

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION

Lr.No: EHE02-16021/3/2025-E SEC-CTE

Date: 06.02.2025

From

Sri G. Ganesh Kumar, I.A.S.,
Director of Technical Education, A.P.,
Garudadri K.K. Towers,
Lakshminarasimha Colony,
Near NTR Vaidya Seva Trust,
Mangalagiri, Guntur District-522503.

To

The Registrars of
All Universities in
Andhra Pradesh.

Sir / Madam,

Sub: Technical Education – E-Section – PCI Approval Process 2025-26 – Documents to be submitted for obtaining the State Government NOC – Information – Regarding.

Ref: 1. This office Cir. Memo. No: EHE02-16021/127/2024-E SEC-CTE, dated: 20-12-2024.
2. Circular Ref.No.14-56/2024-PCI (Approval Process for 2025-26 a.s.)/ 5080, Dated 17-12-2024 of Registrar-Cum– Secretary, PCI, New Delhi.
3. PCI Approval Process Handbook 2024-25.

It is informed that, vide ref. 1st and 2nd cited, Pharmacy Council of India (PCI), New Delhi has issued the Circular for Approval Process for the academic year 2025-26 to invite applications from the Existing and New Pharmacy Institutions applying for the first time.

In ref. 3rd cited, PCI, New Delhi has prescribed **No Objection Certificate (NOC) of the State Government** for the following cases:

1. Establishment of New Pharmacy Institution.
2. Introduction of new course(s) by existing institution.
3. Change in the name of the institution.
4. Change of address/location of the institution.
5. Closure of the course(s) in the institution.
6. Closure of the institution.
7. Change the Name of the Trust/Society.

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



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

Encls: ANNEXURE

Yours faithfully
Sd/- G.GANESH KUMAR
DIRECTOR

Copy to

1. The Principals/Managements of all Private Aided/Private Un-Aided Technical Institutions in the state offering Degree/PG courses.
2. The Principal Secretary, Higher Education Department, AP Secretariat, Velagapudi, Amaravathi for kind information and further necessary action.
3. The Secretary, Andhra Pradesh State Council for Higher Education, Mangalagiri for kind information.
4. The Member Secretary, Andhra Pradesh Higher Education Regulatory & Monitoring Commission (APHERMC), Tadepalli for kind information.


For DIRECTOR


ANNEXURE

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

| 1. Establishment of New Pharmacy Institution. | |
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| 1 | No Objection Certificate from affiliating University/Board/Examining Authority for starting of a New Institution. |
| 2 | Resolution of the Trust/Society approving for the starting of New Institution duly signed by the Chairman/Secretary. |
| 3 | Society/Trust Registration Document and Constitutions/MoA of Society/ Trust. |
| 4 | Land Ownership Documents/Certificate of Single Piece of Land and Approved Building Plans. |
| 5 | Building Ownership/ Completion, Insurance, Fire Safety, Safety certificates. |
| 6 | Valid Pharmacists Registration Documents of all Teaching Staff and Principal along with appointment orders / newspaper notification. |
| 7 | Certificate showing that NO other courses are running in same building. |
| 8 | Receipt of latest PERC payment paid and SIF document submitted to PCI. |
| 9 | Inspection / Processing Fee Payment Receipt of Rs.40,000/- |
| 10 | Filled in draft NOC of State Government. |

| 2. Introduction of new course(s) by existing institution | |
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| 1 | No Objection Certificate from affiliating University/Board/Examining Authority for introduction of New Course(s). |
| 2 | Resolution of the Trust/Society approving the institution to Start new course(s) in the existing Institution, as applicable, duly signed by the Chairman/Secretary. |
| 3 | Statement showing the Existing & Increased Built up areas as per PCI norms for introduction of new course(s) in existing institution. |
| 4 | List of available faculty for the new course(s) as per PCI norms (or) Copy of the paper notification issued for the recruitment of faculty for the new course(s). |
| 5 | Original Notarized Affidavit signed by applicant on Rs.100/- Stamp Paper stating that “in case of any legal complications arise from the staff and students of particular college due to introduction of new course(s), Management is only responsible, but not the Commissioner of Technical Education/ Government/PCI”. |
| 6 | Inspection / Processing Fee Payment Receipt of Rs.10,000/- |
| 7 | Filled in draft NOC of State Government. |

| 3. Change in the Name of the Institution | |
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| 1 | No Objection Certificate from affiliating University/Board/Examining Authority for Change in the Name of the Institution. |
| 2 | Resolution of the Trust/Society approving the Change in Name of the Institution mentioning the reasons for such Change in the Name, duly signed by the Chairman/Secretary. |

