



# **Government of Haryana**

## **Higher Education Department**

**(Directorate of Technical Education, Haryana)**

**(Bays No. 7-12, Sector-4, Panchkula, Pincode -134112)**

***Policy Guidelines for establishment of Self Finance  
Pharmacy Institution under Directorate of  
Technical Education, Haryana***

**HARYANA GOVERNMENT**  
**HIGHER EDUCATION DEPARTMENT**  
(Directorate of Technical Education, Haryana)

**Notification**

**No. 44/33/2023-4TE**

**Dated, the 22 August, 2023**

The Governor of Haryana hereby makes the following rules for regulating the guidelines for issuance of No Objection Certificate (NOC) of State Government for establishment of New Self-Finance Pharmacy Institution under Directorate of Technical Education, Haryana, namely:-

**PART-I**

**GENERAL**

1. (1) These rules may be called the Guidelines for issuance of No Objection Certificate (NOC) of State Government for establishment of New Self-Finance Pharmacy Institution under Directorate of Technical Education, Haryana.  
(2) They shall come into force on the date of their notification.
2. In these rules, unless context otherwise requires:-
  - (a) "Administrative Secretary" means Additional Chief Secretary/ Principal Secretary to Govt. of Haryana, Higher Education Department, as the case may be;
  - (b) "Government" means the Government of the State of Haryana in the Administrative Department;
  - (c) "Head of Department" means the Director General, Technical Education, Haryana;
  - (d) "Degree/ Diploma level technical education" means such technical education to attain degree/ diploma or post diploma or post graduate courses;
  - (e) "Institution/ college" means an institution/ university imparting degree or diploma level programme in pharmacy recognized by Pharmacy Council of India and affiliated with affiliation university or affiliation board, as the case may be;
  - (f) "PCI" means the Pharmacy Council of India established under Pharmacy Act, 1948;
  - (g) "HSBTE" means Haryana State Board of Technical Education established under HSBTE Act, 2008;

Short title.

Definitions.

**PART-II**

**REQUIREMENTS FOR OPENING OF SELF FINANCE PHARMACY  
INSTITUTE/ COLLEGE**

3. There will be the following three stages for opening of New Self Finance Pharmacy Institute/ College:-
  - (1) Submission of proposal in prescribed application form for establishment of new Self Finance Pharmacy Institute/ college alongwith the application fee and other necessary documents.
  - (2) Issuance of Letter of Intent (LOI) with conditions for compliance within a period of two years extendable for one more year.
  - (3) On checking compliance to the Letter of Intent, No Objection Certificate (NOC) will be issued by the State Government for opening of new Self Finance Pharmacy Institute/ college.

Requirements  
For Opening of  
Self Finance  
Pharmacy  
Institute/ college

### PART-III

#### SUBMISSION OF PROPOSAL

4. An application in prescribed application form as **Annexure-I** containing the proposal with a Detailed Project Report (DPR) shall be submitted to the department by the applicant alongwith a non-refundable fee of Rs. 50,000/- in favour of Joint Director, Haryana State Technical Education Society (HSTES), Technical Education Department, Bays No. 7-12, Sector-4, Panchkula (Haryana).
5. The applicant can be a Non-Profit Organization like a Public Trust/ Society registered under Union or State Law or a Company registered under section 25 of the Companies Act, 1956. The society/ trust/ company must be in existence for at least three years. The registration documents of the sponsoring body alongwith membership and list of the office bearers with their address and objectives of the society/ trust/ company and terms & conditions governing them in the form of resolution of their, shall be submitted alongwith the application form.
6. The Detailed Project Report (DPR) submitted by the sponsoring body shall inter-alia contain the following information:-
  - (i) The background of the society/ trust/ company with reference to its experiences, if any, in promoting, managing and operating education institutions details of its promoters including their background, their activities in education spheres since its inception.
  - (ii) Development plan for the college spelling out its phase wise growth plan over the first 05 years in terms of academic programmes and increase in student intake.
  - (iii) Architectural Master Plan indicating the land use pattern with future projections.
7. The applicant shall submit the audit balance sheets of atleast three previous years and ways of means of financing the project.
8. The application shall be containing of all papers pertaining to land namely the registration deed / lease deed, CLU (if required), layout plan etc.
9. The application will be processed only if the applicant offers to run/ start new Pharmacy institute/ college for the courses of Pharmacy, as per the guidelines of concerned regulatory and apex body i.e. PCI, New Delhi.
10. All Applicants shall submit an Affidavit (**as per Annexure-II**) sworn before First Class Judicial Magistrate or Public Notary or an Oath Commissioner of Rs. 100/- Non-Judicial stamp paper/ e-stamp paper (Digitally Signed). In case of any false information, Directorate of Technical Education, Haryana shall invoke the provisions, civil and/or criminal as per the Regulations in place.

