



# SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

Ref. No. SVSU/Aff./2025/240

Dated: 07.07.2025

## PROVISIONAL AFFILIATION APPROVAL 2025-26

To,

**The Chairman/Director/Principal**

**Bharat Institute of Pharmacy Degree Course, Village-Roorki, P.O- Pehaldpur, Kurukshetra, Haryana**

**Subject: Provisional Affiliation for the Academic Year 2025-26.**

**Reference: Your application for the Affiliation for the Academic Year 2025-26.**

Sir/Madam,

With reference to your application for the Affiliation to run the skill courses in your institute with in terms of the provisions under the SVSU (Grant of Affiliation for the Institutions) Regulations 2024 and notified by the Skill Development and Industrial Training Department, Govt. of Haryana vide notification number T-6/SVSU/Affiliations/10478 dated 24.07.2020. I am directed to convey the approval to your institute for conduct of the following courses with the in-take indicated below:

ID	018/2025			
Name of the Institute and Address	Bharat Institute of Pharmacy Degree Course, Village-Roorki, P.O- Pehaldpur, Kurukshetra, Haryana			
S. No.	Level	Programme	Intake Approved	Remarks
1	UG	B.Voc. (MLT) Hons. With Research	30	Refer the Note Below*
2	UG	B.Voc. Public Service	30	
3	UG	Undergraduate Certificate in Food Production & Traditional Sweets	30	

*\* It is informed that your provisional affiliation is subject to completion of the undertaking submitted by the institute in reference to the observations/deficiency observed by the inspection committee under "Observation/comments/Remarks of the committee to be shared separately" section.*

**It is mandatory to comply with all the essential requirements.**

### **Important Instructions:**

The institution is required to submit two copies of the Compliance Report including the rectification of deficiencies/observations and details of faculty recruited for each courses in the prescribed format (available on University website, www.svsu.ac.in). The university would verify the status in respect of rectification of deficiencies through surprise random inspection without any prior notice.

The above approval is granted subject to the fulfilment of the following general conditions.

1. That the management shall provide adequate funds for development of institute and for providing related infrastructural, instructional and other facilities as per norms and standards laid down by the University from time to time and for meeting recurring expenditure.
2.
  - a. That the admission shall be made only after adequate infrastructure and all other facilities are provided as per norms and guidelines of the University.
  - b. That the admissions shall be made in accordance with the regulations notified by the University from time to time.
  - c. That the curriculum of the course and procedure for evaluation/assessment of students shall be accordance with the norms prescribed by the University.
  - d. That the Institution shall not allow closure of the Institution or discontinuation of the courses or start any new course(s) or alter the intake capacity of seats without the prior approval of the University.
  - e. That no excess admission shall be made by the Institution over and above the approved intake under any circumstances. In case any excess admission/ registration is reported to the University, appropriate penal action including withdrawal of approval shall be initiated against the Institution.
  - f. That the institutions shall inform to the University in case of starting of any new course with any other university.
3. That the institution shall operate only from the approved location and that the institution shall not open any off campus study centers / extension centers directly or in collaboration with any other institution/ university / organization for the purpose of imparting education in the SVSU approved courses.
4. That the Academics and Accounts of the Institution shall be audited annually by a certified Chartered Accountant and shall be open for inspection by the University or anybody or persons authorized by it.
5. That the Director/Principal and the teaching and other staff shall be selected according to procedures, qualifications and experience prescribed by the University from time to time and pay scales are as per the norms by the Govt.
6.
  - a. That the institution shall furnish requisite returns and reports as desired by SVSU in order to ensure proper maintenance of administrative and academic standards.
  - b. That shall be mandatory for the institution to maintain a Website providing the prescribed information.
  - c. That a compliance report in the prescribed format shall be submitted each year by the Institution within the timeline prescribed by the SVSU from time to time.
  - d. That if the institution fails to disclose the information or suppress and/ or misrepresent the information appropriate action could be initiated including withdrawal of the approval.
7. That all the laboratories, workshops etc. shall be equipped as per the syllabus of SVSU and shall be in operational condition before making admissions.
8. That a library shall be have adequate number of titles, books, journals (both Indian & Foreign) etc. as per Curriculum requirement.
9. That a computer center with adequate number of terminals Printers etc. shall be established as per Curriculum requirement.
10. SVSU may carry out random inspections round the year for verifying the status of t h e Institutions to ensure maintenance of norms and standards.
11. That the SVSU may also conduct inspections with or without notifying the dates to verify specific complaints of mis-representation, violation of norms and standards, mal practices etc.
12. That the institution by virtue of the approval given by University shall not automatically become claimant to any grant- in-aid form the SVSU.
13. That the Management shall strictly follow further conditions as may be specified by the University from time to time
14. In the event of non-compliance by the Institute, with regard to guidelines, norms and conditions prescribed from time to time the University shall be free to take measures for withdrawal of its approval or recognition, without consideration of any related issues and that all liabilities arising out of such withdrawal would solely be that of Institute. There is a mandatory requirement for Faculty to attend the Induction/Faculty Development Programme (FDP) managed by SVSU for the Faculty engaged to teach the SVSU Programmes, as and when scheduled.
15. Institutes are required to maintain minimum number of the admissions in the programmes to create the End Semester Examination center in their own campus. In case non fulfilling this criteria, SVSU has right to merge the End Semester Theory/Practical Examination Centers. In special cases, there will be financial implication with the prior approval of competent authority subject to agreement.

