"The end and aim of all education is the development of character."
- Swami Vivekananda



कामये दुःखतप्नानां प्राणिनामार्तिनाशनम्॥

APPROVAL PROCESS HANDBOOK, 2024-25 OF PHARMACY COUNCIL OF INDIA

This handbook is comprehensive in nature illustrating the entire process of introducing Different Programs of Pharmacy (D.Pharm, B.Pharm, B.Pharm (Practice), M.Pharm, Pharm.D & Pharm.D (PB)), continuation of approval of existing Institutions and other services of Pharmacy Council of India.



न त्वहं कामये राज्यं न स्वर्गं नापुनर्भवम्। कामये दुःखतप्नानां प्राणिनामार्तिनाशनम्॥

- Pandit Madan Mohan Malviya

As per provisions conferred by section 18(2)(d); 18(2)(e); 18(2)(f) & 18(2)(h) of the Pharmacy Act,1948 (8 of 1948).

- 2. This Approval Process Handbook is for all Pharmacy Educational Institutions, Polytechnic Institutions, University Departments and Institutions Deemed to be Universities imparting Pharmacy Programs/Courses in consonance with various Education Regulations of Pharmacy Council of India, New Delhi.
- 3. This Handbook contains guidelines for introduction of new courses; continuation of approval; raise in admission in the Pharmacy Institutes and also the guidelines for services (change in name of Institutions; Change of address; Change of Examining Authority; Change of Hospital; Change of courses; Closure of Institutions).
- 4. This Handbook also contains guidelines for appeal against the decision of Pharmacy Council of India.

All the wealth of the world cannot help one little Indian village if the people are not taught to help themselves. Our work should be mainly educational, both moral and intellectual.

- Swami Vivekananda



"Education is the manifestation of the perfection already in man."
- Swami Vivekananda



FROM THE DESK OF PRESIDENT

Dear Friends of the Fraternity,

Pharmacy Council of India is constantly working to strengthen Pharmacy Education by formulating various Education Regulations in due process of law & implementing the same across the country from time to time. This is for the first time that Pharmacy Council of India has come up with the Approval Process Handbook (APH) which is framed within the legal jurisdiction considering all policies, norms and regulations of the Council in force. This handbook will act as a tool to understand and evaluate the Institutes imparting Pharmacy Education and will help to facilitate the approval process

The Pharmacy Institutions need to inculcate knowledge, Skill and opportunities among the students to bring about new ideas & innovations. That is how, the Pharmacy Institutions suppose to play significant role in the growth and development of the Nation.

This handbook is designed with relevant information & pictorial representations to ease the process of according approval to the new Pharmacy Institutions and also to guide the existing Institutions. This book may also enhance the understanding of the stakeholders in various issues like increase in intake capacity, introduction of

new courses and others.

Presently, Pharmacy Council of India is working on formulating new Pharmacy curriculum to meet with the contemporary health challenges. With such syllabi, the student Pharmacists would be able to create a healthier tomorrow with an advanced Pharmacy Profession in the country. Hence, in coming days there may be little change in the infrastructure requirements in consonance with the changed syllabi. We hope that all the stakeholders will accept our proposal for Profession and the Country as well.

Last but not least, I like to thank and appreciate those whose tireless efforts have brought this handbook for the first time ever in a most implementable way.

"कामये दःखः तप्तानाम प्राणिनाम आर्तिनाशनम"

(I yearn for the relinquishment of grief, of all beings afflicted with pain)

Dr. Montukumar M. Patel

President, PCI



DEFINITIONS

- 1. "Approval Process Handbook (APH)" is a handbook published by PCI, prescribing norms and procedures for processing applications submitted for grant of approvals from time to time
- 2. "Act" means the Pharmacy Act, 1948 (8 of 1948).
- 3. "Central Council" means Central Council of India established under section 3 of the Pharmacy Act, 1948.
- 4. "Council" means Pharmacy Council of India (PCI) established under Section 4 of The Pharmacy Act, 1948.
- 5. *President*" means the President of PCI as described under section 5(1) of the Pharmacy Act.
- 6. "Executive Committee" means the Committee constituted by the Council under Section 9 of the Pharmacy Act, 1948.
- 7. "PCI Website" means the website hosted by the Council at URL www.pci.nic.in
- 8. "PCI Portal" means the web portal hosted by the Council as DIGI-PHARMed.
- 9. "Applicant" is the one who makes application to the Council seeking any kind of approval under the Regulations of the Council in force.
- 10. "Affidavit" is a written sworn statement of fact voluntarily made by a deponent under an oath or affirmation administered by a person authorized to do so by Law. Such statement is witnessed as to the authenticity of the deponent's signature by a taker of oaths, such as: a Notary Public or Commissioner of Oaths.
- 11. "Pharmacy Institution" means an Institution set up by the Government or Trust/ Society for conducting Program(s)/Course(s) in the field of Pharmacy Education, Training and Research notified by concerned Education Regulations under the Pharmacy Act, 1948 and approved by Pharmacy Council of India.
- 12. "Approved Institution" means an Institution offering Pharmacy Programs approved by the Council.
- 13. "Approved Intake" means the maximum number of students that can be admitted in a Program (excluding the Supernumerary Seats) as approved by the Council and the Examining Authority.



- 14. "Restoration of Intake" means restoring back to the "Approved Intake" of the Institution that was existing prior to any penal action.
- 15. "Total Approved Intake" includes Intake approved in all the Program(s)/Course(s) of a Pharmacy Institution.
- 16. "Supernumerary seats" means Intake over and above the "Approved Intake" as notified by the Council from time to time.
- 17. "Autonomous Institution" means an Institution to which autonomy is granted by a competent authority and is designated to be so by the Statutes of affiliating University/ Board.
- 18. "Commission" means the University Grants Commission established under Section 4 of the UGC Act, 1956.
- 19. "Competent Authority for Admission" means any person(s) with legally delegated authority, capacity, or power to do admission in Pharmacy Institutions in the State Government/ UT concerned.
- 20. "Compliance Report" means the report submitted by the Pharmacy Institution complying with the requirements as specified in the Approval Process Handbook for the deficiencies observed by the Inspectors/mentioned in the notice of deficiency.
- 21. "CoA" means 'Continuation of Approval' granted by PCI for the conduct of Pharmacy Program(s)/Course(s) to an Institution for that Academic Year.
- 22. "Inspection" means the team of Inspectors appointed by PCI to verify the availability of Infrastructural facilities of a Pharmacy Institutionoffline/ online mode.
- 23. "Faculty member" means an individual qualified for appointment as teacher as per PCI Regulation, working on Full Time basis in a Pharmacy Institution/University.
- 24. "Full Time Teacher" means a teacher employed for at least 90 percent of the normal or statutory number of hours of work for a full time over a complete academic year is classified as a full time teacher.
- 25. "Government Institution" means Pharmacy Institution established and/or fully maintained by a Government.
- 26. "Head of the Institution" means the Vice-Chancellor in case of a University or the Director/Principal/HOD as the case may be of Pharmacy Institution or Institutions conducting various Programs.



- 27. "Lateral Entry" means admission of students into the second year of Bachelor Degree of Pharmacy Program.
- 28. "Program" means a range of learning experiences offered to students in a formal manner over a period of two to six years leading to diplomas/degrees. Examples: D.Pharm; B.Pharm; B.Pharm (Practice); M.Pharm; Pharm.D; Pharm.D (PB).
- 29. "Course" means a unit of 2 to 6 credits in any Pharmacy program.
- 30. "NBA" means the National Board of Accreditation, an autonomous body initially set up by AICTE, registered under Societies Registration Act, 1860.
- 31. "Private University" means a University duly established through a State/Central Act by a sponsoringbody viz., a Society registered under the Societies Registration Act 1860, or any other corresponding Law for the time being in force in a State or a Public Trust or a Company registered under Section 8 of the Companies Act, 2013.
- 32. "Private Institution" means an Institution started by a Trust/Society anddoes not receive grant/fund from Central/ State Government/UT for meeting its recurring expenditure.
- 33. "Society" means a Society registered under Societies Registration Act, 1860.
- 34. "Trust" means a Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts.
- 35. "Personal Hearing Committee (PHC)" means a Committee of Experts constituted by the council to address various grievances.
- 36. "Appeal" means a formal request made to the Council for relinquishment of the applicant's grievances.
- 37. "University Department" means a Department established and maintained by the University.
- 38. "University" means a University defined under the UGC Act, 1956.
- 39. Any other word and expression used herein and not defined but defined in the Pharmacy Act, 1948 (8 of 194), shall have the same meaning as assigned to them in thesaid Act.



1. INTRODUCTION

- a) It is mandatory for all Institution to obtain prior permission of the Council for opening Pharmacy Institute and to start any program such as D.Pharm, B.Pharm, B.Pharm (Practice), M.Pharm, Pharm. D and Pharm.D (PB).
- b) Under no circumstances students shall be admitted without prior approval of the Council.
- c) Every Institution shall submit application i.e Standard Inspection Format (SIF) through the PCI web portal, DIGI-PHARMed for grant of approval of the Council.
- d) The applications received shall be processed as per the norms and procedures specified in the PCI Approval Process Handbook.
- e) The Institution shall also have to adhere to the existing Central, State and Local Laws and norms of other Regulatory Body, whichever &wherever applicable.
- f) Every year, the dates for opening of PCI Portal for application to establish New Institution and continuation of Approval for the Existing Institutions will be announced by the Council at an appropriate time. Institutions are advised to visit Council's website regularly to check for updates.
- g) Institutes shall submit applications i.e SIF through the PCI portal within the stipulated time as provided by the Council.
- h) To process any request from the Institutions regarding approval, online application is mandatory. Applications submitted offline / hard copy will not be entertained at any circumstances.
- i) The submission of an application on the PCI Web-Portal and payment of Pharmacy Education Regulatory Charges (PERC) shall not be later than the last date as notified.
- 2. The PCI portal will remainopen w.e.f14thDecember 2023 to 31thDecember 2023 for New Institutions and for Existing Institutions applying for
 - i) Continuation of approval of existing institution.
 - ii) Introduction of new programme/course in the existing Institution.
 - iii) Establishment of New Institution.
 - iv) Raise in admission in the existing Institution.
 - v) Services —It may be noted that the service portal will remain open throughout the year for the following services:
 - 1) Change in the name of Institutions
 - 2) Change of address / location of Institution
 - 3) Change of Examining Authority



- 4) Change of Hospital
- 5) Closure of course
- 6) Closure of institution
- 7) Change in the name of Trust /Society
- 8) Change in the Contact Details/Username.
- 9) Institution Merger.
- **3. IMPORTANT REGULATIONS**: The institution will have to apply through the PCI portal as per following **statutory guidelines** as availableon Council's website www.pcionline.co.in under the tab '*Procedure/ Forms*'
 - a) Scheme for approval of D.Pharm course u/s 12 of the Pharmacy Act, 1948 and the Education Regulations, 2020 for Diploma course in Pharmacy.
 - b) Scheme framed under regulation 9 of the Bachelor of Pharmacy (B.Pharm) Course Regulations, 2014.
 - c) Scheme framed under regulation 4.1 b) of the Master of Pharmacy (M.Pharm) Course Regulations, 2014.
 - d) Scheme framed under regulation 9 of the Pharm.D Regulations, 2008 for Pharm.D course and Pharm.D. (Post Baccalaureate) course.
 - e) Scheme framed under regulation 6 (b) of the Bachelor of Pharmacy (Practice) Regulations, 2014
- 4. All Existing institutions and New Institutions are requested to read and refer the PCI Circular Ref. No.14-56/2022-PCI (Approval Process for 2024-25 a.s./5528, Dated 14/12/2023&Ref. No.14-56/2022-PCI (Approval Process for 2024-25 a.s.)/ 5538Dated 14/12/2023 for the information on the Approval process. (Annexure-A & B). Lists of other documents required for Existing and New Institutions are given in Annexure -C.

5. CONTINUATION OF APPROVAL FOR EXISTING INSTITUTIONS:

The existing Institution shall apply for Continuation of Approval by using their existing login *User ID* and *Password*as per steps given below:



- 1) Go towww.pcionline.co.in
- 2) Click on '**DIGI-PHARMed**' portal link and login with the *User ID* and *Password*
- 3) Go to Application Form i.e. the Standard Inspection Format (SIF) and fill all required data.
- 4) After uploading all relevant data, a comprehensive report will be generated.
- 5) Thereafter a QR Code will appear at the bottom of the report.
- 6) Scan the QR Code through PCI Digital Sign App and place your signature.
- 7) After submission of signature, the payment (PERC) link will be activated.
- 8) Pay the system generated PERC and download the payment receipt.
- 9) Keep this receipt for future reference.
- 6. ESHTABLISHMENT OF NEW PHARMACY INSTITUTIONS THAT IS INSTITUTIONS WHICH ARE APPLYING FIRST TIME: The institution should apply on the PCI portal 'DIGI PHARMed'. Before processing the application, Institutions are instructed to read all the statutory documents course wise available on the PCI website: www.pci online.co.in under the tab 'Procedure/ Forms. The followings are the step-by-step procedures:
 - 1) Go towww.pcionline.co.in
 - 2) Click on 'DIGI-PHARMed' portal link.
 - 3) Go to 'Institute Registration' Link, fill up all data,
 - 4) Login with the user id and password generated by the Institute.
 - 5) Complete payment of Rs. 10,000/- as Registration fee.
 - 6) After payment, the Institute Master page shall be enabled.
 - 7) Go to Application Form i.e. the Standard Inspection Format (SIF)
 - 8) After uploading all relevant data, a comprehensive report will be generated.
 - 9) Thereafter a QR Code will appear at the bottom of the report.
 - 10) Scan the QR Code through PCI Digital Sign App and place your signature.
 - 11) After due signature, the payment (PERC) link will be activated.
 - 12) Pay the system generated PERC and download the payment receipt.
 - 13) Keep this receipt for future reference.

7. <u>INTRODUCTION OF NEW PHARMACY PROGRAM(S)/COURSE(S) BY</u> EXISTING INSTITUTIONS:

During approval process for the academic year 2024-2025 for <u>introduction of</u> <u>new pharmacy course(s)</u> by existing institutions, the institution will have to



apply on the portal along with requisite Pharmacy Education Regulatory Charges (non-refundable) along with GST and submit the below mentioned documents 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 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 in the PCI circular mentioned above.

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 processed by the Council and will be summarily rejected

The followings are the step-by-step procedures:

- 1) Go towww.pcionline.co.in
- 2) Click on 'DIGI-PHARMed' portal link and login with the *User ID* and *Password*
- 3) Go to Application Form i.e. the Standard Inspection Format (SIF) and fill all required data.
- 4) After uploading all relevant data, a comprehensive report will be generated.
- 5) Thereafter a QR Code will appear at the bottom of the report.
- 6) Scan the QR Code through PCI Digital Sign App and place your signature.
- 7) After submission of signature, the payment (PERC) link will be activated.
- 8) Pay the system generated PERC and download the payment receipt.
- 9) Keep this receipt for future reference.



6. RAISE IN ADMISSION IN THE EXISTING INSTITUTIONS.

 i) Please note that number of admissions are restricted as per following details -

Course	No. of admissions permitted				
D.Pharm	- 60				
B.Pharm	-60 / 100				
M.Pharm	-15 per specialization				
Pharm.D	- 30				
Pharm.D (PB)	-10				
B.Pharm (Practice)	-40				

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 submit the consent of Examining Authority for raise in admission which is pre-requisite document otherwise same will not be entertained by the Council.

The followings are the step-by-step procedures:

- 1) Go to www.pcionline.co.in
- 2) Click on '**DIGI-PHARMed**' portal link and login with the *User ID* and *Password*
- 3) Go to Application Form i.e. the Standard Inspection Format (SIF) and click on the "Application Form" tab for raise in admission in a particular course.
- 4) Fill all the required data.
- 5) After uploading all relevant data, a comprehensive report will be generated.
- 6) Thereafter a QR Code will appear at the bottom of the report.
- 7) Scan the QR Code through PCI Digital Sign App and place your signature.
- 8) After submission of signature, the payment (PERC) link will be activated.
- 9) Pay the system generated PERC and downloads the payment receipt.
- 10) Keep this receipt for future reference.

7. For Services

Similarly, the institutions applying for Services shall also mandatorily submit the statutory documents as prescribed in Annexure-F failing which application for services will be summarily rejected. Service charges are non-refundable.



Services will be open throughout the year. The followings are classified as services:

- 1) Change in the name of Institutions
- 2) Change of address / location of Institution
- 3) Change of Examining Authority
- 4) Change of Hospital
- 5) Closure of course
- 6) Closure of institution
- 7) Change in the name of Trust /Society
- 8) Change in the Contact Details/Username.
- 9) Institution Merger.

All the required documents for services are available in Annexure A. The followings are the step-by-step procedures:

- 1) Go to www.pcionline.co.in
- 2) Click on 'DIGI-PHARMed' portal link and login with the *User ID* and *Password*
- 3) Go to the services in the Institute master page
- 4) Select the services required by your Institute.
- 5) Pay the system generated PERC and download the payment receipt
- 6) After approval by PCI, the applied service(s) will be effective in the Institute portal.

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) (non-refundable).

The new institution which are applying for the first time need to pay registration fee of Rs 10000/- along with applicable PERC.

9. GST

Applicable GST on Pharmacy Education Regulatory Charges has to be paid. (non-refundable).

10. QR Code:

Institutions shall have to upload photo and other required documents, QR code shall be automatically generated; printed and to be pasted on the room/Instruments for further verification whenever necessary.

11. PROCEDURE FOR FACULTY REGISTRATION:

It is compulsory for all faculty members to obtain fresh registration through the PCI portal. Faculties already registered in previous years shall also need to do fresh registration.



Follow the following procedures:

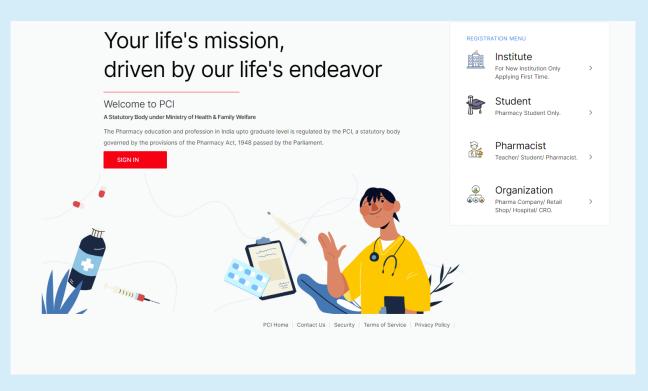
- I. Go to PCI website at URL<u>www.pcionline.co.in</u> and go to 'DIGI-PHARMed'
- II. Click on Pharmacist registration menu and fill all professional details.
- III. Auto generated user name and password shall be shared through registered email and mobile number of the person concern.
- IV. Login in to the 'DIGI-PHARMed' and complete the process as given in the screen shots below.
- V. It is advice to all Institute and Faculties to complete registration of faculties at the time of starting SIF application process.
- 12. The screen shots of all steps in the process are as follows:

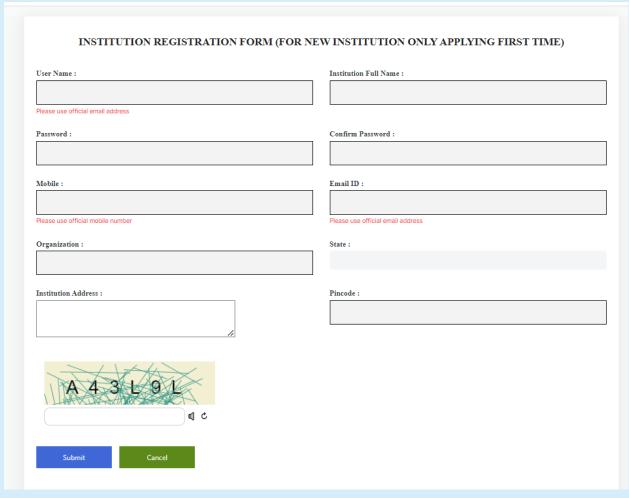
https://pcionline.co.in/



https://digipharm.pcionline.co.in/#/digipharmed

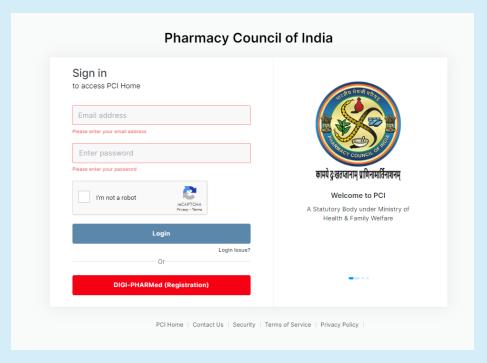






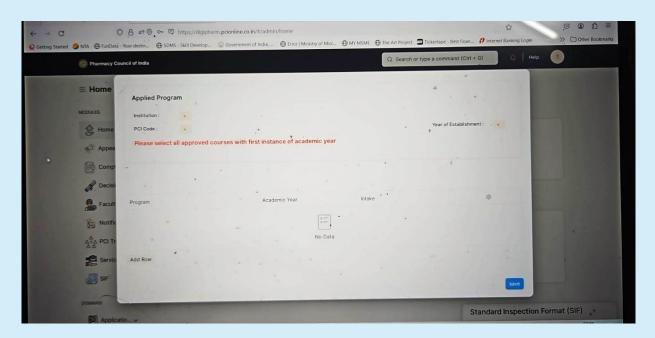
Note: Institutions are informed to use the Institute official email id and mobile phone number.





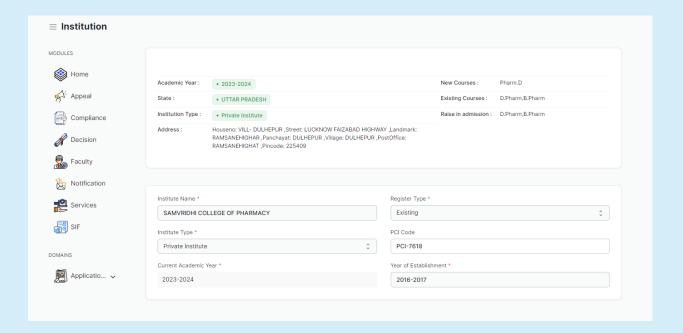
Note: Log in with your User ID and password given by you.

For Existing Institutions only



All Existing institutions have to fill the above popup for their already approved courses and select the academic session in which the course was approved for first year.

