



**RAJU SHROFF ROFEL  
UNIVERSITY, VAPI**

**FACULTY OF PHARMACY  
(ROFEL SHRI G.M. BILAKHIA COLLEGE OF  
PHARMACY)**

**ACADEMIC YEAR- 2023-24**

**Academic Rules and Regulations**

## 1. Short title and commencement

- 1) These regulations may be called Academic Regulations for Faculty of Pharmacy (B.Pharm & M.Pharm.)
- 2) They shall come in to effect from the Academic Year 2023-24.
- 3) These regulations are based on the “The Revised Regulations for the B. Pharm. & M.Pharm. Degree Program- Credit Based Semester System (CBSS) of the Pharmacy Council of India, New Delhi, which was made into effect by the PCI from academic year 2016-17”.
- 4) The regulations framed are subject to modifications from time to time.

## 2. Abbreviations:

- 1) **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- 2) **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- 3) **Credit based Semester System (CBSS):** The system of awarding a degree in terms of number of credits to be completed by the students.
- 4) **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (Core as well as Elective).
- 5) **Course:** Usually referred to as ‘papers/ subject’ is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise of lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/seminars/term papers/assignments/presentations/self-study etc. or a combination of some of these.
- 6) **Credit Point:** It is the product of grade point and number of credits for a course.
- 7) **Credit:** A unit by which the course work is measured. It determines the number of hours of learning activities required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- 8) **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- 9) **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A, B, C, D, F.
- 10) **Programme:** An educational programme leading to the award of a Degree, Diploma or a Certificate.
- 11) **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit

points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

- 12) **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 13) **Continuous and Comprehensive Evaluation (CCE)-** component which is under sole discretion of the course coordinator.
- 14) **Semester End Evaluation (SEE):** It means an examination conducted by the University at the end of year/semester/trimester as prescribed in Scheme of Evaluation of a programme.
- 15) **Examination Centre:** It means any institution, or part thereof, or any other place, fixed by the University for the purpose of holding its examinations.
- 16) **Board of Examination:** It means the Committee constituted by the Academic Council to devise detailed procedure for an efficient, transparent and fair evaluation of students, including coordination of activities relating to conduct of examinations.
- 17) **Course Coordinator:** A faculty member, within university, who is responsible for all the activities related to a particular course such as syllabus completion, internal evaluation, exam coordination etc.
- 18) **Examination Conduction Committee:** It shall mean a Sub-committee constituted at each Constituent Unit by the University.
- 19) **Examination Discipline Committee:** It shall mean the Committee constituted by the Provost at the University to consider and decide the cases relating to the acts of misconduct, misbehaviour, indiscipline and/or use of unfair means by the students in the examinations.
- 20) **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.
- 21) **Re-checking:** Marks obtained in each question & total of marks will be verified.
- 22) **Reassessment:** All the attempted questions will be re-evaluated.

### 3. Course Evaluation

- The Medium of Examinations shall be 'English or as prescribed in the scheme of examination of concerned Course.
- In each course, every credit carries 25 marks, of which 25% marks is assigned for CCE and rest 75% marks for SEE. The 25% marks assigned to the CCE is distributed between the continuous classroom evaluation and mid-term test evaluation.

- All Courses offered at the University shall be evaluated under two heads:
  - A. Continuous and Comprehensive Evaluation (CCE)** component which is under sole discretion of the course coordinator. It is expected that the continuous evaluation should consist of Unit Test/ Weekly Test /Fortnightly Test /Class Test /Presentations / Project Work/ Assignment/ Group Discussion/ Quiz/ Seminar/ Debate etc.

The marks of CCE component should be submitted by course coordinator to University Exam Section in the format prescribed by the University.

The course coordinator shall submit the answer sheets along with the final marks after showing the same to the students within 07 days of the Examination.