Submission of Proposal

### PART-IV

#### REQUIREMENT OF LAND AND OTHERS

11. No new Pharmacy Institute/ College can be open unless the sponsoring body i.e. society/ trust/ company, is in the possession on minimum land as required as per norms/ guidelines of the concerned regulatory body i.e. PCI. For the purpose of this clause, "possession" means possession either by way of ownership or as a lessee having perpetual irrevocable lease of at least 30 years or gift deed at the time of application. The land shall be exclusively earmarked for the proposed college.
12. The Promoter Trust/ Society/ Company shall have the Land as required and its Lawful possession with clear title in the name of the Promoter Trust/ Society/ Company on or before the date of submission of application.  
**Eligibility of the Sponsoring Body:**
  - a) A Society, registered under the Haryana Registration and Regulation of Societies Act, 2012 through the Chairman/ President/ Secretary of Society;

**OR**

  - b) A Trust, registered under the Indian Trust Act, 1882 as amended from

Requirement of Land and Others



time to time or any other relevant Acts through the Chairman/ President/ Secretary of the Trust;

**OR**

- c) A Company established under Section 8 of the Companies Act, 2013 or a Company registered under section 25 of the Companies Act, 1956;

**OR**

- d) Central Government/ State Government/ UT registered with them.
13. A Registration document of the Society/ Trust/ Company under Section 8 indicating its members, objectives and Memorandum of Associations and Rules, duly attested/ certified by the concerned Authority.
  14. Resolution by the Applicant organization for starting the new Institution and allocation of Land/ Building/ Funds for the proposed activities as specified by PCI.
  15. Certificate regarding Minority Status, if applicable at the time of application issued by State Government indicating Minority Status of the Society/ Trust/ Company.
  16. The Applicants cannot use the name of proposed institute in such a way that the abbreviated form of name of the Institute becomes IIM/ IIT/ IISc/ NIT/ IISER/ IIIT/ IIST/ NIPER/ PCI/ AICTE/ UGC/ MoE/ GoI. The Applicant shall also not use the word(s) Government/ India/ Indian/ National/ All India/ All India Council/ Commission in the name of the proposed institute giving an interpretation that it is a Government Institute while being a fully Private Institute and other names as prohibited under the Emblems and Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the proposed institute is established by the State Government or its name is approved by the Government.
  17. That according to PCI, the following Physical Infrastructure is required for institutions conducting B. Pharma, D. Pharma and both courses, as applicable at the time of submission of application which may change by PCI from time to time:-

Type of Course	Requirement of Land
B. Pharma Course or D. Pharma Course	2.5 acres district HQ/ Corporation/ Municipality Limit/ 5 acres for Rural
	0.5 acre for CT/ Metros
B. Pharma & D. Pharma Courses	2.5 acres district HQ/ Corporation/ Municipality Limit/ 5 acres for Rural
	0.5 acre for CT/ Metros

18. Classification of Land (Mega/ Metro/ Urban/ Rural) Certificate by the Competent Authority.
19. Documents showing possession of the Land in the Name of the Trust/ Society/ Company (Khasra - Khatauni/ Patta/ Chitta/143 and Registered Document for the said Land in the Name of the Trust/ Society/ Company).
20. Land Conversion Certificate (Land Conversion Certificate issued by the Competent Authority of the State Government, not below DTP).
21. Land Use Certificate (Land Use Certificate issued by the Competent Authority of the concerned State Government, not below DTP).
22. Khasra Plan (Master Plan) Demarcating the entire Land area to show that the Land is contiguous, issued by the Competent Authority (Khasra Plan (Master Plan) Demarcating the entire Land area issued by the Competent Authority).
23. Road connectivity: A well road connectivity to the proposed college land is a pre requisite condition.
24. After approval of PCI and affiliation from examination body, the institution will have to produce a Bank Guarantee Deposit of Rs. 50 lakhs in the bank accounts of the Society/ Trust before making admissions.
25. Construct a minimum of 2500 square meters (25000 square feet) of covered area in a separate campus/ building exclusive for the pharmacy institutions for academic and administrative purpose.
26. Adequate facilities for essential service (water, electricity, sewerage facilities and proper fitting in laboratories).
27. Separate common room for boys and girls, be provided on co-educational colleges.



