



RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL

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PROFORMA FOR THE INSPECTION REPORT FOR DIPLOMA COURSES

Academic Session 20____ - 20____

Date of Inspection: _____ Place: _____ Time: _____

(Observation of the Expert Committee based on the documents furnished and physical verification of facilities.)

1. Name & Address of the Institution

Name _____

Address _____

2. Land Area Available for the Institution

| Item / parameter (tick Yes or No) | Yes | No |
|---|-----|----|
| Clear demarcation of the institution either by a boundary wall or by a barbed-wire fencing. | | |
| Land Use Certificate for educational purposes issued by the Competent Authority for the entire land and in order. | | |
| All-weather approach road to the institution. | | |
| Suitability of location and surroundings of the land for an academic institution. | | |
| Whether the said piece of land is mortgaged to any other agency. | | |
| Master plan for the whole campus indicating boundary of land and building of the proposed institution. | | |

3. Building Plan & Built-up Area

| Item / parameter (tick Yes or No) | Yes | No |
|--|-----|----|
| Building plan duly approved by the Competent Authority has been submitted. | | |
| Building plan bears survey nos. / identification of land on it. | | |
| Construction has been carried out as per the approved building plan. | | |

Quality of construction (excellent / very good / good / satisfactory / poor):

Plastering _____

Painting _____

Flooring _____

Details of total Built-up Area (Sq.m):

| Particulars | Requirement as per norms | Available | Shortfall, if any |
|----------------------------------|--------------------------|-----------|-------------------|
| Instructional Carpet Area (INA) | | | |
| Administrative Carpet Area (ADA) | | | |
| Amenities Carpet Area (AMA) | | | |
| Access & Circulation Area (ACA) | | | |
| TOTAL BUILT-UP AREA | | | |

Note: Total Built-up area = (INA + ADA + AMA) + ACA. ACA includes toilets, corridors, staircases, common circulation, etc.

Disclaimer: The minimum values mentioned in the Form for various parameters are to be verified against the applicable / latest norms of the concerned regulatory body - i.e. AICTE / PCI / CoA.

Details of Instructional Area (Sq.m) - number of rooms required is as per the norms of the applicable regulator; fill 'No.' and 'Area' available for the discipline(s) offered:

| Particulars | Requirement as per norms | | | Available | | |
|--|--|--|------------|-----------|-------------|------------|
| | No. required | Area / room (sq.m) | Total area | No. | Area / room | Total area |
| A. ENGINEERING / TECHNOLOGY (Diploma) - AICTE | | | | | | |
| Class Rooms | Divisions/yr x duration(yrs) x 0.5 | 66 (div 60) / 33 (div 30) | | | | |
| Tutorial Rooms | 25% of class rooms | 33 | | | | |
| Laboratory - First Year | 4 (incl. 2 Basic Sciences), up to intake 600 | 66 | | | | |
| Laboratory - other than First Year | 2 per course per year | 66 | | | | |
| Workshop (general) | 1 (up to 600); +1 for 601-1200 | 200 | | | | |
| Additional Lab / Workshop ('X' category) | 1 | 150 (Diploma) | | | | |
| CAD Centre / Drawing Hall | 1 (up to 600); +1 for 601-1200 | 132 | | | | |
| Computer Centre | 1 (up to 600); +1 for 601-1200 | 150 | | | | |
| Language Laboratory | 1 (min 20 PCs) | 33 | | | | |
| Seminar Hall | 1 | 132 | | | | |
| Library + Reading Room | 1 (+50 sq.m per 60 students beyond intake 420) | 400 | | | | |
| B. PHARMACY (D.Pharm) - PCI | | | | | | |
| Lecture Halls | 2 (to seat 60 each) | ~90 | | | | |
| Laboratories | 4 (Pharmaceutics; Pharm Chemistry; Physio-Pharmacology-Pharmacognosy; Bioc hem-Pathology-Hospital & Clinical Pharmacy) | >=30 sq ft/student, min 500 sq ft | | | | |
| Model / Community Pharmacy | 1 | 80 (incl. Drug Info & Patient Counselling) | | | | |
| Balance / Aseptic / Machine rooms | as required | as required | | | | |
| Library + Museum + Store | 1 each | as required | | | | |
| C. ARCHITECTURE (Diploma) - Council of Architecture (intake 40, full 3-yr course) | | | | | | |
| Design Studio | 3 (1 -> 2 -> 3 over the years) | 100 (or 2.5 sq.m/student) | | | | |
| Lecture Room | 1 | 60 | | | | |
| Labs / Workshops (Environmental, Surveying, Model-making, Material Museum) | 2 (ramps 1 -> 1 -> 2) | 60 | | | | |
| Computer Centre | 1 (from 2nd year) | 60 | | | | |
| Library | 1 | 0.6 sq.m per student | | | | |
| Principal / HOD Office & Administrative Office | 1 each | 30 each | | | | |
| Construction Yard (open-space, 2nd year onwards) | 1 | 100 | | | | |
| TOTAL (for the discipline(s) offered) | | | | | | |