The Continuous and Comprehensive Evaluation (CCE) for all Courses shall be as under:

<b>Component</b>	<b>For 1 credit course</b>	<b>For 2 credit course</b>	<b>For 3 &amp; 4 credit course</b>	<b>For 6 credit course</b>
Internal Exam (Theory/ Practical)	5	10	15	30
Attendance	2	2	4	10
Academic Activities e.g., Assignment/ Project/ Presentations/Quiz/ open book exam/ Group Discussion/ Seminar/ field work/Any other relevant component Based on Practical records, regular viva-voce	3	3	6	10
<b>TOTAL</b>	<b>10</b>	<b>15</b>	<b>25</b>	<b>50</b>

\* NUE: Non- University End Semester Examination is to be conducted at Institute level

In case a student fails to secure the minimum 50 % in any theory or practical course taking CCE and SEE component together, then he/ she shall reappear for the end semester examination of that course. However, his/ her marks of the internal assessment (CCE) shall be carried over and he/ she shall be entitled for grade obtained by him/ her on passing.

**Improvement of Continuous Comprehensive Evaluation:** A student shall have the opportunity to improve his/ her performance only once in the Sessional exam component of the internal assessment. The re-conduct of the Sessional exam

shall be completed before the commencement of next Remedial SEE Examinations. However, the marks obtained on the basis of Attendance, Academic activities and Practical records in the CCE component can't be improved and shall carry over the same marks obtained at first appearance.

The Seminar/ Assignment, Journal Club, Research Proposal Presentation in PG programs shall have only **Continuous and Comprehensive Evaluation (CCE) component.**

**Evaluation of Practical Courses:** At Under-graduate and Postgraduate Level, in Practical courses, the evaluation shall be as follows:

<b>Practical Courses</b>	<b>Evaluation Method</b>
Under Graduate Level	25% Continuous and Comprehensive Evaluation (CCE)+ 75% Semester End Evaluation (SEE)
Post Graduate Level	25% Continuous and Comprehensive Evaluation (CCE)+ 75% Semester End Evaluation (SEE)

\*The CCE tests along with the criteria of assessment must be planned in the beginning of semester and conveyed to the students.

In PG programme, Practical Examination (6 credits) shall be of 6 hrs duration and in UG programme, the Practical examination of 2 credits shall be of 4 hrs duration and that of 1 credit shall be of 2 hrs duration.

- B. **Semester End Evaluation (SEE)** carries 75% of the marks assigned to a course. SEE shall be of 3 hours for 3 & 4 credit course and 2 hours in case of 2 credit courses. The Controller of the Examination will conduct these examinations. This examination shall be conducted as per a schedule which shall be notified in advance at least 15 days prior to the start of examination. The Non- University Examination shall be conducted at the Institute level and the marks so obtained by the students shall be submitted to the Examination Section by the Dean/ Principal/ Course Coordinator.

Appearance in all the evaluations is mandatory and no exemption can be granted. The examination fee once paid shall not be refunded in any case.

#### 4. Attendance Criteria

- Every student shall be required to achieve 100% attendance in all the lectures, tutorials and practical and participate in seminars arranged in the Institutes during the programme. However, to account for late joining or other contingencies such as prolonged illness, accidents, tragedy in the family etc., a

relaxation up to a maximum of 25% can be granted. Thus, the attendance requirement for appearing at the examinations shall be a minimum of 75% of the classes actually held in each course units.

- Attendance at NCC/NSS camp, seminars/workshops organized by other Institutions/Universities as approved by the University or any such other training organized by the University during the session shall be taken as full attendance at lectures/practical/ tutorials on each such day of camp/ training and the days of journey to such camp/ training (excluding the period of holidays/vacations).
- Participation as a member of the University/ Constituent Unit team in any inter-University competition games & sports and/or other extra-curricular activities shall be taken as full attendance on the days of such competition and the days of journey for participating therein.
- If a student is found to be continuously absent from the classes without any information for a period of 15 days, a notice may be sent to the student about her unauthorized absence under intimation to her guardian/parents. If he still remains absent without authorized consent for another 15 days after the date of issue of the notice, the name of such student(s) shall be struck off from the rolls. Such a student may, however, apply for re-admission which may be considered by the Dean/ Principal as per prescribed procedure, and only after her permission, the student shall be re-admitted on payment of prescribed re-admission fee, under intimation to the University.
- A student with less than 75% of attendance in the lectures, seminars and practical, separately in each course-unit in a semester, shall be detained from appearing at the examinations of relevant course unit(s). The Provost may, however, consider written requests made on very genuine grounds for the condonation of deficiency in attendance up to 5% on the recommendations of the Dean/ Principal before the commencement of the examinations. Under no circumstances, the student shall be allowed to sit for the examination of relevant Course Unit(s) if her attendance in concerned course unit is below 70%.