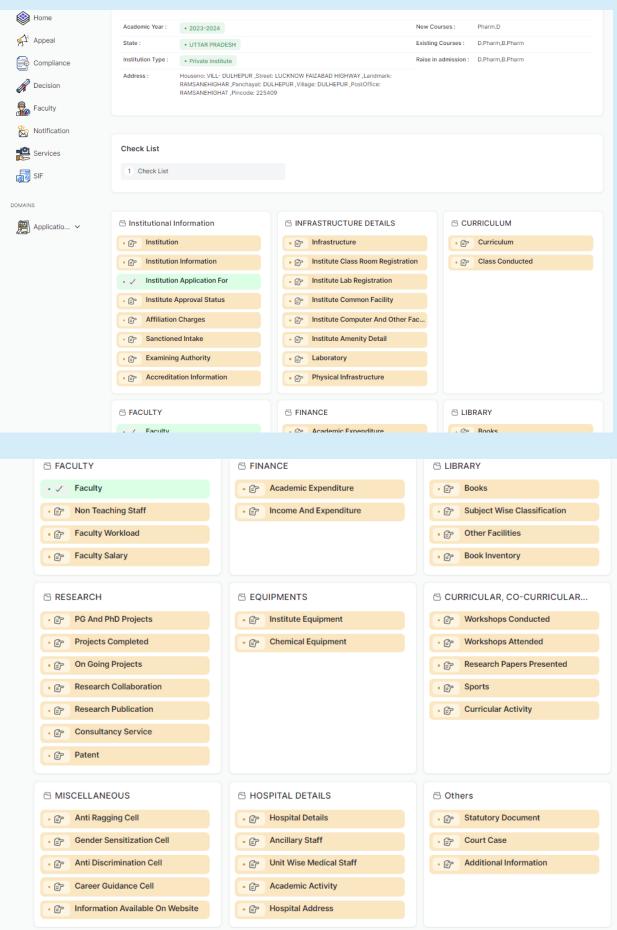




Notes:

- The "PCI Code" is automatically generated by the system, this shall be your Institute reference in future.
- PCI decision of your Institution shall be available in the "Decision".
- Any compliance and appeal shall be submit using the "Compliance" and "Appeal" on the left side.
- SIF Report after completion of filling all data shall be available in "SIF"
- Select "Application Form" from the left panel to fill up SIF, go to your shortcuts and click Institute Application form, the following screen shall be available.
- The check list has the content of all documents required in each section. Get ready with these required documents in order to avoid late submission.

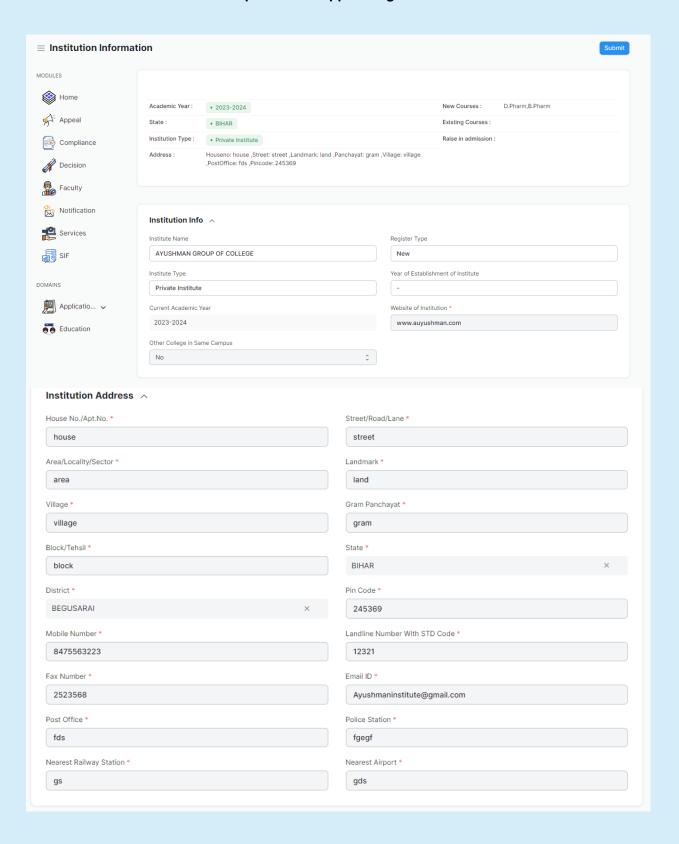






Notes:

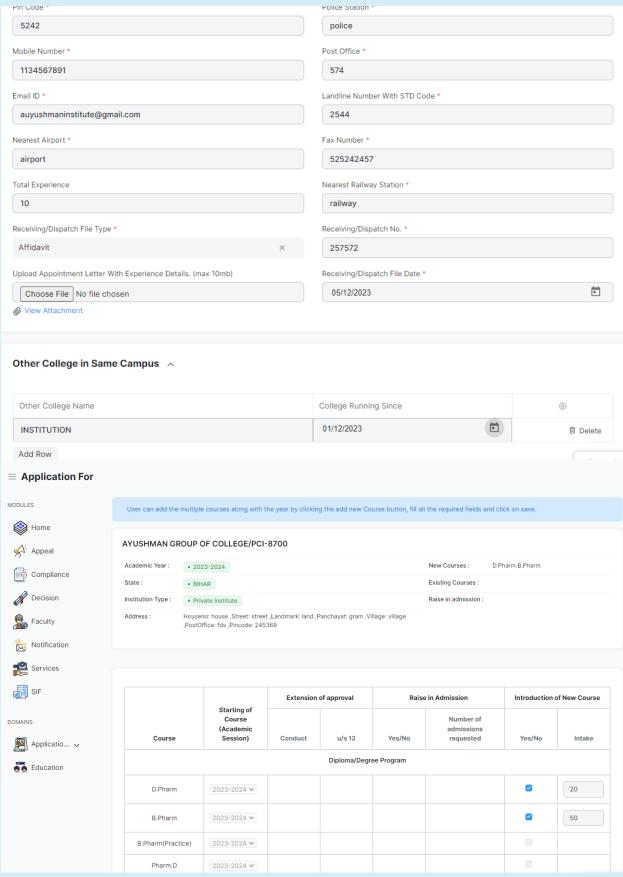
Fill each section one by one, upload all required documents and click submit bottom.
 The section which are completed shall appear in green color.





Status of the Course Conducting Body *		Name of the Society/Trust/Management *
Central Government University	\$	trust
House No./Apt.No. *		Street/Road/Lane *
apt		sgd
Area/Locality/Sector *		Landmark *
area		landmark
Village *		Gram Panchayat *
village		gram
Block/Tehsil *		State *
block		$BIHAR \qquad \qquad \times$
District *		Pin Code *
BEGUSARAI	×	256369
Mobile Number *		Landline Number With STD Code *
1234567896		2554
Email ID *		Fax Number *
ayushmaninstitute@gmail.com		5872
Post Office *		Website of Trust *
tyg		www.trut.com
Nearest Railway Station *		Police Station *
rail		police
eceiving/Dispatch File Type *		Nearest Airport *
Affidavit	×	airport
egistration Certificate Society (max 10mb)		Receiving/Dispatch No. *
Choose File No file chosen		28758
View Attachment		Receiving/Dispatch File Date *
		05/12/2023
etails of Head of Institution \wedge		
ame of Head of Institution *		House No./Apt.No. *
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llage *		Landmark *
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ate *		District *
BIHAR	×	BEGUSARAI
BIHAR	×	BEGUSARAI Police Station *

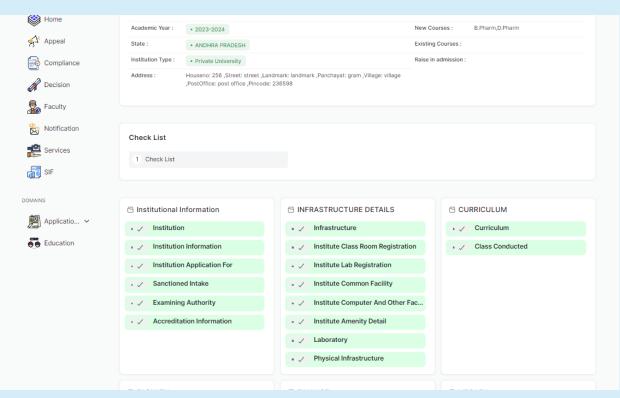


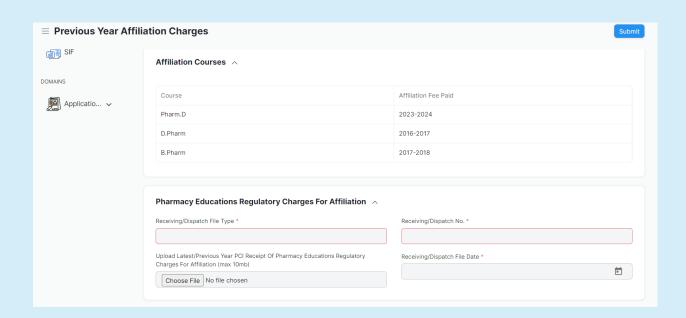




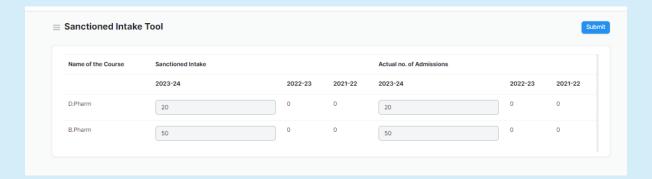
	Pharm.D(PB)	2022-2023 🗸	0						
	M Pharm (Specializations)								
	M.Pharm Pharmaceutical Biotechnology	2023-2024 🗸							
	M.Pharm Pharmaceutical Technology	2023-2024 🗸							
	M.Pharm Pharmacology	2023-2024 🗸							
N	M.Pharm Pharmacy Practice	2023-2024 🗸							
	M.Pharm Pharmaceutical Chemistry	2023-2024 🗸							
	M.Pharm Pharmaceutical Quality Assurance	2023-2024 🗸							
	M.Pharm Pharmaceutical Analysis	2023-2024 🗸							
P	M.Pharm Phytopharmacy and Phytomedicine	2023-2024 🗸							
N	M.Pharm Regulatory Affairs	2023-2024 🗸							
	M.Pharm Pharmacognosy	2023-2024 🗸							
	M.Pharm Industrial Pharmacy	2023-2024 🗸							
	M.Pharm Pharmaceutics	2023-2024 🗸							
	Others	2023-2024 🗸							

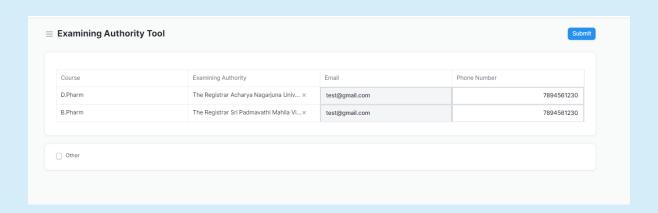






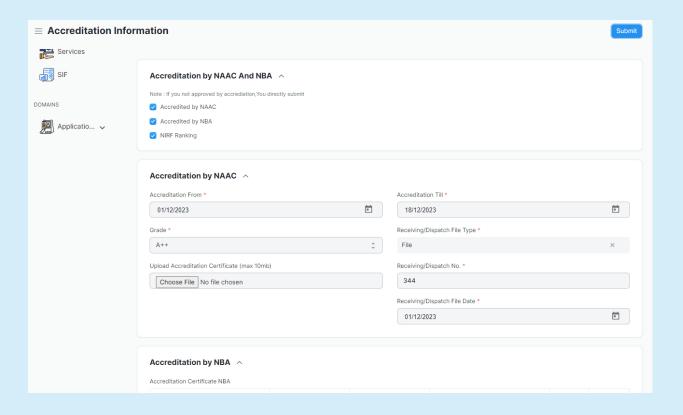


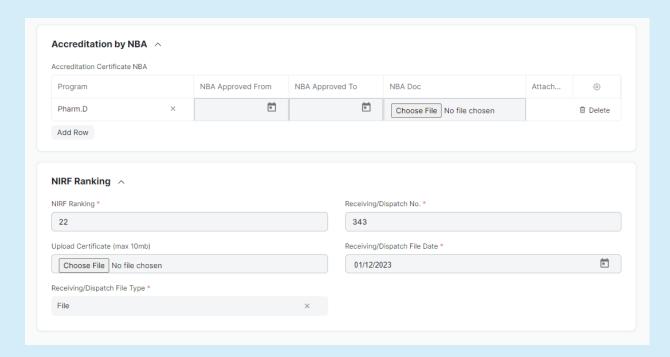




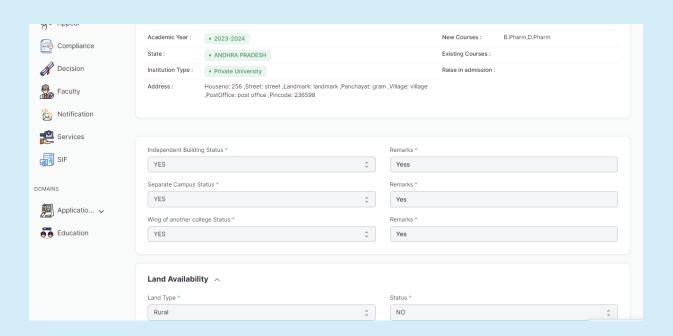


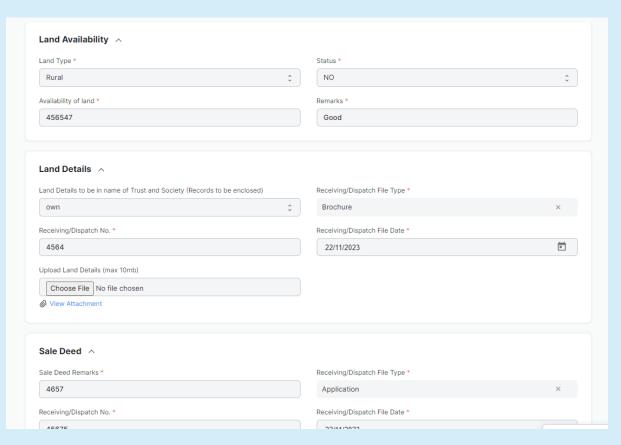




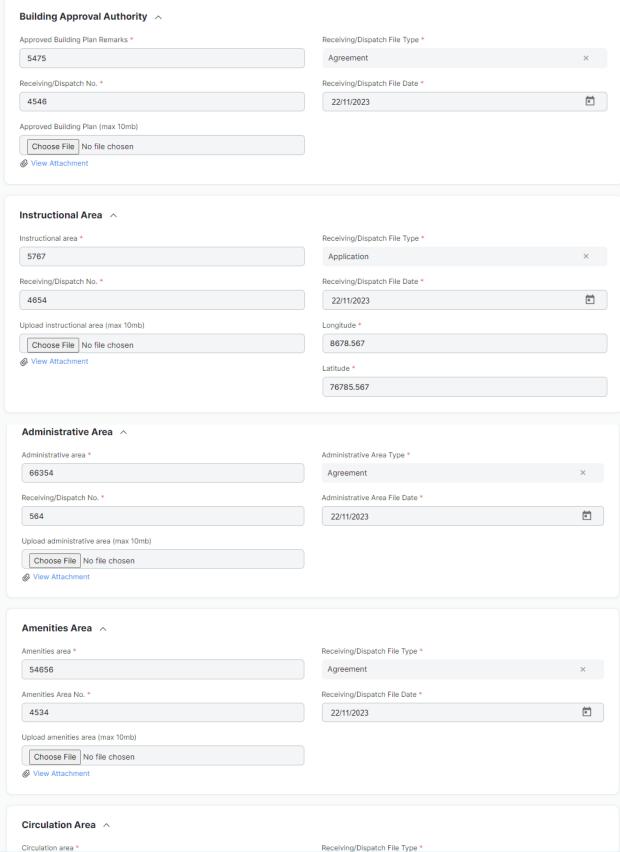




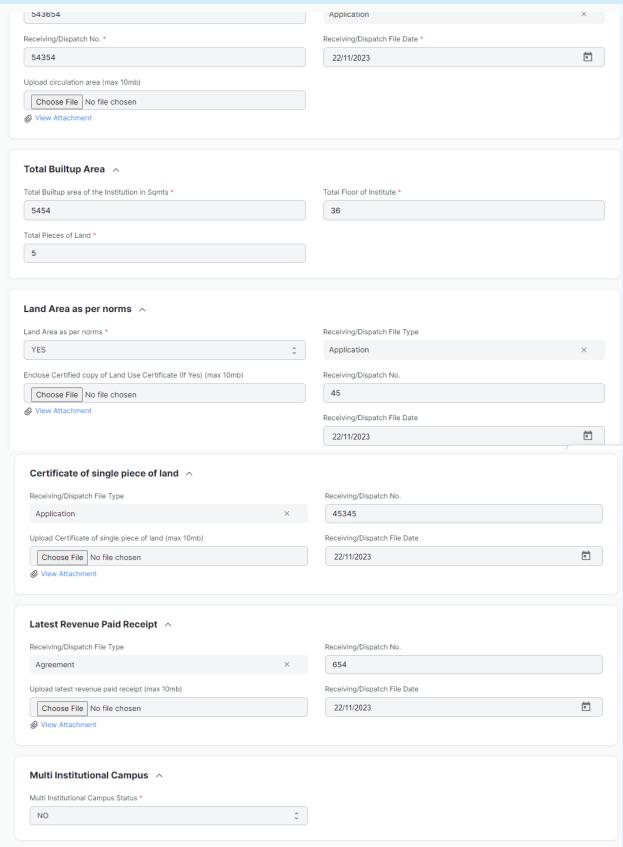




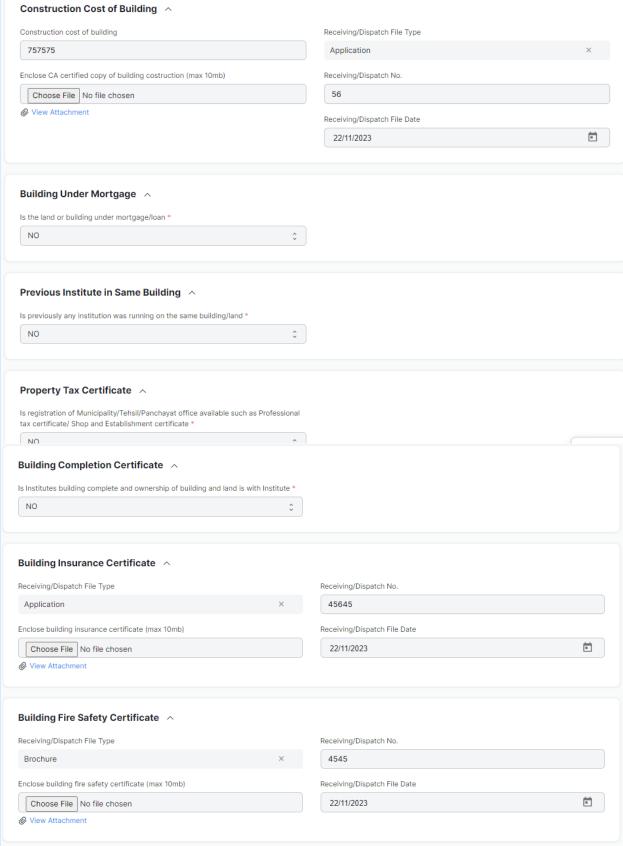






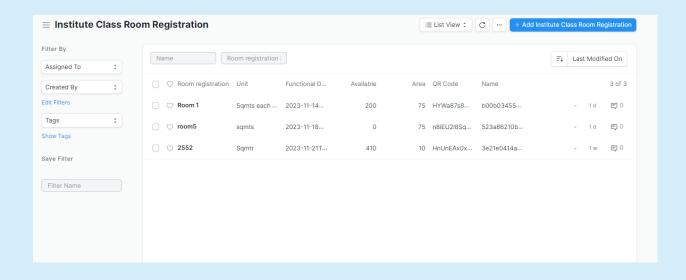


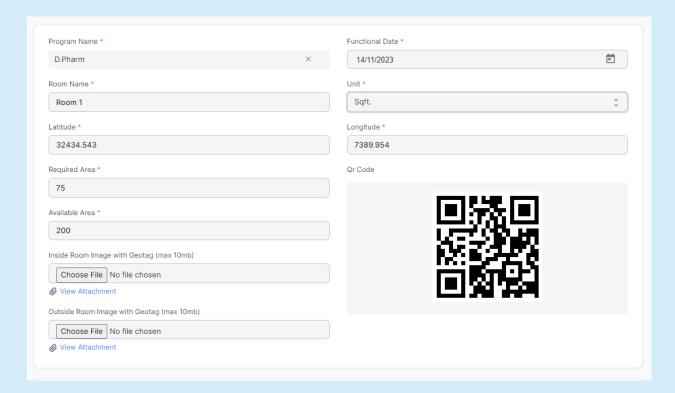




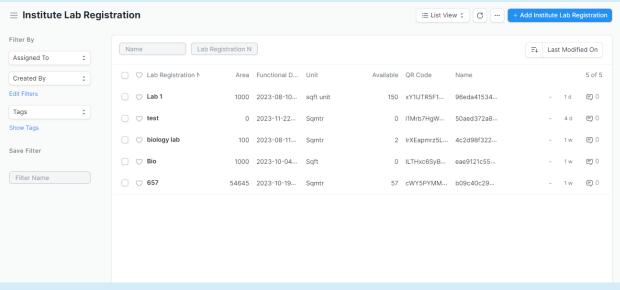


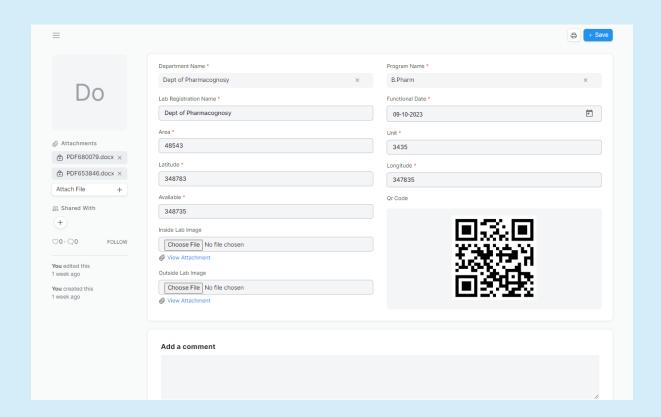
Course Running in the Same Building Is any other course running in the same Building * NO \$\$\\$\$



