

**भारतीय भेषजी परिषद्**  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय के अंतर्गत सांविधिक निकाय)  
भारत सरकार  
एन बी सी सी सेंटर, तृतीय तल, ब्लॉक नम्बर 2,  
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**PHARMACY COUNCIL OF INDIA**  
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**CIRCULAR**

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

- 8 MAY 2024

Date:

**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: Guidelines for the Institutions for the Inspection process of academic year 2024-2025**

**Ref: PCI circulars No.-**

- 14-56/2022-PCI (Approval Process for 2024-25 a.s.)/5528 dt. 14.12.2023
- 14-56/2022-PCI (Approval Process for 2024-25 a.s.)/5538 dt. 14.12.2023
- 14-56/2022-PCI (Approval Process for 2024-25 a.s.)/5565 dt. 22.12.2023
- 14-56/2022-PCI (Approval Process for 2024-25 a.s.)/dt. 6.1.2024
- 14-56/2022-PCI (Approval Process for 2024-25 a.s.)/7942 dt. 20.1.2024
- 14-56/2022-PCI (Approval Process for 2024-25 a.s.)/8018 dt. 30.1.2024

Sir/ Madam

- This has a reference to the subject cited above.
- In this connection, it is informed that the PCI will start inspection process of the Pharmacy institutions for the 2024-2025 academic sessions at the earliest.
- All inspections will be done through the mobile inspection application only as provided in the Google play store  
([https://play.google.com/store/apps/details?id=cdg.com.pci\\_inspection&hl=en&gl=US&pli=1](https://play.google.com/store/apps/details?id=cdg.com.pci_inspection&hl=en&gl=US&pli=1)).
- All institutions are requested to follow the below guidelines during the inspection and verification process:

#### 4.1 Regarding Students:

- 4.1.1 Mandatory attendance for all the students enrolled in the institutions.
- 4.1.2 Mandatory registration for all the students on the PCI Portal.
- 4.1.3 All students to have the **Smart Card** with them at the time of inspection process.

#### 4.2 Regarding Faculties:

- 4.2.1 Mandatory attendance for all the faculties enrolled in the institutions.
- 4.2.2 Mandatory presence for all the faculties enrolled in the institutions, during the time of inspection process.
- 4.2.3 If any faculty is on leave, the leave letter to be submitted to the inspectors and the same to be documented on the app along with the reason for absence.
- 4.2.4 Mandatory registration for all the faculties on the PCI Portal.
- 4.2.5 All faculties must have their **Smart Card** with them at the time of inspection process.
- 4.2.6 All faculties must carry their relevant documents with them at the time of inspection and verification process.

#### 4.3 Infrastructure:

- 4.3.1 Mandatory active QR code on the institutions infrastructure comprising –
  - Institutions Classrooms,
  - Institutions Laboratories,
  - Institutions Common Facility,
  - Institutions Computer Labs and other facilities,
  - Institutions Amenities,
  - Master Degree Equipments,
  - Bachelor Degree Equipments,
  - Others;
- 4.3.2 Mandatory active QR code on all the equipments present in the institutions during the inspection process.
- 4.3.3 If any infrastructure or equipment found without the QR code or the QR code not working at the time of inspection, the institutions to be counted in the deficiency list.

#### 4.4 Documents:

- 4.4.1 All faculties to possess the relevant documents with them at the time of inspection and verification process.
- 4.4.2 Institutions must possess all the relevant documents with them as information filled in SIF at the time of inspection and verification process

In addition, the above points shall be applicable for all other information in the SIF filled by institutions.

This is for information and necessary action.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Pratima', with a horizontal line extending to the right from the end of the signature.

**(PRATIMA TIWARI)**  
**Deputy Secretary**