APPROVAL PROCESS FOR ACADEMIC YEAR 2022-2023
FOR EXISTING INSTITUTIONS ONLY

To all -

a. The existing Pharmacy institutions (already approved by PCI for conduct of course or approved u/s 12 of the Pharmacy Act, 1948).
b. The Examining Authorities (Universities / Boards).
c. The State Governments.

Sub: Opening of PCI portal for existing pharmacy institutions (already approved by PCI for conduct of course or approved u/s 12 of the Pharmacy Act, 1948) for consideration of approval for 2022-2023 academic session.

Ref: PCI circular Nos. -

Sir/Madam

1. This is in continuation to Council’s circular dt.27.9.2021, a copy of which is enclosed as Annexure-A for ready reference and is self explanatory.

2. The PCI portal will open between 01.12.2021 to 15.12.2021 for existing institutions applying for -
   i) Continuation of approval
   ii) Introduction of new course
   iii) Raise in admission
   iv) Services – details of prescribed documents to be submitted in service portal for following categories of services are enclosed as Annexure-B.
      a) Change in the name of institution / Trust
      b) Change of address / location of institution
      c) Change of Examining Authority
      d) Change of hospital
      e) Closure of course
      f) Closure of institution
3. The dates for opening of PCI Portal for New Institutions which are covered under exemption to moratorium, S.No. a) b) & c) of Council’s circular dt.9.9.2019 will be announced separately. The Council’s said circular dt.9.9.2019 under reference is already available on Council’s website www pci nic in Institutions are advised to keep visiting the Council’s website in this regard.

4. During approval process for the academic year 2022-2023 for introduction of new pharmacy course(s) by existing institutions, the institution will have to apply on the portal along with requisite Pharmacy Education Regulatory Charges and submit the below mentioned documents mandatorily at the time of application for consideration of the application –

i) For B.Pharm course
   a) Consent of affiliation of Examining Authority
   b) NOC of the State Government

   In case, the State Government has done away with the issuance of NOC of the State Government for starting of pharmacy course, in that case institution shall upload the said communication from the State Government as a documentary evidence.

ii) For D.Pharm / Pharm.D & Pharm.D (Post Baccalaureate) / new M.Pharm course and introduction of new M.Pharm specialization / B.Pharm (Practice) course

   a) Consent of affiliation of the Examining Authority
   b) MOU with 300 bedded hospital (applicable for Pharm.D course) in the prescribed format, a copy of which is enclosed as Annexure-C.

5. Please note that -
   i) the above documents should be in English duly signed by the Principal and legible.
   ii) in case the above documents are not submitted, the proposal for introduction of new course will not be entertained by the Council and will be summarily rejected.
   iii) The procedure of submission of affidavit by existing institutions in lieu of submission of mandatory documents has been done away with and will no longer be accepted.

6. For raise in admissions
   i) Please note that number of admissions are restricted as per following details -

<table>
<thead>
<tr>
<th>Course</th>
<th>No. of admissions permitted</th>
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<tbody>
<tr>
<td>D.Pharm</td>
<td>60</td>
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<tr>
<td>B.Pharm</td>
<td>60 / 100</td>
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<tr>
<td>M.Pharm</td>
<td>15 per specialization</td>
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<tr>
<td>Pharm.D</td>
<td>30</td>
</tr>
<tr>
<td>Pharm.D (PB)</td>
<td>10</td>
</tr>
<tr>
<td>B.Pharm (Practice)</td>
<td>40</td>
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</tbody>
</table>

...3
ii) For consideration of raise in admissions wherever applicable, the institution shall apply for the same as per the provisions of the Regulations for consideration of the council, however the admissions for the raise which is being sought shall be done only after the approval of the PCI and the examining authority.

iii) It will be the responsibility of the institution to obtain the consent of Examining Authority for raise in admission before making admission and submit to PCI.

iv) In case, the institution fails to obtain and submit the consent of the Examining Authority for raise in admission, it shall not admit the students (for raise) failing which the consequences shall rest on the institution. The PCI in no way shall be responsible for the same.

7. **For Services**

   Similarly the institutions applying for Services shall also mandatorily submit the statutory documents as prescribed in Annexure-B failing which application for services will be summarily rejected.

8. **Pharmacy Education Regulatory Charges**

   For the payment of the Pharmacy Education Regulatory Charges multiple payment gateways are available and include payments through BillDesk, (NEFT/RTGS) and SBI.