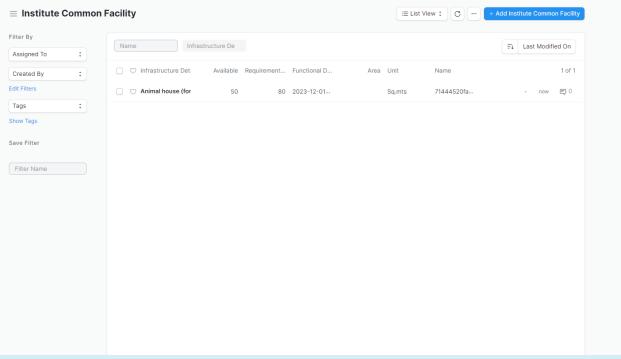


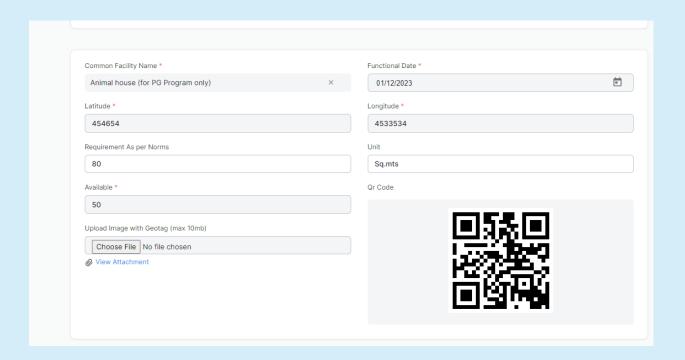




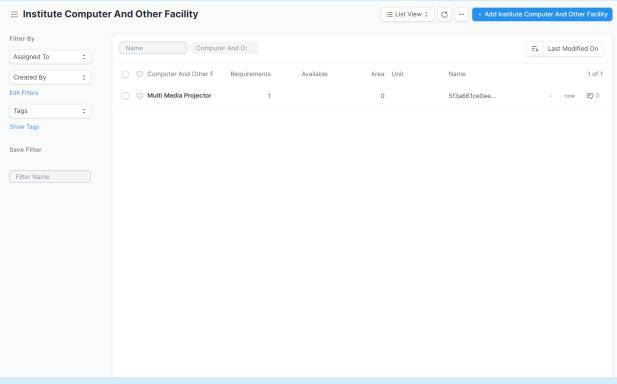


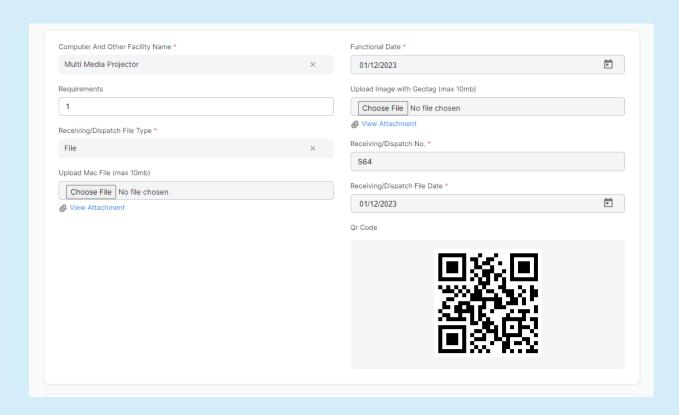




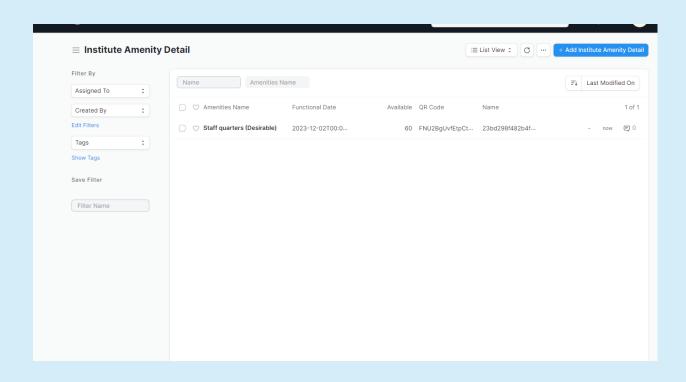


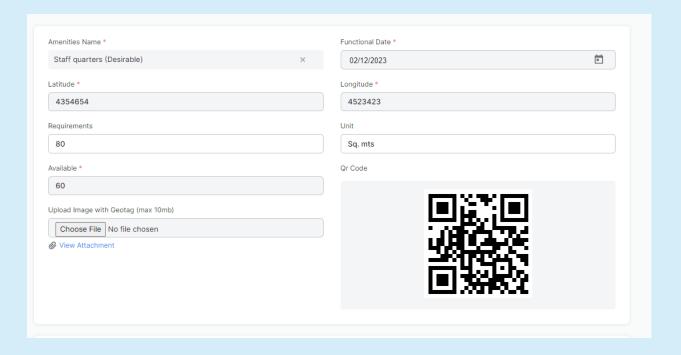




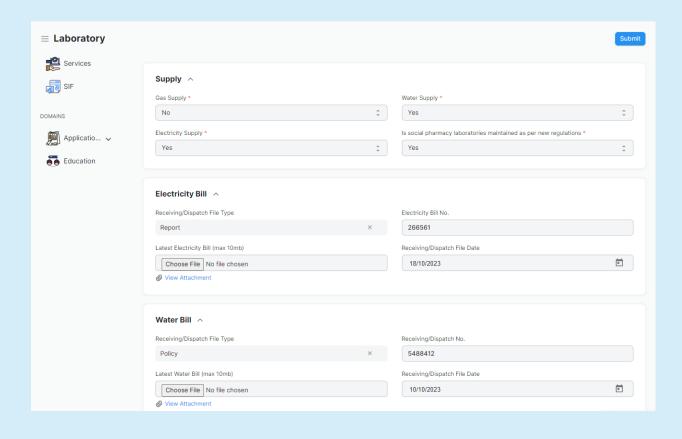


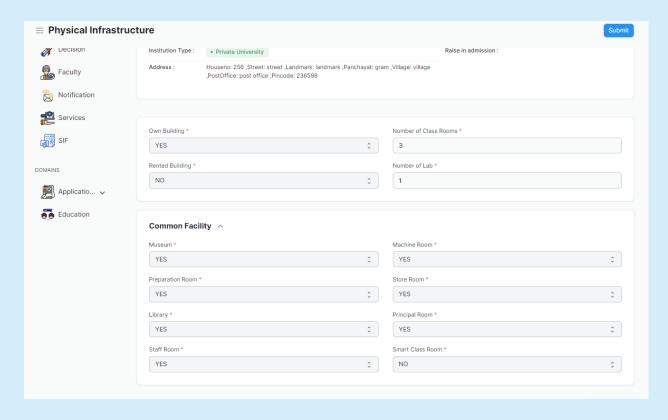




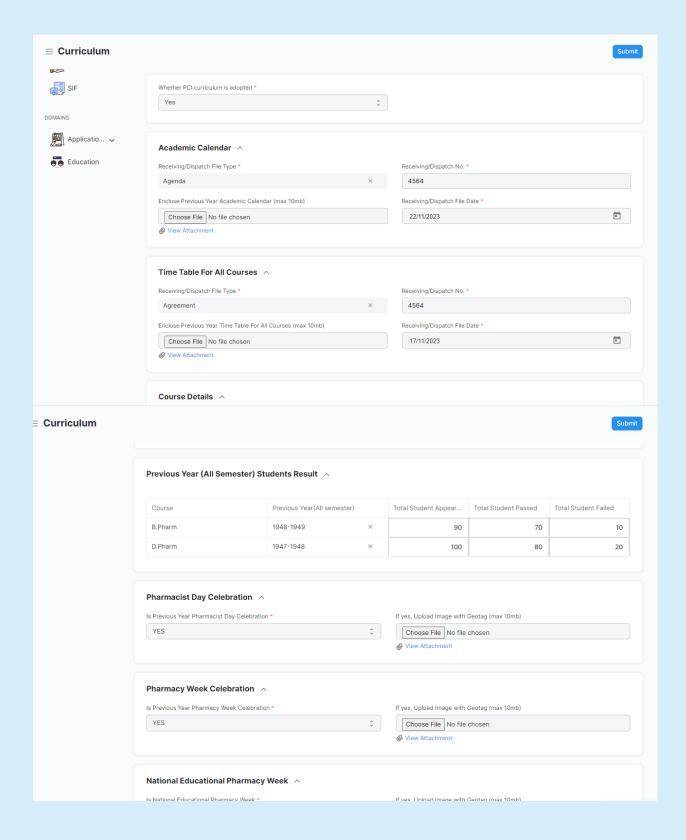




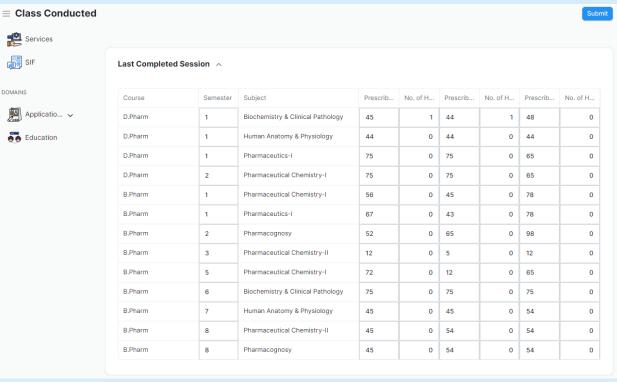


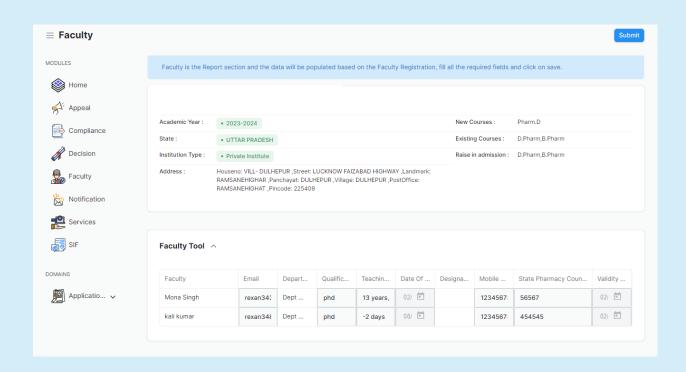




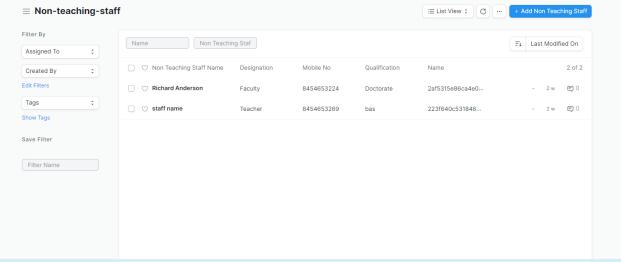


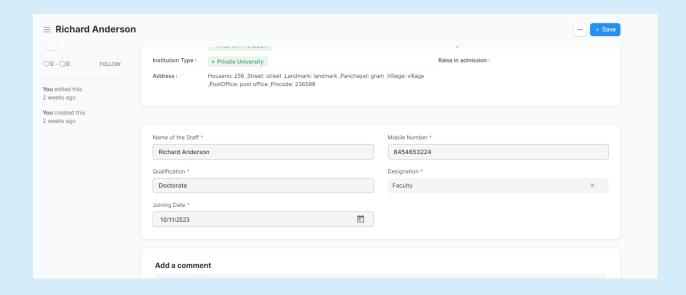


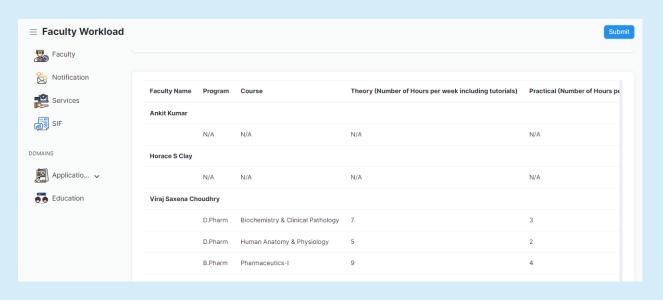




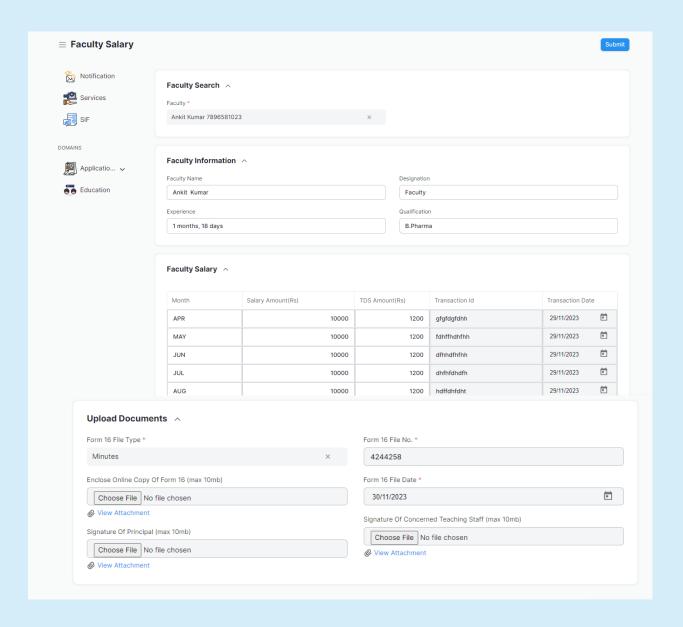




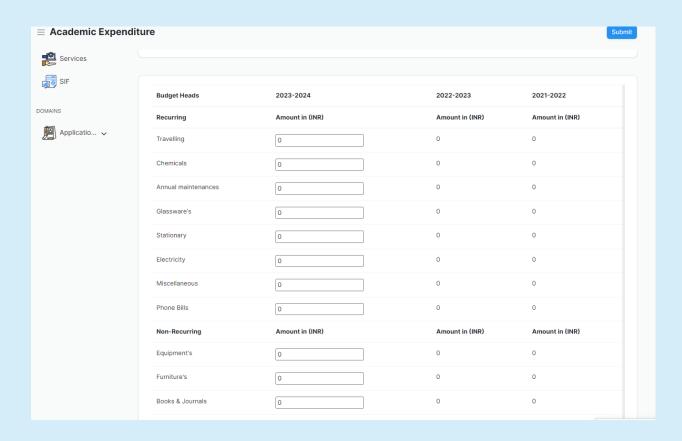












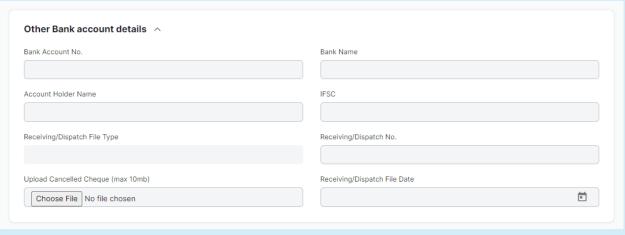


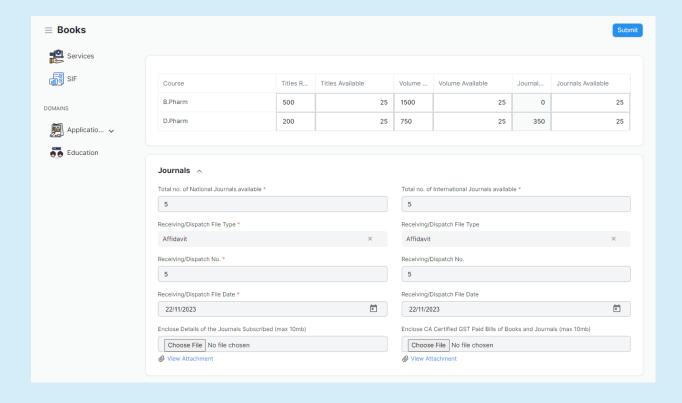
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	Income and Expenditure \(\triangle \)				
MAINIC	Income			Expenditure	
MAINS	Particulars	Amount in (INR)		Particulars	Amount in (INR)
Applicatio 🗸	Maintenance Exp - Others		0	Building	0
	Selling		0	Apex Bodies Fee	0
	Grants Govt		0	Equipment	0
	Others		0	Total	0
	Tution Fee		0	1000	· ·
	Sports Fee		0		
	Uinion Fee		0		
	Library Fee		0		
	Total		0		
	Total		Ū		
				Revenue Expenditure	Assessment to (I) into
				Particulars	Amount in (INR)
				Misc.Expenditure	0
				Stationary	0
				Maintenance Exp - College	0
				Annual maintenances	0
				Chemicals	0
Receiving/Dispatch File Ty	pe *		Receiving/Disp	patch No. *	
	of immediate Previous Year (max 10mb))	Receiving/Dis	patch File Date *	Ħ
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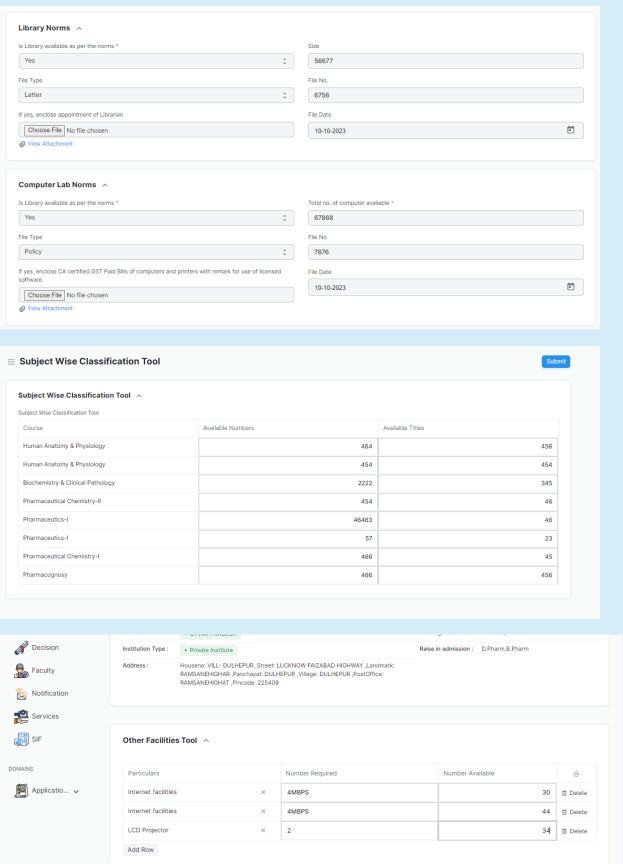
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	Receiving/Dispatch File Date *	
GST Details ^		
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Upload GST Registration Certificate (max 10mb)	Receiving/Dispatch No.	
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	Receiving/Dispatch File Date	
GSTR 3B Details ^		
GSTR 3B	Receiving/Dispatch File Type	
Enclose Latest return's copy (max 10mb)	Receiving/Dispatch No.	
Choose File No file chosen		
	Receiving/Dispatch File Date	
Bank account details in which fees to be received _ ^		=
	Bank Name *	
Bank Account No. *		
Bank Account No. *	Bank Name *	
Bank Account No. * Account Holder Name *	Bank Name * IFSC *	
Bank Account No. * Account Holder Name *	Bank Name *	
Bank Account No. * Account Holder Name *	Bank Name * IFSC *	Ē
Bank Account No. * Account Holder Name * Receiving/Dispatch File Type *	Bank Name * IFSC * Receiving/Dispatch No. *	
Bank Account No. * Account Holder Name * Receiving/Dispatch File Type *	Bank Name * IFSC *	
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Account Holder Name * Receiving/Dispatch File Type * Upload Cancelled Cheque (max 10mb)	Bank Name * IFSC * Receiving/Dispatch No. *	
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Bank Account No. * Account Holder Name * Receiving/Dispatch File Type * Upload Cancelled Cheque (max 10mb) Choose File No file chosen Bank account details from which salary to be paid ^ Bank Account No.	Bank Name * IFSC * Receiving/Dispatch No. * Receiving/Dispatch File Date *	
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Bank Account No. * Account Holder Name * Receiving/Dispatch File Type * Upload Cancelled Cheque (max 10mb) Choose File No file chosen Bank account details from which salary to be paid Bank Account No. Account Holder Name *	Bank Name * IFSC * Receiving/Dispatch No. * Receiving/Dispatch File Date * Bank Name *	



