

**GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF PHARMACY EDUCATION**

Lr.No: E/PCI/STATE GOVT NOC/2024-25

Date: 10.01.2024

From

Smt. C. Naga Rani, I.A.S.,
Director of Pharmacy Education, A.P.,
D.No.11-307, Garudari K.K Towers,
Lakshminarasimha Colony, Bypass Road,
Near NRI Hospitals, Mangalagiri,
Guntur District- 522503

To

The Registrars of
1. JNTUK, Kakinada
2. JNTUA, Ananthapur
3. JNTU-GV, Vizianagaram.
4. Acharya Nagarjuna University, Guntur.
5. Andhra University, Visakhapatnam
6. Andhra Kesari University, Ongole.
7. Krishna University, Machilipatnam.

Sir / Madam,

Sub: Technical Education – PCI Approval Process 2024-25 – Documents to be submitted for obtaining NOCs from the State Government – Information – Regarding.

Ref: 1. PCI Cir. No: 14-56/2022-PCI (Approval Process for 2024-25 a.s.) dated: 06.01.2024.
2. PCI Approval Process Handbook 2024-25.

It is informed that, vide references cited, Pharmacy Council of India (PCI), New Delhi has issued the Public Notice for Approval Process for the academic year 2024-25 to invite applications from the Education Partners (Stakeholders). The last date for the submission of online applications for the Academic Year 2024-2025 in the PCI web-portal is 20-01-2024.

In the Approval Process Handbook 2024-25, PCI, New Delhi has prescribed **No Objection Certificate (NOC) of the State Government** for the following cases:

1. Establishment of New Pharmacy Institution.
2. Change in the name of the Institution.
3. Change of address / Location of the Institution.
4. Closure of the course(s) in the Institution.
5. Closure of the Institution.
6. Change the Name of the Trust / Society.

As per the Approval Process Handbook 2024-25 of PCI, New Delhi, for obtaining NOC of the State Government, the necessary documents along with the inspection / processing fee receipts (Annexure enclosed) have to be submitted to this office by the applicant institution for its each request.

Hence, the Registrars of all Universities are hereby requested to inform the Principals / Managements of the affiliated Pharmacy Institutions come under purview of PCI, New Delhi to go through the Annexure enclosed and submit their requests along with the required documents and inspection / processing fee receipts to this office for recommending NOC of the State Government to the institutions.

Yours faithfully

Sd/- C. NAGA RANI
DIRECTOR

Encls: Annexure.

Copy to

The Principals / Managements of all Private Aided / Private Un-Aided Pharmacy Institutions in the state offering Degree / PG courses.

The Principal Secretary, Higher Education Department, AP Secretariat, Velagapudi, Amaravathi for kind information and further necessary action.

The Secretary, Andhra Pradesh State Council for Higher Education, Mangalagiri for kind information.

The Member Secretary, Andhra Pradesh Higher Education Regulatory & Monitoring Commission (APHERMC), Tadepalli for kind information.

Ramesh V
for DIRECTOR 10/01/24.
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**GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF PHARMACY EDUCATION**

ANNEXURE

Lr.No: E/PCI/STATE GOVT NOC/2024-25

Date: 10.01.2024

The following documents have to be submitted by the applicant Pharmacy Institution to this office for recommending No Objection Certificate (NOC) of the State Government to the institution:

1. Establishment of New Pharmacy Institution.	1	No Objection Certificate from affiliating University/Board/Examining Authority for starting of a New Institution.	
	2	Resolution of the Trust / Society approving for starting of a New Institution duly signed by the Chairman / Secretary.	
	3	Society / Trust Registration Document and Constitutions / MoA of the Society / Trust.	
	4	Details of Land Documents / Certificate of Single Piece of land and Approved Building Plans.	
	5	Details of Building ownership / completion / Insurance / Fire Safety / Safety certificates.	
	6	Valid Pharmacists Registration Documents of all teaching staff including principal along with appointment orders / newspaper notification.	
	7	Certificate showing that NO other courses are running in the same building.	
	8	Inspection / Processing Fee Payment Receipt of Rs.25,000/-	
		Account Number :	013412010000193
		Bank :	Union Bank of India
	IFSC Code :	UBIN0801348	
9	Receipt of latest PERC payment paid to PCI and SIF document submitted to PCI.		
10	Filled in draft No Objection Certificate of State Government.		

