	Pharma	B.Pharma	15/10/2022	01 yrs
6.	Dhirender Pratap Singh	Assit.prof	Pharmaceutics	M.Pharmacy	12/08/2023	01 yrs

8. Fee Structure (in Rs. Per student per annum): As fixed by State fee committee-

S.No.	Category	Fee Fixed by S.F.C (per annum)
1.	Tuition Fee	23000/-
2.	Development charges	3,400/-
3.	Student Fund	1500/-
4.	Caution Money (Refundable)	1500/-
5.	EDP	1320/-
6.	Prospectus	500/-
7.	Library	500/-
	Total Fee	31,720/-

University /Board and Exam Fee: As per actual

Prospectus: Only once in the course

Insurance: As per actual

Uniform: As per actual

Miscellaneous charges (Book Bank facility & others): As per actual

Time Schedule for payment of fee for the entire programme: In 3-4 installments

No. of Fee waivers granted (TFW): As per Hsbte

No. of Scholarship offered by the institution, duration and amount: As per Hsbte

Criteria for fee waivers/scholarship: As per diploma prospectus of HSTES

9. ADMISSION:

NUMBER OF SEATS SANCTIONED WITH THE YEAR OF APPROVAL:

SESSION	SANCTIONED INTAKE	TOTAL ADMITTED
2022-23	69	48
2021-22	60	60

NUMBER OF STUDENTS ADMITTED UNDER VARIOUS CATEGORIES:

SESSION	GENERAL	OBC	SC/ST	EWS	TFW
2022-23	24	18	05	01	--
2021-22	35	18	07	--	--

NUMBER OF APPLICATION RECEIVED DURING LAST TWO YEARS FOR ADMISSION UNDER MANAGEMENT QUOTA AND NUMBER ADMITTED:

S.NO	SESSION	APPLICATION RECEIVED	NUMBER ADMITTED
1	2022-23	50	48
2	2021-22	65	60

10. ADMISSION PROCEDURE:

As per Directorate of Technical Education, Panchkula, Haryana and its URL (website). : <http://www.techeduhry.gov.in>

- Number of seats allotted to different test qualified candidates separately.
- Calendar for admission against management/vacant seats: As per DTE guidelines in Admission Brochure
- The policy of refund of the fee, in case of withdrawal, should be clearly notified : As per DTE rules in admission Brochure

CRITERIA AND WEIGHTAGES FOR ADMISSION:

- **As per DTE Guidelines in Admission brochure:**

The cut-off levels of percentage & percentile scores of the candidates in the admission test for the Last Two years. : (Till Start)

S.No.	Year	Cut off marks
1	2022-23	47%
2	2021-22	48%

Display marks scored in Test etc. and in aggregate for all candidates who were admitted. List attached.

LIST OF APPLICANTS

List of candidates whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. attached

List of candidates who have applied along with percentage and percentile score for Management quota seats. : List of admitted candidates attached

Results of admission under management seats/vacant seats

ADMISSION COMMITTEE:

S.No.	Name of the person	Designation
1	Mr Gaurav	Convenor
2	Mrs. Sushma	Committee incharge
3	Mr. Tinku Gossain	Member
4	Mr. Renu Tanwar	Member

13. INFORMATION OF INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE:

Sr. No.	Room ID	Class Room / Lab./Toilet, Offices etc.	Carpet area (in Sq.Mt.)
1	1	Multipurpose Hall	300
2	2	Reception	100
3	3	Office	30
4	4	Staff Room	50
5	5	Principal's Office	90
6	5-A	Rest Room	10
7	5-B	Toilet	40
8	6	Exam Control Office	40
9	7	Training & Placement Office	35
10	7-A	Board Room	20
11	8	Laboratory-I	60
12	8-A	Preparation Room	20
13	9	Laboratory-II	60
14	9-A	Central Store	30
15	10	Store Room-I- A	15
16	10-A	Store Room-I –B	10
17	11	First Aid Room	10
18	11-A	Stationary Store	10
19	11-B	House Keeping	10
20	12	Pantry For Staff	10
21	13	Laboratory-III	60
22	13-A	Museum	30
23	14	Preparation Room	20
24	15	Laboratory-IV	68
25	16	Store Room-II	20
26	17	Toilets	15
27	18	Toilets for Physically Handicapped	15
28	19	Boys Common Room	75
29	20	Girls Common Room	75

30	21	Security/Generator/Maintenance Room	30
31	22	Aseptic Room	25
32	23	Class Room-I	90
33	24	Class Room-II	90
34	25	Tutorial Room	33
35	26	Library	150
36	27	Computer Room - Language lab	75
37	28	Laboratory-V	60
38	28-A	Store Room-III	10
39	29	Machine Room	120
40	30	Toilet	15

Barrier free environment for disabled & elderly persons: Yes

LIBRARY:

S.NO.	NO. OF BOOKS	NO.OF TITLES	NO.OF JOURNALS
1.	1200	99	06

List of National & International journal subscribed:

S.NO	NAME OF JOURNAL
1	International Journal of Pharmaceutical reasrch and Tech.
2	Indian Journal Pharmagenesis
3	Indian Journal of Pharmacology
4	Indian Journal of Pharmaceutical formulation & analysis
5	International Journal of Advances in Pharmacological sciences
6	Indian Journal of Drug targets

LABORATORY AND WORKSHOP:

(Department wise List of Minimum equipments required for D. Pharm)