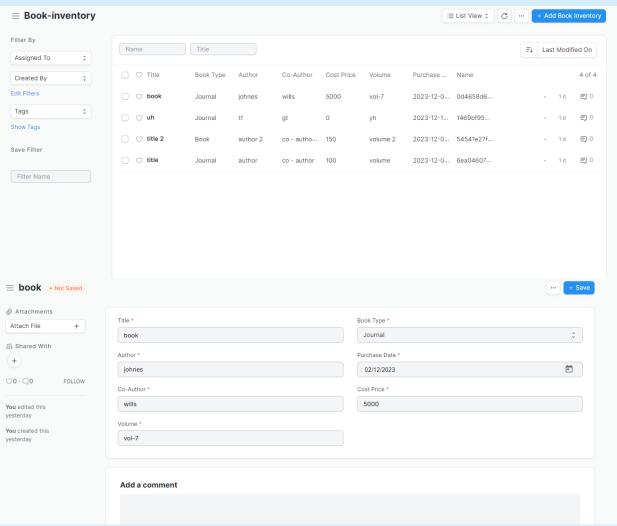


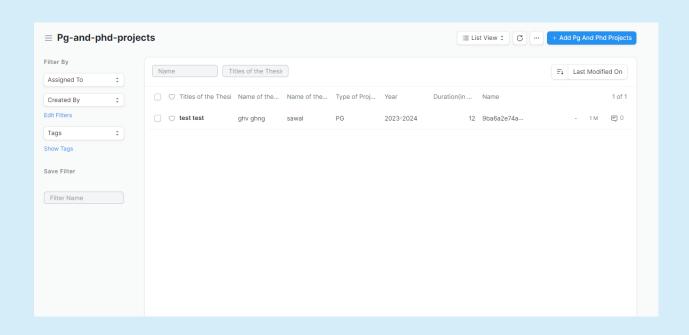




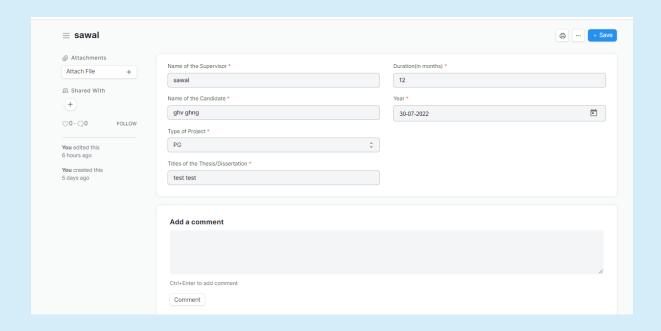


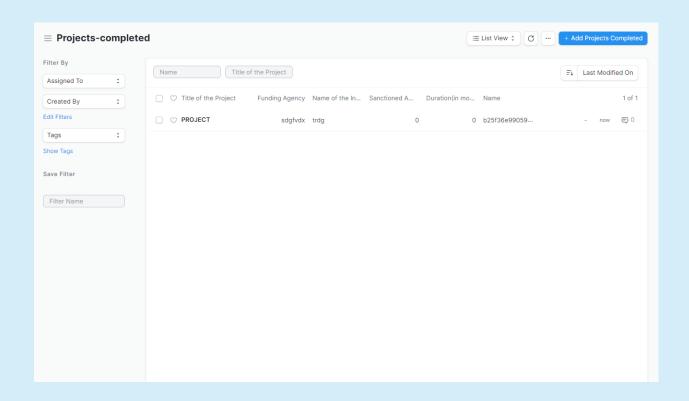




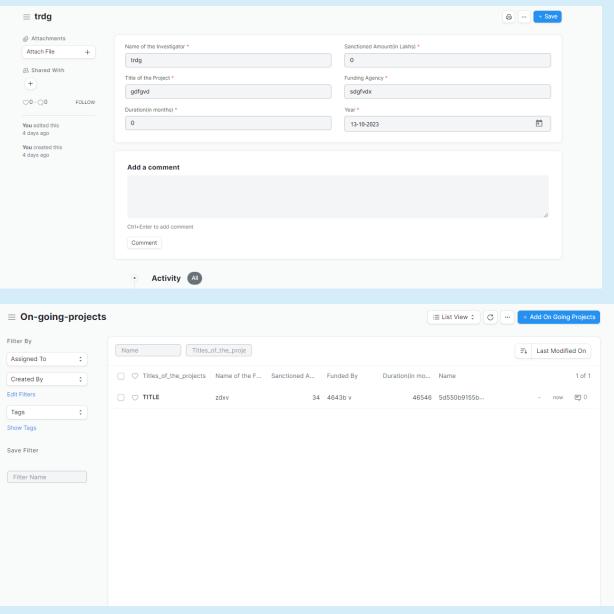


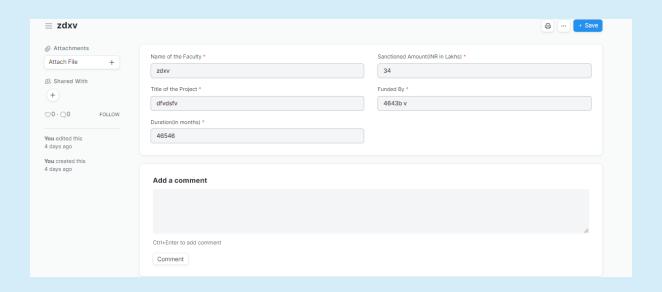




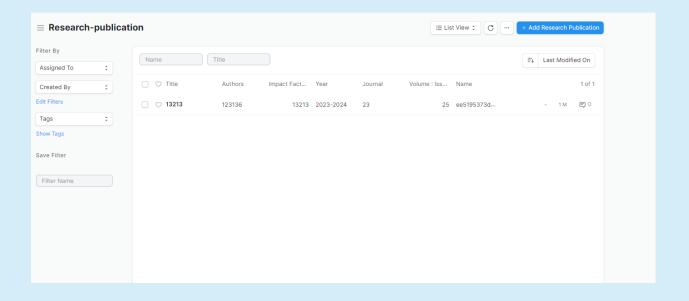


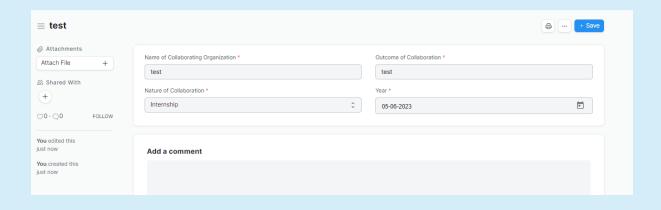


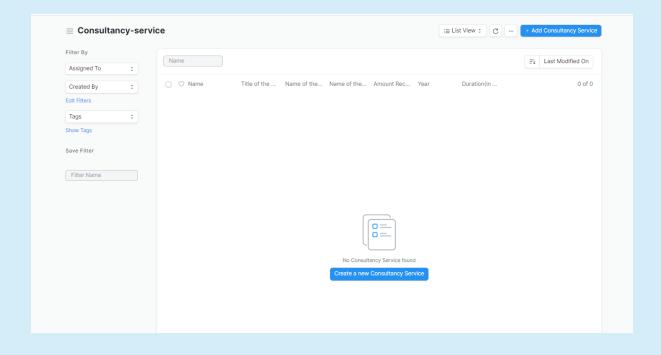




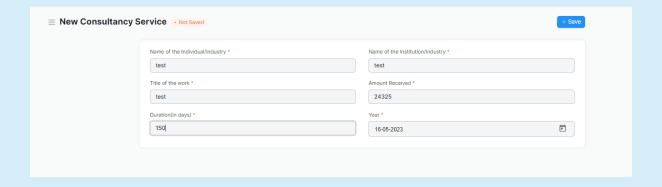


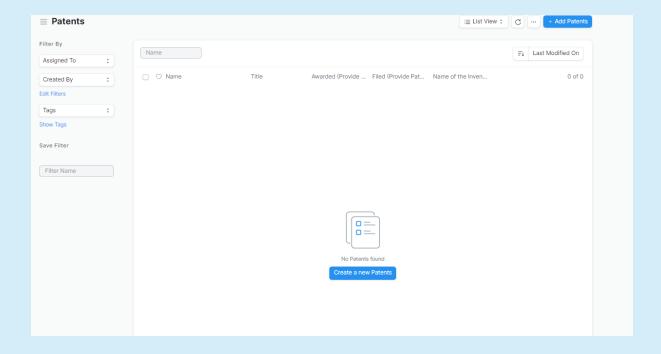


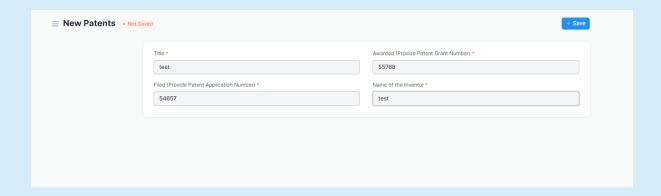




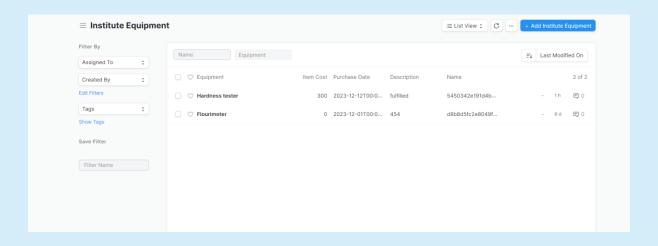


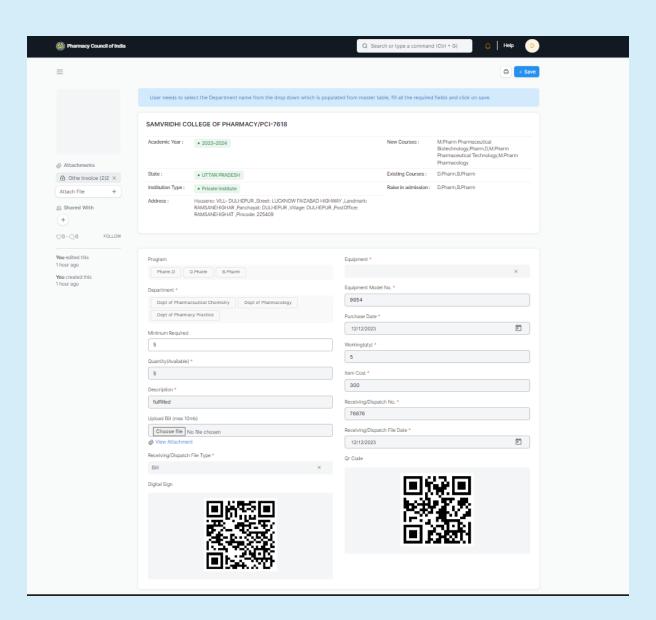




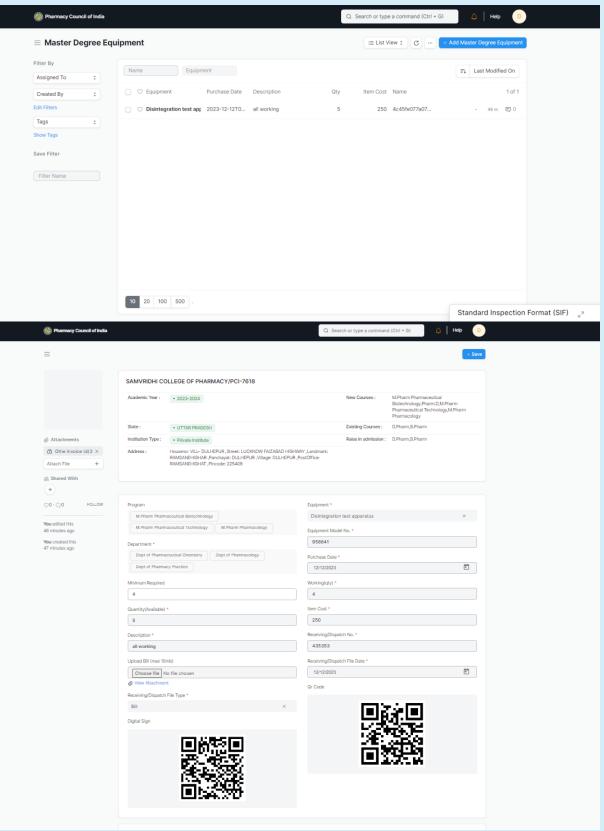




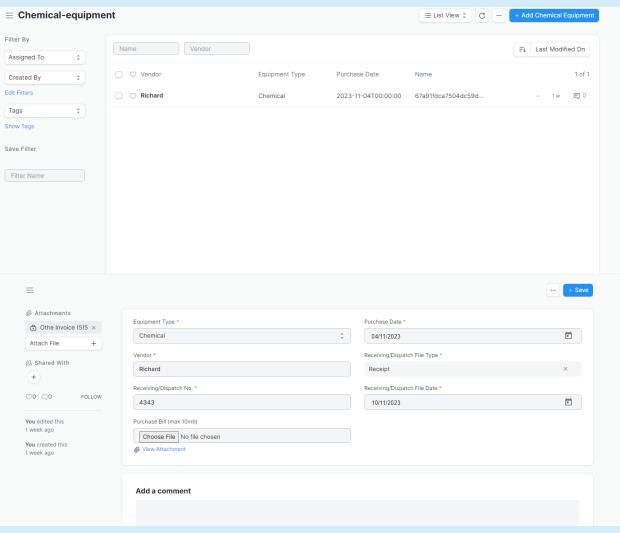


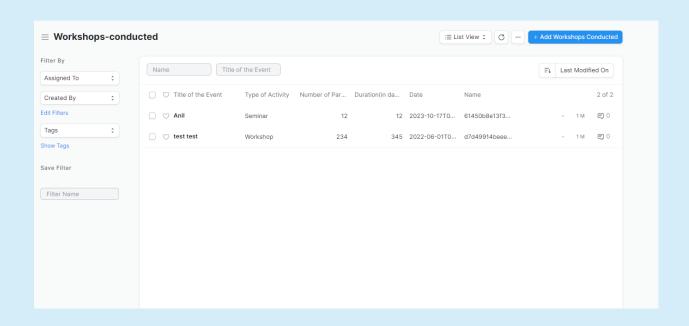




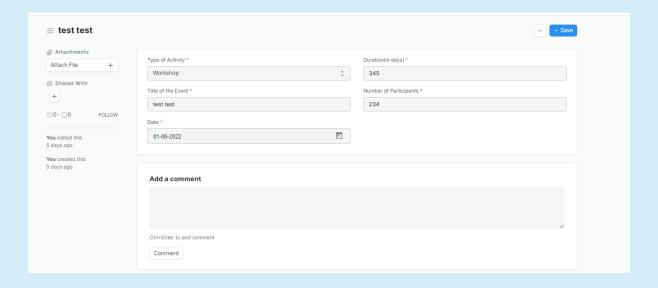


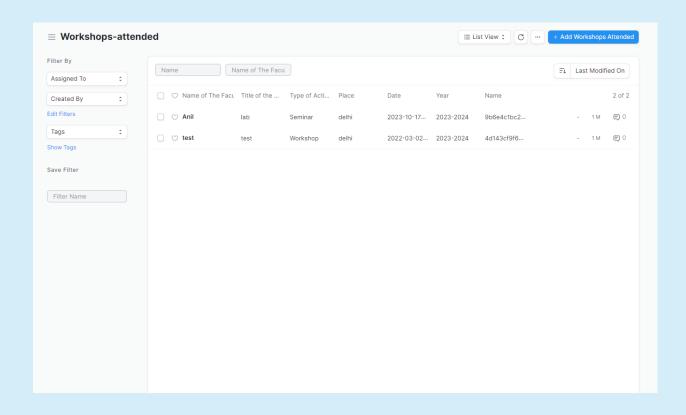




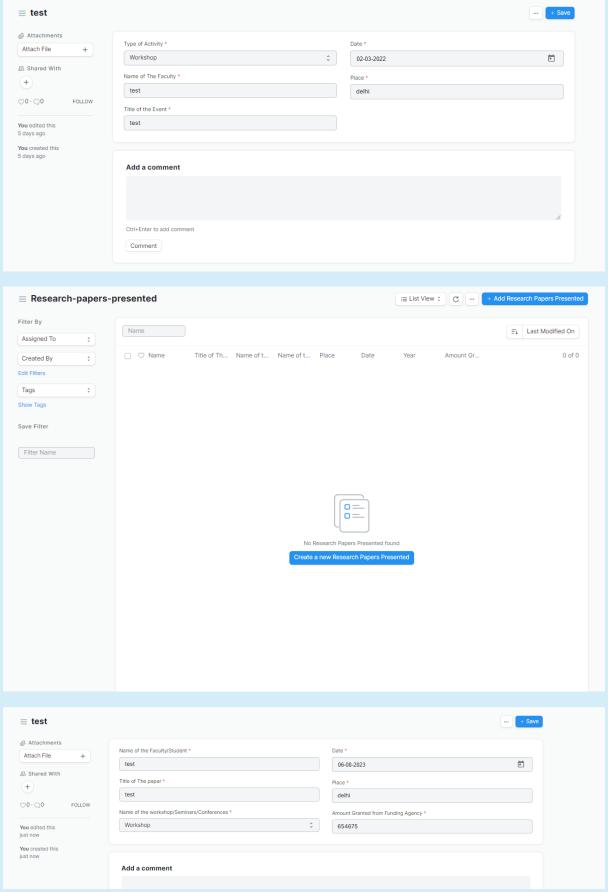




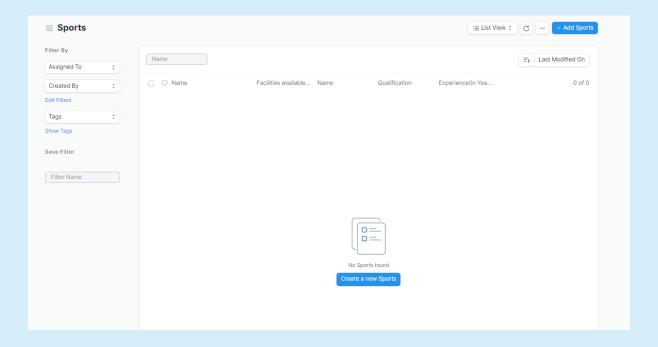


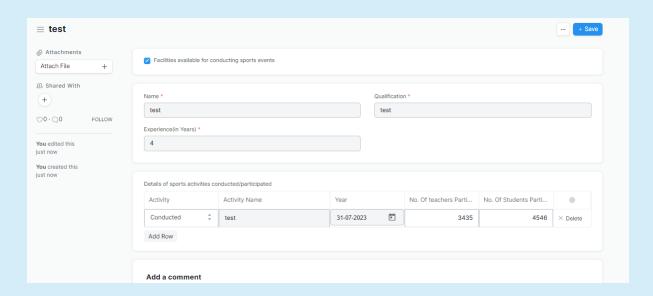




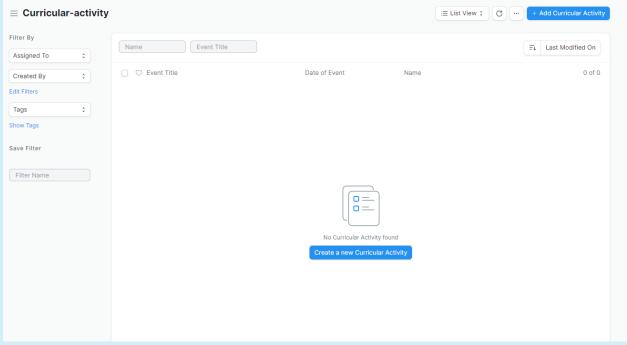


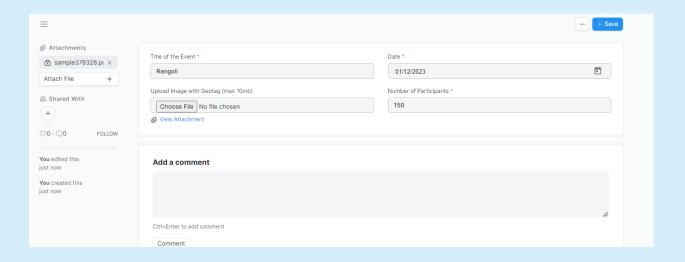




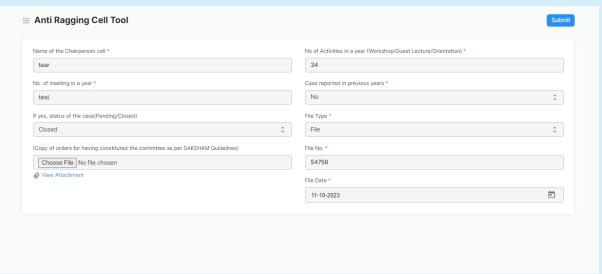


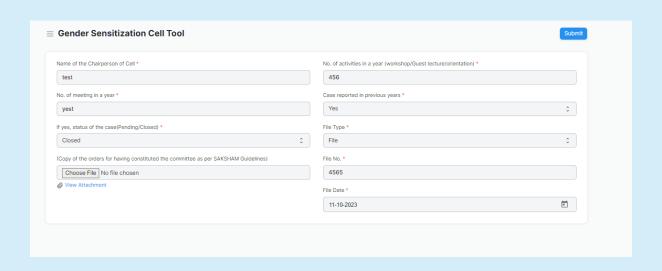


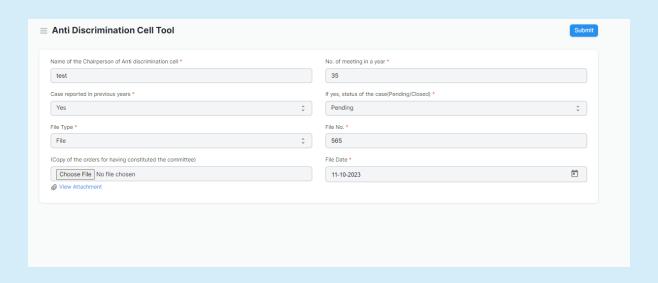




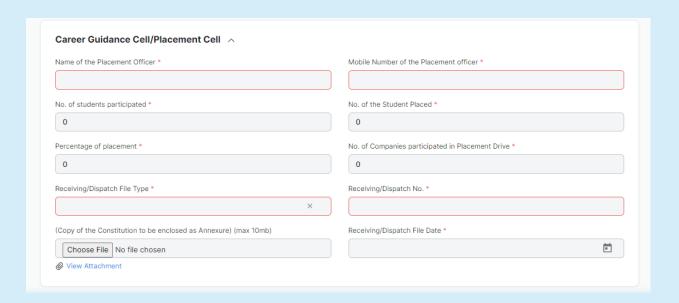


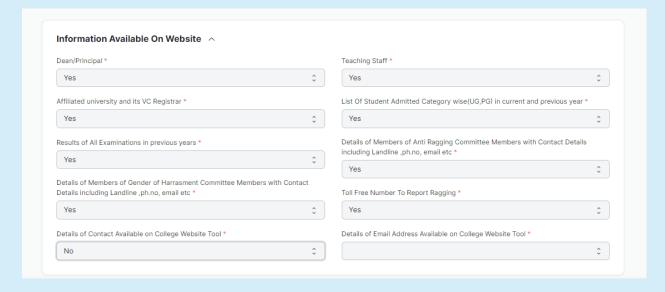




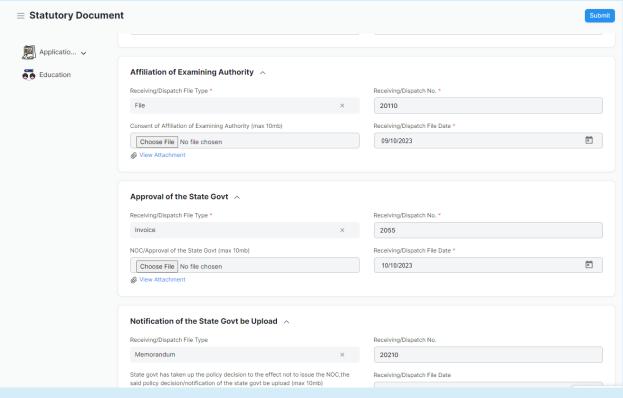


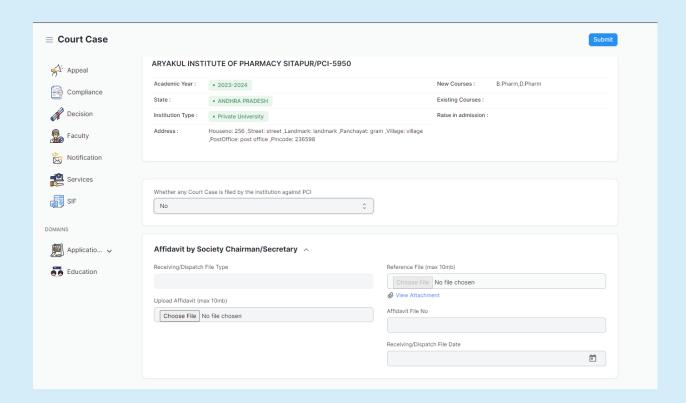




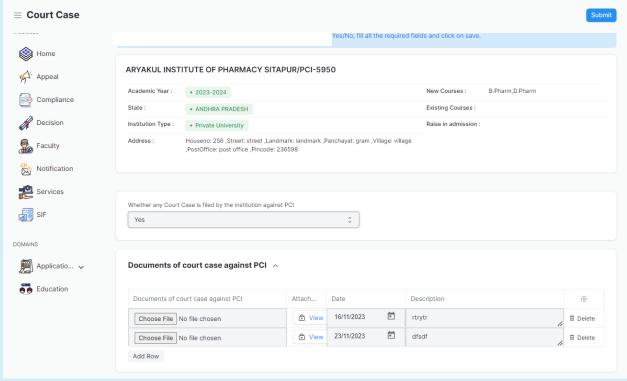


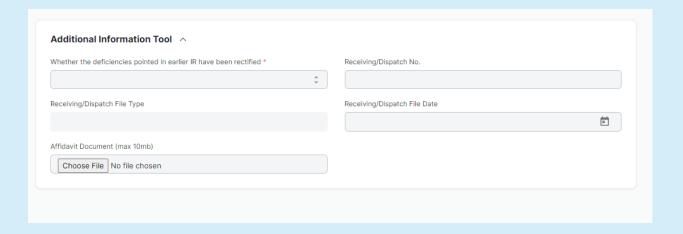








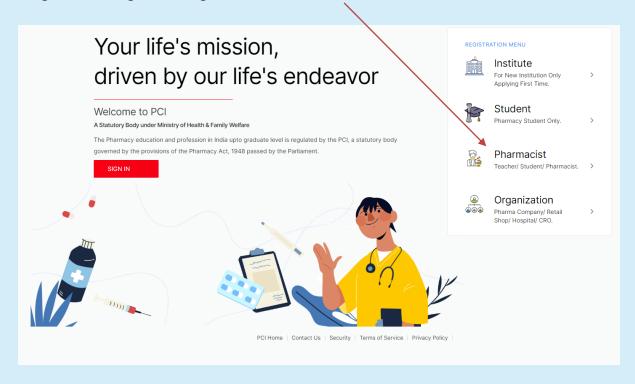






Pharmacist(Faculty) Registration Process

Registration Page: Please go to Pharmacist tab



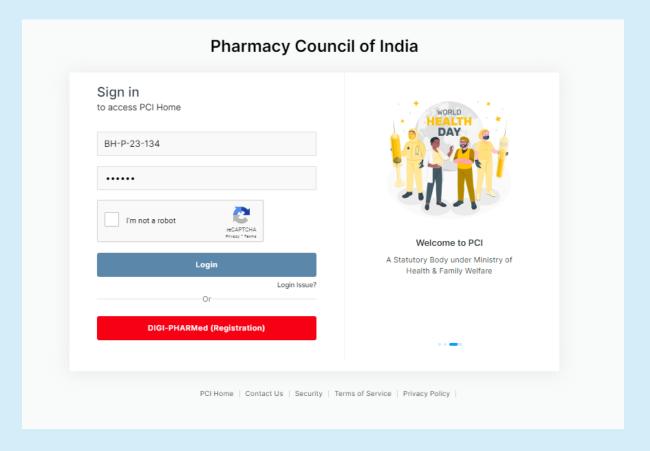


Pharmacy Council Of India	
Already registered to State Pharmacy Council	
Salutation :	First Name:
Middle Name :	Last Name :
Mobile:	Emsil ID :
Pancard No. :	Please use official email address Aadhaar No.:
Upload Pancard : Choose File No file chosen	Upload Aadhaar: Choose File No file chosen
State Pharmacy Council:	State Pharmacy Council Number :
Upload State Pharmacy Council Certificate : [Choose File] No file chosen	Pharmacist Address:
0 B C 5 0 6	
Submit Cancel	

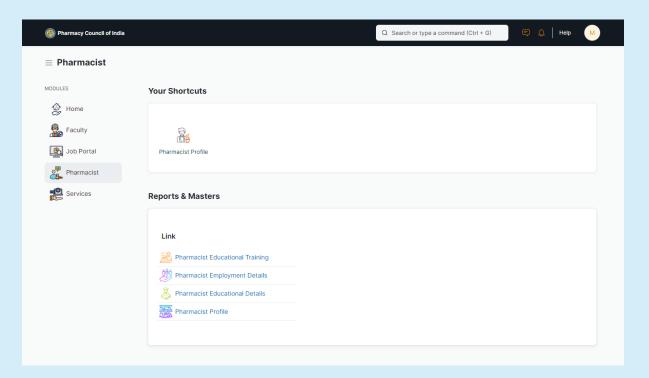
After fill above details and submission, candidate will receive Login credential (User ID and Password) on his/her registered email-id and Mobile number.



