

MANDATORY DISCLOSURES

1. Name of the Institution
- Address including Telephone, Mobile, E-Mail
P M COLLEGE OF PHARMACY
KAMI ROAD, SONEPAT-131001 (HARYANA)
PH. NO. 0130-2203511
MOB. NO. 9812816666
E-mail: puranmurti@gmail.com

2. Name and address of the Society
- Address including Telephone, Mobile, E-Mail
PURAN MURTI EDUCATIONAL SOCIETY
KAMI, SONEPAT-131001 (HARYANA)
PH. NO. 0130-2203500
MOB. NO. 9812814444
E-mail: puranmurti@gmail.com

3. Name and Address of the Principal
- Address including Telephone, Mobile, E-Mail

MR. LOVKESH BHATIA
S/O SH. TARA CHAND BHATIA
W.NO.3, NEAR HANUMAN MANDIR,
SAFFIDON, DISTT- JIND
PH. NO. 0130-2203511
MOB. NO. 9812816666
E-mail: puranmurti@gmail.com

4. Name of the affiliating University
- STATE BOARD OF TECHNICAL EDUCATION, HARYANA – PANCHKULA**

5. Governance
- Members of the Board and their brief background

S. No	Name	Academic Qualification		Experience in Academic institutions (in years)		
		Technical	Non-Technical	Promotional	Management	Organization
1	Dr. Vijay Pal	√	--	04	06	06
2	Sh. Kapil Bhatia	--	√	04	05	02
3	Sh. Gautam Nain	--	√	01	01	---
4	Dr. Dhirender	√	--	07	02	02
5	Mr. Lovkesh	√	--	05	03	01

- Members of Academic Advisory Body

S. No	Name	Position	Qualification	Telephone Numbers	E-mail
01.	Dr. Vijaypal Nain	President	Ph.D. M.E (ECE)	+91981281444 4	puranmurti@gmail.com
02.	Mr. Lovkesh Bhatia	Member	M.Pharm	9728110078	pmcpkami@gmail.com
03.	Ms. Sunita	Member	M.Pharm	8168182243	pmcpkami@gmail.com
04.	Dr.Ranjit Singh	Members	PhD		
05.	Dr.Nasib Singh Gill		PhD		
06.	Dr. M.K.Jain		PhD		
07.	Dr. Dhirender Singh		PhD	+91946630003 1	chdsmittan@gmail.com

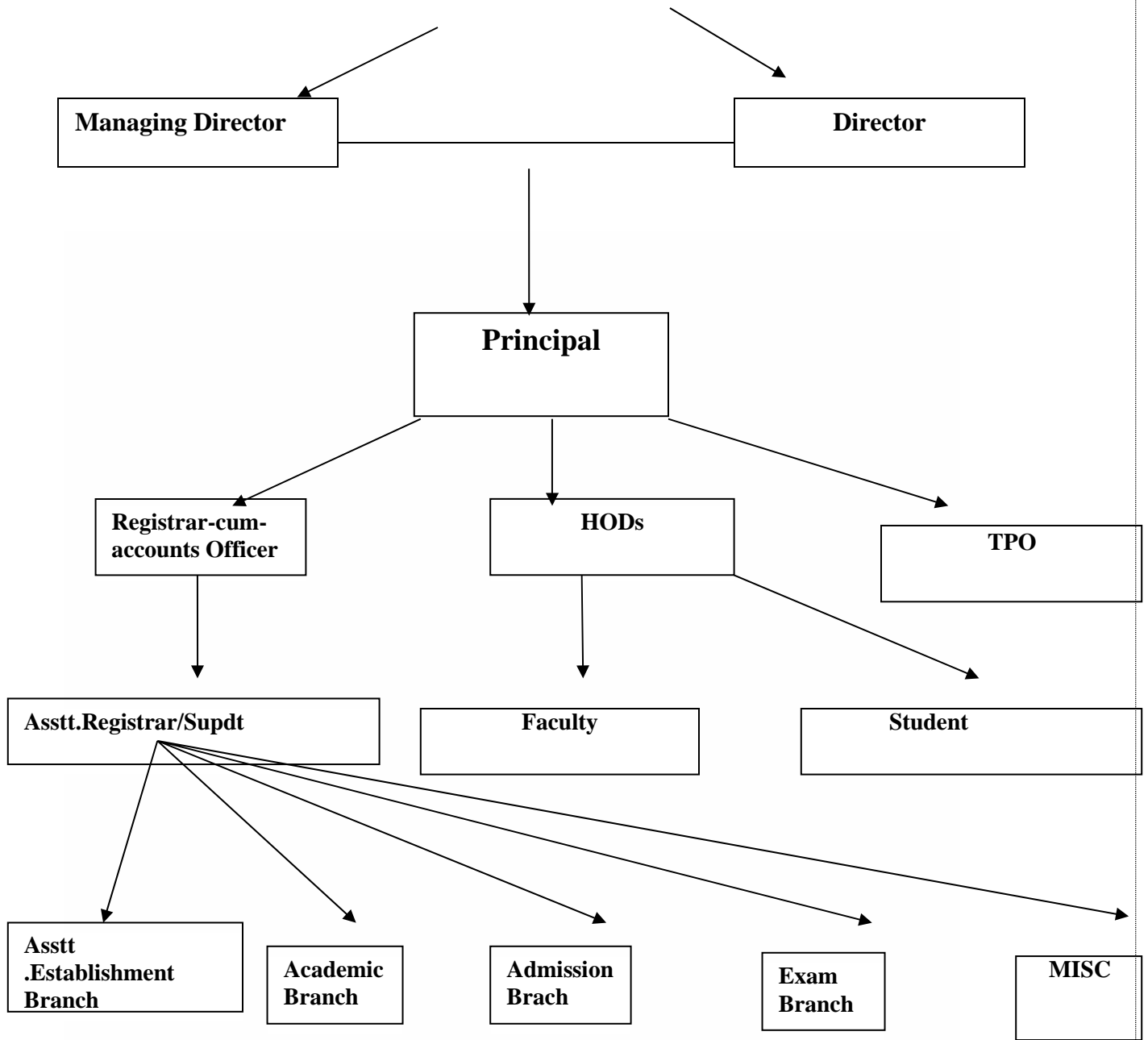
- Frequently of the Board Meeting and Academic Advisory Body

