



SRI MANAKULA VINAYAGAR
ENGINEERING COLLEGE
(AN AUTONOMOUS INSTITUTION)



SMVEC PHARMACY COLLEGE

Revised Regulations R-2023

for

Bachelor of Pharmacy

Degree Programme

(With effect from academic year 2023-24)



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**SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE
SMVEC PHARMACY COLLEGE**

**BACHELOR OF PHARMACY PROGRAMME
(Eight Semesters)**

REGULATIONS 2023

1. Short Title and Commencement

These regulations shall be called as “The Regulations for the B. Pharm. Degree Program of SMVEC Pharmacy College. They shall come into effect from the Academic Year 2023-24. The regulations framed are subject to modifications from time to time by SMVEC Pharmacy College.

2. Minimum qualification for admission

2.1 First year B. Pharm:

Candidate shall have passed 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the subjects and Physics, Chemistry, Mathematics (P.C.M) and or Biology (P.C.B / P.C.M.B.) as optional subjects individually. Any other qualification approved by the Pharmacy Council of India.

2.2. B. Pharm lateral entry (to third semester):

A pass in D. Pharm. Course from an institution approved by the Pharmacy Council of India, New Delhi.

3. Duration of the program

The course of study for B.Pharm shall extend over a period of eight semesters (four academic years) and six semesters (three academic years) for lateral entry students. The curricula and syllabi for the program shall be prescribed by SMVEC Pharmacy College.

4. Medium of instruction and examinations

Medium of instruction and examination shall be in English.

5. Working days in each semester

Each semester shall consist of not less than 100 working days. The odd semesters shall be conducted from the month of June/July to November/December and the even semesters shall be conducted from December/January to May/June in every calendar year.

6. Attendance and progress

A candidate is required to put in at least 80% overall attendance in a semester considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations.

7. Program/Course credit structure

As per the philosophy of Credit Based Semester System, certain quantum of academic work viz. theory classes, tutorial hours, practical classes, etc. are measured in terms of credits. On satisfactory completion of the courses, a candidate earns credits. The amount of credit associated with a course is dependent upon the number of hours of instruction per week in that course. Similarly, the credit associated with any of the other academic, co/extra-curricular activities is dependent upon the quantum of work expected to be put in for each of these activities per week.

Credit assignment

Theory and Laboratory courses

Courses are broadly classified as Theory and Practical. Theory courses consist of lecture (L) and /or tutorial (T) hours, and Practical (P) courses consist of hours spent in the laboratory. Credits (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture and tutorial hours, and a multiplier of half (1/2) for practical (laboratory) hours. Thus, for example, a theory course having three lectures and one tutorial per week throughout the semester carries a credit of 4. Similarly, a practical having four laboratory hours per week throughout semester carries a credit of 2.

Minimum credit requirements

The minimum credit points required for award of a B. Pharm. degree is 210. These credits are divided into Theory courses, Tutorials, Practical, Practice School and Project over the duration of eight semesters. The credits are distributed semester-wise as shown in Table IX. Courses generally progress in sequences, building competencies and their positioning indicates certain academic maturity on the part of the learners. Learners are expected to follow the semester-wise schedule of courses given in the syllabus.

The lateral entry students shall get 52 credit points transferred from their D. Pharm. program. Such students shall take up additional remedial courses of 'Communication Skills' (Theory and Practical) and 'Computer Applications in Pharmacy' (Theory and Practical) equivalent to 3 and 4 credit points respectively, a total of 7 credit points to attain 59 credit points, the maximum of I and II semesters.

8. Academic work

A regular record of attendance both in Theory and Practical shall be maintained by the teaching staff of respective courses.

9. Course of study

The course of study for B. Pharm shall include Semester Wise Theory & Practical as given in Table – I to VIII. The number of hours to be devoted to each theory, tutorial and practical course in any semester shall not be less than that shown in Table – I to VIII.

Table-I: Course of study for semester I

Course code	Name of the course	No. of hours	Tutorial	Credit points
BP101T	Human Anatomy and Physiology I–Theory	3	1	4
BP102T	Pharmaceutical Analysis I– Theory	3	1	4
BP103T	Pharmaceutics I– Theory	3	1	4
BP104T	Pharmaceutical Inorganic Chemistry –Theory	3	1	4
BP105T	Communication skills – Theory *	2	-	2
BP106RBT BP106RMT	Remedial Biology/ Remedial Mathematics – Theory*	2	-	2
BP107P	Human Anatomy and Physiology – Practical	4	-	2
BP108P	Pharmaceutical Analysis I– Practical	4	-	2
BP109P	Pharmaceutics I– Practical	4	-	2
BP110P	Pharmaceutical Inorganic Chemistry –Practical	4	-	2
BP111P	Communication skills – Practical*	2	-	1
BP112RBP	Remedial Biology – Practical*	2	-	1
Mandatory SD-001	Yoga and First aid			
Total		32/34^{\$} /36[#]	4	27/29^{\$}/30[#]

[#]Applicable ONLY for the students who have studied Mathematics / Physics / Chemistry at HSC and appearing for Remedial Biology (RB) course.