**Terms and Condition for association with Industry Partners:**

**a. Joint Responsibilities**

- I. Institute and Industry Partner will jointly work out the modalities of the candidate selection (Written examination and Personal Interviews).
- II. The institute will follow the SVSU approved Scheme/Syllabus/Curriculum for the approved program.
- III. Institute and Industry Partner will jointly ensure the theoretical and OJT training is carried out to meet the Learning Outcomes envisaged at the end of the course duration to enable adequate skilling of the candidates for better employment opportunities.
- IV. Institute and Company will jointly ensure daily monitoring of the OJT as per the laid down SOP.
- V. Institute will nominate an OJT In-charge who will carry out the defined role while the Industry will nominate a suitable OJT Coordinator who will ensure the OJT is carried out as per the detailed curriculum defined by the University.
- VI. All students will maintain an OJT Dairy. The OJT Dairy will be filled by the OJT In-charge of Institute after taking the suitable feedbacks from the OJT Coordinator of Industry Partner and the candidates. The OJT Diary is required for checking and provide scoring of assessment card towards the final OJT assessment and marks of the candidate for the award of Degree/Diploma/Certificate.
- VII. The pedagogy of the Program (Classroom and OJT), credit mechanism system, training Program, dimension and structure of the Program, on-the- job training processes, Trainers, Assessors, Assessment methodology to be followed by Institution as prescribed by SVSU.
- VIII. Institute will follow monitoring and feedback mechanism as laid down by SVSU to report the progress /performance of the Trainees.

**b. Responsibility of the Industry Partner:**

- I. Shall share the basic Qualitative Requirements for a particular course as per the basic academic qualification set by SVSU for Admission to the course.
- II. Shall ensure an orientation cum counselling program is carried out for candidates and their parents/guardian on the OJT scope of work and about the company/industry, prior to the final admission.
- III. Shall appoint the Program Manager/Nodal Officer who will look after all the affairs of the Program. The Nodal Officer will be responsible for ensuring the smooth and complete conduct of the OJT curriculum in each semester. He/She will ensure proper assessment of the candidates on the OJT curriculum of the semester as per laid down guidelines of Institute essential for overall assessment and final award of degree by Institute.
- IV. Shall nominate an OJT Coordinator who will monitor the daily OJT schedule as per the laid down weekly/fortnightly program which will be shared with the Institute one week prior. The daily feedback will be shared by the OJT coordinator with the OJT In-charge of Institute as per pre agreed platform/mode of reporting.
- V. Shall engage the trainees and provide them defined on-the-job training as per the requirements of the university under NSQF and the predefined OJT schedule in the DPR approved.
- VI. Shall ensure the candidates meet the Learning Outcomes laid down at the end of the OJT in each semester.
- VII. Shall provide adequate time to the students for class room studies as per the stipulated program. (for courses where theory classes are conducted in industry premises)
- VIII. Shall comply with the required statutory regulation necessary as per regulator & as decided by the Joint Curriculum Committee of SVSU.
- IX. Shall treat the trainee of the Program as a student of the Institute/University. Any disciplinary issue during the OJT will be immediately intimated to the concerned OJT In-charge of Institute for taking up the issue with the Institute Management.
- X. Shall provide medical aid to the trainee in case of any emergency/ accident occurred in the premises of the company, and if need be, arrange an ambulance to be dropped at the place or hospital preferred by the trainee or as suggested by the Institute within 50 Km radius of the company premises. Treatment shall be as per prevailing laws of the Land. Any such incidence shall be reported to the Institute Management immediately through the OJT Coordinator or directly to the Nodal Officer of Institute.
- XI. Shall follow all the norms as per MOU to monitor attendance (Biometrics or Physical) and provide the required certificate of OJT assessment to include aspects of attendance, Learning Outcome level achieved at the end of the semester as per the laid down guidelines of Institute.
- XII. Shall preferably nominate internal industry trainers/mentors to assist the students for in clarifying any theoretical doubts on the OJT processes.
- XIII. Shall pay stipend per month (as per norms) on or before 5<sup>th</sup> of each month, during OJT period only. This shall be subject to the attendance by the candidate which shall be a minimum of 90%. Any variation of more than 90% in the required attendance by any candidate in each month shall be intimated by the company

