

By Post

**HARYANA STATE BOARD OF TECHNICAL EDUCATION**  
**3<sup>RD</sup> & 4<sup>TH</sup> FLOOR, GOVT. POLYTECHNIC CAMPUS, SECTOR-26, PANCHKULA**  
**Contact No:- 0172-2993517**  
**E-Mail ID:dsaffiliation@hsbte.org.in, Website: www.hsbte.org.in**

**Letter No: 231/Aff./2025**  
**Dated: 01.10.2025**

To

The Principal  
Maa Omwati Institute of Pharmacy,  
Village Hassanpur, Palwal-121107 (2024-25)  
administrator1@maaomwati.com

Subject: Extension of Provisional Affiliation for the Academic year 2025-26.

Sir/Madam,

Kindly refer to your proposal regarding Extension of Provisional Affiliation for the Academic year 2025-26 for conducting diploma in Pharmacy course in your Institute.

In this regard, in terms of the provisions under the Haryana State Board of Technical Education Act No. 19 of 2008 at clause 27 (u), norms, standards, procedures, conditions, other notifications issued from time to time, it is being conveyed that the institution i.e Maa Omwati Institute of Pharmacy, Village Hassanpur, Palwal-121107 (2024-25) is hereby granted Extension of Provisional Affiliation for the Academic Year 2025-26 to conduct Diploma in Pharmacy with PCI approved intake:

Sr. No.	Duration	Course	Intake
1	2 Years	Diploma in Pharmacy	60
		<b>Total</b>	<b>60</b>

The above mentioned affiliation is with the instructions that:

1. The institute will register teaching faculty on AEBAS portal of PCI within a period of 03 months.

The above mentioned affiliation is subject to the condition that the institute shall follow and adhere to the Regulations, Guidelines, Norms, Standards & Directions issued by HSBTE/ PCI /State Govt. from time to time. The same can be verified by conducting inspection any time by the HSBTE.

**Institution shall fulfil the following conditions:**

1. Affiliation is an annual phenomenon and is granted by PCI and HSBTE before any academic session. Any institution by virtue of approval by PCI shall not be automatically entitled for affiliation by HSBTE. Before granting affiliation to the institute Board may conduct Physical inspection regarding whether institution has complied the condition of approval letter issued by PCI / State Govt. as well as other conditions mentioned in Act of HSBTE & Affiliation Bye-laws. It shall also be the duty of the institute/polytechnic concerned to fulfil all the requirements of Education Regulations 2020, laid down by PCI and as

amended from time to time. If found that there are no deficiencies then the institute shall be entitled for affiliation otherwise only after the compliance of deficiencies observed by the committee it shall be considered for affiliation by HSBTE.

2. The management shall provide adequate funds for development of land and for providing related infrastructural, instructional and other facilities as per norms and standards laid down by the PCI / State Govt.as well as norms and standards prescribed by HSBTE in affiliation Bye-laws and act of HSBTE from time to time and for meeting recurring expenditure.
3. The institution shall not run any technical/ non-technical education courses or institution in the same premises or campus and or in the name of the Institution without prior permission or approval of PCI, State Govt. and HSBTE. If found so, appropriate action as per the rules and regulations shall be initiated against the Institution.
4. All the laboratories, workshops etc., shall be equipped as per the syllabi of the affiliating Board and shall be in operational condition before making admissions.
5. A separate library shall be established with adequate number of titles, books, journals, (both national & international), e-subscriptions etc. as per PCI norms.
6. A computer centre with adequate number of terminals, printers etc. shall be established as per PCI norms.
7. Institution shall provide infrastructure, faculty/ staff and facilities i.e. laboratories etc. for smooth implementation of curriculum
8. The institution shall provide barrier free environment and toilets for physically challenged persons.
9. It shall be mandatory for the institution to maintain a website providing the prescribed information as per HSBTE norms. The website information must be regularly updated in first week of every month preferably with a link to HSBTE website.
10. Board may carry out inspections at any time throughout the year with or without notifying the dates for verifying the status of the Institution, to verify specific complaints, to verify adherence to PCI/State Government/ HSBTE norms and standards, to verify any misrepresentation, violation of norms and standards, malpractices and to ensure compliance of norms and standards, academic ambience etc.
11. Inspection as an Affiliation process being the sole discretion of HSBTE, no request for postponement of the inspection date will be entertained.
12. The institution shall publish an information booklet before commencement of the academic year giving details regarding the institution and courses / Programs being conducted and details of infrastructural facilities including faculty etc. in the form of mandatory disclosure. The information booklet may be made available to the stakeholders of the Technical Education. The mandatory disclosure information, as per directions of HSBTE, shall be put on the Institution website and same shall be sent to the Board.
13. The admissions shall be made in accordance with the regulation notified by the State Government only after adequate infrastructure and all other facilities, including, the availability/recruitment of the required faculty as per PCI norms, **with prior to Affiliation by HSBTE as per Apex Court Judgement in Civil Appeal No. 9048 of 2012 i.e. not after 15<sup>th</sup> August of the academic session or subsequent notifications issued by AICTE in this regard.**
14. The Principal, teaching and other staff shall be appointed in given time frame and selection shall be done according to procedures, qualifications and experience prescribed by the PCI/ State Govt. / HSBTE from time to time and