Notes: Engineering norms per AICTE instructional-area schedule; Pharmacy per PCI Education Regulations 2020; Architecture per CoA (Minimum Standards) Guidelines for Diploma Course 2022. Areas in carpet sq.m. For multiple branches, instructional rooms scale proportionately.

Disclaimer: The minimum values mentioned in the Form for various parameters are to be verified against the applicable / latest norms of the concerned regulatory body - i.e. AICTE / PCI / CoA.

Built-up area to be constructed - phased to the FULL course duration (3 years) at sanctioned intake:

| Phase | Built-up area (Sq.m) | Cumulative (Sq.m) |
|---|----------------------|-------------------|
| Constructed AT PRESENT (G.F. + F.F. + S.F.) | | |
| To be constructed by 2nd year | | |
| To be constructed by 3rd year (course completion) | | |

| Phase | Built-up area (Sq.m) | Cumulative (Sq.m) |
|---|----------------------|-------------------|
| TOTAL for the full 3-year course (must meet the minimum below) | | |

Minimum area required as per norms (ready reckoner - single branch, full 3-year course):

| Discipline (regulator) & intake | Instructional (INA) | Administrative (ADA) | Amenities (AMA) | Circulation (ACA, ~25%) | Minimum TOTAL Built-up |
|-----------------------------------|---------------------|---|-----------------|-------------------------|------------------------|
| Engg (Diploma), intake 60 | 1890 | 750 | 500 | 1047 | 4187 |
| Engg (Diploma), intake 30 | 1824 | 750 | 500 | 1025 | 4099 |
| D.Pharm, intake 60 | 920 | + admin/amenities/circulation as applicable | | | INA shown |
| Architecture (Diploma), intake 40 | 724 | + admin/amenities/circulation as applicable | | | INA shown |

Basis - ENGINEERING: full-duration instructional norms (Class Rooms = divisions/yr x 3 yrs x 0.5; first-year labs 4; other-year labs 2 per branch per year; workshop, CAD, computer centre, seminar hall, language lab & library one each) + Administrative min 750 + Amenities min 500; Total Built-up = (INA + ADA + AMA) + 25% circulation. PHARMACY: 2 lecture halls + 4 laboratories + Model Pharmacy (80) + library/museum/support. ARCHITECTURE: 3 studios (100 each) + lecture room + labs/workshops + computer centre + library (0.6 sq.m/student) + offices + construction yard. Figures are minimums for ONE branch at the stated intake; for additional branches the instructional area increases proportionately (deduct 150 sq.m from INA if the branch is not an 'X'-category course). Admin / amenities apply up to intake 300.

Disclaimer: The minimum values mentioned in the Form for various parameters are to be verified against the applicable / latest norms of the concerned regulatory body - i.e. AICTE / PCI / CoA.

