

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

Name of the Institution_		
Program/Discipline		
Accreditation Status	Applied for	
Number of Visit/Inspect	ion	

Pharmacy Council of Pakistan

10-D West Blue Area

Taimur Chamber

Islamabad

Phone: 051-9204191

Fax: 051-9204191

	Campus General Information	Details
1	Name of the institution	
2	Name of the campus/parent institute	
3	Private/Public	
4	Campus Location	
5	Number of currently enrolled students applied for	

A.	Governance/Policy Docume	nts		
S.No	Standards/Parameters	Minimum	Score	Proof of Evidence
		Requirements		
1	Board of Governors/ Equivalent bodies	Present	0= Non-Compliant 1= Partially Compliant 2= Compliant	Copy of agenda and minutes of the meetings
2	Academic Council	Present	0= Non-Compliant 1= Partially Compliant 2= Compliant	Copy of agenda and minutes of the meetings
3	Board of Faculty/Board of Studies	Present	0= Non-Compliant 1= Partially Compliant 2= Compliant	Copy of agenda and minutes of the meeting
4	Approval for the establishment of Pharmacy Department from statutory bodies and Respective Government Department	Copy of minutes highlighting approval and charter	0= Non-Compliant 1= Partially Compliant 2= Compliant	Copy of notifications/appro val
5	Admission policy	As per PCP/HEC/univers ity requirement	0= Non-Compliant 1= Partially Compliant 2= Compliant	Copy of policy/relevant documents.

Total Score: 0-10(Low score indicates low compliance to	Score Obtained:
parameters whereas high score indicateshighest	
compliance)	

B.	Finances			
S.No	Standards/Parameters	Minimum	Score	Proof of Evidence
		Requirements		
1	Endowment Fund/Financial	Rs. 30 million	0= Non-Compliant	Statement of
	status/parent/ sub campus		1= Partially Compliant	accounts
			2= Compliant	
2	Total budget	Separate budget	0= Non-Compliant	Copy of detailed
		for pharmacy	1= Partially Compliant	budget plan
			2= Compliant	Description of
				department
				budgetary processes
3	Operational budget	Bank statement	0= Non-Compliant	Copy of detailed
			1= Partially Compliant	budget plan
			2= Compliant	
4	Developmental budget	8% of whole	0= Non-Compliant	Copy of detailed
		budget	1= Partially Compliant	budget plan
			2= Compliant	
Total Score: 0-8 (Low score indicates low compliance to		Score Obtained:	1	
param	eters whereas high score	indicates highest		
compl	iance)			

C.	Infrastructure			
S.No	Standards/Parameters	Minimum	Score	Proof of Evidence
		Requirements		
1	Premises owned property or	5 year lease	0= Non-Compliant	Rent agreement/
	hired	agreement	1= Partially Compliant	Proof of ownership
			2= Compliant	

2	Gross Area	1 acre/8 canal (<1 acre= Partially compliant, > 1 acre= Compliant)	0= Non-Compliant 1= Partially Compliant 2= Compliant	Master plan of the institute
3	Built in/ Covered Area	Minimum 100 sqft per student	0= Non-Compliant 1= Partially Compliant 2= Compliant	Gross covered area/ built in area of the institute
4	Lecture rooms /Halls	12-15 sqft per student	0= Non-Compliant 1= Partially Compliant 2= Compliant	List of lecture rooms and halls with their area dimensions
5	Number of lecture halls	Minimum 2 per 50 students	0= Non-Compliant 1= Partially Compliant 2= Compliant	Proof of facility
6	Seminar room Size of seminar room	Minimum one room	0= Non-Compliant 1= Partially Compliant 2= Compliant 0= Inadequate 1= Adequate	Proof of facility
7	Library cum reading room Size of reading room	Minimum one room	0= Non-Compliant 1= Partially Compliant 2= Compliant 0= Inadequate 1= Adequate	Proof of facility
8	Committee room Size of committee room	Minimum one room	0= Non-Compliant 1= Partially Compliant 2= Compliant 0= Inadequate 1= Adequate	Proof of facility

9	Cafeteria	Minimum one in department	0= Non-Compliant 1= Partially Compliant	Proof of facility
	Size of cafeteria		2= Compliant 0= Inadequate 1= Adequate	
10	Auditorium	Minimum one in department	0= Non-Compliant 1= Partially Compliant	Proof of facility
	Size of auditorium		2= Compliant 0= Inadequate 1= Adequate	
11	Conference room	Minimum one in department	0= Non-Compliant 1= Partially Compliant 2= Compliant	Proof of facility
	Size of conference room		0= Inadequate 1= Adequate	
12	Parking area	Minimum one in department	0= Non-Compliant 1= Partially Compliant 2= Compliant	Proof of facility
	Size of parking area		0= Inadequate 1= Adequate	
13	Toilets	Minimum one for males and females separately in department	0= Non-Compliant 1= Partially Compliant 2= Compliant	Proof of facility
14	Faculty offices	Minimum one faculty office for each department	0= Non-Compliant 1= Partially Compliant 2= Compliant	Proof of facility
	Size of faculty office		0= Inadequate 1= Adequate	
15	Admin offices	One staff room	0= Non-Compliant 1= Partially Compliant 2= Compliant	Proof of facility
	Size of admin office		0= Inadequate 1= Adequate	