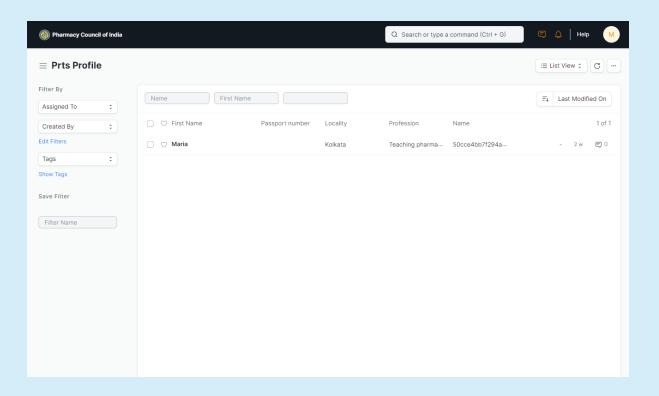
Login page: Login with user id and password received by you. You can change the Password later on.

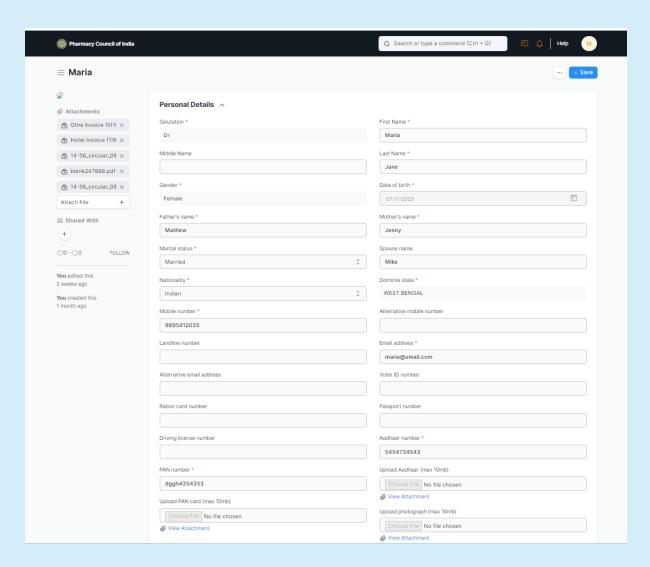


After successfully login the blow page will open here Candidate need to fill his/her details in the Pharmacist profile tab.

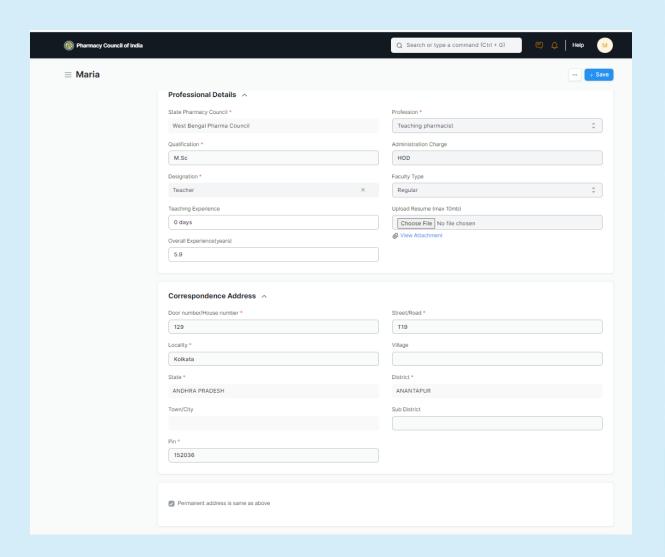




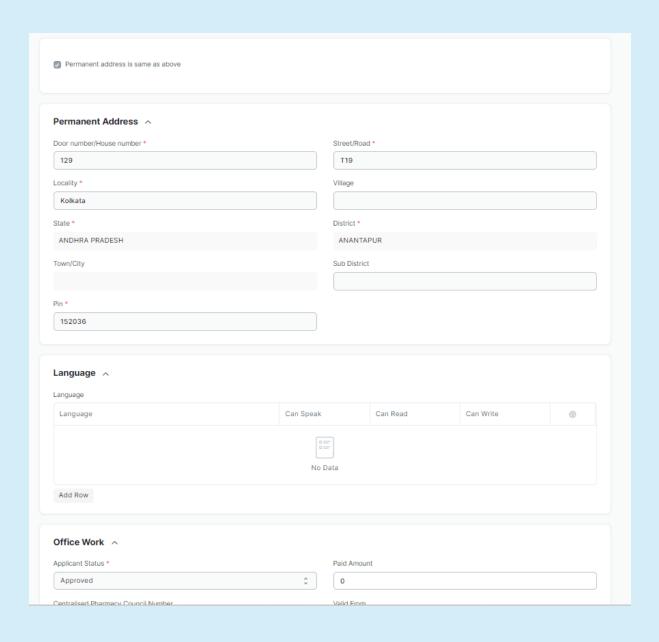




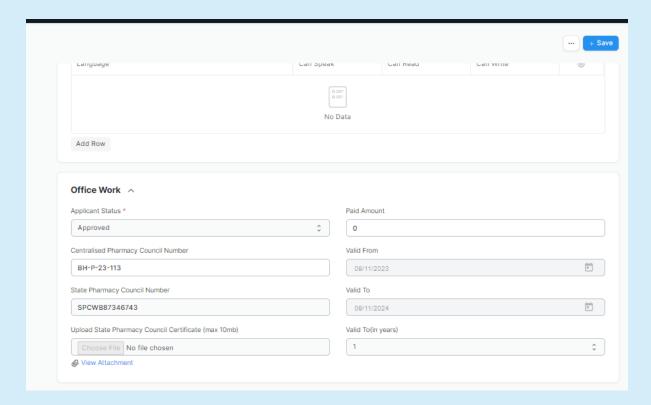




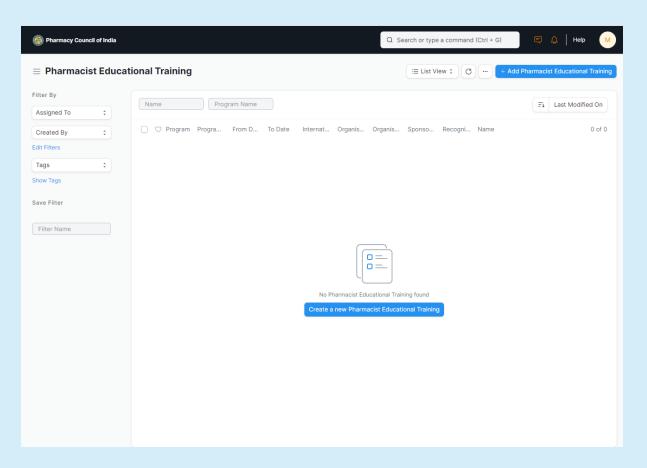




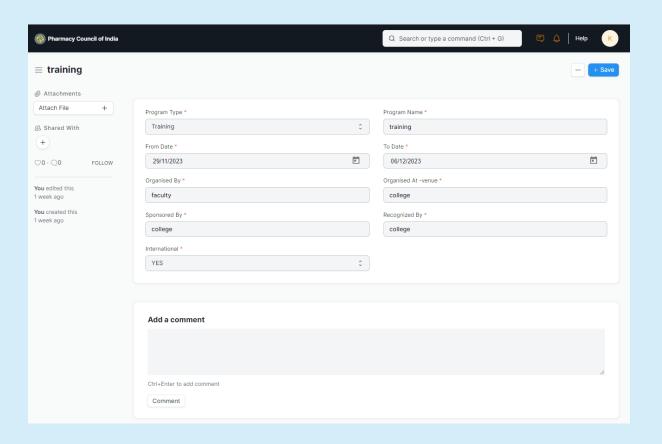


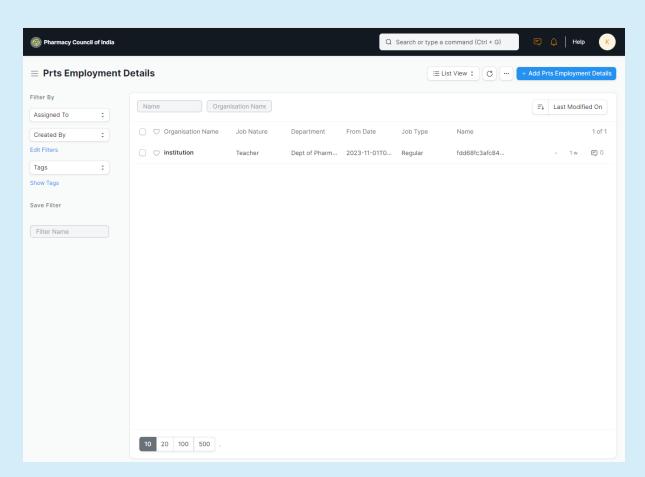


After Completion the Pharmacist profile tab candidate need to fill below tab

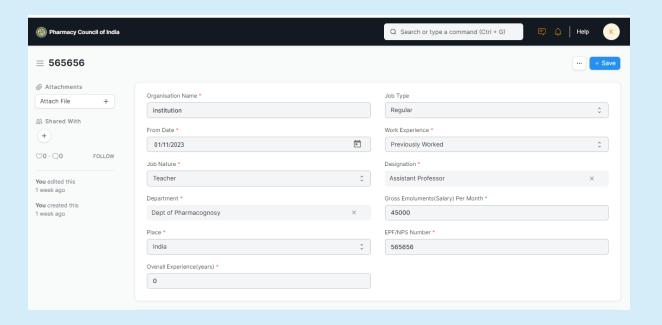


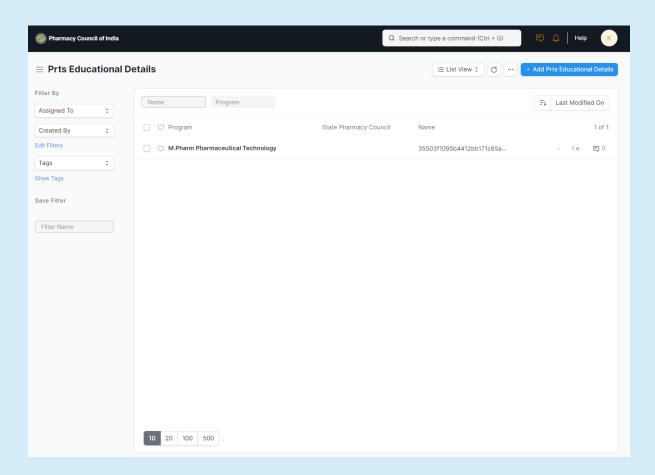




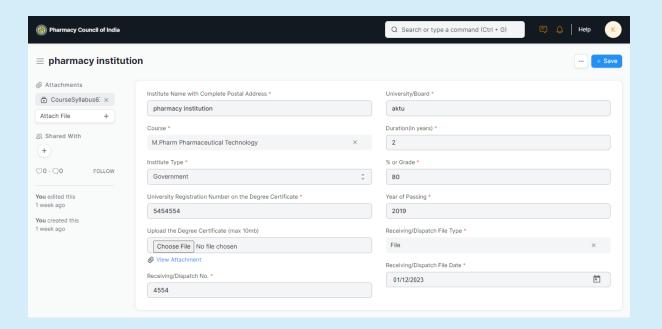






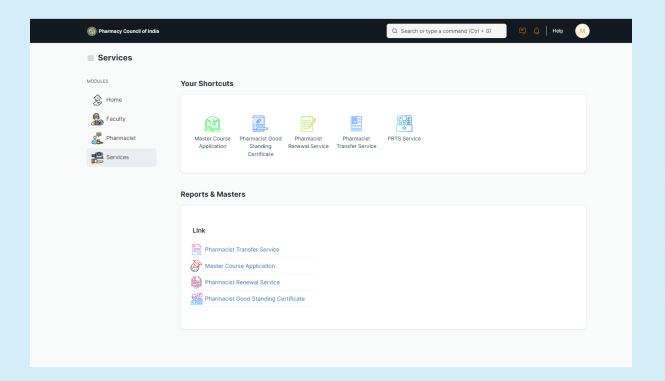






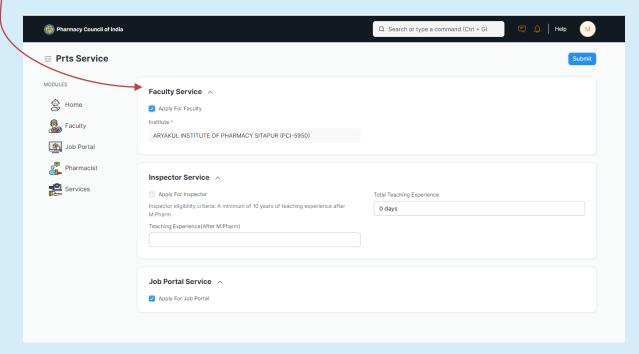
The candidate need to avail the services as given the below picture-(Go to the PRTS Service and apply for faculty)

Note: If pharmacist age is more than 65 years, so he/her cannot applied as faculty.

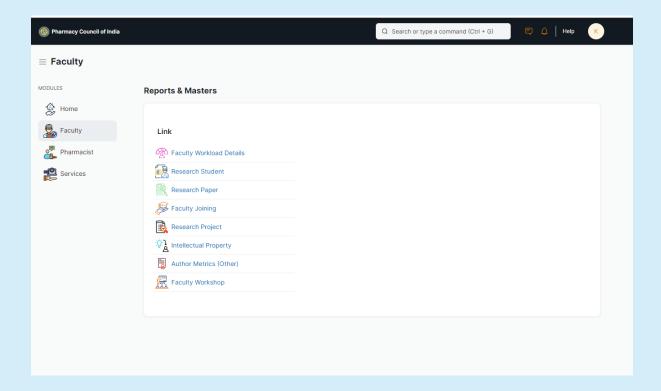




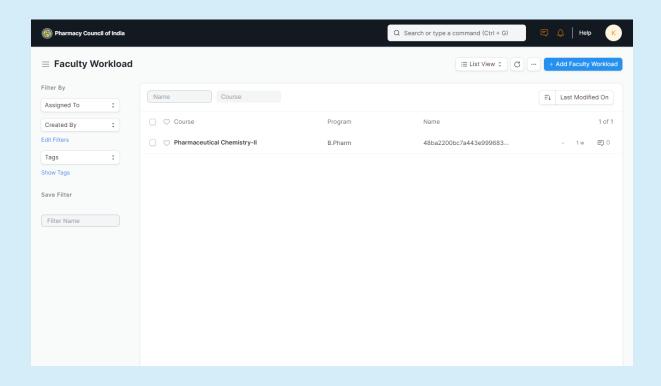
Go to Apply for Faculty and submit. Once your Institute approve your application, remaining part shall be enable to fill and your name will appear in SIF of your Institute.