PHARMACEUTICS:-

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

17.	Collapsible tube – Filling and sealing equipment	01	01
18.	Capsule filling machine – Lab size	01	01
19.	Digital balance	01	01
20.	Distillation unit for distilled water	02	02
21.	Deionization unit	01	01
22.	Glass distillation unit for water for injection	01	01
23.	Ampoule washing machine	01	01
24.	Ampoule filling and sealing machine	01	01
25.	Sintered glass filters for bacterial proof filtration(four different grades)	Adequate	Adequate
26.	Millipore filter (3 grades)	Adequate	Adequate
27.	Autoclave	01	01
28.	Hot air sterilizer	01	01
29.	Incubator	01	01
30.	Aseptic cabinet	01	01
31.	Ampoule clarity test equipment	01	01
32.	Blender	01	01
33.	Sieves set (Pharmacopoeia standard)	02	02
34.	Lab Centrifuge	01	01
35.	Ointment slab	Adequate	40
36.	Ointment spatula	Adequate	40
37.	Pestle and mortar porcelain	Adequate	30
38.	Pestle and mortar glass	Adequate	10
39.	Suppository moulds of three sizes	Adequate	27
40.	Refrigerator	01	01

PHARMACEUTICAL CHEMISTRY:-

Sr. No.	Name	Minimum required Nos.	Available Nos.
1.	Refractometer	01	01
2.	Polarimeter	01	01
3.	Photoelectric colorimeter	01	01
4.	pH meter	01	01
5.	Atomic model set	02	02
6.	Electronic balance	01	01
7.	Periodic table chart	Adequate	01

PHYSIOLOGY & PHARMACOLOGY LABORATORY:-

Sr. No.	Name	Minimum required Nos.	Available Nos.
1.	Haemoglobinometer	20	20
2.	Haemocytometer	10	10
3.	Student's organ bath	1	2
4.	Sherington's rotating drum	1	3
5.	Frog board	Adequate	Adequate
6.	Tray (dissecting)	Adequate	05
7.	Frontal writing lever	Adequate	Adequate
8.	Aeration tube	Adequate	Adequate
9.	Telethermometer	1	1
10.	Pole climbing apparatus	1	1
11.	Histamine chamber	1	1
12.	Simple lever	Adequate	Adequate
13.	Staring heart lever	Adequate	10
14.	Aerator	Adequate	05
15.	Histological Slides	Adequate	60

16.	Sphygmomanometer (B.P. apparatus)	5	5
17.	Stethoscope	5	5
18.	First aid equipment	Adequate	Adequate
19.	Contraceptive device	Adequate	Adequate
20.	Dissecting (surgical) instruments	Adequate	5
21.	Balance for weighing small Animals	1	1
22.	Kymograph paper	Adequate	Adequate
23.	Actophotometer	1	1
24.	Analgesiometer	1	1
25.	Thermometer	Adequate	2
26.	Plastic animal cage	Adequate	2
27.	Double unit organ bath with thermostat	1	1
28.	Refrigerator	1	1
29.	Single pan balance	1	1
30.	Charts	Adequate	Adequate
31.	Human skeleton	1	1
32.	Anatomical specimen (Heart, brain, eye, ear, reproductive system etc.,)	1 set	1 set
33.	Electro-convulsiometer	1	1
34.	Stop watch	Adequate	Adequate
35.	Clamp, boss heads, screw clips	Adequate	Adequate
36.	Syme's Cannula	Adequate	Adequate

PHARMCOGNOSY LABORATORY:-

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

PHARMACY PRACTICE LABORATORY:-

Sr. No.	Name	Minimum required Nos.	Available Nos.
1.	Colorimeter	2	2
2.	Microscope	Adequate	Adequate
3.	Permanent slides (skin, kidney, pancreas, smooth muscle, liver etc.,)	Adequate	Adequate
4.	Watch glass	Adequate	Adequate
5.	Centrifuge	1	1
6.	Biochemical reagents for analysis of normal and pathological constituents in urine and blood facilities	Adequate	Adequate
7.	Filtration equipment	2	2
8.	Filling Machine	1	1
9.	Sealing Machine	1	1
10.	Autoclave sterilizer	1	1
11.	Membrane filter	1 Unit	1 Unit
12.	Sintered glass funnel with complete filtering assemble	Adequate	Adequate
13.	Small disposable membrane filter for IV admixture filtration	Adequate	Adequate
14.	Laminar air flow bench	1	1

15.	Vacuum pump	1	1
16.	Oven	1	1
17.	Surgical dressing	Adequate	Adequate
18.	Incubator	1	1
19.	PH meter	1	1
20.	Disintegration test apparatus	1	1
21.	Hardness tester	1	1
22.	Centrifuge	1	1
23.	Magnetic stirrer	1	1
24.	Thermostatic bath	1	1

MUSEUM:-

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

COMPUTER AND OTHER FACILITIES:

Name	Required	Available	Available	
			No.	Area in Sq. mts
Computer (latest Configuration)	1 system for every 10 students	Available	20	75
Internet bandwidth	32 mbps	Available		
Printers	1 printer for every 10 computers	Available	05	--
Xerox Machine	01	Available	01	--
Multi Media Projector	02	Available	02	--

LIST OF FACILITIES AVAILABLE:

- Games & Sports Facilities : Yes
- Extra Curricular Activities : Yes
- Soft Skill Development Facilities : Yes

TEACHING LEARNING PROCESS:

- Curricula & syllabus for each of the programmes as approved by the university: As per ER Regulations 1991 prescribed by PCI.
- Academic Calendar by the board: As per DTE, Panchkula
- Academic Time Table: **Attached**
- Teaching Load: **Attached**
- Internal Continuous Evaluation System: Yes
- Students assessment of Faculty System: Yes

14. Enrollment of students in last 3 years: Attached

15. List of Research Projects/ Consultancy Works

MoUs with industries: yes

16. LoA and Subsequent EoA till current academic year: Attached

17. Accounted audited statement for last three years: Attached