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(स्वास्थ्य एवं परिवार कल्याण मंत्रालय के अतर्गत सांविधिक निकाय)
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कामधे दू स्वतन्त्रानाम् प्राणिनामातिशयम्

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Circular

File No. IT-12/3/2025-IT

Date: 02.07.2026

To All,

- Approved M. Pharm Pharmacy Institutions
- Examining Authority (Universities/Boards)
- State Governments
- Students across all cohorts

Sub: Fresh Registration of all Students on DIGI-Pharmed Portal for implementation of Aadhaar Enabled Biometric Attendance System (AEBAS).

Ref:

- Council circular no. 614 posted dt. 04.05.2026

Sir/ Madam,

- This is in reference to the above cited subject matter and previous circulars issued by the Council regarding implementation of Aadhaar Enabled Biometric Attendance System (AEBAS) for all students of M. Pharm courses across all PCI approved pharmacy institutions.
- In continuation to the same, the Council has received multiple grievances from students regarding issues faced during onboarding and registration on the AEBAS portal.
- Upon review, it has been observed that a large number of student records submitted for all the courses i.e. D. Pharm, B. Pharm, M. Pharm etch. contain duplicate registrations, incomplete information, incorrect data entries, or multiple profiles created earlier either by institutions or by students themselves, leading to ambiguity during verification and user registration on the AEBAS Portal due to the linking of the BH-S Number.
- Further, most of the students were tagged to the Academic session 2026-2027. However, the same has been transferred to the 2025-26 session as most of the students have logged grievance for the same citing the incorrect academic session linking due to the default setting. Therefore, students may login and verify their academic session accordingly.
- In order to maintain data integrity, Aadhaar-based verification, and uniformity across the centralized attendance system, the Council has decided that all existing student registration will be now validated with the Two Factor Authentication (2FA) for the confirmation of the user.

Therefore, it is directed that all students' user must authenticate their profile within Seven (7) days of these notifications. Further, the non-authenticated profiles will be deactivated from the DIGI-PHARMed Portal.

6. Further, to address the issues being reported by the various stakeholders are listed below with the solutions as under:

i. Can students use the same BH-S ID for new pharmacy courses?

Yes. If a student already has an approved BH-S ID for their existing courses i.e. D. Pharm/ B. Pharm course, the same ID can be used while applying for new courses in any institution only if the institution has marked student as Pass for the respective courses.

In order to do this, respective institution will update the student's year-wise progression by uploading Pass/Fail status along with the relevant certificates as per the steps cited in the user manual as well. Detailed steps are available in the user manual published along with this circular.

ii. Who needs to complete fresh registration on the DIGI-PHARMed Portal?

All students enrolled in pharmacy courses whose IDs were not validated through OTP within the said period are required to complete fresh registration mandatorily through the DIGI-PHARMed Portal of PCI as the previous profiles which has not been validated within the said time will be marked as inactive.

iii. What is the portal link for fresh registration?

Students can complete fresh registration through the following link <https://digipharmed.pci.gov.in/>

iv. Which academic session should students select during registration?

Students must select the academic session corresponding to their year of admission. For example, if a student was admitted in the academic session 2021–22, they must select “2021–2022” from the dropdown menu during registration. Kindly double checks the academic session while confirming as the same is non-editable.

v. All institutions are also informed that they must ensure that the students records are updated for all the students admitted from the academic session 2021-2022. Institutions must ensure that passed out students also are updated on this portal in order to assist them further in the registration on single window registration platform for the pharmacist's registration in respective states.

vi. What details are required during the fresh registration process?

The fresh registration process must be completed using accurate Aadhaar-aligned details i.e. Name/Address/DOB etc. and updated academic information up to the previous academic qualification to the courses for which student will be applying must be submitted. Without proper submission of the details, applications may not get processed or get rejected by the institutions at the time of scrutiny for the approval of admissions.

vii. What is the responsibility of institutions during the registration process?

Institutions must verify the data submitted by students before approval to avoid discrepancies during AEBAS onboarding. Institution must ensure that the educational documents has been verified as the same will be conveyed to the state pharmacy council as well in future for the verification of their pharmacist's registration applications to respective SPC.

vii. What academic records must institutions update?

Institutions are required to update all academic records for each year of the course and process student transfers for every academic session as per the procedure outlined in the user manual. To process the student's transfer for year to year, institutions must update their marksheet and necessary details to progress the same to the next academic session.

viii. How will approved records be used?

Approved records submitted by institutions will also be used for verification of students' educational documents during registration with the State Pharmacy Council (SPC) through the single window registration portal.

ix. What is the timeline for completing fresh registration and onboarding on AEBAS?

All approved pharmacy institutions must coordinate with their students and ensure completion of the fresh registration process, along with processing, within 30 days.

x. Who will be eligible for AEBAS onboarding and attendance marking?

Only those students whose fresh registration is successfully completed and verified through the DIGI-PHARMed Portal under the M. Pharm Course will be considered eligible for onboarding and attendance marking under AEBAS. Institutions and students are advised not to rely on any previously generated profiles, attendance IDs, or earlier registrations, as the same shall not be considered valid for further processing.

6. Further, all grievances/ issues related to registration and onboarding must be submitted only through the designated grievance mechanism of the Council. No requests through unofficial communication channels (such as WhatsApp, messages, call etc.) shall be entertained.
7. Non-compliance with the above directions may attract appropriate action as deemed fit by the Council.

This issues with the approval of the Competent Authority.

(ANIL MITTAL)
Registrar-Cum-Secretary



Pharmacy Council of India

A STATUTORY BODY UNDER MINISTRY OF HEALTH & FAMILY WELFARE

समंते दुःखादानं प्रथममस्तिनाम

USER MANUAL

Student Portal





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Pharmacy Council of India

A STATUTORY BODY UNDER MINISTRY OF HEALTH & FAMILY WELFARE



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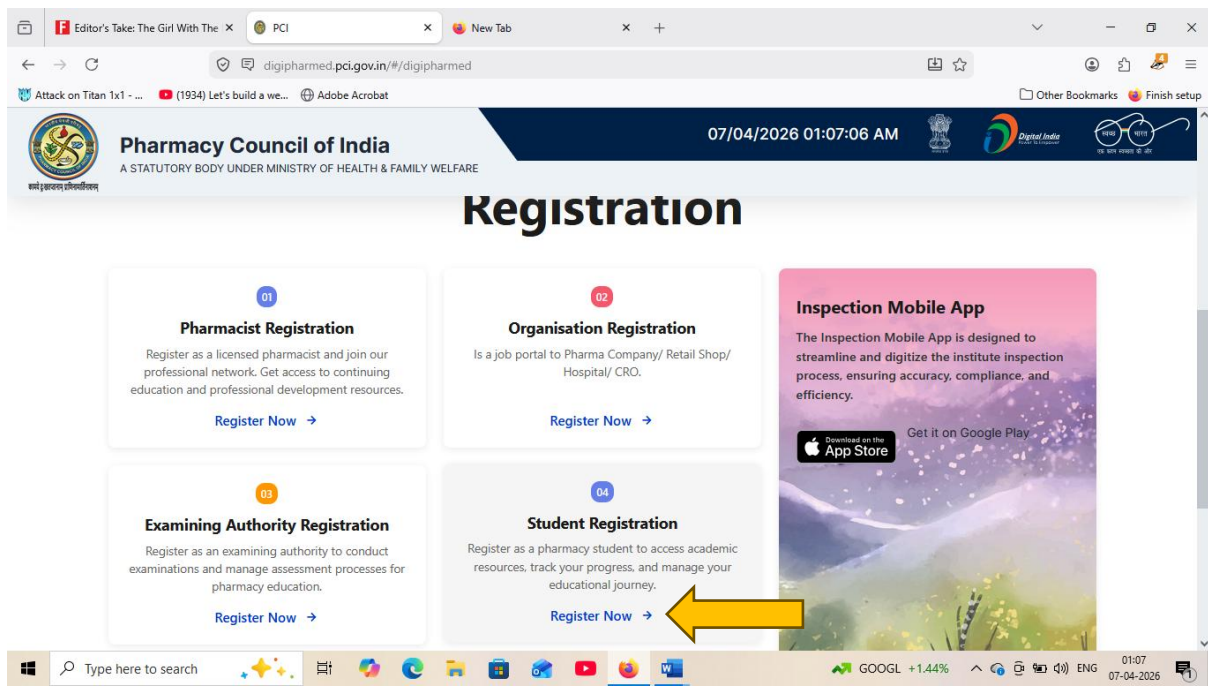
1. Introduction

The Student Registration Portal of the Pharmacy Council of India (PCI) is designed to facilitate online registration and management of students enrolled in pharmacy institutions as per PCI regulations

This portal enables students to submit their personal, academic, and institutional details, upload required documents, track application status, and complete the registration process. It also allows institutions and authorities to verify student information, manage records, and ensure compliance with PCI guidelines

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.



Navigating to Student Registration

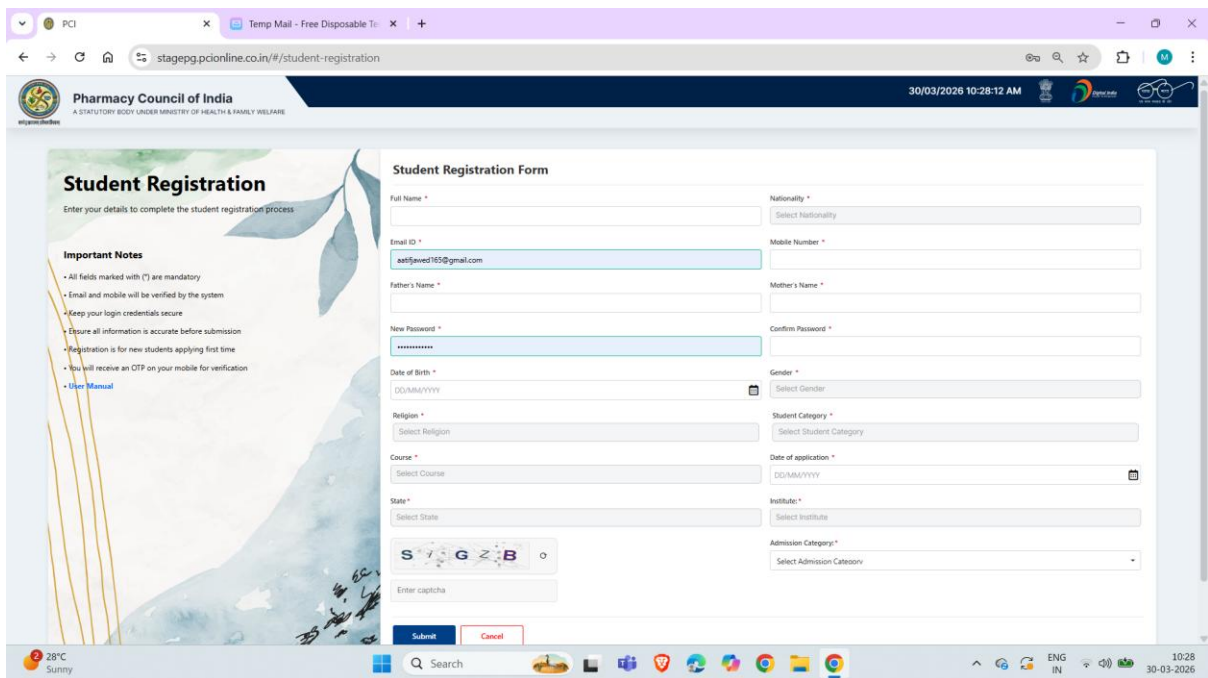
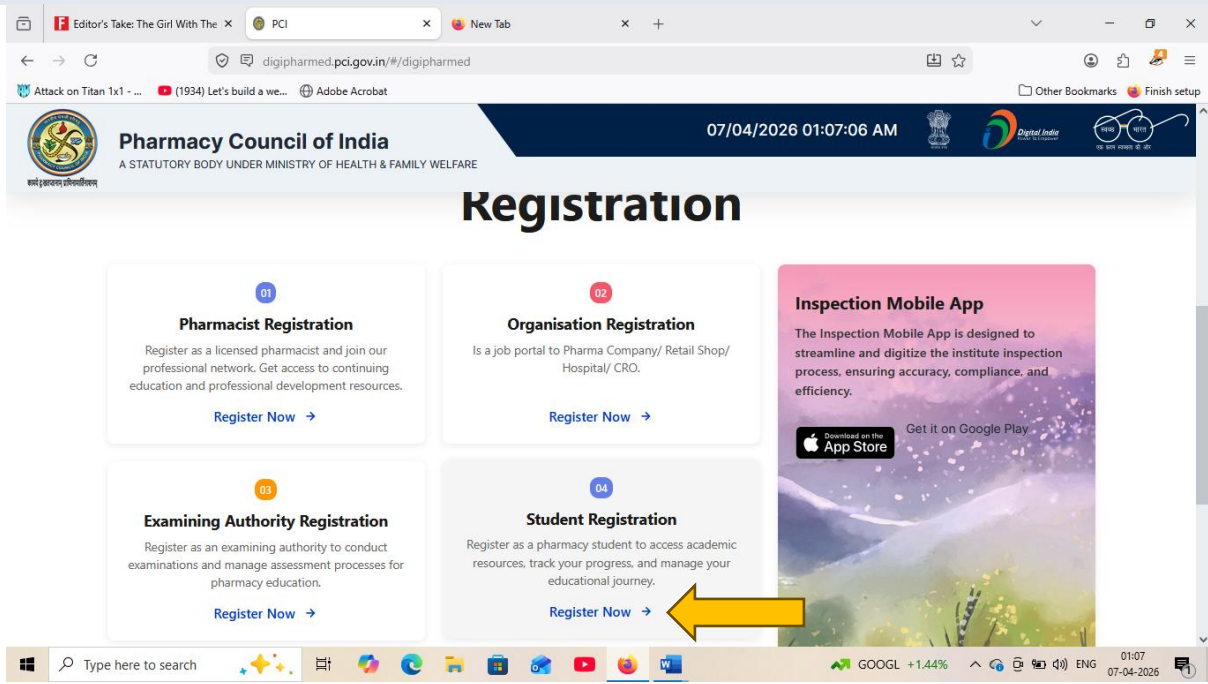
To begin registration as a Student:

Locate the tile labelled ‘Student registration’ on the home page as shown in the screenshot above.

Review the brief description provided below the tile, which clarifies that this option is intended for student registration.

Click on ‘**Register Now**’ under the Student Registration tile.

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



Student Registration Form – Overview

The registration form is a structured, multi-section form designed to capture **student details** for registration.

Important Notes:

All fields marked with (*) are mandatory.

An Active mobile no is required; the system will verify the mobile no via an OTP.

Users are advised to ensure accuracy before submission to avoid any inconvenience

Login credentials must be kept secure for further access.

Filling Student Registration Form

Student Details Section

Users are required to enter the following information:



- **Full Name** – Enter your name as per official records
- **Nationality** – Select your nationality from the dropdown
- **Email ID** – Enter a valid and active email (used for login & communication)
- **Mobile Number** – Enter an active number for OTP verification
- **Father’s Name / Mother’s Name** – Enter correct details

- **Password & Confirm Password** – Set a secure password as per system rules

- **Date of Birth** – Select your DOB
- **Gender** – Select your Gender
- **Religion** – Select your religion
- **Student Category** – Select applicable category

- **Course** – Select your course
- **State** – Select your state
- **Institute** – Select your institute

- **Date of Admission** – Enter admission date
- **Admission Category** – Select category

- **Captcha Verification** – Enter captcha correctly to proceed

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:

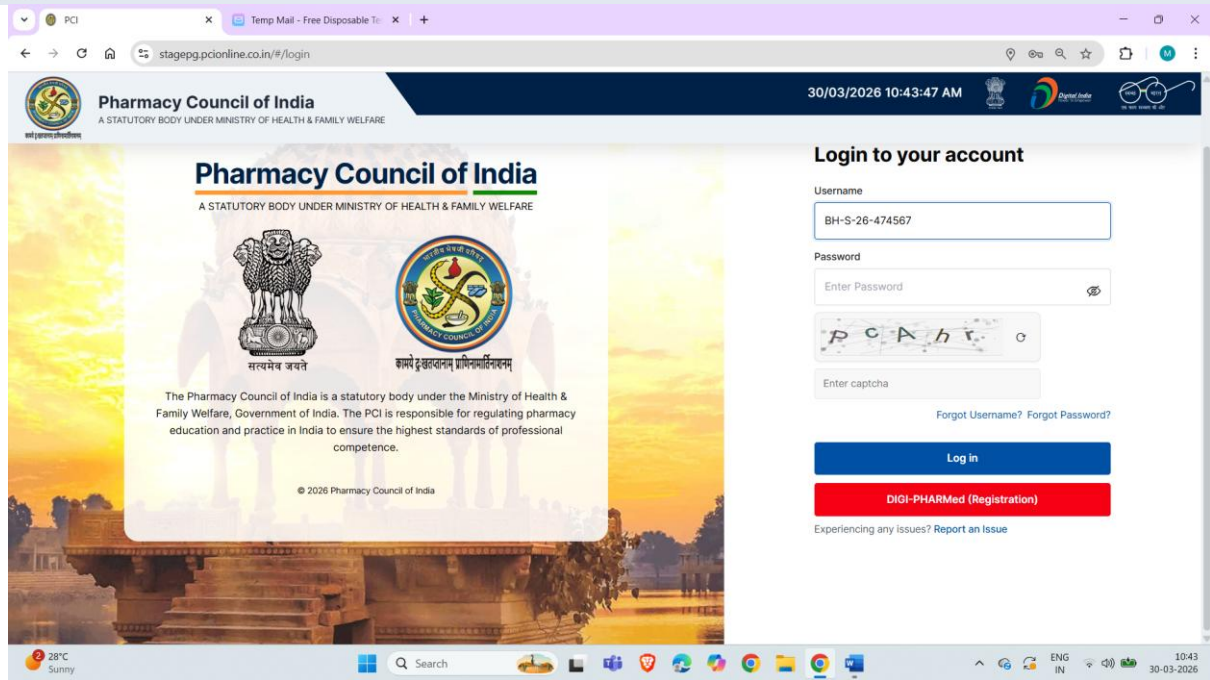
- The application is recorded in the system.
- Message displayed “Registration completed successfully”; note your username and click “**Go to Login**” to proceed.

