



**PHARMACY COUNCIL OF PAKISTAN**  
**SELF-ASSESSMENT ACCREDITATION FORM**  
**FOR POSTGRADUATE M.PHIL/PhD PROGRAM**

**Name of the Institution** \_\_\_\_\_

**Program/Discipline** \_\_\_\_\_

**Accreditation Status**      Applied            Renewal     

**Number of Visit/Inspection** \_\_\_\_\_

**Pharmacy Council of Pakistan**  
**14-D West Ferooz Centre, 1<sup>st</sup> Floor**  
**Blue Area**  
**Islamabad**  
**Phone: 051-9204191**  
**Fax: 051-9218995**

<b>Campus General Information</b>		<b>Details</b>
1	Name of the University	
2	Name of the campus/parent institute	
3	Ownership of Campus	
4	Private/Public	
5	Campus Location	
6	Year of establishment of institution	
7	Name of degree program	
8	Commencement of degree program	
9	Duration of degree program	
10	Type of Program	
11	Total credit hours of degree	
12	Year in which first batch was enrolled	
13	Total number of enrolled students	
14	Total number of PhD faculty	
15	Total number of M.Phil/MS faculty	

**This form should be separately filled for different programs (Pharmaceutics, Pharmaceutical Chemistry, Pharmacy Practice, Pharmacognosy, Pharmacology)**

<b>A. Governance/Policy Documents</b>				
<b>S. No</b>	<b>Standards/Parameters</b>	<b>Minimum Requirements</b>	<b>Score</b>	<b>Proof of Evidence</b>
1	Approval for the establishment of Department from statutory bodies		<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Copy of minutes of Academic council, BoF & BoS
2	Admission policy	As per PCP/HEC/university requirement	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Copy of policy/relevant documents.
3	Academic Council	Min two meetings per year	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Copy of agenda and minutes of the meetings
4	Board of Faculty	Min two meetings per year	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Composition/Copy of agenda and minutes of the meeting
5	Board of Studies	Min two meetings per year	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Composition/ Copy of agenda and minutes of the meeting
6	Board of Advance Studies & Research (BASAR)	Min two meetings per year	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Composition/Copy of agenda and minutes of the meeting
7	Departmental Research Committee (DRC)	Min two meetings per year	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Composition/Copy of agenda and minutes of the meeting
<b>Total Score: 7-14 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)</b>			<b>Score Obtained:</b>	

<b>B. Finances</b>				
<b>S.No</b>	<b>Standards/Parameters</b>	<b>Minimum Requirements</b>	<b>Score</b>	<b>Proof of Evidence</b>
1	Endowment Fund/Financial status	Rs. 50 million	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Statement of accounts

2	Developmental budget	8% of whole budget	<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	Copy of budget
3	Research Budget		<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	Proof
<b>Total Score: 3-6 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)</b>			<b>Score Obtained:</b>	

<b>C. Infrastructure</b>				
<b>S.No</b>	<b>Standards/Parameters</b>	<b>Minimum Requirements</b>	<b>Score</b>	<b>Proof of Evidence</b>
1	Number of lecture halls	Minimum 2 per 50 students	<input type="checkbox"/> 1= Inadequate <input type="checkbox"/> 2= Adequate	Proof of facility
2	Seminar room	Minimum one room (In case of Pharmacy Practice)	<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	Proof of facility
3	Library cum reading room	Minimum one room	<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	Proof of facility
4	Auditorium	Minimum one in department	<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	Proof of facility
5	Faculty offices	Minimum one faculty office for each department	<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	Proof of facility
6	Admin offices	One staff room	<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	Proof of facility
7	Girls common room	One room	<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	Proof of facility
8	Laboratories	Minimum 1 according to the subject  Exempted in case of Pharmacy Practice	<input type="checkbox"/> 1= No <input type="checkbox"/> 2 = Yes	Proof of facility
<b>Total Score: 8-16 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)</b>			<b>Score Obtained:</b>	