^{\$}Applicable ONLY for the students who have studied Physics / Chemistry / Botany / Zoology at HSC and appearing for Remedial Mathematics (RM) course.

* Non University Examination (NUE)

Table-II: Course of study for semester II

Course Code	Name of the course	No. of hours	Tutorial	Credit points
BP201T	Human Anatomy and Physiology II – Theory	3	1	4
BP202T	Pharmaceutical Organic Chemistry I – Theory	3	1	4
BP203T	Biochemistry – Theory	3	1	4
BP204T	Pathophysiology – Theory	3	1	4
BP205T	Computer Applications in Pharmacy – Theory *	3	-	3
BP206T	Environmental sciences – Theory *	3	-	3
BP207P	Human Anatomy and Physiology II –Practical	4	-	2
BP208P	Pharmaceutical Organic Chemistry I– Practical	4	-	2
BP209P	Biochemistry – Practical	4	-	2
BP210P	Computer Applications in Pharmacy – Practical*	2	-	1
Mandatory VAT-001	Climate change			
Total		32	4	29

*Non University Examination (NUE)

Table-III: Course of study for semester III

Course code	Name of the course	No. of hours	Tutorial	Credit points
BP301T	Pharmaceutical Organic Chemistry II – Theory	3	1	4
BP302T	Physical Pharmaceutics I – Theory	3	1	4
BP303T	Pharmaceutical Microbiology – Theory	3	1	4
BP304T	Pharmaceutical Engineering – Theory	3	1	4
BP305P	Pharmaceutical Organic Chemistry II – Practical	4	-	2
BP306P	Physical Pharmaceutics I – Practical	4	-	2
BP307P	Pharmaceutical Microbiology – Practical	4	-	2
BP 308P	Pharmaceutical Engineering –Practical	4	-	2
Mandatory CC-001	Deep learning of Python			
Total		28	4	24

Table-IV: Course of study for semester IV

Course code	Name of the course	No. of hours	Tutorial	Credit points
BP401T	Pharmaceutical Organic Chemistry III– Theory	3	1	4
BP402T	Medicinal Chemistry I – Theory	3	1	4
BP403T	Physical Pharmaceutics II – Theory	3	1	4
BP404T	Pharmacology I – Theory	3	1	4
BP405T	Pharmacognosy and Phytochemistry I– Theory	3	1	4
BP406P	Medicinal Chemistry I – Practical	4	-	2
BP407P	Physical Pharmaceutics II – Practical	4	-	2
BP408P	Pharmacology I – Practical	4	-	2
BP409P	Pharmacognosy and Phytochemistry I – Practical	4	-	2
Mandatory VAT-002	Bioethics			
Total		31	5	28

Table-V: Course of study for semester V

Course code	Name of the course	No. of hours	Tutorial	Credit points
BP501T	Medicinal Chemistry II – Theory	3	1	4
BP502T	Industrial PharmacyI– Theory	3	1	4
BP503T	Pharmacology II – Theory	3	1	4
BP504T	Pharmacognosy and Phytochemistry II– Theory	3	1	4
BP505T	Pharmaceutical Jurisprudence – Theory	3	1	4
BP506P	Industrial PharmacyI – Practical	4	-	2
BP507P	Pharmacology II – Practical	4	-	2
BP508P	Pharmacognosy and Phytochemistry II –Practical	4	-	2
Mandatory SD-002	Gender equality			
Total		27	5	26

Table-VI: Course of study for semester VI

Course code	Name of the course	No. of hours	Tutorial	Credit points
BP601T	Medicinal Chemistry III – Theory	3	1	4
BP602T	Pharmacology III – Theory	3	1	4
BP603T	Herbal Drug Technology – Theory	3	1	4
BP604T	Biopharmaceutics and Pharmacokinetics –Theory	3	1	4
BP605T	Pharmaceutical Biotechnology – Theory	3	1	4

BP606T	Quality Assurance –Theory	3	1	4
BP607P	Medicinal chemistry III – Practical	4	-	2
BP608P	Pharmacology III – Practical	4	-	2
BP609P	Herbal Drug Technology – Practical	4	-	2
Mandatory SD-003	GLP/GMP/RA			
Total		30	6	30

Table-VII: Course of study for semester VII

Course code	Name of the course	No. of hours	Tutorial	Credit points
BP701T	Instrumental Methods of Analysis – Theory	3	1	4
BP702T	Industrial PharmacyII – Theory	3	1	4
BP703T	Pharmacy Practice – Theory	3	1	4
BP704T	Novel Drug Delivery System – Theory	3	1	4
BP705P	Instrumental Methods of Analysis – Practical	4	-	2
BP706PS	Practice School*	12	-	6
Mandatory CC-002	Artificial Intelligence and 3-D machining			
Total		28	5	24

* Non University Examination (NUE)