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| 3 | Original Notarized Affidavit signed by applicant on Rs.100/- Stamp Paper stating that “there is no commercial or business angle for such change and all the assets including the land and building are in the name of Trust/ Society”. |
| 4 | Copy of Public Notice published in at least one National Daily regarding the change of name of the institution. |
| 5 | If any objections are received from the students/parents/general public for the proposed change of name of the institution, those objections shall be submitted. (OR) If NO objections are received, an Original Notarized Affidavit signed by applicant on Rs.100/- Stamp Paper stating that “NO Objections are received from any quarter for the proposed change of name of the institution”. |
| 6 | Original Notarized Affidavit signed by applicant on Rs.100/- Stamp Paper stating that “NO other institution is functioning presently with the newly proposed name of the institution”. |
| 7 | Original Notarized Affidavit signed by applicant on Rs.100/- Stamp Paper stating that “in case of any legal complications arise from the staff and students of particular college due to Change in name of the Institution, Management is only responsible, but not the Commissioner of Technical Education/ Government/PCI. |
| 8 | Inspection / Processing Fee Payment Receipt of Rs.10,000/- |
| 9 | Filled in draft NOC of State Government. |

| 4. Change of address / Location of the Institution | |
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| 1 | No Objection Certificate from affiliating University/Board/Examining Authority for Change of Address/Location of the Institution. |
| 2 | Resolution of the Trust/Society approving the Change of Address/Location, duly signed by the Chairman/Secretary. |
| 3 | Registered Land Documents of New Location. |
| 4 | Land Use Certificate. |
| 5 | Building Plan approved by competent authority. |
| 6 | Statement showing the details of floor wise built up areas. |
| 7 | Site plan clearly earmarking the land and buildings allotted for the Institution with dimensions. |
| 8 | Certificate of Availability of Water Sources. |
| | Certificate of Availability of Approach Road. |
| 9 | Letters from all Students(course wise and year wise of all years) and Parents stating that they have “No Objection for Change of Location of Institution”. |
| 10 | Details of Infrastructure facilities provided by the College at new location. |
| 11 | Declaration of the Trust/Society stating that all assets and liabilities are in the name of Trust/Society. |
| 12 | Latest PCI Approval copy of the Institution. |

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| 13 | Original Notarized Affidavit signed by applicant on Rs.100/- Stamp Paper stating that “in case of any legal complications arise from the staff and students of particular college due to Change of Location of Institution, Management is only responsible, but not the Commissioner of Technical Education/ Government/PCI”. |
| 14 | Inspection / Processing Fee Payment Receipt of Rs.40,000/- |
| 15 | Filled in draft NOC of State Government. |

5. Closure of the course(s) in Institution

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| 1 | No Objection Certificate from affiliating University/Board/Examining Authority with clear mention about provisions/alternative arrangements made to take care of education of existing students studying in the institution. |
| 2 | Resolution of the Trust/Society approving the institution for Closure of the course(s), duly signed by the Chairman/Secretary. |
| 3 | Statement showing the last three years admissions status in the course(s) proposed for closure, issued by the Competent Authority. |
| 4 | Status of students already studying in the course(s) proposed for closure. |
| 5 | Status of teaching and non-teaching staff and liabilities thereon in the course(s) proposed for closure. |
| 6 | Original Notarized Affidavit signed by applicant on Rs.100/- Stamp Paper stating that “the applicant has no liability with respect to faculty members, staff, students of the course(s) proposed for closure”. |
| 7 | Original Notarized Affidavit signed by applicant on Rs.100/- Stamp Paper stating that “in case of any legal complications arise from the staff and students of particular college due to closure of the course(s), Management is only responsible, but not the Commissioner of Technical Education/Government/PCI”. |
| 8 | Inspection / Processing Fee Payment Receipt of Rs.10,000/- |
| 9 | Filled in draft NOC of State Government. |