QUARTERLY

- Organizational chart and processes

AS UNDER :-

President



- Nature and Extent of involvement of Faculty and students in academic affairs/improvements

The Faculty is fully involved in daily academic activities of students like Providing extra time for their problems, Identifying lagging students and special attention for them, Class tests, Viva's , Presentations using Multimedia Projectors, Quiz's

- Mechanism/ Norms and Procedure for democratic/ good Governance
YES, IMPLEMENTED

- Student Feedback on Institutional Governance/ Faculty performance
This is the routine process of the Institution.

- Grievance Redressal mechanism for Faculty, staff and students
YES, AVAILABLE

- Establishment of Anti Ragging Committee
YES, AVAILABLE
Anti-Ragging Committee: -

S. No.	Name	Designation
1	Sh. Lovkesh Bhatia	Principal
2	Ms. Megha	Lecturer
3	Mrs. Sunita Ahlawat	Assistant Professor

- Establishment of Online Grievance Redressal Mechanism
YES

S.N o.	Members Name	Designation	Grievance Cell Designation
1	Mr. Lovkesh Bhatia	Principal	Chairman
2	Mr. Rohit Gulia	Judge, Dwarka Court, New Delhi	Ombudsman
3	Ms. Sumita	A.P.	Member
4	Ms. Sunita Ahlawat	A.P.	Member

- Establishment of Internal Complaint Committee (ICC)
YES

Sl. No.	Name and Designation	Status in the committee
1.	Mrs. Sunita Ahlawat	Presiding Officer
2.	Ms. Neelam Indora	Member
3.	Mrs. Sumita Kumari	Member
4.	Mrs Seema	Member
5.	Sh. Lovkesh Bhatia	Member

- Establishment of Committee for SC/ ST
YES

Sr. No.	Name	Designation
1.	Lovkesh Bhatia	Chairperson
2.	Mrs. Sumita kumari	Member

- Internal Quality Assurance Cell

YES

1. Mr. Kapil Bhatia (C.E.O)	Chairperson
2. Mr. K. S. Sandhu (Registrar)	Member from Administration
3. Dr. Dhirender (Director)	Member of Faculty
4. Mr. Lovkesh Bhatia (Principal, PMCP)	Member of Faculty
5. Mrs. Sunita (AP, PMCP)	Member of Faculty
6. Dr. Pardeep Kumar (Director, DCTM)	Academic Expert
7. Dr. Jyoti Sinha (Director, IGI)	Academic Expert

6. Programmes

- Name of Programmes approved by PCI

DETAIL AS UNDER:-

Sr. No.	Name of the Program	Branch	Starting Session	Approved Existing Intake	Affiliating Body
1	DIPLOMA	PHARMACY	2016-17	60	Department of Technical Education, Panchkula