<p>29. Adequate accommodation for offices and proper staff room.</p> <p>30. Well-equipped library, laboratories (as per requirement of concerned regulatory body i.e. PCI) and classrooms with adequate furniture etc.</p> <p>31. Sports facilities should be provided subject to the availability / limitation of land.</p> <p>32. The proposed institute/ college shall have MoU's/ agreements with a nearby hospitals/ nursing homes/ Pharmaceutical industries/ Pharmaceutical Companies for training &amp; placement of students, if so required and mandatory condition for any course by the PCI as per their norms/ guidelines.</p> <p>33. There shall be a whole time Principal in the College who shall have minimum qualifications prescribed by the State Government/ University/ PCI or any other regulatory body from time to time. Appointment of the academic staff having eligible qualifications shall also be made for teaching all courses, as prescribed by the State Government/ University/ PCI or any other regulating body.</p> <p>34. The institution shall adhere to all the instructions, rules and regulations issued from time to time by the Government/ University/ PCI/ HSBTE and as per perspective plan of the State Government in this regard. The reservation policy for admission by State Government will be followed.</p> <p>35. The institution shall charge only such fee and funds from the students as prescribed/ fixed by the State Fee Committee/ Affiliating University or Board/ State Government as well as for reserve categories as per State Government policy and shall not charge donations capitation fee etc. from the students.</p> <p>36. The State Government reserves the right to refuse for grant of NOC on the grounds of vacant seats in the existing institutions.</p>	
<p style="text-align: center;"><b>PART-IV</b></p> <p style="text-align: center;"><b>ISSUANCE OF THE NO OBJECTION CERTIFICATE</b></p> <p>37. On receiving the report of the committee constituted to verify the compliance, the State Government, if satisfied may issue the No Objection Certificate (NOC) to start the Institute/ college on self-financing basis.</p> <p>38. Any contravention of the prescribed norms/ conditions shall result in withdrawal of the No Objection Certificate (NOC), forfeiture of the endowment funds and legal penal action against the defaulting society/ trust/ company/ institutions including withdrawal of affiliation form the concerned University.</p>	

Issuance of The  
No Objection  
Certificate

**Dated, Chandigarh  
the 21.08.2023**

**Anand MohanSharan, IAS  
Additional Chief Secretary to Government Haryana  
Higher Education Department**

**Endst. No. 44/33/2023-4TE**

**Dated, the 22 August, 2023**

A copy of the above is forwarded to the following for information & necessary action:-

- ✓ 1. The Director General, Technical Education Haryana, Panchkula w.r.t. to their file no. CFMS No. 2296 Dated 29.05.2023.
2. The Controller, Printing & Stationary Department, Haryana for publication the notification in Haryana Gazette with the request to supply 10 copies to this department.

*Sheela*

**Superintendent, Technical Education  
for Additional Chief Secretary to Government Haryana  
Higher Education Department,**

## Checklist

### Checklist for issuance of conditional consent/ NOC's for Increase in Intake / Additional Programme / Starting D. Pharmacy / B. Pharmacy Institute

Sr. No.	Particulars	Attachment as Annexures	Page no.
1.	Processing Fee of Rs. 50,000/- to be deposited through online bank transfer in the HSTES Account, Panchkula		
2.	Registration document of the Trust / Society indicating members of Society / Trust and its Objectives.		
3.	Land (Area in acres)		
4.	Document issued by Competent Authority of the State Government for Classification of Land (not below DTP)		
5.	Ownership of land		
6.	Change of Land Use Certificate and Land Conversion Certificate from the Competent Authority of State Government (not below DTP)		
7.	Land Conversion Certificate (Land Conversion Certificate issued by the Competent Authority of the State Government, not below DTP)		
8.	Certificate regarding no encumbrances / contiguous land (in single patch)		
9.	Resolution of the Trust / Society for seeking prior approval of PCI for establishment of new Pharmacy Institute or to start additional programme or increase intake.		
10.	Resolution of the Trust / Society for earmarking of land for the proposed institute.		
11.	Certified copy of Land documents(s) showing ownership in the name of Trust / Society in the form of Registered Sale Deed / Irrevocable Gift Deed (Registered) / Irrevocable Government Lease (for minimum 30 years) issued by Competent Authority of State Government.		
12.	Search documents w.r.t. the land.		
13.	Khasra Plan duly approved by the Competent Plan Sanctioning Authority of the State Government.		
14.	Approved Building Plan		
15.	Fire Safety Certificate		
16.	Detailed Project Report (DPR) for the proposed Institute.		
17.	Affidavit as attached		
18.	Details of other Institutions run by the Society/Trust. (Affidavit attached)		
19.	Certificate of Architect registered with Council of Architecture (to be produced in the letterhead of architect) (attached)		
20.	Any other, if any		