Table-VIII: Course of study for semester VIII

Coursecode	Name of the course	No. of hours	Tutorial	Credit points
BP801T	Biostatistics and Research Methodology	3	1	4
BP802T	Social and Preventive Pharmacy	3	1	4
BP803ET	Pharma Marketing Management	$3 + 3 = 6$	$1 + 1 = 2$	$4 + 4 = 8$
BP804ET	Pharmaceutical Regulatory Science			
BP805ET	Pharmacovigilance			
BP806ET	Quality Control and Standardization ofHerbals			
BP807ET	Computer Aided Drug Design			
BP808ET	Cell and Molecular Biology			
BP809ET	Cosmetic Science			
BP810ET	Experimental Pharmacology			
BP811ET	Advanced Instrumentation Techniques			
BP812ET	Dietary Supplements and Nutraceuticals			
BP813ET	Pharmaceutical Product Deviation			
BP814PW	Project Work	12	-	6
Total		24	4	22

Table-IX: Semester wise credits distribution

Semester	Credit Points
I	27/29 [§] /30 [#]
II	29
III	24
IV	28
V	26
VI	30
VII	24
VIII	22
Extracurricular/ Co-curricular activities	01*
Total credit points for the program	211/213[§]/214[#]

* The credit points assigned for extracurricular and or co-curricular activities shall be given by the Principals of the colleges and the same shall be submitted to the University. The criteria to acquire this credit point shall be defined by the colleges from time to time.

[§]Applicable ONLY for the students studied Physics / Chemistry / Botany / Zoology at HSC and appearing for Remedial Mathematics course.

[#]Applicable ONLY for the students studied Mathematics / Physics / Chemistry at HSC and appearing for Remedial Biology course.

10. Program Committee

1. The B. Pharm. program shall have a Program Committee constituted by the Head of the institution in consultation with all the Heads of the departments.
2. The composition of the Program Committee shall be as follows:
A senior teacher shall be the Chairperson; One Teacher from each department handling B.Pharm. courses; and four student representatives of the program (one from each academic year), nominated by the Head of the institution.
3. Duties of the Program Committee:
 - i. Periodically reviewing the progress of the classes.
 - ii. Discussing the problems concerning curriculum, syllabus and the conduct of classes.
 - iii. Discussing with the course teachers on the nature and scope of assessment for the course and the same shall be announced to the students at the beginning of respective semesters.
 - iv. Communicating its recommendation to the Head of the institution on academic matters.
 - v. The Program Committee shall meet at least thrice in a semester preferably at the end of each **Sessional exam** (Internal Assessment) and before the end semester exam.

11. Examinations/Assessments

The scheme for internal assessment and end semester examinations is given in Table – X.

11.1 End semester examinations

The End Semester Examinations for each theory and practical course through semesters I to VIII shall be conducted by the College except for the subjects with asterix symbol (*) in table I and II for which examinations shall be conducted by the subject experts at college level and the marks/grades shall be submitted to the College.

Tables-X: Schemes for internal assessments and end semester examinations semester wise

Semester I

Course code	Name of the course	Internal Assessment			End Semester Exams		Total Marks	
		Continuous Mode	Sessional Exams		Total	Marks		Duration
			Marks	Duration				
BP101T	Human Anatomy and Physiology I – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP102T	Pharmaceutical Analysis I – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP103T	Pharmaceutics I – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP104T	Pharmaceutical Inorganic Chemistry – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP105T	Communication skills – Theory *	5	10	1 Hr	15	35	1.5 Hrs	50
BP106RBT BP106RMT	Remedial Biology/ Mathematics – Theory*	5	10	1 Hr	15	35	1.5 Hrs	50
BP107P	Human Anatomy and Physiology – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP108P	Pharmaceutical Analysis I – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP109P	Pharmaceutics I – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP110P	Pharmaceutical Inorganic Chemistry – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP111P	Communication skills – Practical*	5	5	2 Hrs	10	15	2 Hrs	25
BP112RBP	Remedial Biology – Practical*	5	5	2 Hrs	10	15	2 Hrs	25
Total		70/75^{\$}/80[#]	115/125^{\$}/130[#]	23/24^{\$}/26[#]Hrs	185/200^{\$}/210[#]	490/525^{\$}/540[#]	31.5/33^{\$}/35[#] Hrs	675/725^{\$}/750[#]

#Applicable ONLY for the students studied Mathematics / Physics / Chemistry at HSC and appearing for Remedial Biology (RB)course.

\$Applicable ONLY for the students studied Physics / Chemistry / Botany / Zoology at HSC and appearing for Remedial Mathematics (RM)course.

* Non University Examination(NUE)

Semester II

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
BP201T	Human Anatomy and Physiology II – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP202T	Pharmaceutical Organic Chemistry I – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP203T	Biochemistry – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP204T	Pathophysiology – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP205T	Computer Applications in Pharmacy – Theory*	10	15	1 Hr	25	50	2 Hrs	75
BP206T	Environmental sciences – Theory*	10	15	1 Hr	25	50	2 Hrs	75
BP207P	Human Anatomy and Physiology II – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP208P	Pharmaceutical Organic Chemistry I – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP209P	Biochemistry – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP210P	Computer Applications in Pharmacy – Practical*	5	5	2 Hrs	10	15	2 Hrs	25
Total		80	125	20 Hrs	205	520	30 Hrs	725

