

# **BACHELOR OF PHARMACY**

## **PROGRAM**

## **RULES & REGULATIONS**

**Choice Based Credit System with Grading System of Evaluation**

**(Effective from Academic Year 2016-2017)**

Faculty of Pharmacy

**FACULTY OF PHARMACY  
OSMANIA UNIVERSITY  
HYDERABAD – 500 007**

## INTRODUCTION

The operationalization of WTO agreement is likely to bring new opportunities and challenges in all areas of human endeavor including education. To make use of these opportunities effectively there is an immediate requirement for the revision of curriculum both at undergraduate and postgraduate level to incorporate the changes and additions to take care of the challenges posed by the new developments and advances in science and technology. Reviewing and updating of the curriculum is the essential ingredient of any vibrant university academic system. The present structure of pharmacy education is catering to the manpower needs of R & D and Industry, unlike the western countries that meet the requirements of pharmacy practice of clinical, community and hospital pharmacy.

The Pharmacy Education, Research and Profession are facing a considerable challenge due to globalization of trade and services. It is expected that the academic bodies should develop appropriate strategies to be strengthen the institutions and make them to be remain competitive through innovative practices in education and research. The new revised curriculum is aimed to be compatible in tune with the recent developments in pharmacy education especially from other competitive disciplines such as chemistry, biotechnology and chemical engineering. This may allow innovative concepts to provide multidisciplinary profile by initiating new papers to cater to frontier developments in the concerned discipline.

To all, knowledge is interdisciplinary, to meet the needs of society and to enhance the quality and standards of pharmacy education, updating and restructuring of the curriculum must be continued as a perpetual process. A new course Pharmacoinformatics was developed in response to the pharmacy curriculum revisions based upon the growing awareness of the influence of information technology application in pharmacy. This program likely to train new generation scientists to explore new drugs in novel way and it will facilitate the design of a drug rather than discovery of drug. Normally the pharmaceutical sciences curriculum helps to understand the drug discovery, drug delivery and drug development. Introducing the subject of Pharmacoinformatics in regular pharmacy curriculum is likely to revolutionize the diagnosis and treatment of human disease, especially through drug action and disposition.

The development of character, knowledge, basic and professional skills and values are to be the integral part of restructuring of educational programs to establish a learning society of lifelong learning process consists of learning to know, Learning to do, learning to practice, learning to care, learning to be and learning to become a perfect professional.

In this regard we have a specific Vision and Mission for the development of Pharmacy Curriculum based on the PCI and AICTE norms.

**VISION:**

To ensure the curriculum will meet the standards of pharmacy education in countries with advanced health care systems to improve the quality and standards of pharmaceutical services and also to meet the requirements of Research & Development and Industry.

**MISSION:**

"To pursue and disseminate pharmaceutical knowledge and also impart skills through quality teaching, research and service development aimed at improving the health standards of all".

**OBJECTIVES:**

The objectives of the Bachelor in Pharmacy program at the Osmania University are:

- To ensure high level of performance in teaching, research and practice;
- To develop the scientific and technical manpower of the highest quality to cater the needs of the growth sectors of economy in general and industry in specific;
- To provide a broad grasp of the fundamental principles of the basic sciences and scientific and technological methods through its curriculum;
- To provide a deep understanding of the area of specialization in the context of the professional needs of the community and the national priorities in the health and pharmacy sector and take them into account while planning professional strategies;
- To play the assigned role in the implementation of National Health Policy, National Drug Policy etc. effectively and responsibly;
- To demonstrate competence in basic concepts of research methodology and be able to critically analyze relevant published research literature;
- To use educational methods and techniques as applicable to the teaching of pharmacy students and other health professionals;
- To provide an innovative ability to solve new problems;
- To provide a capacity to learn continually and interact with multidisciplinary groups;
- To develop the students with a capability at the end of undergraduate program for:
  - Free and Objective Enquiry
  - Courage and Integrity while Practicing the Profession Ethically

- Awareness and Sensitivity to the Needs and Aspirations of Society
- Skills as a self-directed learner, and function as an effective leader of a health team engaged in health care, research or training.

With these objectives in mind, the undergraduate program is designed to include courses of study, seminars and research project through which a student may develop his/her new research and innovative concepts and intellectual skills.

Keeping in view the general objectives of undergraduate training, each discipline shall aim at development of specific competencies which shall be defined and spelt out in clear terms. Each department shall produce a statement and bring it to the notice of the trainees in the beginning of the program so that he can direct the efforts towards the attainment of these competencies.

The procedures and requirements stated in this manual embody the philosophy of the postgraduate education and ensure a high standard of performance at the Institute.

To ensure uniformity and quality in higher education system under CBCS of undergraduate program including duration of study, this manual depicts the details of eligibility criteria for admissions, interpretation and weightage of credits among courses, mode of instruction, standardization of examination, grading system of evaluation and other related aspects.

The following academic rules and regulations are recommended.

**RULES AND REGULATIONS OF B. PHARM PROGRAM**  
**(Effective from academic year 2016 – 2017)**

**Note:** All the rules and regulations, hereinafter, specified should be read as a whole for the purpose of interpretation.

**I) ELIGIBILITY FOR ADMISSION**

1. A candidate for admission to the Four Year Degree course in Pharmacy must have passed the Intermediate examination of the Telangana State Board of Intermediate Education with Physics, Chemistry and Mathematics / Biology as optional subjects or any other examination recognized by the Osmania University and Government of Telangana as equivalent thereto.
2. Other eligible conditions will be governed as per the rules and regulations of Government of Telangana framed from time to time.

**LATERAL ENTRY**

3. A pass in D.Pharm course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.

**FOR ADMISSION CATEGORIES**

4. For admission in to convener category / management category/ other category (if any) will be governed as per the rules and regulations of Government of Telangana framed from time to time.

**II) RESPONSIBILITY OF STUDENTS**

5. Candidates shall be admitted only under 'Full-Time 'basis.
6. The candidates should not attend any other Full-time Program(s)/Course(s) or take up any Full-Time Job in any Institution/ Company during the period of program.
7. The admitted students need to adhere the code of ethics and norms of the program and as well as institution. Violation of the rules and regulations will result in cancellation of admission.