Login to the Student portal

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

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.



Login page – Field Description

The Login page consists of the following components:

Username - Enter the registered username (BH-S-2*-*****).

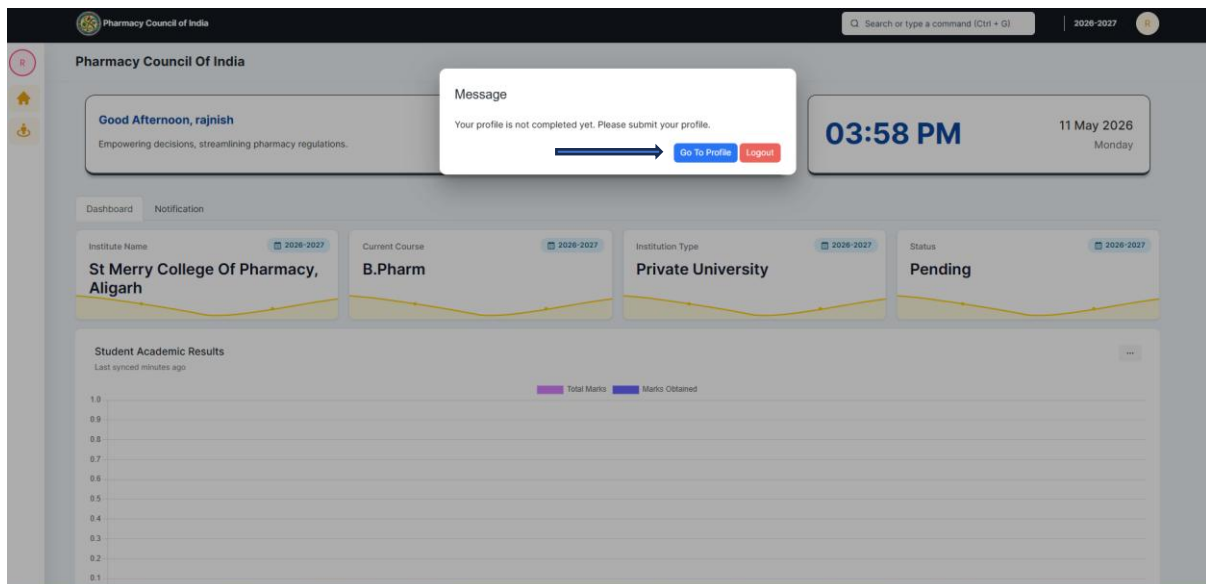
Password - Enter the password created at the time of registration. (Password visibility can be toggled using the eye icon.)

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.

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





Dashboard Page – Overview

After successful login, the Student Dashboard page is displayed. The dashboard provides an overview of the student’s academic and registration information.

If the student profile is incomplete, the system displays a popup message requesting the user to complete the profile before proceeding further.

Steps to Complete Student Profile

View Dashboard Popup

After login:

- The dashboard page opens.
- A profile completion popup appears if details are incomplete.

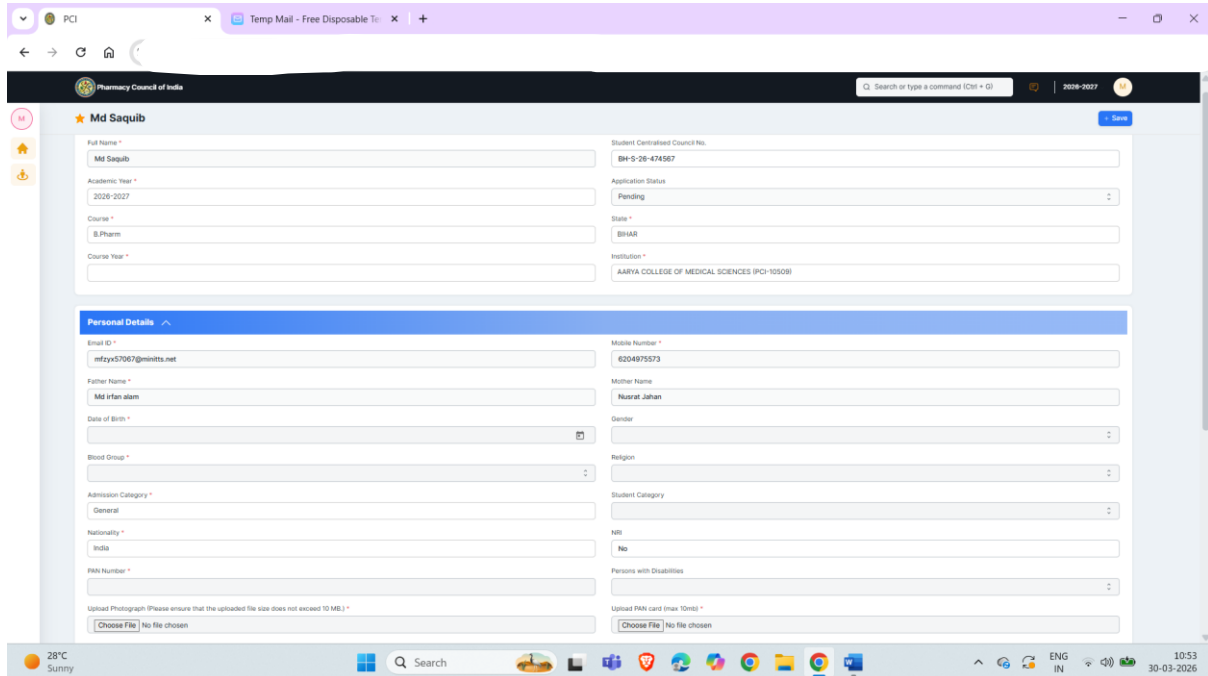
Click on “Go To Profile”

Click on the **Go To Profile** button.

The system redirects to the Student Applicant page.

Student Applicant Page – Overview

- the students can verify their details like Name, Program and Academic Year
- Use the search fields to filter student records
- Click on a student entry will open a student application details page
- Use available actions to manage or review the details.



Basic Information Section

- Verify Full Name
- Check Academic Year
- confirm Course and Course Year
- Verify Student Centralised Council Number
- Check Application Status
- Confirm State and Institution details

Personal Details Section



Fill the following fields:

- Verify **Email ID** and **Mobile Number**
- Verify **Father’s Name** and **Mother’s Name**
- Verify **Date of Birth** and **Gender**
- Choose **Blood Group** and **Religion**
- Verify **Admission Category** and **Student Category**
- Verify **Nationality**
- Enter **PAN Number**

Document Uploads

- Upload **Photograph** (Max 10 MB)
- Upload **PAN Card** (Max 10 MB)
- Use **View Attachment** to verify uploaded files

Permanent Address ^

Address *	State *
401 block C 4th	UTTAR PRADESH x
Pincode	District
202001	ALIGARH x

Correspondence address is same as above

Correspondence Address ^

Address *	State *
401 block C 4th	UTTAR PRADESH x
Pincode	District *
202001	ALIGARH x

Permanent Address Section

- Enter **Address details**
- Select **State** and **District**
- Enter **Pincode**

Correspondence Address Section

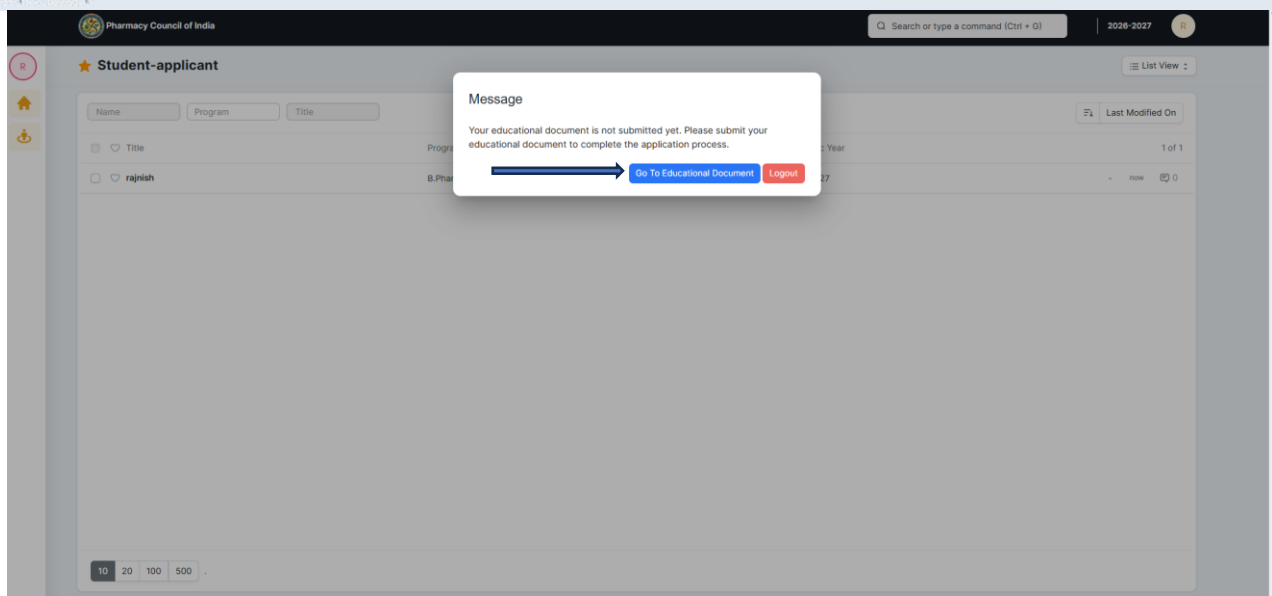
- Enter **Address details**
- Select **State** and **District**
- Enter **Pincode**

Save Process

- Ensure all mandatory (*) fields are completed
- Verify all entered details carefully
- Click **“Save”** button (top right corner)

Important Notes

- All fields marked (*) are mandatory
- Upload clear and valid documents only
- Double-check details before saving
- Incorrect information may delay approval



Educational Document Submission Popup – Overview

After completing the Student Profile section, the system redirects the user to the Student Application page.

If educational documents are not submitted, a popup message will appear on the screen requesting the user to upload educational documents to continue the application process.

Popup Message

“Your educational document is not submitted yet. Please submit your educational document to complete the application process.”

- Click on “Go to Student Educational Document”
→ To upload and manage educational documents

Course	Semester	Total Mark	Marks Obt...	Institution/Board	Year of Passing	Upload Marksheet	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Delete"/>

Educational Document Upload Page – Overview

After clicking on **Go To Educational Document**, the system redirects the user to the **New Student Educational Document** page.

This page is used to upload academic and educational documents required for student verification and application processing.

Users must upload mandatory educational documents based on their selected course.

Basic Details

- Verify Student Code
- Verify Student Name

Student Educational Document Detail

Enter the following details:

- **Course** – Enter course name
- **Semester** – Enter semester/year
- **Total Mark** – Enter total marks
- **Marks Obtained** – Enter obtained marks
- **Institution/Board** – Enter board or institution name
- **Year of Passing** – Enter passing year

Upload Marksheet

- Click on **“Choose File”**
- Upload the marksheet document

Adding Multiple Records

- Click on **“Add Row”** to add more educational details
- Use **Delete** option to remove any row if needed



Mandatory Document Requirements

For B.Pharm Students

The following documents are mandatory:

- 10th Marksheet/Certificate
- 12th Marksheet/Certificate

Students must upload both documents to proceed further.

For M.Pharm Students

The following documents are mandatory:

- All 6 Semester Marksheet/Documents of B.Pharm

Students must upload semester-wise educational documents for verification.

Saving the Form

- Ensure all required fields are filled
- Verify all entered details
- Click **“Save”** to submit the document

Important Notes

- Upload only valid academic documents.
- Ensure uploaded files are clear and readable.
- Incomplete document submission may delay application approval.
- Mandatory documents must be uploaded based on selected course.
- Incorrect or mismatched documents may lead to rejection.
- Save all uploaded details before exiting the page.

The screenshot displays the 'Students' management interface on the Pharmacy Council of India's online registration portal. The page is viewed through a Google Chrome browser. The main content area is divided into two primary sections: 'Your Shortcuts' and 'Reports & Masters'. In the 'Your Shortcuts' section, there is a prominent link for 'Student Profile', which is highlighted with a blue arrow. The 'Reports & Masters' section contains a 'Link' area with two options: 'Student Applicant' and 'Student Educational Document'. The browser's address bar indicates the current page is 'replicastageapp.pcionline.co.in/#/admin/students'. The Windows taskbar at the bottom of the screen shows the system date as 07-04-2025 and the time as 02:51.

Your Shortcuts Section

- Click on “**Student Profile**”
- Use this option to view or update your profile information

Student Profile Overview

The **Student Profile** provides students with a consolidated view of their personal information, academic records, examination details, and programme completion documents maintained in the system. Students can use this profile to review the information submitted during admission and track their academic journey throughout the programme.

Profile Overview

The following information is displayed on the Student Profile page:

- **Student Name** – Displays the full name of the student.
- **Student Centralised Council Number (BH Number)** – Unique identification number assigned to the student.
- **Profile Photograph** – Displays the student's photograph available in the system.

Tabs in Student Profile

The Student Profile contains the following sections:

- **Personal Details** – Displays the student's personal and contact information.
- **Educational Document** – Displays the educational certificates and supporting documents uploaded by the student.
- **Applied Courses** – Displays the courses/programmes applied for by the student.
- **Exam Result** – Displays the student's examination results and academic progression.
- **Passed Out Documents** – Displays programme completion documents uploaded after successful completion of the course.
- **Current Course** – Displays details of the course in which the student is currently enrolled.

Personal Details Tab

The **Personal Details** tab provides a comprehensive view of the student's information recorded in the system.

The following details are displayed:


- Father's Name

- Mother's Name
- Gender
- Date of Birth
- Blood Group
- Religion
- Mobile Number
- Email ID
- Student Category
- Persons with Disabilities (PwD) Status
- NRI Status
- Nationality
- PAN Card Number
- Admission Category
- Correspondence Address

👉 Use this section to review and verify that your personal information maintained in the system is accurate.

★ Student Profile

Personal Details
Educational Document
Applied Courses
Exam Result
Passed Out Documents
Current Course



Mark Juberberg

BH-S-26-474642

#	Program	Course Year	University/Board	Academic Year	Total Marks	Marks Obtained	Document Status	View Marksheet
1	B.Pharm	1	Lord Shiva College Of Pharmacy Near Civil Hospital Sirsa	2020-2021	500	350	Verified	View Document
2	B.Pharm	2	Lord Shiva College Of Pharmacy Near Civil Hospital Sirsa	2023-2024	500	350	Verified	View Document
3	B.Pharm	3	Lord Shiva College Of Pharmacy Near Civil Hospital Sirsa	2023-2024	500	350	Verified	View Document
4	B.Pharm	4	Lord Shiva College Of Pharmacy Near Civil Hospital Sirsa	2024-2025	500	350	Verified	View Document
5	M.Pharm Pharmaceutical Chemistry	1	Lord Shiva College Of Pharmacy Near Civil Hospital Sirsa	2026-2027	500	300	Verified	View Document
6	M.Pharm Pharmaceutical Chemistry	2	Lord Shiva College Of Pharmacy Near Civil Hospital Sirsa	2027-2028	500	300	Verified	View Document
7	XIth	-	cbse	2012-2013	500	350	Verified	View Document
8	Xth	-	cbse	2010-2011	500	350	Verified	View Document

Educational Document Tab

- View uploaded academic records
- Check details like:

Program

Course year

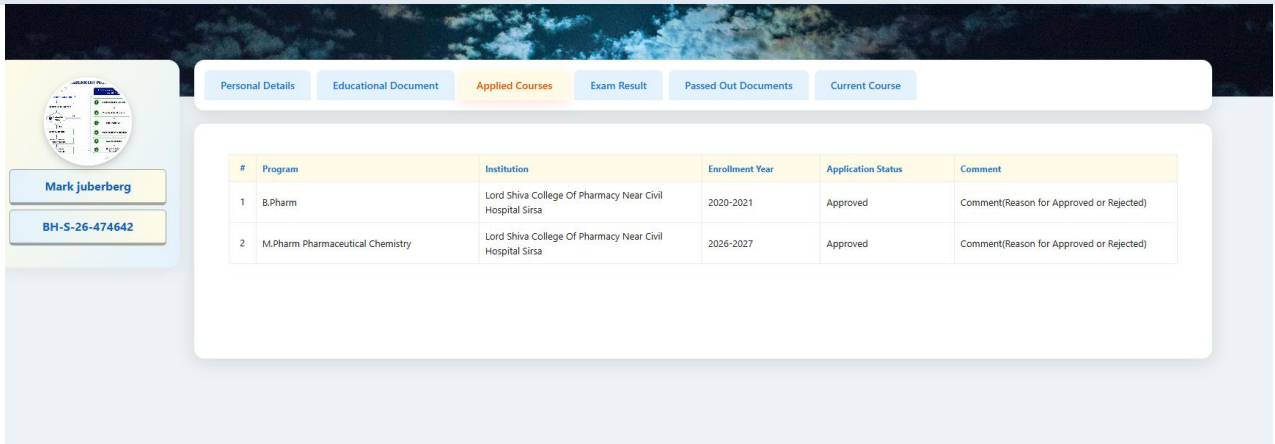
University/Board

Year of Passing

Document status

Total Marks & Marks Obtained

- Click **“View Document”** to open uploaded certificate



#	Program	Institution	Enrollment Year	Application Status	Comment
1	B.Pharm	Lord Shiva College Of Pharmacy Near Civil Hospital Sirsa	2020-2021	Approved	Comment(Reason for Approved or Rejected)
2	M.Pharm Pharmaceutical Chemistry	Lord Shiva College Of Pharmacy Near Civil Hospital Sirsa	2026-2027	Approved	Comment(Reason for Approved or Rejected)

