



Pharmacy Council of India

A STATUTORY BODY UNDER MINISTRY OF HEALTH & FAMILY WELFARE

USER MANUAL

Examining Authority Portal



**PREPARED BY:
PHARMACY COUNCIL
INDIA**

**A STATUTORY BODY UNDER
MINISTRY OF HEALTH & FAMILY WELFARE,
GOVERNMENT OF INDIA**



Table of Contents

1.	Introduction.....	5
1.1	Accessing the Portal Home Page	5
1.2	Navigating to Examining Authority Registration.....	5
1.3	Examining Authority Registration Form – Overview	6
1.4	Filling the Examining Authority Registration Form.....	6
1.4.1	Authority Details Section	6
1.4.2	Submission of Registration.....	7
1.5	Login to the Examining Authority Portal	8
1.5.1	Accessing the login page	8
1.5.2	Login page – Field Description	8
2.	Examining Authority Dashboard – Overview	9
2.1	Header Section	10
2.2	Summary Tiles	10
2.3	Application Status Tracker.....	10
2.4	Form Submission Process	11
2.5	Left Navigation Menu	11
3.	Application Form – Overview	12
3.1	Navigating to the application form	12
3.2	Examining Authority Application – Overview.....	12
3.3	Authority Details Section.....	13
3.4	Location Details Section	13
3.5	Course Selection.....	13
3.6	Controller Details Section (Mandatory).....	14
3.7	Saving and Submitting the Application Form.....	14
4.	Affiliated Institutes	15
4.1	Adding an Affiliated Institute	16
4.2	Submitting the Institute Details.....	17
5.	Documents	17
5.1	Statutory Document Upload Status Panel.....	18



Pharmacy Council of India

A STATUTORY BODY UNDER MINISTRY OF HEALTH & FAMILY WELFARE



5.2	Uploading a Document	18
5.3	Examining Authority Documents List	18
6.0	Sessional Criteria	20
6.1	Conduction of Sessional Examination	20
6.2	Sessional Question Paper Setting and Moderation	21
6.3	Assessment of Sessional Answer Books.....	22
6.4	Records and documentation	23
6.5	Technology and software used for examination process	24
6.6	Student Training Documents verification (Diploma / Degree)	24
7.0	University Examination Criteria	26
7.1	Paper Setting /Moderation Procedure	26
7.2	QP Typing & Printing Procedure	27
7.3	Conduction of Examination	28
7.4	Assessment of Answer Books.....	29
7.5	Special Committee	30
7.6	Result Section.....	30
7.7	Record of Diploma / Degree Certificates Issued	31
7.8	Records and Documentation	32
8.0	Revaluation Data of Students.....	33
8.1	Details to be Provided	33
8.2	User Actions	34
8.3	Important Notes.....	34
9.0	Report.....	35
9.1	Examining Authority Details	35
9.2	Affiliated Institutes.....	36
9.3	Sessional Criteria.....	36
9.4	University Examination Criteria	36
9.5	Revaluation Statistics	37
10.0	Dashboard (After completion of form).....	39
10.1	Header Information.....	39
10.2	Summary Cards.....	39



Pharmacy Council of India

A STATUTORY BODY UNDER MINISTRY OF HEALTH & FAMILY WELFARE



10.3	Application Status Tracker	40
10.4	Declaration Section.....	40
10.5	Examination Authority Evaluation Fee	41

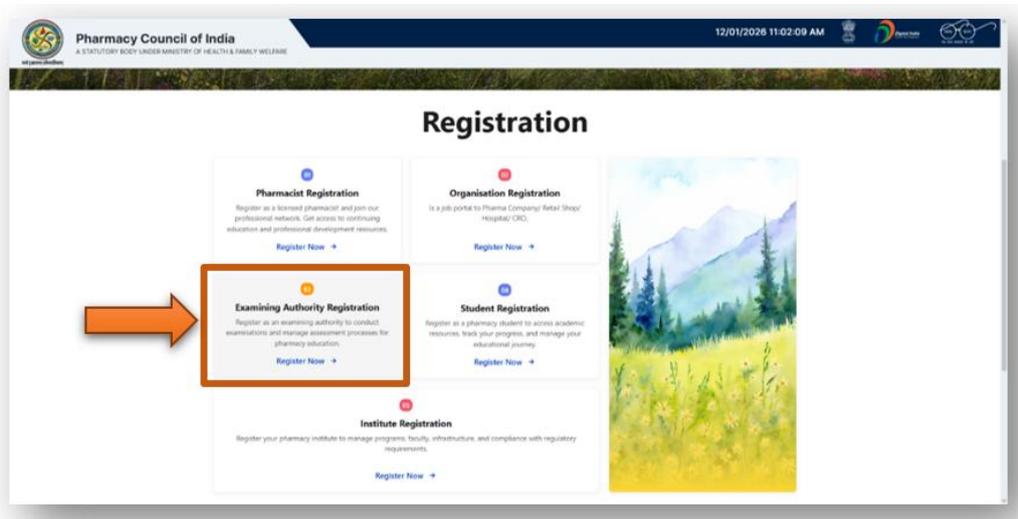
1. Introduction

The Examining Authority Portal of the Pharmacy Council of India (PCI) is designed to facilitate online registration and management of the examining boards/ universities that grants consent to pharmacy institutions for conducting examinations of the various pharmacy courses as per the regulations of Pharmacy council of India.

This portal enables examining authorities to submit their organisation details, examination processes at the Institution level and University Level examinations being conducted, list of institutions allowed by the university/ boards for the various courses, examination schedules, and reporting etc.

1.1 Accessing the Portal Home Page

1. Open a supported web browser (Google Chrome / Microsoft Edge – latest version recommended).
2. Enter the DIGI-PHARMed Portal URL i.e. <https://digipharmed.pci.gov.in/#/digipharmed>.
3. Scroll the page, and the Registration Home Page is displayed, presenting multiple registration options for different stakeholder categories (Pharmacist Registration, Organisation Registration, Examining Authority Registration, Student Registration & Institute Registration).
4. Each option is represented as a separate tile with a ‘Register Now’ button.



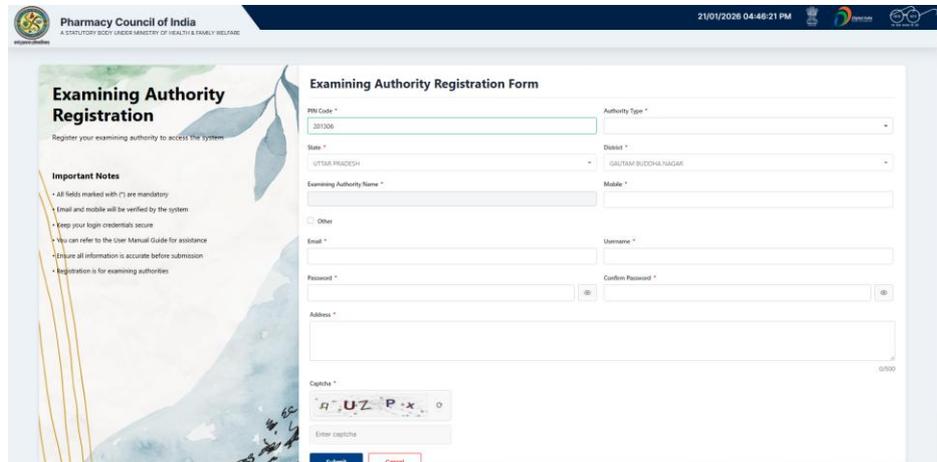
1.2 Navigating to Examining Authority Registration

To begin registration as an Examining Authority:

1. Locate the tile labelled ‘**Examining Authority Registration**’ on the home page as shown in the screenshot above.
2. Review the brief description provided below the tile, which clarifies that this option is intended for examining boards/universities.

3. Click on **‘Register Now’** under the Examining Authority Registration tile.

Upon clicking, the system redirects the user to the **Examining Authority Registration Form** as shown below.



1.3 Examining Authority Registration Form – Overview

The registration form is a structured, multi-section form designed to capture administrative details of the examining authority.

Important Notes:

- All fields marked with (*) are mandatory.
- Email ID and mobile number will be verified by the system via OTP. Please ensure that the email ID and mobile number is having the admin control of the university.
- Users are advised to ensure accuracy before submission to avoid any inconvenience
- Login credentials must be kept secure for further access.

1.4 Filling the Examining Authority Registration Form

1.4.1 Authority Details Section

Users are required to enter the following information:

- **Authority Type** - Select the appropriate type (e.g., State University, Private University, Board, etc.) from the dropdown based on your applicability. Kindly note that to select this authority type judiciously as the list of documents will vary for different type.
- **Examining Authority Name** - Enter the full official name of the examining board/university as per records from the dropdown.



In case, your name is not in dropdown, then ensure to use the correct name after all attempts that the name is not in dropdown. Kindly avoid using full address while entering name of the Examining Authority.

- Do not include: road name, area, city, hospital, college, or campus details
- Include only: official name of the Examining Authority / University Avoid duplicates caused by address variations

Sample Examining Authority Name for Others Category:

- Incorrect (Name mixed with address / extra details)**
 - Rajiv Gandhi Proudyogiki Vishwavidyalaya Airport Bypass Road Gandhi Nagar Bhopal
- Correct (Only standardized examining authority name)**
 - Rajiv Gandhi Proudyogiki Vishwavidyalaya

- **Email ID** - Enter a valid and active email address. This will be used for login, communication, and system alerts.
- **Username** – Auto filled as per your email ID.
- **Password & Confirm Password** - Set a secure password following the password policy defined by the system.
- **Mobile Number** - Enter an active mobile number for OTP verification and alerts.
- **PIN Code** - Enter the 6-digit PIN code corresponding to the authority’s location.
- **Captcha Verification** - Enter the captcha text as displayed to validate human interaction.

1.4.2 Submission of Registration

- Review all entered details carefully.
- Ensure mandatory fields are completed and no validation errors are displayed.
- Click on ‘Submit’ to submit the registration request.

Upon successful submission:

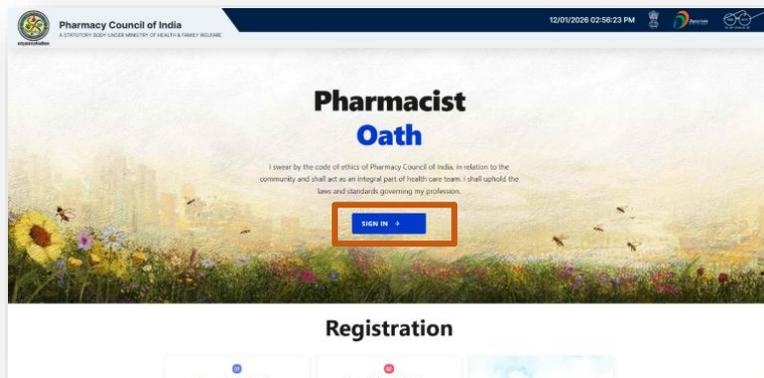
- The application is recorded in the system.
- A confirmation message is displayed and kindly take the note of EA Unique code.
- The application proceeds to the verification/scrutiny workflow as defined by PCI.

1.5 Login to the Examining Authority Portal

Once the Examining Authority registration is completed successfully, users can access the portal using the credentials created during registration.

1.5.1 Accessing the login page

- Open the official PCI portal URL.
- Click on ‘Sign In’ available on the portal homepage.
- The system redirects the user to the Login Page.