* The subject experts at college level shall conduct examinations

Semester III

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
BP301T	Pharmaceutical Organic Chemistry II – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP302T	Physical Pharmaceutics I – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP303T	Pharmaceutical Microbiology – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP304T	Pharmaceutical Engineering – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP305P	Pharmaceutical Organic Chemistry II – Practical	5	10	4 Hr	15	35	4 Hrs	50
BP306P	Physical Pharmaceutics I – Practical	5	10	4 Hr	15	35	4 Hrs	50
BP307P	Pharmaceutical Microbiology – Practical	5	10	4 Hr	15	35	4 Hrs	50
BP308P	Pharmaceutical Engineering – Practical	5	10	4 Hr	15	35	4 Hrs	50
Total		60	100	20	160	440	28Hrs	600

Semester IV

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
BP401T	Pharmaceutical Organic Chemistry III– Theory	10	15	1 Hr	25	75	3 Hrs	100
BP402T	Medicinal Chemistry I – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP403T	Physical Pharmaceutics II –Theory	10	15	1 Hr	25	75	3 Hrs	100
BP404T	Pharmacology I – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP405T	Pharmacognosy I – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP406P	Medicinal Chemistry I – Practical	5	10	4 Hr	15	35	4 Hrs	50
BP407P	Physical Pharmaceutics II –Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP408P	Pharmacology I – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP409P	Pharmacognosy I – Practical	5	10	4 Hrs	15	35	4 Hrs	50
Total		70	115	21 Hrs	185	515	31 Hrs	700

Semester V

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
BP501T	Medicinal Chemistry II – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP502T	Industrial PharmacyI– Theory	10	15	1 Hr	25	75	3 Hrs	100
BP503T	Pharmacology II – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP504T	Pharmacognosy II – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP505T	Pharmaceutical Jurisprudence –Theory	10	15	1 Hr	25	75	3 Hrs	100
BP506P	Industrial PharmacyI– Practical	5	10	4 Hr	15	35	4 Hrs	50
BP507P	Pharmacology II – Practical	5	10	4 Hr	15	35	4 Hrs	50
BP508P	Pharmacognosy II – Practical	5	10	4 Hr	15	35	4 Hrs	50
Total		65	105	17 Hr	170	480	27 Hrs	650

Semester VI

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
BP601T	Medicinal Chemistry III – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP602T	Pharmacology III – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP603T	Herbal Drug Technology –Theory	10	15	1 Hr	25	75	3 Hrs	100
BP604T	Biopharmaceutics and Pharmacokinetics – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP605T	Pharmaceutical Biotechnology–Theory	10	15	1 Hr	25	75	3 Hrs	100
BP606T	Quality Assurance– Theory	10	15	1 Hr	25	75	3 Hrs	100
BP607P	Medicinal chemistry III –Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP608P	Pharmacology III – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP609P	Herbal Drug Technology –Practical	5	10	4 Hrs	15	35	4 Hrs	50
Total		75	120	18 Hrs	195	555	30 Hrs	750

Semester VII

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
BP701T	Instrumental Methods of Analysis – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP702T	Industrial Pharmacy – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP703T	Pharmacy Practice – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP704T	Novel Drug Delivery System –Theory	10	15	1 Hr	25	75	3 Hrs	100
BP705 P	Instrumental Methods of Analysis – Practical	5	10	4 Hrs	15	35	4 Hrs	50
BP706 PS	Practice School*	25	-	-	25	125	5 Hrs	150
Total		70	70	8Hrs	140	460	21 Hrs	600

* The subject experts at college level shall conduct examinations

Semester VIII

Course code	Name of the course	Internal Assessment				End Semester Exams		Total Marks
		Continuous Mode	Sessional Exams		Total	Marks	Duration	
			Marks	Duration				
BP801T	Biostatistics and Research Methodology – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP802T	Social and Preventive Pharmacy – Theory	10	15	1 Hr	25	75	3 Hrs	100
BP803ET	Pharmaceutical Marketing – Theory	10 + 10 = 20	15 + 15 = 30	1 + 1 = 2 Hrs	25 + 25 = 50	75 + 75 = 150	3 + 3 = 6 Hrs	100 + 100 = 200
BP804ET	Pharmaceutical Regulatory Science – Theory							
BP805ET	Pharmacovigilance – Theory							
BP806ET	Quality Control and Standardization of Herbals – Theory							
BP807ET	Computer Aided Drug Design – Theory							
BP808ET	Cell and Molecular Biology – Theory							
BP809ET	Cosmetic Science – Theory							
BP810ET	Experimental Pharmacology – Theory							
BP811ET	Advanced Instrumentation Techniques – Theory							
BP812PW	Project Work	-	-	-	-	150	4 Hrs	150
Total		40	60	4 Hrs	100	450	16 Hrs	550

11.2 Internal assessment: Continuous mode

The marks allocated for Continuous mode of Internal Assessments shall be awarded as per the scheme given below.