<b>D. Academic Process</b>				
<b>S.No</b>	<b>Standards/Parameters</b>	<b>Minimum Requirements</b>	<b>Score</b>	<b>Proof of Evidence</b>
1	Program mission and objectives	Program mission and objectives clearly defined	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Approved mission and objectives of department
2	Curriculum	According to HEC/PCP requirements	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Copy of curriculum
3	Campus management system		<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	CMS website
4	Website present	Website of university	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	University website
5	Information on web page	Information regarding campus, programs offered and facilities	<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	University website
6	Faculty folders	Folder of each faculty member comprising of attendance record, evaluation record, Course details and coverage	<input type="checkbox"/> 1= No <input type="checkbox"/> Yes	Copy of folders
7	Student folders	Folder of each student comprising of student admission details, registration forms, fees details, result cards, Research proposal, matrix, progress reports, BASAR topic approval, Viva report	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Copy of folders
8	Student course evaluation	Minimum once course evaluation per semester	<input type="checkbox"/> 1= No <input type="checkbox"/> 2=Yes	Student course evaluation reports

9	Teacher evaluation	Minimum once teacher evaluation per semester	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Teacher evaluation reports
10	Faculty/staff feedback	Minimum 70% should be satisfied	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Faculty survey
11	Alumni satisfaction	Minimum 70% should be satisfied	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Alumni survey report
12	Theory coverage	More than 90% of the course should be covered in semester/academic year	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Course coverage report
13	Graduating Student satisfaction	Minimum 70% should be satisfied	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Graduating student survey report
14	Research progress form	Minimum 70% should be satisfied	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Research progress review Performa
<b>Total Score: 14-28 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)</b>			<b>Score Obtained:</b>	

<b>E. Tuition Fees</b>				
<b>Sr.No</b>	<b>Standards/Parameters</b>	<b>Minimum Requirements</b>	<b>Score</b>	<b>Proof of Evidence</b>
1	Amount charged per semester	To be discussed in council	<input type="checkbox"/> 1= High <input type="checkbox"/> 2= Moderate	Amount:
2	Trend in the increase of fee structure over the last five years		<input type="checkbox"/> 1= High <input type="checkbox"/> 2= Moderate	Fees details of last 5 years

<b>Total Score: 2-4 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)</b>	<b>Score Obtained:</b>
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<b>F. Academic, Faculty &amp; Staff Requirements</b>				
<b>Sr.No</b>	<b>Standards/Parameters</b>	<b>Minimum Requirements</b>	<b>Score</b>	<b>Proof of Evidence</b>
1	Head of institution	As per PCP requirements	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Resume of Chairman/ /Director
2	Number of subject experts	All major subjects should be taught by them	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Resume attached
3	Strength of faculty	Professor 10%  Associate Professor 20%  Assistant Professor 30%  Lecturers 40%	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes  <input type="checkbox"/> 1 = No <input type="checkbox"/> 2 = Yes  <input type="checkbox"/> 1 = No <input type="checkbox"/> 2 = Yes  <input type="checkbox"/> 1 = No <input type="checkbox"/> 2 = Yes	List of faculty with designations
4	Visiting faculty	Less than 25% of the total	<input type="checkbox"/> 1 = No <input type="checkbox"/> 2 = Yes	List of faculty with resumes
5	Teaching experience	All teaching faculty must be Pharmacy Graduates with not 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"/> 1= No <input type="checkbox"/> 2 = Yes	List of faculty with resumes
6	Registration of faculty members with pharmacy council	Not less than 80% of the faculty should be registered with council	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Registration certificates of faculty members
7	Teaching load	As per HEC criteria with respect to administrative and research load,		Teaching plan of semester/timetable

