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| <p><b>भारतीय भेषजी परिषद्</b><br/>(स्वास्थ्य एवं परिवार कल्याण मंत्रालय के अधीन स्थापित सार्वजनिक निकाय)<br/>भारत सरकार<br/>एन पी सी सी सेंटर, पुणेय ताल, प्लॉट नम्बर 2,<br/>कॉम्युनिटी सेंटर मा आनन्दमयी मार्ग,<br/>ओखला, फेज-1, नई दिल्ली - 110020<br/>दूरभाष 011-61299900-03<br/>ईमेल registrar@pci.nic.in</p> |  | <p><b>PHARMACY COUNCIL OF INDIA</b><br/>(Statutory body under Ministry of Health &amp; Family Welfare)<br/>Government of India<br/>NBCC Centre, 3<sup>rd</sup> Floor, Plot No. 2,<br/>Community Centre, Maa Anandmai Marg,<br/>Okhla, Phase-I, New Delhi-110020<br/>Telephone No. 011-61299900-03<br/>E-mail: registrar@pci.nic.in</p> |
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Ref. No.14-56/2022-PCI (Approval Process for 2024-25 a.s.) | 5528

14 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 2024-2025 academic session.**

Sir/Madam

- This has a reference to the subject cited above.
- In this connection, it is informed that the PCI portal will open between 14<sup>th</sup> December 2023 to 31<sup>st</sup> December 2023 for New institutions and existing institutions applying for -
  - Continuation of approval
  - Introduction of new course
  - Raise in admission
  - 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.
    - Change in the name of Institutions
    - Change of address / location of Institution
    - Change of Examining Authority
    - Change of Hospital
    - Closure of course
    - Closure of institution
    - Change in the name of Trust /Society
    - Change in the Contact Details/Username.
    - Institution Merger.
- The institution will have to apply on the PCI portal as per following Schemes as available on Council's website www.pci.nic.in under the tab 'Procedure/ Forms'



*[Signature]*  
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- 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) For B.Pharm course
    - a) Consent of affiliation of Examining Authority
    - b) NOC of the State Government

In case, the State Government has done away with the issuance of NOC of the State Government for starting of pharmacy course, in that case institution shall upload the said communication from the State Government as a documentary evidence.
  - ii) For D.Pharm / Pharm.D & Pharm.D (Post Baccalaureate) / new M.Pharm course and introduction of new M.Pharm specialization / B.Pharm (Practice) course
    - a) Consent of affiliation of the Examining Authority
    - b) MOU with 300 bedded hospital (applicable for Pharm.D course) in the prescribed format, a copy of which is enclosed as Annexure-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
- 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                          |



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- 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. GST**

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 14<sup>th</sup> December 2023 to 31<sup>st</sup> 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.



  
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- 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.



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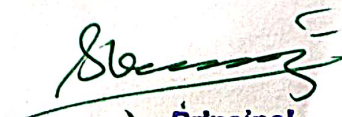
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Narsampet-506 332

- 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.



  
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viii) Inspection Section

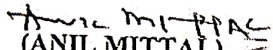
It is also informed that inspections will start from 15.12.2023.

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.

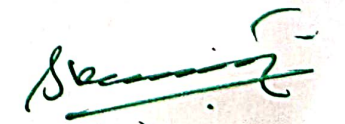
x) The link for the various services is enclosed as Annexure-H.

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



  
**Principal**  
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**B.Pharm for 100 students**

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

**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.



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**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 / Lecturer | Total |
|-------|---------------------------------------------|-----------|---------------------|--------------------------------|-------|
| 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 / Lecturer                            | Total |
|-------|---------------------------------------------|-----------|---------------------|-----------------------------------------------------------|-------|
| 1     | Pharmaceutics                               | 2         | 2                   | 5                                                         | 9     |
| 2     | Pharmaceutical Chemistry including Analysis | 2         | 2                   | 5                                                         | 9     |
| 3     | Pharmacology                                | 2         | 1                   | 3                                                         | 6     |
| 4     | Pharmacy Practice                           | 1         | 1                   | 2                                                         | 4     |
| 5     | Pharmacognosy                               | 1         | 1                   | 2                                                         | 4     |
|       | Grand Total                                 | 8         | 7                   | 17<br>(Out of 17, 6 may be B.Pharm with 3 yrs Experience) | 32    |

**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**



*S. Srinivas*  
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