### III) PROGRAM ATTRIBUTES

8. All the under graduate programs offered by university are structured and their academic requirements are spelt out by the number of course credit. Programs are designed in such a way that a student will be able to finish the program in a stipulated number of semester.

9. The eight semesters B. Pharm (Regular) Programs offered by the Osmania University under the Faculty of Pharmacy is indicated in Scheme of Instructions as approved by the Board of Studies and Faculty

**Program B. Pharmacy**

**Program Code: 881**

10. A program wise catalogues is prepared in the form of Scheme of Instructions , syllabus and other details.

### IV) DURATION OF THE PROGRAM

11. The normal duration of the course is four academic years (eight semesters). All academic years shall be divided into two semesters hereinafter referred to as the **I to VIII** semesters in chronological order. Each semester shall comprise of:

Instruction 15 weeks minimum

Preparation for examination 10 days

12. For lateral entry students admitted into II year B. Pharmacy the duration of the course is three years (six semesters).

13. Candidates who fail to fulfill all the requirements for the award of the degree as specified hereinafter within eight academic years (or six academic years in case of lateral entry students) from the time of admission will forfeit their seat in the course.

14. The odd semesters shall be conducted from the month of **June/July to October/November** and even semester shall be conducted from **December to May/ June** in every calendar year normally.

### V) MIGRATION / TRANSFER

15. Migration / transfer of students from one college to other college under Osmania university or from Osmania University to Other Universities will be as per the rules and regulations of Government of Telangana framed from time to time.

## VI) ALMANAC

16. The University at the commencement of the course shall notify the duration of the program of instructions, examinations and vacation.

The Academic Year is as follows:

- A Minimum 90 Working Days per Semester
- 15 Weeks of Instruction per Semester

The Academic Schedule (Almanac) shall be notified by the university at the beginning of each Academic Year.

## VII) INSTRUCTIONS

17. The Medium of Instruction is English and the Semester System of Education shall be followed across the Osmania University and its affiliated colleges at Graduate level.

18. A student admitted to a Graduate Program shall study the courses and earn credits specified in the course structure.

19. The Instruction of the Program will be organized around the Choice Based Credit System (CBCS). Each course will have a certain number of credits which will describe its weightage.

20. The minimum credit requirement for Degree is 80 – 96 Valid Credits enumerated under CGPA for a Professional Program.

21. An Academic Coordinator shall be appointed by the Head of the Institution/ Department to help the students in planning their courses of study and general advice on the academic program.

22. The Academic Coordinator need to sensitize the students on rules and regulations of B.Pharm Program and shall advise the students in regard to the minimum and the maximum number of total credits required for UG Program and Credits to be acquired in the context of his/her past performance, backlog of courses, SGPA/CGPA. Further he is also required to guide and counsel on choice of courses of individual interest and employment potentiality.

23. The Courses are divided into **Three domains; Core, Elective and Foundation**.

24. A student will have a choice of selecting an Elective from a pool of courses offered.

25. The training of students shall involve learning experience ‘derived from’ or ‘targeted to’ the needs of the profession and community.

26. The Curriculum and Syllabi of all the B.Pharm Programs shall be approved by the Academic Statutory Bodies of the Osmania University.

27. Instruction in various subjects in each year / semester shall be provided by the college.

28. The medium of instruction and examination shall be in English.

29. The Division of marks for sessionals (based on internal assessment by concerned teacher) and University examinations shall be as follows:

<b>Subject</b>	<b>Sessional marks</b>	<b>Univ. Examination Marks.</b>
Each Theory subject	30	70
Each Practical subject	30	70

30. At the end of the each year/semester, University examination shall be held as prescribed in the respective schemes of examination.

#### **AT THE END OF I SEMESTER**

##### **Main Examination**

B. Pharmacy II year I sem.  
B. Pharmacy III Year I sem.  
B. Pharmacy IV year I sem.

##### **Supplementary Examination**

B. Pharmacy I year  
B. Pharmacy II year II sem.  
B. Pharmacy III Year II sem

#### **AT THE END OF II SEMESTER**

##### **Main Examination**

B. Pharmacy I year  
B. Pharmacy II year II Sem.  
B. Pharmacy III year II sem.  
B. Pharmacy IV year II sem

##### **Supplementary Examination**

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B. Pharmacy II year I Sem  
B. Pharmacy III year I sem.  
B. Pharmacy IV year I sem.

31. A supplementary (makeup) examination in the IV yr, II semester subjects shall be conducted immediately after the declaration of B. Pharm., IV yr II semester examination results.

32. The Academic Coordinator help in analyzing the performance of the students of the class after each test and finding the ways and means of improving the student's performance.

33. The Courses are divided into three domains

#### **i. Core – To be Delivered through Formal Mode Only**

- To be offered in Every Semester.
- Unique to the Program and to be compulsorily studied - essential requirement to complete or earn the degree in a said discipline of study.

#### **ii. Elective – To be Delivered through Formal and Non-Formal Mode**

- Elective Course is offered to Nurture Student's Proficiency/Skill and can be **Chosen from a Pool of Papers** through option of selection.

#### **iii. Foundation- These are basic science courses, which are required for the core courses.**



The **Lateral Entry** students shall undergo the course curriculum for Basic Computer Applications and Mathematics along with B. Phar First year I semester or the Institution may provide separate teaching arrangement for them and they can appear for these examinations any time during the main/ supplementary exams of B.Pharm I to VIII semesters. These papers shall not be considered as backlogs for promotion for next semester.

## REGISTRATION FOR ELECTIVE COURSES

The students can register for elective courses within two weeks from the date of commencement of the semester, through a particular procedure adopted by the Institution.

34. The respective Departments/ Colleges/ Institutions shall provide instruction in various programs and courses in I and II semesters. The project work in the VII & VIII semesters shall be done either at the Department/ College/ Institution or at any other place as approved by the university. The medium of instruction and examination shall be in English.
35. Total Credits required for Bachelor Program as per the scheme of instructions.
36. The Curriculum of B. Pharmacy program shall be so designed that the prescribed credits required for the award of the degree shall be within the limits as following.
  - a. One credit for each lecture period allotted per week
  - b. Two credits for each practical sessions designed per week
  - c. Other credits as assigned in the curriculum mentioned.
37. The number of credits to be earned for the successful completion of the program shall be as specified in the curriculum of B. Pharmacy program.