**DIRECTORATE OF TECHNICAL EDUCATION HARYANA, PANCHKULA  
TAKNIKI SHIKSHA SADAN, BAYS NO. 7-12, SECTOR-4, PANCHKULA**

**APPLICATION FORM FOR OPENING OF NEW INSTITUTE/ COLLEGE OF PHARMACY**

**PART-A**

1. Details of proposed institute/ college:-
    - a. Name \_\_\_\_\_
    - b. Address \_\_\_\_\_
  2. Details & Status of educational Society/ Trust/ Section 25 Company
    - a. Name \_\_\_\_\_
    - b. Address \_\_\_\_\_
    - c. Registration Society/ Trust/Section 25 Company/ Any other  
(Attach Copy of Society/ Trust Deed/ Bye Law)
    - d. Date of Registration \_\_\_\_\_
  3. Nature of the proposed college (please tick the relevant category)
    - a. Men's College/ Women College/ Co-education College
  4. Location details (Rural/ Urban) If Urban, Municipal Corporation/ Council/  
Committee mentioned  
\_\_\_\_\_  
\_\_\_\_\_
  5. Land Details:
    - a. Area of the land  
\_\_\_\_\_
    - b. Nature of Ownership  
\_\_\_\_\_

(Attach copy of the Ownership deed at the land and loyal Plan along with CLU)
  6. Need and justification for establishing the college  
(Attach the justification)
  7. Details of financial resources of the Society/ Trust/ Company for running the College
    - I. Attach proof of audited balance sheets of the Society/ Trust of at least previous  
three years
    - II. Attach proof regarding means of financing the college
- We hereby certify that the particulars furnished above are correct and the Educational Society agrees to abide by the regulations prescribed by the State Government/ University from time to time for running Unaided Private College.
8. The detailed application form is attached as **Annexure 'A'**.

Signature of the Governing Body  
(Office bearers of the Society / Trust/ Company)

Signature  
President

**For the application submitted in Affidavit**

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, son of ..... aged..... years and resident of ....., in connection with our application dated ..... made to Technical Education Department for opening of New Institute/ College of Pharmacy and application dated ..... made to PCI (if any), (retain items in the list below as applicable), I/ We will abide by all terms and conditions as laid down in the Approval Process Handbook of concerned regulatory body;

Do hereby solemnly affirm, state and declare as under:-

1. That the information given by <Name(s)> in the application is true and complete. Nothing is false and no information/ material has been concealed;
2. That the Institution will/ may function in the location as approved by the Technical Education Department and Council;
3. That the Institution shall provided the Occupancy/ Completion Certificate/ Building License issued by the Competent Authority and the Structural Stability Certificate by the Competent Authority;
4. That the Trust/ Society/ Company runs the following other Institutions in the same Campus; Total Built-Up are available, if any:

Name of the Institute	Programmes/ Course Offered	Built-Up Area	Approved by PCI/ AICTE or not

5. That the Institution shall provided valid Fire Safety Certificate issued by the Competent Authority;
6. That Principal of the Institution is regular and qualified as per PCI norms;
7. That the Faculty norms as well as Faculty: Student ratio is maintained as per Approval Process Handbook of concerned regulatory body and the Faculty data uploaded is true and complete;
8. That the Institution has fulfilled the norms for Faculty and Infrastructural facilities;
9. That the Promoter/ Institution has not demanded/ retained the Original Degree Certificates from the Faculty members;
10. That the declaration, information and documents submitted as per PCI Norms/ affiliating body with regard to Land, Built-up area (Instructional area, Administrative area and Amenities area) and other Infrastructure therein where the letter of approval/ Extension of Approval is sought for < Name of the Institution> is true, complete and nothing is false;
11. That the Land is contiguous, there is no dispute pertaining to the said Land and is free from all encumbrances;
12. That if any of the information is found to be false, incomplete, misleading and/ or that the <Name(s)> fail(s) to disclose all the information and/ or suppress any information and/ or misrepresent the information, the Technical Education Department shall also be free to take any action, including withdrawal of NOC and/or any other action as deemed fit against the