Applied Courses Tab

- View course application details:

Program Name

Institution

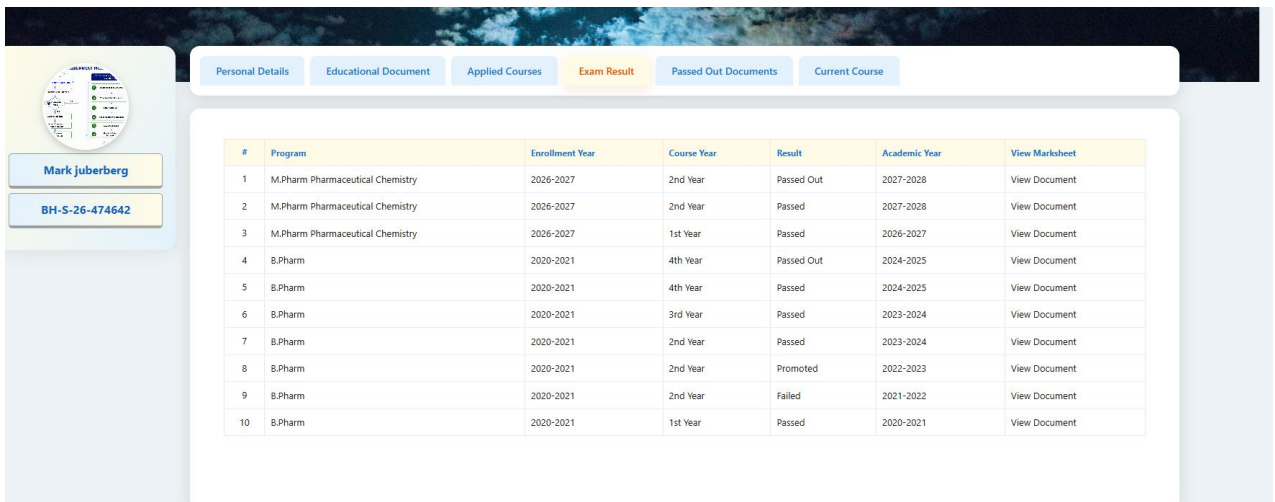
Enrollment Year

Course Year

Result Status

Passed Out Year

👉 Shows status of applied courses



#	Program	Enrollment Year	Course Year	Result	Academic Year	View Marksheet
1	M.Pharm Pharmaceutical Chemistry	2026-2027	2nd Year	Passed Out	2027-2028	View Document
2	M.Pharm Pharmaceutical Chemistry	2026-2027	2nd Year	Passed	2027-2028	View Document
3	M.Pharm Pharmaceutical Chemistry	2026-2027	1st Year	Passed	2026-2027	View Document
4	B.Pharm	2020-2021	4th Year	Passed Out	2024-2025	View Document
5	B.Pharm	2020-2021	4th Year	Passed	2024-2025	View Document
6	B.Pharm	2020-2021	3rd Year	Passed	2023-2024	View Document
7	B.Pharm	2020-2021	2nd Year	Passed	2023-2024	View Document
8	B.Pharm	2020-2021	2nd Year	Promoted	2022-2023	View Document
9	B.Pharm	2020-2021	2nd Year	Failed	2021-2022	View Document
10	B.Pharm	2020-2021	1st Year	Passed	2020-2021	View Document

Exam Result Tab

The **Exam Result** tab provides students with a complete history of their examination results recorded in the system. Students can use this section to track their academic progression throughout the programme.

(Insert Exam Result Tab Screenshot here)

Result Overview

The table displays the following information:

- # – Serial number of the record.
- Program** – Displays the programme associated with the examination result.
- Enrollment Year** – Displays the academic year in which the student was admitted to the programme.
- Course Year** – Displays the year of study corresponding to the result.



- **Result** – Displays the student's academic status for the respective course year.
 - **Academic Year** – Displays the academic session in which the result was recorded.
 - **View Marksheet** – Allows students to view the marksheet uploaded for that examination record.
-

Viewing Marksheets

- Click on **View Document** under the **View Marksheet** column.
 - The marksheet associated with the selected examination record will open.
 - Students can review and refer to the uploaded marksheets whenever required.
-

Result Status

The following examination statuses may be displayed:

- **Passed** – Indicates that the student has successfully completed the academic requirements for the respective course year.
 - **Failed** – Indicates that the student did not successfully clear the academic requirements.
 - **Promoted** – Indicates that the student has been promoted to the next course year as per the applicable academic rules.
 - **Passed Out** – Indicates that the student has successfully completed the programme.
 - **Awaited** – Indicates that the examination result is pending declaration.
 - **Dropped Out** – Indicates that the student has discontinued the programme.
-

Purpose

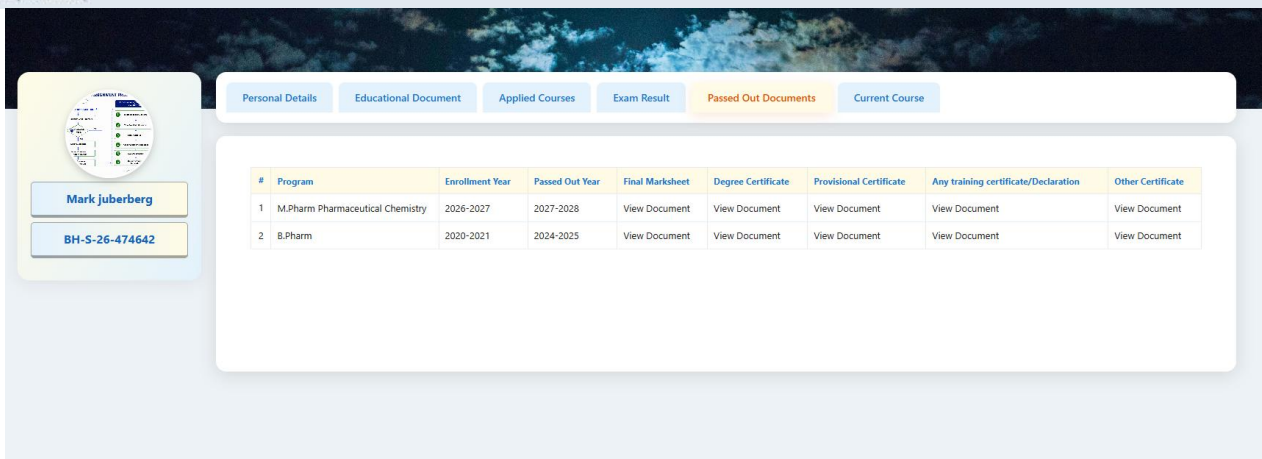
The **Exam Result** tab enables students to:

- View their complete examination history.
 - Track academic progression across different course years.
 - Review the result status recorded for each academic session.
 - Access and view uploaded marksheets for future reference.
 - Monitor their academic journey from admission to programme completion.
-

Important Notes

- The information displayed in this section is maintained by the institute and reflects the latest examination records available in the system.
- Examination results are displayed in chronological order based on the student's academic progression.
- Students cannot modify the examination records displayed in this tab.
- In case of any discrepancy in the examination details or uploaded marksheets, students should contact their respective institute for clarification.

👉 Use this section to review your academic performance and access marksheets maintained in the system.



#	Program	Enrollment Year	Passed Out Year	Final Marksheet	Degree Certificate	Provisional Certificate	Any training certificate/Declaration	Other Certificate
1	M.Pharm Pharmaceutical Chemistry	2026-2027	2027-2028	View Document	View Document	View Document	View Document	View Document
2	B.Pharm	2020-2021	2024-2025	View Document	View Document	View Document	View Document	View Document

Passed Out Documents Tab

The **Passed Out Documents** tab provides students with access to all programme completion documents uploaded in the system after successful completion of their course.

This section serves as a repository of the certificates and marksheets issued upon completion of the programme.

(Insert Passed Out Documents Tab Screenshot here)

Document Overview

The table displays the following information:

- **#** – Serial number of the record.
- **Program** – Displays the programme completed by the student.
- **Enrollment Year** – Displays the academic year in which the student was admitted to the programme.
- **Passed Out Year** – Displays the academic year in which the student successfully completed the programme.
- **Final Marksheet** – Provides access to the student's final marksheet.
- **Degree Certificate** – Provides access to the degree certificate issued to the student.
- **Provisional Certificate** – Provides access to the provisional certificate, where applicable.
- **Any Training Certificate/Declaration** – Provides access to training certificates, internship certificates, or declarations uploaded by the institute.
- **Other Certificate** – Provides access to any additional certificates associated with the student's completion record.

Viewing Documents

Students can view the uploaded completion documents by following these steps:

1. Locate the required programme record.
2. Click on **View Document** under the respective document column.
3. The selected document will open for viewing and reference.

Purpose

The **Passed Out Documents** tab enables students to:

- Access programme completion documents from a single location.
- View and download their final academic records.
- Retrieve degree-related certificates whenever required.



- Maintain a digital reference of certificates issued after programme completion.

Important Notes

- This tab is populated only for students who have been marked as **Passed Out** in the system.
- The documents displayed in this section are uploaded and maintained by the respective institute.
- Students cannot modify or delete the documents available in this tab.
- In case any required completion document is unavailable or incorrect, students should contact their institute for assistance.
- The documents displayed in this section may be used for employment, higher education admissions, registration processes, and future academic reference.

👉 Use this section to access and review all documents related to the successful completion of your programme.

Current Course Tab

- View current academic details:

Academic Year

Application Status

Course Name

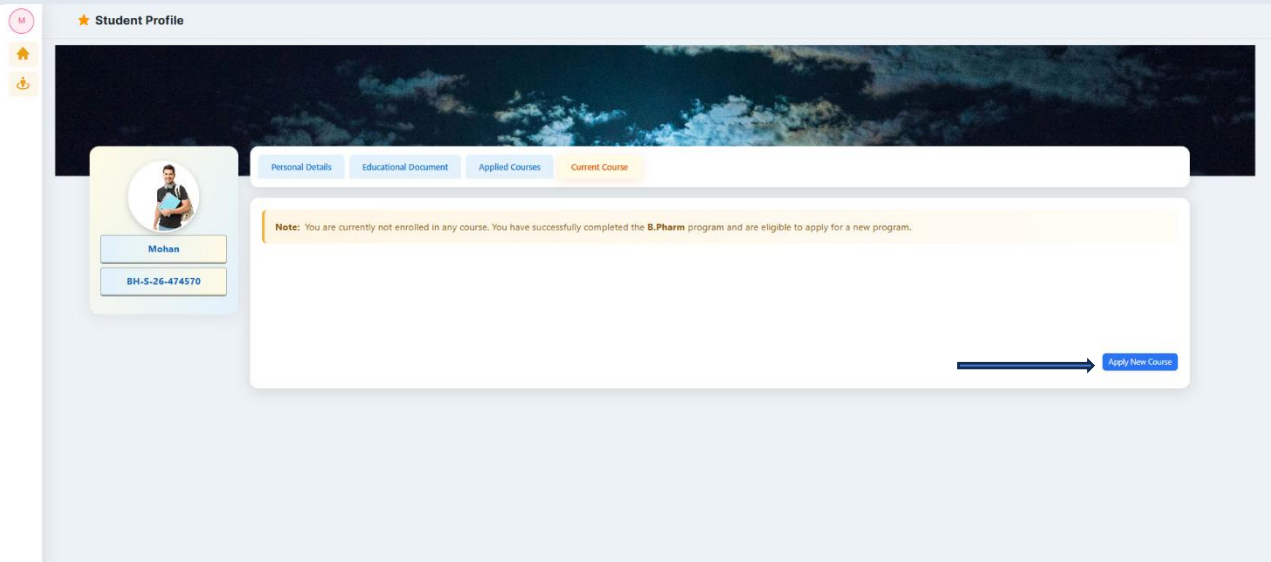
Course Year

Institute Name

Comments (if any)

Important Notes

- All details are **read-only (for viewing/verification)**
- Ensure information is correct
- Contact authority if any correction is required



Current Course Tab – Overview

The **Current Course** tab displays the student’s present enrollment status.

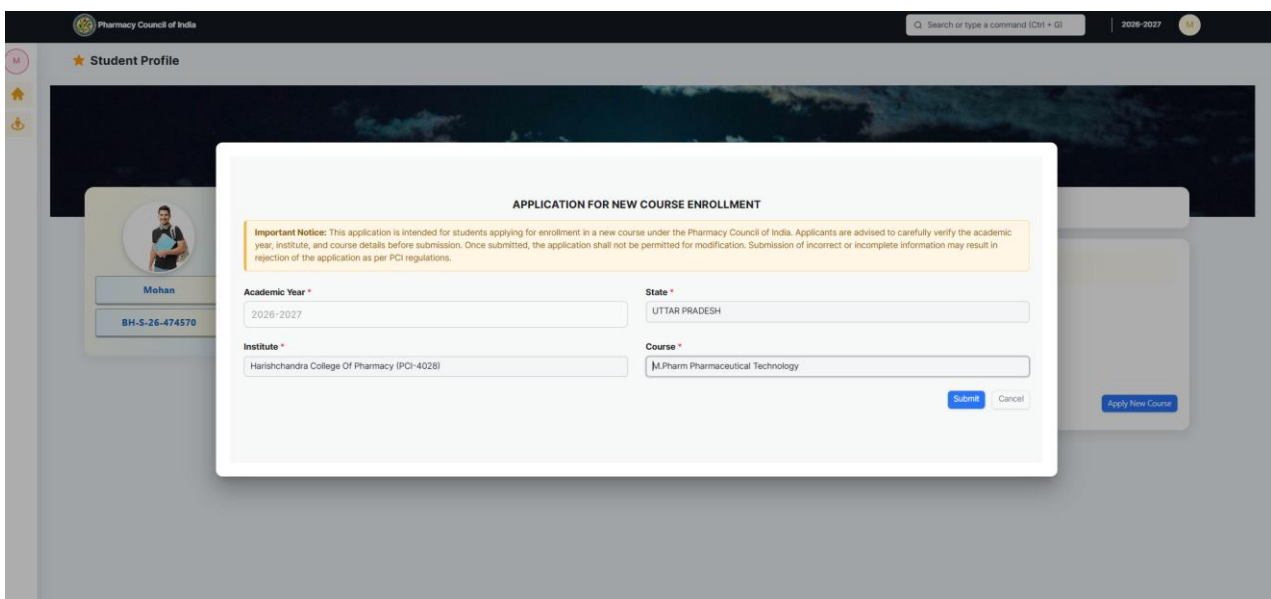
- Shows whether the student is currently enrolled in any course
- If the student has **passed/completed the current program (e.g., B.Pharm)**, a message will be displayed indicating completion
- In this case, the student is **not enrolled in any active course**

Action

- Click on the “**Apply New Course**” button
- This allows the student to **apply for a new course/program**

Summary

When a student has successfully completed their current course, they can use this tab to **apply for a new course using the “Apply New Course” option.**



Apply New Course

After clicking “**Apply New Course**” from the **Current Course** tab, the **Application for New Course Enrollment** form will open.



Steps to Apply

1. Review Important Notice

- Read the instructions carefully before filling the form
- Ensure all details are correct, as changes are not allowed after submission

Fill Required Details

- **Academic Year**
 - Select the applicable academic year (e.g., 2026–2027)
- **State**
 - Choose your state
- **Institute**
 - Select the institute where you want to apply
- **Course**
 - Choose the desired course (e.g., M.Pharm Pharmaceutical Technology)

Submit Application

- After filling all fields, click on “**Submit**”
- Click “**Cancel**” if you want to discard the application

Important Notes

- All fields marked with (*) are mandatory
- Verify institute and course selection carefully
- Incorrect or incomplete details may lead to rejection

Final Outcome

Once submitted, your application for the **new course enrollment** will be successfully registered and processed further.

The screenshot displays the 'Student Profile' page on the Pharmacy Council of India website. The profile is for a student named Mohan with ID BH-5-26-474570. The profile is divided into sections: Personal Details, Educational Document, Applied Courses, and Current Course. The 'Current Course' section is active and shows the following details:

Field	Value
Academic Year	2026-2027
Application Status	Pending
Course	D.Pharm
Course Year	1st Year
Institute	St. Mary's College Of Pharmacy, Aligarh (PCI-10637)

Application Submitted

After submitting the application, the details will be visible in the **Current Course** tab.