16	Girls common room	One room	0= Non-Compliant 1= Partially Compliant 2= Compliant	Proof of facility
	Size of common room		0= Inadequate 1= Adequate	
17	Boys common room Size of common room	One room	0= Non-Compliant 1= Partially Compliant 2= Compliant 0= Inadequate 1= Adequate	Proof of facility
18	Praying area Size of area	Separate area for males and females	0= Non-Compliant 1= Partially Compliant 2= Compliant 0= Inadequate 1= Adequate	Proof of facility
19	Special person friendly facility	Minimum one facility	0= Non-Compliant 1= Partially Compliant 2= Compliant	Proof of facility
20	Total number of laboratories	Minimum 6 labs	0= Non-Compliant 1= Partially Compliant 2= Compliant	Proof of facility
21	Laboratory size	Minimum area for 50 students: 1750- 2250 sq feet each	0= Non-Compliant 1= Partially Compliant 2= Compliant	Proof of facility
Total Score: 0-55 (Low score indicates low compliance to			Score Obtained:	
parameters whereas high score indicates highest				
compliance)				

D.	D. Academic Process				
S.No	Standards/Parameters	Minimum	Score	Proof of Evidence	
		Requirements			
1	Program mission and	Program mission	0= Non-Compliant	Approved mission	
	objectives	and objectives	1= Partially Compliant	and objectives of	
		clearly defined	2= Compliant	department	
2	Curriculum	According to PCP	0= Non-Compliant	Copy of curriculum	
		and HEC	1= Partially Compliant		
		requirements	2= Compliant		
3	Campus management		0= Non-Compliant	CMS website	
	system		1= Partially Compliant		
			2= Compliant		
4	Website present	Website of	0= Non-Compliant	University website	
		university	1= Partially Compliant		
			2= Compliant		
5	Information on web page	Information	0= Non-Compliant	University website	
		regarding campus,	1= Partially Compliant		
		programs offered	2= Compliant		
		and facilities			
Total 9	Score: 0-10 (Low score indicat	es low compliance to	Score Obtained:		
pa	rameters whereas high score	indicates highest			
	compliance)				
E.	Tuition Fees				
S.No	Standards/Parameters	Minimum	Score	Proof of Evidence	
		Requirements			
1	Amount charged per		0= High	Fee structure	
	semester/annual/five		1= Moderate		
	years				
Total	Score: 0-1 (Low score indicate	es low compliance to	Score Obtained:		
pa	rameters whereas high score	indicates highest			
	compliance)				
1			1		

F.	F. Academic, Faculty & Staff Requirements					
S.No	Standards/Parameters	Minimum	Score	Proof of Evidence		
		Requirements				
1	Head of institution	Must be pharmacist	0= Non-Compliant	Resume of		
		and minimum	1= Partially Compliant	Chairman/		
		associate professor	2= Compliant	/Director		
		(mandatory)				
2	Strength of faculty	1: 15 ratio	0= Non-Compliant	List of faculty with		
			1= Partially Compliant	designations		
			2= Compliant			
3	Visiting faculty	Less than 20% of the	0= Non-Compliant	List of faculty with		
		total	1= Partially Compliant	resumes		
			2= Compliant			
4	Teaching experience	No more than 20%	0= Non-Compliant	List of faculty with		
		of the Teaching	1= Partially Compliant	resumes		
		Faculty will be	2= Compliant			
		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				
5	Percentage of full time	Full time faculty	0= Non-Compliant	List of faculty		
	faculty to total faculty	should not be less	1= Partially Compliant			
		than 80%	2= Compliant			
6	Registration of faculty	Not less than 80% of	0= Non-Compliant	Registration		