- Name of Programmes Accredited
- Status of Accreditation of the Courses: **UNDER PROCESS**
 - Total number of Courses
 - No. of Courses for which applied for Accreditation
 - Status of Accreditation – Preliminary/ Applied for SAR and results awaited/ Applied for SAR and visits completed/ Results of the visits awaited/ Rejected/ Approved for Courses
- For each Programme the following details are to be given:
 - Name : **DIPLOMA IN PHARMACY**
 - Number of seats : **60**
 - Duration : **2 YEARS**
 - Cut off marks/rank of admission during the last three years

Diploma	PHARMACY	Minimum qualification for admission to Diploma in Pharmacy-A pass in 10+2 examination (science academic stream) with Physics, Chemistry and Biology or Mathematics.
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- Fee

DIPLOMA IN PHARMACY	2 Years	60000/-
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- Placement Facilities
YES, AVAILABLE

P M College of Pharmacy has acquired this status through meritorious and innovative students, high quality faculty, and contribution by distinguished alumni. Our institute offers a large pool of talent to recruit from, with a wide range of specializations diploma level. P M Educational Group is in the radar of the Corporate. Various MNC/SSC/MSC keep hiring our students on a

routine basis. Our students are placed in on/off campus drives during the recent past. Over the years, our students have become the preferred ones for campus placement by so many leading organizations. Organizations are welcomed to visit P M Educational Institutions and for pre - placement talks or kindly allow us to visit your esteemed organization. We promise whole hearted support to your team (admin, logistics, transports, infrastructure etc.) to ensure successful placement drives. We look forward to receive the team of your executives for recruitment at our lush green campus.

- Campus placement in last three years with minimum salary, maximum salary and average salary

YES.

Training and Placement

Class	Placements			Company/Hospital
	2018-19	2019-20	2020-21	
D. Pharmacy	45	50	52	Guardian Pharmacy, Hetero Health Care Limited, Apollo Pharmaceuticals, Global Health Line Pvt. Ltd, Super Religare Laboratories

- Name and duration of programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their approval. If there is Foreign Collaboration, give the following details: **NOT APPLICABLE**
 Details of the Foreign University
 - Name of the University
 - Address
 - Website
 - Accreditation status of the University in its Home Country
 - Ranking of the University in the Home Country
 - Whether the degree offered is equivalent to an Indian Degree? If yes, the name of the agency which has approved equivalence. If no, implications for students in terms of pursuit of higher studies in India and abroad and job both within and outside the country
 - Nature of Collaboration
 - Conditions of Collaboration
 - Complete details of payment a student has to make to get the full benefit of Collaboration
- For each Programme Collaborated provide the following:
 - Programme Focus
 - Number of seats
 - Admission Procedure
 - Fee
 - Placement Facility
 - Placement Records for last three years with minimum salary, maximum salary and average salary
- Whether the Collaboration Programme is approved? If not whether the Domestic/Foreign University has applied for approval

7. Faculty

- Branch wise list Faculty members:

Pharmacology – 1

Pharmaceutics – 3

Pharma Chemistry –2

Pharmacognosy - 1

- Permanent Faculty - 7
- Adjunct Faculty - **NIL**
- Permanent Faculty: Student Ratio **20:1**
- Number of Faculty employed and left during the last three years - 5

8. Profile of Principal

i. Name: **MR. LOVKESH BHATIA**

ii. Date of Birth : **15/10/1981**

iii. Unique id: **739268965411**

iv. Education Qualifications: **M.PHARMA**

v. Work Experience

- Teaching : **14 YEARS**
- Research: **N.A.**
- Industry: **N.A.**
- others

vi. Area of Specialization : **PHARMACOGNOSY**

vii. Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level : **DIPLOMA, UNDERGRADUATE**

viii. Research guidance

- No. of papers published in National/ International Journals/ Conferences: 05
- Master : 05

9. Fee

- Details of fee, as approved by State Fee Committee, for the Institution : **YES, AVAILABLE**
- Time schedule for payment of fee for the entire programme **ON/BEFORE START OF SEMESTER/YEAR**
- No. of Fee waivers granted with amount and name of students
- Number of scholarship offered by the Institution, duration and amount
- Criteria for fee waivers/scholarship

Puran Murti Campus is delighted to welcome outstanding students to our courses. We understand that undertaking higher education is a major financial decision, which is why we have a range of discounts and scholarships available.