9. **Cautions**

   The following cautions shall be noted and exercised while submitting online application on PCI portal for consideration of approval for academic session 2022-2023.

   i) The Last date for completing the application process on PCI portal will not be extended under any circumstances and hence institutions are required to apply online in SIF without fail within the available window from 01.12.2021 to 15.12.2021. The institutions are advised not to wait for the last date for submission of SIF as overcrowding may pose technical problems. The Council will not be responsible in case institution is not able to apply on time. It is reiterated that the last date will not be extended and no further time will be granted to complete the application process.

   ii) All Institutions that are already approved by the PCI for conduct of course / approved under section 12 for registration as a pharmacist for the D.Pharm / B.Pharm / M.Pharm / Pharm.D, Pharm.D (PB) / B.Pharm (Practice) programs have to mandatorily apply on the PCI portal, submitting all the requisite information and Pharmacy Education Regulatory Charges for consideration of approval.

   iii) Institutions already having approval for 2022-2023 or beyond 2022-2023 academic session shall also mandatorily apply in SIF and pay the mandatory Pharmacy Education Regulatory Charges for retention of already granted approval.

   iv) Applying for approval is entirely the responsibility of the institution and failure to apply will result in not being reflected in the approved list of Institutions on the Council’s website leading to “No Admission Year”.

...4
v) All fields in the SIF are to be mandatorily completed including:
   a) teaching staff details (Name, qualification, specialization at PG level (very important), Years of experience etc).
   b) details of salary paid to teaching staff during the period of January 2021 to October 2021.
   c) the staff names that are reflected in an institution, as per the PCI circular dt.9.10.2013, a copy of which is enclosed as Annexure-D will be not counted for the number of staff for the particular program if they have left the institution to join another institution in the same academic year.
   d) the staff whose name is reflected in an institution presently for the academic year 2022-23 will not be given credit in another institution for the year 2022-23 even if they join another institution during the said period. Such information should be clearly informed by the faculty to the joining institution and the PCI. If any information is suppressed, the individual faculty will be responsible and can be debarred from teaching assignments for a period up to 3 years under statutory provisions of “Minimum Qualification for Teachers in Pharmacy Institutions Regulations, 2014”.
   e) the appointment of qualified principal and teaching staff as per the statutory provisions of various Education Regulations is mandatory and if any non-compliance is observed, the approval will not be granted.
   f) the appointment of deficient staff will not be considered as a compliance during the appeal period.

10. Please note that:
   i) if the details are found missing (not filled) / incorrect / false / non-compliance of the prescribed statutory provisions is observed, the application will not be processed for approval leading to “No Admission Year” for the institution and the Principal may also be debarred from holding any administrative position in future.
   ii) the PCI will not be responsible for the above consequences and hence due caution be exercised while filling the SIF and submission to PCI.
   iii) submission of above-mentioned statutory documents is a pre-requisite mandatory requirement.
   iv) in the absence of submission of pre-requisite mandatory documents as detailed above, application will be rejected for introduction of new course, raise in admission and services.

11. It is also clarified that no hard copy of the application in SIF will be accepted. The institutions have to apply online only on PCI portal.

Yours faithfully

ARCHNA MUDGAL
Registrar-cum-Secretary

[Signature]

[ARCHNA MUDGAL]
Registrar-cum-Secretary

aricircular/14-56(Circular) 2022-2023/cls-cp 1
PHARMACY COUNCIL OF INDIA
(Constituted under the Pharmacy Act, 1948)

E-MAIL: registrar@pci.nic.in
WEBSITE: www pci.nic.in
TelephoneNumber: 011-61299901
                011-61299902
                011-61299903

NBCC Centre, 3rd Floor, Plot No.2, Community Centre
Maa Anandamai Marg
Okhla Phase I
NEW DELHI – 110 020


1. The Principal Secretary (Health/Technical Education)
   All State Governments /Union Territories

2. All Examining Authorities (Universities and Boards)

3. All the Pharmacy Institutions.

Sub: For 2022-2023 approval cycle - submission of statutory documents for
   consideration of approval u/s 12 of the Pharmacy Act, 1948.

Sir/Madam

1. The Pharmacy Council of India is a statutory body working under the Ministry of
   Health and Family Welfare, Government of India. It is constituted under the Pharmacy
   Act, 1948 and is entrusted with the responsibility of approval of pharmacy courses for
   the purpose of registration as a pharmacist to practice the profession.

2. As empowered u/s 10 of the Pharmacy Act, the PCI has framed the statutory
   Regulations for various pharmacy courses with the approval of the Ministry of Health
   and Family Welfare, Government of India and notified them in the Gazette.

3. At present, the following Regulations are in vogue -
   a) The Education Regulations, 2020 for Diploma Course in Pharmacy.
   b) The Bachelor of Pharmacy (B.Pharm) Course Regulations, 2014.
   e) Bachelor of Pharmacy (Practice) Regulations, 2014.
   g) Pharmacy Practice Regulations, 2015.

