

**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**

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**The application for consideration of approval u/s 12 of the Pharmacy Act, 1948 shall be submitted by an authority to the Pharmacy Council of India on Council's portal only.**

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**1. Eligibility Criteria:**

The following authorities shall be eligible to apply **online** in the prescribed format named SIF (Standard Inspection Form) as per following details -

**Authorities**

- a) The Central Government / State Government / Union Territory administration.
- b) An autonomous body established by the Central or State Government for the purpose of pharmacy education.
- c) A University.
- d) A society registered under the Societies Registration Act, 1860 (21 of 1860) or corresponding Acts in States.
- e) A public religious or charitable trust registered under the Trust Act, 1882 (2 of 1882) or the Wakfs Act, 1954 (29 of 1954).

**2. Qualifying Criteria:**

The following conditions shall be fulfilled by an applicant.

- a) The applicant shall not start, conduct or increase in intake in D.Pharm course without the prior approval of the Pharmacy Council of India.
- b) D.Pharm course shall be conducted only in those institutions which are approved by PCI for D.Pharm course as provided under sub-section (1) of section 12 of the Pharmacy Act, 1948.
- c) The applicant shall provide necessary infrastructure facilities including teaching staff as prescribed by PCI -
  - i) under Appendix-A of "The Education Regulations, 2020 for Diploma course in Pharmacy" for starting of the course.
  - ii) Minimum Qualification for Teachers in Pharmacy Institutions Regulations, 2014.
- d) Number of Students to be admitted in D.Pharm course:
  - At present the number of admissions to D.Pharm course are restricted to 60 only.

### 3. **Prerequisite mandatory documents to be submitted by an applicant:**

- a) The institution shall submit the following documents for starting of new pharmacy institution / introduction of new D.Pharm course by existing institution –

#### **For Private institutions / Government institutions**

##### **For D.Pharm course**

- Consent of affiliation of Examining Authority

#### **For Central Government University / State Government University / Private University**

- i) If **new University**, a copy of Gazette Notification declaring it a University.
- ii) Relevant portion of Act / Gazette Notification empowering the University to start pharmacy programme, hold examination and confer diploma, degree.
- iii) In case University's statutes does not empower the University to start pharmacy course, then the University's resolution of Board of Governors / Board of Management / Syndicate / Governing Council / Authority of the University to start pharmacy programmes be submitted in the prescribed format. The prescribed format is enclosed as **Annexure-I**.
- iv) Certificate from Registrar of the University to the effect that University is willing to conduct the pharmacy examination in the prescribed format. The prescribed format is enclosed as **Annexure-II**.
- v) Dully filled in prescribed format for approval of the University as Examining Authority u/s 12(2) of the Pharmacy Act, 1948 in a prescribed format. The prescribed format is enclosed as **Annexure-III**.

#### **If New Deemed to be University**

- i) The MHRD Notification declaring it as deemed to be University be issued.
- ii) Relevant portion of Act / Gazette Notification empowering the University to start pharmacy programme, hold examination and confer diploma, degree.
- iii) In case University's statutes does not empower the University to start pharmacy course, then the University's resolution of Board of Governors / Board of Management / Syndicate / Governing Council / Authority of the University to start pharmacy programmes be submitted in the prescribed format. The prescribed format is enclosed as **Annexure-I**.
- iv) Certificate from Registrar of the University to the effect that University is willing to conduct the pharmacy examination in the prescribed format. The prescribed format is enclosed as **Annexure-II**.
- v) Dully filled in prescribed format for approval of the University as Examining Authority u/s 12(2) of the Pharmacy Act, 1948 in a prescribed format. The prescribed format is enclosed as **Annexure-III**.

- b) The submission of above document will be pre-requisite for access to application in SIF (Standard Inspection Form) and submission of Pharmacy Education Regulatory Charges.
- c) Online application in applicable prescribed form called SIF (Standard Inspection Form).
- d) The online application shall be submitted on PCI portal within the prescribed time period as announced by the PCI on its website [www.pci.nic.in](http://www.pci.nic.in)
- e) Online payment of Pharmacy Education Regulatory Charges -  
Pharmacy Education Regulatory Charges structure –

Detail	Pharmacy Education Regulatory Charges
1. Starting of D.Pharm course	<p><b><u>Pharmacy Education Regulatory Charges For Inspection</u></b></p> <p>a) Rs.25,000/-(For first two inspection) b) Rs.15,000/- per inspection till approval is granted by the Council.</p> <p><b><u>Pharmacy Education Regulatory Charges for Affiliation</u></b></p> <p>Rs.50,000/-</p>
2. Verification of compliance, if any	Rs.25,000/-
3. Increase in intake Applicable if the D.Pharm course is approved for an intake less than 60 and intends to increase the intake upto 60. Please note that the PCI does not grant approval above 60 in D.Pharm Course.	Rs.25,000/-
4. Annual affiliation Regulatory Charges	Rs.50,000/-

#### 4. **Procedure:**

- a) The procedure for submission of application is as under –
- Type on web browser [www.pci.nic.in](http://www.pci.nic.in)
  - Click on DIGI-PHARMed as available on right corner.
  - New page will be open. Click on “Institute Registration” corner.

