



PHARMACY COUNCIL OF PAKISTAN
SELF-ASSESSMENT ACCREDITATION FORM
FOR UNDERGRADUATE PHARM.D PROGRAM

Name of the Institution: _____

Program/Discipline: _____

Accreditation Status: Renewal/Accreditation

Number of Visit/Inspection: _____

Pharmacy Council of Pakistan

10-D West Blue Area

Taimur Chamber

Islamabad

Phone: 051-9204191

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Campus General Information		Details
1	Name of the Institution	
2	Name of the Campus/Parent Institute	
3	Private/Public/Trust	
4	Campus Location	
5	Number of currently enrolled students applied for	

A. Governance, Finance & Infrastructure				
No	Standards/Parameters	Minimum	Score	Proof of Evidence
Governance				
1	Board of Governors/Equivalent Bodies	Min two meetings/year	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Copy of agenda & minutes of meetings Written by laws of BoG
2	Academic Council	Min two meetings/year	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Copy of agenda & minutes of meetings
3	Board of faculty	Min two meetings/year	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Copy of agenda & minutes of meetings
4	Board of Studies	Min two meetings/year	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Copy of agenda & minutes of meetings
5	Approval for establishment of pharmacy department from statutory bodies		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Minutes of meetings

6	Approval for University/Campus from HEC		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Copy of NOC
7	Accreditation of Campus/Sub Campus with University		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof of accreditation
8	Operation as Institute/Department	As per HEC requirement	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof attach
9	Admission Policy	As per PCP/HEC/ University Requirement	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Copy of relevant documents
10	Implementation of admission policy		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Copy of tools used during admission process including entry test, interview forms and list of admission committee members.

Score of Governance = /20

Finances

1	Endowment Fund/Financial Status/parent/sub campus	Rs. 30 Million	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Statement of account
2	Total budget	Separate budget for pharmacy	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Copy of budget description of departments budgetary processes
3	Operational budget	Bank statement	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Copy of budget
4	Developmental budget	8 % of whole budget	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Copy of budget

Score of Finance = /8

Infrastructure

1	Premises owned property/hired/leased	5 years lease agreement	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof of ownership/rent agreement
2	Gross Area	1 acre/8 canal (>1 acre = partially compliant)	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Master plan of Institute
3	Built in/Covered Area	Min 100 sq.ft per student	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Gross covered area/built in area of the institute
4	Lecture rooms/Halls	Minimum 100 sqft per student	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Gross covered area/built in area of the institute
5	Number of Lecture Halls	12-15 sqft per student	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of lecture rooms and halls with their area dimensions
6	Size of Lecture Halls	Minimum 2 per 50 students	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof of facility
7	Faculty Offices	Minimum one room	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof of facility
8	Size of Faculty Offices		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof of facility
9	Admin Office	Minimum one room	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof of facility
10	Size of Admin Office		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof of facility
11	Seminar room	Minimum one room	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof of facility

12	Conference Room	Minimum one room	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof of facility
13	Library Budget	Minimum Rs. 1 million/year	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Copy of annual budget
14	Library Space		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof of facility
15	Total number of available books	Minimum 1500 books from major International Publishers in the relevant field	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of International Publishers List of reference books
16	Quality of Text Books	Poor (older than 10 years). Good (5 to 10 years old). Excellent (New to 5 years old)	<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	
17	Journals	Subscription to at least 05 current journals of International repute	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of journals along with their subscription details

Score of Infrastructure = /34

Laboratory

1	Total number of Laboratory	Minimum 6 labs	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof of facility
2	Size of Laboratory	Minimum area for 50 students: 1750 sq.ft. each	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof of facility

3	Pharmaceutics Laboratory	Refer to list of chemicals, glassware & equipment according to Annex.1	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of chemicals, glassware & equipment
4	Quality of Chemicals		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors
5	Quality of Glassware		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors
6	Quality of Equipments		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors
7	Basic Medical Sciences/Pharmacology Laboratory	Refer to list of chemicals, glassware & equipment according to Annex.1	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of chemicals, glassware & equipment
8	Quality of Chemicals		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors
9	Quality of Glassware		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors
10	Quality of Equipments		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors
11	Pharmacognosy Laboratory	Refer to list of chemicals, glassware & equipment according to Annex.1	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of chemicals, glassware & equipment
12	Quality of Chemicals		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors

