

**Pharmacy Council of Pakistan**  
(established under the Pharmacy Act 1967)



**Secretariat:**  
1st Floor, Feroze Centre.  
14-D west Blue Area,  
Fazlu-ul Haq Road  
**Islamabad.**

Phone: (051) 9204191  
Fax: (051) 9218995

No. 1-6/2014-PCP.

January 14, 2015.

**Sub: MINIMUM REQUIREMENTS / CRITERIA FOR INSTITUTIONS CONDUCTING POSTGRADUATE DEGREE PROGRAMS IN PHARMACY.**

Dear Sir/Madam!

Reference earlier letter of March 19, 2014 on the subject, wherein the **"Minimum Requirements/Criteria for Institutions Conducting Postgraduate Degree Programs in Pharmacy"** were sent. A copy of the said **"Requirements"** is attached herewith for your information and the needful.

The Institutions will be required to make a request to this Council for Approval/Recognition of their Postgraduate Pharmacy Programs. As already stated, effective January 2015, the Institutions will advertise these programs and award degrees only if they have been permitted/ approved/recognized for this purpose. The said approval will be based on evaluation of their facilities through a team of Inspectors after payment of the required fee (i.e. Rs. 300,000/- in the form of Bank Draft/Pay Order in the name of Pharmacy Council of Pakistan, Islamabad) .

This is to advise you to do the needful in the interest of your Institution as well as the students graduating from your Institution.

A "Poforma" for submitting the information required for evaluating the program is also enclosed herewith for your convenience.

Very Sincerely yours'

  
**Naziruddin Ahsan**  
**Secretary**

**All Institutions Conducting Pharmacy Degree Programs.**

**Pharmacy Council of Pakistan.**

**Recognition of Postgraduate Degree Programs.**

1. Name of the applicant institution.
2. Program/ Degree(s) Requiring Recognition.
3. Establishment:
  - (a) Established under charter/ordinance: (Please enclose a copy of the Charter/Ordinance); or
  - (b) Affiliated with any chartered institution/university. (Please enclose a copy of the Charter of the institution).
  - (c) Research Collaboration (List of Institutes/organizations)
4. Year of establishment of the applicant institution. Courses being offered by the institution and their duration.
5. Courses being offered by the institution and their duration.
6. A Copy of Syllabi covering all the Programs with date of adoption/ revision.
7. The Year in which the basic degree program (Pharm. D.) was recognized?
8. The year in which the first batch of the said program seeking Recognition was enrolled?.
9. Admissions are conducted once/twice a year?
10. Number of students being admitted in different courses/programs. (Details about each program/degree should be given separately.)
11. Number of students to be admitted annually in each Program/degree(s) seeking Recognition.
12. Number of students having been awarded different degrees in pharmacy in each year from the start of the said courses like B. Pharm., M. Pharm., M. Phil., Ph.D. *etc.*
13. Total strength of the teaching staff, sanctioned and working.
14. List of all the faculty members with their complete qualifications as per following format for all full time and part-time/visiting faculty members for the programs requiring Recognition. **(Kindly attach a brief resume of each faculty member for these Postgraduate Degree Programs)**

S. No.	Name	Designation	Qualifications (Pl. give details about each qualification with year and field of specialization etc.)	Teaching/ Professional/ Research/ Experience. (Please give details)	Fulltime/ Part-time/ Visiting	No. of Research Publications (National and International)	Total Impact Factor	Research Grants Obtained
--------	------	-------------	--	---	-------------------------------------	--	---------------------	--------------------------