SCHOLARSHIP SCHEME*

S.No	Scholarship Criteria	Fee Waiver
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S.No	Scholarship Criteria	Fee Waiver
1.	Above 95 % aggregate marks in qualifying exam	100 % on Tuition fee
2.	90 % to 94.99 % aggregate marks in qualifying exam	50 % on Tuition fee
3.	85 % to 89.99 % aggregate marks in qualifying exam	20 % on Tuition fee
4.	80 % to 84.99 % aggregate marks in qualifying exam	15 % on Tuition fee
5.	75 % to 79.99 % aggregate marks in qualifying exam	10 % on Tuition fee
6.	65 % to 74.99 % aggregate marks in qualifying exam	5 % on Tuition fee

* Note:

- The scholarship will be valid only for the first year of study.
- Above Scholarship is applicable for CBSE Board Students and Haryana Domicile only.

OTHER ACADEMIC AWARDS (Awarded in second and subsequent years)

S.No	Criteria	Award
1.	Students scoring 9.5 CGPA & Above in course examinations	Scholarship worth 45 % of the annual Tuition Fee (The scholarship will only be applicable for the respective year.)
2.	Students scoring 8.5 CGPA & Above in course examinations	Scholarship worth 30 % of the annual Tuition Fee (The scholarship will only be applicable for the respective year.)
3.	Students scoring 7.5 CGPA & Above in course examinations	Scholarship worth 20 % of the annual Tuition Fee (The scholarship will only be applicable for the respective year.)
4.	Top 10 outstanding students of the year	Cash Prize of Rs 2100 along with a suitable reward

Central/State Government Scholarships/ Institutional Scholarships

- Single Girl Child
- Physically Challenged
- Sports Person
- Minority Community Schemes (SC/ST/OBC Schemes)
- Merit Holder
- GPAT
- JRF/SRF
- Ex-Army Ward
- Economically Weaker Category – EWC

- Estimated cost of Boarding and Lodging in Hostels
72000/- PER YEAR

10. Admission

- a. Number of seats sanctioned with the year of approval: 2021-22

Sr. No.	Name of the Program	Branch	Starting Session	Approved Existing Intake	Affiliating Body
1	DIPLOMA	PHARMACY	2016-17	60	Department of Technical Education, Panchkula

b. Number of Students admitted under various categories each year in the last three years
2018-19: 60
2019-20: 58
2020-21: 60

c. Number of applications received during last two years for admission under Management Quota and number admitted

50% OF ADMITTED STUDENTS

11. Admission Procedure

- Calendar for admission against Management/vacant seats: **AS PER HSTES NORMS**
 - Last date of request for applications: **AS PER HSTES NORMS**
 - Last date of submission of applications **AS PER HSTES NORMS**
 - Dates for announcing final results: **AS PER HSTES NORMS**
 - Release of admission list (main list and waiting list shall be announced on the same day)
 - Date for acceptance by the candidate (time given shall in no case be less than 15 days)
 - Last date for closing of admission: **AS PER HSTES NORMS**
 - Starting of the Academic session: **AS PER HSBTE NORMS**
 - The waiting list shall be activated only on the expiry of date of main list
 - The policy of refund of the fee, in case of withdrawal, shall be clearly notified

AS PER REGULATORY BODIES NORMS

12. List of Applicants

- List of candidate whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats.

YES AVAILABLE

13. Information of Infrastructure and Other Resources Available

- Number of Class Rooms and size of each: 02 of 75 sq. mts. each
- Number of Tutorial rooms and size of each: 02 of 75 sq. mts.
- Number of Laboratories and size of each: 05 of 85 sq. mts.
- Number of Computer Centers with capacity of each – 1 (30 students)
- Central Examination Facility, Number of rooms and capacity of each: 06
- Barrier Free Built Environment for disabled and elderly persons: **YES, AVAILABLE**
- Occupancy Certificate: **YES, AVAILABLE**
- Fire and Safety Certificate: **YES, AVAILABLE**
- Hostel Facilities: **YES, AVAILABLE**
- **Library**
 - Number of Library books/ Titles/ Journals available (program-wise): **1805 books /230titles /15 journals**

- List of online National/ International Journals subscribed : **10 national /5 international**
- E- Library facilities: **YES, AVAILABLE**
- **Laboratory**
 - List of Major Equipment/Facilities in each Laboratory