Total constructed area at present (G.F. + F.F. + S.F. = Total) Sq.m

| Item / parameter (tick Yes or No) | Yes | No |
|--|-----|----|
| Furniture provided for the professional course. | | |
| Teaching aids (black board & audio-visual aids) available. | | |

Administrative Area & Essential Amenities

| Item / parameter (tick Yes or No) | Yes | No |
|--|-----|----|
| Availability of furnished Principal's office. | | |
| Availability of furnished staff room. | | |
| Availability of separate cabins in staff room for faculty. | | |
| Availability of furnished administrative staff office. | | |
| Permanent electrical connection (*). | | |
| Electrical generator. | | |
| Water supply connection (*). | | |
| Proper drainage connection (*). | | |
| Canteen facility at functional stage. | | |
| Toilets (boys). | | |
| Toilets (girls). | | |
| Common room (girls). | | |
| Common room (boys). | | |
| Hostel facility (#) (girls) - if yes, capacity _____. | | |
| Hostel facility (#) (boys) - if yes, capacity _____. | | |

(*) Expert Committee to verify documentary evidence.
 (#) If no hostel facility is available, whether arrangement has been made for boarding and lodging of students in the vicinity of the institution; if yes, mode of travel from the place of stay to the institution.

4. Teaching Faculty of the Institution

| Particulars | Nos. |
|--|------|
| (a) Total intake of students at present | |
| (b) Total number of students in the institution | |
| (c) Total number of regular teachers at present | |
| (d) Total teachers on part-time / visiting basis (not regular) | |
| (e) Total number of teachers at present (c)+(d) | |

Teaching-faculty requirement as per norms (fill for the discipline(s) offered):

| Discipline (regulator) | Norm ratio / staff basis | Sanctioned intake (all years) | Faculty required | Faculty available | Shortfall |
|------------------------------------|---|-------------------------------|------------------|-------------------|-----------|
| Engineering / Technology - Diploma | 1:25 (1 Principal + 1 HoD/dept + lecturers) | | | | |
| Pharmacy - D.Pharm | Theory 1:60; Practical 2 teachers per 30; for intake 60: 1 Principal + 7 Lecturers (3 M.Pharm/Pharm.D + 4 B.Pharm with 3 yrs exp) | | | | |
| Architecture - Diploma | 1:25 incl. core + allied + visiting; for intake 40: min 5 faculty (min 4 core, incl. HoD); 25% load to visiting from profession | | | | |

Note: Engineering diploma has no Prof/Assoc-Prof cadre. PCI faculty must be registered with the State Pharmacy Council; CoA core faculty must be registered architects. Pharmacy/Architecture faculty are computed programme-wise and not shared with engineering.

Disclaimer: The minimum values mentioned in the Form for various parameters are to be verified against the applicable / latest norms of the concerned regulatory body - i.e. AICTE / PCI / CoA.

| Item / parameter (tick Yes or No) | Yes | No |
|--|-----|----|
| Whether the selection committee for appointment of staff has been conducted (check list of candidates applied, called and appeared, and proceedings of the selection committee meeting). | | |
| Whether all papers related to advertisement / recruitment / identification of faculty were made available to the Expert Committee. | | |
| If yes, whether they are satisfactory as per norms. | | |
| Whether faculty is identified and consent for joining the institution is obtained from the entire faculty. | | |
| Whether a full-time Principal has been appointed. | | |

Shortfall / deficiency as per norms

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| |
| Specific observation of the Expert Committee |
| |

5. Supporting Staff of the Institution

| Particulars | Nos. available |
|--|----------------|
| (a) Total number of supporting staff (Technical) | |
| (b) Total number of supporting staff (Non-Technical) | |

Supporting-staff basis as per norms (fill for the discipline(s) offered):

| Discipline (regulator) | Supporting / non-teaching staff norm | Required | Available | Shortfall |
|------------------------|--|----------|-----------|-----------|
| Engineering - Diploma | Lab Technicians / Assistants per laboratory & workshop; office, library & store staff adequate to the sanctioned intake | | | |
| Pharmacy - D.Pharm | Lab Technician 2 (D.Pharm), Lab Attendant 4, Office Superintendent 1, Clerk-cum-Accountant 1, Store-Keeper 1, Typist 1, Asst. Librarian 1, Peons 2, Cleaners 4, Gardener 1 | | | |
| Architecture - Diploma | Asst. Librarian 1 (UGC qual.); Lab/Workshop Technician (min 1 for computer centre); Administrative & Accounts personnel; Class-IV as required | | | |

Disclaimer: The minimum values mentioned in the Form for various parameters are to be verified against the applicable / latest norms of the concerned regulatory body - i.e. AICTE / PCI / CoA.