13	Quality of Glassware		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors
14	Quality of Equipments		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors
15	Pharmaceutical Chemistry Laboratory	Refer to list of chemicals, glassware & equipment according to Annex.1	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of chemicals, glassware & equipment
16	Quality of Chemicals		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors
17	Quality of Glassware		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors
18	Quality of Equipments		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors
19	Industrial Laboratory	Refer to list of chemicals, glassware & equipment according to Annex.1	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of chemicals, glassware & equipment
20	Quality of Chemicals		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors
21	Quality of Glassware		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors
22	Quality of Equipments		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors

23	Quality Control Laboratory	Refer to list of chemicals, glassware & equipment according to Annex.1	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of chemicals, glassware & equipment
24	Quality of Chemicals		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors
25	Quality of Glassware		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors
26	Quality of Equipments		<input type="checkbox"/> 0 = Poor <input type="checkbox"/> 1 = Good <input type="checkbox"/> 2 = Excellent	Proof of Vendors
27	Computer Lab	Minimum one lab	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof of facility
28	Number of Computers	1 for 3 students in case of IT courses	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of Computers with specification
29	Internet Service	256 Kbytes access rate and minimum 20 GB	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Access rate for internet/Wi-Fi service
Score of Laboratory = /58				
Total Score: 0-120 (Low Score indicates low compliance to parameters whereas high score indicates highest compliance)			Total Score Obtained: /120	

B. Academics, Processes & Research

No	Standards/Parameters	Minimum	Score	Proof of Evidence
Academics				
1	Program mission and objectives		<input type="checkbox"/> 0 = Not defined <input type="checkbox"/> 1 = Vaguely defined <input type="checkbox"/> 2 = Well defined	Approved Mission and Objective
2	Strategic Plan		<input type="checkbox"/> 0 = Not present <input type="checkbox"/> 1 = Vaguely defined <input type="checkbox"/> 2 = Well defined	Copy of approved faculty master plan
3	Revision of mission & objectives		<input type="checkbox"/> 0 = No revision <input type="checkbox"/> 1 = Revised occasionally <input type="checkbox"/> 2 = Revised regularly (After 3 years)	Copy of approved BoS/BoF minutes
4	Revision of strategic plan		<input type="checkbox"/> 0 = No revision <input type="checkbox"/> 1 = Revised occasionally <input type="checkbox"/> 2 = Revised regularly (After 3 years)	Copy of approved BoS/BoF minutes
5	Curriculum	As per PCP/HEC	<input type="checkbox"/> 0 = Not in line with PCP/HEC <input type="checkbox"/> 1 = Partially in line PCP/HEC <input type="checkbox"/> 2 = Compliant	Proof
6	Campus management system		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	CMS website
7	Website present	Website of university	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	University website
8	Information on web page	Information regarding campus, programs offered and facilities	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	University website
Score Academics = /16				
Faculty & Staff				
1	Head of institution (mandatory)	Must be Associate professor and	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Resume of Chairman/ /Director

		pharmacist		
2	Strength of faculty	1: 15 ratio	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of faculty with designations
3	Visiting faculty	Less than 20% of the total	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of faculty with resumes
4	Teaching experience	No more than 20% of the Teaching Faculty will be Pharmacy Graduates with less than 3 Years of teaching experience in the relevant subject or 3 Years of experience in Pharmacy Practice/Pharma Industry/Drug Regulation	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of faculty with resumes
5	Percentage of full time faculty to total faculty	Full time faculty should not be less than 80%	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of faculty
6	Registration of faculty members with pharmacy council	Not less than 80% of the faculty should be registered	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Registration certificates of faculty members

		with council		
7	Full time teacher: student ratio	1:15	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of teachers and students
8	Adoption of HEC eligibility criteria for appointments of faculty members	Qualifications/experience of all faculty according to HEC criteria	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Resumes of faculty members
9	Salaries and benefits	Min salaries should be according to HEC criteria	<input type="checkbox"/> 0 = Low <input type="checkbox"/> 1 = Reasonable <input type="checkbox"/> 2 = Attractive	Salary slips of faculty members
10	Availability of qualified laboratory staff	One per lab	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of lab staff
11	Qualification of laboratory staff		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Resumes of lab staff
12	Technical competency of lab staff		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	