Department of PHARMACEUTICS

Sr. No.	Equipment/apparatus	Qty/No.
1.	Ampoule filling & sealing machine	01
2.	Ampoule washing machine	01
3.	Aseptic cabinet	01
4.	Autoclave	01
5.	Balance Prescription	03
6.	Ball mill	01
7.	Bottle filling machine	01
8.	Bottle sealing machine	01
9.	Capsule counter	02
10.	Capsule filling machine	01
11.	Clarity test apparatus	01
12.	Collapsible Tube Crimping Machine	01
13.	Conical percolator	10
14.	Desiccators	08
15.	Digital balance	05
16.	Double cone blender	01
17.	Filtration assembly	01
18.	Friability test apparatus	01
19.	Hand grinding Mill	01
20.	Homogenizer	01
21.	Lipstick mould	06
22.	Magnetic stirrer with speed control	05
23.	Mechanical stirrer with speed control	02
24.	Mechanical stirrer with speed control	08
25.	Mechanical stirrer with speed regulator	02
26.	Melting point apparatus	01
27.	Monsanto hardness tester	01
28.	Ointment filling machine	01
29.	Ointment Slab	05
30.	Pfizer hardness tester	01
31.	Propeller, Mechanical agitator	01
32.	Standard Sieves	1 Set
33.	Steam distillation still	01
34.	Suppository mould	10
35.	Tablet Coating Pan With Polishing Pan	01
36.	Tablet disintegration test apparatus	01
37.	Tablet dissolution test apparatus	01
38.	Tablet Punch Machine	01
39.	Tincture Press	01
40.	Wt. Box. (Physical)	03
41.	Digital Ph Meter	01
42.	Digital Balance	01
43.	Autoclave	01

44.	BOD Incubator	01
45.	Hot Air Oven	01
46.	Water Bath	01
47.	Heating Mantle	05
48.	UV Chamber	01
49.	Colony Counter	01
50.	Trinocular Microscope	01
51.	Laminar air Flow	01
52.	Micro-pipette Single	04
53.	Micro-pipette Multiple	02
54.	Micro-Centrifuge	01
55.	Filtration Assembly	01

Department of PHARMACEUTICAL CHEMISTRY

Sr. No.	Equipment/apparatus	Qty/No.
1.	Arsenic Limit Test Apparatus	20
2.	Atomic Model Set	01
3.	Balance, Analytical	05
4.	Balance, Digital	02
5.	Balance, Digital 1 mg	01
6.	Burettes	40
7.	Distillation unit, All glass	02
8.	Hot plate	07
9.	Limit test apparatus, Arsenic	24
10.	Magnetic stirrer with thermostat	10
11.	Muffle Furnace	01
12.	Nessler's Cylinders	40
13.	Periodic Table Chart	02
14.	pH meter, Digital	01
15.	Refrigerator	01
16.	Reflux flask with condenser	20
17.	Reflux flask (Double/Triple Neck) with condenser	20
18.	Suction pump	05
19.	Vacuum Pump	01
20.	UV Chamber	01
21.	Wt. Box, Analytical	05

Department of PHARMACOLOGY

Sr. No.	Equipment/apparatus	Qty/No.
1.	Balance, Digital	01
2.	Balance, Physical	01
3.	Blood Lancet	600
4.	Centrifuge	01
5.	Charts, Anatomy, Laminated	04
6.	Charts, Anatomy, Polyart	02
7.	Different Contraceptive Devices and Models	One Set of each device
8.	Digital pH meter	01
9.	Dissecting Surgical Instruments	02
10.	Dissection Board	02 each
11.	Haemocytometer with Micropipette	10

12.	Haemoglobinometer	20
13.	Haemostatic Artery forceps	05
14.	Hypodermic syringes and needles of size 15,24,26G	Adequate
15.	Incinerator	01
16.	Lucas Moist chamber	01
17.	Microscopes, student	10
18.	Models for organs	10
19.	Refrigerator	01
20.	Skeleton & Bones	01 Set
21.	Sphygmomanometer	05+ 04
22.	Spiro-meter, Hutchison's	01
23.	Stethoscope	05+04
24.	Thermometer, Clinical	03
25.	Thermometer, Digital	03
26.	Watch (Stop)	04
27.	Wt. Box. (Physical)	02
28.	Myographic Lever	01
29.	Stimulator	01
30.	Centrifuge	01
31.	Digital Balance	01
32.	Sherrington Kymograph Machine	01
33.	Perspex Bath Assembly	01
34.	Actophotometer	01
35.	Rota Rod	01
36.	Pole Climbing apparatus	01
37.	Analgesiometer	01
38.	Convulsiometer	01
39.	Plethysmograph	01