Shortfall / deficiency as per norms

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|---|
| |
| Specific observation of the Expert Committee |
| |

6. Library of the Institution (enclose the list of books)

| Particulars | Requirement as per norms | Available | Shortfall, if any |
|---|--------------------------|-----------|-------------------|
| Number of titles of books | | | |
| Number of volumes of books | | | |
| Number of journals (National + International) | | | |

Disclaimer: The minimum values mentioned in the Form for various parameters are to be verified against the applicable / latest norms of the concerned regulatory body - i.e. AICTE / PCI / CoA.

Future plans for automation of the library

| Item / parameter (tick Yes or No) | Yes | No |
|---|-----|----|
| Availability of library facilities for the proposed institution. | | |
| Whether the library is fully furnished. | | |
| Whether a photocopier machine is available in the library. | | |
| Whether the stacking and seating area is adequate. | | |
| Whether a full-time librarian has been appointed (if yes, qualification & pay scale). | | |
| Whether the titles of books available are relevant to the syllabus. | | |
| Availability of vouchers and payment receipts indicating proof. | | |
| Whether books and journals have been procured, stamped and entered in the Accession Register (Experts to kindly affix their signatures on the last page of the Accession Register). | | |

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| Shortfall / deficiency as per norms |
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| Specific observation of the Expert Committee |
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7. Laboratories / Workshop required as per the syllabus of RGPV

Name of lab with equipment must be given course/department-wise. Please verify bills, vouchers & payment receipts for the purchase of equipment.

| Item / parameter (tick Yes or No) | Yes | No |
|--|-----|----|
| Laboratory / workshop facilities provided for the proposed institution (if shared, give details). | | |
| Whether laboratories and workshop possess relevant equipment as per the 1st-year syllabus. | | |
| Whether equipment procured is at the operational stage. | | |
| Availability of vouchers and payment receipts indicating proof of purchase. | | |
| Availability of Stock Register of equipment (Experts to kindly affix their signatures on the last page of the Stock Register). | | |

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| Shortfall / deficiency as per norms |
| |

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| Specific observation of the Expert Committee |
| |

8. Computer Lab & Software available in the Institution

| S.No | Particulars | Requirement as per norms | Available | Shortfall, if any |
|------|---|--------------------------|-----------|-------------------|
| 1 | Number of computer terminals (terminal : student ratio) | | | |
| 2 | Hardware specification | | | |
| 3 | Number of terminals on LAN / WAN | | | |
| 4 | Relevant legal software | | | |
| 5 | Peripheral(s) | | | |

Disclaimer: The minimum values mentioned in the Form for various parameters are to be verified against the applicable / latest norms of the concerned regulatory body - i.e. AICTE / PCI / CoA.

| Item / parameter (tick Yes or No) | Yes | No |
|---|-----|----|
| Whether the computer facilities for the proposed institution are shared with another institution (if so, give details). | | |
| Availability of vouchers and payment receipts indicating proof of purchase. | | |
| Whether entries have been made in the Stock Register (Experts to kindly affix their signatures on the last page). | | |
| Whether the computer centre is fully furnished. | | |
| Brand of computers & printers noted (all computers should be in operational state / switched on at the time of inspection). | | |

Shortfall / deficiency as per norms

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Specific observation of the Expert Committee

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9. Additional Facilities

| Item / parameter (tick Yes or No) | Yes | No |
|---|-----|----|
| Principal's quarters. | | |
| Quarters for faculty. | | |
| Guest house. | | |
| Parking facility. | | |
| Digital library. | | |
| Medical facility (part-time medical officer). | | |
| Insurance facility (Medi-claim + Accident Insurance). | | |
| Provision for Bank / Extension counter. | | |
| Provision for Post Office. | | |
| Provision for Telephone booth. | | |
| Gymnasium / Indoor / Outdoor stadium. | | |
| Sport facilities. | | |
| Rain-water harvesting facility provided in the institution. | | |
| Canteen facility. | | |
| Girls' common room. | | |

10. Policies & Plans of the Management for Faculty and Staff Development

11. For Existing Approved Institutions ONLY - applying for change in approved intake and / or addition of a new branch / new course (e.g. Working Professionals)

(To be filled ONLY where an already-approved institution is seeking enhancement of intake, a new branch, or a new course. A new institution shall leave this section blank.)