- A registration Form namely “user Management” will open.
- For first time registration, the institute need to pay Rs.10,000/- as Pharmacy Education Regulatory Charges for registration to proceed further to fill up the application Form called SIF (Standard Inspection Form).

b) **For new institutions and existing institutions applying for new course**

**Step-1**

- Registration on PCI portal with submission of above cited documents.

**Step-2**

- Requirements with regard to submission of statutory documents as prescribed in Para 3 of the Scheme will be verified and deficiencies if any will be communicated by the PCI within 7 days after the submission of the documents.
- The institution shall submit the compliance within 7 days of the communication of the PCI and if found compliant the institution will be permitted to progress towards the SIF submission and payment of as Pharmacy Education Regulatory Charges for registration within the last date of the submission of the applications.
- In the event of compliance not being received within the 7 days or not found correct the registration will stand cancelled and the institution is free to re-register till the portal for registration is open.

**Step-3**

- In case application is complete / compliance of statutory documents is submitted, institution will apply in SIF and submit the prescribed as Pharmacy Education Regulatory Charges for registration. The said SIF will be processed for considering approval process.
- c) The physical inspection will be conducted by the Pharmacy Council of India u/s 16 of the Pharmacy Act, 1948 for verification of the facilities.
- d) A copy of the Inspection Report will be forwarded by the Pharmacy Council of India to the applicant for rectification of the deficiencies if any and submission of compliance report with documentary evidence.
- e) The Inspection Report will be placed in the Executive Committee / Central Council of the Pharmacy Council of India and the decision arrived at will be communicated to the applicant.
- f) The decision of the Central Council shall be final.

## 5. **Services:**

For following categories, an institution shall apply under “Services”

S.No.	Category	Documents to be submitted	Pharmacy Education Regulatory Charges (Rs.)
1.	Change in the name of institution / Trust	a) Resolution of governing body b) Affiliation of the Examining Authority with new name c) NOC / approval of the State Government for new name (applicable for B.Pharm)	50,000/-
2.	Change of address / location of institution	a) Resolution of governing body b) NOC of the Examining Authority with address c) NOC / approval of the State Government for address (applicable for B.Pharm)	75,000/-
3.	Change of Examining Authority	a) NOC of old Examining Authority b) Affiliation letter of new Examining Authority	50,000/-
4.	Closure of course	a) Resolution of governing body b) Dis-affiliation letter from the Examining Authority	50,000/-
5.	Closure of institution	a) Resolution of governing body b) Dis-affiliation letter from the Examining Authority c) NOC / approval of the State Government for new name (applicable for B.Pharm) d) NOC of the Examining Authority	50,000/-

## 6. **Syllabus:**

The syllabus shall as prescribed by the PCI from time to time.

**On Letter head of the University**  
**(to be enclosed with SIF)**

**Annexure-I**

**Resolution of Board of Governors / Board of Management / Syndicate /**  
**Governing Council / Authority of the University**

1. A meeting of Board of Governors / Board of Management / Syndicate / Governing Council / Authority of the University was held on \_\_\_\_\_.

2. It was decided to establish the following pharmacy courses in the institution -

Tick (✓) relevant course in pharmacy

D.Pharm (      )

B.Pharm (      )

\* M.Pharm (      )

\*\* Pharm.D/Pharm.D(PB) (      )

\*\* B.Pharm (Practice) (      )

\* M.Pharm course cannot be started till B.Pharm course is approved u/s 12 of the Pharmacy Act, 1948 for the purpose of registration as a pharmacist. The B.Pharm institutions approved for conduct of B.Pharm course are not eligible to start M.Pharm course. However, the institutions established by the Central Government/State Govt. for the purpose of imparting postgraduate education shall be eligible for starting M.Pharm course directly.