- **Academic Year** – Displays the selected year (e.g., 2026–2027)
- **Course** – Shows the applied course (e.g., D.Pharm)
- **Course Year** – Indicates the current year (e.g., 1st Year)
- **Institute** – Selected institute details
- **Application Status** – Shows current status of your application
- **Comment** – Displays remarks (if any)

Status

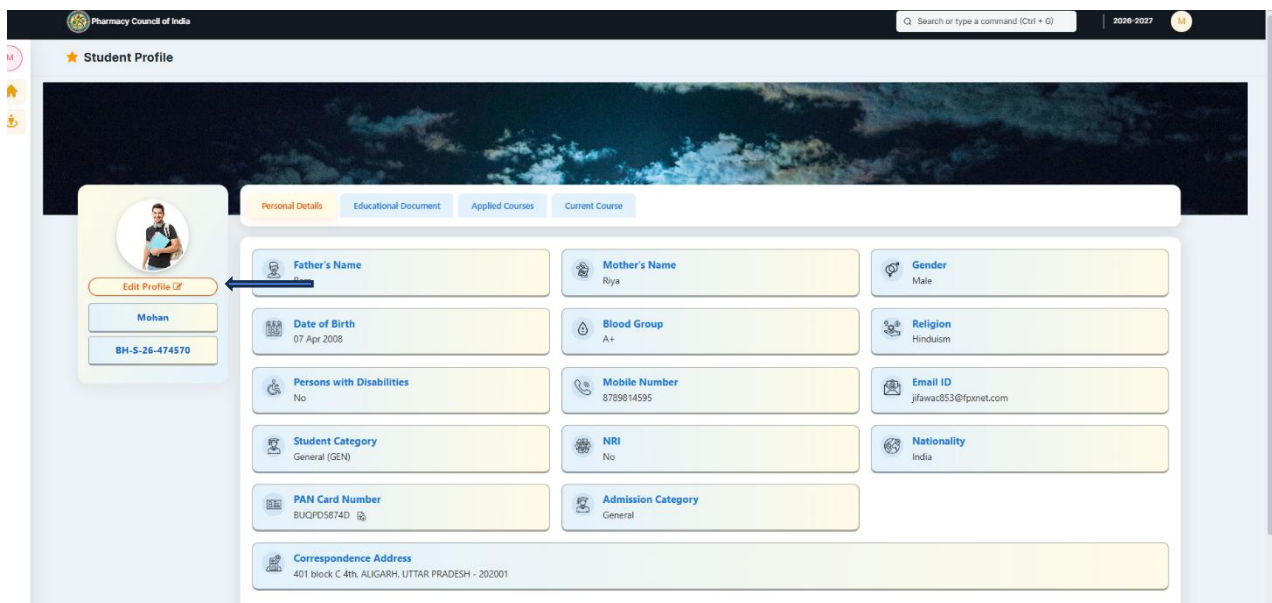
Your application has been successfully submitted.

Next Step

- Wait for **verification and approval** by the concerned authority
- You can track updates in this section

Summary

The **Current Course** tab now reflects your newly applied course, confirming that your application is successfully submitted and under process.



Personal Details	Educational Document	Applied Courses	Current Course
Father's Name Riya	Mother's Name Riya	Gender Male	
Date of Birth 07 Apr 2008	Blood Group A+	Religion Hinduism	
Persons with Disabilities No	Mobile Number 8789814595	Email ID jifawa@53@fxmnet.com	
Student Category General (GEN)	NRI No	Nationality India	
PAN Card Number BUGPDS874D	Admission Category General		
Correspondence Address 401 block C 4th ALIGARH, UTTAR PRADESH - 202001			

Edit Student Profile

Eligibility to Edit Profile

- Profile editing is **allowed only after application approval**
- Before approval, editing is **restricted**

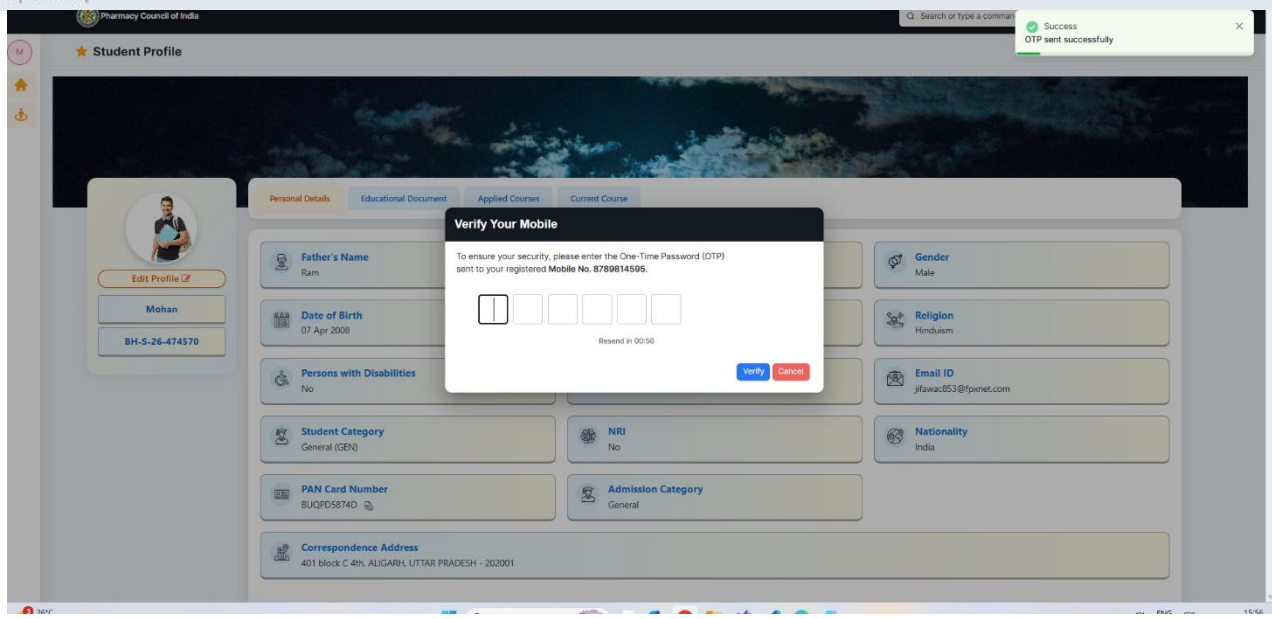
Access Edit Profile

- Go to **Student Profile**
- Click on **“Edit Profile”**



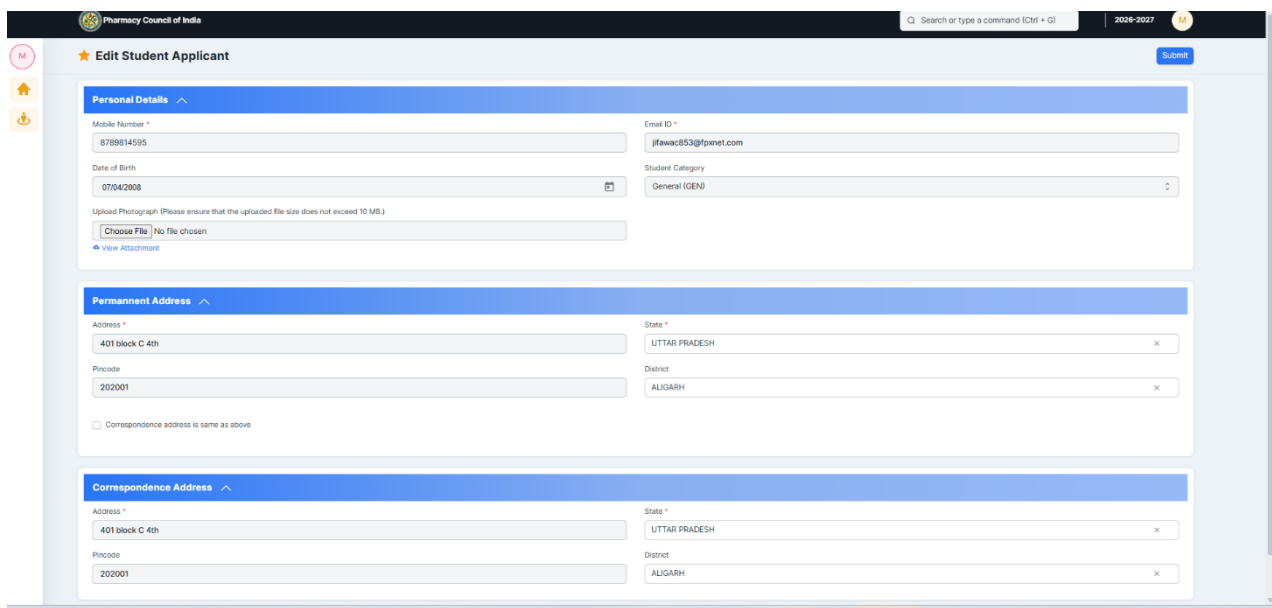
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OTP Verification

- An OTP will be sent to your **registered mobile number**
- Enter the OTP in the verification popup
- Click “Verify” to continue



Editable Fields

- Mobile Number
- Email ID
- Permanent Address
- Correspondence Address
- Image



Frequently Asked Questions (FAQ) – Student Portal User Manual

The Student Portal User Manual explains the complete registration, profile management, educational document upload, course application, and verification process for students using the PCI Student Portal.

Registration FAQs

1. What is the PCI Student Registration Portal?

The PCI Student Registration Portal is an online platform developed by the Pharmacy Council of India (PCI) to facilitate student registration, profile management, educational document submission, examination tracking, and course-related activities.

2. Who can register on this portal?

Students enrolled in PCI-approved pharmacy institutions can register and use the portal.

3. Is registration mandatory?

Yes. Registration is mandatory to access the student portal services.

4. Which browsers are recommended?

The portal works best on:

Google Chrome (latest version)

Microsoft Edge (latest version)

5. What information is required during registration?

Students must provide:

Academic Details

Academic Year

Personal Details

Full Name

Nationality

Father's Name

Mother's Name

Date of Birth

Gender

Religion

Student Category

Contact Details

Email ID



संघस्य चिह्नम्
कर्मो दुःखानाम् प्रथममस्तिविकल्पम्

Mobile Number

Account Details

Password

Confirm Password

Admission Details

State

Institute

Course

Date of Application

Security Verification

Captcha

6. Are all fields mandatory?

Only fields marked with (*) are mandatory.

7. Can I register without an email address?

No. A valid email address is mandatory.

8. Can I register without a mobile number?

No. An active mobile number is required for OTP verification.

9. Can I use the same mobile number for multiple registrations?

No.

10. Can I use the same email address for multiple registrations?

No.

11. What should I do if I receive "Please enter a valid Email ID"?

Ensure that the email is entered in a valid format.

Example:

Correct: student@gmail.com

Incorrect: BH-S-26-474642

12. What are the password requirements?

The password should contain:

Minimum 8 characters

One uppercase letter

One lowercase letter



One number

One special character

Example:

Student@123

13. Can I change the details entered before submitting?

Yes, before clicking Submit.

14. What happens after registration?

The system displays a success message and generates your username.

15. Should I note my username?

Yes. Keep your username safely for future login.

OTP & Verification FAQs

16. Is OTP verification mandatory?

Yes.

17. Why is OTP verification required?

It confirms the authenticity of the registered mobile number.

18. What should I do if OTP is not received?

Check mobile network.

Wait for some time.

Click Resend OTP.

19. How many times can OTP be resent?

As permitted by the portal.

20. Can I share my OTP?

No. Never share OTP with anyone.

Login FAQs

21. How do I log in?

Enter:

Username

Password

Captcha



Click Login.

22. What should I do if I forget my password?

Use the Forgot Password option.

23. What should I do if I forget my username?

Use Forgot Username.

24. Why is captcha mandatory?

To prevent unauthorized access.

25. What happens if captcha is incorrect?

Login will fail.

26. Why is my account locked?

Repeated invalid login attempts may temporarily restrict access.

27. What should I do if login fails?

Verify:

Username

Password

Captcha

Then try again.

Dashboard & Profile FAQs

28. Why do I see a profile completion popup?

Your profile is incomplete.

29. How do I complete my profile?

Click "Go To Profile."

30. What information can I verify in my profile?

Name

BH Number

Course

Academic Year

Institute

Status



31. Can I edit my profile?

Only after application approval.

32. Which fields can be edited?

Mobile Number

Email ID

Permanent Address

Correspondence Address

Profile Photograph

33. Is OTP required for editing?

Yes.

34. Can I edit my name?

No.

35. Can I edit my BH Number?

No.

36. Can I edit institute details?

No.

37. Can I update my PAN number?

If allowed after approval.

38. Can I view my uploaded photograph?

Yes.

Educational Document FAQs**39. Why am I receiving an educational document popup?**

Required documents are pending.

40. What documents are mandatory for B.Pharm students?

10th Certificate/Marksheet

12th Certificate/Marksheet

41. What documents are mandatory for M.Pharm students?



All six semester B.Pharm marksheets.

42. Can I upload multiple educational records?

Yes.

43. Can I delete an educational row?

Yes.

44. What details are required while uploading educational records?

Course

Semester

Institution

Total Marks

Marks Obtained

Year of Passing

45. What happens if mandatory documents are not uploaded?

The application process cannot proceed.

46. Can I upload unclear documents?

No.

47. Can I replace uploaded documents?

Before final submission, if permitted.

48. Can I edit institute-uploaded documents?

No.

49. Can I view uploaded educational documents?

Yes.

50. What happens if incorrect documents are uploaded?

Verification may be delayed or rejected.

Examination FAQs

51. Can I view examination history?

Yes.



52. Can I download marksheets?

Yes.

53. Can I edit examination records?

No.

54. What examination statuses are available?

Passed

Failed

Promoted

Awaited

Passed Out

Dropped Out

55. Why is my examination result not displayed?

Contact your institute.

56. Can I view marksheets from previous years?

Yes.

57. Who maintains examination records?

Institutes maintain examination records.

Passed Out Document FAQs

58. What documents are available after completion?

Final Marksheet

Degree Certificate

Provisional Certificate

Training Certificate

Other Certificates

59. Can I download these documents?

Yes.

60. Why are passed out documents not visible?

You may not be marked as Passed Out.

61. Can students delete passed out documents?



No.

62. Who uploads these documents?

The respective institute.

Current Course & New Course FAQs

63. What is the Current Course tab?

It displays active enrollment details.

64. Can I apply for a new course?

Yes, after completing the current course.

65. How do I apply?

Current Course → Apply New Course.

66. What details are required?

Academic Year

State

Institute

Course

67. Can I cancel the application?

Before submission.

68. Can I edit after submission?

No.

69. How can I track status?

Through the Current Course tab.

70. What statuses can be displayed?

Submitted

Pending

Approved

Rejected

71. What happens after submission?

The application is sent for verification.



Technical FAQs

72. Why has my session expired?

Due to inactivity.

73. Why am I receiving validation errors?

Mandatory fields are incomplete.

Invalid information is entered.

Incorrect file uploads.

74. What should I do if the page is not loading?

Refresh the browser or try again later.

75. What if uploaded files are not visible?

Refresh and verify the upload.

76. Why is the portal running slowly?

Network issues or heavy system usage may affect performance.

77. Can I use the browser Back button?

Avoid using it during form submission.

78. What should I do if the system crashes?

Log in again and continue.

79. Is my data automatically saved?

No. Click Save wherever applicable.

80. Can I access the portal from different devices?

Yes.

Security & Support FAQs

81. Is my information secure?

Yes.

82. Should I share my password?

No.



83. Should I share my OTP?

Never.

84. Should I log out after use?

Yes.

85. Who should I contact for support?

PCI Helpdesk

Institute Administrator

Portal Support Team

86. What details should I provide while reporting an issue?

Username/BH Number

Registered Mobile Number

Registered Email ID

Screenshot of the error

Description of the issue

87. Can institutes resolve profile discrepancies?

Yes, depending on the issue.

88. How often should I review my profile?

Regularly.

89. Can I access records after graduation?

Yes.

90. What precautions should I take while using the portal?

Verify all information before submission.

Upload valid documents.

Keep credentials secure.

Never share OTP.

Always log out after use.

Important Notes

All fields marked with (*) are mandatory.

Upload only clear and valid documents.

Incorrect information may delay verification and approval.



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Students cannot modify institute-maintained records.

Keep your login credentials confidential.

Contact your institute immediately if you identify any discrepancy in your academic records or profile details.



