

## Standard Operating Procedure (SOP) for Verification Committee

*(For the purpose of verification of online submission of the documents for fresh registration under Assam Pharmacy Council)*

The **Documents Verification Checklist** and **Guidelines for the Verification Committee** are prepared for pharmacist registration (fresh or related processes) under the **Assam Pharmacy Council (APC)**, in alignment with the **Pharmacy Act, 1948**, **Pharmacy Council of India (PCI)** norms, and Assam state requirements. These draw from standard state pharmacy council practices, PCI guidelines (e.g., enrolment in PCI-approved courses, verification of qualifications, practical training, and institutional affidavits), and specific mentions from Assam sources (e.g., HSLC for age proof, HS(Science) qualifications, training certificates, gap handling, and institutional undertakings).

The verification committee must ensure:

- The candidate meets eligibility under Section 32(2) of the Pharmacy Act, 1948 (qualifications from PCI-approved institutions, practical training, etc.).
- The course enrolment and completion comply with **PCI Education Regulations** and Assam state government/PCI-approved norms.
- All documents are original (or self-attested copies where allowed), genuine, and match across records.
- No discrepancies in academic continuity, unless justified with required affidavits/certificates.
- Strict adherence to prevent fraudulent registrations.

### **Documents Verification Checklist**

Verify the following documents in original (with self-attested photocopies where applicable). Cross-check details like name, date of birth, roll numbers, and dates for consistency.

#### **1. HSLC (Class 10) Admit Card**

- Purpose: Primary proof of date of birth (DoB) and age.
- Verify: DoB matches across all documents; seal/signature of board authentic.

#### **2. HS (Science) Marksheet and Pass Certificate (Higher Secondary/10+2)**

- Purpose: Proof of eligibility for pharmacy course admission (Science stream required).
- Verify: Subjects include Physics, Chemistry, Biology/Mathematics; passing status; board seal/authenticity.



3. **University/Board Registration Certificate** (if applicable, e.g., for degree courses)
  - Purpose: Confirms enrolment/registration in the university/board for pharmacy course.
  - Verify: Matches candidate's details; issued by recognized authority.
4. **Admit Cards** (all relevant exams, e.g., university/college exams, final year)
  - Purpose: Proof of appearing in examinations.
  - Verify: Roll numbers match marksheets; no tampering.
5. **Pharmacy Qualification Documents** (D.Pharm / B.Pharm / Pharm.D as applicable):
  - Marksheets of all years/semesters.
  - Provisional / Final Pass Certificate / Degree Certificate.
  - Result sheet issued by college/university (attached with application and affidavit post-completion).
  - Verify: From PCI-approved institution; aggregate marks meet minimum norms; no backlogs unresolved.
6. **Hospital / Industrial Training Certificate** (practical training / internship)
  - Purpose: Mandatory practical training for D.Pharm/B.Pharm (or as per PCI for higher courses).
  - Verify: Duration, institution (hospital/industry), completion date, authorized signature/seal; matches PCI format.
7. **Internship Fees Payment Receipt** (if applicable)
  - Purpose: Proof of fee payment for internship/training.
  - Verify: Receipt authenticity, amount, date.
8. **Address Proof** (any one: Permanent Resident Certificate (PRC), Voter ID, Aadhaar Card, Passport)
  - Purpose: Residential proof (often required for state registration).
  - Verify: Current/residential address matches application; valid/not expired.
9. **Gap Certificate and Police Verification Report** (mandatory if academic gap >3 years)
  - Purpose: Explains break in education; police verification ensures no criminal record.
  - Verify: Affidavit explains gap reasons; police report clear (no adverse remarks).



**10. Undertaking Affidavit by Head of Institution / Principal**

- Purpose: Annual submission as per Assam Pharmacy Council format; confirms list of students, adherence to norms.
- Verify: On stamp paper/court format; signed by Principal; lists candidate; confirms PCI/state guidelines compliance.

**11. PCI Approval Proof of Institution (order copy of approval letter)**

- Purpose: Confirms college/university approved by PCI under Chapter IV of Pharmacy Act.
- Verify: Valid for the academic years of candidate's study.

**12. Other Supporting Documents (as applicable):**

- Passport-size photographs (usually 4 latest).
- Identity proof (e.g., Aadhaar for cross-verification).
- Application fee receipt.
- Affidavit by candidate (required for declarations).
- Examining authority approval certificate from colleges.

**Guidelines for Verification Committee****1. Composition and Process**

- Committee (as constituted by Assam Pharmacy Council) shall scrutinize documents physically.
- Conduct verification in transparent manner; record proceedings.
- Cross-verify with PCI portal (if available) for institution approval and student enrolment.

**2. Key Checks for Compliance**

- **PCI and State Norms:** Candidate must have enrolled and completed course from PCI-approved institution as per Education Regulations (e.g., D.Pharm min. qualification: 10+2 Science). No registration if course not PCI-recognized.
- **Academic Continuity:** No gap >3 years without gap certificate + police verification. Verify timeline from HSLC to final qualification.
- **Training/Internship:** Mandatory practical training completed; certificate from approved hospital/industry.
- **Institutional Responsibility:** Undertaking affidavit from Principal must confirm batch list, PCI compliance, and no irregularities. Result sheet must be attached post-pass-out.
- **Document Authenticity:** Check for tampering, fake seals, mismatched details. Reject if originals not produced or discrepancies found.
- **Age eligibility:** Minimum age as per PCI norms; HSLC DoB as primary.



### 3. Rejection Grounds

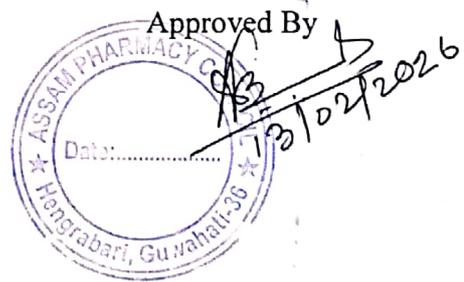
- Incomplete documents.
- Non-PCI-approved institution/course.
- Unexplained gaps or adverse police report.
- Fake/forged documents.
- Non-compliance with Pharmacy Act/PCI regulations/above guidelines.

### 4. Post-Verification

- If cleared, recommend for registration/renewal.
- Issue certificate only after final approval.
- Maintain records; inform applicant of status.

#### NB:

1. Candidates those are passed from open school will be called for verification only after Clarence received from Pharmacy council of India & Assam State Government regarding the list of such approved board/institutions.
2. If any university or college is subject to the jurisdiction of a judicial verdict in India regarding the validity of its degree, the registration of its students shall remain suspended for the specified period. Registration will resume only after the final decision is received from the competent authority and the State Government.



#### Please note:

This is to inform all concerned that the guidelines have been duly prepared by the Assam Pharmacy Council and verified by the President along with the Executive Committee. The Council reserves the full right to modify, amend, or withdraw any provision of these guidelines at its discretion, as and when deemed necessary. It is further clarified that these guidelines are issued for administrative purposes only, and no legal obligation or claim shall be entertained on the basis of this document.