<Name(s)> and others as the case may be and/ or the individuals associated with the Trust/ Society/ Company and/ or the Institution;

13. That the Land/classification of land/change of land use from Town & Country Planning Department (DTP) and Built-up area details given below in the Table are true and complete;  
<Reproduce only appropriate section(s) related to application in the table below>

Sr. No.	Name of the Deed Holder	Document No.	Date of Registration	Plot No.	Address (Village) District	Area in Acre
Total area in Acre						

Sr. No.	Room type (mention class room/ lab/ toilet etc.)	Carpet Area (in meter square)	Completion of Flooring	Completion of Walls & Painting	Completion of Electrification & Lighting	

14. That I/We have submitted/ uploaded all the additional documents/ information regarding resolution/ NOC's/ Certificates/ details of Building completion (partial/ full) in the Technical Education Department with the application form as well as on the Web-Portal of PCI in respect of our application (as applicable) and the same is true and complete;
15. That I/We have uploaded the details of faculties, Administrative and support Staff and also have uploaded the latest salary sheet with details such as pay scale, gross pay, PF deduction and TDS, the same is true and complete;
16. That I/We have uploaded all the student data of the previous year (if applicable) and the same is true and complete;
17. That no students have been admitted without the approval of concerned regulatory bodies and NOC of the State Government;
18. That the financial transactions have been done only by digital payment;
19. That the declaration, information and documents pertaining to the availability of Faculty and adhering to the timing for Second Shift (if applicable) is true and complete. Nothing is false and no information/ material has been concealed;
20. That liabilities, if any, arise out of Change of Site/ Location shall solely be that of <Name of Trust/ Society/ Company/ Technical Institution>; as per PCI norms.
21. That admission to NRI/ Foreign Nationals/ Children of Indian workers in Gulf Countries/ Collaboration and Fellow Programme shall be strictly within the limit and shall be done on Merit basis and liability, if any, arise out of the same shall solely be that of <Name of the Trust/Society/ Company/ Technical Institution> as per Government norms;
22. That Audited statement of accounts of the Trust/ Society/ Company for the previous year has been uploaded;
23. That all Faculty and all non-teaching Staff data and all student data of all years and all Course(s), as entered by the Head of the Institution as per the prescribed Format on the Web-Portal are correct;

24. That the hostel facilities of International Standards for NRI/ Foreign Nationals/ Children of Indian workers in Gulf Countries/Collaboration and established an Office and Student Counsellor to take care of the issues of such students admitted are provided. Further, their entry and exit shall be adhered to the norms specified under Ministry of External Affairs, Government of India;
25. That the Sports facilities are provided to the students;
26. That the Internal Quality Assurance Cell as per PCI before commencement of the Academic Session in respect of <application number><Name and address of Institution> is constituted (in case of existing Institutions)/ will be constituted (in case of new Institutions);
27. That the following Committees as per **PCI** before commencement of the Academic Session in respect of<application number><Name and address of Institution> are constituted (in case of existing Institutions)/will be constituted (in case of new Institutions); and
- Establishment of Anti Ragging Committee (As per PCI norms)
  - Establishment of Grievance Redressal Committee in the Institution as per PCI norms).
  - Establishment of Internal Complaint Committee (ICC) (As per PCI norms)
  - Establishment of Committee for SC/ ST (As per PCI norms)
  - Other, if any required as per PCI norms
28. That, the Institutions uploaded the Annual Report of ICC in the PCI Web-Portal.
29. That, the Institution undertakes to submit that all the employments in the Institution shall be as per the norms of the existing Labour Law and the payments shall be as per the provisions of the Minimum Wages Act of State/ Central Government/ PCI norms.
- Name of the authorized person executing the undertaking along with his/ her Official Position)

**(SEAL) DEPONENT(s)**

#### **VERIFICATION**

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

**(Name, Designation and Address of the Executants)**

**(SEAL)**

**DEPONENT(s)**

Solemnly affirmed and signed before me by the deponent on this- day of – month, year ... at my office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