Table-XI: Scheme for awarding internal assessment: Continuous mode

Theory		
Criteria	Maximum Marks	
Attendance (Refer Table – XII)	4	2
Academic activities (Average of any 3 activities e.g. quiz, assignment, open book test, field work, group discussion and seminar)	3	1.5
Student – Teacher interaction	3	1.5
Total	10	5
Practical		
Attendance (Refer Table – XII)	2	
Based on Practical Records, Regular viva voce, etc.	3	
Total	5	

Table- XII: Guidelines for the allotment of marks for attendance

Percentage of Attendance	Theory	Practical
95 – 100	4	2
90 – 94	3	1.5
85 – 89	2	1
80 – 84	1	0.5
Less than 80	0	0

11.2.1. Sessional Exams

Two Sessional exams shall be conducted for each theory / practical course as per the schedule fixed by the college(s). The scheme of question paper for theory and practical Sessional examinations is given below. The average marks of two Sessional exams shall be computed for internal assessment as per the requirements given in tables –X.

Sessional exam shall be conducted for 30 marks for theory and shall be computed for 15 marks. Similarly Sessional exam for practical shall be conducted for 40 marks and shall be computed for 10 marks.

Question paper pattern for theory Sessional examinations

For subjects having University examination

I. Multiple Choice Questions (MCQs)	=	10 x 1 = 10
OR		OR
Objective Type Questions (5 x 2) (Answer all the questions)	=	05 x 2 = 10
I. Long Answers (Answer 1 out of 2)	=	1 x 10 = 10
II. Short Answers (Answer 2 out of 3)	=	2 x 5 = 10
Total	=	----- 30 marks

For subjects having Non University Examination

I. Long Answers (Answer 1 out of 2) = 1 x 10 = 10

II. Short Answers (Answer 4 out of 6) = 4 x 5 = 20

	=	10
	=	20
Total	=	30 marks

Question paper pattern for practical sessional examinations

I. Synopsis = 10

II. Experiments = 25

III. Viva voce = 05

	=	10
	=	25
	=	05
Total	=	40 marks

Sessional Examinations Portions and Marks

S.No	Sessional Exams	Portions	Conducted	Computed	Continuous mode	Total Marks
1	Sessional Exam-I	2 ½ Unit	30	15		
2	Sessional Exam-I	2 ½ Unit	30	15		
Theory Marks			30	15	10	25
Practical Marks			40	10	5	15

11.3 Grievance Redressal mechanism in Evaluation

Grievances related to the entire process of Continuous Assessment shall be addressed to Academic Appeal Board as given in Regulations under Clause 28.4. Grievances related to End Semester Examination of Theory Courses for regular and arrear examinations can be redressed as follows:

Photocopy of the Answer Script:

After declaration of results, photocopy of valued answer scripts with the marks awarded to individual answers shall be made available to the students on submission of an application along with the prescribed fees to the Controller of Examinations.

Revaluation:

Students can apply for revaluation by submitting an application along with the prescribed fees to the Controller of Examinations. The revaluation is extended to the students those who have maximum of two arrears in theory papers.

11.4 Provision for Withdrawal from Examination

Complete Withdrawal (applicable only for nil arrear students):

A student, who is eligible to appear for the semester examinations, will be permitted to withdraw from appearing for the entire End Semester Examinations as one unit (*Complete Withdrawal*) for valid reasons and on the recommendation of the Head of the Department and with the approval of the Dean Academics, CoE and Head of the Institution. Complete Withdrawal application shall be made before the commencement of the first examination pertaining to the semester. Such withdrawal shall be permitted *only once* during the entire programme.

A student who has completely withdrawn from appearing for End Semester Examinations in a particular semester should appear for the examinations of all the withdrawn subjects in the next semester itself.

If all other conditions are satisfactory, the candidate who withdraws is also eligible to be awarded DISTINCTION whereas he/she is not eligible to be awarded a rank.

11.5 Scribe for End Semester Examination

If any student is not in a position to write end semester examinations on account of temporary physical disability or injury due to accident and applies for a scribe (writer) with a medical certificate obtained from a medical officer not below the rank of Assistant Director level, then a scribe shall be allowed / assigned by CoE to such student. Normally, such scribe shall neither be a student nor a degree holder of any technical programme having similar competency. The student shall, however, apply in a prescribed proforma to CoE and requesting permission for using the scribe well in advance, not on the day of examination, to make necessary arrangements (Scriber, Separate Examination Hall etc.). CoE shall take the undertaking from the scribe in a prescribed proforma. Such student shall produce the permission letter from the CoE for using scribe to the invigilator. He / She should pay the TA/DA and other charges to the scribe. Scribe shall be allowed extra time as per the norms specified by the Controller of Examinations.

Student admitted with differently abled category and those who can write, but at much slower speed as compared to normal student, he/she may be allowed an extra time of 30 minutes for 50 marks paper and 45 minutes for 75 marks paper to write the examination for all the courses. He

/ She shall seek permission from CoE for the extra time on account of his/her percentage of disability by producing necessary medical certificate from medical officer not below the rank of Assistant Director.

11.6 Supplementary Examinations

Supplementary Examination is an additional examination which will be conducted after declaration of the End Semester Examination results/revaluation results. This examination will be conducted in fourth and eighth semesters for the students who are having a maximum of two arrears overall and he/she is permitted to write maximum of two papers in that semester alone. For supplementary examination, the continuous assessment marks of the last attempt will be considered.