Department of **PHARMACOGNOSY**

Sr. No.	Equipment/apparatus	Qty/No.
1.	Autoclave	01
2.	Balance, Digital	02
3.	Balance, Moisture	01
4.	Camera lucida	15
5.	Charts, Rexine	08
6.	Clevenger Apparatus	10
7.	Dissecting Microscope	04
8.	Distillation unit, All glass	01
9.	Eye piece for Microscope 5x	05
10.	Heating Mantle	10
11.	Hot air oven	01
12.	Micro-pipette 1ml	01
13.	Microscope with stage micrometer	10
14.	Muffle furnace	01
15.	pH meter Digital	01
16.	Projection Microscope	01
17.	Refrigerator	01
18.	Reflux flask with condenser	20
19.	Soxhlet Apparatus	10
20.	Vacuum pump	01

21.	Water bath (Copper)	10
22.	Water bath (electric)	01

- List of Experimental Setup in each Laboratory/ Workshop: **YES, AVAILABLE**
- **Computing Facilities**
 - Internet Bandwidth: **08Mbps**
 - Number and configuration of System: **i3, Win-7, 560GB HDD, 6GB RAM**
 - Total number of system connected by LAN: **30**
 - Total number of system connected by WAN: **02**
 - Major software packages available: **YES, AVAILABLE**
 - Special purpose facilities available: **YES, AVAILABLE**
 - Innovation Cell: **YES, AVAILABLE**
 - Social Media Cell: **YES, AVAILABLE**
- **List of facilities available**
 - Games and Sports Facilities: **YES, AVAILABLE**
 - Extra-Curricular Activities: **YES, AVAILABLE**
 - Soft Skill Development Facilities: **YES, AVAILABLE**
- **Teaching Learning Process**
 - Curricula and syllabus for each of the programmes as approved by the Board: **YES, AVAILABLE**
 - Academic Calendar of the Board: **YES, AVAILABLE**
 - Academic Time Table with the name of the Faculty members handling the Course: **YES, AVAILABLE**
 - Teaching Load of each Faculty: **YES, AVAILABLE**
 - Internal Continuous Evaluation System and place: **YES, AVAILABLE**
 - Student's assessment of Faculty, System in place: **YES, AVAILABLE**
- **Special Purpose**
 - Software, all design tools in case
 - Academic Calendar and frame work: **YES, AVAILABLE**

14. Enrollment of students in the last 3 years

2018-19: 60

2019-20: 58

2020-21: 60

15. List of Research Projects/ Consultancy Works NOT APPLICABLE

- Number of Projects carried out, funding agency, Grant received
- Publications (if any) out of research in last three years out of masters projects
- Industry Linkage
- MoUs with Industries (minimum 3): **YES, AVAILABLE**

16. LoA and subsequent EoA till the current Academic Year: **YES, AVAILABLE (EXTENSION OF AFFILIATION FOR AY 2021-22 FROM HSBTE)**



PHARMACY COUNCIL OF INDIA

E-mail : registrar@pci.nic.in

NBCC Centre, 3rd Floor Plot No. 2, Community Centre

Website : www.pci.nic.in

Maa Anandainai Marg Okhla Phase I

Contact 011-61299900/01/02/03

NEW DELHI - 110020

DECISION LETTER

Institute Name / Inst ID : P M College Of Pharmacy Kami Road Sonipat Delhi Ner/PCI-1515

State : HARYANA

District : Sonapat

Sub-District : Sonapat

Village/Town/City : INAMI

Pin Code : 131001



Sir / Madam

With reference to the subject cited above I am directed to convey the approval of PU as per Following

Details

Course	Name of Affiliation	Decision	Approval Status
D.Pharm	The Secretary State Board of Technical Education Bays Panlikula	Annexure-7 Item No.32 of of" 111 CC (fi & 7 April, 2021) Extension of approval upto 2021-2022 academic session for 60 admissions for D.Pharm course.	Approved

Date 20th Jul 2021

AMIT MITRA

For Archna Mudgal
Registrar-cum-Secretary

Copy to:

- Registrar of the University
- Principal of the college
- Secretary/Chairman of the Trust Society
- Guard File (PCI)

Note: Validity of the course details may be verified at www.pci.nic.in.

By Pact

HARYANA STATE BOARD OF TECHNICAL EDUCATION

Address: Ho: 7-1a, Sector 17, Gurgaon

Fax No:- 0172-2560224

E-Mail ID: dsaf4liation@hsbte.org.in, Website: www.hsbte.com

Letter No. 303/AH/HSB

Dated: 8/2021

To

The Principal
PIN College of Pharmacy,
Kami Road (Delhi-NCR), Sonapat, Haryana-131001

Subject: Extension of Provisional Affiliation for the Academic year 2021-22.

Sir/Nadam,

Kindly refer to your proposal regarding Extension of Affiliation for the Academic year 2021-22 for conducting diploma courses in your Institute.