| S.No | Particulars | Details |
|------|---|---------|
| 1 | Nature of request (tick): change in intake / new branch / new course (Working Professionals) / other | |
| 2 | Existing approved programme(s) & sanctioned intake | |
| 3 | Proposed additional intake / new branch / new course with intake | |
| 4 | ADDITIONAL infrastructure required for the proposed enhancement, verified against applicable AICTE / PCI / CoA norms (rooms, labs, area - see Section 3 table & Annexure) | |
| 5 | ADDITIONAL faculty & supporting staff required for the proposed enhancement (computed programme-wise, no double-counting) | |

Eligibility conditions for increase in intake / additional course (Engineering & Technology) - ALL must be satisfied:

| Item / parameter (tick Yes or No) | Yes | No |
|--|-----|----|
| Existing approval / affiliation is valid and in force. | | |
| Institution is already offering a minimum of THREE (3) courses, including Multidisciplinary / Region-Specific branches. | | |
| Institution has NIL deficiencies. | | |
| Average enrolment in the last 3 years is more than 80%. | | |
| Student : Faculty ratio is maintained for the sought (half / full division) intake as per norms. | | |
| No inquiry is pending against the institution by any Central / State investigating agency or the affiliating body. | | |
| Sought intake is within the maximum permissible intake (existing intake + one division, scaled by valid accreditation where applicable). | | |
| Additional infrastructure (instructional, administrative & amenities area) available as per norms for the enhanced intake / new programme - cross-checked with the norm table in Section 3 and the Annexure. | | |
| Additional laboratories / workshops with equipment available as per the curriculum of the new branch / course. | | |
| Additional faculty & supporting staff available as per norms for the enhanced intake / new programme. | | |
| Building plan for the entire duration of the programme(s) is prepared by an Architect / Licensed Surveyor; common facilities cater to the total approved intake. | | |

Shortfall / deficiency as per norms

Specific observation of the Expert Committee

12. Specific Observations of the Expert Committee on the following Parameters

| Parameter | Comments |
|---|----------|
| Adequacy & suitability of built-up space | |
| Furniture / Teaching aids for the professional course | |
| Computer facilities | |
| Laboratories & workshop | |
| Faculty | |
| Library | |
| Additional facilities | |

13. Members of the Society / Trust who interacted with the Visiting Expert Committee

| S.No | Name of Member | Designation in Society / Trust / Institution | Signature |
|------|----------------|--|-----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

Major Strengths & Weaknesses of the institution observed by the Expert Committee:

Strengths (1, 2, 3)

Weaknesses (1, 2, 3)

14. Any other Observation / Comments of the Expert Committee on Suitability of the Institution

RECOMMENDATIONS OF THE EXPERT COMMITTEE

Recommended:

| S.No | Course(s) | Intake | Period of Affiliation |
|------|-----------|--------|-----------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

Not Recommended:

Signature: _____

Name: _____

Designation & Address:

(Chairman)

Signature: _____

Name: _____

Designation & Address:

(Member)

Signature: _____

Name: _____

Designation & Address:

Signature: _____

Name: _____

Designation & Address:

(Member)

(Member)

UNDERTAKING (I)

To be prepared on Rs. 100/- stamp paper, notarised, and submitted at the time of inspection.

I, _____, Chairman / Secretary of _____ (College), hereby undertake the following details related to the Institution:

| S.No | Declaration |
|------|--|
| 1 | The land will be used as per the Master Plan for the purpose mentioned in the plan. |
| 2 | The building, with built-up area of _____ Sq.m, is constructed for the Diploma / Post-Diploma course only and will be exclusively used for this purpose alone. |
| 3 | The institution has recruited qualified staff as per the norms for the proper functioning and maintenance of the institution for the Diploma / Post-Diploma in _____, and it will not be shared with any other institution. |
| 4 | The institute has purchased _____ books with _____ titles and _____ journals and other requirements for the library for the Diploma / Post-Diploma course, to be used only by the students and faculty members of the College. |
| 5 | _____ number of computers have been made available in the computer room, to be used only by the students and faculty members of the College. |
| 6 | All laboratories / workshops are provided and fully established for various courses / disciplines by providing space, furniture, equipment / instruments, experimental setups and licensed software as per norms. |