1.5.2 Login page – Field Description

The Login page consists of the following components:

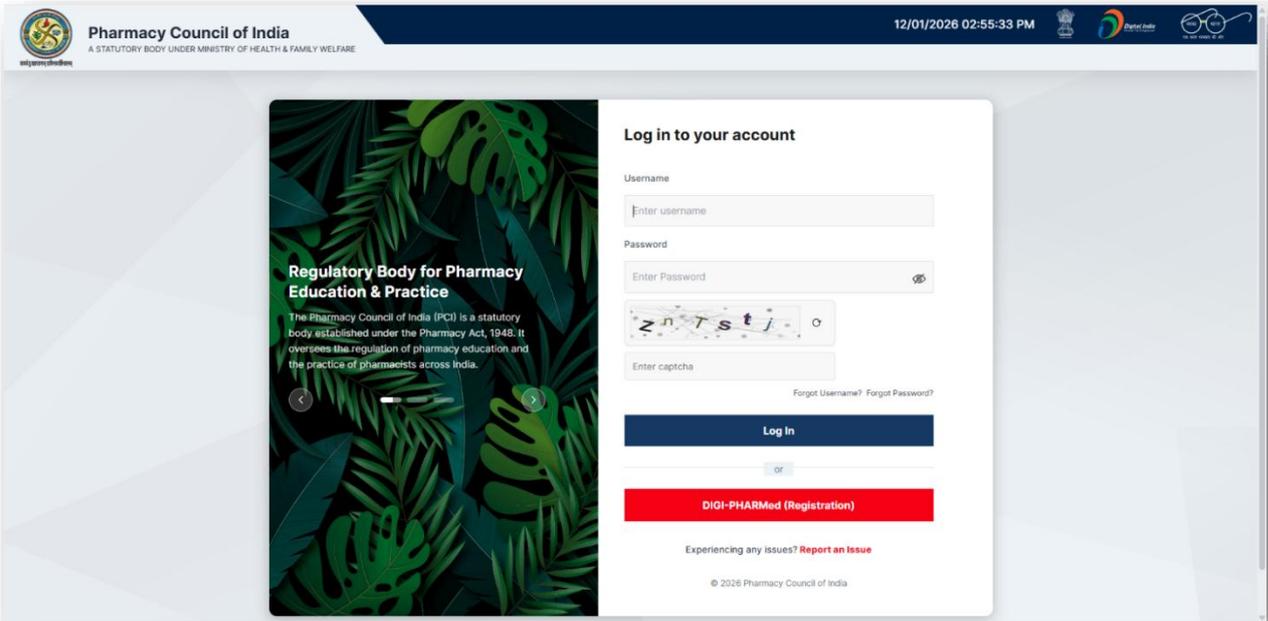
- Username - Enter the registered username (registered email ID).
- Password - Enter the password created at the time of registration. (Password visibility can be toggled using the eye icon.)
- Captcha Verification - Enter the captcha text displayed on the screen to validate user authenticity.
- Forgot Username / Forgot Password - Use these links in case login credentials are forgotten. OTP-based recovery is supported.
- Log In Button - Click to authenticate and access the portal.
- DIGI-PHARMed (Registration) - Redirects to the DIGI-PHARMed registration module, if required.

Note: Ensure that the captcha is entered correctly; otherwise, login will not be successful.



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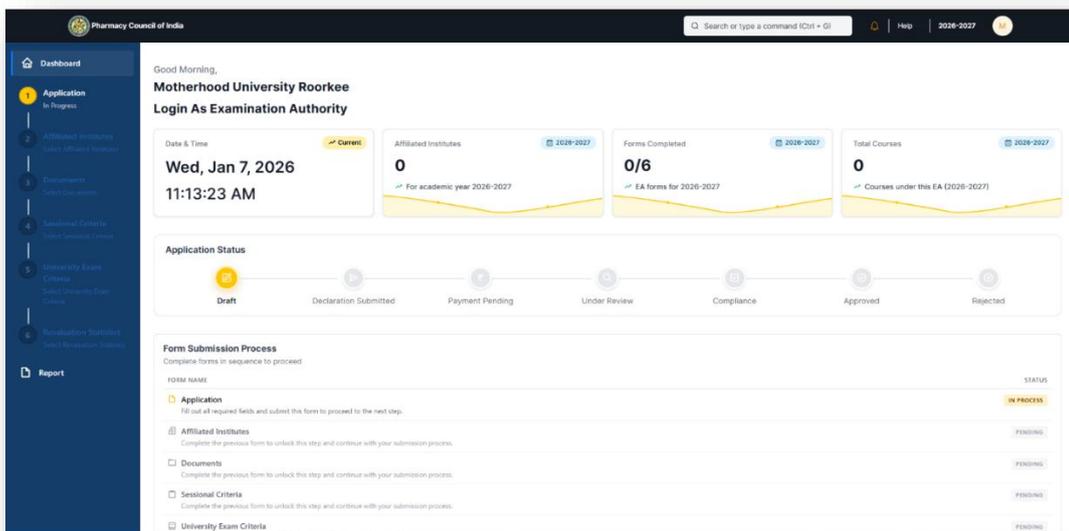
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Upon successful authentication, the user is redirected to the Examining Authority Dashboard.

2. Examining Authority Dashboard – Overview

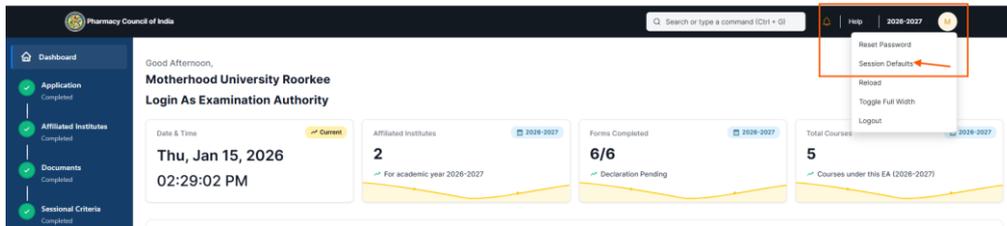
The Dashboard serves as the central workspace for the Examining Authority and provides a consolidated view of application progress, academic data, and actionable items.





2.1 Header Section

- Displays the Examining Authority Name (e.g., Motherhood University Roorkee).
- Indicates the Academic Year (e.g., 2026–2027). User can change the session of the academic as per their requirements. User can click on the User icon and click on “session defaults” to change the same.



2.2 Summary Tiles

The dashboard displays real-time summary cards, including:

- Date & Time - Shows the current system date and time.
- Affiliated Institutes - Indicates the total number of institutes affiliated with the Examining Authority.
- Forms Completed - Displays the number of completed forms out of the total required forms.
- Total Courses - Reflects the number of courses mapped under the Examining Authority for which the examining authority/boards are giving consent to institutions.

2.3 Application Status Tracker

A visual workflow indicator shows the current status as per the various stages of the application:

- Draft
- Declaration Submitted
- Payment Pending
- Under Review
- Compliance
- Approved
- Rejected

The highlighted stage indicates the current position of the application in the approval lifecycle.



2.4 Form Submission Process

This section lists all mandatory forms to be completed in a defined sequence:

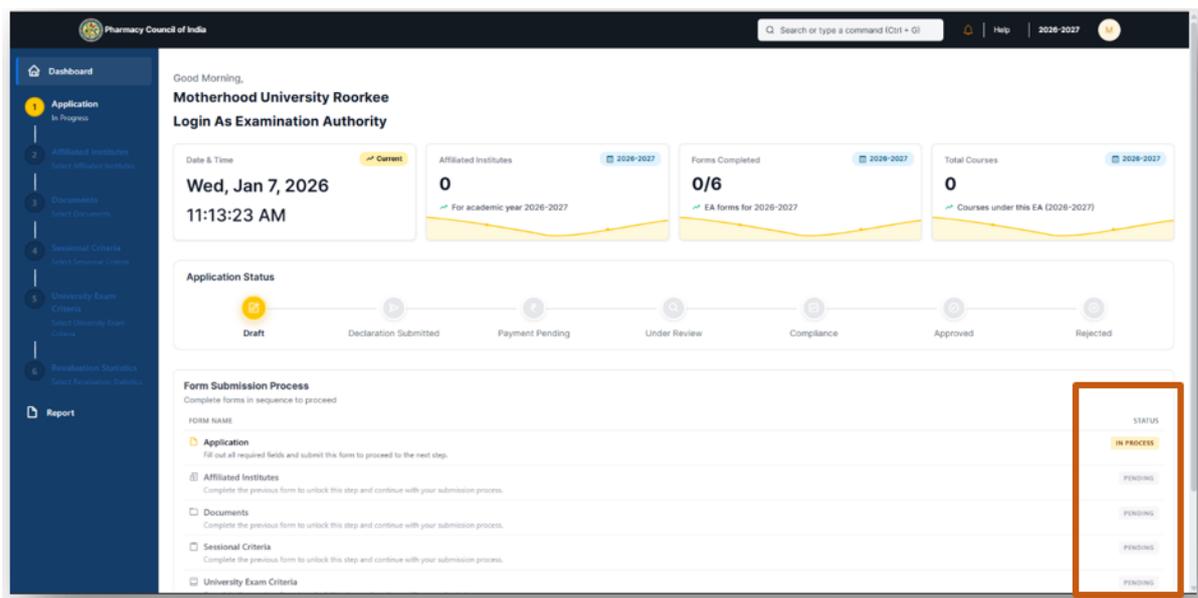
- Application – In Progress; Initial authority details form.
- Affiliated Institutes – Pending
- Documents – Pending
- Sessional Criteria – Pending
- University Exam Criteria – Pending

2.5 Left Navigation Menu

The left-hand panel provides structured navigation across modules:

- **Dashboard:** Provides a consolidated, real-time overview of key metrics, alerts, application status, and actionable insights through visual summaries and indicators.
- **Application:** Enables users to submit, track, and manage basic details of the examining authorities and controller details.
- **Affiliated Institutes:** Allow the user to add the lists of approved authorities and displays a structured list of affiliated institutes with relevant details such as affiliation status, course approvals, and academic sessions for which the consent has been granted to the examining authority.
- **Documents:** Acts as a centralized repository for uploading, viewing, verifying, and managing mandatory statutory documents as required by the council.
- **Sessional Criteria:** Defines and manages sessional examination assessment parameters as per the requirements and points cited by council.
- **University Exam Criteria:** Outlines university examination regulations and eligibility conditions as per the parameters mentioned by the council.
- **Revaluation Statistics:** Presents analytical insights on revaluation requests, outcomes etc. for the examinations during the academic sessions.
- **Report:** Generates role-based, downloadable reports and analytics for all the information's added in the entire application form.

Each menu item becomes active based on form completion status.



3. Application Form – Overview

After successful login, the Examining Authority is required to complete the Application Form as the first mandatory step in the submission workflow as per the below:

3.1 Navigating to the application form

- From the left navigation panel, click on ‘Application’.
- The system opens the Examining Authority Application page, marked as ‘In Process’.

3.2 Examining Authority Application – Overview

The Application Form captures core institutional and administrative details required for PCI approval. Some fields are auto-populated based on registration data and are non-editable, while others require user input.

At the top of the page:

- The Application Reference Number (e.g., PCI-EA-UP-103) is displayed; *where PCI is static, EA stands for Examining Authority, followed by the State/ Union Territory and number sequence.*
- This page is divided in to two different parts i.e. “Authority Details” and “Location Details”.
- A ‘Save & Next’ button is available to proceed after completing mandatory fields.

3.3 Authority Details Section

This section displays the primary information of the Examining Authority.

Auto-Populated (Non-editable) Fields are Authority Type (e.g., Private University; Register Type (New); Authority Name; Registered Email ID; Mobile Number.

These fields were filled by the user during the registration.

Editable Fields are as under:

Courses - Select the courses approved by the Examining Authority for which consent may be granted to affiliated institutes. Multiple courses can be selected as applicable from the dropdown. Kindly note that the selected courses will only be considered as the list of courses for which the consent is given by the respective examining authority.

Note: Only PCI-recognized courses should be selected. These selections will be used during scrutiny and downstream validations while adding the list of institutions and courses for which consent has been provided.

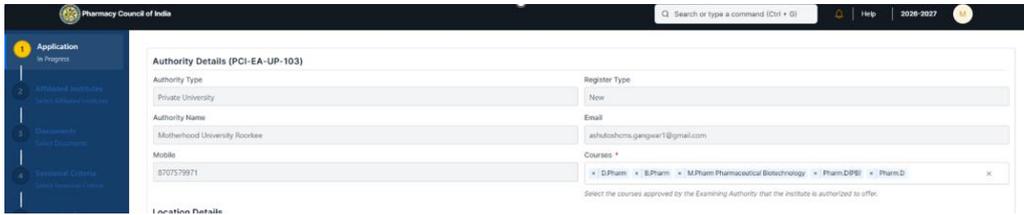
3.4 Location Details Section

This section captures the official address of the Examining Authority i.e. PIN Code*, State*, District*, Postal Address* and all these fields are auto-filled based on PIN code selection and the same are non-editable.

3.5 Course Selection

- Select the courses approved by the Examining Authority (e.g., D. Pharma, B. Pharma, M. Pharma, Pharm. D etc).
- Multiple courses can be selected and the same will be locked after the form submission. Therefore, ensure that all valid courses are selected properly.

- These selections define the academic scope for which the examining authority is eligible to grant consent to the institutions.



The screenshot shows the 'Authority Details' section of the application form. The Authority Type is 'Private University'. The Authority Name is 'Motherhood University Roorkie'. The Mobile number is '8707579971'. The Register Type is 'New'. The Email is 'ashutoshm.gangwar1@gmail.com'. The Courses selected are 'D.Pharm', 'B.Pharm', 'M.Pharm Pharmaceutical Biotechnology', 'Pharm.DPSI', and 'Pharm.D'. A note below the courses states: 'Select the courses approved by the Examining Authority that the Institute is authorized to offer.'