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USER MANUAL

Student Portal

Role: Institute





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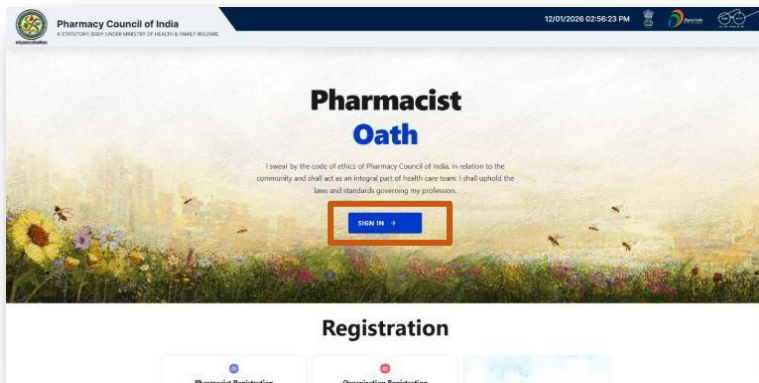
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कर्म दृष्टवान् प्रथमः कृतवान्

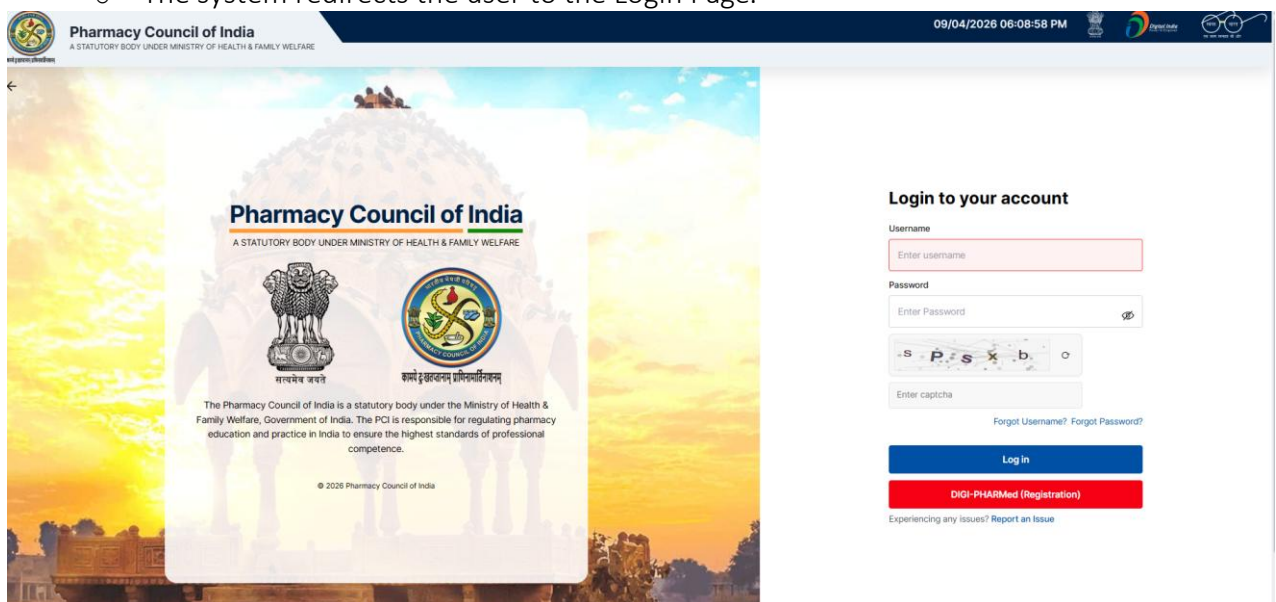
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Login to the Institute Portal



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.



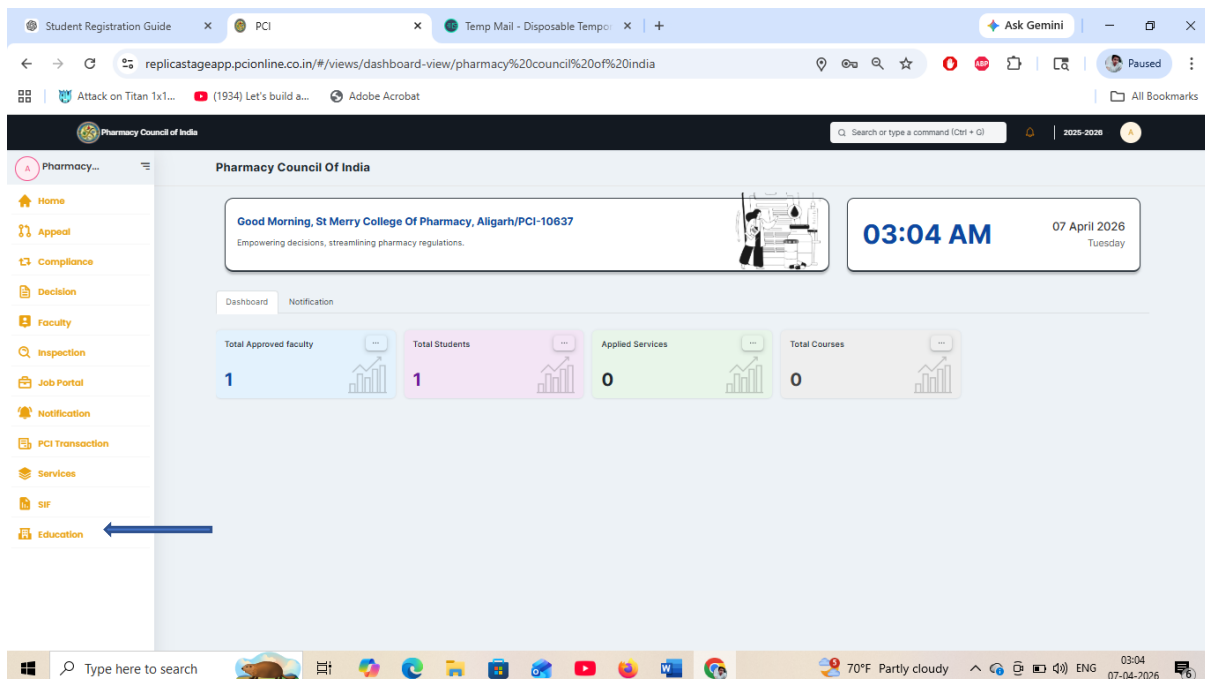
1.1.1 Login page – Field Description

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.

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

Upon successful authentication, the user is redirected to the Institute Dashboard



Left Navigation Menu

- Locate the menu on the **left side of the screen**
- It contains multiple modules like:

Home

Appeal

Compliance

Faculty

Inspection

Services

Education

Navigating to Education Module

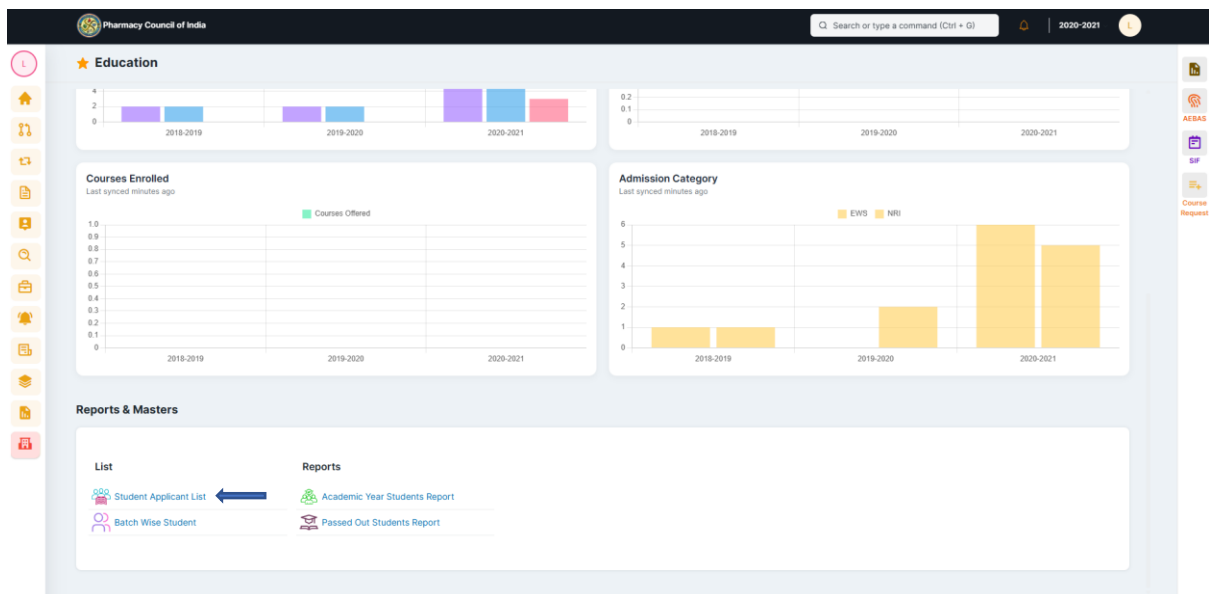
- Click on “**Education**” from the left menu
- The system will redirect you to the **Education section**

Purpose of Education Module

- Manage **student-related academic activities**
- Access education-related forms and records
- Perform actions related to **student data and documents**

Important Notes

- Ensure you are on the correct academic session before proceeding
- Use the left menu for quick navigation between modules
- Click only required modules to avoid confusion



Education overview

Navigating to Student Applicant List

- In Reports & Masters → List section
- Click on “Student Applicant List”



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Pharmacy Council of India

Search or type a command (Ctrl + G)

2020-2021

★ Student Applicant List

Download as Excel

#	Student Code	Student Name	Program	Email	Status	Enrollment Year
1	BH-S-26-474642	Mark juberberg	B.Pharm	nu6agw10z@wmbaldwy.com	Approved	2020-2021
2	BH-S-26-474641	Raushan Anand	B.Pharm	dxccq1akr3@wmyga.com	Approved	2020-2021
3	BH-S-26-474639	Rahul Kumar	B.Pharm	thwg75016@minitts.net	Approved	2020-2021
4	BH-S-26-474635	Raju Shaikh	D.Pharm	tdgai68326@minitts.net	Approved	2020-2021
5	BH-S-26-474637	Mark juberberg	D.Pharm	sv25shuuZc@ruutuukf.com	Pending	2020-2021
6	BH-S-26-474636	Rahul Kumar	B.Pharm	2e6k0k69ec@yzcalo.com	Pending	2020-2021
7	BH-S-26-474634	Anita Kumari	B.Pharm	d7x12b3qjn@gmeenrmy.com	Approved	2020-2021
8	BH-S-26-474633	Raushan Anand	B.Pharm	lcpoq6c9m@ruutuukf.com	Approved	2020-2021
9	BH-S-26-474629	Raja Ram Mohan Roy	B.Pharm	lofinom718@aspensif.com	Approved	2020-2021
10	BH-S-26-474631	Bella	B.Pharm	toresfag893@encinema.com	Approved	2020-2021

10 out of 14

10 20 Load More

Accessing the Page

- Navigate to **Education** → **Student Applicant List**
- The list of student applications will be displayed

Search & Filter Options

Use the filters at the top to find specific records:

- **Student Name** – Search by name
- **Student Email** – Search by email
- **Status** – Filter by application status (Pending/Approved)
- **Program** – Filter by course
- **Academic Year** – Filter by session

List Overview

The table displays the following details:

- **Student Code**
- **Student Name**
- **Program**
- **Email**
- **Status** (Pending / Approved)
- **Academic Year**

Viewing Student Details

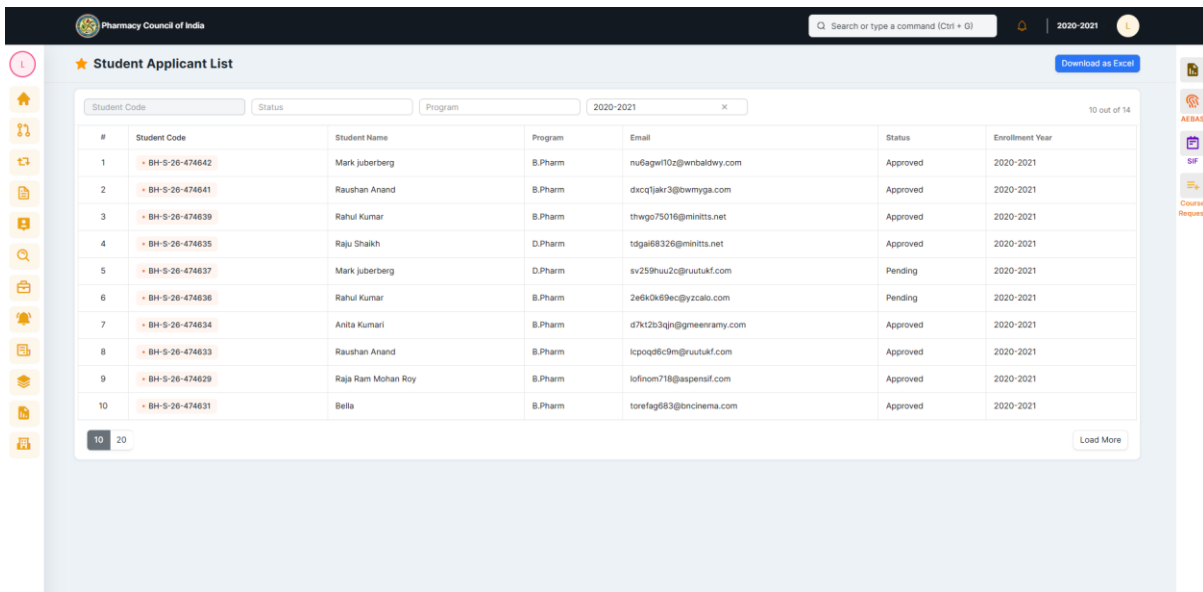
- Click on any **Student Code**
- The system will open the **student application form**
- You can view and verify all details

Actions Available

- **Download as Excel** – Export the list
- **Load More** – View additional records

Important Notes

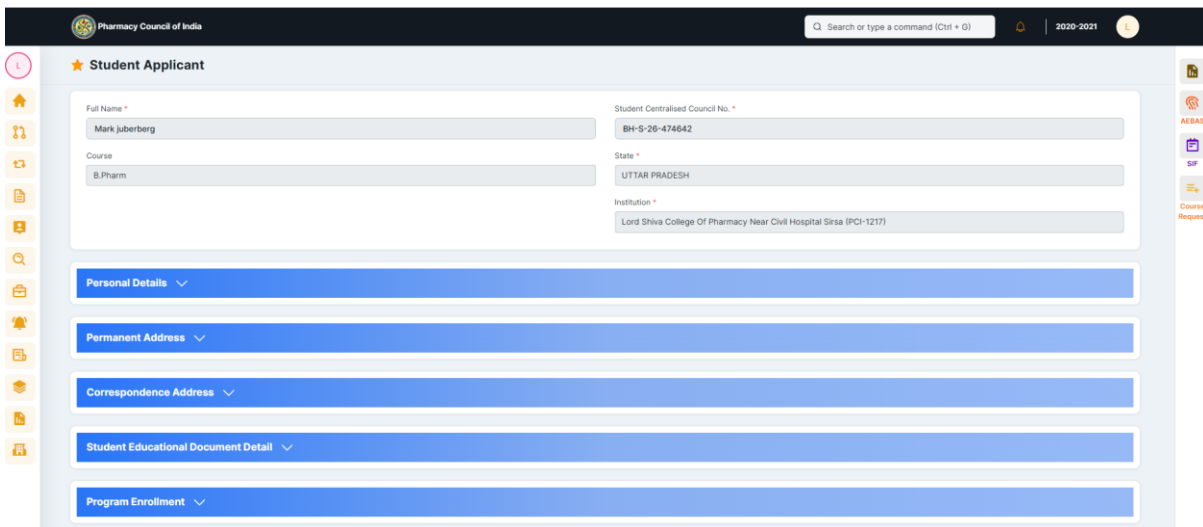
- Ensure correct filters are applied before searching
- Verify student details before approval/rejection
- Use export option for reporting and records



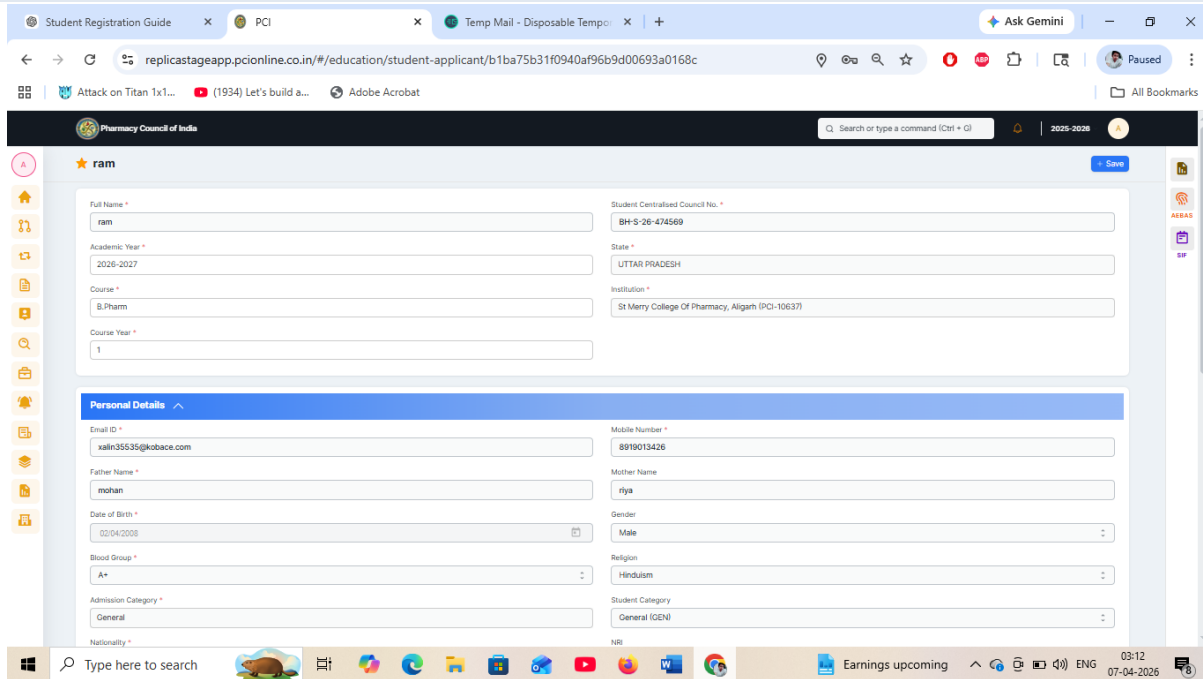
The screenshot shows a web application interface for the Pharmacy Council of India. At the top, there is a search bar and a navigation menu. The main content area is titled "Student Applicant List" and features a table with 10 columns: #, Student Code, Student Name, Program, Email, Status, and Enrollment Year. The table contains 10 rows of student data. A "Download as Excel" button is located in the top right corner of the table area. A "Load More" button is at the bottom right of the table. The interface also includes a sidebar with various icons and a top navigation bar with the Pharmacy Council of India logo and name.