Score Faculty & Staff = /24

Processes

1	Faculty Folders	Folder of each faculty member comprising of attendance record, evaluation, course plan and	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof attached
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		coverage		
2	Student Folders	Folder of each student comprising of admission details, registration, fee & result card	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof attached
3	Theory Coverage	More than 90 % of the course should be covered semester/academic year	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof attached
4	Practical Coverage	More than 90 % of the course should be covered semester/academic year	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof attached
5	Students dropout	Extremely high dropouts (more than 10% of intake) Reasonable dropouts (5-9 % of intake) Minimum dropout (<5 % of intake).	<input type="checkbox"/> 0 = Extremely High <input type="checkbox"/> 1 = Reasonable <input type="checkbox"/> 2 = Minimum	Proof attached
6	Students average degree completion duration	Unduly long (> 7 years). Longer than minimum prescribed duration	<input type="checkbox"/> 0 = Unduly long <input type="checkbox"/> 1 = Longer than minimum prescribed duration <input type="checkbox"/> 2 = Within Minimum prescribed	Proof attached

		(>5<7 years) Within minimum prescribed duration (5 years).	duration	
7	Admission Response And Percentage Admitted	Very high (50% and above) Low (30 – 50%) Very Low (< 30%)	<input type="checkbox"/> 0 = Very low <input type="checkbox"/> 1 = Low <input type="checkbox"/> 2 = High	List of previous applicants
8	Internal resource generation		<input type="checkbox"/> 0 = No fund generation <input type="checkbox"/> 1 = Inadequate fund generation <input type="checkbox"/> 2 = Adequate fund generation	
9	Academic collaboration	Linkage with hospital/industries/community pharmacies/universities	<input type="checkbox"/> 0 = No system of collaboration <input type="checkbox"/> 1 = Inadequately established <input type="checkbox"/> 2 = Adequately established	Copy of MoU

Score Processes = /18

Examination

1	Examinations system	Annual/semester system Policy as per PCP	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Examination guidelines of university
2	External Evaluation		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of externals
3	Biometric attendance system	Biometric machine	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Attendance data according to biometric machine
4	Attendance requirement	No student shall be eligible for a university	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Student attendance data/

		examination without having attended seventy five per cent of the lectures and practicals		Examination rules
5	Examination pattern	40 % MCQs 60 % of Subjective	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Past examination papers
Score Examination = /10				
QEC				
1	QA mechanism	QMD committee	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	QMD committee Agenda and minutes of QMD committee meeting Working mechanism of QMD committee QA performas
2	Evaluation according to QEC	All ten surveys should be filled Refer to Anex.2	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Reports along with filled QEC forms
3	Departmental committees	At least academic, examination, grievance, labs, career counseling	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Agendas and minutes of meetings of committees

		committee should be constituted		
4	Student Course Evaluation	Minimum once per semester	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof attached
5	Teacher evaluation	Minimum once per semester	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof attached
6	Faculty/staff Feedback	Minimum 70 % should be satisfied	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof attached
7	Alumni satisfaction	Minimum 70 % should be satisfied	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof attached
8	Perceptions of students regarding profession	Minimum 70 % should be satisfied	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Survey of graduating student report
9	Office hours for academic counseling		<input type="checkbox"/> 0 = No counseling at all <input type="checkbox"/> 1 = Some counseling <input type="checkbox"/> 2 = Well organized counseling	Proof attached

Score QEC = /18

Research

1	Publications in ISI impact factor and HEC recognized journals (X & Y category) per full time faculty	Minimum 2-3	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of faculty publications
2	Research grants obtained by department	Minimum 2-3	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of travel/research grants
3	International/national conference/workshop/symposia/seminar organized	Minimum 2-3	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Report of event

4	Faculty attending International/national conference/workshop/symposia/seminar	Minimum 2-3 faculty members must be sent to attend	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Proof attached
5	Books/chapters published by Faculty	Minimum 1-2	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Abstract of book chapter

Score Research = /10

Quality Outcome

1	Acceptance For Admission In Foreign Universities		<input type="checkbox"/> 0 = Not accepted at all <input type="checkbox"/> 1 = Accepted with reservations / tests <input type="checkbox"/> 2 = Readily accepted	Proof attached
2	Average Starting Salary of Graduates		<input type="checkbox"/> 0 = > Rs. 15,000/month <input type="checkbox"/> 1 = Rs. 15,000-25,000/month <input type="checkbox"/> 2 = < Rs. 25,000 per month	Proof attached
3	Average time taken to find a job		<input type="checkbox"/> 0 = More than 12 months <input type="checkbox"/> 1 = Between 6 and 12 months <input type="checkbox"/> 2 = Less than 6 months	Proof attached