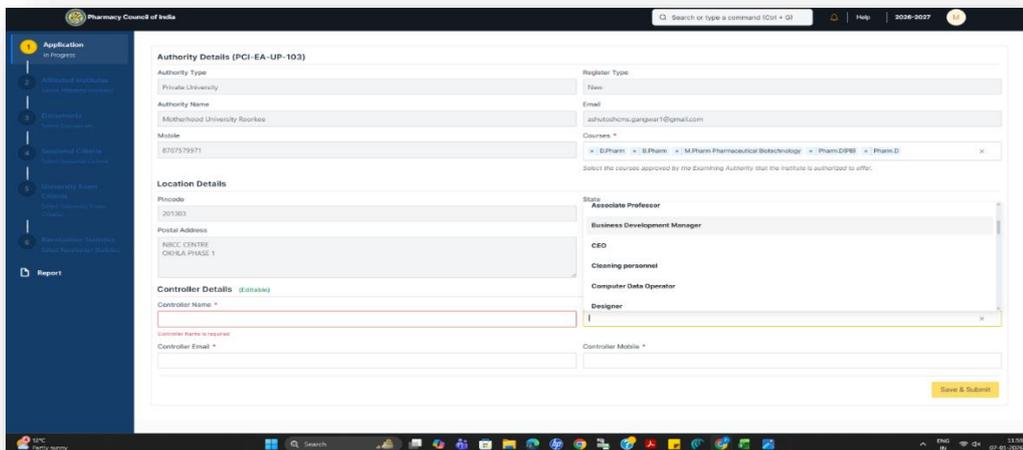
3.6 Controller Details Section (Mandatory)

This is a critical section and must be completed carefully with the valid details of examination controller.

Required Fields:

- Controller Name* - Enter the full name of the Controller of Examinations.
- Designation - Select or enter the official designation of the Controller.
- Controller Email ID* - Must be an active and official email address.
- Controller Mobile Number* - Used for official communication and verification.

Note: Controller email ID & Phone No. shouldn't be same as Examining Authority details during the registration.



The screenshot shows the 'Controller Details' section of the application form. The Controller Name field is highlighted with a red border, indicating it is a required field. The Controller Email field is also highlighted with a red border. The Controller Mobile field is empty. The Designation dropdown menu is open, showing options: Associate Professor, Business Development Manager, CEO, Cleaning personnel, Computer Data Operator, and Designer. The Controller Name field contains the text 'I'. The Controller Email field contains the text 'I'. The Controller Mobile field is empty. A 'Save & Submit' button is visible at the bottom right of the form.

3.7 Saving and Submitting the Application Form

- Review all entered details carefully.
- Ensure all mandatory fields (*) are completed.
- Click on “Save /Submit” to save the form or submit the form respectively.
- Upon successful submission:



- The Application step is marked as completed.
- The next module (**Affiliated Institutes**) is unlocked and user can process the application to the next stage.

All fields must be checked properly before submitting the form at each stage.

4. Affiliated Institutes

After successful completion of the Application Form, the Examining Authority must declare the institutes affiliated with it for the relevant academic session.

Accessing the Affiliated Institutes Module:

1. From the left navigation panel, click on “Affiliated Institutes”.
2. The module status appears as “In Progress” until at least one institute is added successfully.
3. The Application step will appear marked as Completed, indicating progression in the workflow.

This module allows the Examining Authority to:

- Declare pharmacy institutes affiliated with the respective examining authority.
- Specify the approved courses for each institution.
- Link institutes to the academic session for which consent is being granted.



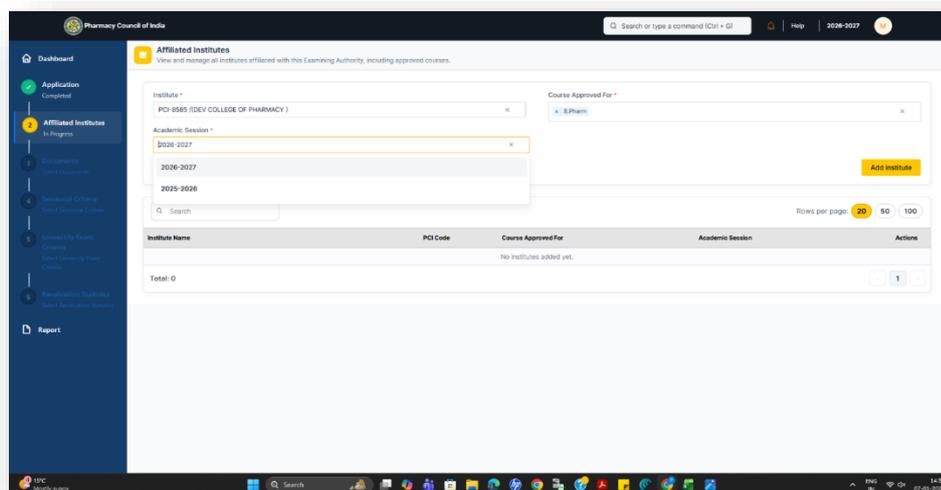
- Also, allow PCI to verify the records of the documents for the consent of examining authority being submitted by the institutions in the SIF Process.

This information is critical for PCI scrutiny and approval. Therefore, all institutions must be added in this list one by one and include each institution to which consent has been given along with the course. Kindly note that, this information needs to be updated based on the action taken by examining authority from time to time.

4.1 Adding an Affiliated Institute

To add an institute, complete the following fields:

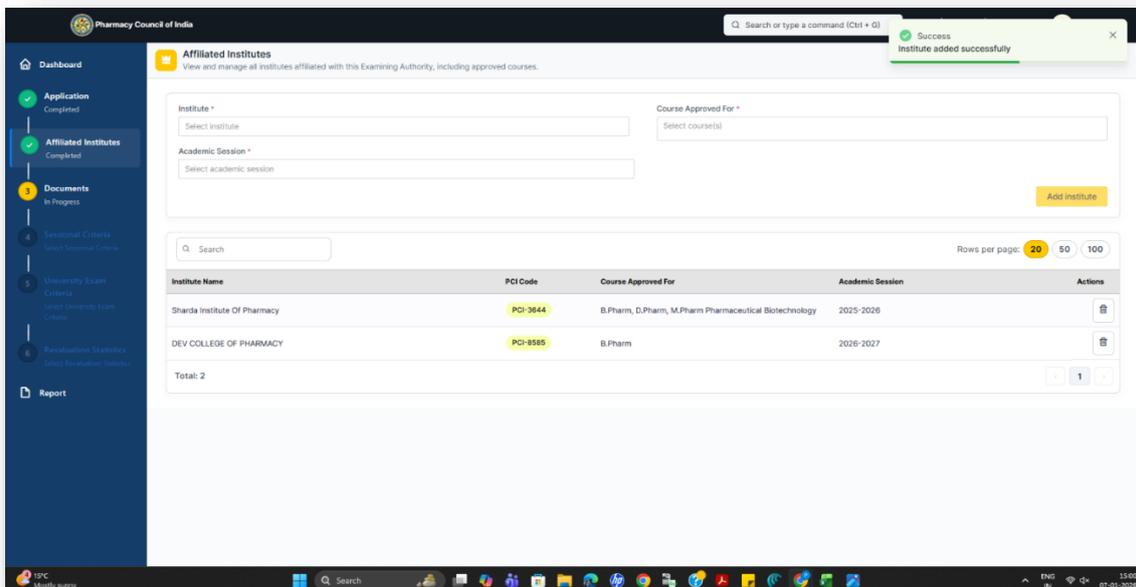
1. Institute:
 - Select the institute from the dropdown list.
 - Institutes are displayed along with their PCI Code and name (e.g., *PCI-8585 / Dev College of Pharmacy*).
 - Only PCI-recognized institutes are available for selection.
2. Course Approved For:
 - Select the course(s) for which the Examining Authority has granted approval.
 - Multiple courses may be selected, if applicable.
3. Academic Session:
 - Select the applicable academic session (e.g., 2026–2027) i.e. for which the institutions are considered for approval.
 - Previous sessions may also be visible in the dropdown for reference.





4.2 Submitting the Institute Details

1. After filling all mandatory fields (*), click on **“Add Institute”**.
2. The institute details will be added to the list displayed below.
3. The table shows:
 - Institute Name
 - PCI Code
 - Course Approved For
 - Academic Session
 - Available Actions (if any)



5. Documents

Accessing the Documents Module:

1. From the left navigation panel, click on **“Documents”**.
2. The status of this section appears as **“In Progress”** until all required documents are uploaded successfully.
3. The progress indicator displays the count of uploaded documents (e.g., 0/5 Required Documents – 0%).



This module enables the Examining Authority to:

1. Upload statutory and operational documents related to examination conduct. The lists of mandatory documents for the examining authority are shown in this web page.
2. Provide documentary evidence for compliance with PCI norms.
3. Facilitate scrutiny and validation by PCI officials.

5.1 Statutory Document Upload Status Panel

At the top of the page, a Document Upload Status panel displays the list of required and optional documents along with their status.

Note: The documents required for upload would be with respect to the Examining Authority Type. And the list of documents required for the different types are attached as **Annexure 1** in this document.

5.2 Uploading a Document

To upload a document, follow the steps below:

1. Select the Document Type* from the dropdown list.
2. Click on “Choose File” under File (PDF only with maximum size of 2 MB).
3. Enter any relevant information in the Remarks field (optional but recommended for clarity).
4. Click on the “Upload” button.

5.3 Examining Authority Documents List

Upon successful upload, the document will appear in the Examining Authority Documents List table below.

The table displays:

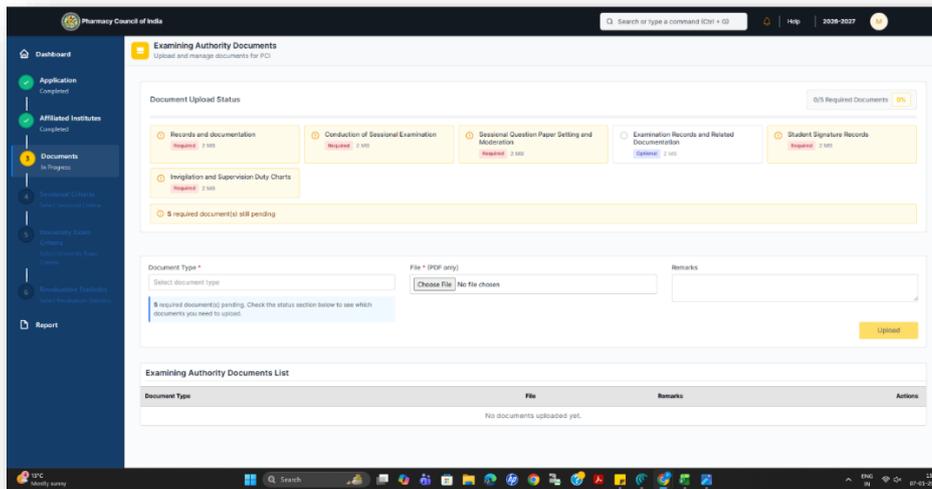
- Document Type
- Uploaded File - Click on “View File” to open and verify the uploaded PDF.
- Remarks - Displays remarks entered during upload for reference.
- Available Actions - A delete icon is available (subject to system permissions) for corrective re-upload, if allowed.

The upload status percentage will update automatically.

Pending Documents Indicator –

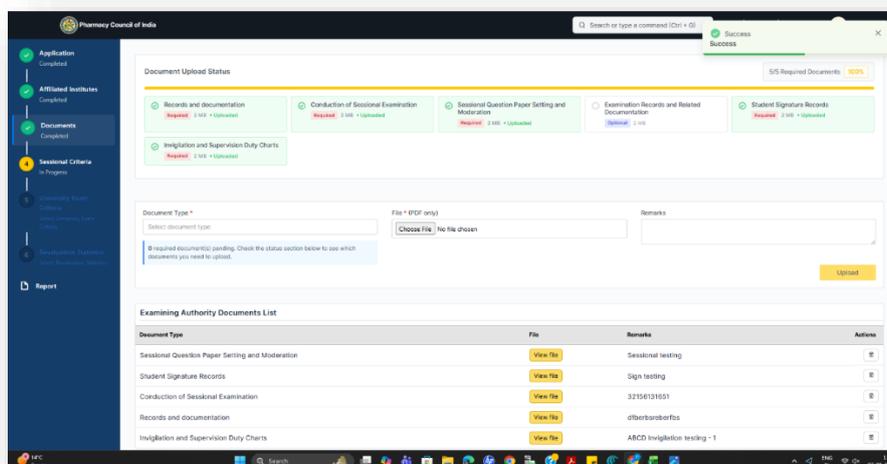
- A system message indicates the number of pending documents (e.g., “5 required document(s) still pending”).
- The Documents module will remain In Progress until all required documents are uploaded.