#	Student Code	Student Name	Program	Email	Status	Enrollment Year
1	BH-S-26-474642	Mark juberberg	B.Pharm	nu8agen10z@wbaldwy.com	Approved	2020-2021
2	BH-S-26-474641	Raushan Anand	B.Pharm	dxccqlakr3@bwmymga.com	Approved	2020-2021
3	BH-S-26-474639	Rahul Kumar	B.Pharm	thwgo75016@minitts.net	Approved	2020-2021
4	BH-S-26-474635	Raju Shaikh	D.Pharm	tdga68326@minitts.net	Approved	2020-2021
5	BH-S-26-474637	Mark juberberg	D.Pharm	sv259huu2@ruuuukf.com	Pending	2020-2021
6	BH-S-26-474636	Rahul Kumar	B.Pharm	2e6k0k69ec@yzcalo.com	Pending	2020-2021
7	BH-S-26-474634	Anita Kumari	B.Pharm	d7x12b3qjh@gneeramy.com	Approved	2020-2021
8	BH-S-26-474633	Raushan Anand	B.Pharm	lcpoq95c9m@ruuuukf.com	Approved	2020-2021
9	BH-S-26-474629	Raja Ram Mohan Roy	B.Pharm	lofinom718@spensif.com	Approved	2020-2021
10	BH-S-26-474631	Bela	B.Pharm	torefag683@cnccinema.com	Approved	2020-2021

Click on student code to go to the student profile for further action



The screenshot shows the "Student Applicant" profile page. It features a form with the following fields: Full Name (Mark juberberg), Student Centralised Council No. (BH-S-26-474642), Course (B.Pharm), State (UTTAR PRADESH), and Institution (Lord Shiva College Of Pharmacy Near Civil Hospital Sirsa (PCI-1217)). Below the form, there are several expandable sections: Personal Details, Permanent Address, Correspondence Address, Student Educational Document Detail, and Program Enrollment. The interface includes a sidebar with icons and a top navigation bar with the Pharmacy Council of India logo and name.



The screenshot shows a web browser window displaying the 'Student Applicant' page. The page has a dark header with the Pharmacy Council of India logo and a search bar. The main content area is a form with the following fields:

- Full Name:** ram
- Academic Year:** 2026-2027
- Course:** B.Pharm
- Course Year:** 1
- Student Centralised Council No.:** BH-S-26-474569
- State:** UTTAR PRADESH
- Institution:** St Merry College Of Pharmacy, Aligarh (PCI-10637)

Below the main form is a 'Personal Details' section with the following fields:

- Email ID:** xalin35535@kobace.com
- Mobile Number:** 8919013426
- Father Name:** mohan
- Mother Name:** riya
- Date of Birth:** 02/04/2008
- Gender:** Male
- Blood Group:** A+
- Religion:** Hinduism
- Admission Category:** General
- Student Category:** General (GENI)
- Nationality:** NRI

Student Applicant

After clicking on the **Student Code** from the Student Applicant List, the **Student Applicant** page opens. This page provides a consolidated view of the student's application details for verification and further action.

Basic Information

The following information is displayed at the top of the page:

- **Full Name** – Displays the name of the student.
- **Student Centralised Council No.** – Displays the unique BH Number allotted to the student.
- **Course** – Displays the programme in which student is enrolled.
- **State** – Displays the state associated with the student's institution.
- **Institution** – Displays the institute name along with the PCI Code.

Important Note: The information displayed in this section is fetched from the student's application records and is available for verification purposes.

(Insert Student Applicant Overview Screenshot here)

Personal Details

The **Personal Details** section displays the information submitted by the student during the registration and application process. Institutes can review these details for verification before proceeding with further actions.

The following details are available:

- Email ID
- Mobile Number
- Father Name



- Mother Name
- Date of Birth
- Gender
- Blood Group
- Admission Category
- Religion
- Student Category
- Nationality
- NRI Status
- Persons with Disabilities
- Student Passport Number
- Passport Expiry Date
- PAN Number

The section also displays the documents uploaded by the student, including:

- Photograph
- Passport Document (if uploaded)
- PAN Card Document

Users can click on the **View Attachment** option to view the uploaded documents.

Important Note: All information displayed in this section is fetched directly from the details provided by the student during the application process and is intended for verification purposes.

The screenshot shows two sections: 'Permanent Address' and 'Correspondence Address'. Each section contains input fields for Pincode, State, Address, and District. The 'Permanent Address' section also includes a checkbox for 'Correspondence address is same as above'.

Permanent Address	
Pincode *	State *
110025	DELHI
Address *	District
Address Address	South East
<input type="checkbox"/> Correspondence address is same as above	

Correspondence Address	
Pincode *	State *
110025	DELHI
Address *	District *
Address Address	South East

Permanent Address

The **Permanent Address** section displays the permanent residential address provided by the student during the application process. Institutes can review these details to verify the student's residential information.

The following information is displayed:

- **Pincode** – Displays the postal code of the student's permanent address.
- **State** – Displays the state corresponding to the permanent address.

- **Address** – Displays the complete permanent address entered by the student.
- **District** – Displays the district of the permanent address.

The section also includes the option:

- **Correspondence address is same as above** – Indicates whether the student's correspondence address is the same as the permanent address.

Important Note: All information displayed in this section is fetched directly from the address details submitted by the student during the application process and is available for verification purposes.

(Insert Permanent Address Screenshot here)






Correspondence Address

The **Correspondence Address** section displays the address used by the student for communication and official correspondence.

The following information is displayed:

- **Pincode** – Displays the postal code of the correspondence address.
- **State** – Displays the state corresponding to the correspondence address.
- **Address** – Displays the complete correspondence address entered by the student.
- **District** – Displays the district of the correspondence address.

Important Note: The correspondence address details are fetched from the information provided by the student during the application process. Institutes should review these details carefully as they may differ from the permanent address.

Course	Course Year	Total Mark	Marks Obtained	Institution/Board	Academic Year	View	Acknowledge Document
M.Pharm Pharmaceutical Chemistry	1	500	300	Lord Shiva College Of Pharmacy Near Chit. Medical Store.	2026-2027		
M.Pharm Pharmaceutical Chemistry	2	500	300	Lord Shiva College Of Pharmacy Near Chit. Medical Store.	2027-2028		
Xth	1	500	350	cbse	2010-2011		
XIth	1	500	350	cbse	2012-2013		
B.Pharm	1	500	350	Lord Shiva College Of Pharmacy Near Chit. Medical Store.	2020-2021		
B.Pharm	2	500	350	Lord Shiva College Of Pharmacy Near Chit. Medical Store.	2023-2024		
B.Pharm	3	500	350	Lord Shiva College Of Pharmacy Near Chit. Medical Store.	2023-2024		
B.Pharm	4	500	350	Lord Shiva College Of Pharmacy Near Chit. Medical Store.	2024-2025		

Student Educational Document Detail

The **Student Educational Document Detail** section displays the educational qualifications and academic documents submitted by the student. Institutes can review these records and verify the supporting documents before proceeding with the application approval process.

The table displays the following information:

- **Course** – Displays the qualification or programme associated with the document.
- **Course Year** – Displays the year/semester corresponding to the educational record.
- **Total Mark** – Displays the total marks for the respective examination.
- **Marks Obtained** – Displays the marks obtained by the student.



- **Institution/Board** – Displays the name of the institution, university, or board under which the examination was conducted.
- **Academic Year** – Displays the academic session associated with the educational record.

Available Actions

View Document

- Click on the **View** icon to open and review the uploaded educational document submitted by the student.
- Institutes should verify the authenticity and correctness of the uploaded document before taking further action.

Acknowledge Document

- Click on the **Acknowledge Document** icon corresponding to the educational record.
- The system redirects the user to the acknowledgement process for that document.
- The document must be acknowledged after successful verification.

Important Note: All educational details and supporting documents displayed in this section are fetched from the records submitted by the student and are available for verification purposes.

Important Notes

- Review each educational record carefully before acknowledging the document.
- Verify that the marks, institution/board details, and academic year match the uploaded document.
- Educational documents should be acknowledged only after successful verification.
- All student educational documents must be acknowledged before the student application can be approved.

Program Enrollment ^		
Program	Course Year	Academic Year
B.Pharm	1	2020-2021
B.Pharm	2	2021-2022
B.Pharm	3	2023-2024
B.Pharm	4	2024-2025

Program Enrollment

The **Program Enrollment** section displays the student's enrollment history within the programme. This information helps institutes verify the student's academic progression across different academic years.

The table displays the following information:

- **Program** – Displays the programme in which the student is enrolled (e.g., B.Pharm).
- **Course Year** – Displays the corresponding year of the programme.
- **Academic Year** – Displays the academic session for that particular course year.

Purpose

This section provides a consolidated view of the student's progression throughout the programme and enables institutes to verify the enrollment records maintained in the system.



Important Notes

- The enrollment details displayed in this section are fetched from the student's academic records maintained in the system.
- Each row represents the student's enrollment for a specific course year and academic session.
- Institutes should review these details to ensure that the student's academic progression is reflected correctly.
- The information displayed in this section is available for verification and reference purposes.

Office Work

The **Office Work** section enables institutes to take action on the student's application after reviewing and verifying all the information and supporting documents.

The following fields are available in this section:

- **Application Status** – Used to select the status of the student application.
- **Comment (Reason for Approved or Rejected)** – Used to enter remarks related to the action taken on the application.

Application Status

Institutes can select one of the following statuses:

- **Pending** – Select this option if the verification process is incomplete or further review is required.
- **Approved** – Select this option after successfully verifying all student details and educational documents.
- **Rejected** – Select this option if the application does not meet the required criteria or discrepancies are identified during verification.

Comment / Remarks

The **Comment (Reason for Approved or Rejected)** field is used to record the remarks associated with the selected application status.

Examples include:

- Reason for approval after successful verification.
- Reason for rejection in case of discrepancies.
- Additional remarks for future reference.

Important Notes

- Review all sections of the Student Applicant Profile before taking any action.
- Ensure that all educational documents have been verified and acknowledged prior to approving the application.
- Appropriate remarks should be entered while updating the application status.
- The selected status and comments become part of the student's application record.

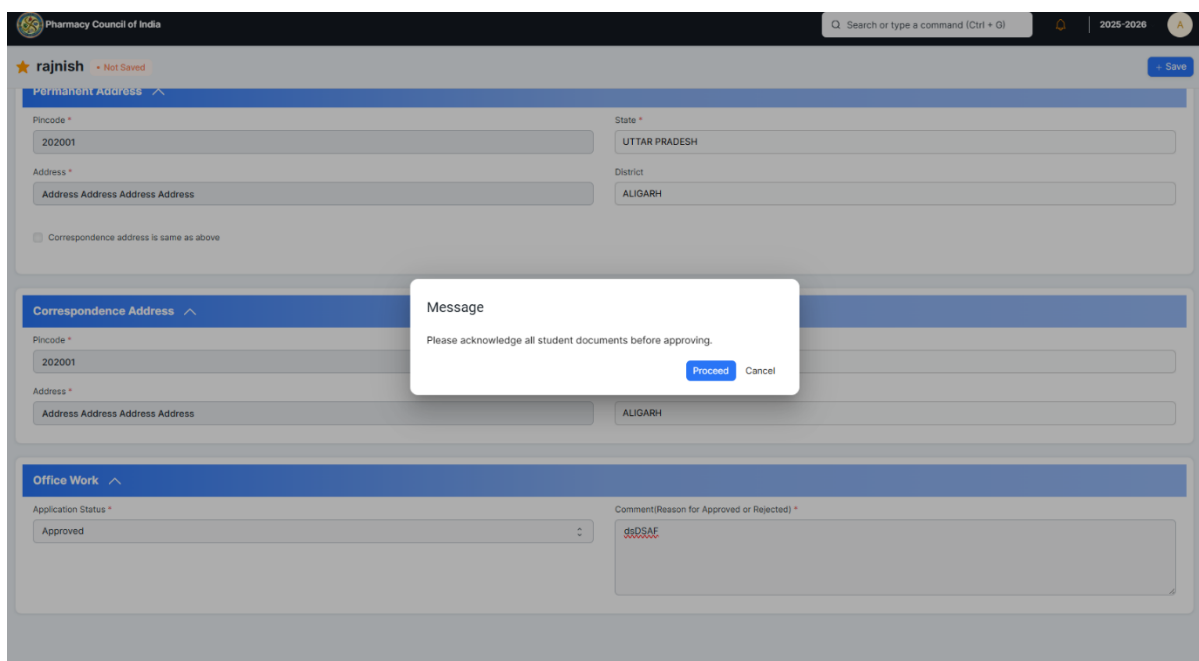


Final Step

After selecting the appropriate application status and entering the required remarks:

1. Click on the **Save** button available on the Student Application page.
2. The application status will be updated in the system.

Important Note: If the institute attempts to approve the application before acknowledging all student educational documents, the system will display a warning message and prevent approval until the acknowledgement process is completed.



Document Verification Before Approval

When the user tries to approve a student application before verifying all uploaded documents, the system displays a warning message.

Warning Message

“Please acknowledge all student documents before approving.”

Proceed to Acknowledge Documents

1. Click on the **Proceed** button from the warning popup.
2. The system will redirect to the **Student Educational Document Detail** section.



Student Code * Student Name
 Example: BH-S-24-*****

Student Educational Document Detail

Course	Semester	Total Mark	Marks Obtained	Institution/Board	Year of Passing	Upload Marksheet	View	Acknowledge Do...
XIth	1	500	350	CBSE	2016-2017	Choose File No file chosen		
Xth	1	500	300	CBSE	2013-2014	Choose File No file chosen		

Acknowledge Document

Comment *

Proceed to Document Acknowledgement section

After clicking on the **Proceed** button from the warning popup, the system opens the **Student Educational Document Detail** section.

On This Page

The user can:

- View the student educational records.
- Check course and marks details.
- View uploaded marksheets/documents.
- Acknowledge each uploaded document.

Steps to Verify and Acknowledge Documents

Review all educational document details carefully.

Click on the **View** icon to open the uploaded document.

Verify the document information.

Click on the **Acknowledge Document** button available on the right side.

Enter remarks/comments in the acknowledgement popup.

Click on **Save** to acknowledge the document.

Repeat the same process for all uploaded documents.

Important Note

All documents must be acknowledged successfully before approving the student application.



After completing the acknowledgement process for all uploaded documents, you can return to the **Student Application** section for further action.

Further Actions

1. Go back to the student application form.
2. Open the **Office Work** section.
3. Select the required **Application Status**:
 - Approved
 - Rejected
4. Enter remarks in the **Comment (Reason for Approved or Rejected)** field.
5. Click on **Save** to complete the process.

Important Note

The application approval process can only be completed after all student documents are verified and acknowledged successfully.

Final Step

- Click **“Save”** (top right corner) after selecting status
- Application status will be updated in the system

Student Exam Result And Transfer ^

Course Year: 1 x Academic Year: 2020-2021 x

Student Result: Passed ^
 Student has passed this semester. Student will move to the next semester.

Marks Obtained: [Empty field]

Upload Marksheet (max 5mb): Choose File No file chosen

Save Result

Student Exam Result and Transfer

The **Student Exam Result and Transfer** section is used to record the student's academic result for a particular course year and academic session. Based on the selected result, the institute can upload the relevant marksheet and update the student's progression status.



The following information is displayed:

- **Course Year** – Displays the course year for which the result is being recorded.
- **Academic Year** – Displays the academic session corresponding to the result.
- **Student Result** – Used to select the academic status of the student.
- **Total Mark** – Used to enter the total marks for the respective examination.
- **Marks Obtained** – Used to enter the marks secured by the student.
- **Upload Marksheet** – Used to upload the marksheet for the respective academic year.
- **Save Result** – Used to save the examination result in the system.

Student Result

The following result options are available:

- **Passed**
- **Failed**
- **Awaited**
- **Promoted**
- **Passed Out**
- **Dropped Out**

Passed Result

When the **Passed** status is selected, the system displays the following message:

"Student has passed this semester. Student will move to the next Year."

The institute should:

1. Enter the **Total Mark**.
2. Enter the **Marks Obtained**.
3. Upload the corresponding **Marksheet** (Maximum file size: 5 MB).
4. Click on **Save Result** to update the student's academic status.

Important Notes

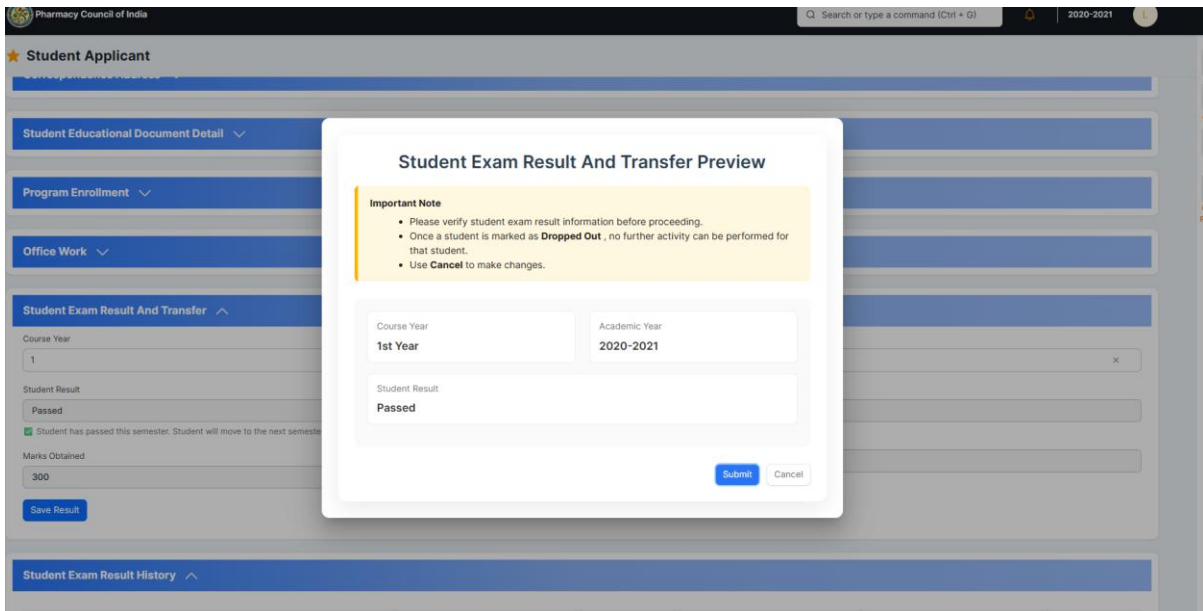
- The examination result should be updated only after verifying the student's academic records.
- The marks entered in the system should match the uploaded marksheet.
- The uploaded marksheet becomes part of the student's academic history.
- After saving the result, the student's progression status is updated accordingly.
- Different result statuses trigger different academic outcomes, such as promotion, continuation, completion of the programme, or discontinuation.