2. Change in the Name of the Institution	1	No Objection Certificate from affiliating University/Board/Examining Authority.	
	2	Resolution of the Trust / Society approving Change in the Name of the Institution, mentioning the reasons for such Change in the Name duly signed by the Chairman / Secretary.	
	3	Original Notarized Affidavit on Rs.100/- Stamp Paper of the Chairman / Secretary / Authorized signatory of the Trust / Society stating that there is no commercial or business angle for such change and all the assets including the land and building are in the name of the Trust / Society.	

	4	Inspection / Processing Fee Payment Receipt of Rs.5,000/-
		Account Number : 013412010000193
		Bank : Union Bank of India
		IFSC Code : UBIN0801348
	5	Copy of the Public Notice in at least one National Daily regarding the change of the name of the institution.
	6	If any objections are received from the students / parents / general public for the proposed change of name of the institution, those objections shall be submitted. (OR) If NO objections are received, an Original Notarized Affidavit on Rs.100/- Stamp Paper stating that "NO Objections are received from any quarter for the proposed change of name of the institution".
	7	Original Notarized Affidavit on Rs.100/- Stamp Paper stating that "NO other institution is functioning presently with the newly proposed name of the institution".
	8	Original Notarized Affidavit on Rs.100/- stamp paper stating that, in case of any legal complications arise from the staff and the students of particular College due to Change in the name of the Institution , Management is only responsible, but not the Commissioner of Technical Education / Government / PCI.
	9	Filled in draft No Objection Certificate of State Government.

3. Change of address / Location of the Institution	1	No Objection Certificate from affiliating University/Board/ Examining Authorities.
	2	Resolution by Governing Board Members approving change in Site / Location, duly signed by the Chairman / Secretary of the Trust / Society.
	3	Registered Land Documents of new location.
	4	Land Use Certificate.
	5	Approved Plan by the competent authority.
	6	Details of built up areas, floor wise.
	7	Site plan clearly earmarking the land and buildings allotted for the Institution with dimensions.
	8	Availability of Water Sources and Approach Road Certificate
	9	Letters from Students, year wise and course wise for all years and also from Parents stating that they have No Objection for change of location of Institution.
	10	Details of Infrastructure facilities provided by the College at new location.
	11	Declaration of the Society stating that all the assets and liabilities are in the name of Society.

	12	Latest PCI approval of the Institution.
	13	Inspection / Processing Fee Payment Receipt of Rs.25,000/-
		Account Number : 013412010000193
		Bank : Union Bank of India
		IFSC Code : UBIN0801348
	14	Original Notarized Affidavit on Rs.100/- stamp paper stating that, in case of any legal complications arise from the staff and the students of particular College due to Change of the location of the Institution, the Management is only responsible, but not the Commissioner of Technical Education/Government/PCI.
	15	Original Notarized Affidavit on Rs.100/- stamp paper to be submitted by the applicant on a non-Judicial Stamp Paper / e-stamp paper of Rs.100/ - duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.
	16	Filled in draft No Objection Certificate of State Government.

4. Closure of the course(s) in Institution	1	No Objection Certificate from affiliating University/Board/Examining Authorities with clear mention about provisions/alternative arrangements made to take care of education of existing students studying in the Institution.
	2	Resolution of the Trust/Society approving the Institution for Closure of the course(s) duly signed by the Chairman / Secretary.
	3	Statement showing the last three years admissions status in the course(s) proposed for closure, issued by the Competent Authority.
	4	Status of Students already studying in the course(s) proposed for closure.
	5	Status of the faculty, staff and liabilities thereon in the course(s) proposed for closure.
	6	Original Notarized Affidavit on Rs.100/- stamp paper stating that the applicant has no liability with respect to faculty members, staff, students of the course(s) proposed for closure.
	7	Inspection / Processing Fee Payment Receipt of Rs.5,000/-
		Account Number : 013412010000193
	Bank : Union Bank of India	
	IFSC Code : UBIN0801348	
	8	Original Notarized Affidavit on Rs.100/- stamp paper stating that, in case of any legal complications arise from the staff and the students of particular college due to closure of the course(s), Management is only responsible, but not the

	Commissioner of Technical Education / Government / PCI
9	Filled in draft No Objection Certificate of State Government.