## **5. Eligibility Criteria to appear in SEE**

In order to be eligible to appear in SEE, the student must

- have at least 75% of attendance in all the courses individually considering theory and practical courses separately
- not have any disciplinary proceedings pending against him/her
- have no pending fees

## **6. Grace Marks**

- A student who has appeared in any regular Semester End Evaluation shall be entitled to maximum 04 (four) grace marks in maximum 03 courses and up to cumulative 10 grace marks enabling the student to obtain minimum Pass marks.
- The result of an examination after tabulation shall be placed before the Board of Examination for moderation of results (if any). The Board may suggest necessary moderation required in the result for approval of the Provost, whose decision shall be final.

## 7. Re-Checking & Re-Assessment

In order to conduct the error-free examination at RSRU, the Exam section shall provide the provision of '**Rechecking**' & '**Reassessment**'. The procedure of the same shall be as under following terms:

- **Re-checking:** Marks obtained in each question & total of marks will be verified.
- **Reassessment:** All the attempted questions will be re-evaluated.
- The student shall apply for Re-checking/ Re-assessment by filling up the prescribed form alongwith prescribed fee per subject.
- Any student irrespective of the result can apply for Re-checking/ Re-assessment.
- The Re-checking/ Re-assessment provision is applicable for the Theory courses of Semester End Evaluations only.

### **Declaration of the Re-checking and Re-assessment result:**

- In case, the deviation between the original marks and marks after reassessment is less than or equal to 5% of the maximum marks, then the result shall be declared as "**No Change**".
- In case, the deviation between the original and reassessment is more than or equal to 10% OR 05 marks (whichever is less), then the result shall be declared accordingly.
- In case of change in the result after Re-checking/ Re-assessment, the revised result only shall be considered final and binding to the student.
- There will **NOT** be any refund of the Re-checking/ Re-assessment fees irrespective of the changes in the result.
- The final result of Re-checking/ Re-assessment shall be declared by the University Exam Section.

## 8. Grading System

- The University shall follow the absolute system of grading.

- After declaration of results of every semester, the student shall be awarded a Letter Grade and marks in each Course prescribed for the semester depending upon her performance in the Continuous and Comprehensive Evaluation and Semester End Evaluations taken together.
- The level of students' academic performance as the aggregate of Continuous Comprehensive Evaluation and Semester End Evaluation shall be reflected by letter grades on a ten points scale according to the connotation as per table given below:

**For Undergraduate and Postgraduate Pharmacy programs**

Letter Grade	Percentage of Marks Obtained	Grade Point	Performance
O	90.00 -100	10	Outstanding
A	80.00-89.99	9	Excellent
B	70.00 -79.99	8	Good
C	60.00 -69.99	7	Fair
D	50.00 -59.99	6	Average
F	Less than 50	0	Fail
AB	Absent	0	Fail

- 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.
- $SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$  where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course.
- 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 programme. It is a measure of overall cumulative performance of a student over all semesters.
- $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$  where  $S_i$  is the SGPA of the  $i$ th semester and  $C_i$  is the total number of credits in that semester.
- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts/ grade sheets.
- The formula for converting the CGPA into Percentage shall be:
- Percentage (%) = (Obtained CGPA / 10) X 100  
Example: if the CGPA is 6.88 the percentage will be:  $(6.88/10) \times 100 = 68.8\%$
- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade-card& transcript.
- In order to earn the credit in a course a student has to obtain grade other than F or AB.
- A student, who remains "Absent" in University Exam will be awarded AB grade.