## IX) TEACHING – LEARNING -ENGAGEMENT

38. The Instruction is delivered both in Formal and Non-formal Mode depends upon type of course.
  - a) Formal Mode of Instruction: Courses that Delivered through Teacher Assisted Class Room Instruction
  - b) Non-Formal Mode of Instruction: Courses that offered through Open, Distance, Virtual, On-line, Contact, Continuing, Extension, Experiential, Self-Learning etc.,
39. Teacher led instruction with learner-centric approach adopted to minimize teacher intervention for various SAIL courses that revolves around knowledge acquisition and practice learning.
40. Avail effective use of ICT to supplement with Power Point Mode of teaching and suitable audio /video samples from Podcast /YouTube to be used for illustrative purposes wherever necessary.
41. Learners are to be encouraged to use NME-ICT/NPTEL accessed materials, blog, tweet, text and email employing appropriate language in assignment submission and seminar presentation.

42. Learners are to be assigned to read/write/listen/view materials outside the classroom to gain proficiency and enable for better participation in the class as well as in seminars.
43. A student is provided with an academically rich, highly flexible/integrated learning system also have an option of using MOOC's platform blended with abundant provision for skill practice and activity orientation that one could learn in depth without sacrificing their creativity.
44. The Head of the Department / Institution shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course (Subject) being taught.

#### **X) ATTENDANCE**

45. Each course shall be taken as a unit for the purpose of calculating the attendance and each teacher shall mark the attendance in every hour of teaching of each course.
46. The cumulative attendance of the students will be displayed on the Notice Board of the Institution/ Department periodically. However, it shall be the responsibility of the student to check his attendance periodically so as to ensure to put on the required attendance.
47. Certain Portion (Maximum of 20%) of Internal Assessment Marks shall be allotted for the regularity of the student in attending the classes.
48. In order to appear at the final examination of I and II semester, the candidate should have pursued a "Regular Course of Study" which means putting in attendance of not less than 75% aggregate in the theory and practical subjects listed in the schemes of instruction offered in the semester taken together.

#### **CONDONATION**

49. Provided that in special cases and for sufficient cause shown, the Vice-Chancellor, on the recommendation of the principal, may condone the deficiency not exceeding 10% in attendance for ill-health, supported by a certificate from Medical Officer and approved by the principal. The fee for condonation on medical grounds shall be as notified by University from time to time.
50. Attendance at NCC camps / Inter-collegiate / Inter-University / Inter-State / International matches/Debates/Educational excursions or such other Inter-University activities as approved by the authorities will not be counted as absence. However, such absence should not exceed 4 weeks of the total period of any semester or 8 weeks of the total period of year.
51. In any of semesters of the course, if a candidate fails to secure the minimum percentage of attendance, he/she shall have not be eligible to appear in the examination of that semester / year and he/she shall have to get readmitted himself into the corresponding semester / year in subsequent academic session, in order to become eligible to appear for the examination. The

candidate shall have to seek such readmission within four weeks from the date of commencement of the corresponding semester.

52. The attendance shall be calculated from the date of commencement of the classes as per the almanac communicated by the University.

53. The candidates who have put in less than 40% attendance in any semester will forfeit admission and can seek re-admission to the course during subsequent year and such admissions shall be treated as supernumerary.

#### **XI) TRANSITORY REGULATIONS**

54. Whenever, syllabus / scheme of instruction is changed in a particular semester, two more examinations immediately following thereafter shall be conducted according to the old syllabus / regulations. Candidates not appearing at the examinations or failing in them shall take the examination subsequently according to the changed syllabus / regulations.

55. By any reason a candidate admitted into the course under old scheme of instructions / regulations is promoted / readmitted after the implementation of revised scheme of instructions / regulations shall join the corresponding semester in the revised scheme of instructions / regulations.

## EXAMINATION REGULATIONS

### I) CONTINUOUS COMPREHENSIVE EXAMINATION

56. The award of sessional marks shall be as follows:

<b>Theory courses:</b>	<b>Marks</b>	<b>Practical courses:</b>	<b>Marks</b>
For Class Tests	20	Practical Class Test	20
For Quiz/Slip test	05	Continuous evaluation	05
For attendance	05	For attendance	05
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<b>Total</b>	<b>30</b>	<b>Total</b>	<b>30</b>

57. In every semester system, there shall be two class tests of one-hour duration for each theory subject. Both the class tests shall be considered for the evaluation of sessional marks.

58. In case a candidate fails to appear in any of the Class Tests on medical grounds or attendance at NCC camps / Inter-collegiate/ Inter-University/ Inter-State/ International matches/ Debates or such other Inter University activities as approved by the University authorities, the candidate shall be allowed to take only one make up Class Test in those subjects as per convenience of the college. The makeup test shall be counted as only one of the tests for the evaluation of Sessional marks.

### II) ELIGIBILITY FOR END EXAMINATION

59. In order to appear at the final examination of I and II semesters, the candidate should have pursued a "Regular Course of Study" which means putting in attendance of not less than 75% aggregate in the theory and practical subjects put together listed in the schemes of instruction offered in the semester taken together.

### III) SEMESTER END EXAMINATIONS

60. The University examinations (Regular/ Supplementary) prescribed for the B. Pharm., degree may be conducted by means of written papers, practicals and inspection of certified Sessional work in Labs or by means of any combination of these methods as may be deemed necessary according to the University rules.

61. All the general rules for examination (given under Sec VIII) shall be adhered to.

### IV) MINIMUM MARKS FOR PASS

62. A candidate shall be deemed to have fully passed the examination of any year / semester, if he / she secures not less than the minimum marks as hereinafter prescribed.

Minimum pass marks in the University examinations be:

**Each Theory Paper 40%**

Each theory subject combined aggregate (University exams + Sessional) 40%

**Each Practical Paper 50%**

Each Practical subject combined aggregate (University exams + Sessional) 50%

**Project Report (IV year B. Pharm., I and II sem) Grade (A/B/C/D/F)\***

63. The university end theory examinations are conducted by giving internal choice in a unit and thus a total of 5 questions need to be answered. Each question carries 14 marks each.