The view of the document page is as under:



Important Notes for Users

- Ensure that uploaded documents are final, accurate, and institution-approved before proceeding.
- Once the application moves into review or scrutiny, document modification may be restricted.
- Uploaded documents are used by PCI for verification, compliance checks, and record purposes.
- Any discrepancy or mismatch may lead to observations during scrutiny. Further, once the document is completed, the portion will look like this.



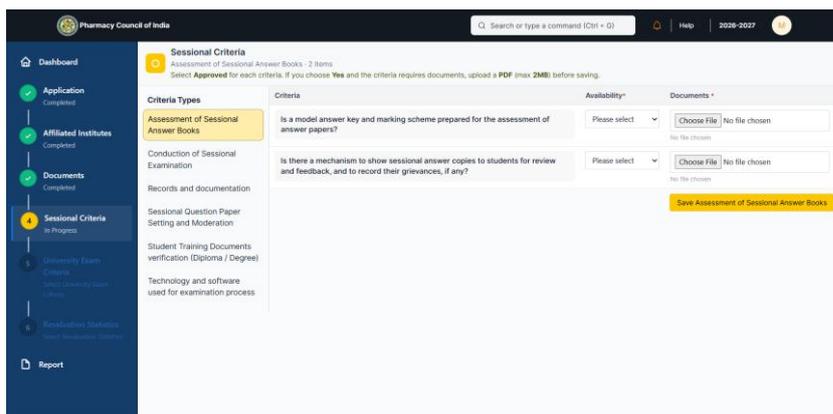
6.0 Sessional Criteria

The Sessional Criteria module captures statutory compliance details related to the conduct, assessment, and moderation of sessional examinations at both the institutions and university level as prescribed by the Pharmacy Council of India.

The Examining Authority is required to respond to each criterion by selecting Yes / No and, where applicable, upload supporting documentary evidence in PDF format (maximum size: 2 MB).

Important Notes for Users

- Each criterion must be marked Approved (Yes/ No) before proceeding.
- If yes is selected and documentary evidence is mandated, uploading a PDF is compulsory.
- If No is selected, the document upload option will remain disabled, and the response will be recorded accordingly.



6.1 Conduction of Sessional Examination

This section evaluates the mechanisms of conducting the sessional examination adopted by the Examining Authority.

Criteria displayed –

1. Is a separate exam control room available?
2. Is a CCTV system installed and operational in the exam control room and examination rooms?
3. Is the academic calendar, specifically related to examinations, properly prepared and implemented?
4. Are the examination hall and seating arrangements properly organized?
5. Are invigilation and supervision duty charts properly prepared and implemented for smooth conduct of examinations?

User Actions –

- Select Yes or No for each criterion.
- If yes is selected and evidence is required - Click Choose File & Upload a supporting PDF (max 2mb)
- Click Save Conduction of Sessional Examination

Upon successful save, a green tick mark appears against the section in the left panel.

Criteria	Availability*	Documents*
Is a separate exam control room available?	No	[Choose File] No file chosen
Is a CCTV system installed and operational in the exam control room and examination rooms?	No	[Choose File] No file chosen
Is the academic calendar, specifically related to examinations, properly prepared and implemented?	No	[Choose File] No file chosen
Are the examination hall and seating arrangements properly organized?	No	[Choose File] No file chosen
Are invigilation and supervision duty charts properly prepared and implemented for smooth conduct of examinations?	Yes	[Choose File] reconstitution...5-12-2024.pdf

6.2 Sessional Question Paper Setting and Moderation

This section evaluates the question paper setting & moderation mechanisms adopted by the Examining Authority.

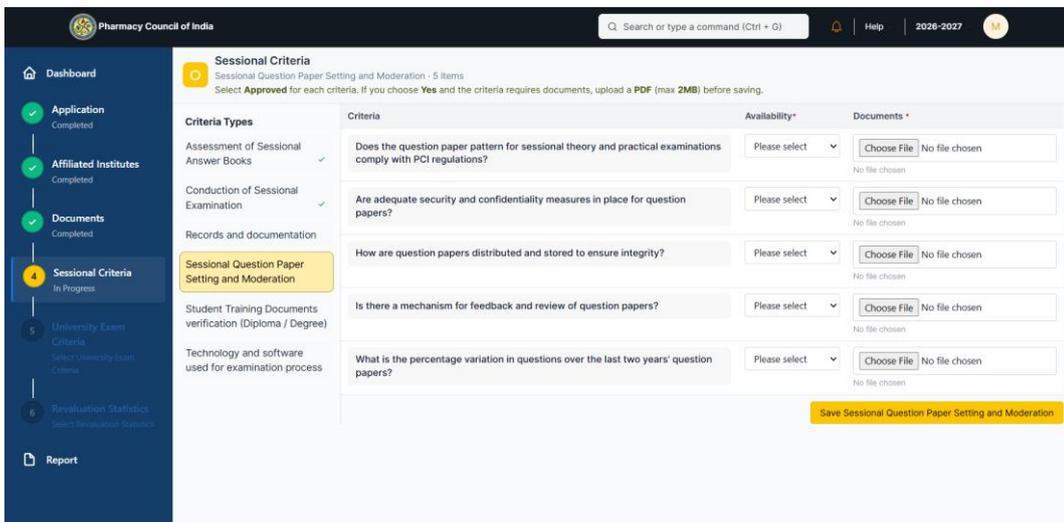
Criteria displayed –

1. Does the question paper pattern for sessional theory and practical examinations comply with PCI regulations?
2. Are adequate security and confidentiality measures in place for question papers?
3. How are question papers distributed and stored to ensure integrity?
4. Is there a mechanism for feedback and review of question papers?
5. What is the percentage variation in questions over the last two years' question papers?

User Actions –

- Select Yes or No for each criterion.
- If yes is selected and evidence is required - Click Choose File & Upload a supporting PDF (max 2mb)
- Click Save Sessional Question Paper Setting and Moderation

Upon successful save, a green tick mark appears against the section in the left panel.



6.3 Assessment of Sessional Answer Books

This section evaluates the assessment mechanisms adopted by the Examining Authority.

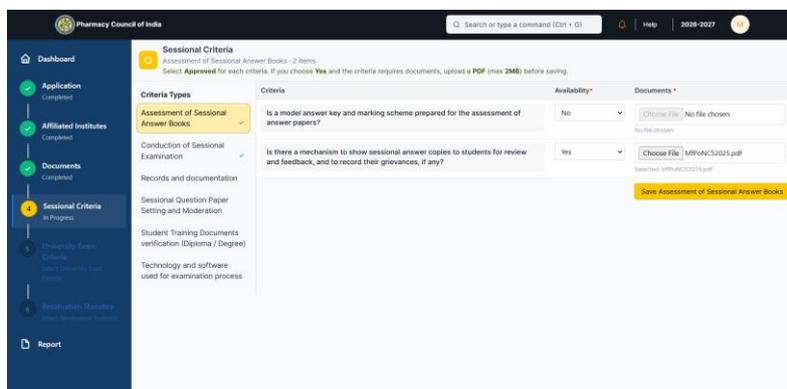
Criteria displayed –

1. Is a model answer key and marking scheme prepared for the assessment of answer papers?
2. Is there a mechanism to show sessional answer copies to students for review and feedback, and to record their grievances, if any?

User Actions –

- Select Yes or No for each criterion.
- If yes is selected and evidence is required - Click Choose File & Upload a supporting PDF (max 2mb)
- Click Save Assessment of Sessional Answer Books

Upon successful save, a green tick mark appears against the section in the left panel.



6.4 Records and documentation

This section captures the documentation mechanisms adopted by the Examining Authority.

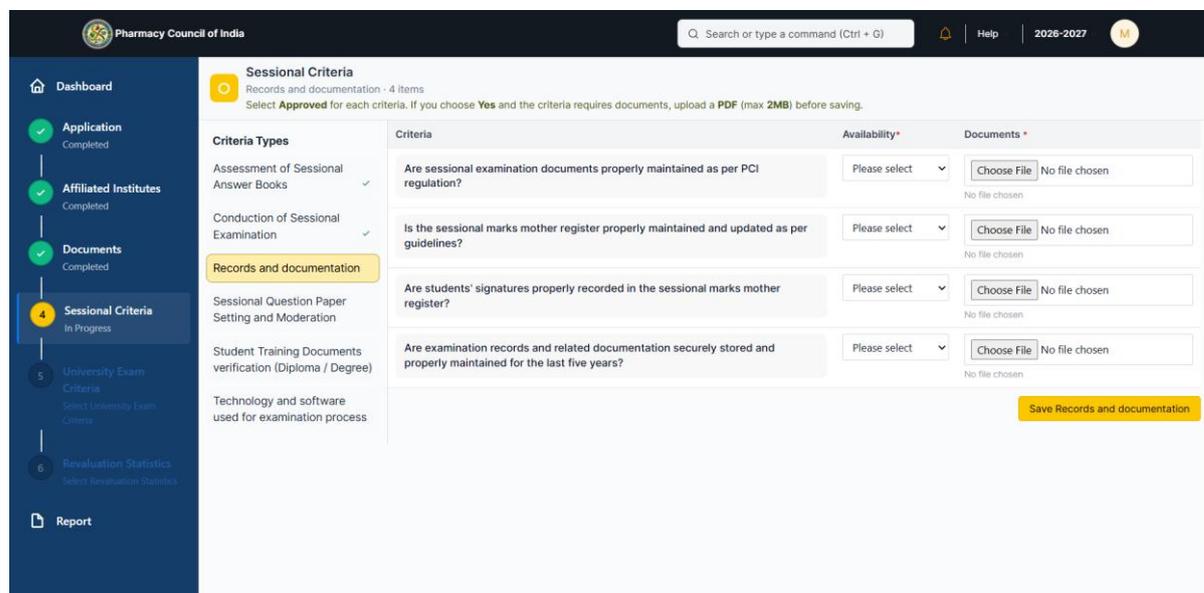
Criteria displayed –

1. Are sessional examination documents properly maintained as per PCI regulation?
2. Is the sessional marks mother register properly maintained and updated as per guidelines?
3. Are students' signatures properly recorded in the sessional marks mother register?
4. Are examination records and related documentation securely stored and properly maintained for the last five years?

User Actions –

- Select Yes or No for each criterion.
- If yes is selected and evidence is required - Click Choose File & Upload a supporting PDF (max 2mb)
- Click Save Records and Documentation

Upon successful save, a green tick mark appears against the section in the left panel.



The screenshot shows the Pharmacy Council of India web portal. The left sidebar contains a navigation menu with the following items: Dashboard, Application (Completed), Affiliated Institutes (Completed), Documents (Completed), **4 Sessional Criteria (In Progress)**, 5 University Exam Criteria, 6 Reevaluation Statistics, and Report. The main content area is titled 'Sessional Criteria' and shows 'Records and documentation - 4 items'. Below this, there is a table with columns for 'Criteria Types', 'Criteria', 'Availability*', and 'Documents*'. The table lists four criteria related to sessional examination documents, marks mother register, student signatures, and examination records. Each criterion has a 'Please select' dropdown and a 'Choose File' button. A 'Save Records and documentation' button is located at the bottom right of the table.