## 9. Backlog/ Remedial Exam

- A student who fails in the Semester End Evaluation (SEE) shall reappear in the respective Course(s) in subsequent semester(s). To appear in the Backlog Exam, the student shall submit the Backlog/ Remedial Examination Form along with prescribed fee.
- Re-examination of end semester examination shall be conducted as per the schedule given in following Table. The exact dates of examinations shall be notified from time to time.

**Table: Tentative schedule of Semester End Evaluation (SEE)**

Semester	For Regular Candidates	For Failed Candidates
I, III, V and VII	November / December	May / June
II, IV, VI and VIII	May / June	November / December

- A student, who obtains F or AB grade, after Backlog/ Remedial **Exam** of Semester End Examination (SEE), has to repeat the SEE of the same course(s) scheduled in the subsequent semester (s) till he/she obtains grade other than F or AB.

## 10. Promotion Rules

No student shall be admitted to any examination unless he/she fulfills the norms of attendance given in Sr. No. 4.

### **Academic progression rules are applicable as follows:**

- A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, he/she shall not be eligible to attend the courses of V semester until all the courses of I and II semesters are successfully completed.
- A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of I, II, III and IV semesters are successfully completed.
- A student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the Degree/ Course completion certificate until all the courses are successfully completed.
- A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of III and IV semesters are successfully completed.
- A lateral entry student shall be eligible to carry forward all the courses of V, VI

and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of III, IV, V and VI semesters are successfully completed.

- Any student who has given more than 4 chances for successful completion of I / III semester courses and more than 3 chances for successful completion of II / IV semester courses shall be permitted to attend V / VII semester classes ONLY during the subsequent academic year as the case may be. In simpler terms there shall NOT be any ODD BATCH for any semester.
- Note: Grade AB should be considered as failed and treated as one head for deciding academic progression. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.

### **11. Promotion and Award of Grades:**

A student shall be declared PASS and eligible for getting grade in a course of B.Pharm., is he/ she secures at least 50% marks in that particular course/ subject including internal assessment. For example, to be declared as PASS and to get grade, the student has to secure a minimum of 50 marks for the total of 100 including continuous mode of assessment and end semester theory examinations and has to secure a minimum of 25 marks for the total of 50 including internal assessment and end semester practical examination.

### **12. Carry forward of marks:**

In case a student fails to secure the minimum 50% in any theory or practical course, then he/ she shall reappear for the end semester examination of that course. However, his/ her marks of the internal assessment shall be carried over and he/ she shall be entitled for grade obtained by him/ her on passing.

### **13. Declaration of Class**

The class shall be awarded on the basis of CGPA (irrespective of number attempts in any examination):

First Class with Distinction	= CGPA of 7.50 and above
First Class	= CGPA of 6.00 to 7.49
Second Class	= CGPA of 5.00 to 5.99

### **14. Dissertation/ Project work (B.Pharm.)**

All B.Pharm. students shall undertake a project under the supervision of a teacher and submit a report. The area of the project shall directly relate any one

of the elective subject opted by the student in semester VIII. The project shall be carried out in group not exceeding 5 in number. The project report shall be submitted in triplicate (typed & bound copy not less than 25 pages).

The internal and external examiner appointed by the University shall evaluate the project at the time of the Practical examinations of other semester(s). Students shall be evaluated in groups for four hours (i.e., about half an hour for a group of five students). The projects shall be evaluated as per the criteria given below.