- pay scales are as per the norms prescribed by the PCI/ State Govt. from time to time.
15. No excess admission shall be made by the institution over and above the approved intake under any circumstances. In case any excess admission is reported to the Board appropriate disciplinary/ strict action as per the rules and regulations of the Board shall be initiated against the Institution.
  16. Fee and security received from the students should be refunded as per State Govt. and PCI instructions.
  17. The curriculum of the course, the procedure for evaluation and assessment of students shall be in accordance with the norms prescribed by HSBTE and the facilities to implement curriculum prescribed by Haryana State Board of Technical Education shall be in place.
  18. The institution shall ensure regular academic monitoring. The Board shall have a power to withdraw the affiliation of the institute in case of poor academic performance of the institute for three consecutive years as per Clause 2 (vi) of Chapter VI of Affiliation Bye-Laws of the Board.
  19. The tuition and other fees shall be charged as prescribed by the Competent Authority or State Fee Committee from time to time. No capitation fee or fine or any other fee of any kind shall be charged from the students or parents of students or guardians of students in any form. If found so, appropriate action as per the rules and regulations shall be initiated against the institution.
  20. It shall be obligatory for all institutions/Polytechnics affiliated to the HSBTE to install Biometric machine to ensure presence of students in class at least with 80% attendance so as to promote effective teaching learning process, skill and knowledge of students.
  21. Examination Centre: Creation of an Examination Centre in the college will be at the discretion of the Controller of Examinations. The centre of examinations for the students studying in the College can be shifted to any other college. In such a situation, it will be the responsibility of the Institution to make arrangements for transporting the students to the centre of Examinations without any extra charges from the students. Similarly, the Board can also shift the students of one institute to another institute under reference for which necessary infrastructure will have to be provided by the Principal concerned. In order to ensure transparency and monitoring CCTV cameras shall be installed in the Examination Centre.
  22. It shall be obligatory for all institutions/Polytechnics affiliated to the HSBTE to follow examination rules for the smooth conduct of Haryana State Board Examination. The institution which do not co-operate in the conduct of examination & found indulging in malpractices/violation of rules by DTE/PCI/HSBTE, shall be liable for suitable action which could even lead to de-affiliation of the institution as per rules and regulation of the Board.
  23. Building: The entire building of the college will be at the disposal of the Controller of Examinations for the purpose of conduct of examinations. As and when the Centre of Examination (for theory and practical both) is created, it will be obligatory for the Principal to provide necessary infrastructure for smooth conduct of examination.
  24. During Examination if any kind of complaint is received, the centre will be shifted either to Government or nearby Institution as deemed fit without assigning any reason.
  25. Staff: For the purpose of conduct of examinations, the services of entire teaching & non-teaching staff will be at the disposal of the Controller of Examination. The examination duties can be assigned to any member of teaching and non-teaching staff which will have to be complied with the interest of smooth conduct of examinations.



26. Strong Room: There will be a Strong Room in the Institute at the prime location-adjacent to the office of the Principal to keep the confidential material of the Board as and when required. The Strong Room will essentially have double lock system.
27. If the Institution fails to disclose the information or suppress and or misrepresents the information, appropriate action as per the rules and regulations shall be initiated against the Institution.
28. The Institution by virtue of the affiliation by the Board shall not automatically become claimant to any grant-in-aid from the Central or State Government.
29. The account of the institution/trust shall be audited annually by a certified Chartered Accountant and shall be open for inspection by the Board or any other Body or persons authorized by it.
30. The Institute shall take appropriate measures for prevention of ragging in any form, in the light to PCI notification "Pharmacy Council of India Regulations on Curbing the Menace of Ragging in Pharmacy Colleges, 2012" notified vide No. 14-1/11-PCI-Pt-I dated May, 2012. In case of failure to prevent the instances of ragging by the Institutions, the Board shall take appropriate action as per the notified regulations of PCI.
31. The Institute shall ensure establishment of Grievance Redressal Committee in the Institute.
32. The Institute shall ensure establishment of Internal Complaint Committee (ICC) (As per section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013) and any amendment from time to time.
33. The Institute shall ensure establishment of Committee for SC/ST (As per the Scheduled Castes and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11.09.1989) and any amendment from time to time.
34. The Board shall contemplate action including de-affiliation in case of violation of conditions/any condition as enumerated.

The Management of the institute shall strictly follow conditions as may be specified by the HSBTE / PCI / State Govt. from time to time. The Board may withdraw the affiliation, in case it observes any violation of the above conditions and/ or non-adherence to the norms and standards prescribed by the HSBTE / PCI / State Govt., misrepresentation of facts and submitting factually incorrect information to it.

  
**Deputy Secretary (Aff.)**  
**for Secretary, Haryana State Board of**  
**Technical Education, Panchkula**  


**CC:**

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