



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

Name of the Institution: _____

Program/Discipline: _____

Accreditation Status: Applied for NOC

Number of Visit/Inspection: _____

Pharmacy Council of Pakistan

14-D West, Feroze Center
Fazl-e-Haq Road, Blue Area, Islamabad
Phone: 051-9204191, 051-9218995

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		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of members Copy of agenda & minutes of meetings Written by laws of BoG
2	Academic Council		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of members Copy of agenda & minutes of meetings
3	Board of faculty		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of members Copy of agenda & minutes of meetings
4	Board of Studies		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of members 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

Score of Governance = /18

Finances

1	Endowment Fund/Financial Status/parent/sub campus	Rs. 50 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: 0-118
(Low Score indicates low compliance to parameters whereas high score indicates highest compliance)

Total Score Obtained: /118

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	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
4	Campus management system		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	CMS website
5	Website present	Website of university	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	University website
6	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 = /12				
Faculty & Staff				
1	Head of institution (mandatory)	Must be Associate professor and pharmacist	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Resume of Chairman/ /Director
2	Strength of faculty	1: 10 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 with council	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Registration certificates of faculty members
7	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

8	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
9	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
10	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
11	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 = /22

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
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Score Examination = /2

QEC

1	QA mechanism	QMD committee Academic, examination, grievance, labs, career counseling committee should be constituted	<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	Notification with ToR
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Score QEC = /2

Research

1	Publications in ISI impact factor and HEC recognized journals (X & Y category) per full time faculty		<input type="checkbox"/> 0 = Non Compliant <input type="checkbox"/> 1 = Partially Compliant <input type="checkbox"/> 2 = Compliant	List of faculty publications
2	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

Score Research = /4

Total Score: 0-42 (Low Score indicates low compliance to parameters whereas high score indicates highest compliance

Score Obtained: /42

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	Proof attached
13	Library resources	Photocopy machine/ computers/ internet access	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	List of resources
14	Access to HEC digital library		<input type="checkbox"/> 0 = No <input type="checkbox"/> 1 = Yes	Access to library on website
15	Placement Bureau		<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Copy of MoU with different organizations
16	Faculty Capacity Building Mechanism	Details of mechanism	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Copy of minutes attached
17	Hospital attachment		<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Proof attached
18	Semester guidelines	Semester guidelines approved by dean/director	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Copy of guidelines

19	Student guidebook	Student guidebook approved by dean/director	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Copy of guide book
20	Prospectus	Prospectus approved by respective statuary bodies	<input type="checkbox"/> 0 = Not Present <input type="checkbox"/> 1 = Present	Copy of prospectus
Total Score: 0-20 (Low Score indicates low compliance to parameters whereas high score indicates highest compliance)			Score Obtained: /20	

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	18	18		
2. Finances	8	4		
3. Infrastructure	34	30		
4. Laboratory	58	46		
Total Score	118	98		
B. Academics, Processes & Research				
1. Academics	12	10		
2. Faculty & staff	22	18		
3. Examination	2	2		
4. QEC	2	1		
5. Research	4	2		
Total score	42	33		
C. Support Services & Documentation	20	14		
Total Composite Score	180	145 (80 %)		
Note: Minimum 80 % 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: _____