	members with pharmacy	the faculty should	1= Partially Compliant	certificates of
	council	be registered with	2= Compliant	faculty members
		council		
7	Adoption of HEC	Qualifications/expe	0= Non-Compliant	Resumes of faculty
	eligibility criteria for	rience of all faculty	1= Partially Compliant	members
	appointments of faculty	according to HEC	2= Compliant	
	members	criteria		
8	Salaries and benefits	Min salaries should	0= Non-Compliant	Salary slips of
		be according to	1= Partially Compliant	faculty members
		HEC criteria	2= Compliant	
9	Availability of qualified	One per lab	0= Non-Compliant	List of lab staff
	laboratory staff	1	1= Partially Compliant	
	J		2= Compliant	
10	Qualification of laboratory		0= Inadequate	Resumes of lab
	staff		1= Adequate	staff
11	Technical competency of		0= Inadequate	
	lab staff		1= Adequate	
Total	Score: 0-20 (Low score indica	ites low compliance to	Score Obtained:	
pa	rameters whereas high score	e indicates highest		
	compliance)			
G.	Lab & IT Requirements			
S.No	Standards/Parameters	Minimum	Score	Proof of Evidence
		Requirements		
1	Pharmaceutics	Refer to list of	0= Non-Compliant	List of chemicals,
	laboratory	chemicals, glassware	1= Partially Compliant	apparatus,
		and equipment's	2= Compliant	glassware,
		according to		equipments

annexure A1

Quality of chemicals

0= Poor

		Quality of glassware Quality of equipment	1= Good 2= Excellent 0= Poor 1= Good 2= Excellent 0= Poor 1= Good 2= Excellent 2= Excellent 2= Excellent	
2	Basic Medical Sciences/Pharmacology Laboratory	Refer to list of chemicals, glassware and equipment's according to	0= Non-Compliant 1= Partially Compliant 2= Compliant	List of chemicals, apparatus, glassware, equipments
		annexure A1 Quality of chemicals	0= Poor 1= Good 2= Excellent	
		Quality of glassware	0= Poor 1= Good 2= Excellent	
		Quality of equipment	 □ 0= Poor □ 1= Good □ 2= Excellent 	
3	Pharmacognosy Laboratory	Refer to list of chemicals, glassware and equipment's according to annexure A1 Quality of chemicals	0= Non-Compliant 1= Partially Compliant 2= Compliant 0= Poor 1= Good 2= Excellent	List of chemicals, apparatus, glassware, equipments

		Quality of glassware Quality of equipment	☐ 0= Poor ☐ 1= Good ☐ 2= Excellent ☐ 0= Poor ☐ 1= Good ☐ 2= Excellent	
4	Pharmaceutical	Refer to list of	0= Non-Compliant	List of chemicals,
	Chemistry Laboratory	chemicals, glassware	1= Partially Compliant	apparatus,
		and equipment's	2= Compliant	glassware,
		according to		equipments
		annexure A1		
		Quality of chemicals	0= Poor	
			1= Good 2= Excellent	
			0= Poor	
		Quality of glassware	1= Good	
			2= Excellent	
			0= Poor	
		Quality of equipment	1= Good	
			2= Excellent	
5	Industrial Laboratory	Refer to list of	0= Non-Compliant	List of chemicals,
		chemicals, glassware	1= Partially Compliant	apparatus,
		and equipment's	2= Compliant	glassware,
		according to		equipments
		annexure A1	□ 0 - P	
		Quality of chemicals	0= Poor 1= Good	
			2= Excellent	
			0= Poor	
		Quality of glassware	1= Good	
			2= Excellent	

		Quality of equipment	0= Poor 1= Good 2= Excellent	
6	Quality Control	Refer to list of	0= Non-Compliant	List of chemicals,
	Laboratory	chemicals, glassware	1= Partially Compliant	apparatus,
		and equipment's	2= Compliant	glassware,
		according to annexure A1		equipments
		Quality of chemicals	0= Poor	
			1= Good	
			2= Excellent	
		Quality of glassware	0= Poor	
			1= Good	
			2= Excellent	
		Quality of equipment	0= Poor	
			1= Good	
			2= Excellent	
7	Computer lab	Minimum one	0= Non-Compliant	Proof of facility
		computer lab	1= Partially Compliant	
			2= Compliant	
8	Number of computers	1 for 3 students in	0= Non-Compliant	List of computers
		case of IT courses	1= Partially Compliant	with their
			2= Compliant	specifications
9	Internet service	256 Kbytes access rate	0= Non-Compliant	Access rate for
		and minimum 20GB	1= Partially Compliant	internet/Wi-Fi
			2= Compliant	service
,	 Total Score: 0-54 (Low score	indicates lowest	Score Obtained:	
compliance to parameters whereas high score indicates				
highest compliance)				

H.	. Examinations			
S.No	Standards/Parameters	Minimum	Minimum Score	
		Requirements		
1	Examinations system	Annual/semester	0= Non-Compliant	Examination
		system	1= Partially Compliant	guidelines of
		Policy as per PCP	2= Compliant	university
2	Biometric attendance	Biometric machine	0= Non-Compliant	Attendance data
	system		1= Partially Compliant	according to
			2= Compliant	biometric machine
3	Attendance requirement	No student shall be	0= Non-Compliant	Student attendance
		eligible for a	1= Partially Compliant	data/ Examination
		university	2= Compliant	rules
		examination without		
		having attended		
		seventy five per cent		
		of the lectures and		
		practicals		
Total Score: 0-6 (Low score indicates low compliance to			Score Obtained:	
parameters whereas high score indicates highest				
compliance)				
			1	
I.	Research			
S.No	Standards/Parameters	Minimum	Score	Proof of Evidence
1		D ' '		