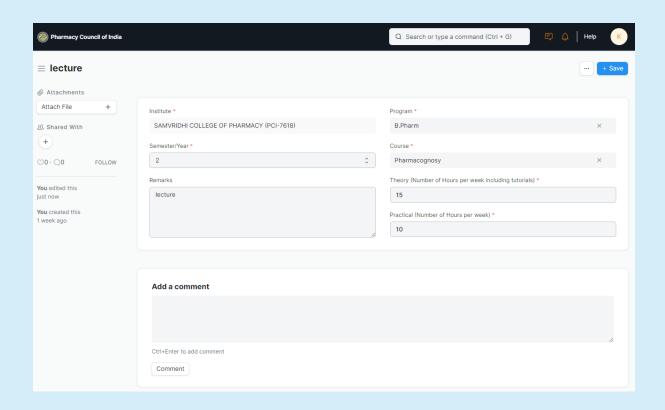


Faculty need to fill all tab related to faculty as given below in picture

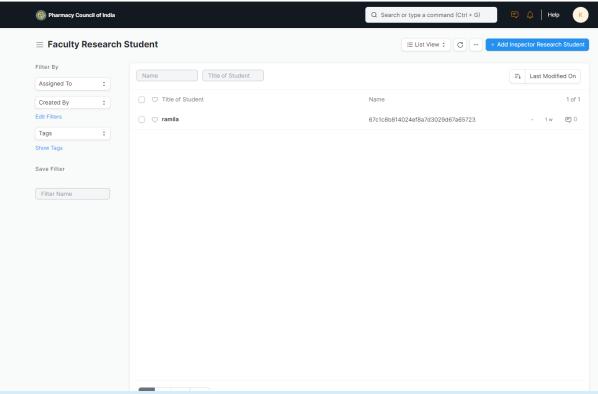


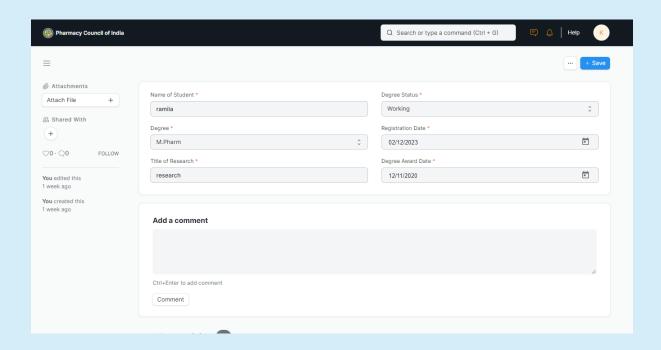




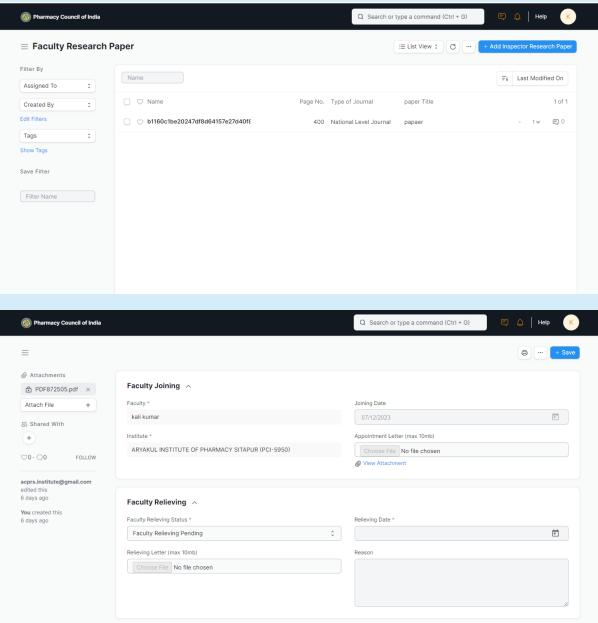




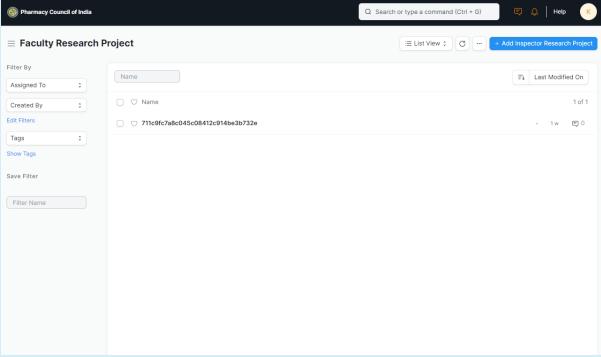


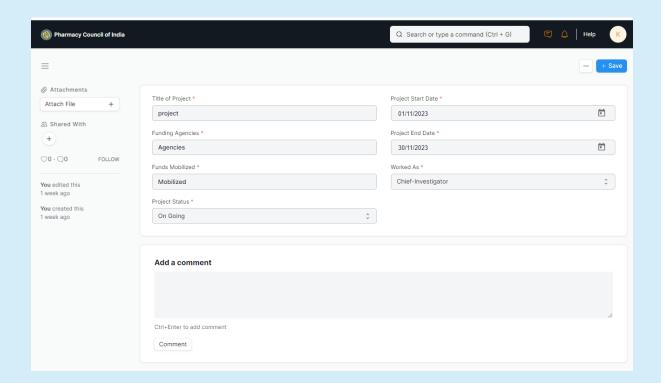




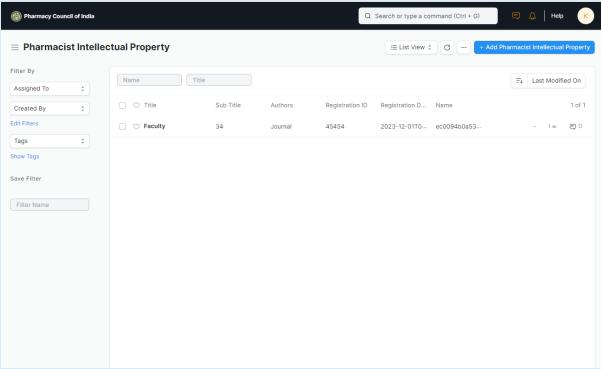


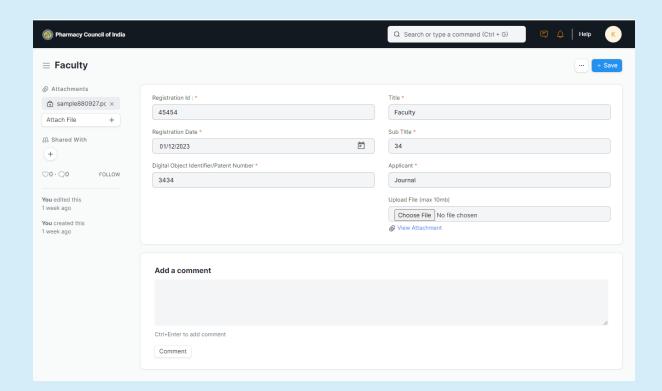




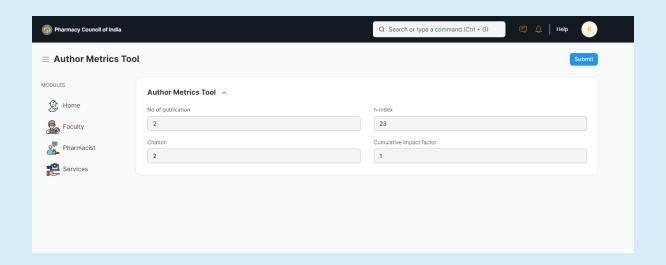


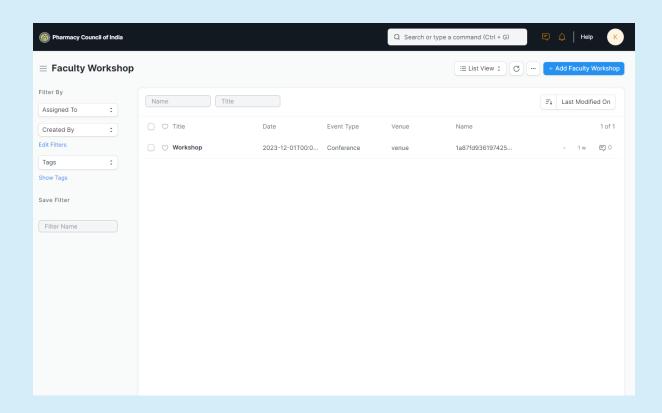




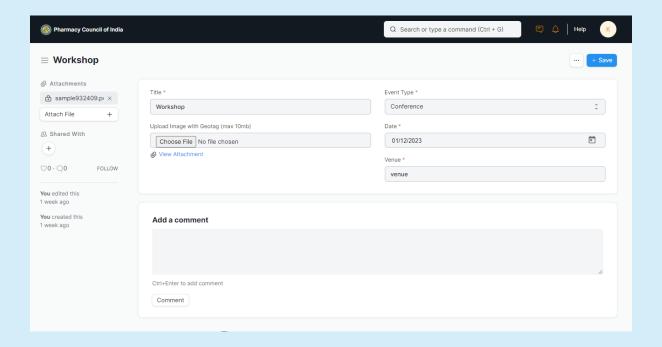




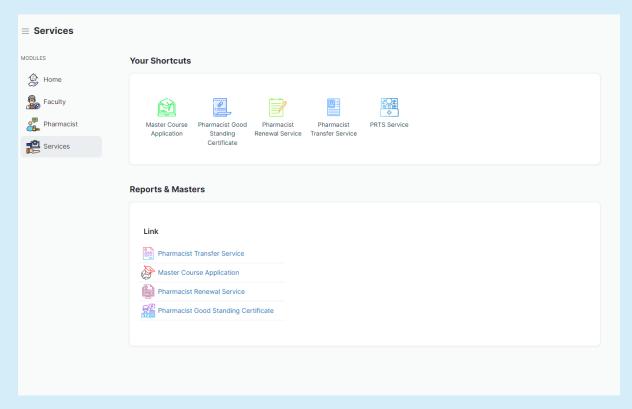




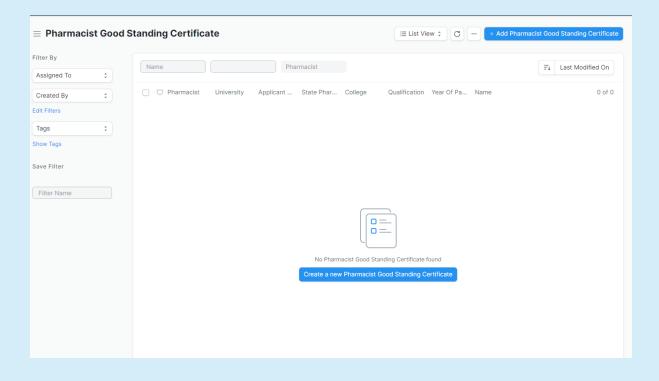


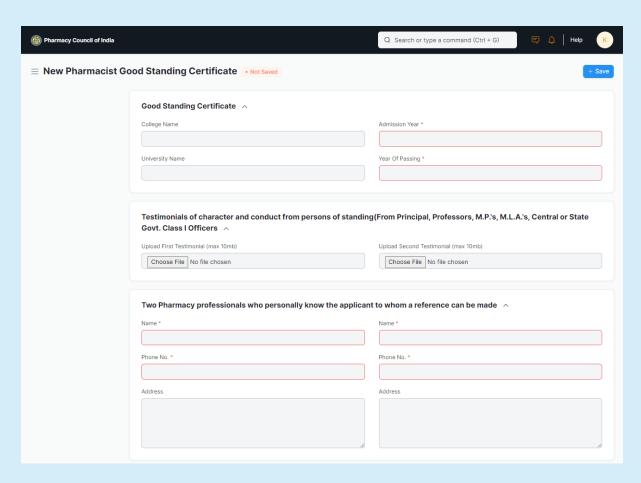


The candidate may avail the services as given the below picture-(Go to the PRTS Service and apply for Pharmacist)

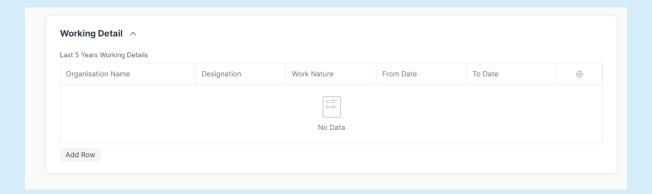


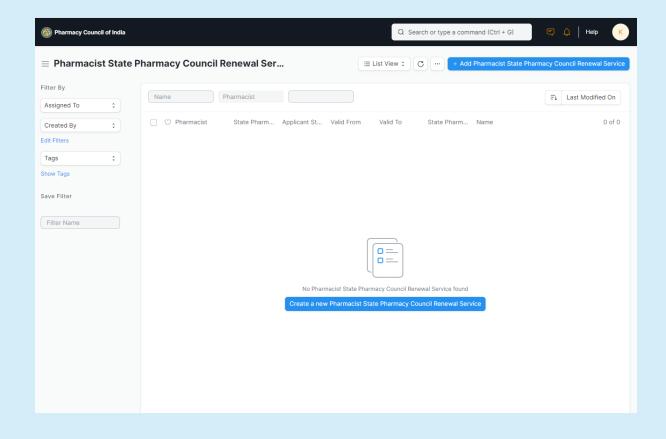


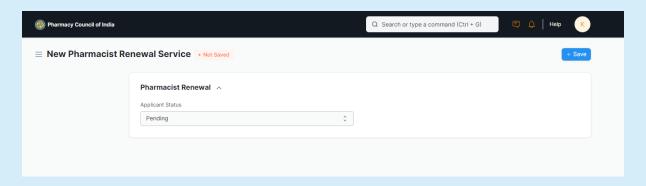




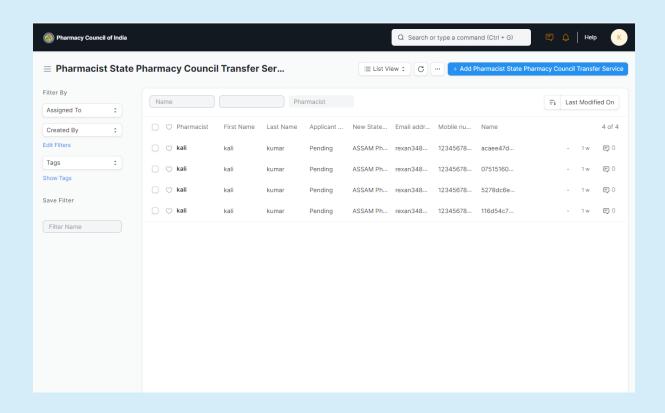




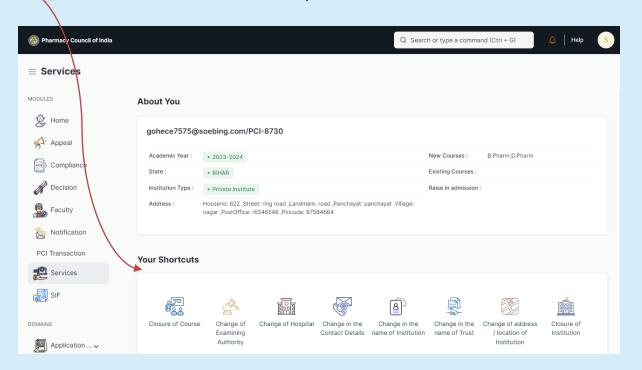




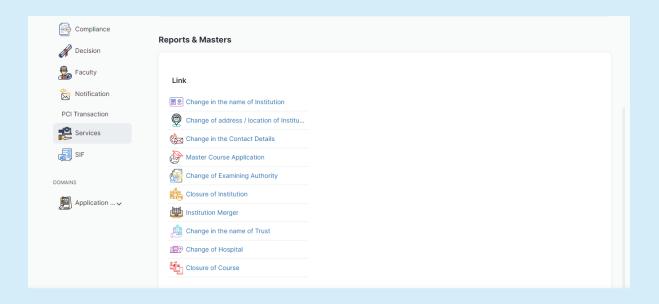


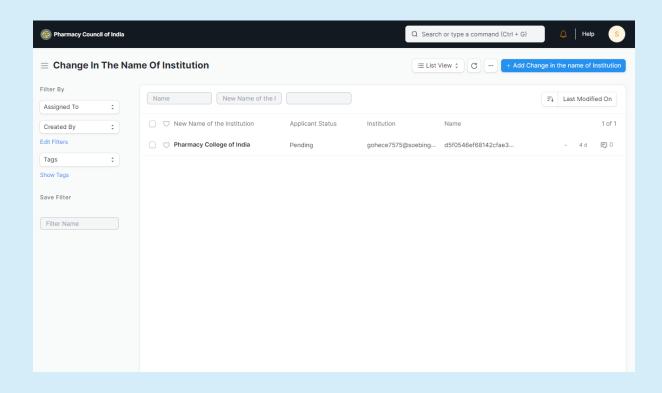


Services related to SIF-Different services can be avail as below by Institution:

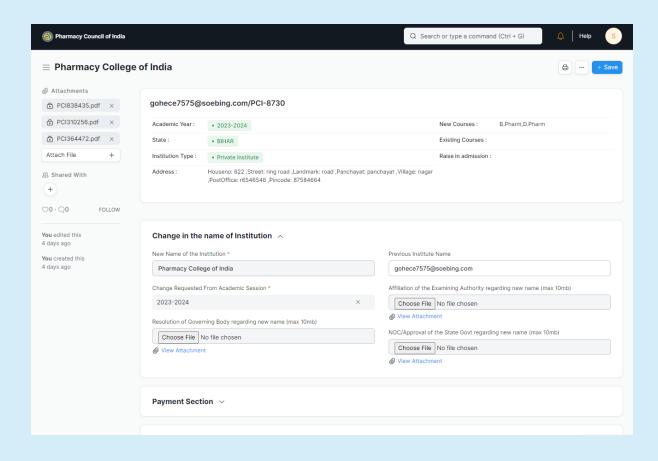


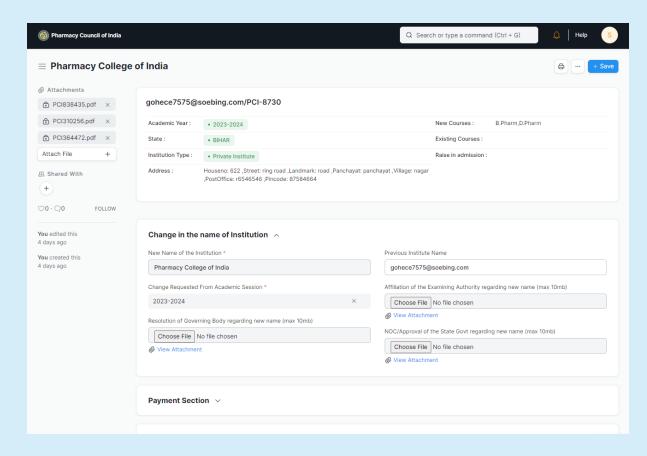




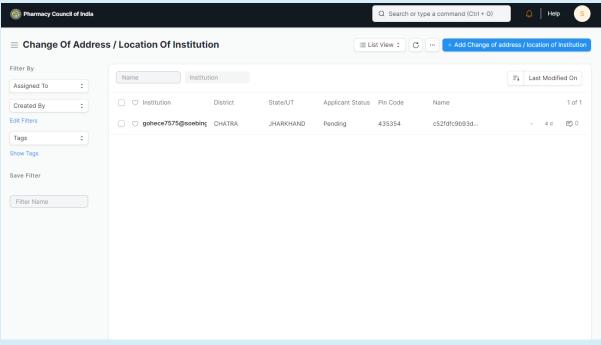






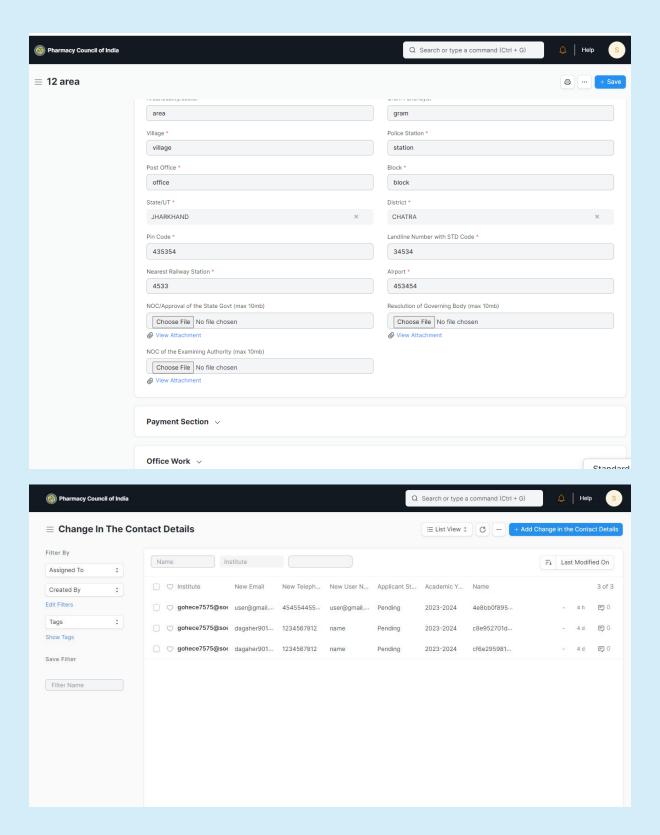




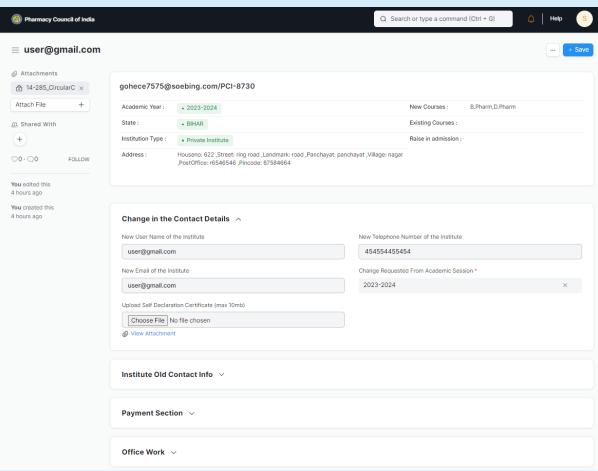


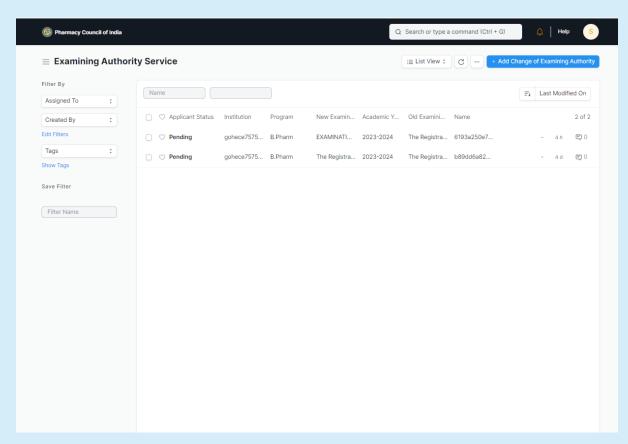
0 Q Search or type a command (Ctrl + G) acy Council of India \equiv 12 area + Save Attachments gohece7575@soebing.com/PCI-8730 PCI25316.pdf × Academic Year : • 2023-2024 New Courses : B.Pharm,D.Pharm PCI106667.pdf
 × State: • BIHAR Existing Courses: Attach File Institution Type : Private Institute Raise in admission Houseno: 622 ,Street: ring road ,Landmark: road ,Panchayat: panchayat ,Village: naga ,PostOffice: r6546546 ,Pincode: 87584664 83 Shared With + ♡0 · Q0 You edited this 4 days ago Old Institution Address ~ You created this 4 days ago New Institution Address ^ Change Requested From Academic Session House no./ Bld. No./ Apt. No * 2023-2024 12 area Landmark Street/ Road/ Lane * landmark street Area/locality/sector * Gram Panchayat * area gram Village 1 village