5. Closure of the Institution	1	No Objection Certificate from affiliating University/Board/Examining Authority with clear mention about provisions/alternative arrangements made to take care of education of existing students studying in the Institution.
	2	Resolution of the Trust/Society approving the Institution for Closure of the course(s) duly signed by the Chairman / Secretary.
	3	Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all teaching and non-teaching staff and Teaching Staff: Student ratio.
	4	Details of the RPGF/ Joint FDR / FD made with PCI / State Government/ University for establishment of the Institution.
	5	Status of Students already studying in the Institution.
	6	Status of Faculty, Staff and liabilities thereon in the Institution.
	7	Original Notarized Affidavit on Rs.100/- stamp paper to be submitted by the applicant duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner stating that the applicant has no liability with respect to faculty members, staff, students etc.
	8	Pending Court cases and serious charges, violation of norms, pending Ragging cases against the Institution.
	9	Inspection / Processing Fee Payment Receipt of Rs.25,000/-
		Account Number : 013412010000193
		Bank : Union Bank of India
	IFSC Code : UBIN0801348	
10	Original Notarized Affidavit on Rs.100/- stamp paper stating that, in case of any legal complications arise from the staff and the students of particular college due to closure of the Institution, Management is only responsible, but not the Commissioner of Technical Education / Government / PCI.	
11	Filled in draft No Objection Certificate of State Government.	

6. Change in the Name of the Trust / Society	1	No Objection Certificate from affiliating University/Board/Examining Authority.
	2	Approval from Charity Commissioner / Registrar of Societies for Change in the Name of the Trust / Society or merger of Trusts / Societies.
	3	Resolution of the Trust / Society approving Change in the Name of the Trust / Society, mentioning the reasons for such Change in the Name duly signed by the Chairman / Secretary.

4	Original Notarized Affidavit on Rs.100/- stamp paper of the Chairman / Secretary / Authorized signatory of the Trust / Society stating that there is no commercial or business angle for such change.								
5	<table border="1"> <tr> <td colspan="2">Inspection / Processing Fee Payment Receipt of Rs.5,000/-</td> </tr> <tr> <td>Account Number :</td> <td>013412010000193</td> </tr> <tr> <td>Bank :</td> <td>Union Bank of India</td> </tr> <tr> <td>IFSC Code :</td> <td>UBIN0801348</td> </tr> </table>	Inspection / Processing Fee Payment Receipt of Rs.5,000/-		Account Number :	013412010000193	Bank :	Union Bank of India	IFSC Code :	UBIN0801348
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Account Number :	013412010000193								
Bank :	Union Bank of India								
IFSC Code :	UBIN0801348								
6	A registration document of the Trust / Society indicating its members, objectives and Memorandum of Association and Rules, duly attested / certified by the concerned Authority.								
7	Details of the recommended Board of Governors of the Institution.								
8	Land Documents showing ownership in the Name of the new Trust / Society .								
9	In case of merger of Trust / Society, the transferor Trust / Society should transfer its Land, assets and Infrastructure by a registered transfer / conveyance deed in the Name of the transferee Trust / Society .								
10	Proof of working capital (funds) as stated in Approval Process Handbook, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained in the Name of the new Trust / Society in a Nationalized Bank or Scheduled Commercial Bank recognized by Reserve Bank of India, along with a Certificate issued by the Branch Manager of the Bank.								
11	Approval from the Charity Commissioner / Registrar of Societies regarding any change in the Name(s) of the Trustee(s) / Member(s).								
12	Original Notarized Affidavit on Rs.100/- stamp paper stating that, in case of any legal complications arise from the staff and the students of particular College due to Change in the name of the Trust / Society , Management is only responsible, but not the Commissioner of Technical Education / Government / PCI.								
13	Filled in draft No Objection Certificate of State Government.								

Note: 1. Refer PCI Approval Process Handbook 2024-25 for necessary information.

2. Original Copies of the Affidavits duly sworn before a First Class Judicial Magistrate / Notary / an Oath Commissioner should be submitted.

3. Photostat copies of the supportive documents should be taken on the institution / trust / society letter head and duly attested by the Principal / Chairman / Secretary of the trust / society.

Sd/- C. NAGA RANI
DIRECTOR

for DIRECTOR