## **AFFIDAVIT**

### **FORMAT OF THE AFFIDAVIT TO BE SUBMITTED BY THE APPLICANT ON A NON-JUDICIAL STAMP PAPER OF Rs. 100/- DULY SWORN BEFORE A FIRST CLASS JUDICIAL MAGISTRATE OR NOTARY OR AN OATH COMMISSIONER**

I / We, <Name>, Chairman / President, <Name of the Trust / Society / Company>, son of                     , aged        years and, resident of                                     , <name>, Secretary, <Name of the Trust / Society / Company>, son of                     , aged        years and, resident of                                     ,

in connection with our application dated            made to Directorate of Technical Education for grant of conditional consent/ NOC for opening of New Institution/ College offering Programmes at Diploma/ UG and PG level in Pharmacy.

Do here by solemnly affirm state and declare as under:

1. That the information given by <name(s)> in the application made to Directorate of Technical Education is true and complete. Nothing is false and no material information has been concealed therein.
2. That the declaration, information and documents submitted with regard to land, Change of Land Use / Land Conversion Certificate, Built up area ( instructional area, administrative area and amenities area) and other infrastructure therein where the conditional consent / NOC/ Extension of Affiliation is sought for < name of the Institution>is true, complete and nothing is false.
3. That the land is contiguous, there is no dispute pertaining to the said land and is free from all encumbrances.
4. That if any of the information is found to be false, incomplete, misleading and / or that the <name(s)>fail(s) to disclose all the information and / or suppress any information and / or misrepresent the information, I / we shall be liable to be prosecuted by the Board / State Government. The Board shall also be free to take any action including Withdrawal of Affiliation.
5. That the land details given below in the Table are true and complete.

Sr. No.	Document No.	Date of registration	Plot No. / Khasra No.	Address (Village) District	Area in acres
Total area in acres					

6. That all the norms shall be fulfilled as per norms of PCI and Affiliating/ Examining Body by the society before applying for affiliation.
7. That no other institute is running on the earmarked land/ building for said institute.

(Name, Designation and Address of the Executants)

(seal)

**DEPONENT(s)**

#### **Verification:**

I / We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my knowledge. No part of the same is false and no material has been concealed there from.

Verified at <name of the place>

On this the <date>.

(Name, Designation and Address of the Executants)

(seal)

**DEPONENT(s)**

**Solemnly affirmed and signed before me by the deponent on this- day of – month, 2019 at my office.**

**(Judicial first Class Magistrate/ Notary Public/ Oath Commissioner)**

## AFFIDAVIT

### FORMAT OF THE AFFIDAVIT TO BE SUBMITTED BY THE APPLICANT ON A NON-JUDICIAL STAMP PAPER OF Rs. 100/- DULY SWORN BEFORE A FIRST CLASS JUDICIAL MAGISTRATE OR NOTARY OR AN OATH COMMISSIONER

I / We, <Name>, Chairman / President, <Name of the Trust / Society / Company>, son of                     , aged        years and, resident of                                     , <name>, Secretary, <Name of the Trust / Society / Company>, son of                     , aged        years and, resident of                                     ,

in connection with our application dated            made to Affiliating/ Examining Body for grant of Provisional Affiliation to the New Technical Institution                                      offering Diploma Pharmacy or Bachelor of Pharmacy.

Do here by solemnly affirm state and declare as under:

1. That the information given by <name(s)> in the application made to Affiliating/ Examining Body is true and complete. Nothing is false and no material information has been concealed therein.
2. That the declaration, information and documents submitted with regard to land, Change of Land Use / Land Conversion Certificate, Built up area ( instructional area, administrative area and amenities area) and other infrastructure therein where the conditional consent / Extension of Affiliation is sought for < name of the Institution> is true, complete and nothing is false.
3. That the building of institute                      is situated on the land                      (Khasra No.) in the name of the society / trust                     .
4. That no other institute is run by the society on the said land and building and the society / trust shall never run any other institute in the same premises as that of (institute name)
5. That if any of the information is found to be false, incomplete, misleading and / or that the <name(s)> fail(s) to disclose all the information and / or suppress any information and / or misrepresent the information, I / we shall be liable to be prosecuted by the Board / State Government. The Board shall also be free to take any action including Withdrawal of Affiliation.
6. That all the norms shall be fulfilled as per norms of PCI and Affiliating/ Examining Body by the society.