11.7 Malpractice in Examinations

If any student caught red-handed due to malpractices in examinations, then he/she shall be punished as per the recommendations of the Complaint Redressal Committee (CRC) constituted by CoE with the approval of Head of the Institution. The CRC shall inquire and decide the punishment for the unfair means as specified in the Examination manual.

12. Award of grades

A student is declared to have successfully passed a theory / practical course if he/she has secured:

A minimum of 50% marks in the internal assessment marks and a minimum of 50% marks in the End Semester Examinations marks and a minimum of 50% marks on combining both internal assessment and End Semester Examination Marks (ESM).

13. Carry forward of marks

In case a student fails to secure the minimum 50% in any Theory or Practical course as specified in 12, 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.

14. Improvement of internal assessment

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 end semester theory examinations.

15. Re-examination of end semester examinations

Reexamination of end semester examination shall be conducted as per the schedule given in table XIII. The exact dates of examinations shall be notified from time to time.

Table-XIII: Tentative schedule of end semester examinations

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

Question paper pattern for end semester theory examinations

For 75 marks paper

- I. Multiple Choice Questions(MCQs) = 20 x 1 = 20
OR Objective Type
Questions (10 x 2) = 10x2 = 20
(Answer all the questions)
- II. Long Answers (Answer 2 out of 3) = 2 x 10 = 20
III. Short Answers (Answer 7 out of 9) = 7 x 5 = 35

Total = -----
75 marks

= 2 x 10 = 20

For 50 marks paper

- I. Long Answers (Answer 2 out of 3)
II. Short Answers (Answer 6 out of 8) = 6 x 5 = 30

Total = -----
50 marks

= 1 x 10 = 10

For 35 marks paper

- I. Long Answers (Answer 1 out of 2)
II. Short Answers (Answer 5 out of 7) = 5 x 5 = 25

Total = -----
35 marks

Question paper pattern for end semester practical examinations

- I. Synopsis = 5
II. Experiments = 25
III. Viva voce = 5

Total =
35 marks

16. Academic Progression:

No student shall be admitted to any examination unless he/she fulfills the norms given in 6.

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

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 27

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.

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 29.

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.

17. Grading of performances

17.1. Letter grades and grade points allocations:

Based on the performances, each student shall be awarded a final letter grade at the end of the semester for each course. The letter grades and their corresponding grade points are given in Table – XII.

Table – XII: Letter grades and grade points equivalent to Percentage of marks and performances

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

A learner who remains absent for any end semester examination shall be assigned a letter grade of AB and a corresponding grade point of zero. He/she should reappear for the said evaluation/examination in due course.

18. The Semester grade point average (SGPA)

The performance of a student in a semester is indicated by a number called ‘Semester Grade Point Average’ (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the student during the semester. For example, if a student takes five courses(Theory/Practical) in a semester with credits C1, C2, C3, C4 and C5 and the student’s grade points in these courses are G1, G2, G3, G4 and G5, respectively, and then students’ SGPA is equal to:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SGPA is calculated to two decimal points. It should be noted that, the SGPA for any semester shall take into consideration the F and ABS grade awarded in that semester. For example, if a learner has a F or ABS grade in course 4, the SGPA shall then be computed as:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4* \text{ZERO} + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

19. Cumulative Grade Point Average (CGPA)

The CGPA is calculated with the SGPA of all the VIII semesters to two decimal points and is indicated in final grade report card/final transcript showing the grades of all VIII semesters and their courses. The CGPA shall reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA shall only reflect the new grade and not the fail grades earned earlier. The CGPA is calculated as:

$$\text{CGPA} = \frac{C_1S_1 + C_2S_2 + C_3S_3 + C_4S_4 + C_5S_5 + C_6S_6 + C_7S_7 + C_8S_8}{C_1 + C_2 + C_3 + C_4 + C_5 + C_6 + C_7 + C_8}$$

where C_1, C_2, C_3, \dots is the total number of credits for semester I, II, III, \dots and S_1, S_2, S_3, \dots is the SGPA of semester I, II, III, \dots .

20. Declaration of class

The class shall be awarded on the basis of CGPA as follows:

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

21. Project work

All the 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

Total 75 Marks

Evaluation of Presentation:

Presentation of work	25 Marks
Communication skills	20 Marks
Question and answer skills	30 Marks

Total 75 Marks

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.

22. 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.

23. 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.

24. 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 forward 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.

25. Award of degree

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

26. 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.

27. 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 College 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 byway in the required fees.

28. Various Committees and its Functions

28.1 Academic Council (AC)

Composition of Academic Council:

1. The Principal (Chairman)
2. All the Heads of Departments in the Autonomous College
3. Four teachers of the Autonomous College representing different categories of teaching staff by rotation on the basis of seniority of service in the College.
4. Not less than four experts/academicians from outside the Autonomous College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., are to be nominated by the Governing Body.