In this regard, in terms of the provisions under the Haryana State Board of Technical Education Act No. 19 of 2008 at clause 27 (u), norms, standards, procedures, conditions, other notifications issued from time to time, I am directed to convey the extension of provisional affiliation to PIN College of Pharmacy, Kami Road (Delhi-NCR), Sonapat to conduct following diploma course with PCI approved intake for the academic year 2021-22:

Sr. No.	Duration	Course	Intake
1	2 Years	Diploma in Pharmacy	60
		Total	60

The above mentioned affiliation is subject to the condition that the institution shall follow and adhere to Regulations, guidelines, norms, standards & directions issued by HSBTE/ PO/State Govt. from time to time. The same can be verified by conducting inspection any time by the HSBTE.

The institution shall fulfil the following conditions:

- The management shall provide adequate funds for development of land and for providing related infrastructural, instructional and other facilities as per norms and standards laid down by the PCI as well as norms and standards prescribed by HSBTE in affiliation Bye-laws and act of HSBTE from time to time and for meeting recurring expenses.
- The institution by virtue of affiliation to HSBTE shall be automatically entitled for physical inspection regarding whether institution has complied the conditions of approval letter issued by PCI as well as other conditions mentioned in Act of HSBTE & Affiliation Bye-laws and in case of pharmacy course it shall also be the duty of the

institute/polytechnic concerned to fulfil all the requirements of Education Regulations 1991, laid down by PCI and as amended from time to time. If found that there are no deficiencies then only the institute shall be entitled for affiliation otherwise only after the compliance of deficiencies observed by committee it shall be considered for affiliation by HSBTE.

- 3. The admissions shall be made in accordance with the regulation notified by the State Govt. only after adequate infrastructure and all other facilities, including, the availability/recruitment of the required faculty as per PO norms, with prior Affiliation by HSBTE as per the rules and regulations of the Board. If found otherwise, appropriate action shall be initiated against the institution.**
4. No excess admission shall be made by the institution over and above the approved intake under any circumstances. In case any excess admission is reported to the Board appropriate action as per the rules and regulations of the Board shall be initiated against the Institution.
5. The curriculum of the course, the procedure for evaluation and assessment of students shall be in accordance with the norms prescribed by HSBTE and the facilities to implement curriculum prescribed by Haryana State Board of Technical Education shall be in place.
6. It shall be obligatory for all institutions/Polytechnics affiliated to the HSBTE to install Biometric machine to ensure presence of students in class at least with 80% attendance so as to promote teaching learning process, skill and knowledge of students.
7. The institution shall ensure regular academic monitoring. The Board shall have a power to withdraw the affiliation of the institute in case of poor academic performance of the institute for three consecutive years as per Clause 2 (vi) of Chapter VI of Affiliation Bye-Laws of the Board.
8. The institution shall not run any non-technical education courses or institution in the same premises or campus and or in the name of the Institution without prior permission or approval of PCI, State Govt. and HSBTE. If found so, appropriate action as per the rules and regulations shall be initiated against the Institution.
9. The institution shall not conduct any courses in the field of technical education in the same premises or campus and or in the name of the institution without prior permission and approval of PCI.
10. The tuition and other fees shall be charged as prescribed by the Competent Authority or State Fee Committee from time to time. No capitation fee or fine or any other fee of any kind shall be charged from the students or parents of students or guardians of students in any form. If found so, appropriate action as per the rules and regulations shall be initiated against the institution.
11. **Examination Centre: Creation of an Examination Centre in the college will be at the discretion of the Controller of Examinations. The centre of examinations for the students studying in the College can be shifted to any other college. In such a situation, it will be the responsibility of the Institution to make arrangements for transporting the students to the centre of Examinations without any extra charges from the students. Similarly, the Board can also shift the students of one institute/polytechnic to another institute/polytechnic under reference for which necessary infrastructure will have to be provided by the Principal concerned. In order to ensure transparency and monitoring CCTV cameras shall be installed in the Examination Centre.**