**Evaluation of Dissertation Book:**

Objective(s) of the work done	15 Marks
Methodology adopted	20 Marks
Results and Discussions	20 Marks
Conclusions and Outcomes	20 Marks
<b>Total</b>	<b>75 Marks</b>

**Evaluation of Presentation:**

Presentation of work	25 Marks
Communication skills	20 Marks
Question and answer skills	30 Marks
<b>Total</b>	<b>75 Marks</b>

*Explanation:* The 75 marks assigned to the dissertation book shall be same for all the students in a group. However, the 75 marks assigned for presentation shall be awarded based on the performance of individual students in the given criteria.

## **15. Dissertation/ Project work in M.Pharm.**

All M.Pharm. students shall undertake a project under the supervision of a postgraduate teacher in Semester III to IV and submit a report. 4 copies of the project report shall be submitted (typed & bound copy not less than 75 pages).

The Internal examiners appointed by the Director/ Principal of the college shall evaluate the DP-1 (Dissertation Proposal Presentation) after the end of Semester III. A spiral bound report not less than 25 pages submitted by student shall be evaluated as follows

**Evaluation of Introduction to Dissertation (DP-1) report:**

(a) Justification/ Rationale/ Objectives of the Proposed work	25 Marks
(b) Literature Review done	50 Marks
(c) Plan of Work/ Proposed Methodology	25 Marks

-----

**Total: 100 Marks**

**Evaluation Process (DP-1)**

(a) Presentation of Proposed work	100 Marks
(b) Communication skills	50 Marks
(c) Question and answer skills	100 Marks

---

**Total: 250 Marks**

The internal and external examiner appointed by the University shall evaluate the final project after End of Semester IV. A hard bound thesis copy submitted by the student shall be evaluated as per the criteria given below:

**Evaluation of Dissertation Book (Final DP):**

(a) Objective(s) of the work done	25 Marks
(b) Methodology adopted	50 Marks
(c) Results and Discussions	50 Marks
(d) Conclusions and Outcomes	25 Marks

---

**Total 150 Marks**

**Evaluation Process**

(a) Presentation of work	100 Marks
(b) Communication skills	50 Marks
(c) Question and answer skills	100 Marks

---

**Total 250 Marks**

**16. Industrial training in B.Pharm.**

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, Chemical manufacturing unit, Pharmaceutical R&D, Hospital (Clinical Pharmacy), Clinical Research Organization, Community Pharmacy, etc. After the Semester – VI 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.

**17. Practice School**

In the VII semester, every candidate shall undergo practice school for a period of 150 hours evenly distributed throughout the semester. The student shall opt any one of the domains for practice school declared by the program committee from

time to time.

At the end of the practice school, every student shall submit a printed report (in triplicate) on the practice school he/she attended (not more than 25 pages). Along with the exams of semester VII, the report submitted by the student, knowledge and skills acquired by the student through practice school shall be evaluated by the subject experts at college level and grade point shall be awarded.

### **18. Award of Ranks**

Ranks and Medals shall be awarded on the basis of final CGPA. However, candidates who fail in one or more courses during the B.Pharm program shall not be eligible for award of ranks. Moreover, the candidates should have completed the B. Pharm program in minimum prescribed number of years, (four years) for the award of Ranks.

### **19. Award of Degree**

Candidates who fulfill the requirements mentioned above shall be eligible for award of degree during the ensuing convocation.

### **20. Duration for completion of the program of study**

The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period, otherwise they have to get fresh Registration.

### **21. Re-admission after break of study**

Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee. No condonation is allowed for the candidate who has more than 2 years of break-up period and he/she has to rejoin the program by paying the required fees.

### **22. Lateral Entry Students (to 3<sup>rd</sup> Semester B.Pharm.):**

A pass in D. Pharm. course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act shall be eligible to take lateral entry admission to 3<sup>rd</sup> Semester of B.Pharm.

Such lateral entry students shall get 52 credit points transferred from their

D.Pharm program. Such students shall take up additional courses of 1<sup>st</sup> and 2<sup>nd</sup> Semester which was not studied in D.Pharm. Program in 2<sup>nd</sup> year and also shall be exempted to study the subjects of 2<sup>nd</sup> year if already studied during D.Pharm program to get the required credits in B.Pharm.