5. Three nominees of the University, not less than Professors.
6. The Controller of Examination of the Autonomous College
7. A faculty member nominated by the Principal (Member Secretary).

Term: The term of the nominated members shall be three years.

Meetings: Meetings of the Academic Council shall be held at least once every six months.

Functions of the Academic Council:

- (a) To scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) To make regulations regarding the admission of students to different programmes of study in the Autonomous College, keeping in view the policy of the Government.
- (c) To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) To recommend to the Governing Body proposals for the institution of new programmes of study.
- (e) To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.
- (f) To advise the Governing Body on suggestions(s) pertaining to academic affairs.
- (g) To perform such other functions as may be assigned by the Governing Body.

28.2 Board of Studies (BoS)

Composition of Board of Studies:

1. Head of the Department concerned (Chairperson).
2. All faculty members of the Department.
3. Two subject experts from outside the parent University are to be nominated by the Academic Council.
4. One expert is to be nominated by the Vice-Chancellor from a panel of six recommended by the Autonomous College Principal.
5. One representative from industry/corporate sector/allied areas to be nominated by the Principal.
6. One member of the College alumni to be nominated by the Principal.
7. Experts from outside the Autonomous College, whenever special courses of studies are to be formulated, to be nominated by the Principal.

Term: The term of the nominated members shall be three years.

Meetings: Meetings of the Board of Studies shall be held at least once every six months.

Functions:

The Board of Studies shall recommend the following to the Academic Council:

1. Courses of studies
2. Measures for the improvement of the standards of teaching and research
3. Any other academic matter.

28.3 Academic Standing Committee (ASC)

Composition of Academic Standing Committee is same as that of AC, except external members. ASC shall perform the functions under emergency situations subject to ratification by the AC.

28.4 Academic Appeal Board (AAB)

The Academic Appeal Board is constituted with Dean Academics as convener and two senior level professors as members, and the concerned Head of the Department and Class Advisor as co-opted members. The board will receive the grievances/complaints in writing from the aggrieved student regarding anomaly in award of marks. The board will examine the complaints and recommend appropriate measures to the Head of the Institution, for necessary action.

The entire process of Continuous Assessment shall be made transparent, in which students can get the explanation of marks being awarded from the course instructor, if and when required. However, if a student finds some anomaly in the award of marks in the continuous assessment, he/she can make an appeal to the Academic Appeal Board for review of marks awarded. Before appealing for such review, a student shall first approach the concerned Course Instructor and then the concerned Head of the Department, with a request to do the needful. Only after exhausting the above options and in situations where satisfactory actions / remedial measures have not been taken, the student may appeal to the Academic Appeal Board.

28.5 Department Advisory Committee (DAC)

DAC is another basic constituent of the academic system of an autonomous college. The composition and functions of the DAC are given below:

1. Chairperson: Head of the concerned Department
2. Internal Members: Two senior faculty members of the department
3. Industry Representative: One representative from industry/corporate sector / is related to the placement
4. One academician from other Institution
5. One meritorious alumnus
6. One parent
7. One student
8. Member secretary: Programme Academic Coordinator

Term: The term of the nominated members shall be three years.

Meetings: The meeting may be scheduled as and when necessary, but at least twice a year.

Functions of DAC

The DAC of a department in the college shall

- (a) Formulate a process to review post implementation effects of curriculum.
- (b) Suggest measures to ensure academic standard and excellence of the course offered by the department.
- (c) Suggest the methodologies for innovative teaching and evaluation techniques; enhancement of industry institute interaction.
- (d) Identify and recommend the record of new programme.
- (e) Review target set for attainment of course outcomes and programme outcomes.
- (f) Guide and provide support to department for enhancing interaction with outside world.
- (g) Plan strategically to enhance the academic quality of department.
- (h) Resolve the address issues expressed by the stakeholders through feedback.
- (i) Defining and redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) based on the recommendations by department academic committee.
- (j) Study the achievement of PEOs and POs reported by department evaluation committee and suggest measures for improvement.

28.6 Board of Examinations (BoE)

Composition

1. Head of the Institution (Chairperson)
2. Dean Academics
3. Controller of Examination (CoE): Member Secretary
4. One expert possessing ten years of industrial/ field experience nominated by the Chairman
5. Coordinators (Examinations, Assessment, Results and Tabulation)

Functions of BoE:

- (a). The BoE shall
 - i. Ensure proper performance of the various duties in conducting examinations viz. papersetting, time table preparation, assessment and declaration of results.
 - ii. Recommend examination reforms and shall implement after the approval of academic council.
 - iii. Prepare the detailed time table of examinations as per the schedule approved by academic council.
 - iv. Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty and invigilators.
- (b). Chairman, BoE shall constitute Complaint Redressal Committee (CRC) consisting of three members as and when required to deal with the complaints related to the conduct of examinations.
- (c). The recommendations of the CRC shall be approved by Chairman for the BoE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BoE.
- (d). The BoE shall perform duties and responsibilities that are assigned by Academic Council of the institute from time to time.