(Insert Student Exam Result and Transfer – Passed Result Screenshot here)

Result Status and Academic Outcome



Student Result	Outcome
Passed	Student progresses to the next course year.
Failed	Student does not successfully clear the academic requirements for the respective academic session.
Awaited	Result declaration is pending.
Promoted	Student is promoted as per the applicable academic rules.
Passed Out	The student has been declared as having successfully passed all four years of the programme.
Dropped Out	Student has discontinued the programme.



Student Exam Result and Transfer Preview

After entering the examination details and clicking on the **Save Result** button, the system displays the **Student Exam Result and Transfer Preview** popup.

This preview allows the institute to verify the examination information before submitting the result.

Important Note

The system displays the following instructions:

- Please verify student exam result information before proceeding.
- Once a student is marked as **Dropped Out**, no further activity can be performed for that student.
- Use **Cancel** to make changes before final submission.



Preview Information

The popup displays the following details for confirmation:

- **Course Year** – Displays the student's course year.
- **Academic Year** – Displays the academic session.
- **Student Result** – Displays the selected examination result.

Available Actions

Submit

- Click **Submit** to confirm and save the examination result.
- The student's academic status will be updated in the system.

Cancel

- Click **Cancel** to return to the previous screen.
- Users can modify the entered information before submitting the result.

Important Notes

- Institutes should review the displayed information carefully before clicking **Submit**.
- Once submitted, the student's examination result becomes part of the academic history.
- Students marked as **Dropped Out** cannot undergo any further academic activities within the system.
- The **Cancel** option should be used whenever corrections are required before final submission.

(Insert Student Exam Result and Transfer Preview Screenshot here)

Passed Out Result

When the **Student Result** is selected as **Passed Out**, the system enables the institute to upload the student's completion-related documents.

The following message is displayed:

"Student has completed all semesters. All previous semesters must have Passed result. Degree certificate and marksheet upload required."

This indicates that the student has successfully completed the programme and fulfilled all academic requirements.



Information Displayed

The following information is available:

- **Course Year** – Displays the course year associated with the passed-out record.
- **Academic Year** – Displays the academic session corresponding to the completion of the programme.
- **Student Result** – Displays the status as **Passed Out**.

Upload Passed Out Documents

The institute can upload the following documents:

Upload Final Marksheet

- Upload the student's final marksheet.
- Maximum file size: **5 MB**.

Upload Degree Certificate

- Upload the degree certificate issued to the student.
- Maximum file size: **5 MB**.

Upload Provisional Certificate

- Upload the provisional certificate, if applicable.
- Maximum file size: **5 MB**.

Upload Training Certificate / Declaration

- Upload internship completion certificates, training certificates, or declarations, where applicable.
- Maximum file size: **5 MB**.

Upload Other Certificate

- Upload any additional certificates relevant to the student's completion record.
- Maximum file size: **5 MB**.

Saving the Result

After uploading the required documents:


1. Verify all uploaded documents carefully.
2. Click on the **Save Result** button.
3. The system displays the **Student Exam Result and Transfer Preview** popup for confirmation.
4. Click **Submit** to finalize the student's Passed Out status.

Important Notes

- A student can be marked as **Passed Out** only after successfully completing all semesters of the programme.
- All previous semester records must have a **Passed** status.
- Completion documents should be verified before submission.

- The uploaded documents become part of the student's permanent academic record.
- Once submitted successfully, the student's completion information is reflected in the **Student Passed Out Documents** section.

(Insert Passed Out Result Screenshot here)

Student Exam Result History ^					
Program	Enrollment Year	Course Year	Student Result	Academic Year	View Marksheet
D.Pharm	2020-2021	2	Passed Out	2021-2022	-
D.Pharm	2020-2021	2	Passed	2021-2022	
D.Pharm	2020-2021	1	Passed	2020-2021	

Student Exam Result History

The **Student Exam Result History** section provides a consolidated record of all examination results recorded for the student throughout the programme. This section enables institutes to review the student's academic progression and verify previously updated examination outcomes.

The table displays the following information:

- **Program** – Displays the programme in which the student is enrolled.
- **Enrollment Year** – Displays the academic year in which the student was admitted to the programme.
- **Course Year** – Displays the corresponding year of study.
- **Student Result** – Displays the result status recorded for that academic year.
- **Academic Year** – Displays the academic session associated with the examination result.
- **View Marksheet** – Allows users to view the marksheet uploaded for the respective examination record.

View Marksheet

- Click on the **View Marksheet** icon to open and review the marksheet associated with the selected examination result.
- The uploaded marksheet can be used for verification and reference purposes.

Result History Overview

This section maintains the complete examination history of the student, including all result updates recorded during the course of study.

The result history may include statuses such as:

- **Passed** – Indicates that the student successfully completed the academic requirements for the respective course year.
- **Failed** – Indicates that the student did not successfully clear the academic requirements.
- **Awaited** – Indicates that the examination result was pending at the time of update.
- **Promoted** – Indicates that the student was promoted to the next course year as per the applicable academic rules.
- **Passed Out** – Indicates that the student successfully completed the entire programme.
- **Dropped Out** – Indicates that the student discontinued the programme.



Important Notes

- This section serves as the student's complete academic result history.
- Each examination result recorded through the **Student Exam Result and Transfer** section is automatically reflected in this table.
- Institutes can use this information to verify the student's academic progression across different academic years.
- Marksheets uploaded against examination results can be viewed directly from this section.
- Records displayed in this section are maintained for reference, verification, and audit purposes.

(Insert Student Exam Result History Screenshot here)

Program	Enrollment Year	Passed Out Year	Final Marksheet	Degree Certificate	Provisional Certi...	Any training certificate/Declaration	Other Certificate
D.Pharm	2020-2021	2021-2022					

Student Passed Out Documents

The **Student Passed Out Documents** section provides a consolidated view of all documents uploaded for students who have successfully completed their programme. This section serves as the final repository of the student's completion-related documents.

The table displays the following information:

- **Program** – Displays the programme completed by the student.
- **Enrollment Year** – Displays the academic year in which the student was admitted to the programme.
- **Passed Out Year** – Displays the academic year in which the student completed the programme.
- **Final Marksheet** – Allows users to view the uploaded final marksheet.
- **Degree Certificate** – Allows users to view the uploaded degree certificate.
- **Provisional Certificate** – Allows users to view the uploaded provisional certificate.
- **Any Training Certificate/Declaration** – Allows users to view uploaded training certificates, internship certificates, or declarations.
- **Other Certificate** – Allows users to view any additional certificates uploaded for the student.

Viewing Passed Out Documents

To view the uploaded documents:

1. Locate the required student record.
2. Click on the corresponding **View** icon under the desired document type.
3. The uploaded document will open for verification and reference.



Purpose

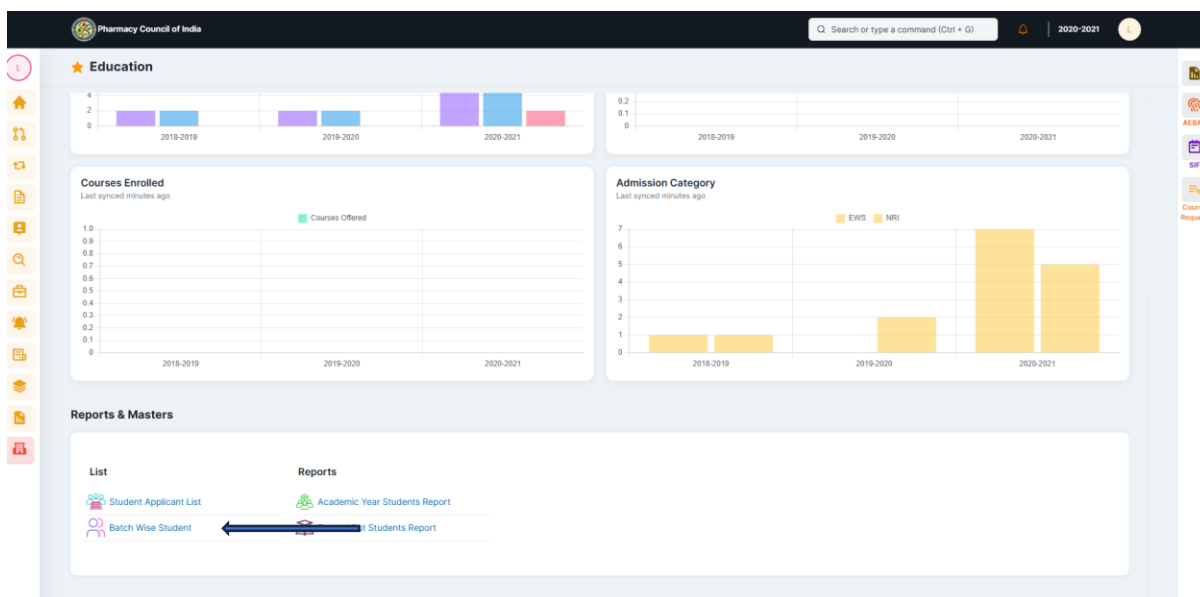
This section enables institutes to:

- Verify the completion documents of passed-out students.
- Access programme completion records from a single location.
- Review certificates uploaded during the Passed Out result process.
- Maintain documentary evidence of student completion for future reference and audit purposes.

important Notes

- This section is populated automatically once a student is marked as **Passed Out** and the completion documents are submitted successfully through the **Student Exam Result and Transfer** section.
- Only students with a **Passed Out** status appear in this section.
- The documents displayed here are the same documents uploaded during the Passed Out result update process.
- Institutes should ensure that all uploaded certificates are verified before final submission.
- These records form part of the student's permanent academic history and may be used for reporting, verification, and compliance purposes.

(Insert Student Passed Out Documents Screenshot here)





The screenshot shows the 'Batch Wise Students' report interface. At the top, there is a search bar and a navigation menu. The main content area displays a grid of 10 summary cards for different batches. Each card includes the following information:

- Institute Name:** Lord Shiva College Of Pharmacy Near Civil Hospital Sirsa
- PCI Code:** PCI-1217
- Enrolment Year:** (e.g., 2026-2027, 2020-2021, 2019-2020)
- Course:** (e.g., D.Pharm, M.Pharm, B.Pharm)
- Course Year:** (e.g., 01, 02)
- Total Students:** (e.g., 01, 02, 10)
- Academic Status Summary:**
 - Passed: 00
 - Failed: 00
 - Promoted: 00
 - Passout: 00
 - Dropout: 01
 - Awarded: 01

Accessing Batch wise Student

- Click on “Education” from the left menu
- Go to Reports & Masters → Reports section
- Click on “Batch Wise Student”

Batch wise student Overview

The page displays student information in the form of batch-wise summary cards.

Each card represents a specific combination of **Enrolment Year, Course, and Course Year**, allowing institutes to quickly review the academic status of students belonging to that batch.

The card displays the following information:

- **Institute Name** – Name of the institute.
- **PCI Code** – Institute PCI Code.
- **Enrolment Year** – Academic year in which the students were admitted.
- **Total Students** – Total number of students admitted in that batch.
- **Course Year** – Current year of study of the batch.
- **Course** – Programme associated with the batch.

Student Status Summary

Each card provides a summary of the academic status of students belonging to that batch.

The following counts are displayed:

- **Passed** – Number of students who successfully passed.
- **Failed** – Number of students who failed.
- **Promoted** – Number of students promoted to the next course year.



- **Passed Out** – Number of students who successfully completed the programme.
- **Dropout** – Number of students who discontinued the programme.
- **Awaited** – Number of students whose examination results are pending.

Purpose

Using this page, institutes can quickly determine:

- How many students were admitted in a particular **Enrolment Year**.
- The total number of students belonging to a specific batch.
- How many students have **Passed, Failed, or are Awaited**.
- How many students have been **Promoted** to the next course year.
- How many students have **Passed Out** from the programme.
- How many students have **Dropped Out**.

This provides a quick batch-wise academic snapshot without opening individual student records.

★ Batch Wise Student List Download as Excel

B.Pharm 2020-2021 Course Year Semester Student Result Academic Year 10 out of 10

#	Student Code	Student Name	Course Year	Semester	Result	Academic Year
1	BH-S-26-474642	Mark Juberberg	4	1	Passed Out	2024-2025
2	BH-S-26-474641	Raushan Anand	4	1	Passed Out	2024-2025
3	BH-S-26-474639	Rahul Kumar	4	1	Passed Out	2025-2026
4	BH-S-26-474634	Anita Kumari	4	7	Passed Out	2024-2025
5	BH-S-26-474633	Raushan Anand	1	1	Passed	2020-2021
6	BH-S-26-474629	Raja Ram Mohan Roy	2	3	Dropped Out	2021-2022
7	BH-S-26-474631	Bella	4	8	Passed Out	2025-2026
8	BH-S-26-474628	Ron	4	8	Passed Out	2027-2028
9	BH-S-26-474627	Sam	4	8	Passed Out	2025-2026
10	BH-S-26-474624	Jhon Snow	4	8	Passed Out	2025-2026

Viewing Batch Wise Student Details

When the user clicks on a specific **Batch Card**, the system redirects to the **Batch Wise Student List** page.

This page displays the detailed list of students belonging to the selected batch.

(Insert Batch Wise Student List Screenshot here)

Search & Filter Options

The following filters are available to refine the student list:

- **Course** – Displays the selected programme.
- **Enrolment Year** – Displays the admission year of the batch.
- **Course Year** – Filter students based on the course year.
- **Semester** – Filter records by semester.



- **Student Result** – Filter students according to their academic status.
- **Academic Year** – Filter records based on the academic session.

List Overview

The table displays the following information:

- # – Serial number of the record.
- **Student Code** – Unique Student Centralised Council Number (BH Number).
- **Student Name** – Name of the student.
- **Course Year** – Current year of study.
- **Semester** – Semester associated with the result.
- **Result** – Current academic status of the student.
- **Academic Year** – Academic session corresponding to the result.

Viewing Student Details

- Click on the **Student Code (BH Number)** to open the detailed student profile.
- The system redirects the user to the **Student Applicant Profile**, where complete student information can be viewed and verified.

Result Status

The Result column may display the following statuses:

- **Passed**
- **Failed**
- **Promoted**
- **Awaited**
- **Passed Out**
- **Dropped Out**

This enables institutes to identify the academic status of each student within the selected batch.

Actions Available

Download as Excel

- Click on **Download as Excel** to export the Batch Wise Student List.
- The downloaded report can be used for reporting, record maintenance, and academic reference purposes.

Purpose

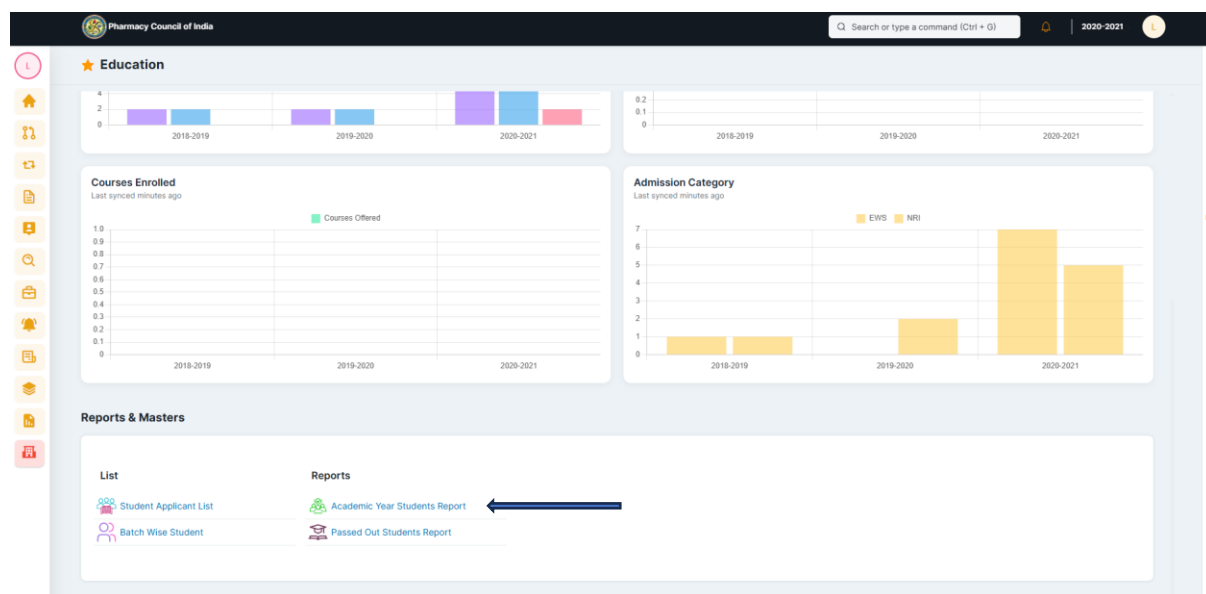
The **Batch Wise Student List** provides detailed information about all students belonging to a selected batch. Institutes can use this page to:

- Identify students admitted in a particular enrolment year.
- Review individual student academic outcomes.
- Track the progression of students within the batch.
- Access the detailed student profile for verification and further action.
- Export batch-wise student records for institutional reporting purposes.

