

VIDYABHARATI COLLEGE OF PHARMACY, AMRAVATI



STUDENT CENTRIC POLICY

INDEX

Sr. No.	Particulars
1	IMPORTANT INSTRUCTIONS:
2	RULES OF DISCIPLINE
3	DRESS CODE
4	RAGGING IS PROHIBITED
5	WOMEN GRIEVANCE REDRESSAL CELL
6	STUDENT DEVELOPMENT CELL
7	FEES
8	SCHOLARSHIP
9	EXAMINATION AUTHORITY
10	HOSTEL FACILITY
11	MEDICAL FACILITY
12	ACADEMIC PROGRESSION
13	AWARDS
14	LIBRARY
15	NSS
16	SPORTS
17	YOUTH FESTIVALS
18	GEMS
19	TRAINING AND PLACEMENT

IMPORTANT INSTRUCTIONS:

1. At the time of admission, the applicant must produce the original leaving certificate/ transfer certificate and all other originals mention in admission broucher of the program.
2. PG student of any other university should submit a Migration certificate within three months of admission signed by the Registrar of the university form which he/she has migrated. The student has to pay the University Enrolment fee at the time of admission.
3. The students are advised to see the main and departmental notice board on daily basis.

RULES OF DISCIPLINE:

1. Student should be regular and punctual for classes, tutorials and for submission of the term work and lab manuals. A student will not be allowed to appear for examination if his/ her progress, conduct and having attendance less than 75%.
2. Student, if found indulging in anti-national activities, contrary to the provisions of the Act & Laws enforced by government he/she will be liable to be expelled from the college without any prior notice.
3. Ragging of students if any form within or outside the college premises and Hostel is strictly prohibited. Defaulters will be strictly dealt with as per Govt, rules in this matter.
4. Smoking, drinking and use of Narcotic Drugs is strictly prohibited in the premises of the college and hostel. Bicycles, scooters and other vehicles should be parked only in areas provided for the student parking. The institute accepts no responsibility for the safe custody of vehicles, lodges elsewhere.
5. Any changes in the address of the student must be intimated by his/her in writing to the college office immediately.

6. Students must wear college uniform and carry identity card signed by principal and produce the same wherever asked by the college authorities. Without identity card and uniform student will not be allowed to enter the college premises and will be strictly dealt with.

7. In case, a student wants to remain absent for some reason, he/she will be required to take prior permission of the Class teacher. Students with less than 75% attendance will be debarred from the exam.

8. If any of the statements made in the applications form or any information supplied by the student in connection with his/her admission is at any time later found to be false or incorrect, his/her admission will be cancelled, fees forfeited and he/she will be expelled from the college by the principal and prosecuted if necessary.

9. A student shall not go to the press or any other publicity media without taking prior permission of the principal or management.

10. Any damage to the college property, apparatus, furniture, equipment, library books, building, etc. must be made good immediately by the student concerned.

11. Students must attend social and National programs organized by the college such as 26th January, 15th August and all other academic and cultural programs organized for the students.

DRESS CODE:

It is compulsory for all students to attend college in the prescribed uniform and with college identity card.

RAGGING IS PROHIBITED:

Ragging is strictly prohibited inside and outside the institute campus. The anti ragging committee constituted for this purpose by the institute is empowered to take immediate action against any untoward incidences and also to counsel the fresher. Students seeking admission shall have to furnish undertaking in this regards.

If any incident of ragging comes to the notice of the member of anti ragging committee placed by the institution, action shall be taken against him/her per provision of the Maharashtra prohibition of ragging Act 1999 which may lead to expulsion of student from the institution.

WOMEN GRIEVANCE REDRESSAL CELL :

The committee is expected to initiate proper or appropriate enquiry or investigative mechanism within 24 hours from the receipt of the complaint in written form duly signed by complainant(s). Receiving appeals from the students and staff. Identifying the gravity of the appeal. Classification of appeals into academic, administrative and discipline-oriented. Constitution of a separate committee in case of need. Ascertaining the individuals to be involved in the enquiry. Based on the report, the action taken can be finalized. Into the verdicts of the tribunal of the government regarding similar items and submitting a report to the management for further action.