64. The university end practical examinations are conducted by in the following format for 70 mark.

Synopsis	- 10
Major experiment	- 30
Minor experiment	- 20
Viva voce	- 10

For this purpose, one external examiner is appointed by the Osmania University, while the internal examiner is subject teacher or teacher assigned by the Head of the Institution of the conducting examination centre.

65. If a candidate in any year/semester examination of the course fails to secure the minimum marks in any paper, then he shall appear only in the failed papers of the year/semester.

## V) RULES OF PROMOTION

66. **Rules of promotion to higher semester / class of B. Pharmacy Course.**

S.No	Semester / Class	Condition to be fulfilled for promotion	
1	B. Pharm., I year I Semester to B. Pharm., I year, II semester.	a. Regular course of study of B. Pharmacy I year I Semester	
2	B. Pharm., I year II Semester to B. Pharm., II year, I semester	a	Regular course of study of B. Pharmacy I year II Semester
		b	Must have passed at least 50 % of papers prescribed for B. Pharm. I yr (I and II semesters put together). The number of papers a candidate can have as backlogs is as under.
		No. of papers prescribed for I year	No. of backlogs permitted (I semester and II semester)
		16	8

3	B. Pharm., II yr - I sem. to B. Pharm., II yr - II sem.	a	Regular course of study of B. Pharm., II year, I sem.	
4	B. Pharmacy II year- II semester to III year, I semester	a	Regular course of study of B. Pharm., II year, II sem.	
		b	Number of backlogs, if any of B. Pharm., I year and B. Pharm., II year put together shall not exceed 50% of the total number of papers prescribed for the I and II semester of B. Pharm, II year.	
			No. of papers prescribed for I & II semesters of B. Pharm II year	No. of backlogs in I and II yrs put together permitted
			16	8
5	B. Pharm., III yr I sem. to B. Pharm., III yr, II sem.	a	Regular course of study of B. Pharm., III year, I sem.	
6	B. Pharmacy III year II semester to B. Pharmacy IV year, I semester Re: Regular entry LE: Lateral entry	a	Regular course of study of B. Pharm., III year, II sem	
		b	No. of backlogs, if any of B. Pharm., I yr, II yr and III year put together shall not exceed 50% of the total number of papers prescribed for the I and II semesters of B. Pharm., III year	
			No. of papers prescribed for I and II semesters of B. Pharm., III yr	No. of backlogs permitted in I, II and III yrs put together
			16	8
7	B. Pharm., IV yr, I sem to B. Pharm., IV yr, II sem.	a	Regular course of study of B. Pharmacy IV year I sem	

## VII) GUIDELINES FOR COMPUTATION OF SGPA/CGPA

67. Adhere to the UGC recommendation for calculation of SGPA and CGPA

- The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA (Si)} = \Sigma(C_i \times G_i) / \Sigma C_i$$

Where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a program, i.e.

$$\text{CGPA} = \Sigma(C_i \times S_i) / \Sigma C_i$$

Where  $S_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

68. Illustration of SGPA and CGPA

Illustration of SGPA (Example only)					
Course Code	Credit	Grade	Grade Point awarded	Credit X GP	Credit Point
PY.05.881.11.T	3	A	8	3 X 8	24
PY.05.881.12.T	3	B+	7	3 X 7	
PY.05.881.13.T	4	B	6	4 X 6	24
PY.05.881.14.T	4	O	10	4 X 10	40
PY.05.881.15.T	4	C	5	4 X 5	
PY.05.881.11.P	2	A+	9	2 X 9	18
PY.05.881.12.P	2	A	8	2 X 8	
	<b>13</b>				<b>106</b>

$$\text{SGPA} = 106 / 13 = 8.15$$

Grade = A

Illustration of CGPA (Example only)									
	Course work								
	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	SemVII	Sem VIII	
Credits	13	24	24	24	24	24	24	22	
SGPA	8.15	8.32	8.51	7.95	8.15	8.21	8.01	8.34	
CGPA	13 X 8.15 + 24 X 8.32 + 24 X 8.51 + 24 X 7.95 + 24 X 8.15 + 24 X								8.21
	8.21 + 24 X 8.01 + 22 X 8.34								
	179								
Grade A+									

99. The SGPA score is calculated only if the candidate is passed in all the papers in a semester and the CGPA score is evaluated only if SGPA scores for all the semesters are available.
100. The CGPA obtained as above shall be the base for the determination of Grade and for the declaration of the result as follows. However, the overall %age of marks shall be shown in the marks statement of final semester.

**VIII) AWARD OF GRADING SYSTEM**

101. Candidates who have passed all the examinations of the B. Pharmacy course shall be awarded one of the following divisions in accordance with the marks secured by them in I and II semesters examinations of I, II, III and IV years taken together.

**I Division:** 60% and above

**I - Division with Distinction** 70% and above

The candidates who have not passed the examinations in first attempt are not qualified to a Rank Certificate / Gold Medal.

**II Division:** 50% and above but less than 60%.

**Pass Division:** All others who have passed the examination.

**GRADING SYSTEM OF EVALUATION**

CGPA / SGPA	GRADE	Performance	Result
10.00	0 <sup>+</sup>	Extraordinary	Absolutely Outstanding
9.00 – 9.99	0	Outstanding	First Division with Distinction
7.50 – 8.99	A <sup>+</sup>	Excellence	First Division
6.00 – 7.49	A	Very Good	Second Division
5.50 – 5.99	B <sup>+</sup>	Good	Pass Division
5.00 – 5.49	B	Above Average	
4.50 – 4.99	C	Average	
4.00 -4.19	P	Pass	Fail
< 4.00	F	Fail	
0	Ab	Absent	

The statistical method shall invariably be used by the examination branch with marginal adjustment for the natural cut off. The mean and the standard deviation ( $\sigma$ ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation for declaration of rank.

102. The statistical method shall invariably be used with marginal adjustment for the natural cut off. The mean and the standard deviation ( $\sigma$ ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per the Table given below.