		Professor 3 Cr Hrs	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	
		Associate Prof 3-6 Cr Hr	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	
		Assistant Prof 9 Cr Hr	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	
		Lecturer 9-12 Cr Hr	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	
8	Full time teacher: student ratio	1:10	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	List of teachers and students
9	Adoption of HEC eligibility criteria for appointments of faculty members	Qualifications/experience of all faculty according to HEC criteria	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Resumes of faculty members
10	Supervisors	Must be Subject experts Must be regular faculty member/HEC approved supervisor	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Resumes of faculty members BASAR minutes for supervisor approval
11	No of students per Supervisor	One supervisor can take 12 students;8 in case of M.Phil 5 in case of PhD 12 for M.Phil if PhD program not offered	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Student template form
12	Availability of qualified laboratory staff (where applicable)	One per lab	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	List of lab staff
<b>Total Score: 12-24 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)</b>			<b>Score Obtained:</b>	

<b>G. Lab &amp; IT Requirements</b>				
<b>Sr.No</b>	<b>Standards/Parameters</b>	<b>Minimum Requirements</b>	<b>Score</b>	<b>Proof of Evidence</b>
1	Pharmaceutics	Refer to list of chemicals,	<input type="checkbox"/> 1=Inadequate	List of chemicals,



	laboratory	glassware and equipment's according to annexure A1 Utilization of lab equipment	<input type="checkbox"/> 2= Adequate <input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	apparatus, glassware, equipments
2	Basic Medical Sciences/Pharmacology Laboratory	Refer to list of chemicals, glassware and equipment's according to annexure A1 Utilization of lab equipment	<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate <input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	List of chemicals, apparatus, glassware, equipments
3	Pharmacognosy Laboratory	Refer to list of chemicals, glassware and equipment's according to annexure A1 Utilization of lab equipment	<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate <input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	List of chemicals, apparatus, glassware, equipments
4	Pharmaceutical Chemistry Laboratory	Refer to list of chemicals, glassware and equipment's according to annexure A1 Utilization of lab equipment	<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate <input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	List of chemicals, apparatus, glassware, equipments
5	Industrial Laboratory	Refer to list of chemicals, glassware and equipment's according to annexure A1 Utilization of lab equipment	<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate <input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	List of chemicals, apparatus, glassware, equipments
6	Quality Control Laboratory	Refer to list of chemicals, glassware and equipment's according to annexure A1 Utilization of lab equipment	<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate <input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	List of chemicals, apparatus, glassware, equipments Log book of equipment
7	Computer lab	Minimum one computer lab	<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	Proof of facility

8	Number of computers	1 for 3 students in case of IT courses	<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	List of computers with their specifications
9	Internet service	256 Kbytes access rate	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Access rate for internet/Wi-Fi service
<b>Total Score: 9-18 (Low score indicates lowest compliance to parameters whereas high score indicates highest compliance)</b>			<b>Score Obtained:</b>	

<b>H. Examinations</b>				
<b>S.No</b>	<b>Standards/Parameters</b>	<b>Minimum Requirements</b>	<b>Score</b>	<b>Proof of Evidence</b>
1	Examinations system	Annual/semester system Policy as per PCP	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Examination guidelines of university
2	Examiners as subject experts		<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Approved list of examiners from BASAR
3	Attendance requirement	No student shall be eligible for a university examination without having attended seventy five per cent of the lectures	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Student attendance data/ Examination rules
4	Examination pattern	20 % Internal 30 % Mid term 50 % Final	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Past examination papers
5	GAT/NTS	GAT-general (M.Phil) or GAT-Subject (PhD)/ University GAT should be cleared.	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Results of GAT
6	Comprehensive examination	Once a year after completion of coursework in case of PhD	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Notifications of comprehensive examination

<b>Total Score: 6-12 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)</b>	<b>Score Obtained:</b>
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<b>I. Research</b>				
<b>S.No</b>	<b>Standards/Parameters</b>	<b>Minimum Requirements</b>	<b>Score</b>	<b>Proof of Evidence</b>
1	Publications in ISI impact factor and HEC recognized journals (X & Y category) per full time faculty		<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	List of publications
2	Travel grants won for presentation of papers abroad per full time faculty		<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	List of travel grants obtained
3	University linkages		<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Copy of MoU with different organizations
4	Research grants obtained by department		<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Letter of approval of grant
5	X or W category journals published by department		<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Copy of issue of journals published
6	International conference/workshop/symposia/seminar organized		<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Report of conference/workshop/symposia/seminar organized
7	National conference/workshop/symposia/seminar organized		<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Report of conference/workshop/symposia/seminar organized
8	Books/chapters published by faculty members		<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Excerpt of book/chapter
<b>Total Score: 8-16 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)</b>			<b>Score Obtained:</b>	