Seal

Name and signature of the Principal / Chairman / Secretary: _____

Name of the College: _____

APPENDIX-1: Details of Courses & Teaching Faculty in all programmes

| Level | Name of the Course | Specialization / Branch | Intake | Name of the Teaching Faculty | Qualification |
|-----------------------|--------------------|-------------------------|--------|------------------------------|---------------|
| PG | | | | | |
| | | | | | |
| UG | | | | | |
| | | | | | |
| | | | | | |
| Diploma | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Other Courses, if any | | | | | |
| | | | | | |

Note: List one row per faculty member; add rows as required. (The earlier two-shift format - Diploma I & II Shift - has been discontinued as per the revised norms.)

Seal & Name and signature of the Principal: _____

ANNEXURE : DEGREE + DIPLOMA SIMULTANEOUS-RUN RESOURCE / FACILITY / STAFF AVAILABILITY MATRIX (vs PRESCRIBED NORMS)

| A. ENGINEERING - Diploma (Polytechnic) + UG Degree (B.E. / B.Tech) | | | | | | |
|---|-----------------------------------|----------------------------------|----------------------------------|--|-----------|-------|
| S.No | Facility / Resource | Norm - Diploma | Norm - Degree (UG) | Shareable? & governing rule | Available | Y/N/P |
| 1 | Campus land | Per FSI / FAR for all programmes | Same (built-up areas summed) | SHAREABLE - single campus | | |
| 2 | Administrative area (ADA) | Min 750 sqm (intake <=300) | Within ADA | SHAREABLE - ADA increases for multiple programme types | | |
| 3 | Amenities area (AMA) | Min 500 sqm | Within AMA | SHAREABLE | | |
| 4 | Class rooms | Divisions x 0.5; 66/33 sqm each | Divisions x 0.5; 66/33 sqm each | NO - separate per sanctioned intake | | |
| 5 | Tutorial rooms | 25% of class rooms; 33 sqm | 25% of class rooms; 33 sqm | NO - separate | | |
| 6 | First-year (Basic Sciences) labs | 4 labs; 66 sqm each | 4 labs (incl. 2 BS); 66 sqm each | PARTIAL - if shared, UPGRADE to UG curriculum | | |
| 7 | Programme / branch labs (2nd yr+) | 2 per course per year; 66 sqm | 2 per course per year; 66 sqm | NO - allied E&T branches: up to 50% labs shareable | | |
| 8 | Workshop (general) | 1 up to 600 intake; 200 sqm | 1 up to 600 intake; 200 sqm | PARTIAL - one serves both within the intake slab | | |
| 9 | CAD centre / Drawing hall | 1; 132 sqm | 1; 132 sqm | PARTIAL - slab-based (1 up to 600) | | |
| 10 | Computer centre | 1; 150 sqm | 1; 150 sqm | PARTIAL - 1 up to 600 combined | | |
| 11 | Library + reading room | 1; 400 sqm | 1; 400 sqm (+50/60 beyond 420) | SHAREABLE - single library; holdings = SUM(dip+deg) | | |
| 12 | Language laboratory | 1; 33 sqm (>=20 PCs) | 1; 33 sqm | SHAREABLE | | |
| 13 | Seminar hall | 1; 132 sqm | 1; 132 sqm | SHAREABLE | | |
| 14 | Teaching faculty | 1:25 (no Prof/Assoc cadre) | 1:20; cadre 1:2:6 | NO - computed separately; no double-counting | | |
| 15 | Principal / HoD | 1 Principal + 1 HoD/dept | 1 Principal + 1 HoD/dept | Principal: 1 for institute; HoD separate per dept | | |
| 16 | Playground / canteen / parking | Required | Required | SHAREABLE - common amenities | | |