15. Physical facilities available in the campus.
    - (i) Total area of the campus.
    - (ii) Covered Area available to Pharmacy Faculty/Department with details like classrooms/ lecture halls, laboratories, seminar room/library etc. with their sizes.
  16. Research Facilities
    - a. List of all **Research** laboratories available.
    - b. List of equipment provided in above laboratories with their quantity.
    - c. Funds spent on the research in the last three years with future allocation.
  17. Library:
    - a. Area and Accommodation:
    - b. No. of books subject-wise:
    - c. No. of magazines:
    - d. No. of Research Journals subscribed.
  18. Available Training Facilities like Hospital *etc.*
  19. Constitution and composition of the Board of Studies.
  20. Examination system.
  21. List of Supervisors and Examiners (with qualifications) in the last three years with details of the students supervised/examined and their topics.
  22. Financial position of the institution:
    - (a) Bank Balance of the last month preceding this application.
    - (b) Investments made. Please enclose details.
    - (c) Liabilities.
    - (d) Sources of income:
      - (i) *Regular*
      - (ii) *Casual*
    - (e) Estimated expenditure to be incurred during the year. Please furnish details.
    - (f) Audited Balance Sheet for the last year, to be enclosed.
  23. Future strategic plans for next five years.
- ~~~~~



## **MINIMUM REQUIREMENTS/CRITERIA FOR INSTITUTION CONDUCTING POSTGRADUATE PROGRAM IN PHARMACY**

These criteria will be applicable to all institutes whether already conducting or planning to start postgraduate Pharmacy degree programs in both the public as well as private sectors.

**How to apply for recognition.** The institution will make a request to Pharmacy Council of Pakistan for Approval/Recognition of their Postgraduate Pharmacy Programs. The approval/recognition will be based on the evaluation of their facilities through a team of Inspectors. By December 2014 all the institution conducting Postgraduate Pharmacy Program will be recognized. Effective January 2015, the institution will advertise these Programs if they have been permitted/approved /recognized for this purpose. The said approval will be based on evaluation of their facilities through a team of inspectors after payment of required fee.

**CRITERIA FOR ESTABLISHMENT OR RECOGNITION.** The Council has laid down criteria for establishment /recognition of pharmacy educational institution in Pakistan which is detailed below:

- A. **Comprehensive Feasibility Report.** Any one intending to establish a pharmacy educational Institution shall submit a Comprehensive Feasibility Report, which must include the following information.
1. **Affiliation with a University and other Legal Requirements:** The Institution desirous of conducting a Postgraduate Pharmacy degree program:
    - a) Must be chartered or have an affiliation with a recognized University (established under a charter by the Federal or Provincial Assembly) of the same province,
    - b) Should have a Faculty of Pharmacy in their principle campus.
    - c) Their basic degree program i.e. Pharm. D. should have been recognized by the Council. In case of an affiliated institution, the institution and the affiliating University must be conducting a recognized basic degree program i.e. Pharm. D.
    - d) The University granting affiliation to any institution conducting any Pharmacy Degree programs shall grant affiliation to the institution only after their facilities have been evaluated and approved for conducting said Postgraduate Program in the specific discipline by **the Council**.
    - e) The Institute should fulfill all other legal formalities, as may be required from time to time.
  2. **Organizational Structure/Faculty:** The Institute will employ full time Faculty as per regulations for appointment laid by the PCP. The Dean/Chairman/ Director/ Principal of the Faculty/Department/Institute or College/School of Pharmacy shall hold a basic degree in Pharmacy and must be eligible for appointment as Professor/ Associate Professor. CVs of every faculty member/all members of administration/staff shall be provided for scrutiny, along with terms of reference for employment, qualifications, professional and teaching experience, date of joining, designation with details of research publications etc. The supervisor shall be a regular faculty member of a pharmacy institution. There should be at least three full time Ph.D. Faculty members of the subject. For postgraduate degree in the subject of "Pharmacy Practice" there should be at least two faculty members of the level of Associate Professor. A maximum of 10 students will be admitted in each discipline of



**6. Library:** Library should be well equipped with sufficient number of books, latest editions of reference books/journals, computers with internet facilities and photocopying facility as per following:

- **Books:** *At least 30 with adequate coverage of all disciplines and specialties of Pharmacy. Minimum of 2 copies of each recommended books should be available in the Library.*
- **Annual Addition of Books:** *100 to 150 books.*
- **Periodicals:** *At least 5 including 3 international.*

**7. Attached Hospital.** The attached hospital for imparting training in clinical pharmacy should be well equipped and functional. The hospital should have a minimum 100 beds for admission of 50 students. The hospital must be well reputed with all the major disciplines along with well equipped operation theatres and supportive services should be fully and freely available.

**B. SCRUTINY OF APPLICATIONS.** The application for recognition must be submitted on a prescribed Performa, with details along with the fee prescribed for this purpose before undertaking the first inspection by the Council. The applications will be scrutinized according to the laid down criteria. **If approved, the inspection in question would be undertaken according to the following:**

- i) All institutions, trying to get themselves established and wanted to advertise for admission of students in a pharmacy program, ought to be informed that they should submit applications for inspection before starting the program.
- ii) In case they have failed to submit the application before the advertisement, then it should be mandatory that the newly established institution must apply to the Pharmacy Council of Pakistan to carry out the inspection before conducting the 1<sup>st</sup> year professional examination (this is only applicable to those colleges who had established before these criteria were published).