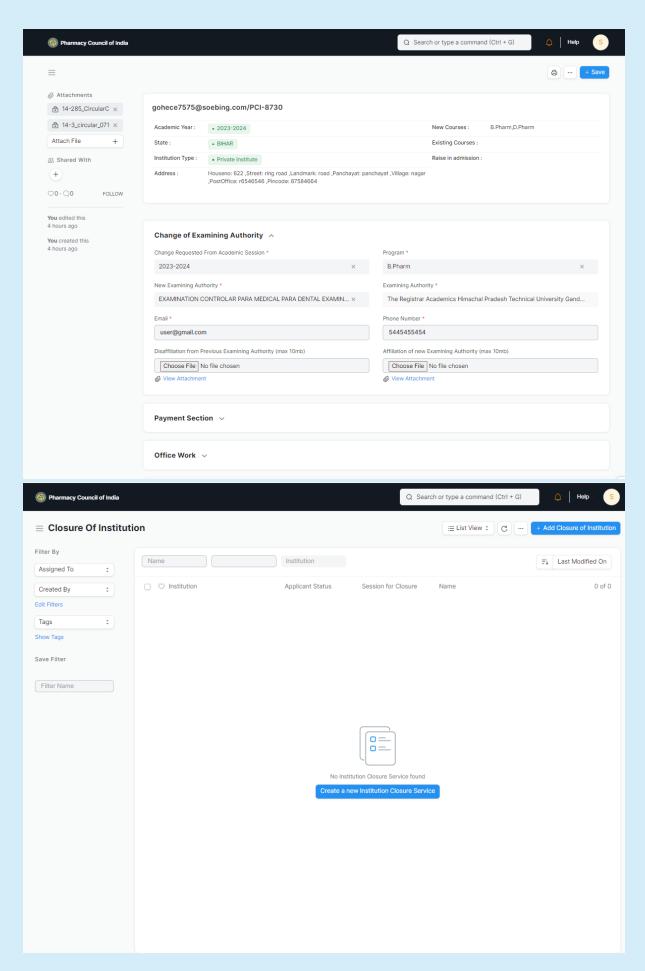




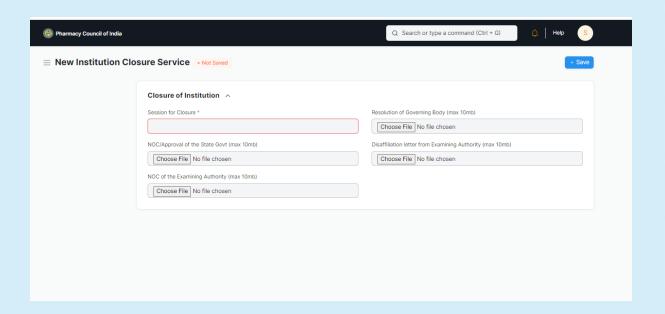


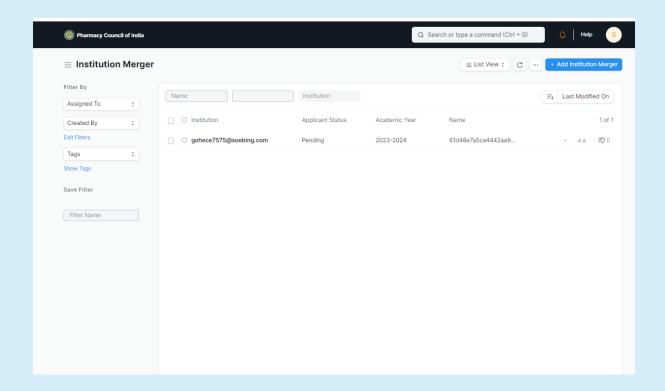




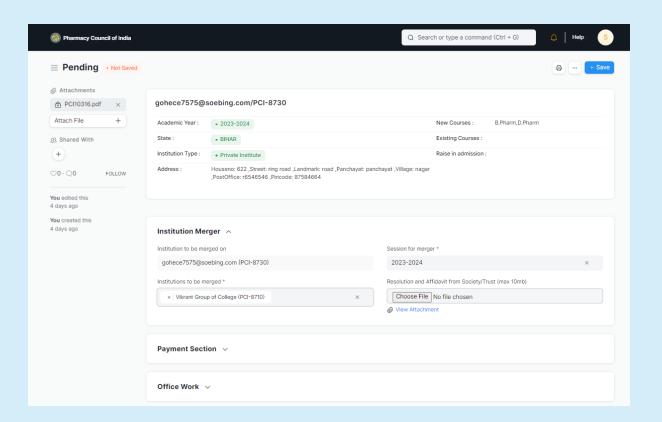


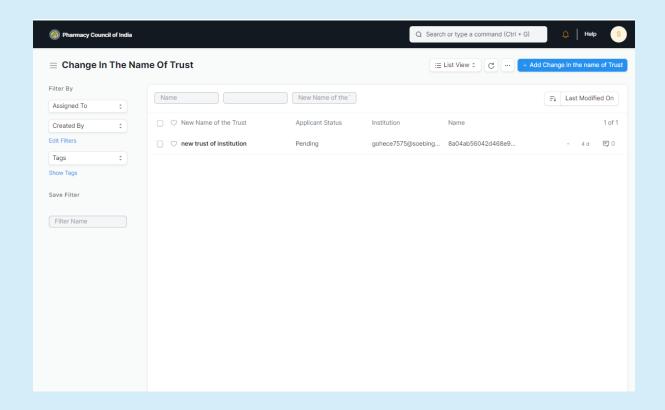




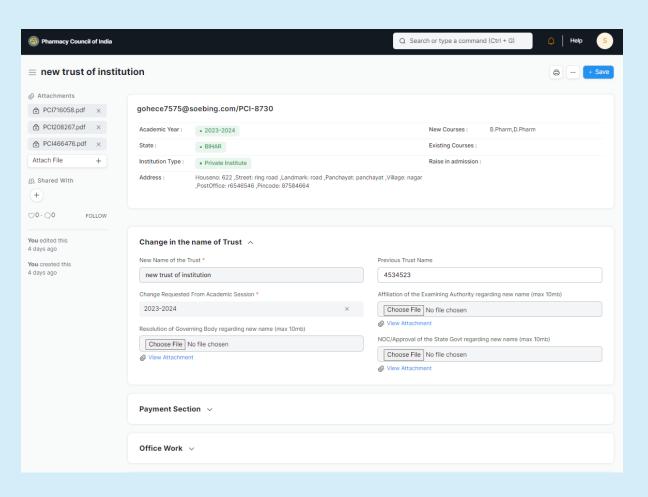


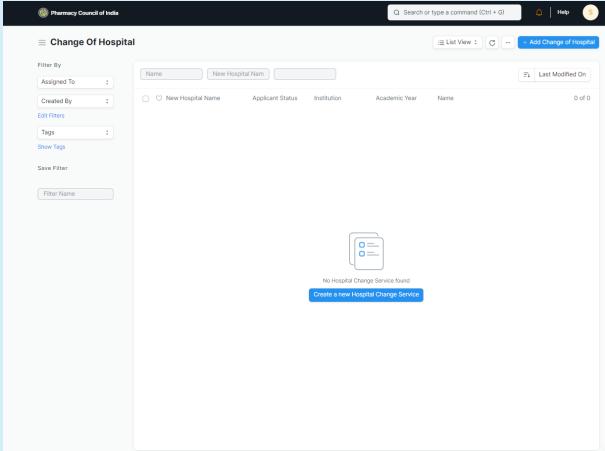




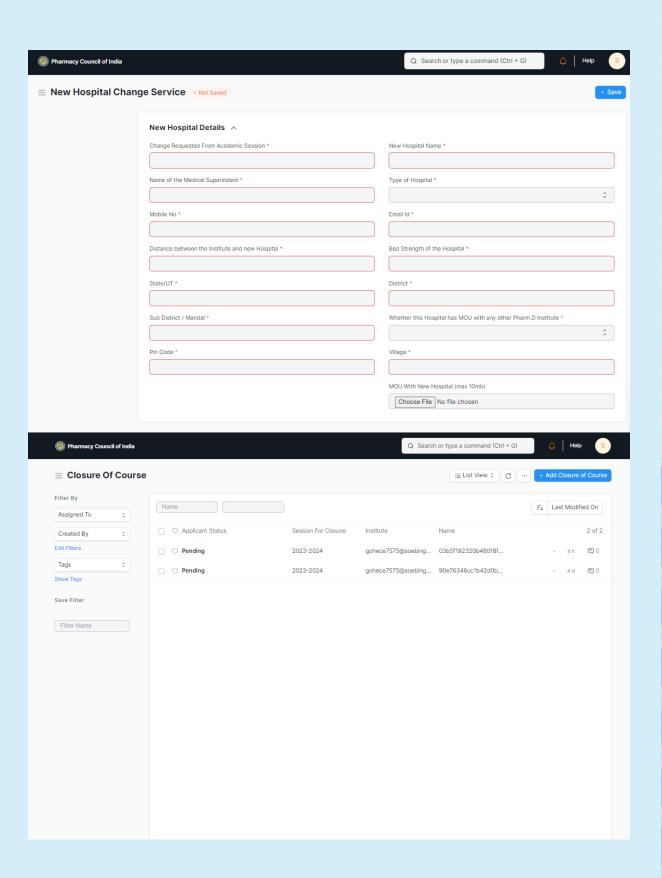




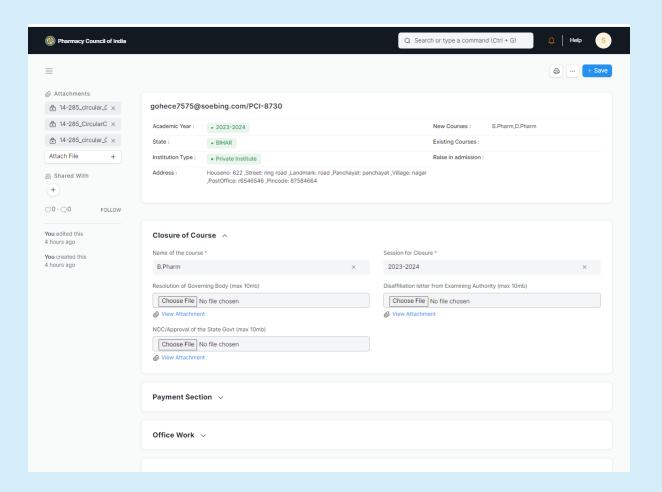












भारतीय भेषजी परिषद

(स्वास्थ्य सूर्व धरिवार कल्यान मंत्रात्स्य के अंतर्गत साविधिक निकास) भारत सरकार

एन बी सी सी सैंग्टर, तृतीय तल, प्लॉट नम्बर 2, कॉमुन्युटी सैन्टर मां आनन्दनयी मार्ग, ओखला, फेस-1, नई दिल्ली-110020 दूरभाष, OHI-61299900-03 ईमेल registran@pci.nic.in



PHARMACY COUNCIL OF INDIA (Statutory body under Ministry of Health & Family Welfare) Government of India

NBCC Centre, 3rd Floor, Plot No. 2, Community Centre, Maa Anandmai Marg, Okhla, Phase-I, New Delhi-110020 Telephone No. 011-61299900-03 E-mail; registrat@pci.nic.jn

Ref. No.14-56/2022-PCI (Approval Process for 2024-25 a.s.)

5628

1 4 DEC 2023

APPROVAL PROCESS FOR ACADEMIC YEAR 2024-2025 FOR All PHARMACY INSTITUTIONS

(Existing & New Institutions applying for the first time)

To all -

- a. The Pharmacy Institutions
- b. The Examining Authorities (Universities / Boards).
- c. The State Governments.

Sub: Opening of PCI portal for all Pharmacy Institutions for consideration of approval for 2024-2025 academic session.

Sir/Madam

- 1. This has a reference to the subject cited above.
- 2. In this connection, it is informed that the PCI portal will open between 14th December 2023to 31*December 2023 for New institutions and 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-A** service portal will be open throughout the year.
 - 1) Change in the name of Institutions
 - 2) Change of address / location of Institution
 - 3) Change of Examining Authority
 - 4) Change of Hospital
 - 5) Closure of course
 - 6) Closure of institution
 - 7) Change in the name of Trust /Society
 - 8) Change in the Contact Details/Username.
 - 9) Institution Merger.
- 3. The institution will have to apply on the PCI portal as per followingSchemes as available on Council's website www.pci.nic.in under the tab 'Procedure/ Forms'

- a) Scheme for approval of D.Pharm course u/s 12 of the Pharmacy Act, 1948 and the Education Regulations, 2020 for Diploma course in Pharmacy.
- b) Scheme framed under regulation 9 of the Bachelor of Pharmacy (B.Pharm) Course Regulations, 2014.
- c) Scheme framed under regulation 4.1 b) of the Master of Pharmacy (M.Pharm) Course Regulations, 2014.
- d) Scheme framed under regulation 9 of the Pharm.D Regulations, 2008 for Pharm.D course and Pharm.D. (Post Baccalaureate) course.
- e) Scheme framed under regulation 6 (b) of the Bachelor of Pharmacy (Practice) Regulations, 2014
- 4. During approval process for the academic year 2024-2025 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 (non-refundable) along with GST and submit the below mentioned documents mandatorily at the time of application for consideration of the application—

i) <u>For B.Pharm course</u>

- 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-B.

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 processed by the Council and will be summarily rejected.

6. For raise in admissions

Please note that number of admissions are restricted as per following details -

Course		No. of admissions permitted
D.Pharm	-	60
B.Pharm	-	60 / 100
M.Pharm	-	15 per specialization
Pharm.D	-	30
Pharm.D (PB)	-	10
B.Pharm (Practice)	-	40

- 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 submit the consent of Examining Authority for raise in admission which is pre-requisite document otherwise same will not be entertained by the Council.

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. Service charges are non-refundable. (Annexure-C) service will be open throughout the year.

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) (non-refundable) The new institution which are applying for the first time need to pay registration fee of Rs 10000/- along with applicable PERC.

9. <u>GST</u>

Applicable GST on Pharmacy Education Regulatory Charges has to be paid. (non-refundable)

10. Cautions

The following cautions shall be noted and exercised while submitting online application on PCI portal for consideration of approval for academic session 2024-2025.

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 14th December 2023 to 31th December 2023.

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, related documents and Pharmacy Education Regulatory Charges for consideration of approval.

- iii) Institutions already having approval for 2024-2025 or beyond 2024-2025 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".
- 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 2023 to January 2024.
 - 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 2024-25 will not be given credit in another institution for the year 2024-25 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.

11. 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. Further management will be legally prosecuted.
- 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.

- v) merely submission of application does not mean / ensure approval for -
 - extension of approval.
 - raise in admissions.
 - introduction of new course(s).
- vi) Pharmacy Education Regulatory Charges and GST is non-refundable.
- 12. 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.
- 13. Further the attention is invited to all Institutions to keep visiting the Council's website for circulars \ Instruction issued by PCI from time to time for strict implementation.

14. Important

- i) It is the responsibility of the institution to comply with the prescribed norms with regard to teaching faculty and infrastructure etc. as prescribed under the statutory provisions of the various Education Regulations for already existing courses, failing which their application will not be considered by the PCI for -
 - extension of approval.
 - raise in admission.
 - introduction of new course(s).
- ii) Please also find enclosed herewith details of staff requirement for various pharmacy courses running simultaneously by an institution for your information and strict compliance. (Annexure-E)
- iii) While submitting the online SIF, the institutions are also required to submit duly notarized affidavit on 100 rupees stamp paper with regard to payment of salary to the teaching staff. The said prescribed format of the affidavit is enclosed as Annexure-F for your ready reference and strict compliance.
- iv) The last date for applying will not be extended under any circumstances and hence institutions are required to apply without fail within the available window.
- v) In case of any technical problem, please take the screen shot and forward on the following e-mail -
 - pcihelpit@gmail.com
- vi) Approval Process Hand book PCI has drafted Approval Process Handbook, same is being uploaded separately on PCI website.

vii) Student Portal

It is informed that each and every student undergoing study will have to register on the portal on below link. Same will be verified by team of inspectors at the time of inspection. It is responsibility of the institution for strict compliance.

- viii) Inspection Section
 - It is also informed that inspections will start from 15.12.2023.
 - ix) Regarding designation, appointment, promotion, cadre ratio etc. of faculty in pharmacy institution, Councils circular dt. 8.8.2022, a copy of which is enclosed as Annexure-G for compliance.
 - x) The link for the various services is enclosed as Annexure-H.

Further please find enclosed herewith PCI circular dt.13.12.2023 regarding implementation of Aadhaar Authentication by PCI.

Yours faithfully

(ANIL MITTAL)

Registrar-cum-Secretary

Regarding Services, details of prescribed documents to be submitted in service portal for following categories of services are as under-

1. Change in the name of institutions

Change request from session:

Sno.	Statutory documents
1.	Resolution of governing body
2.	Affiliation of the Examining authority with new name
3.	NOC/ approval of the State Government for B. Pharm (applicable for B. Pharm)

2. Change of address / location of institutions:-

Change request from session:

Sno.	Statutory documents
1.	Resolution of governing body
2.	NOC of the examining Authority with address
3.	NOC/ approval of the State Government for B. Pharm (applicable for B. Pharm)

3. Change of Examining Authority:-

Change request from session:

Sno.	Statutory documents
1.	Disaffiliation from previous Examining Authority.
2.	Affiliation letter of new Examining Authority

T. CHARLE OF HOSDICAL.	4.	Change	of Hos	pital:-
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Change request from session:

Sno.	Statutory documents
1.	MOU with new hospital with 300 bedded

5. Closure of course:-

Closure request from session_____

Sno.	Statutory documents
1.	Resolution of governing body
2.	Dis- affiliation letter from the examining Authority
3.	NOC/ approval of the State Government for B. Pharm (applicable for B. Pharm)

6. Closure of Institutions

Closure request from session_____

Sno.	Statutory documents
1.	Resolution of governing body
2.	NOC/ approval of the State Government for B. Pharm (applicable for B. Pharm)
3.	NOC from the Examining Authority

7. Change in the name of trust

Change request from session:

Sno.	Statutory documents
1.	Resolution of governing body
2.	Affiliation of the Examining authority with new name
3.	NOC/ approval of the State Government for B. Pharm (applicable for B. Pharm)

8. Change in the contact details/Username

Change request from session:

Sno.	Statutory documents
1.	Duly signed & notarized undertaking from Society/Trust signed by Competent Authority and Governing Body (Board Member)
2.	For Govt. Only- Duly signed & notarized undertaking from Society/Trust signed by Competent Authority and Governing Body (Board Member)

9. <u>Institution Merger.</u>

Merger request from session:

Sno.	Statutory documents
1.	Resolution & affidavit from Society/trust.

The Service Portal will be opened throughout the year.

Annexure-B

MEMORANDUM OF UNDERSTANDING (To be executed on Rs.100/- Non-judicial stamp paper)

This	memorandum of understanding is made onDa	ymonth	Year
	between		
	Hospital [with full address/affiliating	bodies] which is re	presented by
ts Pi	rincipal/Dean / Medical Superintendent/Medical Direc	or/CEO herein nar	ned as party
ne			
	and		
	College of Pharmacy (with full address and	affiliating bodies) re	epresented
y its	Principal/Director/Dean herein named as party two		
he p	parties hitherto agree as follows:		
. Р	arty one declares that (name of the ho	spital) is a	(number)
b	edded hospital, with a minimum of 120 beds for Genera	Medicine Departm	ient.
P	arty one agrees to provide to party two the minimum	space necessary of	1200 square
fe	eet in the hospital building to establish Pharmacy Practic	e department for th	e conduct of
	harm.D programs.		
P	arty one agrees to provide preceptors required to train th	e Pharm.D students	
P	arty one agrees that, it will not enter into similar agreem-	ent with any other P	'harmacy
in	stitution/s or department/s offering or intend to offer Ph	arm.D programs.	
. Pa	arty one declares that -	Tick the r	relevant
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.		
	inc. man 30 kms. by total.		
200 C 1 W	ture	Signat	ure

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
- 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.
- 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

Annexure-C

(Item No.1 of 02.389/EC (8th February, 2023) (F.No.14-431/2022-PCI)

Approved Pharmacy Education Regulatory Charges (PERC) for Pharmacy Courses for New and Existing Institutions

- 1. For new Institutions –PERC are applicable from 2022-23 academic session. New institutions are required to pay only the PERC for establishment of the new institutions which includes fee for registration, technical scrutiny and contingent changes besides 2 inspections. This also includes the annual PERC.
- 2. For existing Institutions –PERC are applicable from 2023-24 academic session

	Pharmacy Education Regulatory Charges (PERC) in Rupees,											
	GST on PERC (on all categories) as per applicable rate has to be paid except for Security Deposit											
S No.	Category of PERC	D.Pha		B.Pharm		M.Pharm		Pharm.D/Pharm.D (PB)		B.Pharm (Practice)		
		State / Central Government	Private	State / Central Government	Private	State / Central Government	Private	State / Central Government	Private	State / Central Government	Private	
1.	Establishment of new institutions/ Course This fee is for registration, technical scrutiny and contingent changes and for 2 inspection including annual PERC (Non- Refundable)	50,000	3,00,000	3,00,000	6 ,00,000	1,00,000 per specialization	2,00,000 per specialization	4,00,000	8,00,000	50,000	3,00,000	Applicable for New Institutions
2.	Security Deposit (refundable after 10 years)	-	50,00,000	-	50,00,000 (upto 60 seats) 1 Crore (upto 100 seats)	-	15,00,000 per specialization	-	2 Crore	-	25,00,000	The matter is sub judice in the Court. We are not collecting the security deposit.

Pharmacy Education Regulatory Charges (PERC) in Rupees, GST on PERC (on all categories) as per applicable rate has to be paid except for Security Deposit

S No.	Category of PERC	D.Pharm		B.Pharm		M.Pharm		Pharm.D/Pharm.D (PB)		B.Pharm (Practice)	
		State / Central Government	Private	State / Central Government	Private	State / Central Government	Private	State / Central Government	Private	State / Central Government	Private
3.	Annual PERC	50,000	1.00,000	1,00,000	2,00,000	50,000 per specialization	1.00,000 per specialization	1,50,000	3,00,000	25,000	50,000
4.	For increase in intake	Not Applicable	Not Applicable	50,000	1,00,000	50,000 per specialization	50,000 per specialization	Not Applicable	Not Applicable	Not Applicable	Not Applicable
5.	For verification of compliance	25000	50000	50,000	50,000	50000	50000	1,00,000	1,00,000	50000	50,000
6.	Maximum intake	60	60	100	100	15 per specialization	15 per specialization	Pharm.D- 30 Pharm.D (PB)- 10	Pharm.D- 30 Pharm.D (PB)- 10	40	40
7.	Change in Name of Institutions	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
8.	Change in Name of Trust	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

Pharmacy Education Regulatory Charges (PERC) in Rupees, GST on PERC (on all categories) as per applicable rate has to be paid except for Security Deposit

S No.	Category of PERC	D.Pharm		B.Pharm		M.Pharm		Pharm.D/Pharm.D (PB)		B.Pharm (Practice)	
		State / Central Government	Private	State / Central Government	Private	State / Central Government	Private	State / Central Government	Private	State / Central Government	Private
9.	Change in Examining Authority	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
10.	Change of Hospital	Not Applicable	Not Applicable	Not Applicable	Not Applicable	50,000 (Applicable to only for M.Pharm (Practice)	50,000 (Applicable to only for M.Pharm (Practice)	50,000	50,000	Not Applicable	Not Applicable
11.	Closure of Course	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
12.	Closure of Institutions	1,00,000	1,00,000	1,00,000	1,00,000	1,00,000	1,00,000	1,00,000	1,00,000	1,00,000	1,00,000

PHARMACY COUNCIL OF INDIA

(Constituted under the Pharmacy Act, 1948)

TELEGRAM: `FARMCOUNCIL' Combined Councils' Building,
TELEPHONE: 23239184, 23231348

FAX No.: 011-23239184

E-MAIL: pci@ndb.vsnl.net.in

WEBSITE: www.pci.nic.in

Combined Councils' Building,
Temple Lane, Kotla Road
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 effects 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

STAFF REQUIREMENT DETAILS

(Item No.335 & 498 of 01.101st /CC (April, 2017) Ref No. 14-163/2015-PCI

D.Pharm (As per ER-2020)

Principal/Director/Professor/Head of Institution /Head of the Department may be engaged in teaching upto eight hours a week, and the work load of other teaching staff should not be more than sixteen hours per week. Staff student ratio should not exceed 1:60 in theory classes and 1:20 in practical classes. There should be two teachers for a batch of 30 students in practicals. According to the above norms, the following staff is required for an intake of 60 students:

1. Principal/Director/Professor/Head of Institution/Head of the Department	- One
2. Lecturer:	
• M.Pharm/Pharm.D	- Three
• B.Pharm with 3 years of professional experience	- Four

3. B.Pharm for 60 students

S.No.	Name of the Department	Professor	Associate Professor	Assistant Professor /	Total
				Lecturer	
1	Pharmaceutics	1	2	2	5
2	Pharmaceutical Chemistry	1	1	2	4
	including Analysis				
3	Pharmacology	1	1	1	3
4	Pharmacy Practice	-	-	1	1
5	Pharmacognosy	1	-	1	2
	Grand Total	4	4	7	15

B.Pharm course: Part time faculty be appointed for teaching first year -Biology / Maths / Environmental Science / Computer science subjects

M.Pharm course: Two Faculty members with M.Pharm qualification in concerned specialization with more than five years experience in teaching be appointed for each specialization.

4. B.Pharm for 100 students

S.No.	Name of the Department	Professor	Associate Professor	Assistant Professor /	Total
				Lecturer	
1	Pharmaceutics	1	2	5	8
2	Pharmaceutical Chemistry	1	2	4	7
	including Analysis				
3	Pharmacology	1	1	3	5
4	Pharmacy Practice	-	1	-	1
5	Pharmacognosy	1	1	2	4
	Grand Total	4	7	14	25

B.Pharm course: Part time faculty may be appointed for teaching first year -Biology / Maths / Environmental Science / Computer science subjects

M.Pharm course: Two Faculty members with M.Pharm qualification in concerned specialization with more than five years experience in teaching have to be appointed for each specialization.

5. D.Pharm for 60 students B.Pharm for 60 students

S.No.	Name of the Department	Professor	Associate Professor	Assistant Professor /	Total
				Lecturer	
1	Pharmaceutics	1	2	4	7
2	Pharmaceutical Chemistry	1	1	4	6
	including Analysis				
3	Pharmacology	1	1	2	4
4	Pharmacy Practice	-	-	1	1
5	Pharmacognosy	1	-	2	3
	Grand Total	4	4	13	21
				(Out of 13, 6 may be	
				B.Pharm with 3 yrs	
				Experience)	

B.Pharm course: Part time faculty may be appointed for teaching first year -Biology / Maths / Environmental Science / Computer science subjects

M.Pharm course: Two Faculty members with M.Pharm qualification in concerned specialization with more than five years experience in teaching have to be appointed for each specialization.

6. D.Pharm for 60 students B.Pharm for 100 students

S.No.	Name of the Department	Professor	Associate Professor	Assistant Professor /	Total
				Lecturer	
1	Pharmaceutics	1	2	7	10
2	Pharmaceutical Chemistry including Analysis	1	2	6	9
3	Pharmacology	1	1	4	6
4	Pharmacy Practice	-	1	-	1
5	Pharmacognosy	1	1	3	5
	Grand Total	4	7	20 (Out of 20, 6 may be B.Pharm with 3 yrs Experience)	31

B.Pharm course: Part time faculty may be appointed for teaching first year -Biology / Maths / Environmental Science / Computer science subjects

M.Pharm course: Two Faculty members with M.Pharm qualification in concerned specialization with more than five years experience in teaching have to be appointed for each specialization.