**GUIDELINES FOR THE AWARD OF GRADES**

103. Assessment is an integral part of system of education as it is instrumental in identifying and certifying the academic standards accomplished by a student and projecting them far and wide as an objective and impartial indicator of a student's performance. Thus, it becomes bounden duty of a University to ensure that it is carried out in fair manner.
104. "A teacher is the best judge in awarding the grades". However, he/she has to be impartial, logical and maintain complete transparency while awarding grades.
105. The following are the general guidelines for the award of grades:



- i. All evaluations of different components of a course announced in the course plan shall be done in marks for each student.
  - ii. The marks of various components shall be added to get total marks secured on a 100-point scale for theory courses and laboratory courses.
  - iii. For any course, the statistical method (Table) shall be used for the award of grades with or without marginal adjustment for natural cut off.
  - iv. The teacher will ensure the coverage of all the contents of a course taught during the semester. The end semester examinations question paper shall be within the prescribed syllabus. At the end of the semester a teacher will submit a complete course file having following documents.
    - a. Course Plan
    - b. Attendance Record
    - c. Sessional Answer Sheets & Question Papers
    - d. Complete Details of Marks with Final Grades
106. In case a student repeats a particular course on account of failure in a particular subject / course along with his/her juniors, he/she will be awarded only up to a maximum of 'A' Grade as per his/her performance and with respect to his/her earlier class.
107. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.
108. Further it is recommended that the cut-off marks for grade 'B' shall not be less than 50% and for grade 'B+', it should not be less than 55% under the absolute grading system.

## **IX) TRANSCRIPT**

109. Candidates who have passed all the examinations of the B. Pharm course shall be awarded based on the above recommendations on Letter Grades, Grade Points and SGPA and CGPA, the University may issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.
110. A Formula for conversion of Grade to Percentage and Division may be placed behind the Transcript Card in order to facilitate to know the marks secured by candidates in various semester examination.

## **X) IMPROVEMENT OF GRADE**

111. A candidate who wishes to improve his/her division may do so within one academic year immediately after having passed all the examinations of the B. Pharmacy degree course, by reappearing at I year or not more than two semester (all subjects pertaining to the semester/year taken together ) examinations. For the award of Division, he/she will have the benefit of the higher of the two aggregates of marks secured in the corresponding semester (s) provided the candidate passes the improvement examination fully.

## **XI) GENERAL RULES OF EXAMINATIONS**

112. All examinations of the Osmania University shall be held at such places as it may be decided and at such other centres on such dates as may be notified.
113. Application for permission to appear at every examination shall be made on the prescribed form accompanied by 3 passport size full face photographs (not profile) which along with the necessary certificates regarding attendance, practical work etc., and the prescribed fee should be sent to the Officer Incharge Examinations on or before the date fixed for this purpose.
114. When a candidate's application is found in order and he/she is eligible to appear at examination, the Controller of Examinations, Osmania University, shall furnish him with Hall Ticket with the photograph attached to it enabling the candidate to appear the examination and this Hall Ticket shall have to be produced by the candidate before he/she can be admitted to the premises where the examination is being held or to a part of the said premises as well as to the examination hall.
115. A candidate who fails to present himself / herself for the examination for any reason whatsoever, excepting shortage of attendance and failure to secure the prescribed minimum in sessional work and / or class tests (if any), wherever prescribed or he / she fails to pass the examination shall not be entitled to claim refund of the whole or part of the examination fee nor for the reservation of the examination fee for a subsequent examination or examinations.
116. A candidate after he/she has been declared successful in the whole examination shall be given a certificate setting forth the year of examination, the subject in which he/she was examined and, the division in which he/she was placed.
117. No candidate shall be allowed to put in attendance for or appear at examinations for different degrees and different faculties at one and the same time.
118. Students who have appeared once at any examination of the course need not put in fresh attendance, if they want to reappear at the corresponding examination, notwithstanding the fact that new subject may have been introduced by the University. They will however have to appear at the examination according to the scheme of examination and syllabus in force.
119. The industrial training / pharmacy practice would be arranged in vacation after 3 year II semester as per the convenience of the college.

## **XII) TRANSITORY REGULATIONS**

120. Whenever, syllabus / scheme of instruction is changed in a particular semester, two more examinations immediately following thereafter shall be conducted according to the old syllabus / regulations. Candidates not appearing at the examinations or failing in them shall take the examination subsequently according to the changed syllabus / regulations.
121. By any reason a candidate admitted into the course under old scheme of instructions / regulations is promoted / readmitted after the implementation of revised scheme of instructions / regulations shall join the corresponding semester in the revised scheme of instructions / regulations.

Follow the specific Guidelines for Assignment / Seminar / Project work for awarding marks or grades to the student at the end of course of study / semester.

## **GUIDE LINES FOR ASSIGNMENT, SEMINAR, PROJECT etc.,**

The assignment, seminar and project work should be given due importance in curricula so as to contribute significantly in developing the careers of students. These enable the student to acquire knowledge, skills and competency required to holistic understanding of the field of discipline from which they have to be graduated.

### **SEMINAR**

The purpose of seminar is to develop self-confidence and communication skills among students so as to enable to achieve the following objectives

1. To encourage self-study by direct study of source material.
2. To develop critical analysis through proper reasoning
3. To train the students in oral presentation of technical reports
4. To promote co-operation and team spirit by intimate interaction between student and student and between student and faculty member.

The following suggestions may be adopted for successful implementation of seminar in accomplishing the said objectives.

1. The class of 24 / 60 may be divided into six groups with about 4 / 10 students in each group and a faculty member (teacher) is assigned to each group.
2. The topic for the seminar lecture to be delivered by student must be fixed in consultation with the student in the first week of the semester or any other convenient time, during which student should able to pay at least 8 weeks of time to go through the survey of literature available in library and internet facilities and present a typed copy of the report in a prescribed format. If the report is not satisfactory, he should be asked to resubmit the report within another 2 or 4 weeks.
3. The teacher is allowed to go through the report for evaluation within a week and make necessary comments indicating the points of weakness of the report and necessary corrections may be incorporated or deleted before it is approved finally for presentation.
4. The satisfactory reports may be scheduled for presentation, giving at least one weeks notice to the students and faculty members of the department. An abstract of the seminar report may be circulated or exhibited in the notice board in advance so that the students are motivated and can intelligently to participate in the seminar.