\*\* Pharm.D / Pharm.D (PB) / B.Pharm (Practice) course (s) cannot be started till B.Pharm course is approved u/s 12 of the Pharmacy Act, 1948 for the purpose of registration as a pharmacist. The B.Pharm institutions approved for conduct of B.Pharm course are not eligible to start Pharm.D / Pharm.D (PB) / B.Pharm (Practice) course (s).

3. A copy of the resolution of Board of Governors / Board of Management is enclosed as Annexure- A

Name of Registrar.....

Signature .....

Date.....

**On Letter head of the University**  
**(to be enclosed with SIF)**

It is hereby certified that examinations for the following pharmacy courses will be held as per the statutory provisions of the Pharmacy Act, 1948 and the Regulations framed there under -

Tick (✓) relevant course in pharmacy

D.Pharm (      )

B.Pharm (      )

\* M.Pharm (      )

\*\* Pharm.D/Pharm.D(PB) (      )

\*\* B.Pharm (Practice) (      )

\* M.Pharm course cannot be started till B.Pharm course is approved u/s 12 of the Pharmacy Act, 1948 for the purpose of registration as a pharmacist. The B.Pharm institutions approved for conduct of B.Pharm course are not eligible to start M.Pharm course. However, the institutions established by the Central Government/State Govt. for the purpose of imparting postgraduate education shall be eligible for starting M.Pharm course directly.

\*\* Pharm.D / Pharm.D (PB) / B.Pharm (Practice) course (s) cannot be started till B.Pharm course is approved u/s 12 of the Pharmacy Act, 1948 for the purpose of registration as a pharmacist. The B.Pharm institutions approved for conduct of B.Pharm course are not eligible to start Pharm.D / Pharm.D (PB) / B.Pharm (Practice) course (s).

Name and Signature of Registrar / Secretary of Board of Examining Authority  
(applicable for stand alone D.Pharm institution)

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**Format for approval of the Examining Authority**  
**u/s 12(2) of the Pharmacy Act**

(As approved by 73<sup>rd</sup> Central Council (Sept., 2004) under Item No.143)

**Details of Examining Authority**

**A) Name of the Examining Authority  
with complete Postal Address**

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**STD Code** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Fax No.** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**B) Name, Designation and Address of Vice  
Chancellor/Registrar**

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**STD Code** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Office** \_\_\_\_\_

**Residence** \_\_\_\_\_

**Fax No.** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**C) Whether the Examining Authority is**

- Statutory Indian University
- Body constituted by the Central or  
State Government

**Yes/No**  
**Central Govt./State Govt.**



**D) Name of the Pharmacy institutions  
affiliated to Examining Authority.**

**For D.Pharm course**

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**(If the number is more, please enclose the  
details as Appendix-I)**

**For B.Pharm course**

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**(If the number is more, please enclose the  
details as Appendix-II)**

**For M.Pharm course**

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(If the number is more, please enclose the details as Appendix-III)

**For Pharm.D and Pharm.D (PB) course**

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(If the number is more, please enclose the details as Appendix-IV)

[illegible]

#### E) Details of Examining Committee of Examining Authority -

[illegible]

**F) Norms for appointment of Examiners for Pharmacy Examination (Both Theory & Practicals) be enclosed.**

**G) DETAILS OF EXAMINATION CENTRES APPROVED BY THE EXAMINING AUTHORITY.**

i) Please enclose List of Examination Centres approved by the Examining Authority for conduct of D.Pharm examination (**Appendix-VI**).

ii) Please enclose List of Examination Centres approved by the Examining Authority for conduct of B.Pharm examination (**Appendix-VII**).

iii) Whether following facilities are provided in the Examining Centres -

a) adequate rooms with necessary furniture for holding written examinations. please enclose details as **Appendix-VIII**

b) Well equipped laboratories for holding practical exams. please enclose details as **Appendix-IX**

**H. UNDERTAKING BY THE EXAMINING AUTHORITY TO FOLLOWING EFFECT :**

- It shall permit the Inspector or Inspectors of the Pharmacy Council of India to visit and inspect the examinations.
- It shall, if so required by a candidate, furnish the statement of marks secured by a candidate in the examinations after payment of prescribed fee, if any, to the Examining Authority.
- In pursuance of sub-section (3) of section 12 of the Pharmacy Act, 1948, the Examining Authority shall communicate to the Secretary, Pharmacy Council of India not less than six weeks in advance the dates fixed for examinations, the time-table for such examinations, so as to enable the Council to arrange for inspection of the examinations.

**Name of the Registrar\_\_\_\_\_**  
**(In Capital Letters)**

**Signature\_\_\_\_\_**  
**with date**

**Seal of \_\_\_\_\_**  
**the University**