STUDENT DEVELOPMENT CELL:

For the over all development of student, participated in various committees like newsletter VBCP ECHO's, Internal development committee, etc. whereby respectively. They can show their literary skill and register their views if any.

Student council is framed every year for active participation of students at University level to exhibit their leadership talents.

FEES:

1. The annual tuition fees and other fees shall be prescribed by the fees regulating authority constituted under Maharashtra act no. XXVII11 of 2015 for the academic year.
2. Fees is to be paid through challan given by college and should be deposited in bank or can be paid by net banking also.
3. Candidate will have to pay the University / Board enrolment fees as according to university/ board rules. We are providing instalment facility.
4. Candidates who requires Transcript for Foreign Universities/ Higher studies should inform to office and verification Transcript will be made available after the applicable fees be paid by the student.

EXAMINATION AUTORITY:

1. SGBAU Amravati conducts examination as per their ordinance no 9 for UG and PG courses and computes the performance of students inform of CGPA.
2. MSBTE Mumbai conducts examination for diploma courses as per Examination Act 1982.

SCHOLARSHIPS:

1. The concession of fees under economically backward class, government scholarship to backward class, etc. will be granted as per norms of government of Maharashtra.
2. Freeships, scholarships are available to BC, Minority, EBC students as per government of Maharashtra. Stipend is also paid to eligible PG students as per AICTE norms and rules of Maharashtra government.

HOSTEL FACILITY:

Girls hostel "PRATIBHA" is available in the campus.

MEDICAL FACILITY:

Medical facility is provided in the campus, on the ground floor, Girls hostel, etc.

ACADEMIC PROGRESSION

1. Academic progression rules are applicable as follows: A student shall be eligible to carryforward 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.

2. A student shall be eligible to carryforward 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.

3. 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 course completion certificate until all the courses of I, II, III, IV, V and VI semesters are successfully completed.

4. A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to VIII semesters within the stipulated time period as per the norms specified in 26. 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.

5. A lateral entry student shall be eligible to get his/her CGPA upon successful completion of the courses of III to VIII semesters within the stipulated time period as per the norms specified in 26.

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.

6. All candidates who have appeared for all the subjects and passed the Diploma in Pharmacy Part-I examination are eligible for promotion to the Diploma in Pharmacy Part-II class. However failure in more than two subjects shall debar him/her from promotion to Diploma in Pharmacy Part II class.

7. (i) All students who have appeared for all the subjects and passed the first year annual examination are eligible for promotion to the second year. (ii) The student failing in subjects of M.Pharm (Part-I) examination shall be permitted to register for M.Pharm (Part-II) programme. However, such students shall not be permitted to submit the dissertation unless he completes the M.Pharm (Part-I) examination and passes both in theory and practical at a time together.

AWARDS:

1. Felicitation of meritorious students and student achievers under different heads is done under “SANMAN”.

2. Student scoring more than 80% marks in individual subject are rewarded with Teacher Sponsored Cash Prizes.

3. Meritorious students are provided Gym facility on concessional rated and permitted free of cost usage of Study Circle.

LIBRARY:

1. Library facility will be available for the student from 10.00 A. M. to 6.30. P. M. on working days along with reading room.
2. Every admitted Student is entitled for the issue of only two books at a time for 14 days. Thereafter Rs 1 /- per day will be charged delayed return.
3. Reference books as well as encyclopedias will not be issued to any body including teachers and students. They could be referred only in the library on depositing I card for the time of reference.
4. Photocopies of books is not permitted. However, in case the contain is not available anywhere, on the recommendation of the subject teacher and permission from the library incharge. The photocopies of required pages will be made available to the student on the cost of 5 Rs. Per page to avoid the misuse of facility.
5. Photocopies of Encyclopedias and Pharmacopeia is not is not permitted.
6. Students Should barrow books after checking the pages. While returning of books the library staff must verify that the book is intact.
7. In case Book are damage student return the book, will held responsible for damage and heavy fine will be imposed which may go up to 5 times of the cost of the book. Moreover, such students will be blacklisted and further transaction with such student will be barded.
8. The teacher, students and the library staff must strictly fallow the above rules. Any lapse on the part of the staff or student will be taken seriously for necessary action.
9. In case teacher do not return all books and take clearance before the last working day of the session, their salary will be withheld until clearance is obtained from the library.
10. All the students are bound to take clearance at the end of each session from library.