5. The student should prepare himself to make power point presentation of seminar topic using the facilities of multimedia aided language lab. The seminar room should have projection and appropriate audio-visual equipments.
6. Time for presentation of seminar report should be intimated in advance so that the student can prepare accordingly, and should be 15-30 minutes. The student should allot an adequate time of 15 minutes for discussion after the seminar lecture.

A two/four member committee (An External Member can also be included) of the faculty may assess the student performance at the seminar on the following:

- (i) Written Report (50%)
- (ii) Contents in Visual Presentation (use of Animation and Others) (20%)
- (iii) Oral Presentation (Language Command and Sequential Order) (10%)
- (iv) Communication (Eye to Eye Contact and Body Language) (10%)
- (v) Participation in Seminar Discussion (10%)

### EVALUATION OF CO-CURRICULAR ACTIVITIES

#### Evaluation Design for Co-curricular Activities

No.	Seminars/Symposia/Conference/Workshops	Max Marks
1.	Observation and Discussion Note on the Work	40
2.	Oral / Poster Presentation and Exhibition	20
3.	Active Participation in Interactive Sessions	10
4.	Brief Report on Participation	20
5.	Sharing Experience with Department/Institution	10
	Total	100

- Participates actively in Dept. 'al / Inter Dept. 'al / State / National/ International levels.
- Takes initiative to plan and organize events.
- Reads and shows a high degree of awareness.
- Shows good collaborative and networking skills.
- Is able to inspire others.

## Evaluation of Seminar Presentation

- To encourage self-study by direct study of source material.
- To develop critical analysis through proper reasoning
- To train the students in oral presentation of technical reports
- To promote co-operation and team spirit by intimate interaction between student and student and between student and faculty member.

No.	Parameter	Marks	Tool
1.	Written Report	50	
2.	Contents in Presentation	20	Use of Animation and Others
3.	Oral Presentation	10	Language Command & Sequential Order
4.	Communication	10	Eye to Eye Contact and Body Language
5.	Participation in Discussion	10	Interactive and Responsive
	Total	100	

### ASSIGNMENT:

Normally assignment provides an opportunity for students to get acquainted with the innovative topics and emerging areas of interest in the field of their discipline of study.

The assignment should mainly focus on the following:

- Clarity of Fundamental Concepts (Knowledge of Principles and Ideas) Collection of Information (Relevant Significance for Now and Future) Organization (Sequencing of Information)
- Conciseness (Effectiveness in Easy to Follow)
- Presenting facts (Illustration of Content in Context to Facilitate Learning) Understanding of Principles
- Interpretations (Draw Conclusions through Critical Thinking);
- The theory-oriented assignments must be a minimum of 2000 words and a maximum of 5000 words depending upon the chosen topic and also not exceeding 20 pages.

## Main Elements of Evaluation of Theory Assignment:

1. Title	2
2. Author's Name and Address	2
3. Table of Contents	2
4. Nomenclature	2
5. Abstract or Summary	10
6. Introduction and Aim	2
7. Review of Earlier Work	5
8. Present Method	5
9. Comment of Present Method	2
10. Proposed Method	5
11. Description of Experimental or Theoretical Work	5
12. Discussion of Experimental or Theoretical Work	5
13. Conclusions	10
14. Recommendations	5
15. Suggested Future Program	5
16. Bibliography	5
17. Appendices	3
18. Tables and Illustrations (Graphs, Images etc.,)	5
19. Other*	20
20. Total	100

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\* This includes interaction with faculty, meeting deadlines (regularity and punctuality), neatness and finished features of the submitting material in appropriate electronic form or written form.

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At least three assignments (Core and SAIL Disciplines) have to be provided in which two of them to be Seminars and one of them from SAIL Discipline in a Semester.

The students would enrich their knowledge by widening the scope for library use, internet use, computer use, collection of relevant data, analysis of available data, preparing a document and writing a report. This exercise would also facilitate developing thinking power, reasoning skills and effective writing ability. The Topics may be chosen from Abstracts, Proposals, Reports, Professional papers and journal articles or their course of study.

### Evaluation Pattern for Assignment

No.	Particulars	Max Marks
1.	Identification of Topic	10
2.	Collection of Information	10
3.	Methodical Approach	10
4.	Written Report – Time Schedule	40
5.	References	10
6.	Presentation	20
<b>Total</b>		<b>100</b>

The assignment should mainly focus on the following:

- Clarity of Fundamental Concepts (Knowledge of Principles and Ideas)
- Collection of Information (Relevant Significance for Now and Future)
- Organization (Sequencing of Information)
- Conciseness (Effectiveness in Easy to Follow)
- Presenting facts (Illustration of Content in the Context to Facilitate Learning)
- Understanding of Principles
- Interpretations (Draw Conclusions with appropriate Critical Views);

### Evaluation Pattern for Industrial / Field Visits / Tours

No.	Particulars	Max Marks
1.	Written Report	50
2.	Attendance	10
3.	Behavior	10
4.	Tour Diary and Pocket Note Book	20
5.	Sharing of Experience with Department	10
<b>Total</b>		<b>100</b>

GRADE	%	Rate
0	>90	Outstanding
A <sup>+</sup>	75 – 89	Excellent
A	60 – 74	Very Good
B <sup>+</sup>	55 – 59	Good
B	50 – 54	Fair
C	40 - 49	Satisfactory
F	< 40	FAIL

"C means average. B means good and A means excellent. Do not turn in good work to be best and expect an A.

## EVALUATION OF EXTRA-CURRICULAR ACTIVITIES

## Evaluation Pattern for Extra Curricular Activities

No.	Participation in NCC/NSS/Sports	Max Marks
1.	Attendance & Routine Activities	50
2.	Behavior / Attitude	10
3.	Participation in Tournaments / Camps	20
4.	Brief Report	10
5.	Sharing of Views at Department/Institution	10
	Total	100

- Identify, verbalize and respond effectively to other's emotions in an empathetic manner.
- Get along well with others and receptive to ideas and opinions of others in a group.
- Listen actively and take criticism positively and also shares a healthy rapport with peers.
- Communicate and interact effectively using appropriate words, intonation and body language.