Criteria Types	Criteria	Availability*	Documents*
Assessment of Sessional Answer Books	Are sessional examination documents properly maintained as per PCI regulation?	Please select	Choose File No file chosen
Conduction of Sessional Examination	Is the sessional marks mother register properly maintained and updated as per guidelines?	Please select	Choose File No file chosen
Records and documentation	Are students' signatures properly recorded in the sessional marks mother register?	Please select	Choose File No file chosen
Sessional Question Paper Setting and Moderation	Are examination records and related documentation securely stored and properly maintained for the last five years?	Please select	Choose File No file chosen

6.5 Technology and software used for examination process

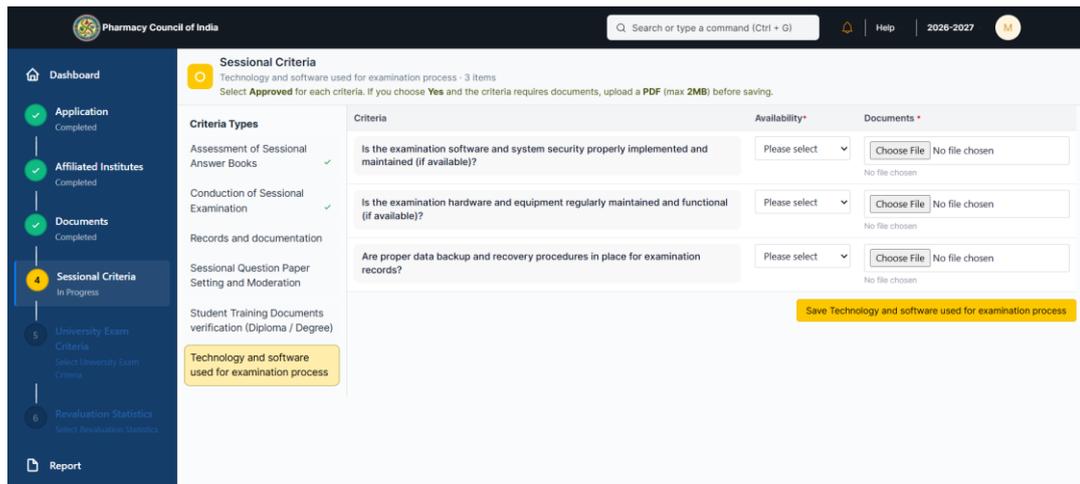
Criteria displayed –

1. Is the examination software and system security properly implemented and maintained (if available)?
2. Are the examination hardware and equipment regularly maintained and functional (if available)?
3. Are proper data backup and recovery procedures in place for examination records?

User Actions –

- Select Yes or No for each criterion.
- If yes is selected and evidence is required - Click Choose File & Upload a supporting PDF (max 2mb)
- Click Save Technology and software used for examination process

Upon successful save, a green tick mark appears against the section in the left panel.



Criteria Types	Criteria	Availability*	Documents*
Assessment of Sessional Answer Books	Is the examination software and system security properly implemented and maintained (if available)?	Please select	<input type="button" value="Choose File"/> No file chosen
Conduction of Sessional Examination	Is the examination hardware and equipment regularly maintained and functional (if available)?	Please select	<input type="button" value="Choose File"/> No file chosen
Records and documentation	Are proper data backup and recovery procedures in place for examination records?	Please select	<input type="button" value="Choose File"/> No file chosen

6.6 Student Training Documents verification (Diploma / Degree)

Criteria displayed –

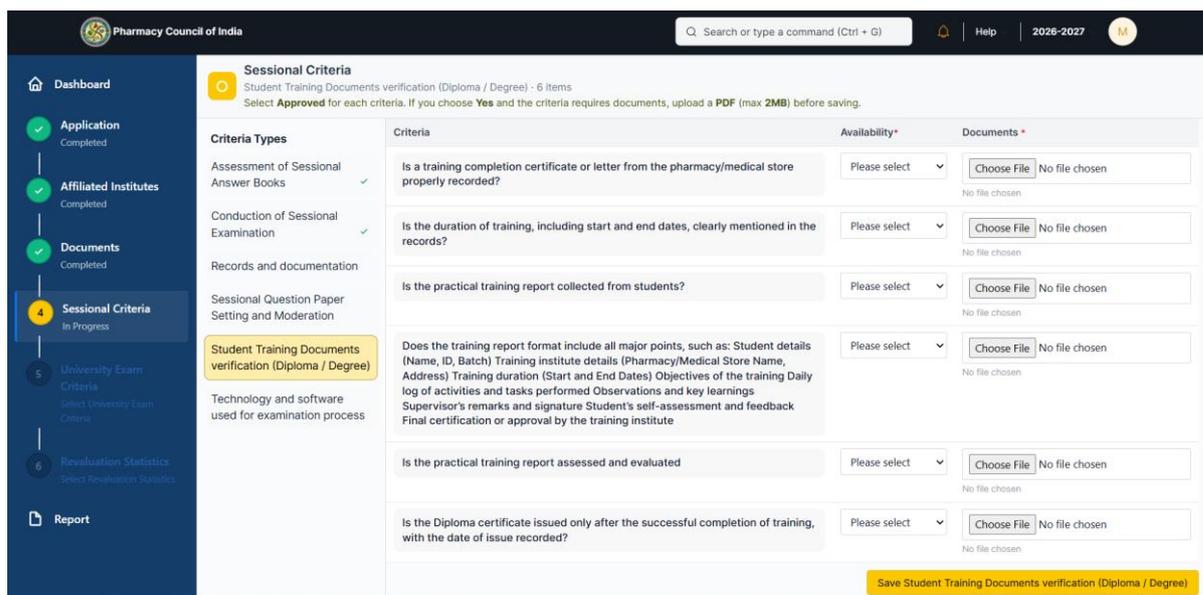
1. Is a training completion certificate or letter from the pharmacy/medical store properly recorded?
2. Is the duration of training, including start and end dates, clearly mentioned in the records?
3. Is the practical training report collected from students?
4. Does the training report format include all major points, such as:
 - Student details (Name, ID, Batch)
 - Training institute details (Pharmacy/Medical Store Name, Address)
 - Training duration (Start and End Dates)
 - Objectives of the training

- Daily log of activities and tasks performed
 - Observations and key learnings
 - Supervisor’s remarks and signature
 - Student’s self-assessment and feedback
 - Final certification or approval by the training institute
5. Is the practical training report assessed and evaluated
 6. Is the Diploma certificate issued only after the successful completion of training, with the date of issue recorded?

User Actions –

- Select Yes or No for each criterion.
- If yes is selected and evidence is required - Click Choose File & Upload a supporting PDF (max 2mb)
- Click Save Student Training Documents verification

Upon successful save, a green tick mark appears against the section in the left panel.



The screenshot displays the 'Sessional Criteria' verification interface. The left sidebar shows a progress indicator with 'Sessional Criteria' marked as 'In Progress'. The main content area is titled 'Sessional Criteria' and includes a sub-header 'Student Training Documents verification (Diploma / Degree) - 6 Items'. Below this, a table lists various criteria with columns for 'Criteria', 'Availability*', and 'Documents*'. Each row contains a question, a 'Please select' dropdown menu, and a 'Choose File' button. A yellow highlight is placed on the 'Student Training Documents verification (Diploma / Degree)' section. At the bottom right, there is a yellow button labeled 'Save Student Training Documents verification (Diploma / Degree)'.

Criteria	Availability*	Documents*
Is a training completion certificate or letter from the pharmacy/medical store properly recorded?	Please select	Choose File No file chosen
Is the duration of training, including start and end dates, clearly mentioned in the records?	Please select	Choose File No file chosen
Is the practical training report collected from students?	Please select	Choose File No file chosen
Does the training report format include all major points, such as: Student details (Name, ID, Batch) Training institute details (Pharmacy/Medical Store Name, Address) Training duration (Start and End Dates) Objectives of the training Daily log of activities and tasks performed Observations and key learnings Supervisor's remarks and signature Student's self-assessment and feedback Final certification or approval by the training institute	Please select	Choose File No file chosen
Is the practical training report assessed and evaluated	Please select	Choose File No file chosen
Is the Diploma certificate issued only after the successful completion of training, with the date of issue recorded?	Please select	Choose File No file chosen

7.0 University Examination Criteria

The University Examination Criteria module enables Examining Authorities to record compliance with PCI regulations governing the entire examination lifecycle — from question paper preparation to result declaration and record maintenance.

This module is structured into multiple sub-sections, each focusing on a specific examination function. Users must review each criterion carefully, select the appropriate response, and upload supporting documents wherever required.

7.1 Paper Setting /Moderation Procedure

This section assesses compliance with PCI norms on question paper preparation, security, and moderation.

Criteria displayed –

1. Is there an approved panel of paper setters in place?
2. Ratio of external to internal paper setters maintained as per guideline (50:50)
3. What percentage of teachers are involved in question paper setting outside the university?
4. Are the required documents sent to the paper setter along with the office order?
5. Record of manuscript (received \ awaited) maintained
6. Are all question papers moderated before the examination?
7. What is the percentage variation in questions over the last two years' question papers?

User Actions –

- Select Yes or No for each criterion.
- If yes is selected and evidence is required - Click Choose File & Upload a supporting PDF (max 2mb)
- Click Save Paper Setting /Moderation Procedure

Upon successful save, a green tick mark appears against the section in the left panel.

Criteria Types	Criteria	Availability	Documents
Assessment of Answer Books	Is there an approved panel of paper setters in place?	Please select	Choose File No file chosen
Conduction of Examination	Ratio of external to internal paper setters maintained as per guideline (50:50)	Please select	Choose File No file chosen
Does the Special Committee exist?	What percentage of teachers are involved in question paper setting outside the university?	Please select	Choose File No file chosen
Paper Setting /Moderation Procedure	Are the required documents sent to the paper setter along with the office order?	Please select	Choose File No file chosen
QP Typing & Printing procedure	Record of manuscript (received \ awaited) maintained	Please select	Choose File No file chosen
Record of Diploma / Degree Candidates issued to the students	Are all question papers moderated before the examination?	Please select	Choose File No file chosen
Records and documentation	What is the percentage variation in questions over the last two years' question papers?	Please select	Choose File No file chosen
Result Section			

7.2 QP Typing & Printing Procedure

This section assesses compliance with PCI norms related to the typing, printing, confidentiality, and handling of question papers.

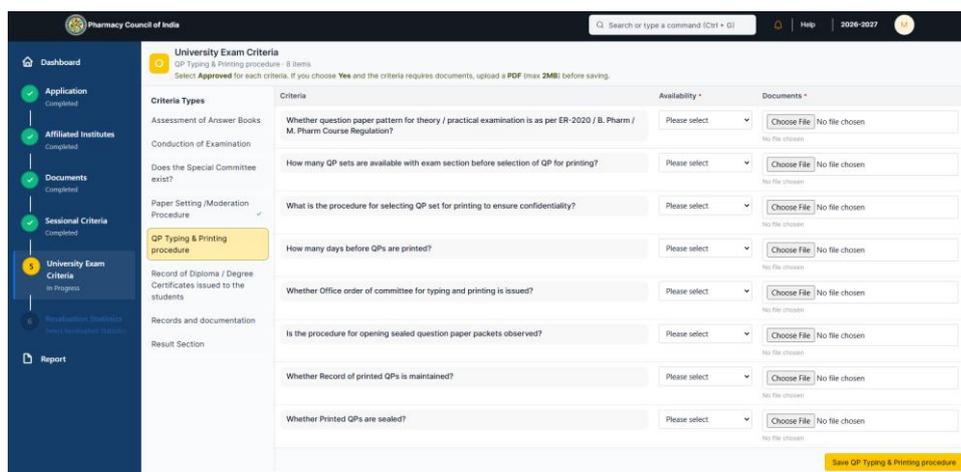
Criteria displayed –

1. Whether the question paper pattern for theory / practical examinations is as per ER-2020 / B. Pharm / M. Pharm Course Regulations?
2. How many question paper sets are available with the examination section before selection for printing?
3. What is the procedure for selecting the question paper set for printing to ensure confidentiality?
4. How many days prior to the examination are question papers printed?
5. Whether office orders of the committee for typing and printing of question papers are issued?
6. Is the prescribed procedure for opening sealed question paper packets duly observed?
7. Whether records of printed question papers are properly maintained?
8. Whether printed question papers are sealed as per prescribed norms?

User Actions –

- Select Yes or No for each criterion.
- If yes is selected and documentary evidence is required, click Choose File and upload a supporting PDF (maximum size: 2 MB).
- Click Save QP Typing & Printing Procedure.

Upon successful save, a green tick mark appears against the section in the left panel.



The screenshot shows a web interface for the Pharmacy Council of India. The main content area is titled 'University Exam Criteria' and contains a table with 8 rows of criteria. Each row has three columns: 'Criteria', 'Availability', and 'Documents'. The 'Availability' column contains a 'Please select' dropdown menu. The 'Documents' column contains a 'Choose File' button and the text 'No file chosen'. The 'Criteria' column contains the text of each criterion. The 'QP Typing & Printing procedure' row is highlighted in yellow. At the bottom right of the form, there is a yellow 'Save QP Typing & Printing procedure' button. On the left side, there is a navigation menu with a green checkmark next to 'QP Typing & Printing procedure'.