- to Institute to ensure necessary remedial action/warning is issued for improvement, failing which the candidate may be considered ineligible for the OJT completion certificate after approval of Institute.
- XIV. Shall inform any misconduct committed by the student to the Institute/university for further action if any. Action shall be taken according to the "University Code of Conduct for the Students".
- XV. Shall provide PPE (Personal Protective Equipment) to the students wherever applicable. Shall ensure all safety precautions for Covid -19 are ensured by the industry to avoid any major health risks to candidates.
- XVI. Shall observe health and safety standards during the on-the-job-training to ensure there are no major health risks to the life of candidates.
- XVII. Shall ensure that the Trainees are not subject to on-the-job trainee beyond the designated work hours as per the stipulated program. The OJT will be in General, A and B shift only. C shift may be carried out by the Industry in joint consultation with the Institute for specific processes relevant to the learning outcomes not exceeding more than 33% of the OJT training hours of the semester. Any deviation in the same will only be done after prior consent by Institute.
- XVIII. Shall not treat the Trainees as its employees for any reason whatsoever, except in case of medical emergency to the extent of medical treatment
- XIX. Shall be the supervising authority of the trainees at the place of on-the-job training.
- XX. Shall provide basic amenities during the conduct of OJT to the trainees.
- XXI. Shall provide the requisite Kits, Uniform and facilities for ensuring for class room training (in case of theoretical training at the Industry) and OJT.
- XXII. Shall provide timely inputs of assessment, evaluation etc. for the scoring and credit evaluation of the students as per the schedule defined in the DPR by Institute.
- XXIII. To provide orientation to the supervisors of Industry involved in various processes in the OJT about the concept of the programme so as to enhance the learning of the student.
- XXIV. Shall provide on-the-job-training from Monday to Saturday only. Weekly off should be preferably on Sunday throughout the period of OJT. Any variation to this should be under prior intimation to the Institute Nodal Officer and OJT In-Charge. In addition, candidates should be given relaxation in schedule as per company/Institute/university norms for academic activities in calendar year.
- XXV. Shall make all efforts to provide a Faculty Development Programme (FDP) to the academic team of Institute on important industry/company processes in the theoretical teaching which may be relevant for the OJT, where required.
- XXVI. Shall provide a permission in writing to the team of institute/university to monitor the on-the-job training of the students as per the laid down frequency by Institute.
- XXVII. Shall provide adequate sitting space to the respective faculty of the programme.
- XXVIII. Shall allow Institute skill instructor on industry/company premise as per the frequency pre decided mutually by both parties or as and when required by Institute to monitor the OJT program.
- XXIX. Institute Nodal Officer or the Skill Instructor may be permitted to accompany the Candidates in the factory/company premises for training as and when required.
- XXX. Shall cater for the travel and stay expenses of candidates as per their policy when they are sent for OJT pan India.
- XXXI. The company should preferably be enrolled on the NAPS portal and should endeavor to register all the students on the NAPS portal.