## Evaluation of Participation in Sports and Games

- Displays an innate talent in particular sport and a healthy team spirit.
- Demonstrates
  - Physical qualities, needed Endurance, Strength, Speed, Flexibility and Stamina in addition to an analytical aptitude required and reacts appropriately to strategic situations.
- Shows good hand-eye coordination and sportsmanship in addition to Discipline for practice.
- Has undergone training and coaching.
- Has represented a team in school / interschool / national/ international level.

GRADE	ACHIEVEMENT
A+	International Standing
A	International Participation
B+	National Standing
B	National Representing
C	State Standing
D	State Representing



**PROJECT:**

The Project Work usually assigned in most of the technical institutions is a design oriented project in order that students compile, synthesize and integrate the knowledge they acquired from different subjects of their undergraduate program. As the interests and career opportunities of the students vary considerably, particularly towards the end of the undergraduate program a student may be permitted to take theoretical and / or experimental and / or design project with appropriate data for development of a product or process or optimization of new technique or tool or idea. He may also be given the choice to take the project work problem from any of the allied subjects of particular discipline of his branch of study, provided that the problem of the project is relevant for the application to appropriate industry of his specialization.

The Project Report should normally include the following chapters with details indicated (wherever possible) for the Problem to be investigated.

1. Introduction: Objectives, Hypothesis and Significance
2. Methodology: Materials, Design, and Tools to be Used
3. Impact Analysis: Economics, Energy, Environment and Safety
4. Results Discussion:
5. Conclusions:
6. References:

Only Grading will be accorded for the Project Evaluation (A/B/C/D/F) to

Represents achievement as follows:

- |  |                  |
|--|------------------|
| “A”-- Outstanding relative to the level necessary to meet course requirements.     | <b>Excellent</b> |
| “B”-- Significantly above the level necessary to meet course requirements.         | <b>Very Good</b> |
| “C”-- Meets the course requirements in every respect.                              | <b>Good</b>      |
| “D”-- Worthy of credit even though it fails to meet fully the course requirements. | <b>Fair</b>      |

“F”-- Failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or 2) was not completed and there was no agreement between the instructor / evaluator and the student that the student would be awarded a Grade. **Fail**

Academic dishonesty in any portion of the academic work for a course shall be grounds for awarding a grade of F for the entire course.

### **INDUSTRIAL INTERNSHIP**

Every candidate shall be required to work for at least 150 hours spread over four weeks in a Pharmaceutical Industry / Hospital. It includes production unit, Quality Control department, Quality Assurance department, Analytical laboratory, Bulk drug manufacturing unit, Pharmaceutical R&D, Hospital (Clinical Pharmacy), Clinical Research Organization, Community Pharmacy, etc. After the Semester – VII and before the commencement of semester – VII, and shall submit satisfactory report of such work and certificate duly signed by the authority of training organization to the head of the institute.

### **INDUSTRIAL VISIT / EDUCATIONAL TOUR**

Industrial visit and educational tours are very important to any student undergoing professional education such as pharmacy, biotechnology. The industrial visits and educational tours are an effort to bridge the gap of practical exposure. These visits provide the students the following benefits

1. To gain first hand information regarding functioning of the industry.
2. It provides an opportunity to plan, organize and engage in active learning experiences both inside and outside class rooms.
3. It provides an insight into the real working environment of the industry.
4. It helps the students to see their future ion working world.
5. It enhances the interpersonal skills and communications.
6. It also provide the understanding about the do's and dont's of the industrial practice.

### **SUMMARIZED RULES GOVERNING CONDUCT AND MAINTENANCE OF DISCIPLINE FOR STUDENTS CONDUCT:**

Every student shall at all times maintain absolute integrity and devotion to studies and research and conduct himself in a manner conducive to the best interest of the Institute and shall not commit any act which is unbecoming of him/her or is prejudicial to the interest of the Institute.

Conform to and abide by the provisions of the rules made by the Institute from time to time.

Comply and abide by all lawful orders which may be issued to him/her from time to time in the course of his/her studies and research by the Institute or by any person or persons to whom he/she may be reporting in his/her department.

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### **Recognition of Exemplary Conduct:**

A teacher or an officer of the Department / College / Institute may at any time make a confidential report through the Head to the Principal about an act of exemplary good conduct by a student which in his/her opinion deserves recognition. The recommendation shall only be made if the conduct of student is otherwise satisfactory.

The report recommending recognition shall precisely state the facts of the case and the reasons for the recommendation.

The recommendation for recognition of exemplary good conduct shall be considered by the Principal if he is satisfied that the conduct deserves a recognition, may award a certificate of exemplary conduct with or without monetary reward.

Any certificate granted aforesaid may be withdrawn for sufficient cause but only after giving recipient an opportunity to be heard.

**Acts of Indiscipline/Misconduct:**

An act punishable under any law for the time being in force.

Willful insubordination or disobedience (whether or not in combination with others) of any lawful and reasonable instructions of his faculty, willful negligence, commission of any act, subversive to discipline or good behavior.

Misconduct (including ragging) or an act which violates any rule of discipline or any other provision of the rules and regulations of the Institute.

Fraud/theft/bribery/dishonesty or acting under the influence of outsiders in connection with the research and studies or damage the property of the department/college/institute or of the property entrusted to the department/college/institute or to another student.

Unauthorized custody and/or use of the Department's / College's / Institute's equipment, tools, hostel or any other property of the Department/ College / Institute.

An act in breach of agreement or undertaking or direction or failure or refusal to obey instruction or direction of any authority.

Resorting to mass cuts of classes, tests or examinations and/or other compulsory activities of the Institute.

Absence without leave or overstaying the sanctioned leave for more than seven consecutive days without sufficient grounds or satisfactory explanation.

Falsification of Department / College / Institute record, impersonation or forgery.

Furnish at the time of admission or thereafter wrong or incomplete information or suppressing any information including dismissal removal or rustication by previous Institution/University or any punishment by any court of Law.

Conviction by Court of Law for any criminal offence involving moral turpitude or conviction by Court of Law for a serious criminal offence.