Score Quality Outcome = /6

Total Score: 0-102 (Low Score indicates low compliance to parameters whereas high score indicates highest compliance)

Score Obtained: /102

C. Support Services & Documentation

No	Standards/Parameters	Minimum	Score	Proof of Evidence
1	Library cum reading room	Minimum one room	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Proof attached
2	Committee room	Minimum one room	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Proof attached
3	Cafeteria	Minimum one in department	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Proof attached
4	Auditorium	Minimum one in department	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Proof attached

5	Parking area	Minimum one in department	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Proof attached
6	Toilets	Minimum one for males and females	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Proof attached
7	Girls common room	One room	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Proof attached
8	Boys common room	One room	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Proof attached
9	Praying area	Separate area for males and females	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Proof attached
10	Special person friendly facility	Minimum one facility	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Proof attached
11	Amount charged per semester/annual/five years		<input type="checkbox"/> 0 = High <input type="checkbox"/> 1 = Moderate	Fee structure
12	Financial support/scholarship for students as % age of fees	Minimum 5 % of total fee	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = Yes	List of students with amount awarded as scholarship
13	Trend in increase of fee structure over last five years		<input type="checkbox"/> 0 = High <input type="checkbox"/> 1 = Moderate	Fee detail of last 5 years
14	Library resources	Photocopy machine/ computers/ internet access	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	List of resources
15	Total Number of books added in last year	Minimum 100 books	<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = Yes	List of books
16	Access to HEC digital library		<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = Yes	Access to library on website

17	Placement Bureau		<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Copy of MoU with different organizations
18	Faculty Capacity Building Mechanism	Details of mechanism	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Copy of minutes attached
19	Extra-curricular activities	Minimum two academic & two extra curricular activities per semester	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Copy of report
20	Commercialization of research findings	Patents	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Proof attached
21	Internship/practical training		<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Proof attached
22	Semester guidelines	Semester guidelines approved by dean/director	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Copy of guidelines
23	Student guidebook	Student guidebook approved by dean/director	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Copy of guide book
24	Prospectus	Prospectus approved by respective statutory bodies	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Copy of prospectus
25	Annual Report	Approved by statutory bodies	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Copy of annual report

26	Report of quality audit visit	Minimum one internal audit	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Copy of audit report
27	Lab Equipment Utilization		<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Copy of record/ledger
28	Book Bank		<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Proof attached
Total Score: 0-28 (Low Score indicates low compliance to parameters whereas high score indicates highest compliance)			Score Obtained: /28	

OBSERVATIONS AND RECOMMENDATIONS

a. Observations: (Please consolidate overall assessment/ evaluation on the following key parameters):				
Parameters	Total Score	Minimum Score Required	Score Obtained	Give remarks for each attribute if the marks earned are below 50%
A. Governance, Finance & Infrastructure				
1. Governance	20	20		
2. Finances	8	4		
3. Infrastructure	34	30		
4. Laboratory	58	45		
Total Score	120	99		
B. Academics, Processes & Research				
1. Academics	16	12		
2. Faculty & staff	24	18		
3. Processes	18	12		
4. Examination	10	8		
5. QEC	18	14		
6. Research	10	6		
7. Quality Outcome	6	4		
Total score	102	74		
C. Support Services & Documentation	28	15		
Total Composite Score	250	188 (75%)		
Note: Minimum 75 % is required for accreditation				
Major observations of last visit addressed*				
b. Recommendations: (Tick the following recommendation)				
i. The program is not recommended for accreditation and recommended for revisit after addressing all observations of the visiting team			<input type="checkbox"/>	
ii. The program is recommended for accreditation for applied number of seats			<input type="checkbox"/>	
iii. The program is recommended for accreditation of only _____ seats			<input type="checkbox"/>	

Recommendations/Observations

Inspection Team Visited

1. Name of Inspector: _____ Signature: _____

2. Name of Inspector: _____ Signature: _____

3. Name of Inspector: _____ Signature: _____

Date of Visit: _____