<b>J. Thesis</b>				
<b>Sr.No</b>	<b>Standards/Parameters</b>	<b>Minimum Requirements</b>	<b>Score</b>	<b>Proof of Evidence</b>
1	Area of thesis		<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	List of research areas attached
2	List of publications		<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	List of publications by students
3	Minutes of approval from DRC for thesis topics		<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Copy of minutes of DRC
4	Plagiarism Consent		<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Plagiarism report Consent form sample attached
5	Ethical Approval	Exempted in case of Pharmacy Practice	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Ethical review board letter
<b>Total Score: 5-10 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)</b>			<b>Score Obtained:</b>	

<b>k. Quality Assurance Mechanism</b>				
<b>S.No</b>	<b>Standards/Parameters</b>	<b>Minimum Requirements</b>	<b>Score</b>	<b>Proof of Evidence</b>
1	QA mechanism	QMD committee	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	QMD committee Agenda and minutes of QMD committee meeting Working mechanism of QMD committee
2	Evaluation according to Quality Enhancement Cell	All ten surveys should be filled each semester Refer to annexure A2	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Reports along with filled forms of all QEC surveys
3	Departmental Research committees		<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Agendas and minutes of meetings of committees

<b>Total Score: 3-6 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)</b>	<b>Score Obtained:</b>
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<b>I. Library</b>				
<b>S.No</b>	<b>Standards/Parameters</b>	<b>Minimum Requirements</b>	<b>Score</b>	<b>Proof of Evidence</b>
1	Library space		<input type="checkbox"/> 1=Inadequate <input type="checkbox"/> 2= Adequate	Proof of facility
2	Access to HEC digital library	Access to international publishers through digital library	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Access to digital library on website
<b>Total Score: 2-4 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)</b>			<b>Score Obtained:</b>	

<b>J. Additional Documents</b>				
<b>S.No</b>	<b>Standards/Parameters</b>	<b>Minimum Requirements</b>	<b>Score</b>	<b>Proof of Evidence</b>
1	Annual report	Annual report approved by dean/director	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Copy of annual report
2	Semester guidelines	Semester guidelines approved by dean/director	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Copy of semester guidelines
3	Student guidebook	Student guidebook approved by dean/director	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Copy of student guidebook
4	Prospectus	Prospectus approved by respective statutory bodies	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Copy of approved prospectus
5	Reports of quality audit visit conducted by team of parent university	Minimum one internal audit per year	<input type="checkbox"/> 1= No <input type="checkbox"/> 2= Yes	Copy of internal audit reports

**Total Score: 5-10 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)**

**Score Obtained:**

## SELF-ACCREDITATION SCORE CARD

Parameters	Total Score	Score Obtained	Minimum Score	Remarks
A. Governance/Policy documents	14		14	
B. Finances	6		2	
C. Infrastructure	16		12	
D. Academic process	28		28	
E. Tuition Fees	4		4	
F. Academic, Faculty & Staff Requirements	24		20	
G. Labs & IT Requirements	18		6	
H. Examinations	12		12	
I. Research	16		4	
J. Thesis	10		10	
K. Quality Assurance mechanism	6		6	
L. Library	4		2	
M. Additional Documents	10		10	
<b>Total Score</b>	<b>163</b>		<b>130 (77 %)</b>	

**Note: The program must achieve 100 % score in the highlighted sections. Low score indicates low compliance to parameters whereas high score indicates high compliance**

### Recommendations

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Name and sign of Inspector

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Name and sign of PCP representative