Willful slowing down in performance of research and studies or abetment or instigation thereof.

Smoking or consumption of intoxicating drinks within the campus of the Department / College / Institute. Intentional non-sense action while at work within laboratory or class-room.

Making false representations to persons or bodies outside the Department/College/Institute whether official or otherwise on matter connected with the affairs of Department/College/Institute or un-entitled personal grievances against the administration of the Department/College/Institute.

Making direct representation or sending grievance petitions to the members of the Board of Governors except through proper channel.

Non-payment of Department/College/Institute and other dues including Fees, Mess & Cafeteria charges.

An act which interferes with personal liberty of another or subjects another to indignity or involve physical violence or use of abusive language.

Collection of funds for any student program, project or activity without the permission of the appropriate authority.

Organizing a procession or meeting without the permission of the appropriate authority or participation therein.

Use of agitational means including strikes, picketing, gheraos, fast arousing the sentiments of the students' body and the public or use of any outside agency for redressal of grievances.

Damaging or defacing of Institute property and breaking into any Institute building or premises.

An act which disrupts the running of the Department/College/Institute or environment conducive to pursuit of knowledge and harmonious relationship between different people living in the Department/College/Institute Campus.

An act which brings the Department/College/Institute (and its teachers, officers or authorities) into disrepute.

Refusal to give evidence or establish or reveal identity when require.

Proxy registering of attendance or abetting the act or registering the attendance of another student.

Spreading, broking or encouraging Casteism, Regionalism, Communalism or Untouchability.

Refusal to accept and acknowledge, charge-sheet, orders or any other communication addressed to student(s).

Habitual late arrival or early departure or irregular attendance.

Indulging in an act of sexual harassment of girls/women within or outside the Department / College / Institute.

Such other acts as may be notified by the authorities from time to time.

#### **Disciplinary Action:**

##### ***Category- 1:***

An order rusticating a student for stated period under intimation to other universities/institutions in India.vz

An order expelling a student from the Department/College/Institute whether for all time to come or for a stated period under intimation to other universities/institutions in India.

An order suspending a student for a period exceeding 15 days whether from all activities of the College/Institute, Departments or Hostels or only from specified activities.

An order directing a student to pay fine exceeding Rs.1000/- (Rupees one thousand only).

##### ***Category-2:***

An order suspending a student for a period not exceeding 15 days whether from all activities of the College/Institute, Department or Hostel or from specified activities.

An order directing a student to pay a fine up to but not exceeding Rs.1000/- (Rupees one thousand only).

An order directing entry of adverse remarks in the character role of the student.

**Category-3:**

An order directing a student to vacate the premises and prohibiting him from re-entering the same for period not exceeding three days.

An order directing a student to cease and desist from indulging in any act of indiscipline. An order warning a student.

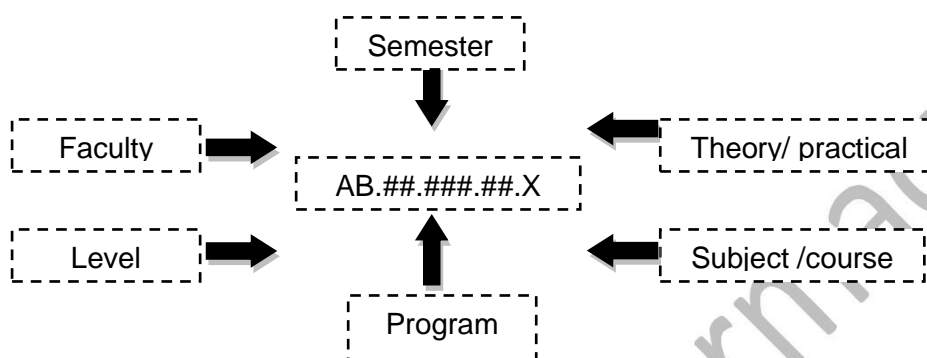
*Note:*

- 1) *This is the summarized form of Student discipline rules for Masters Programs.*
- 2) *For details, approved document of the rules shall be referred to.*
- 3) *Students will be required to vacate hostels for a period of one month, every year after end semester examination for maintenance. The period of one month will be treated equivalent to only 20 days of regular leave, to be sanctioned by Head of the Department Department/College/Institute. Before commencement of ensuing semester, fresh rooms and room partners will be re-allotted to students.*

### NORMS FOR ASSIGNING OF SUBJECT CODE

Normally the subject code is assigned for convenience to distinguish and identify the subject by a professional. A systematic approach is followed while assigning the subject code. Especially the subjects of postgraduate programs with various specializations must be distinguishable to the professional and similarly an appropriate differentiation should be there for undergraduate program from postgraduate program. It is also felt to differentiate the Theory subjects from Practical Subjects, while assigning the subject code.

Assigning Subject Code for UNDERGRADUATE / POSTGRADUATE program:



The subject code for undergraduate program consists of three alphabets and seven numerals, which can be depicted or interpreted as follows:

1. The first two alphabetical letters indicate the faculty of the program of study i.e **Pharmacy**, which can be denoted as **PY** and the last alphabetical letter '**X**' indicates for either for **Theory** or **Practical** or **Seminar** or **Tutorial** or **Co / Extra-curricular Activity** and denoted with either **T** for **Theory** or **P** for **Practical** or **S** for **Seminar** or **I** for **Tutorial** or **Co / Extra-curricular Activity** (Normally is an Integrated Learning Mode).
2. The first two numerical digits denotes for the **level** or **year** (**05/06/07/08 Level** representing **1/2/3/4 years** for **UG Program** and **09/10 Level** representing **1/2 years** for **PG Program**) and subsequent three numerical digits denotes for the program of study and the following last two numerical digits indicates the **semester** and **subject** or **course** of study for that year and semester.

Example 1: III Year, B. Pharmacy., II-Semester, Pharmacoinformatics Theory Subject/Course

PY.07.881.25.T

Example 2: II Year, B. Pharmacy., I-Semester, Pharmaceutical Microbiology Lab Subject/Course

PY.07.881.13.T

Example 3: IV Year, B. Pharmacy., II-Semester, Seminar Subject/Course

PY.07.881.26.S