



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

Name of the Institution _____

Program/Discipline _____

Accreditation Status Applied for

Number of Visit/Inspection _____

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 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, Pharmacology, Pharmacognosy)

A. Governance/Policy Documents				
S.No	Standards/Parameters	Minimum Requirements	Score	Proof of Evidence
1	Approval for establishment of department from statutory body		<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Copy of minutes of academic council, BoF and BoS
2	Admission policy	As per HEC/PCP/university requirements	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Copy of policy/relevant documents
3	Academic Council	Min two meetings per year	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Copy of agenda and minutes of the meetings
4	Board of Faculty	Min two meetings per year	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Copy of agenda and minutes of the meeting
5	Board of Studies	Min two meetings per year	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Copy of agenda and minutes of the meeting
6	Board of Advanced Studies and Research (BASAR)	Min two meetings per year	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Copy of agenda and minutes of the meeting

7	Departmental research committee (DRC)	Min two meetings per year	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Copy of agenda and minutes of the meeting
Total Score: 0-14 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)			Score Obtained:	

B. Finances				
S.No	Standards/Parameters	Minimum Requirements	Score	Proof of Evidence
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 accounts
2	Research budget		<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Proof
3	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
Total Score: 0-6 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)			Score Obtained:	

C. Infrastructure				
S.No	Standards/Parameters	Minimum Requirements	Score	Proof of Evidence
1	Number 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
2	Seminar room Size of seminar room	Minimum one room	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant <input type="checkbox"/> 0= Inadequate <input type="checkbox"/> 1= Adequate	Proof of facility
3	Library cum reading room Size of reading room	Minimum one room	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant <input type="checkbox"/> 0= Inadequate <input type="checkbox"/> 1= Adequate	Proof of facility
4	Auditorium Size of auditorium	Minimum one in department	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant <input type="checkbox"/> 0= Inadequate <input type="checkbox"/> 1= Adequate	Proof of facility
5	Faculty offices Size of faculty office	Minimum one faculty office for each department	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant <input type="checkbox"/> 0= Inadequate	Proof of facility

			<input type="checkbox"/> 1= Adequate	
6	Admin offices Size of admin offices	One staff room	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant <input type="checkbox"/> 0= Inadequate <input type="checkbox"/> 1= Adequate	Proof of facility
7	Girls common room Size of common room	One room	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant <input type="checkbox"/> 0= Inadequate <input type="checkbox"/> 1= Adequate	Proof of facility
8	Laboratories Size of laboratory	Minimum 1 according to subject exempted in case of pharmacy practice	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant <input type="checkbox"/> 0= Inadequate <input type="checkbox"/> 1= Adequate	Proof of facility
Total Score: 0-23 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)			Score Obtained:	

D. Academic Process				
S.No	Standards/Parameters	Minimum Requirements	Score	Proof of Evidence
1	Program mission and objectives	Program mission and objectives clearly defined and	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Approved mission and objectives of department and

		implemented		details of implementation.
2	Curriculum	According to PCP and HEC requirements	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Copy of curriculum
3	Campus management system		<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	CMS website
4	Website present	Website of university	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	University website
5	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
6	Faculty folders	Folder of each faculty member comprising of attendance record, evaluation record, Course details and coverage	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	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"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Copy of folders

8	Student course evaluation	Minimum once course evaluation per semester	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Student course evaluation reports
9	Teacher evaluation	Minimum once teacher evaluation per semester	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Teacher evaluation reports
10	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	Faculty survey
11	Alumni satisfaction	Minimum 70% should be satisfied	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Alumni survey report
12	Theory coverage	More than 90% of the course should be covered in semester/academic year	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Course coverage report
13	Graduating student satisfaction	Minimum 70% should be satisfied	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Graduating student survey report
14	Research progress form	Minimum 70% should be satisfied	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Research progress review Performa
Total Score: 0-28 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)			Score Obtained:	

E. Tuition Fees				
S.No	Standards/Parameters	Minimum Requirements	Score	Proof of Evidence
1	Amount charged per semester/annual/five years		<input type="checkbox"/> 0= High <input type="checkbox"/> 1= Moderate	
2	Trend in the increase of fee structure over the last five years		<input type="checkbox"/> 0= High <input type="checkbox"/> 1= Moderate	Fees details of last 5 years
Total Score: 0-2 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)			Score Obtained:	

F. Academic, Faculty & Staff Requirements				
S.No	Standards/Parameters	Minimum Requirements	Score	Proof of Evidence
1	Head of institution	Must be pharmacist and minimum associate professor (mandatory)	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Resume of Chairman/ /Director
2	Number of subject experts	All major subjects should be taught by them	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Resumes attached
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	All Teaching Faculty will be Pharmacy Graduates with less than 3 Years of teaching experience in the relevant subject or 3	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	List of faculty with resumes

		Years of experience in Pharmacy Practice/Pharma Industry/Drug Regulation		
5	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
6	Full time teacher: student ratio	1:10	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	List of teachers and students
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	Supervisors	Must be subject expert and regular faculty member/ must qualify HEC approved supervisor criteria (3 years post PhD experience)	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Resumes of faculty members BASAR minutes for supervisor approval
9	Number of students per supervisor	One supervisor can take 12 students, 7 in case of M.Phil and 5 in case of PhD and 12 for M.Phil if PhD program not offered.	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Student template form
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