6. Closure of the Institution

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| 1 | No Objection Certificate from affiliating University/Board/Examining Authority with clear mention about provisions/alternative arrangements made to take care of education of existing students studying in the institution. |
| 2 | Resolution of the Trust/Society approving the Closure of the institution, duly signed by the Chairman/Secretary. |
| 3 | Latest salary statement showing scale of pay, gross pay, PF deduction and TDS of all teaching and non-teaching staff. |
| 4 | Statement showing the Teaching Staff and Students ratio. |
| 5 | Details of RPGF/Joint FDR/FD made with PCI/State Government/ University for establishment of the Institution. |
| 6 | Status of students already studying in the institution. |
| 7 | Status of teaching and non-teaching staff of the institution and liabilities |

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| | thereon. |
| 8 | Details of pending Court cases and serious charges, violation of norms, pending Ragging cases against the Institution. |
| 9 | Original Notarized Affidavit signed by applicant on Rs.100/- Stamp Paper stating that “the applicant has no liability with respect to faculty members, staff, students, etc.”. |
| 10 | Original Notarized Affidavit signed by applicant on Rs.100/- stamp paper stating that “in case of any legal complications arise from the staff and the students of particular college due to closure of the institution, Management is only responsible, but not the Commissioner of Technical Education/Government/PCI”. |
| 11 | Inspection / Processing Fee Payment Receipt of Rs.40,000/- |
| 12 | Filled in draft NOC of State Government. |

7. Change in the Name of the Trust / Society

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| 1 | No Objection Certificate from affiliating University/Board/Examining Authority for Change in the Name of the Trust / Society. |
| 2 | Approval from Charity Commissioner/Registrar of Societies for Change in the Name of Trust/Society or merger of Trusts/Societies. |
| 3 | Resolution of the Trust/Society approving Change in Name of the Trust/ Society mentioning the reasons for such change in name, duly signed by the Chairman/Secretary. |
| 4 | Original Notarized Affidavit signed by applicant on Rs.100/- Stamp Paper stating that “there is no commercial or business angle for such change”. |
| 5 | Registration document of the Trust/Society indicating its members, objectives, Memorandum of Association and Rules, duly attested/certified by the concerned Authority. |
| 6 | Details of the recommended Board of Governors of the institution. |
| 7 | Land/Building documents showing the ownership in the name of new Trust/Society. |
| 8 | In case of merger of Trust/Society, the transfer or Trust/Society should transfer its Land, Assets and Infrastructure by a registered transfer/ conveyance deed in the Name of transferee Trust/Society. |
| 9 | Proof of working capital (funds) as stated in Approval Process Handbook, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained in the Name of the new Trust/Society in a Nationalized Bank or Scheduled Commercial Bank recognized by Reserve Bank of India, along with Certificate issued by the Branch Manager of Bank. |
| 10 | Approval from the Charity Commissioner/Registrar of Societies regarding any change in the Name(s) of Trustee(s)/Member(s). |
| 11 | Original Notarized Affidavit signed by applicant on Rs.100/- Stamp Paper stating that “in case of any legal complications arise from the staff and students of particular college due to Change in name of the Trust/Society, Management is only responsible, but not the Commissioner of Technical |

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| | Education/Government/PCI. |
| 12 | Inspection / Processing Fee Payment Receipt of Rs.10,000/- |
| 13 | Filled in draft NOC of State Government. |

| Account Details for Inspection / Processing Fee Payment | |
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| Account Number | 013412010000193 |
| Account Holder Name | COMMISSIONER OF TECHNICAL EDUCATION, A.P (ENGINEERING WING) |
| Bank | Union Bank of India, Ring Road Branch, Vijayawada. |
| IFSC Code | UBIN0801348 |

Note:

1. Pay Inspection / Processing Fee for each NOC requirement separately.
2. Mention the Institution Name and NOC requirement while making online transaction of Inspection / Processing Fee payment.
3. Refer PCI Approval Process Handbook 2024-25 for proformas of Affidavits, Annexures, Formats and any necessary information.
4. Original Copies of Affidavits signed by the Chairman/Secretary/Authorized signatory of Trust/Society and sworn before the First Class Judicial Magistrate/ Notary/Oath-Commissioner shall be submitted.
5. Photostat copies of supportive documents shall be taken on the institution/trust/society letter head and attested by the Principal/ Chairman/Secretary of the institution/trust/society.

Sd/- G.GANESH KUMAR
DIRECTOR


For DIRECTOR