Criteria	Availability	Documents
Whether question paper pattern for theory / practical examination is as per ER-2020 / B. Pharm / M. Pharm Course Regulations?	Please select	Choose File No file chosen
How many QP sets are available with exam section before selection of QP for printing?	Please select	Choose File No file chosen
What is the procedure for selecting QP set for printing to ensure confidentiality?	Please select	Choose File No file chosen
How many days before QPs are printed?	Please select	Choose File No file chosen
Whether Office order of committee for typing and printing is issued?	Please select	Choose File No file chosen
Is the procedure for opening sealed question paper packets observed?	Please select	Choose File No file chosen
Whether Record of printed QPs is maintained?	Please select	Choose File No file chosen
Whether Printed QPs are sealed?	Please select	Choose File No file chosen

7.3 Conduction of Examination

This section evaluates the procedural compliance and administrative arrangements during the conduct of examinations.

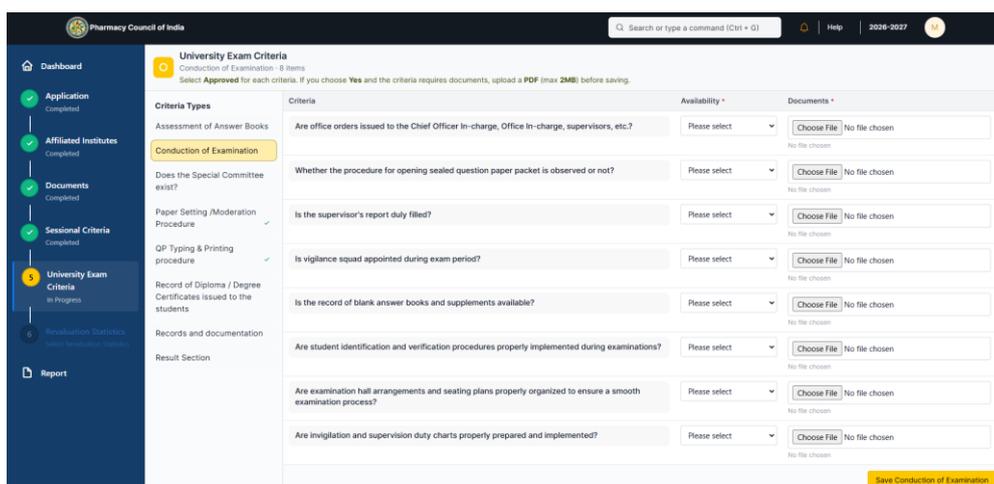
Criteria displayed –

1. Are office orders issued to the Chief Officer In-charge, Office In-charge, supervisors, and other examination personnel?
2. Whether the prescribed procedure for opening sealed question paper packets is observed?
3. Is the supervisor’s report duly filled and maintained?
4. Is a vigilance squad appointed during the examination period?
5. Is the record of blank answer books and supplementary answer books properly maintained?
6. Are student identification and verification procedures properly implemented during examinations?
7. Are examination hall arrangements and seating plans properly organized to ensure smooth conduct of examinations?
8. Are invigilation and supervision duty charts properly prepared and implemented?

User Actions –

- Select Yes or No for each criterion.
- Upload supporting documents wherever required.
- Click Save Conduction of Examination.

Upon successful save, the section is marked complete.



7.4 Assessment of Answer Books

This section assesses compliance with PCI norms related to evaluation, security, and moderation of answer books.

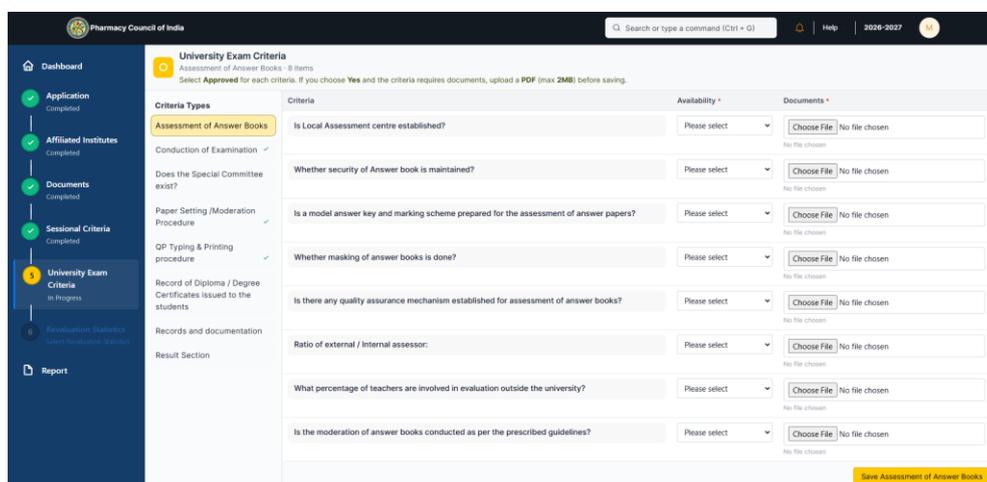
Criteria displayed –

1. Is a local assessment centre established?
2. Whether the security of answer books is properly maintained?
3. Is a model answer key and marking scheme prepared for the assessment of answer papers?
4. Whether masking of answer books is carried out before evaluation?
5. Is a quality assurance mechanism established for the assessment of answer books?
6. What is the ratio of external to internal assessors?
7. What percentage of teachers are involved in evaluation outside the university?
8. Is moderation of answer books conducted as per the prescribed guidelines?

User Actions –

- Select Yes or No for each criterion.
- Upload documentary evidence where applicable.
- Click Save Assessment of Answer Books.

A green tick indicates successful completion of the section.



The screenshot displays the 'University Exam Criteria' section for 'Assessment of Answer Books'. It features a table with 8 criteria, each with a 'Please select' dropdown menu and a 'Choose File' button for uploading documents. A 'Save Assessment of Answer Books' button is located at the bottom right of the form.

Criteria	Availability	Documents
Is Local Assessment centre established?	Please select	Choose File No file chosen
Whether security of Answer book is maintained?	Please select	Choose File No file chosen
Is a model answer key and marking scheme prepared for the assessment of answer papers?	Please select	Choose File No file chosen
Whether masking of answer books is done?	Please select	Choose File No file chosen
Is there any quality assurance mechanism established for assessment of answer books?	Please select	Choose File No file chosen
Ratio of external / Internal assessor:	Please select	Choose File No file chosen
What percentage of teachers are involved in evaluation outside the university?	Please select	Choose File No file chosen
Is the moderation of answer books conducted as per the prescribed guidelines?	Please select	Choose File No file chosen



7.5 Special Committee

This section evaluates the existence and functioning of special committees related to examination malpractices and grievances.

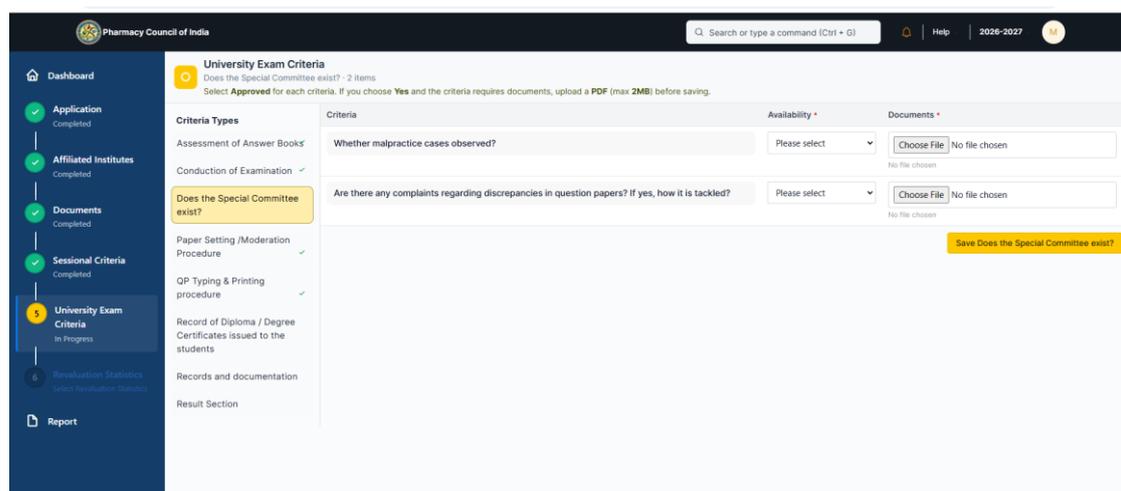
Criteria displayed –

1. Whether a Special Committee exists?
2. Whether any malpractice cases were observed during examinations?
3. Are there any complaints regarding discrepancies in question papers, and if yes, how were they addressed?

User Actions –

- Select Yes or No for each criterion.
- Upload supporting documents, if applicable.
- Click Save Special Committee Details.

Upon successful submission, the section is marked complete.



7.6 Result Section

This section assesses compliance with PCI norms related to result processing, declaration, and post-result activities.

Criteria displayed –

1. Is the result declared as per the scheduled timeline?
2. Whether result analysis is conducted?
3. Is the data entry of marks in the computer system secured to prevent unauthorized access?
4. Are double data entry or other precautions adopted to ensure accuracy in mark entry?
5. Are result gazettes maintained in bound form for official records?



- Are result declaration and notification procedures clearly defined and followed for timely communication to students?
- Are result verification and re-evaluation procedures properly implemented?
- What percentage of students opted for re-evaluation?
- What percentage of changes occurred in results after re-evaluation?

User Actions –

- Select Yes or No for each criterion.
- Upload supporting documents wherever required.
- Click Save Result Section.

The section status updates upon successful save.

Criteria	Availability	Documents
Is the result declared as per the scheduled timeline?	Please select	Choose File No file chosen
Whether result analysis is done?	Please select	Choose File No file chosen
Is the data entry of marks in the computer system secured to prevent unauthorized access?	Please select	Choose File No file chosen
Are double data entry or other precautions taken to ensure accuracy in mark entry?	Please select	Choose File No file chosen
Are result gazettes maintained in bound form for official records?	Please select	Choose File No file chosen
Are result declaration and notification procedures properly defined and followed to ensure timely communication to students?	Please select	Choose File No file chosen
Are result verification and re-evaluation procedures properly implemented?	Please select	Choose File No file chosen
What percentage of students opted for re-evaluation?	Please select	Choose File No file chosen
What percentage of changes occurred in results after re-evaluation?	Please select	Choose File No file chosen

7.7 Record of Diploma / Degree Certificates Issued

This section verifies compliance related to training completion and issuance of diploma/degree certificates.

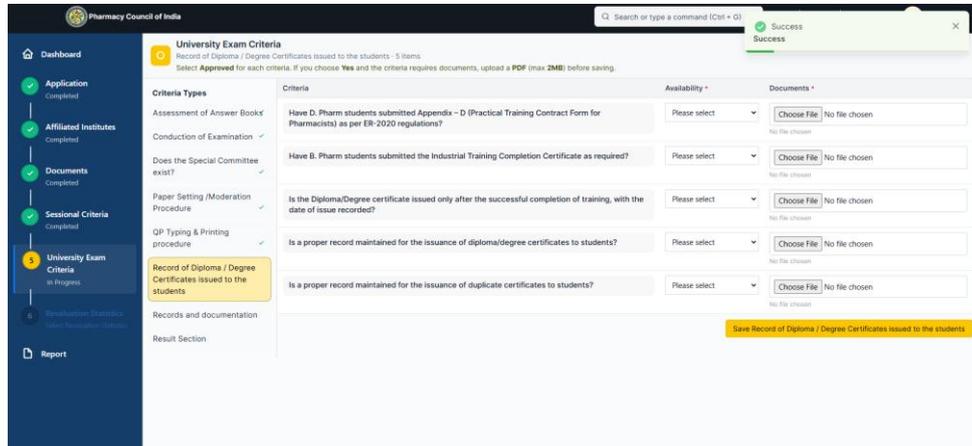
Criteria displayed –

- Have D.Pharm students submitted Appendix-D (Practical Training Contract Form for Pharmacists) as per ER-2020 regulations?
- Have B.Pharm students submitted the Industrial Training Completion Certificate as required?
- Is the Diploma/Degree certificate issued only after successful completion of training, with the date of issue duly recorded?
- Is a proper record maintained for issuance of diploma/degree certificates to students?
- Is a proper record maintained for issuance of duplicate certificates to students?

User Actions –

- Select Yes or No for each criterion.
- Upload supporting documents, if applicable.
- Click Save Certificate Records.

Successful completion is indicated by a green tick.



7.8 Records and Documentation

This section evaluates record retention, security, and documentation practices.