Important Notes

- The list displayed is based on the batch card selected from the **Batch Wise Students** page.
- Apply filters to quickly locate specific student records.
- Use the Student Code to access complete student details.
- The information displayed reflects the latest academic status recorded in the system.

(Insert Batch Wise Student List Screenshot here)



Accessing Academic Year Students Report

Accessing the Education Module

- Click on **Education** from the left menu.
- The system redirects the user to the **Education Dashboard**.

Navigating to Academic Year Students Report

- In the **Reports & Masters** section, locate the **Reports** category.
- Click on **Academic Year Students Report**.

(Insert Education Dashboard Screenshot here)



Academic Year Students Report

The **Academic Year Students Report** provides a comprehensive view of students based on a selected academic session. This report enables institutes to analyse student information and academic outcomes for a particular academic year.

Purpose

The report helps institutes to:

- View students belonging to a specific academic year.
- Monitor student progression during an academic session.
- Analyse academic outcomes for institutional reporting.
- Generate academic year-wise records for reference and audit purposes.

Important Notes

- Ensure that the appropriate academic year is selected before reviewing the report.
- The information displayed reflects the latest records maintained in the system.
- The report can be used for administrative review, compliance, and academic planning.

(Insert Academic Year Students Report Screenshot here)

#	Student Code	Student Name	Program	Course Year	Academic Year
1	BH-S-26-474623	Emella Davison	M.Pharm Pharmaceutical Chemistry	1st Year	2020-2021
2	BH-S-26-474624	Jhon Snow	B.Pharm	1st Year	2020-2021
3	BH-S-26-474627	Sam	B.Pharm	1st Year	2020-2021
4	BH-S-26-474628	Ron	B.Pharm	1st Year	2020-2021
5	BH-S-26-474629	Raja Ram Mohan Roy	B.Pharm	1st Year	2020-2021
6	BH-S-26-474631	Bella	B.Pharm	1st Year	2020-2021
7	BH-S-26-474633	Raushan Anand	B.Pharm	1st Year	2020-2021
8	BH-S-26-474634	Anita Kumari	B.Pharm	1st Year	2020-2021
9	BH-S-26-474635	Raju Shaikh	D.Pharm	1st Year	2020-2021
10	BH-S-26-474637	Mark Juberberg	D.Pharm	1st Year	2020-2021

Academic Year Students Report

The **Academic Year Students Report** provides a list of all students enrolled during a selected academic year. Institutes can use this report to review student information, verify enrollment records, and generate academic year-wise reports.

(Insert Academic Year Students Report Screenshot here)

Search & Filter Options

Use the filters available at the top of the page to locate specific student records.

The following filters are available:

- **Student Code** – Search students using the Student Centralised Council Number (BH Number).



- **Program** – Filter records based on the programme.
- **Course Year** – Filter students according to their year of study.
- **Academic Year** – Select the academic session for which the report is required.

List Overview

The report displays the following information:

- **#** – Serial number of the record.
- **Student Code** – Unique Student Centralised Council Number (BH Number).
- **Student Name** – Name of the student.
- **Program** – Programme in which the student is enrolled.
- **Course Year** – Current year of study.
- **Academic Year** – Academic session associated with the enrollment.

Purpose

The **Academic Year Students Report** enables institutes to:

- View all students enrolled during a specific academic year.
- Identify students belonging to different programmes within the selected session.
- Monitor course year-wise student distribution.
- Verify student enrollment information maintained in the system.
- Generate academic year-wise reports for administrative and compliance purposes.

Actions Available

Download as Excel

- Click on **Download as Excel** to export the report.
- The downloaded report can be used for reporting, record maintenance, and institutional reference purposes.

Load More

- Click on **Load More** to display additional student records.

Records Per Page

- **10** – Displays ten records per page.
- **20** – Displays twenty records per page.

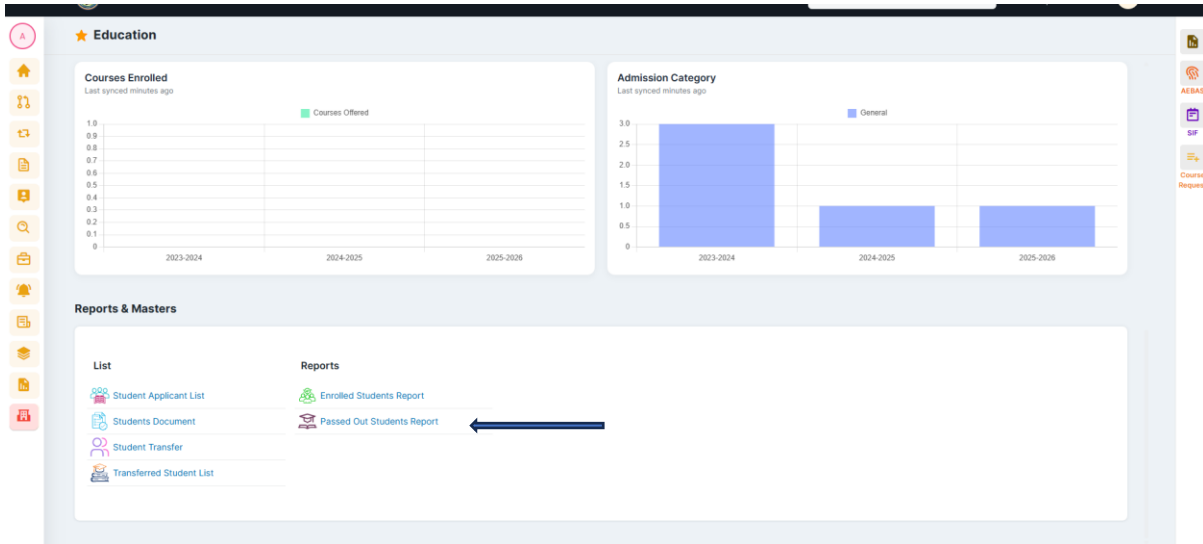
Important Notes

- Ensure that the correct **Academic Year** is selected before reviewing the report.
- Filters can be used individually or in combination to quickly locate student records.



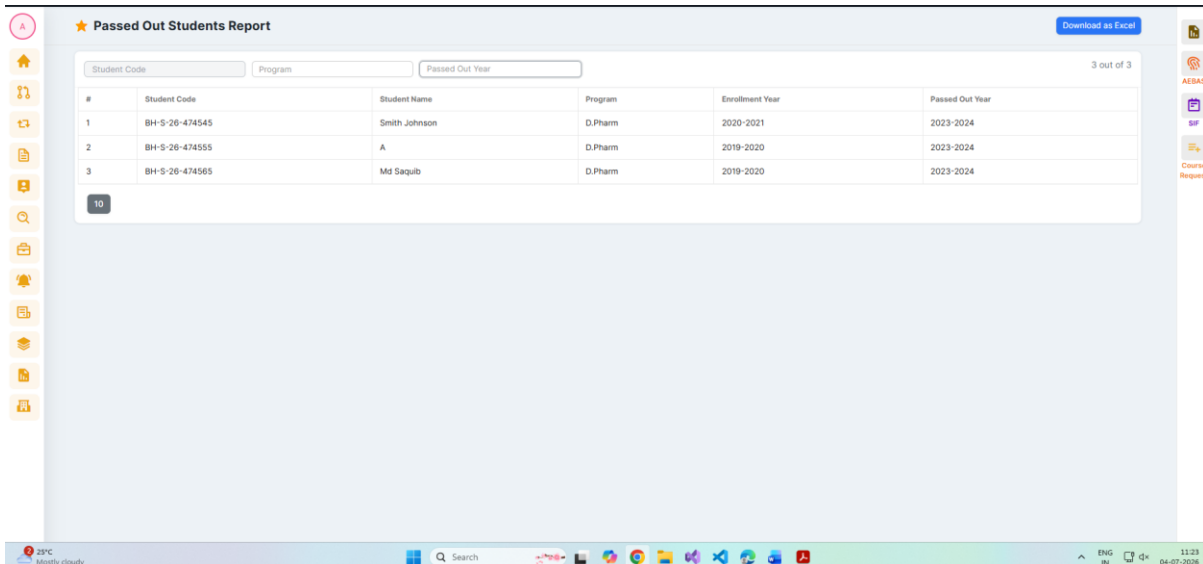
- The information displayed reflects the latest enrollment data available in the system.
- This report serves as a consolidated academic year-wise student register and can be used for verification, reporting, and audit purposes.

(Insert Academic Year Students Report Screenshot here)



Passed Out Students Report

- Click on “Education” from the left menu
- Go to Reports & Masters → Reports section
- Click on “Passed out Students Report”



Passed Out Students Report – Overview

The **Passed Out Students Report** page provides a list of students who have successfully completed their course.

- Displays key details such as **Student Code, Student Name, Program, Enrollment Year, and Passed Out Year**
- Allows quick **search and filtering** of student records



- Includes an option to **download the report in Excel format**
- Helps institutions **track and verify completed student records** for academic and administrative purposes

This page serves as a **central record of all passed-out students** in the institution.

Frequently Asked Questions (FAQ)

Institute Portal – Education Module & Student Management

Prepared based on the Institute Portal User Manual.

Login & Access

1. How can I access the Institute Portal?

Open the official PCI Portal URL and click on **Sign In**.

2. What credentials are required to log in?

You need:

- Registered Username/Email ID
- Password
- Captcha Verification Code

3. What should I do if I forget my password?

Use the **Forgot Password** option to reset your password through OTP verification.

4. Can I recover my username?

Yes. Use the **Forgot Username** option available on the login page.

5. Why is captcha verification mandatory?

Captcha protects the portal from unauthorized access and automated login attempts.

6. What happens after successful login?

You will be redirected to the Institute Dashboard.

7. Which browser should be used?

Latest versions of Google Chrome and Microsoft Edge are recommended.

8. Can multiple users use the same login credentials?

No. Credentials should be used only by authorized users.

9. What should I do if login fails repeatedly?

Verify credentials and captcha. If the issue persists, contact support.

10. Why does my session expire automatically?



Sessions expire after inactivity for security reasons.

Education Module

11. Where is the Education Module located?

In the left navigation menu.

12. What is the purpose of the Education Module?

It manages:

- Student Applications
- Educational Documents
- Examination Results
- Passed Out Documents
- Reports

13. Can I access other modules from the same dashboard?

Yes, depending on your assigned permissions.

14. Why should I verify the academic session before proceeding?

Actions performed under an incorrect session may affect the wrong records.

15. Can Education Module data be modified after submission?

Certain actions become permanent after final submission.

Student Applicant List

16. How do I access the Student Applicant List?

Education → Reports & Masters → List → Student Applicant List.

17. What filters are available?

- Student Name
- Email
- Status
- Program
- Academic Year

18. What information is displayed?

- Student Code
- Student Name
- Program
- Email
- Status
- Academic Year

19. How can I view student details?

Click on the Student Code.



20. Can the list be exported?

Yes, using Download as Excel.

21. What does "Load More" do?

It displays additional records.

22. Can I approve students directly from the list?

No. Open the profile first.

23. What should I verify before taking action?

Verify all submitted information and documents.

24. Can approved applications be filtered separately?

Yes.

25. Can pending applications be viewed?

Yes.

Student Applicant Profile

26. What details are available in Basic Information?

- Student Name
- BH Number
- Course
- State
- Institution

27. What information is available under Personal Details?

- Mobile Number
- Email ID
- DOB
- Gender
- Categories
- Nationality
- PAN Details

28. Can institutes edit student personal details?

No. They are available only for verification.

29. Can uploaded photographs be viewed?

Yes.

30. Can PAN documents be viewed?

Yes.

31. Can passport documents be viewed?

Yes, if uploaded.

32. Why should addresses be verified?



To confirm authenticity of student records.

33. Can correspondence and permanent addresses differ?

Yes.

34. Are these details fetched automatically?

Yes, from student applications.

35. Can institutes change student addresses?

No.

Educational Document Verification

36. What educational information is displayed?

- Course
- Course Year
- Marks
- Institution
- Academic Year

37. Can uploaded documents be viewed?

Yes.

38. What is document acknowledgement?

It confirms that the institute has verified the document.

39. Is acknowledgement mandatory?

Yes.

40. Can approval happen without acknowledgement?

No.

41. What warning appears?

"Please acknowledge all student documents before approving."

42. What happens after clicking Proceed?

The system redirects to document verification.

43. What remarks should be entered during acknowledgement?

Verification remarks related to the document.

44. Can documents be acknowledged later?

Yes, before approval.

45. What happens if documents are not acknowledged?

The application cannot be approved.

Application Approval

46. What statuses are available?

- Pending



- Approved
- Rejected

47. When should Pending be selected?

When verification is incomplete.

48. When should Approved be selected?

After successful verification.

49. When should Rejected be selected?

If discrepancies exist.

50. Are remarks mandatory for rejection?

Yes.

51. Are remarks recommended for approval?

Yes.

52. Can status be changed after saving?

Subject to portal permissions.

53. What happens after Save?

Application status is updated.

54. Can an application remain pending indefinitely?

No. Appropriate action should be taken.

55. Are comments stored permanently?

Yes.

Student Exam Results

56. What is the Student Exam Result section?

It records academic outcomes.

57. What results can be selected?

- Passed
- Failed
- Promoted
- Awaited
- Passed Out
- Dropped Out

58. What happens when Passed is selected?

The student progresses to the next year.

59. What information is required?

- Total Marks
- Marks Obtained
- Marksheet



60. Is marksheet upload mandatory?

Yes.

61. What is the maximum file size?

5 MB.

62. What happens when Failed is selected?

The student does not clear academic requirements.

63. What does Awaited mean?

Results are pending.

64. What does Promoted mean?

Promotion as per applicable rules.

65. What does Dropped Out mean?

The student discontinued the programme.

66. Can activities continue after Dropped Out?

No.

Passed Out Result

67. When can Passed Out status be selected?

Only after successful completion of all semesters.

68. What message is displayed?

"Student has completed all semesters. All previous semesters must have Passed result."

69. What documents can be uploaded?

- Final Marksheet
- Degree Certificate
- Provisional Certificate
- Training Certificate
- Other Certificates

70. Is final marksheet mandatory?

Yes.

71. Is degree certificate mandatory?

Yes.

72. Can provisional certificates be uploaded?

Yes.

73. What happens after Save Result?

Preview appears.

74. What should be checked before Submit?

Verify all uploaded documents.

75. Can Passed Out be assigned if previous years are not Passed?



No.

76. What does Passed Out indicate?

The student has successfully passed all years of the programme.

Result Preview & History

77. What is Result Preview?

A confirmation popup before submission.

78. Can information be modified from Preview?

Yes, using Cancel.

79. What happens after Submit?

Results become part of academic history.

80. What information appears in Result History?

- Program
- Enrollment Year
- Course Year
- Result
- Academic Year

81. Can marksheets be viewed from history?

Yes.

82. Why is Result History important?

It provides audit records.

83. Can historical records be edited?

No.

Passed Out Documents

84. What is Student Passed Out Documents?

Repository of completion documents.

85. Who appears in this section?

Only Passed Out students.

86. Can documents be viewed?

Yes.

87. Can documents be downloaded?

Yes.

88. Are these records permanent?

Yes.

89. Are these used during audits?

Yes.



90. Can institutes modify uploaded documents later?

Only as permitted by the system.

Batch Wise Student Report

91. What is Batch Wise Student Report?

It provides batch-level academic summaries.

92. What information appears on batch cards?

- Institute Name
- PCI Code
- Enrollment Year
- Course
- Total Students

93. Which status counts are displayed?

- Passed
- Failed
- Promoted
- Passed Out
- Awaited
- Dropped Out

94. Can batch details be opened?

Yes.

95. Can batch reports be exported?

Yes.

Academic Year Reports

96. What is Academic Year Students Report?

It lists students enrolled in a selected session.

97. Which filters are available?

- Student Code
- Program
- Course Year
- Academic Year

98. Can reports be downloaded?

Yes.

99. Can records per page be changed?

Yes.

100. Why is this report useful?



It supports compliance, audits, and institutional planning.

Passed Out Students Report

101. What is Passed Out Students Report?

A list of students who completed their programme.

102. What details are displayed?

- Student Code
- Student Name
- Program
- Enrollment Year
- Passed Out Year

103. Can the report be exported?

Yes.

104. Why is this report important?

It serves as the institution's central record of completed students.

Security & Support

105. Should login credentials be shared?

No.

106. Should users log out after use?

Yes.

107. Who should be contacted for technical issues?

PCI Helpdesk or Portal Support Team.

108. What details should be provided while reporting issues?

- Username
- Institute Name
- PCI Code
- Screenshots
- Error Description

109. Are actions performed by institutes auditable?

Yes.

110. Why is accurate verification important?

Incorrect approvals or results may affect students' academic records and regulatory compliance.

Important Notes

- Verify all documents before approval.
- Educational documents must be acknowledged before approving applications.



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- Examination results should be entered only after verifying marksheets.
- Passed Out status can be assigned only after all programme requirements are fulfilled.
- Maintain confidentiality of login credentials.
- All actions performed in the portal form part of the student's permanent academic record.