7. D.Pharm for 120 students B.Pharm for 60 students

S.No.	Name of the Department	Professor	Associate Professor	Assistant Professor /	Total
				Lecturer	
1	Pharmaceutics	1	2	6	9
2	Pharmaceutical Chemistry	1	1	6	8
	including Analysis				
3	Pharmacology	1	1	3	5
4	Pharmacy Practice	-	-	1	1
5	Pharmacognosy	1	-	3	4
	Grand Total	4	4	19	27
				(Out of 19, 12 may be	
				B.Pharm with 3 yrs	
				Experience)	

B.Pharm course: Part time faculty may be appointed for teaching first year -Biology / Maths / Environmental Science / Computer science subjects

M.Pharm course: Two Faculty members with M.Pharm qualification in concerned specialization with more than five years experience in teaching have to be appointed for each specialization.

8. D.Pharm for 120 students

B.Pharm for 100 students

S.No.	Name of the Department	Professor	Associate Professor	Assistant Professor /	Total
				Lecturer	
1	Pharmaceutics	1	2	9	12
2	Pharmaceutical Chemistry	1	2	8	11
	including Analysis				
3	Pharmacology	1	1	5	7
4	Pharmacy Practice	-	1	-	1
5	Pharmacognosy	1	1	4	6
	Grand Total	4	7	26	37
				(Out of 26, 12 may be	
				B.Pharm with 3 yrs	
				Experience)	

B.Pharm course: Part time faculty may be appointed for teaching first year -Biology / Maths / Environmental Science / Computer science subjects

M.Pharm course: Two Faculty members with M.Pharm qualification in concerned specialization with more than five years experience in teaching have to be appointed for each specialization.

9. B.Pharm for 60 students

Pharm.D & Pharm.D (PB) for (30+10) students

S.No.	Name of the Department	Professor	Associate Professor	Assistant Professor / Lecturer	Total
1	Pharmaceutics	2	2	3	7
2	Pharmaceutical Chemistry including Analysis	2	2	3	7
3	Pharmacology	2	1	2	5
4	Pharmacy Practice	1	1	2	4
5	Pharmacognosy	1	1	1	3
	Grand Total	8	7	11	26

B.Pharm / Pharm.D course: Part time faculty may be appointed for teaching first year -Biology / Maths / Environmental Science / Computer science subjects

M.Pharm course: Two Faculty members with M.Pharm qualification in concerned specialization with more than five years experience in teaching have to be appointed for each specialization.

10. B.Pharm for 100 students

Pharm.D & Pharm.D (PB) for (30+10) students

S.No.	Name of the Department	Professor	Associate Professor	Assistant Professor /	Total
				Lecturer	
1	Pharmaceutics	2	2	6	10
2	Pharmaceutical Chemistry including Analysis	2	2	6	10
3	Pharmacology	2	1	4	7
4	Pharmacy Practice	1	1	3	5
5	Pharmacognosy	1	1	2	4
	Grand Total	8	7	21	36

B.Pharm / Pharm.D course: Part time faculty may be appointed for teaching first year -Biology / Maths / Environmental Science / Computer science subjects

M.Pharm course: Two Faculty members with M.Pharm qualification in concerned specialization with more than five years experience in teaching have to be appointed for each specialization.

11. D.Pharm for 60 students B.Pharm for 60 students Pharm.D & PB for 30+10

S.No.	Name of the Department	Professor	Associate Professor	Assistant Professor /	Total
				Lecturer	
1	Pharmaceutics	2	2	5	9
2	Pharmaceutical Chemistry	2	2	5	9
	including Analysis				
3	Pharmacology	2	1	3	6
4	Pharmacy Practice	1	1	2	4
5	Pharmacognosy	1	1	2	4
	Grand Total	8	7	17	32
				(Out of 17, 6 may be	
				B.Pharm with 3 yrs	
				Experience)	

B.Pharm / Pharm.D course: Part time faculty may be appointed for teaching first year -Biology / Maths / Environmental Science / Computer science subjects

M.Pharm course: Two Faculty members with M.Pharm qualification in concerned specialization with more than five years experience in teaching have to be appointed for each specialization.

12. D.Pharm for 120 students

B.Pharm for 60 students

Pharm.D & PB for 30+10

S.No.	Name of the Department	Professor	Associate Professor	Assistant Professor /	Total
				Lecturer	
1	Pharmaceutics	2	2	7	11
2	Pharmaceutical Chemistry	2	2	7	11
	including Analysis				
3	Pharmacology	2	1	4	7
4	Pharmacy Practice	1	1	2	4
5	Pharmacognosy	1	1	3	5
	Grand Total	8	7	23	38
				(Out of 23, 12 may be	
				B.Pharm with 3 yrs	
				Experience)	

B.Pharm / Pharm.D course: Part time faculty may be appointed for teaching first year -Biology / Maths / Environmental Science / Computer science subjects

M.Pharm course: Two Faculty members with M.Pharm qualification in concerned specialization with more than five years experience in teaching have to be appointed for each specialization.

13. D.Pharm for 120 students B.Pharm for 100 students Pharm.D & PB for 30+10

S.No.	Name of the Department	Professor	Associate Professor	Assistant Professor / Lecturer	Total
1	Pharmaceutics	2	2	10	14
2	Pharmaceutical Chemistry	2	2	10	14
	including Analysis				
3	Pharmacology	2	1	6	9
4	Pharmacy Practice	1	1	3	5
5	Pharmacognosy	1	1	4	6
	Grand Total	8	7	33 (Out of 33, 12 may be B.Pharm with 3 yrs Experience)	48

B.Pharm / Pharm.D course: Part time faculty may be appointed for teaching first year -Biology / Maths / Environmental Science / Computer science subjects

M.Pharm course: Two Faculty members with M.Pharm qualification in concerned specialization with more than five years experience in teaching have to be appointed for each specialization.

Affidavit

(an institution is required to submit duly notarized affidavit on 100 rupees stamp paper in a prescribed format)

Prescribed Format

1.	We,	and
	(Name of Principal)	_ and(Name of President / Secretary of Management)
	solemnly declare that salary is paid t	to teaching faculty as per regulation (viii) of
	"Minimum Qualification for Teachers in	Pharmacy Institutions Regulations, 2014".
2.	We understand that if the information is	found false at a later date, the following actions
	may be initiated by the PCI against the Pr	rincipal / Institution -
	a) Against the Principal	
	 under regulation (x) of the "Mi Institutions Regulations, 2014". 	nimum Qualification for Teachers in Pharmacy
	b) Against the Institution	
	• u/s 13 of the Pharmacy Act, 1948	for withdrawal of approval.
Name Secret	of President / :ary	Name of Principal :
	nation : dent / Secretary)	
Signat Secret	ure of President/:ary	Signature of Principal :
Date		Date :
Stamp		Stamp



PHARMACY COUNCIL OF INDIA

(Constituted under the Pharmacy Act, 1948)

E-MAIL WEBSITE

Telephone

: registrar@pci.nic.in

: www.pci.nic.in : 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

Circular

0 8 AUG 2022

Ref.No. 14-163/2021-PCI 12-730

To

All Institutions approved by PCI-

- u/s 12 of the Pharmacy Act, 1948.
- for conduct of course

Sub: Regarding designation, appointment, promotion etc. of faculty in pharmacy institutions - reg.

Sir/Madam.

With reference to the subject cited above, I am directed to state that 116th Central Council of the PCI in its meeting held on 29th July, 2022-

- a) decided that UGC's following Regulation and subsequent amendments from time to time shall be followed by pharmacy institutions with regard to designation, appointment, promotion etc. of faculty -
 - UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2010 and various amendments there to from time to time.
- b) It was further noted that UGC Regulations do not cover D.Pharm course. In view of it, there shall be separate Regulations with regard to "Minimum qualification for teachers in D.Pharm institutions" and in the meanwhile since Diploma in Pharmacy is after 10+2, hence for D.Pharm faculty, institutions may follow the B.Pharm regulations teachers norms for appointment and promotion.

Yours faithfully

(ARCHNA MUDGAL) Registrar-cum-Secretary

Annexure H

Important Link related to PCI Portal

Label	Link
PCI Approval Handbook	
PCI website.(old)	https://www.pci.nic.in/
PCI website.(new)	https://pcionline.co.in/
PCI Application(DIGI- PHARMed NEW)	https://digipharm.pcionline.co.in/#/digipharmed
Institutions Registration	https://digipharm.pcionline.co.in/#/registration/Institute
Pharmacist Registration (Teacher/Student/Pharmacist)	https://digipharm.pcionline.co.in/#/registration/PRTS
Student Registration (Pharmacy Student only)	https://digipharm.pcionline.co.in/#/registration/Student
Organization Registration (Pharma Company/ Retails Shop/ Hospital/ CRO)	https://digipharm.pcionline.co.in/#/registration/Job%20Portal%20Manager
Technical Grievances	https://digipharm.pcionline.co.in/#/login-issue
PCI Job Portal	https://jobs.pcionline.co.in/

Important Circular

Implementation of Aadhaar Authentication by PCI-reg.

https://pcionline.co.in/wp-content/uploads/2023/12/14-264 circular 13122023.pdf

भारतीय भेषजी परिषद्

(प्रात्स्य एर्न परिवार कल्यान मंत्रात्स्य के अंतर्गत साविधिक निकाय) भारत सरफार

एन दी शी सी सैन्टर, तृतीय तल, प्लीट नम्बर 2, ऑन्ट्रपुटी सेन्टर, मो आनन्दमयी मार्ग, ओराला फंस-1, नई दिल्ली-110020 दूरनाय 011-61299900-03 ईमेल <u>registranu pci,nic.in</u>



PHARMACY COUNCIL OF INDIA (Statutory body under Ministry of Bealth & Family Welfare)

Government of India NBCC Centre, 3rd Floor, Plot No. 2, Community Centre, Man Anandmai Marg, Okhla, Phase-I, New Delhi-110020 Telephone No. 011-61293900-03

E-mail: registrar a per nie in

Ref. No. 14-56/2023-PCI (Approval process 2024-25) [4-264/2020-PCI (Faculty Module)

5527

1 3 DEC 2023 8202 330 8 L

To

All Approved Institutions -

- a) u/s 12 of the Pharmacy Act, 1948
- b) conduct of course

Sub.: Implementation of Aadhaar Authentication by PCI - reg.

Ref.: Health Ministry's Gazette Notification dated 23.11.2023

Sir/Madam

With reference to the subject cited above, it is informed that Health Ministry has authorized Pharmacy council of India (PCI) to perform Aadhaar Authentication on voluntary basis for the following purpose —

a) Authenticating the officials, faculty, and students on the portal.

b) For capturing attendance of the faculty through biometrics using Yes/No or /and e-KYC authentication.

It is honoring the Health Ministry's Gazette Notification dt. 23.11.2023 (Appendix – 1), PCI has a vision to implement the Aadhar authentication in the DIGI-PHARMed portal. With the integration of Aadhar services with "DIGI-PHARMed" Portal, PCI will step towards total digitization of registration/ enrollment services and ensure the authentication of end users such as Pharmacists/Faculties/students/Pharmacy Institutions. This will also enhance users' satisfaction, promoting ease of doing/processing the registration process, productivity, and transparency in administrative functioning.

In view of the above, the Council is currently working on the process of integrating Aadhar Authentication for Faculties/Pharmacists/Students/Pharmacy Institutions, etc in the portal. In this regard, all Institutions are requested to fill the correct data in the SIF/PCI Portal as per Aadhar card details.

It is also informed that PCI will authenticate all data of Teachers, Pharmaeists, and Students very soon after completion of the integration part. In case, any wrong information is provided or any failure of the authentication process is done, then strict action will be taken against the respective institution and the individual (Teacher/ Pharmaeist/Student) and they will be legally prosecuted.

This is for your Information and necessary action.

Yours faithfully

(ANIL MITTAL)
Registrar-cum- Secretary



सी.जी.-डी.एल.-अ.-24112023-250256 CG-DL-E-24112023-250256

असाधारण EXTRAORDINARY

भाग [I—खण्ड 3—उप-खण्ड (ii) PART II—Section 3—Sub-section (ii)

प्राधिकार से प्रकाशित PUBLISHED BY AUTHORITY

सं. 4832]

नई दिल्ली, शुक्रवार, नवम्बर 24, 2023/अग्रहायण 3, 1945

No. 48321

NEW DELHI, FRIDAY, NOVEMBER 24, 2023/AGRAHAYANA 3, 1945

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

(स्वास्थ्य एवं परिवार कल्याण विभाग)

अधिसूचना

नई दिल्ली, 23 नवम्बर, 2023

का.आ. 5041(अ).—सुशासन के लिए आधार अधिप्रमाणन (सामाजिक कल्याण, नवचार ज्ञान) नियमावली, 2020 के नियम-5 के साथ पठित आधार (वित्तीय और अन्य सहायिकयों, प्रसुविधाओं और सेवाओं का लक्षित परिदान) अधिनियम), 2016 (यथासंशोधित) की धारा 4 की उपधारा (4) के खंड (वी) के उप-खंड (ii) के अनुसरण में, भारतीय भेषजी परिपद को प्राधिकृत किये जाने के लिये केंद्र सरकार द्वारा स्वास्थ्य और परिवार कल्याण को अधिसूचित किया जाता है कि भारतीय भेषजी परिषद को स्वैच्छिक आधार पर निम्नलिखित उद्देश्यों की पूर्ति हेतु आधार प्रमाणीकरण निष्पादन की आज्ञा प्रदान की जाती है:

- पोर्टल पर अधिकारियों, संकाय और छात्रों को प्रमाणित करना;
- ii. हाँ/नहीं या/और ई-केवाईसी प्रमाणीकरण सुविधा का उपयोग करके वायोमेट्रिक्स के माध्यम से संकाय की उपस्थिति दर्ज करने के लिए;

फार्मेसी काउंसिल ऑफ इंडिया (पीसीआई) समय-समय पर यूआईडीएआई/केंद्र सरकार द्वारा निर्धारित आधार प्रमाणीकरण के उपयोग के संबंध में अधिनियम, नियमों, विनियमों या दिशानिर्देशों के प्रावधानों और निर्देशों का पालन करेगी।

[फ़ा. सं. जेड-28020/86/2023-एएचएस]

डॉ. विपुल अग्रवाल, मंयुत्तः सचिव

MINISTRY OF HEALTH AND FAMILY WELFARE

(Department of Health and Family Welfare)

NOTIFICATION

New Delhi, the 23rd November, 2023

SO. 5041(E).—In pursuance of sub-clause (ii) of clause (b) of sub-section (4) of section 4 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (as amended) read with rule 5 of the Aadhaar Authentication for Good Governance (Social Welfare, Innovation, Knowledge) Rules, 2020, the Ministry of Health & Family Welfare, having been authorized by the Central Government, hereby notifies that Pharmacy Council of India (PCI) is allowed to perform Aadhaar authentication, on voluntary basis, for the following purposes:

- i. Authenticating the officials, faculty and students on the portal;
- ii. For capturing attendance of the faculty through biometrics using Yes/No or/and c-KYC authentication facility;

Pharmacy Council of India (PCI) shall adhere to the provisions of Act, Rules, Regulations or Guidelines made thereunder and directions with respect to use of Aadhaar authentication as laid down by the UIDAI/ Central Government from time to time.

[F. No. Z-28020/86/2023-AHS]

Dr. VIPUL AGGARWAL, Jt. Secy.

Annexure-B

(स्तास्थ्य एवं परिवार कल्याण मंत्रालय के अंतर्गत साविधिक निकाय) भारत सरकार

एन वी सी सी सैन्टर, वृतीय तल, प्लॉट नम्बर 2, कॉमुन्युटी सैन्टर, मां आनन्दगयी गार्ग, ओखला, फेस-I , नई दिल्ली-110020 दरभाष: 011-61299900-03 ईमेल registrar@pci.nic.in



PHARMACY COUNCIL OF INDIA

(Statutory body under Ministry of Health & Family Welfare) Government of India

NBCC Centre, 3rd Floor, Plot No. 2, Community Centre, Maa Anandmai Marg, Okhla, Phase-I, New Delhi-110020 Telephone No. 011-61299900-03 E-mail: registrar@pci.nic.in

Ref. No.14-56/2022-PCI (Approval Process for 2024-25 a.s.) | 5538

1 4 DEC 2023

APPROVAL PROCESS FOR ACADEMIC YEAR 2024-2025 FOR All PHARMACY INSTITUTIONS

(Existing & New Institutions applying for the first time)

To all -

- The Pharmacy Institutions
- The Examining Authorities (Universities / Boards).
- The State Governments.

Sub: Opening of PCI portal for all Pharmacy Institutions for consideration of approval for the 2024-2025 academic session.

Ref: PCI circular 14-56/2022-PCI (Approval Process for 2024-25 a.s.)/5528 dt. 14.12.2023

Sir/Madam

This is in continuation in Council's circular dt. 14.12.2023.

In this connection, it is informed that regarding-

Faculty Portal:

- 1. All faculties need to register again on the PCI new portal under the Pharmacist module. The link and screenshot are attached as Appendix 1
- 2. After registration, faculty will receive the user credential on their registered email ID.
- 3. After that faculty need to fill out and submit a pharmacist profile.
- 4. All faculty need to avail of service as faculty from the service module in their login, join, and fill in all faculty-related data.

Technical Grievances:

It is also informed that anyone facing technical issues kindly upload their queries on the grievances portal, which is available on the PCI Website. The link and screenshot are attached as Appendix 2

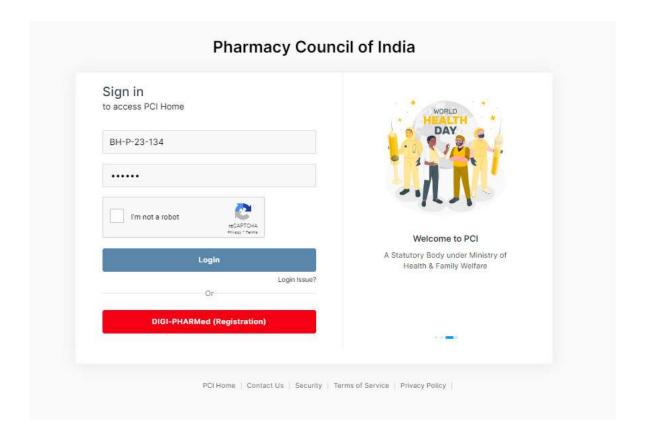
Yours faithfully

(ANIL MITTAL)

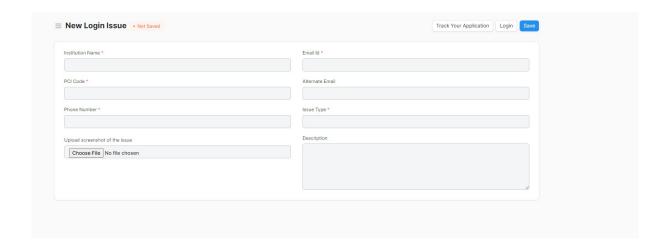
Registrar-cum-Secretary

Link for Pharmacist(Teacher) registration- https://digipharm.pcionline.co.in/#/registration/PRTS

Already registered to State Pharmacy Council Profession:	
Salutation :	First Name :
Middle Name :	Last Name :
Mobile :	Email ID :
Pancard No. :	Please use official email address Aadhaar No.:
Upload Pancard : Choose File No file chosen	Upload Aadhaar : Choose File No file chosen
State Pharmacy Council:	State Pharmacy Council Number :
Upload State Pharmacy Council Certificate : Choose File No file chosen	Pharmacist Address :
0 B G 5 0 6	
Submit Cancel	



Link for Technical Grievance Portal- https://digipharm.pcionline.co.in/#/login-issue





ANNEXURE- C

Institutions are informed to be ready with the <u>latest and valid documents</u> of the followings in pdf file for filling up the SIF:

- 1. Latest PCI Approval letter of previous year (For existing Institutions)
- 2. Society Registration documents.
- 3. Office order/ Notification/Circular showing the Institute is under Government (For Government Institute only)
- 4. Valid Pharmacists Registration documents of all teaching staff including Principal.
- 5. Appointment letter of Head of the Institutions/ Principal and all Faculties and staff.
- 6. Receipt of latest PERC payment issued by PCI
- 7. Accreditation documents of NAAC/NBA (If available)
- 8. Land document(s)
- 9. Approved Building plan
- 10. Certificate of single piece of land
- 11. Revenue receipt
- 12. Building ownership certificate
- 13. Building Fire safety certificate
- 14. Building completion Certificate
- 15. Building insurance certificate
- 16. Building safety certificate
- 17. Land/Building mortgage/loan documents (if applicable)
- 18. Certificate that no other courses are conducted in the same building
- 19. Professional tax/shop/establishment
- 20. Geo-tag photo of all
 - a) Inside and outside clearly showing the name of the rooms (Classrooms, Laboratories, Museum, computer lab etc.)
 - b) Whole building
 - c) All equipments
 - d) Amenities
- 21. Copy of latest electric bill
- 22. Constitutions/ MoA of the Society/Trust
- 23. Audited account statement of the Institute
- 24. Institute PAN/TAN card
- 25. GST Registration certificate
- 26. Latest Returns copy
- 27. Cancelled cheque of account where student fees are deposited and account where teacher's salary are paid.
- 28. Details of journal subscribed
- 29. Appointment letter of Librarian
- 30. CA certified GST paid bill for books and journals
- 31. CA certified GST paid bill for computer and printers
- 32. Consent of Examining Authority
- 33. No Objection of the State Government to start New Institution.
- 34. Constitutions of Anti- Discrimination Cell
- 35. Constitutions of Gender Sensitisation Cell



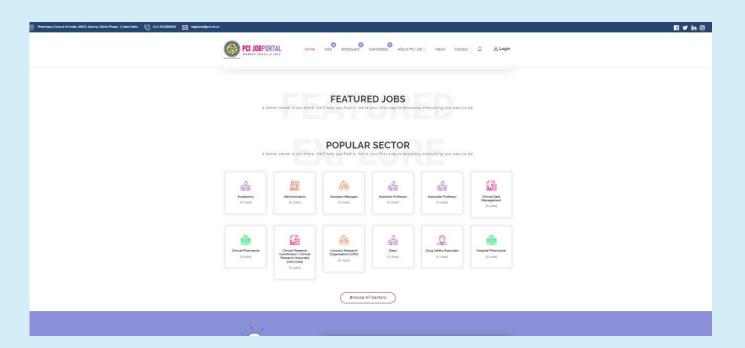
- 36. Constitutions of Anti-ragging cell
- 37. Constitution of career guidance cell
- 38. Equipment/ Chemicals/ other consumables purchase bill.
- 39. Current time table

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PCI JOB PORTAL





https://jobs.pcionline.co.in/