-*....."12. " The account of the institution/trust shall be audited annually by a certified Chartered Accountant and shall be open for inspection by the Board or any other Body or persons authorized by it.
13. The Principal, teaching and other staff shall be appointed in given time frame and selection shall be done according to procedures, qualifications and experience prescribed by the PCI from time to time and pay scales are as per the norms prescribed by the PCI from time to time.
14. The institution shall publish an information booklet before commencement of the academic year giving details regarding the institution and courses / Programs being conducted and details of infrastructural facilities including faculty etc. in the form of mandatory disclosure. The information booklet may be made available to the stakeholders of the Technical Education. The mandatory disclosure information, as per directions of HSBTE, shall be put on the Institution website and same shall be sent to the Board.
15. It shall be mandatory for the institution to maintain a website providing the prescribed information as per HSBTE norms. The website information must be regularly updated in first week of every month preferably with a link to HSBTE website.
16. If a technical Institution fails to disclose the information or suppress and or misrepresents the information, appropriate action as per the rules and regulations shall be initiated against the Institution.
17. Board may carry out inspections round the year for verifying the status of the Institution to ensure compliance of norms and standards, academic ambience etc.
18. Institution shall provide infrastructure, facilities i.e. faculty, laboratories etc., for smooth implementation of curriculum.
19. Board may also conduct inspections with or without notifying the dates to verify specific complaints, to verify adherence to PCI norms and standards, to verify any misrepresentation, violation of norms and standards, malpractices etc.
20. The Institution by virtue of the affiliation by the Board shall not automatically become claimant to any grant-in-aid from the Central or State Government.
21. Fee and security received from the students should be refunded as per State Govt. and PCI instructions.
22. The Institute shall take appropriate measures for prevention of ragging in any form, in the light to PCI notification "Pharmacy Council of India Regulations on Curbing the Nlenace of Ragging in Pharmacy Colleges, 2012" notified vide No. 14-1/11-PCI-R-I dated May, 201Z. In case of failure to prevent the instances of ragging by the Institutions, the Board shall take appropriate action as per the notified regulations of PCI.
23. The Institute shall ensure establishment of Grievance Redressal Committee in the Institute.
24. The Institute shall ensure establishment of Internal Complaint Committee (ICC) (As per section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013).
25. The Institute shall ensure establishment of Committee for SC/ST (As per the Scheduled Castes and the Schechuled Tribes (prevention of Atrocities) act, 1989, No. 33 of 19B9, dated 11.09, 19B9).
26. It shall be obligatory for all institutions/Polytechnics affillated to the HSBTE to follow examination rules for the smooth conduct of Haryana State Board Examination. The institution which do not co-operate in the conduct of examination & found indulging in malpractices/violation of rules by DTE/PCI/HSBTE, shall be liable for suitable anion



which could even lead to disaffiliation of the institution as per rules and regulation of the Board.

-"27." Building: The entire building of the college will be at the disposal of the Controller of Examination (for theory and practical both) is created It will be obligatory for the Principal to provide necessary infrastructure for smooth conduct of examination.
- * 28. All the laboratories, workshops etc., shall be equipped as per the syllabi of the affiliating Board and shall be in operational condition before making admissions.
29. A library shall be established with adequate number of titles, books, journals, (both national & international), E-subscription, etc. as per PM norms.
30. A computer centre with adequate number of terminals, printers etc. shall be established as per PCI norms.
31. The institution shall provide barrier free environment and toilets for physically challenged persons. centre will be shifted
32. During Examination if any kind of complaint is received, the either to Government or nearby Polytechnic as deemed fit without assigning any reason.
33. Staff: For the purpose of conduct of examinations, the services of entire teaching & non-teaching staff will be at the disposal of the Controller of Examination. The examination duties can be assigned to any member of teaching and non-teaching staff which will have to be complied with the interest of smooth conduct of examinations.
34. Strong Room: There will be a Strong Room in the institute/polytechnic at the prime location-adjacent to the office of the Principal to keep the confidential material of the Board as and when required. The Strong Room will essentially have double lock system.
35. The Board shall contemplate action including withdrawal of affiliation in case of violation of conditions/any condition as enumerated.
36. The institute shall follow Standard Operating Procedure (SOP) and advisories as issued by State Government time to time for combating and preventing the spread of COVID-19 pandemic.
- The Management of the institute shall strictly follow conditions as may be specified by the HSBTE/PCI/State Govt. from time to time. The Board may withdraw the affiliation, in case it observes any violation of the above conditions and/ or non-adherence to the norms and standards prescribed by the HSBTE/ PCI / State Govt., misrepresentation of facts and submitting factually incorrect information to it.

Assistant Hetary
for Secretary, Haryana State Board of
Technical Education, Panchkula

CC:

1. Registrar, Pharmacy Council of India, NBCC Centre, 3rd Floor, Plot No.2, Community Centre, Maa Anandamai Narg, Okhla Phase - I Landmark - (Near Hotel Crowne Plaza) New Delhi — 110020 for kind information & necessary action,
2. Guard file.

17. Accounted audited statement for the last three years: YES, AVAILABLE