   These Regulations are available on Council’s website www.pci.nic.in

4. For the purpose of consideration of approval of pharmacy courses, the PCI has framed
   the “Schemes” for each course which are available on Council’s website under the tab
   “Procedure/Forms”. As per the said schemes, the following statutory documents are
   mandatory for -
   a) introduction of any new pharmacy course in the existing institution.
   b) starting of new pharmacy institution in the States / Union Territories which are
      exempted from Council’s moratorium. (For moratorium, please refer to Council’s
      circular dt.17.7.2019 and 9.9.2019 as available on Council’s website. The Council
      has imposed moratorium on opening of new Diploma and Degree institutions from
      2020-2021 academic session for a period of 5 years).

...2
5. The documents to be submitted mandatorily at the time of application for consideration are:

a) **For B.Pharm course**
   i) Consent of affiliation of Examining Authority.
   ii) NOC of the State Government.
   In case, the State Government has done away with the issuance of NOC of the State Government for starting of pharmacy course, in that case institution shall upload the said communication from the State Government as a documentary evidence.

b) **For D.Pharm / Pharm.D & Pharm.D (Post Baccalaureate) / new M.Pharm course and introduction of new M.Pharm specialization / B.Pharm (Practice) course**
   - Consent of affiliation of the Examining Authority.
   - MOU with 300 bedded hospital (applicable for Pharm.D course) in the prescribed format.

6. As per judgement dt.13.12.2012 passed by Hon'ble Supreme Court of India in Parshavanath Charitable Trust, the regulatory bodies concerned with grant of approval has to complete the approval process by 10th of April and appeal process by 30th of April every year.

7. The PCI is planning to open the portal for online submission of applications for 2022-2023 approval cycle in due course of time.

8. In view of above -
   a) all the State Governments and Examining Authorities are requested to complete the process of issuance of following documents to pharmacy institutions for 2022-2023 academic session so as to comply with the deadline fixed by the Hon'ble Supreme Court -
      i) NOC of the State Government
      ii) Consent of affiliation of the Examining Authority.
   b) all pharmacy institutions are requested to make sure that they are able to obtain the above cited statutory documents (wherever applicable) and submit the same along with the online SIF.

The kind support of all the stakeholders is solicited in the matter for smooth completion of approval process for 2022-2023 academic session to avoid unnecessary litigations and comply with the deadline fixed by the Hon'ble Supreme Court.

Yours faithfully,

[Signature]

(Archana Mudgal)
Registrar-cum-Secretary
# Services

## a) Change in the name of institution / Trust: -

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Statutory documents</th>
<th>Yes/No</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Resolution of governing body</td>
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<td></td>
<td>Affiliation of the Examining Authority with new name</td>
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<td></td>
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<td>NOC / approval of the State Government for new name (applicable for B.Pharm)</td>
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</table>

## b) Change of address / location of institution: -

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Statutory documents</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Resolution of governing body</td>
<td></td>
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<tr>
<td></td>
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<td>NOC of the Examining Authority with address</td>
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<td></td>
<td></td>
<td>NOC / approval of the State Government for address (applicable for B.Pharm)</td>
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</table>

## c) Change of Examining Authority: -

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<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Statutory documents</th>
<th>Yes/No</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Whether NOC of old Examining Authority is submitted</td>
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<td></td>
<td></td>
<td>Whether affiliation letter of new Examining Authority is submitted</td>
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</table>
### d) Change of hospital:-

Change requested from session:

<table>
<thead>
<tr>
<th>Name of old hospital with address</th>
<th>Name of new hospital with address</th>
<th>Statutory documents</th>
<th>Yes/No</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Whether MOU with new hospital is submitted</td>
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<td>Distance between the institution and new hospital ___ kms.</td>
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### c) Closure of course:-

<table>
<thead>
<tr>
<th>Name of course(s)</th>
<th>Session of closure of the course</th>
<th>Statutory documents</th>
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<tbody>
<tr>
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<td></td>
<td>Resolution of governing body</td>
<td>Dis-affiliation letter from the Examining Authority</td>
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<td>Yes</td>
<td>No</td>
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<tr>
<td>a) D.Pharm</td>
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<td>b) B.Pharm</td>
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<td>c) Pharm.D</td>
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<td>d) Pharm.D (PB)</td>
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<td>e) B.Pharm (Practice)</td>
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<td>f) M.Pharm</td>
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<tr>
<td>1. Pharmaceutics</td>
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<td>2. Industrial Pharmacy</td>
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<td>3. Pharmaceutical Technology</td>
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<td>4. Pharmaceutical Chemistry</td>
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<td>5. Pharmaceutical Analysis</td>
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<tr>
<td>6. Pharmaceutical Quality Assurance</td>
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<td>7. Regulatory Affairs</td>
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<td>8. Pharmaceutical Biotechnology</td>
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<td>9. Pharmacy Practice</td>
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<tr>
<td>10. Pharmacology</td>
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<tr>
<td>11. Pharmacognosy</td>
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<tr>
<td>12. Phytopharmacy &amp; Phytomedicine</td>
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</tbody>
</table>
f) **Closure of institution:**