Total Score: 0-20 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)	Score Obtained:
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G. Lab & IT Requirements				
S.No	Standards/Parameters	Minimum Requirements	Score	Proof of Evidence
1	Pharmaceutics/pharmacology/ Pharmaceutical chemistry/Pharmacognosy laboratory (Whichever is applicable)	Refer to list of chemicals, glassware and equipment's according to annexure A1 Quality of chemicals Quality of glassware Quality of equipment	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant <input type="checkbox"/> 0= Poor <input type="checkbox"/> 1= Good <input type="checkbox"/> 2= Excellent <input type="checkbox"/> 0= Poor <input type="checkbox"/> 1= Good <input type="checkbox"/> 2= Excellent <input type="checkbox"/> 0= Poor <input type="checkbox"/> 1= Good <input type="checkbox"/> 2= Excellent	List of chemicals, apparatus, glassware, equipments
2	Computer lab	Minimum one computer lab	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Proof of facility
3	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 their specifications

4	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
Total Score: 0-14 (Low score indicates lowest compliance to parameters whereas high score indicates highest compliance)			Score Obtained:	

H. Examinations				
S.No	Standards/Parameters	Minimum Requirements	Score	Proof of Evidence
1	Examinations system/policy	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	Examiners as subject experts		<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	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 and practicals	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Student attendance data/ Examination rules
4	Examination pattern	20% internal 30% midterm 50% final	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Past examination papers
5	GAT/NTS	GAT-General (M.PHIL) or GAT subject	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant	Result of GAT

		(PhD)/University GAT should be cleared.	<input type="checkbox"/> 2= Compliant	
6	Comprehensive examination	Once a year after completion of coursework in case of PhD	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Notification of comprehensive examination
Total Score: 0-12 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)			Score Obtained:	

I. Research				
S.No	Standards/Parameters	Minimum Requirements	Score	Proof of Evidence
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 publications
2	Research grants obtained by department		<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	List of travel grants obtained
3	University linkages	Linkage with hospital Linkage with industries Linkage with community pharmacies	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant <input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant <input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Copy of MoU with different organizations

4	International/national conference/workshop/symposia/seminar organized		<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Report of conference/workshop/symposia/seminar organized
5	Books/chapters published by faculty members		<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Excerpt of book/chapter
Total Score: 0-14 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)			Score Obtained:	

J. Thesis				
S.No	Standards/Parameters	Minimum Requirements	Score	Proof of Evidence
1	Area of thesis		<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	List of research areas attached
2	List of publications		<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	List of publications by students
3	Minutes of approval of DRC for thesis topics		<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Copy of minutes of DRC
4	Plagiarism consent		<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Plagiarism report Consent form sample attached

5	Ethical approval	Exempted in case of pharmacy practice	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Ethical review board letter
Total Score: 0-10 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)			Score Obtained:	

K. Quality Assurance Mechanism				
S.No	Standards/Parameters	Minimum Requirements	Score	Proof of Evidence
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
2	Evaluation according to Quality Enhancement Cell	All ten surveys should be filled each semester Refer to annexure A2	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Reports along with filled forms of all QEC surveys
3	Departmental research committee		<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Agendas and minutes of meetings of committees
Total Score: 0-6 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)			Score Obtained:	

L. Library				
S.No	Standards/Parameters	Minimum Requirements	Score	Proof of Evidence
1	Library space		<input type="checkbox"/> 0= Inadequate <input type="checkbox"/> 1= Adequate	Proof of facility
2	Total number of subject related books available		<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	List of subject related books present in library List of international publishers
3	Quality of textbooks		<input type="checkbox"/> 0= Poor <input type="checkbox"/> 1= Good <input type="checkbox"/> 2= Excellent	
4	Access to HEC digital library	Access to international publishers through digital library	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Access to digital library on website
Total Score: 0-7 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)			Score Obtained:	

M. Additional Documents				
S.No	Standards/Parameters	Minimum Requirements	Score	Proof of Evidence
1	Annual report	Annual report approved by statutory body	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Copy of annual report
2	Semester guidelines	Semester guidelines	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant	Copy of semester guidelines

		approved by statutory body	<input type="checkbox"/> 2= Compliant	
3	Student guidebook	Student guidebook approved by statutory body	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Copy of student guidebook
4	Prospectus	Prospectus approved by respective statutory bodies	<input type="checkbox"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	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"/> 0= Non-Compliant <input type="checkbox"/> 1= Partially Compliant <input type="checkbox"/> 2= Compliant	Copy of internal audit reports
Total Score: 0-10 (Low score indicates low compliance to parameters whereas high score indicates highest compliance)			Score Obtained:	

POSTGRADUATE SELF-ACCREDITATION SCORE CARD

Parameters	Total Score	Score Obtained	Minimum Score Required	Remarks
A. Governance/Policy documents (compulsory)	14		12	
B. Finances (compulsory)	6		5	
C. Infrastructure (compulsory)	23		20	
D. Academic process	28		20	
E. Tuition Fees	2		2	
F. Academic, Faculty & Staff Requirements	20		18	
G. Labs & IT Requirements	14		10	
H. Examinations	12		10	
I. Research	14		9	
J. Thesis	10		6	
K. Quality Assurance mechanism	6		3	
L. Library	7		2	
M. Additional documents	10		8	
Total Score	166		125 (75% of total score)	

Note: 75% Score i.e. 125/166 must be obtained in order to qualify for accreditation.

Recommendations

Name and sign of inspector

Name and sign of PCP representative