### C. Responsibility of the Institute:

- I. Shall be responsible for enrolment / admission of the students in batches as per the minimum and maximum strength of each batch given by the industry/company and shall maintain the databases of all the trainees.
- II. Shall ensure that the required strength of students is provided for OJT training to the Industry for each course approved as per this MOU.
- III. A detailed orientation program will be organized for the shortlisted candidates and their parents/guardians to provide a detailed understanding of the course curriculum and nature of OJT jointly by Institute and Industry Partner. An undertaking to this effect should be taken from the candidates and their parents/guardian regarding the same prior to their joining the course.
- IV. Shall ensure the detailed course curriculum is followed as per the NSQF parameters and UGC guidelines in consultation with the Industry Partner. The detailed OJT program shall also be taken from the Industry Partner as per the laid down guidelines of NSDC and share it with the Industry Partner for framing the OJT curriculum to ensure the desired minimum credits are available for award of the degree/diploma certificate to successful candidates.
- V. Shall appoint a dedicated Nodal officer/Program manager to lead the program from the concerned Institute faculty, which shall be intimated to the company prior to the commencement of the course.



- VI. Shall nominate a suitable faculty/instructor with adequate industry/corporate experience for imparting theory/practical classes to the students. Details will be shared with the Industry Partner.
- VII. Shall also facilitate the students to visit the labs in engineering/ technical institutions, field visits, associate colleges, wherever required as per curriculum for advance knowledge of new technology.
- VIII. Shall maintain the profile of all the trainees, issue photo Identity card and will ensure candidates wear the same while undergoing OJT in the company premises.
- IX. Shall ensure daily supervision of the OJT training of candidates through the nominated OJT Coordinator and ensure feedback is shared with the Nodal Officer through the laid down mechanism.
- X. Shall frame rules and regulations to regulate the conduct and discipline of the trainees and shall take appropriate action wherever required.
- XI. Shall issue the required caution, followed by warning letter to the candidates and the parents/guardians in case of default on attendance, performance parameters or any other serious disciplinary matter as per Institute and Industry Partner norms.
- XII. Shall take action to relegate such candidates not responding to the cautions/warnings. Such candidates shall be made to repeat the semester (Theory/OJT) with an undertaking that parents/guardians will be responsible for repetition of default which may lead to delisting of the candidate from the course.
- XIII. Shall not be liable to pay the company for the expenses incurred during On Job Training (to include infrastructure, On Job Training trainer cost and basic amenities, admin expenses etc. if any.
- XIV. Shall ensure a minimum of 75 % attendance (working days) in theoretical classes in Institute and 90% attendance (working days) during the OJT. Issue necessary warnings to candidates defaulting and relegate such defaulting students for the semester and prevent them from sitting for the semester examination not meeting the attendance/academic performance eligibility criteria.
- XV. Shall ensure for the registration of provisionally admitted students on Academic Bank of Credit (ABC) portal.

**Important Note:**

1. The institute has to submit an acceptance of this provisional Affiliation with SVSU immediately within three days from the date of receipt of this letter for the course as mentioned above.
2. The institute has to submit the Affiliation Fee of Rs. 50,000/- for the D.Voc./UG certificate/diploma programmes and Rs. 1,00,000/- for the B.Voc./ PG Diploma/M.Voc. programmes (each vertical) for the session 2025-26 within three days from the date of this letter.
3. The applicant institute has to submit following documents within 15 days of time.
  - a. List of faculty staff (Annexure A)
  - b. List of Lab equipment (Annexure B)
  - c. MoU as per approved program
  - d. Undertaking by the Chairman/Director/Principal (Annexure C)
4. The applicant institute has to submit the copy of any objection, if ever raised by their prior affiliating University/ Directorate etc. for running of the SVSU programs.
5. The granted Affiliation to the institute is Provisional and subject to fulfillment of all the terms and conditions.
6. Admission shall be carried out as per the University/Government guidelines/schedule.

  
**Dr. RAVINDER KUMAR**  
 Associate Dean Affiliation  
 Associate Dean  
 Affiliation Branch  
 SVSU, Dudhola, Palwal

**Copy to:**

1. The Principal Secretary to Govt. of Haryana, Youth empowerment and entrepreneurship Department.
2. The Director General, Higher Education, Govt. of Haryana.
3. The Director General, Technical Education, Govt. of Haryana.
4. The Vice Chancellor, SVSU
5. The Registrar, SVSU
6. Dean, Academics, SVSU
7. Main File of the Institute at SVSU

  
**ADITYA**  
 Superintendent Affiliation  
 Superintendent  
 Shri Vishwakarma  
 University, Dudhola-Palwal