- iii) Depending upon the report submitted on initial scrutiny of the application, the Council or relevant Committee may arrive at the following decisions:

The institution may be informed of the deficiencies observed on scrutiny, and asked to resubmit the request after removing the deficiencies for inspection. It is mandatory that revised application be submitted before conducting the first professional examination, failing which the PCP will bear no obligation to conduct inspection at later stages. The scrutiny team must ensure that the requirements laid down are duly approved by the Council and are available in the institution.

**C. INSPECTION TEAM.** The inspection team will be constituted by the Council comprising of members from academia and other disciplines of the profession. The Inspection team will be accompanied by the Secretary, PCP or its representative.

**D. INSPECTION SCHEDULE.** Inspection of all relevant facilities should be conducted for concerned year of training at the times given below. The objectives for each visit are mentioned below and the details are present in the forms.

Pharmacy for M. Phil. Degree program. The maximum number of Ph.D. students under the supervision of a full time faculty member is five which may be increased to eight under special circumstances in certain teaching departments subject to prior approval of the Council. There should be at least 3 relevant full time Ph.D. Faculty members in a department to launch the Ph.D. program.

- 3. Admission Requirements and Course Work:** The student will complete the course work as required and as prescribed/approved by the Council.

**M. Phil. Program,**

- a) Minimum admission requirement will be at least sixteen years of education with a minimum 50% GAT General cumulative score. The GAT test will be valid for a period of two years.
- b) Student will either need to complete 30 credit hours of course work or complete 24 credit hours of course work along with a minimum of 6 credit hours for research work/thesis.

**Ph. D. Program,**

- a. A minimum CGPA 3.0 (out of 4.0 in the Semester System) or First Division (in the Annual System) in M.Phil. degree will be required. A subject test conducted by the National Testing Service (NTS) or ETS, USA in the area of specialization chosen at the PhD level must be cleared prior to admission for the PhD Program. In the case of GAT Subject test a minimum of 60% marks is required to pass the test.
- b. Course work of 18 credit hours preferably in the first year is required to be completed and followed by a comprehensive examination for granting candidacy as PhD researcher.
- c. The Ph.D. dissertation must be evaluated by at least two Ph.D. experts from technologically/academically advanced foreign countries in addition to local Committee members.
- d. An open defense of Dissertation is essential part of PhD Program after positive evaluation.
- e. Acceptance/publication of at least one research paper based on the PhD research in an HEC approved "X" category journal is a requirement for the award of Ph.D. degree.
- f. The Plagiarism Test must be conducted on the Dissertation before its submission to the two foreign experts.

- 4. Infrastructure and Building and Laboratories.** Adequate physical facilities for Class Rooms, Laboratories, adequate and suitable laboratory equipment with reference to research work/projects in different laboratories, library, information technology etc. must be created by the intending institutes in an owned and purposely built building.

- 5. Financial Resources and Status.** The institution must be financially viable. Financial resources should be clearly indicated according to level, size and type of the proposed institution. It should be able not only to establish but also to run the institution progressively. For this purpose an endowment fund of Rs. 50 million (50% in Cash and 50% in property) should be available.



**a. Institutions already conducting the Postgraduate Program:**

A Comprehensive Inspection, wherein the team will look into the following in addition to the criteria already given.

- i. Suitability of the venue for educational purposes.
- ii. Availability of all necessary basic infrastructure and physical facilities needed during the first two professional years.
- iii. Presence of needed basic educational resources & research facilities.
- iv. Recruitment of appropriate and adequate teaching faculty.
- v. Availability of written curriculum with objectives, syllabus, teaching methods and assessment program.
- vi. Adequacy and sources of Funds.
- vii. Procedure for financial accountability.
- viii. Availability of appropriate and adequate number of examiners.
- ix. The Conduct of examination and Report on the transparency and fairness of the examination.

**b. Institutions wishing to start the Postgraduate Program.**

A Comprehensive Inspection prior to first admission of the students for granting NOC, wherein the team will look into the following in addition to the criteria already given.

- i. Suitability of the venue for educational purposes.
- ii. Availability of all necessary basic infrastructure and physical facilities needed during the first two professional years.
- iii. Presence of needed basic educational resources & research facilities.
- iv. Recruitment of appropriate and adequate teaching faculty.
- v. Availability of written curriculum with objectives, syllabus, teaching methods and assessment program.
- vi. Adequacy and sources of Funds.
- vii. Procedure for financial accountability
- viii. Availability of appropriate and adequate number of examiners.
- ix. The Conduct of examination and Report on the transparency and fairness of the examination.

**Visit 2:** One year after the first visit.

**Objectives:** This will be a follow-up of the 1<sup>st</sup> visit, wherein the Inspection team will observe for the compliance and rectification of deficiencies as pointed out in the first visit.

In addition to the above, the Council can also conduct surprise inspections of the Institutions. The Pharmacy Programs of the Institutions which are recognized by the Council will be visited after every two years to ensure that the standards based on which institution was granted recognition, are maintained or not.

~~~~~