| B. PHARMACY - Diploma (D.Pharm) + Degree (B.Pharm) | | | | | | |
|---|---|--------------------------------|---|---|-----------|-------|
| S.No | Facility / Resource | Norm - Diploma | Norm - Degree (UG) | Shareable? & governing rule | Available | Y/N/P |
| 1 | Statutory approval | As prescribed | As prescribed | NO - SEPARATE approval for each | | |
| 2 | Sanctioned intake | D.Pharm (e.g. 60) | B.Pharm (60 / 100) | NO - separate sanction | | |
| 3 | Building / accommodation | Adequate as prescribed | As prescribed | PARTIAL - common building; total area must suffice for BOTH | | |
| 4 | Lecture halls | >=2 halls (60 seats) | >=2 halls | NO - counted separately per programme | | |
| 5 | Laboratories | 4 labs; 75 sqm each | 8 labs (Pharmaceutics&PK 2, Life Sci 2, Pharm Chem 2, Pcoq 1, Analysis 1) | NO - programme-specific; counted separately | | |
| 6 | Machine / Central instrumentation / Animal house / Balance room | As required | Required | PARTIAL / YES - heavy-instrument rooms may be common | | |
| 7 | Library & Museum | Library >=150, Museum >=50 sqm | Library + Museum | SHAREABLE - common; holdings cover both | | |
| 8 | Model / Community Pharmacy | MANDATORY | Not separately required | D.Pharm ONLY (Form 20/21 + registered pharmacist) | | |
| 9 | Principal / HOI | 1 | 1 | One HOI for the institution (common) | | |
| 10 | Department teaching staff | As prescribed | Per dept table (60/100) | NO - separate dept staff; seniors not double-counted | | |

| B. PHARMACY - Diploma (D.Pharm) + Degree (B.Pharm) | | | | | | |
|---|--|--------------------|--------------------|-----------------------------|-----------|-------|
| S.No | Facility / Resource | Norm - Diploma | Norm - Degree (UG) | Shareable? & governing rule | Available | Y/N/P |
| 11 | Non-teaching staff (office / store / accounts) | As required | As prescribed | SHAREABLE - common allowed | | |
| 12 | Form 20/21 (Model Pharmacy licence) | Required (D.Pharm) | - | D.Pharm ONLY | | |

| C. COMBINED FACULTY REQUIREMENT (compute per programme - do not double-count shared faculty) | | | | | |
|---|-------------------------------|--|------------------|-------------------|-----------|
| Programme (regulator) | Sanctioned intake (all years) | Norm ratio / staff basis | Faculty required | Faculty available | Shortfall |
| Diploma - Engineering / Polytechnic | | 1:25; 1 Principal + 1 HoD/dept + lecturers (no Prof/Assoc cadre) | | | |
| Degree - B.E. / B.Tech, UG | | 1:20; cadre 1:2:6 (Prof:Assoc:Asst) | | | |
| Diploma in Pharmacy - D.Pharm | | Theory 1:60; Practical 2 per 30; intake 60 = 1 Principal + 7 Lecturers | | | |
| Degree - B.Pharm | | Dept-wise staff table for 60 / 100 admissions | | | |
| Diploma in Architecture | | 1:25 (core + allied + visiting); intake 40 = min 5 (min 4 core incl HoD) | | | |
| TOTAL | | | | | |

Disclaimer: The minimum values mentioned in the Form for various parameters are to be verified against the applicable / latest norms of the concerned regulatory body - i.e. AICTE / PCI / CoA.

| D. KEY STATUTORY POINTS FOR SIMULTANEOUS DEGREE + DIPLOMA OPERATION | | |
|--|-----|----|
| Item / parameter (tick Yes or No) | Yes | No |
| Separate valid approval held for EACH programme (engineering levels and D.Pharm / B.Pharm counted separately). | | |
| Consent of affiliation obtained for each course & intake applied. | | |
| Shared laboratories/equipment upgraded to the higher (degree) curriculum where used by the degree programme. | | |
| Faculty counted programme-wise with NO double-counting of shared/senior faculty across programmes. | | |
| Combined built-up area (INA + ADA + AMA + circulation) sufficient for BOTH programmes simultaneously. | | |
| Model / Community Pharmacy with Form 20/21 licence available (if D.Pharm offered). | | |
| Library holdings = sum of the per-programme norms; single library acceptable. | | |
| Statutory committees (Anti-Ragging, Internal/PoSH, SC/ST, Grievance) constituted for the institution as a whole. | | |

Verified by the Expert Committee:

Signature & Name (Chairman): _____

Signature & Name (Member): _____

Signature & Name (Member): _____

Signature & seal, Head of Institution: _____