BOOK BANK :

1. New book bank facility in addition to old Book bank scheme will be provided to economically weaker students at the entry level but for the subsequent year the first five toppers will be the beneficiaries for the book bank.
2. The economically weaker section students, who fail to secure rank in topper list can apply for scheme with the suggestion of respective class teacher and the facility can be available by the approval to library incharge.

NSS:

1. NSS volunteers should be physically and mentally fit and preferably should not have spectacles or suffering from any diseases like asthma/ heart problems and should provide medical certificate by the competent authority.
2. The blood group must be known and Hemoglobin content must be as per the medical norms.
3. Identify bond, volunteers ship certificate. Parent's consent letter certificate by the program officer, Principal and program coordinator needs to be submitted.
4. The height of Male NSS volunteers preferably should not below 165cms and for Female NSS volunteers not below 155cms.
5. The volunteers should not be overweight and the average weight should not be below 50kgs.
6. The volunteers should be preferably from 2nd year of NSS and should have participated in at least one residential camp.
7. The volunteers should have participated in the Sports/ NCC/ Scout or Guide/ Tracking or Hiking /RSP/ Civil Defense/ First aid training.
8. The volunteers should be academically sound and preferably with no ATKT.
9. The volunteers participated in adventure camp may be given priority in selection if fulfill other conditions.
10. The volunteers who had participated in the selection process of Pre-SRD/ Pre NRD/ SRD/ NRD/ Adv. Camp/ Mega summer camp be given priority and be invited for selection.

SPORTS:

1. Students who have completed the age of 25 at the time of admission to a College; Students found unfit on medical grounds.
2. A student who is eligible for exemption under clause 3 (ii) above shall obtain an exemption certificate in the prescribed form from the Principal before 1st December every year and shall attach the same to his application for admission to the examination.
3. No case of exemption shall be considered unless exemption certificate is attached by the student to his application form for admission to the examination.
4. Regular attendance registers shall be maintained for sports programme classes.
5. Students can participated in various activities by enrolling in IEDSSA upon paying nirmal pro-rata fees.

YOUTH FESTIVALS :

1. Only bonafide, full time student, who is enrolled for a degree or post graduate degree or diploma course which is of a minimum duration of one academic year and whose examination is conducted by the University subsequent to passing the 12th class examination.
2. Not more than 7 years have elapsed since a student passed the examination qualifying him/her for first admission to a degree or diploma course of a University of college affiliated to a University.
3. Only students, who are less than 25 years of age can participate.
4. Further, students can participate for one year more than the normal length of the academic programme which he / she is following.
5. A student employed on full time basis shall not be eligible to participate.

6. A student shall not be allowed to represent more than one University during a single academic year.

7. Provisional admission to a course of a University or college shall not make the student eligible to represent the University in the Inter University Youth Cultural Activities.

8. In case of a student migrating from one University to another his / her migration case will be considered eligible only after his / her admission in the new University is regularized and he/she is admitted as a bonafide student by the new University.

GEMS :

A student centric society for overall development of the students exists known as “GEMS” (GENERAL EVENT MANAGEMENT SOCIETY) into which students can enrol and participate in different events.

TRAINING AND PLACEMENT:

- **Industrial training** (Desirable) 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.
- After having appeared in Part-II examination for the Diploma in Pharmacy held by an approved Examining Authority a candidate shall be eligible to undergo practical training in one or more of the following institutions namely: (i) Hospitals/Dispensaries run by Central /State Governments. (ii) A pharmacy licensed for retail sale of drugs under the Drugs and Cosmetics Rules, 1945 having the services of registered pharmacists. (iii) Hospital and Dispensary other than those specified in sub-regulation (i) above for the purpose of giving practical training shall have to be recognized by Pharmacy Council of India on fulfilling the conditions specified in Appendix-C to these regulations. The practical training shall be not less than five hundred hours spread over a period of not less than three months provided that not less than two hundred and fifty hours are devoted to actual dispensing of prescriptions.
- A certificate of Diploma in Pharmacy shall be granted by the examining authority to a successful candidate on producing certificates of having passed the Diploma in Pharmacy Part I and Part II and satisfactory completion of practical training for Diploma in Pharmacy (Part-III).