Session of closure: 

<table>
<thead>
<tr>
<th>Statutory documents</th>
<th>Yes/No</th>
</tr>
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<tbody>
<tr>
<td>Resolution of governing body</td>
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<td>Dis-affiliation letter from the Examining Authority</td>
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<td>NOC / approval of the State Government for new name (applicable for B.Pharm)</td>
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<tr>
<td>NOC of the Examining Authority</td>
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</table>
MEMORANDUM OF UNDERSTANDING
(To be executed on Rs.100/- Non-judicial stamp paper)

This memorandum of understanding is made on _______ Day _______ month _______ Year
between

__________________________Hospital [with full address/affiliating bodies] which is represented by
its Principal/Dean / Medical Superintendent/Medical Director/CEO herein named as party
one

and

__________________________College of Pharmacy (with full address and affiliating bodies) represented
by its Principal/Director/Dean herein named as party two.

The parties hitherto agree as follows:

1. Party one declares that _______ (name of the hospital) is a _______ (number)
bedded hospital, with a minimum of 120 beds for General Medicine Department.

2. Party one agrees to provide to party two the minimum space necessary of 1200 square
feet in the hospital building to establish Pharmacy Practice department for the conduct of
Pharm.D programs.

3. Party one agrees to provide preceptors required to train the Pharm.D students.

4. Party one agrees that, it will not enter into similar agreement with any other Pharmacy
institution/s or department/s offering or intend to offer Pharm.D programs.

5. Party one declares that -

   a) Hospital and institution with which it is signing
      the MOU are within the same limits of
      Corporation or Municipality or Campus with
      Medical Faculty involvement as adjunct faculty.

      OR

   b) If the institution and hospital are located in
      different Corporation or Municipality or
      Campus, the distance between the two is
      not more than 30 kms. by road.

   Tick the relevant

Signature

Signature
6. The prospective students will be allowed to undergo training in the following specialty departments
   • Medicine
   • Surgery
   • Pediatrics
   • Gynecology and Obstetrics
   • Psychiatry
   • Skin and VD
   • Orthopedics

7. Party two will provide the academic staff and necessary infrastructure for Pharm. D course as per the PCI norms and takes the overall responsibility for smooth conduct of the programs.

8. This agreement is to be in effect at least for ten years from the time of its endorsement by both the parties. The Hospital will not sign the MOU for sharing of the hospital facilities with any other Pharm D institution till the present agreement / MOU is in effect.

9. The officials representing _______hospital and _______college are signing this MOU to achieve the beneficial objectives of Pharm.D programs.

   **Signature**
   Hospital authority [party one]
   with seal and date

   **Signature**
   Principal, [party two]
   College of Pharmacy
   with seal and date
PHARMACY COUNCIL OF INDIA  
(Constituted under the Pharmacy Act, 1948) 

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E-MAIL: pci@ndb.vsnl.net.in  
WEBSITE: www pci nic in  

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Aiwan-E-Ghalib Marg  
Post Box No.7020  
NEW DELHI – 110 002  

Ref.No.14-3/2013-PCI/31559-33488  
Dated: 09.10.2013  

Speed Post  

All Institutions (D.Pharm, B.Pharm, Pharm.D) approved by PCI  
- u/s 12 of the Pharmacy Act  
- conduct of course  

Sub: Teaching faculty during academic session  

Sir/ Madam  

With reference to the subject cited above, I am directed to inform that subject cited issue was considered by 93/CC in its meeting held in July, 2013 which noted that in some cases teaching faculty either resign or are terminated during the academic session which adversely affects the quality of education.  

In view of above, it was decided to instruct the pharmacy institutions that –  

a) the teaching faculty whose name is shown at the time of inspection and approval is granted by the PCI on the basis of availability of the said teaching staff will not be eligible to join other institutions during the same academic year. Hence staff who have resigned or terminated by the management on grounds other than the criminal misconduct during the currency of the said academic session will not be taken to count while granting approval for such institutions.  

b) in the event of any dispute the matter shall be referred to the PCI.  

This is for strict compliance at your end.  

Yours faithfully  

Sd/-  

(ARCHNA MUDGAL)  
Registrar-cum-Secretary