I.	Research			
S.No	Standards/Parameters	Minimum	Score	Proof of Evidence
		Requirements		
1	Publications in ISI		0= Non-Compliant	List of faculty
	impact factor and HEC		1= Partially Compliant	publications
	recognized journals (X &		2= Compliant	
	Y category) per full time			
	faculty			

2	University linkages	Linkage with hospital	0= Non-Compliant	Copy of MoU with	
			1= Partially Compliant	different	
			2= Compliant	organizations	
		Linkage with	0= Non-Compliant		
		industries	1= Partially Compliant		
			2= Compliant		
		Linkage with	0= Non-Compliant		
		community	1= Partially Compliant		
		pharmacies	2= Compliant		
Total Score: 0-8 (Low score indicates low compliance to			Score Obtained:		
parameters whereas high score indicates highest					
compliance)					
J. Quality Assurance Mechanism					
CNI					

J.	Quality Assurance Mecha	nnism		
S.No	Standards/Parameters	Minimum	Score	Proof of Evidence
		Requirements		
1	QA mechanism	QMD committee	0= Non-Compliant	QMD committee
			1= Partially Compliant	Agenda and
			2= Compliant	minutes of QMD
				committee meeting
				Working mechanism
				of QMD committee
				QA performas
2	Departmental	At least academic,	0= Non-Compliant	Agendas and
	committees	examination,	1= Partially Compliant	minutes of meetings
		grievance, labs,	2= Compliant	of committees
		career counseling		
		committee should be		
		constituted		
Total Score: 0-4 (Low score indicates low compliance to			Score Obtained:	1
param	eters whereas high sco	re indicates highest		

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K.	Library			
S.No	Standards/Parameters	Minimum	Score	Proof of Evidence
		Requirements		
1	Library budget	Min Rs.1	0= Non-Compliant	Copy of annual
		million/year	1= Partially Compliant	budget
			2= Compliant	
2	Library space		0= Inadequate	Proof of facility
			1= Adequate	
3	Total number of books	Minimum 1500	0= Non-Compliant	List of books present
	available	subject related books	1= Partially Compliant	in library
			2= Compliant	List of international
				publishers
4	Quality of textbooks		0= Poor	
			1= Good	
			2= Excellent	
5	Library resources	Photocopy machine/	0= Non-Compliant	List of resources
		computers/ internet	1= Partially Compliant	
		access	2= Compliant	
6	Journals	Subscription to at	0= Non-Compliant	List of journals
		least 03 current	1= Partially Compliant	along with their
		journals of	2= Compliant	subscription details
		international repute		
Total Score: 0-11 (Low score indicates low compliance			Score Obtained:	1
to parameters whereas high score indicates highest				
compliance)				

L.	Additional Documents			
S.No	Standards/Parameters	Minimum	Score	Proof of Evidence
		Requirements		
1	Semester guidelines	Semester guidelines	0= Non-Compliant	Copy of semester
		approved by	1= Partially Compliant	guidelines
		statutory body	2= Compliant	
2	Student guidebook	Student guidebook	0= Non-Compliant	Copy of student
		approved by	1= Partially Compliant	guidebook
		statutory body	2= Compliant	
3	Prospectus	Prospectus approved	0= Non-Compliant	Copy of approved
		by respective	1= Partially Compliant	prospectus
		statuary bodies	2= Compliant	
Total Score: 0-6 (Low score indicates low compliance to			Score Obtained:	
parameters whereas high score indicates highest				
compl	iance)			

SELF-ACCREDITATION SCORE CARD (APPLIED)

Parameters	Total Score	Score	Minimum Score	Remarks
		Obtained	Required	
A. Governance/Policy documents	10		9	
(compulsory)				
B. Finances (compulsory)	8		7	
C. Infrastructure (compulsory)	55		44	
D. Academic process	10		6	
E. Tuition Fees	1		1	
F. Academic, Faculty & Staff	20		16	
Requirements				
G. Labs & IT Requirements	54		27	
H. Examinations	8		6	
I. Research	2		1	
J. Quality Assurance mechanism	4		2	
K. Library	11		9	
L. Additional documents	6		4	
Total Score	189		132 (70% of total	
			score)	

Note: 70% Score i.e. 132/189 must be obtained in order to qualify for accreditation.			
Recommendations			
Name and sign of inspector			
Name and sign of PCP representative			