(Name, Designation and Address of the Executants)

(seal)

DEPONENT(s)

#### Verification:

I / We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my knowledge. No part of the same is false and no material has been concealed there from.

Verified at <name of the place>

On this the <date>.

(Name, Designation and Address of the Executants)

(seal)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2019 at my office.

(Judicial first Class Magistrate/ Notary Public/ Oath Commissioner)



# APPLICATION FORM FOR NOC FOR ESTABLISHMENT OF NEW PHARMACY INSTITUTE

## Part-A: General Information

Name and address of the Institution:	
Telephone Number / Mobile number	
Website of Institution	
E-mail	
Proposed Year of starting admission	
Status of NOC of Affiliating Body (if any)	
Details of Pharmacy Courses (Diploma/ Degree) to be started in the proposed Institute	
PCI approval (if any) (Attach copy of PCI Approval Letter)	
Name of Trust / Society	
The complete details of the Trust / Society Members be provided as per Annexure 'X'	
E-mail Id of Trust / Society	
Address	
Mobile number / Telephone Number of Society / Trust / Management	
Track record of Management like running of any other educational institutions with detail (Attach separate page if required)	
Name of the Principal with Date of Joining (if appointed)	
Qualifications	
Contact Nos. of Principal	

## PART-B: DETAILS OF THE LAND

Land available (Area in acres)							
Ownership of Land (Please tick the applicable one)		Government		Trust		Society	
		Govt. Leased		Owned		Company	
Land registration details		No.:				Date:	
Khasra No.							
Certificate regarding no encumbrances / contiguous land (in single patch)							
Classification of the Land as per the certificate issued by District Town Planner for classification of land (Please tick the applicable one)		Certificate No.:					
		Date:					
		Rural Area					
		Urban area (Controlled area) / Municipal Limits					
Change of Land Use Certificate (CLU) from Competent Authority as applicable		Issuing Authority.					
<ul style="list-style-type: none"> <li>Urban Area: Certificate by District Town Planner</li> <li>Municipal Limits: Certificate by Director Urban Local Bodies, Haryana</li> <li>Agricultural Zone: Permission of the Government</li> </ul>		No.					
		Date:					
Access to the site (National Highway/ State Highway/ Village Road/ Kacha Road) and Permission from competent authority to use (if any) along with width of road							
Resolution of Society for ear marking Land for establishment of Institute							
NOC's	Local Fire Service Authorities (to ensure fire and life safety measures)						
Whether Ramp provided for the physically challenged for easy access to and evacuation from the building?							
Whether any High tension electric lines pass across the premises?							

**TEACHING STAFF for institution offering D. Pharmacy & B. Pharmacy course**

Designation	Qualifications	Consented/ Joined	Aadhar Number	Mobile No.	Available / shortfall
Principal (01)	M. Pharm. and Ph.D. With 15 Years exp.				
Professor (04)	M. Pharm. and Ph.D. with 10 years exp.				
Associate Professor (04) / Assistant Professor (09)	M. Pharm. with 3 years exp. For Associate Professor				
	M. Pharm. for Assistant Professor				
Lecturer (04)	M. Pharm. for D. Pharmacy				
Lecturer (03)	B. Pharm. With 3 years experience only for D. Pharmacy course				

\* In addition to regular faculty, the institution can have Bachelor of Medicine and Bachelor of Surgery (M.B.B.S) faculty as visiting faculty for teaching Anatomy & Biochemistry and Clinical Pathology.



**NON-TEACHING STAFF for institution offering D. Pharmacy & B. Pharmacy course**

Name of Posts	Qualification Required	Qualification of the staff appointed	Total Required	Total Available	Shortfall	Remarks
<b>Technical supporting staff</b>						
Laboratory Technician	D. Pharm.		01 for each dept.			
Laboratory Assistant/ Attendant	SSLC		01 for each lab			
<b>Library staff</b>						
Librarian/Asstt. Librarian	D. Lib		01			
Library attendant	10+ 2 /PUC		01			
<b>Computer Centre staff</b>						
Computer Data Operator	BCA / Graduate with computer course		01			
<b>Office staff</b>						
Office Superintendent	Degree		01			
Accountant/ Assistant	Degree		01			
1 <sup>st</sup> Division Assistant	Degree		01			
2 <sup>nd</sup> Division Assistant	Degree		02			
Clerk	Graduate		01			
<b>Other supporting staff</b>						
Store Keeper	D. Pharm./ Degree		01			
Peon	10 <sup>th</sup>		02			
Cleaner / Sweeper	10 <sup>th</sup>		Adequate			
Gardner	-		Adequate			