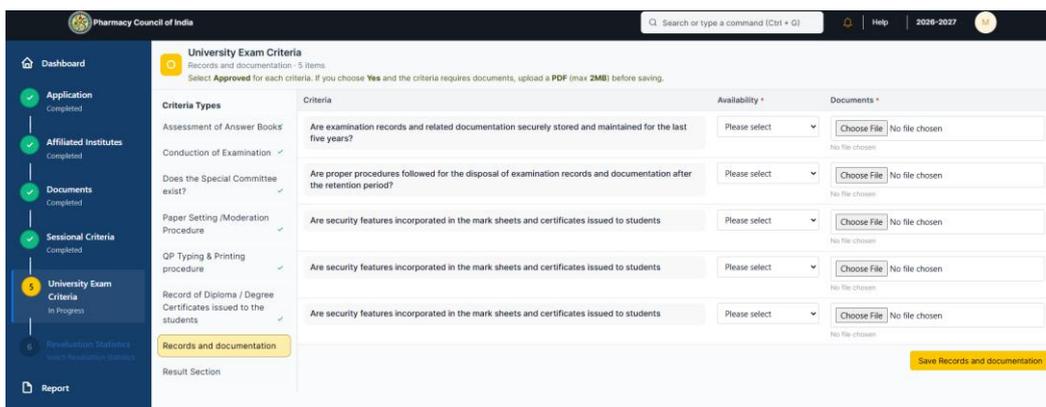
Criteria displayed –

1. Are examination records and related documentation securely stored and maintained for the last five years?
2. Are proper procedures followed for disposal of examination records and documentation after completion of the retention period?
3. Are security features incorporated in mark sheets and certificates issued to students?

User Actions –

- Select Yes or No for each criterion.
- Upload documentary evidence where required.
- Click Save Records and Documentation.

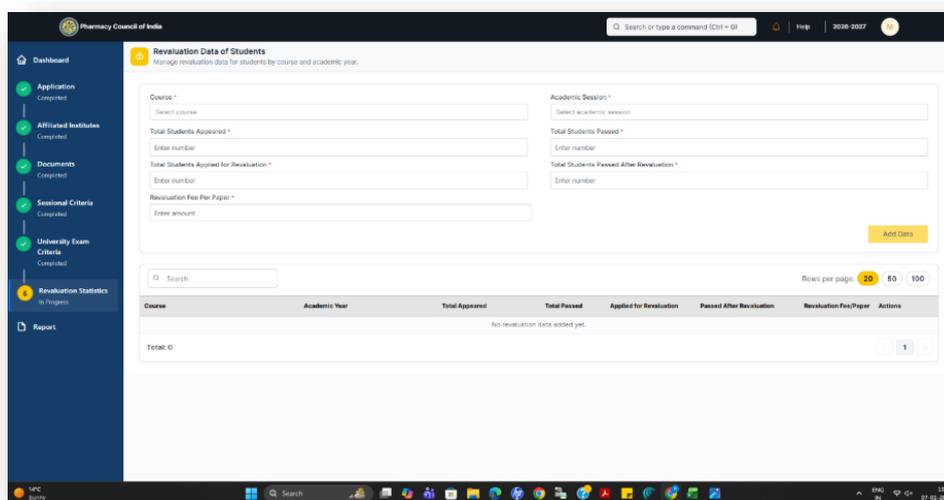
Upon successful save, the section is marked completed.



8.0 Revaluation Data of Students

This module enables the Examining Authority to capture and manage revaluation statistics for students, course-wise and academic year-wise.

The data submitted here helps PCI assess transparency, fairness, and effectiveness of the revaluation process across different pharmacy programmes. The Examining Authority must enter aggregate numerical data related to student appearance, pass percentage, revaluation applications, and outcomes.



8.1 Details to be Provided

For each Course and Academic Session, the following information is required:

1. Total Students Appeared – Number of students who appeared in the examination.
2. Total Students Passed – Number of students who passed before revaluation.
3. Total Students Applied for Revaluation – Count of students who applied for revaluation.



4. Total Students Passed After Revaluation – Number of students who passed after revaluation.
5. Revaluation Fee per Paper – Fee charged per subject/paper for revaluation.

Each entry is added individually and displayed in a tabular format below the data entry section.

8.2 User Actions

- Select the Course from the dropdown.
- Select the Academic Session.
- Enter all mandatory numerical fields.
- Enter the Revaluation Fee per Paper.
- Click Add Data to save the entry.
- Repeat the process for other courses or academic sessions, if applicable.
- Use the Delete () icon to remove any incorrect entry before final submission.

8.3 Important Notes

- All fields marked with an asterisk (*) are mandatory.
- The Total Students Applied for Revaluation cannot exceed the Total Students Appeared.
- The Total Students Passed After Revaluation cannot exceed the Total Students Applied for Revaluation.
- Only numeric values are accepted in student count fields.
- Ensure data accuracy before adding entries, as this information is used for compliance assessment.
- Multiple entries can be added for different courses and academic years.
- Once all required data is added successfully, the module status is marked as Completed in the left navigation panel.
- After completion, the user is prompted to proceed to Declaration submission from the Dashboard.



Revaluation Data of Students
Manage revaluation data for students by course and academic year.

Course *
Select course

Academic Session *
Select academic session

Total Students Appeared *
Enter number

Total Students Passed *
Enter number

Total Students Applied for Revaluation *
Enter number

Total Students Passed After Revaluation *
Enter number

Revaluation Fee Per Paper *
Enter amount

Add Data

Course	Academic Year	Total Appeared	Total Passed	Applied for Revaluation	Passed After Revaluation	Revaluation Fee/Paper	Actions
B.Pharm	2025-2026	500	400	100	99	2,000	
D.Pharm	2026-2027	1,000	500	0	0	2,000	
Total: 2							

Declaration required
All forms are completed. Please confirm and submit your declaration on the dashboard.

Go to Dashboard

9.0 Report

The Data Submission Report provides a consolidated, read-only summary of all information submitted by the Examining Authority as part of the application process. This module enables the user to review, verify, refresh, and print the complete application data before final declaration and submission to PCI.

The report is organized into the following structured sections:

9.1 Examining Authority Details

Displays the basic registration and profile information, including:

- Authority Type
- Register Type
- EA Code
- Application Status
- Authority Name
- Email & Mobile Number
- Address (Postal Address, District, State, Pin code)
- Controller Details (Name, Designation, Email, Mobile)
- Approved Courses
- Academic Year

Note: The application status may appear as Draft until final declaration is submitted from the Dashboard.



9.2 Affiliated Institutes

Provides a tabular view of all institutes affiliated with the Examining Authority, including:

- Institution Name
- Courses Approved
- PCI Naming Series
- Academic Session

This section reflects data entered in the Affiliated Institutes module.

9.3 Sessional Criteria

Displays all sessional-level criteria submitted under:

- Assessment of Sessional Answer Books
- Conduction of Sessional Examination
- Sessional Question Paper Setting and Moderation

For each criterion, the report shows:

- Section Name
- Criterion Description
- Status (Yes / No)
- Evidence (View option if a document was uploaded)

9.4 University Examination Criteria

Summarizes compliance details submitted under:

- Paper Setting / Moderation Procedure
- QP Typing & Printing Procedure

Each row displays:

- Section
- Criterion
- Status (Yes / No)
- Evidence availability

This section reflects the data submitted under the University Exam Criteria module.



9.5 Revaluation Statistics

Displays course-wise revaluation data, including:

- Course Name
- Academic Session
- Total Students Appeared
- Total Students Passed
- Total Students Applied for Revaluation
- Total Students Passed After Revaluation
- Revaluation Fee per Paper

This data is populated from the Revaluation Data of Students module.

User Actions Available

- Refresh - Updates the report to reflect the latest saved data from all modules.
- Print - Generates a printable version of the complete data submission report for records or offline review.
- View Evidence - Allows users to view uploaded supporting documents wherever applicable.

Important Notes

- This module is read-only; no edits can be made from the report view.
- If any discrepancies are identified, the user must navigate back to the respective module to make corrections.
- A “Declaration required” notification appears once all modules are completed, prompting the user to submit the final declaration from the Dashboard.
- Final submission is possible only after reviewing this report and completing the declaration.

Completion Status

The Reports module does not require a Save action.

- It becomes available automatically once all preceding modules are completed.
- Successful review and declaration submission complete the Examining Authority application process.

Pharmacy Council of India
Search or type a command (Ctrl + G)
Help | 2026-2027

Dashboard

- ✔ Application Completed
- ✔ Affiliated Institutes Completed
- ✔ Documents Completed
- ✔ Sessional Criteria Completed
- ✔ University Exam Criteria Completed
- ✔ Revaluation Statistics Completed
- 📄 Report

Data Submission Report

View your complete data submission report for the Examining Authority application.

[Refresh](#)
[Print](#)

Examining Authority Details

Authority Type Private University	Register Type New
Status Draft	Ea Code PCI-EA-UP-103
Authority Name Motherhood University Roorkee	Email ashutoshcms.gangwar1@gmail.com
Mobile 9890000000	Pincode 201303
Postal Address NBCC CENTRE OKHLA PHASE 1	State UTTAR PRADESH
District GAUTAM BUDDHA NAGAR	Controller Name Ashish
Controller Designation Administrative Officer	Controller Email pmupci@gmail.com
Controller Mobile 9890000000	Courses D.Pharm, B.Pharm, M.Pharm Pharmaceutical Biotechnology, Pharm.D(IPB), Pharm.D
Academic Year 2026-2027	

Affiliated Institutes (2)

S.NO	INSTITUTION NAME	COURSE APPROVED FOR	NAMING SERIES	ACADEMIC SESSION
1	Sharda Institute Of Pharmacy	B.Pharm, D.Pharm, M.Pharm Pharmaceutical Biotechnology	PCI-3644	2025-2026
2	DEV COLLEGE OF PHARMACY	B.Pharm	PCI-8585	2026-2027

1 Declaration required
All forms are completed. Please confirm and submit your declaration on the dashboard.
Go to Dashboard

Sessional Criteria

Pharmacy Council of India
Search or type a command (Ctrl + G)
Help | 2026-2027

Affiliated Institutes (2)

S.NO	INSTITUTION NAME	COURSE APPROVED FOR	NAMING SERIES	ACADEMIC SESSION
1	Sharda Institute Of Pharmacy	B.Pharm, D.Pharm, M.Pharm Pharmaceutical Biotechnology	PCI-3644	2025-2026
2	DEV COLLEGE OF PHARMACY	B.Pharm	PCI-8585	2026-2027

Sessional Criteria

S.NO	SECTION	CRITERIA	STATUS	EVIDENCE
1	Assessment of Sessional Answer Books	Is a model answer key and marking scheme prepared for the assessment of answer papers?	No	View
2	Assessment of Sessional Answer Books	Is there a mechanism to show sessional answer copies to students for review and	Yes	View
1	Conduction of Sessional Examination	Is a separate exam control room available?	No	-
2	Conduction of Sessional Examination	Is a CCTV system installed and operational in the exam control room and examination rooms?	Yes	-
3	Conduction of Sessional Examination	Is the academic calendar, specifically related to examinations, properly prepared and implemented?	No	-
1	Sessional Question Paper Setting and Moderation	Does the question paper pattern for sessional theory and practical examinations comply with PCI regulations?	Yes	-
2	Sessional Question Paper Setting and Moderation	Are adequate security and confidentiality measures in place for question papers?	No	-
3	Sessional Question Paper Setting and Moderation	How are question papers distributed and stored to ensure integrity?	No	-

University Exam Criteria

S.NO	SECTION	CRITERIA	STATUS	EVIDENCE
1	Paper Setting /Moderation Procedure	Ratio of external to internal paper setters maintained as	No	-
2	Paper Setting /Moderation Procedure			-

1 Declaration required
All forms are completed. Please confirm and submit your declaration on the dashboard.
Go to Dashboard

S.NO	SECTION	CRITERIA	STATUS	EVIDENCE
2	Conduction of Sessional Examination	Is a CCTV system installed and operational in the exam control room and examination rooms?	Yes	-
3	Conduction of Sessional Examination	Is the academic calendar, specifically related to examinations, properly prepared and implemented?	No	-
1	Sessional Question Paper Setting and Moderation	Does the question paper pattern for sessional theory and practical examinations comply with PCI regulations?	Yes	-
2	Sessional Question Paper Setting and Moderation	Are adequate security and confidentiality measures in place for question papers?	No	-
3	Sessional Question Paper Setting and Moderation	How are question papers distributed and stored to ensure integrity?	No	-

S.NO	SECTION	CRITERIA	STATUS	EVIDENCE
1	Paper Setting /Moderation Procedure	Is there an approved panel of paper setters in place?	No	-
2	Paper Setting /Moderation Procedure	Ratio of external to internal paper setters maintained as per guideline (50:50)	No	-
3	Paper Setting /Moderation Procedure	What is the percentage variation in questions over the last two years' question papers?	No	-
1	QP Typing & Printing procedure	Whether question paper pattern for theory / practical examination is as per ER-2020 / B. Pharm / M. Pharm Course Regulation?	No	-
2	QP Typing & Printing procedure	How many QP sets are available with exam section before selection of QP for printing?	No	-

S.NO	COURSE	ACADEMIC SESSION	TOTAL STUDENTS APPEARED	TOTAL STUDENTS PASSED	TOTAL STUDENTS APPLIED FOR REEVALUATION	TOTAL STUDENTS PASSED AFTER REEVALUATION	REEVALUATION FEE PER PAPER
1	B.Pharm	2025-2026	500	400	100	99	2,000
2	D.Pharm	2026-2027				0	2,000

After the completion of all different section, institutions must submit the declarations with the OTP Validation via going to dashboard. The steps are explained in section 10.4.