## INFRASTRUCTURE

Particulars	Number of rooms required	Minimum Carpet Area required	Available	Shortfall	Remarks
Land	--	2.5 Acre			
Seminar Hall	01	132 sqm			
Class room	02	75 sqm each			
Principal's Chamber	01	20 sqm			
Office	01	40 sqm			
Staff/Faculty Rooms	01	30 sqm			
Museum	01	50 sqm			
Separate Common Rooms for Boys and Girls	01 each	40 sqm each			
Store Room	01	80-100 sqm			
Store Room (for inflammable chemicals)	01	20 sqm			
Separate Toilets for Male, Female and Differently Abled	02 each	25 sqm			
Parking Space	--	--			
Fire Safety Measure	--	--			
Drinking Water	--	--			
Lifts					
Plants / Parks					
Sewage disposal system					
Water Harvesting					

**Instructional Facilities for institution offering D. Pharmacy & B. Pharmacy course**

Sr. No.	Name of Infrastructure	Requirement as per Norms	Available		Available/ Shortfall	Remarks
			No.	Area (Sqm)		
1.	Library-cum Reading room * <ul style="list-style-type: none"> <li>• 1500 books including text and reference books</li> <li>• 10 National Journals</li> <li>• 05 International</li> <li>• Annual addition of 150 books per year</li> <li>• Library automation and computerized system</li> </ul>	150 sqm				
2.	Computer lab (10 computers with internet connections)	01 Laboratory 75 sqm				
3.	Photocopier Fax Scan	01 01 01				
4.	Pharmaceutics / HCP (furnished as per norms)	03 Laboratory (75 sqm) **				
5.	Pharmaceutical Chemistry (furnished as per norms)	03 Laboratory (75 Sqm) **				
6.	Pharmaceutical Analysis (furnished as per norms)	01 Laboratory (75 sqm) **				
7.	Pharmacology / Physiology (furnished as per norms)	02 Laboratory (75 sqm) **				
8.	Pharmacognosy (furnished as per norms)	02 Laboratory (75 sqm) **				
9.	Pharmaceutical Biotechnology (Including Aseptic room) (furnished as per norms)	01 Laboratory (75sqm) **				
10.	Model Community Pharmacy/ Social Pharmacy Lab (furnished as per norms)	01 Laboratory (80 sqm) ***				



11.	Preparation Room for each lab (One room can be shared by two labs, if it is in between two labs)	10 sqm (minimum)				
12.	Machine Room (furnished as per norms)	80-100 sqm				
13.	Class rooms B. Pharmacy/D. Pharmacy	06 (75 sqm) 04/02				
14.	Balance Room	10 sqm				

\* The detailed list of books and journals be annexed as **Annexure 'Y'**.

\*\* The floor area of a laboratory should not be less than 30 sq. ft. (3.0 sqm approx.) per student required to work in the laboratory at any given time subject to a minimum of 500 sq. ft. (47.0 sqm) Laboratories should be fitted and constructed in a manner that these can be kept reasonably clean. Gas and water fittings, shelves, fume cupboards be provided wherever necessary.

\*\*\* This will include 10 sqm for Drug Information Centre and 10 sqm for Patient Counseling



**Detailed list of books & Journals:**

The minimum norms for the initial stock of books, yearly addition of the books and the number of journals to be subscribed are as given below:

Sr. No.	Item	Titles (No)	Minimum Volumes (No)	Available		Remarks
				Titles	Numbers	
1	Number of books	75	750 adequate coverage of a large number of standard text books and titles in all disciplines of pharmacy			
2	Annual addition of books		75 books per year			
3	Periodicals Hard copies / online		<b>06 National Journals</b> Indian Journal of Pharmaceutical Sciences Indian Journal of Pharmaceutical Education and Research Journal of Hospital Pharmacy Indian Journal of Pharmacology CIMS, MIMS Indian Journal of Experimental Biology.			
4	<b>Library Timings :</b>					

S. No.	Type	No. of Titles	Volume	Remarks
1	Reference Books			
2	Text Books			
3	General Books			

Books: Annual addition of books 50 Title and volume 150.