10.0 Dashboard (After completion of form)

Once all mandatory modules of the Examining Authority application are completed, the user is redirected to the Dashboard, which serves as the central monitoring and submission interface. This screen provides a real-time summary of application progress, declaration status, payment details, and overall submission lifecycle.

Dashboard Components

10.1 Header Information

Displays:

- Greeting message
- Examining Authority / University Name
- Login Role: Examination Authority
- Current Academic Session

10.2 Summary Cards

The dashboard displays key metrics at a glance:

- Date & Time - Shows the current system date and time.
- Affiliated Institutes - Total number of affiliated institutes mapped for the selected academic year.



- Forms Completed - Displays the total number of mandatory modules completed (e.g., 6/6). Also indicates whether Declaration is Pending or Submitted.
- Total Courses - Shows the number of courses covered under the Examining Authority for the academic year.

10.3 Application Status Tracker

A visual progress bar reflects the current status of the application through the following stages:

1. Draft
2. Declaration Submitted
3. Payment Pending / Completed
4. Under Review
5. Compliance
6. Approved
7. Rejected

The active stage is highlighted, allowing users to clearly track where their application currently stands.

10.4 Declaration Section

This is the most critical section for final submission of the examination authority.

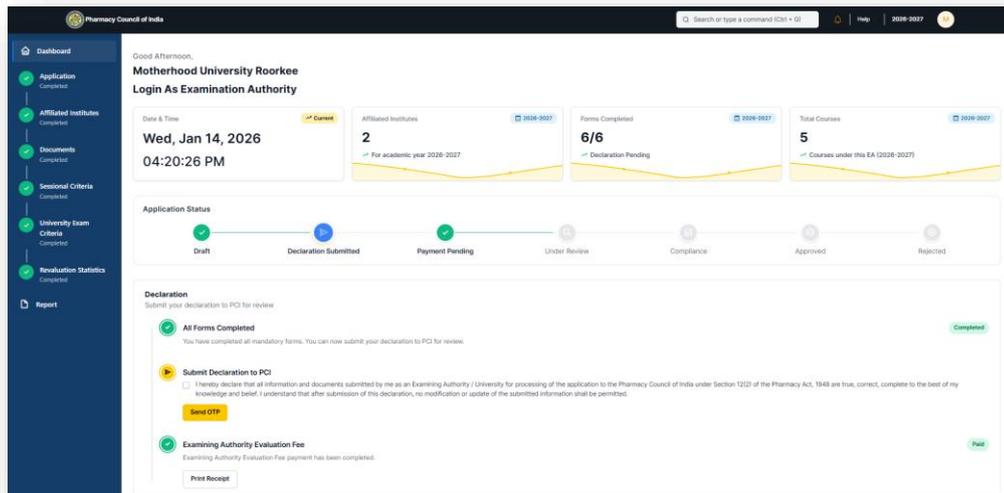
After declaration submission, editing of submitted data is not permitted.

All Forms Completed

- Indicates that all mandatory forms and modules have been successfully completed.
- Confirms eligibility to proceed with declaration submission.

Submit Declaration to PCI

- The user must check the declaration checkbox confirming that:
 - All information and documents submitted are true, correct, and complete.
 - No further modification will be permitted after submission.
- Click Send OTP to authenticate the declaration.
- OTP-based verification ensures secure and authorized submission.



Good Afternoon,
Motherhood University Roorkee
Login As Examination Authority

Date & Time: **Wed, Jan 14, 2026**
04:20:26 PM

Affiliated Institutes: **2** (For academic year 2026-2027)

Forms Completed: **6/6** (Declaration Pending)

Total Courses: **5** (Courses under this EA (2026-2027))

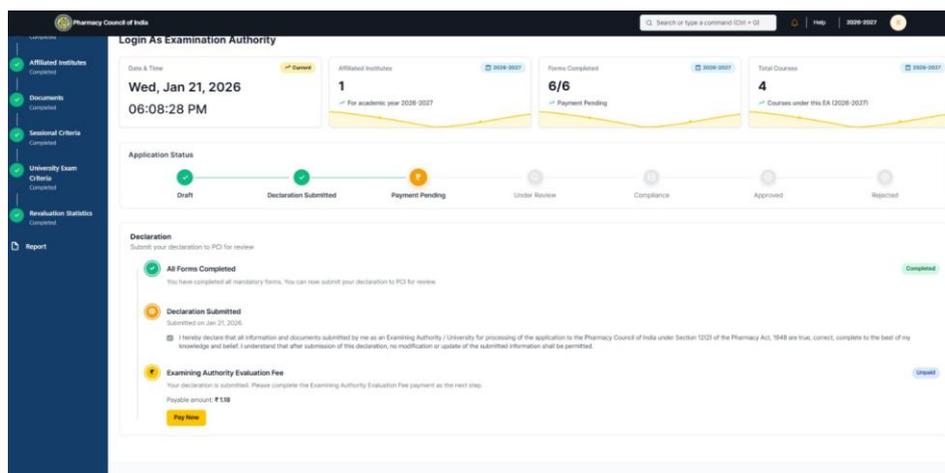
Application Status: Draft, Declaration Submitted, **Payment Pending**, Under Review, Compliance, Approved, Rejected

Declaration: Submit your declaration to PCI for review

- All Forms Completed (Completed)
- Submit Declaration to PCI (Declaration Pending)
- Examining Authority Evaluation Fee (Paid)

10.5 Examination Authority Evaluation Fee

- Displays payment status of the evaluation fee.



Good Afternoon,
Motherhood University Roorkee
Login As Examination Authority

Date & Time: **Wed, Jan 21, 2026**
06:08:28 PM

Affiliated Institutes: **1** (For academic year 2026-2027)

Forms Completed: **6/6** (Payment Pending)

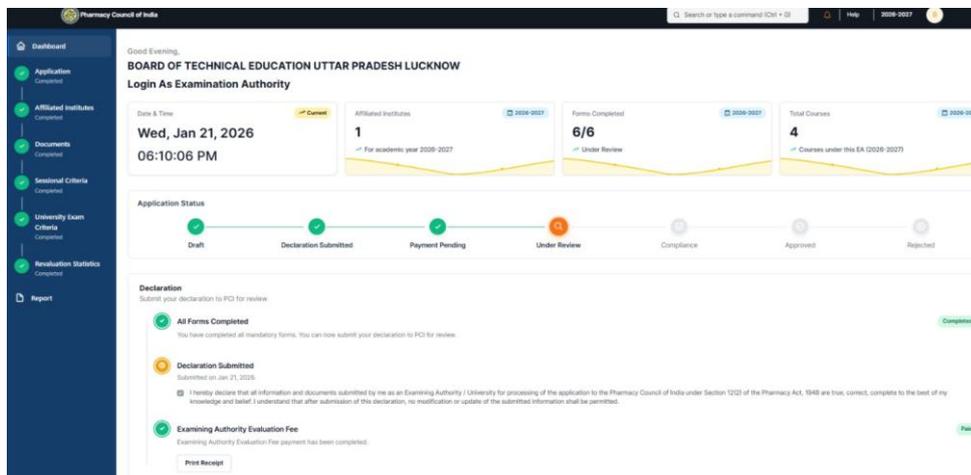
Total Courses: **4** (Courses under this EA (2026-2027))

Application Status: Draft, Declaration Submitted, **Payment Pending**, Under Review, Compliance, Approved, Rejected

Declaration: Submit your declaration to PCI for review

- All Forms Completed (Completed)
- Declaration Submitted (Submitted on Jan 21, 2026)
- Examining Authority Evaluation Fee (Unpaid)

- Once payment is completed, the status is marked as Paid and Payment tracker is marked with green tick.



Good Evening,
BOARD OF TECHNICAL EDUCATION UTTAR PRADESH LUCKNOW
Login As Examination Authority

Date & Time: **Wed, Jan 21, 2026**
06:10:06 PM

Affiliated Institutes: **1** (For academic year 2026-2027)

Forms Completed: **6/6** (Under Review)

Total Courses: **4** (Courses under this EA (2026-2027))

Application Status: Draft, Declaration Submitted, Payment Pending, **Under Review**, Compliance, Approved, Rejected

Declaration: Submit your declaration to PCI for review

- All Forms Completed (Completed)
- Declaration Submitted (Submitted on Jan 21, 2026)
- Examining Authority Evaluation Fee (Paid)



- A Print Receipt option is available for record-keeping and official use.

Important Notes

- After declaration submission, editing of submitted data is not permitted.
- Application status will move forward to Under Review by PCI.
- All future actions (compliance clarification, approval, or rejection) will be reflected on the dashboard.
- Users are advised to download receipts.

Completion Status

- Successful declaration and payment mark the end of the Examining Authority application submission process.
- The dashboard remains accessible for tracking application status and official communication.



Appendix 1

The link for the detailed annexures cited in this table are

https://pci.gov.in/media/documents/All_the_Examining_Authorities_Universities_Boards.pdf

Category of Institutions	Statutory Documents required
For Central Government University/State Government University/ Other Authorities Authorised by Concerned Central or State Government	a) If new University, a copy of Gazette Notification declaring it a university. b) Relevant portion of Act Gazette Notification empowering the University to start pharmacy programme, hold examination and confer diploma, degree. c) In case University's statues does not empower the university to start pharmacy course, then University's resolution of Governors / Board of Management/ Syndicate / Governing Council / Authority of the University to start pharmacy programmes be submitted in the prescribed format is enclosed as Annexure-I . d) Certificate of the 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 . e) Duly 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 .
Private University	a) If new University, a copy of Gazette Notification declaring it a university. b) Relevant portion of Act Gazette Notification empowering the University to start pharmacy programme, hold examination and confer diploma, degree. c) In case University's statues does not empower the university to start pharmacy course, then University's resolution of Governors / Board of Management/ Syndicate / Governing Council / Authority of the University to start pharmacy programmes be



Pharmacy Council of India

A STATUTORY BODY UNDER MINISTRY OF HEALTH & FAMILY WELFARE



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	<p>submitted in the prescribed format is enclosed as Annexure-I.</p> <p>d) Certificate of the 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.</p> <p>e) Duly 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.</p>
<p>Deemed to be University</p>	<p>a) The MHRD Notification declaring it as deemed to be University is issued.</p> <p>b) Relevant portion of Act / Gazette Notification empowering the University to start pharmacy programme, hold examination and confer diploma, degree.</p> <p>c) In case University's statues does not empower the university to start pharmacy course, then University's resolution of Governors / Board of Management/ Syndicate / Governing Council / Authority of the University to start pharmacy programmes be submitted in the prescribed format is enclosed as Annexure-I.</p> <p>d) Certificate of the 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.</p> <p>e) Duly 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.</p> <p>f) In case of Off campus centre, running pharmacy courses, a notification approved by UGC be submitted.</p>
<p>Constitution of board/ State Pharmacy Councils</p>	<p>a) Composition of board members</p> <p>b) Resolution of board members signed by all committee members</p> <p>c) Government Notification regarding Authorization to take examination of Diploma course in Pharmacy.</p> <p>d) Any other relevant order issued by Government from time to time</p>



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	e) A notification Authorised by Concerned State Government Authorising State Pharmacy Council as an Examining Authority.
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Disclaimer:

This User Manual is provided for general guidance and informational purposes only. While due care has been taken to ensure the accuracy and completeness of the information, the Government / Competent Authority does not guarantee its correctness or suitability for any specific purpose. The features, processes, and functionalities described herein are subject to change without prior notice in accordance with applicable rules, policies, and administrative requirements of the Pharmacy council of India. In case of any inconsistency, the relevant Acts, Rules, Regulations, Guidelines, and official notifications issued by the Government or Competent Authority shall prevail. The Council shall not be liable for any loss or inconvenience arising from the use of this User Manual or the Web Application Portal.