28.7 Department Consultative Committee (DCC)

Composition

1. Head of Department (Chairperson)
2. Five faculty members (at least one from each specialization) nominated by HOD
3. Member Secretary: Programme Academic Coordinator / Programme Evaluation Coordinator

Functions of DCC

- (a). Review, revise and prepare curriculum structure based on institutional policy, suggest improvements in syllabus of a course/s prepared by course teacher/s and forward the curriculum to BoS for further recommendations.
- (b). Check appropriateness of course objectives, course outcomes, and mapping of COs with POs and suggest necessary improvements/modifications.
- (c). Monitor the academic progress throughout the semester, conduct of classes and take appropriate corrective measures to improve the quality of curriculum delivery.
- (d). Review academic performance of students.
- (e). Counsel the concerned course teachers for improvement based on student feedback, academic and question paper audit reports.
- (f). Verify the attainment level of course outcomes and programme outcomes.
- (g). Formulate strategy to collect feedback from stake holders, analyze the collected feedback and forward the analysis to DAC.
- (h). Contribute to maintain academic standard as well as improving the quality of the courses offered by the department and enhance industry–institute interaction.
- (i). Suggest open and professional electives considering societal needs.
- (j). Recommend methodologies for innovative teaching and evaluation techniques to BoS.
- (k). Coordinate research, teaching, extension and other academic activities in the department/college.
- (l). Carry out preparatory work for defining /redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) periodically.

Monitor evaluation of course attainments leading to achievement of programme outcomes and report the results of assessment to BoS.

28.8 Programme Academic Coordinator (PAC)

The functions and duties of PAC are:

- (a). Coordinating all academic activities of the department viz Curriculum revision, framing of syllabus, time table, member secretary for BoS meeting, re-registration of course/s, display and submission of attendance status.
- (b). Conducting internal academic audit and department advisory committee meeting as a member secretary.
- (c). Monitoring the academic activities and conduct of classes.
- (d). Extending necessary help to department academic and evaluation committee.
- (e). Recording and forwarding all academic related documents to Dean Academics.

(f). Working in association with Dean Academics.

28.9 Department Evaluation Coordinator (DEC)

The functions and duties of DEC are:

- (a). Conduct course and graduate exit survey, make arrangements for feedback from stakeholders (industry/employer/alumni/student) and feedback analysis.
- (b). Monitor the assessment of course outcome.
- (c) Compute / assess / evaluate the achievement of PEOs and POs as per NBA/NAAC requirements.
- (d). Compile the information required for the preparation of Annual Quality Assurance Report (AQAR) by the Internal Quality Assurance Cell (IQAC).
- (e). Extend necessary help to department academic and evaluation committee.

28.10 Class Advisor

Head of the Department will allot one faculty member to be the class advisor for a particular batch of students throughout their period of study. The role of class advisors is as follows: (a) To motivate and closely monitor the performance of the students.

- (b) To maintain all important documents of the students for reference/inspection by all committees.
- (c) To work closely with the student counselors on matters related to students and update the details from time to time in student's profile for further reference.
- (d) To build a strong alumni base for the institution by maintaining a possible rapport with students and parents.

28.11 Student Counselor (Mentor)

By guiding and counseling students, faculty can create a greater sense of belongingness amongst the student community. To help the students in planning their courses and for general guidance on the academic programme, the Head of the Department will allot a certain number of students to a teacher of the department who shall function as student counselor throughout the period of study.

The student counselor will guide / monitor the courses chosen by the students, check attendance and progress of the students and counsel them periodically. The student counselors should ensure that each student is made aware of the various options for progress. Students are monitored and guided to become overall performers. Students can select and work for career choices of their interest. The student counselors shall update and maintain the student counselor record of each student under his guidance attached to them. The student counselors shall also help the class advisors to update the students details attached to them.

The student counselor may also discuss with the class advisor, HoD and parents about the progress of the students.

28.12 Quality Circle Meeting (QCM)

Every class will have a class committee constituted by the HoD to discuss about the various Academic activities through Quality Circle Meeting (QCM).

The members of the class committee will be as follows:

1. Chairperson (a senior faculty who is preferably not teaching any course for the class)
2. All the course handling staff of the class
3. Students (a minimum of 6 consisting of 3 boys and 3 girls on pro-rata basis)

The functions of the QCM shall include the following: -

- (a). Clarify the regulations of the programme and the details of rules therein.
- (b). Inform the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- (c). Inform the student representatives about the details of Regulations regarding marks assigned for each assessment. In the case of practical courses (laboratory/ drawing / project work / seminar etc.) the breakup marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students
- (d). Analyze the performance of the students of the class after each assessment test and initiate steps for improvement.
- (e). Identify slow learners, if any, and request the faculty concerned to provide additional help / guidance / coaching to such students.
- (f). Discuss and sort out problems experienced by students in the classroom and in the laboratories.
- (g). The class committee shall be constituted within the first week of the commencement of any semester.
- (h). The chairperson of the class committee may invite the class advisor / student counselor and the Head of the Department to the meeting of the class committee.
- (i). The Head of the Institution may participate in any class committee meeting.
- (j). The chairperson is required to prepare the minutes of every meeting, submit the same through the Head of the Department to the Principal within two days of the meeting and arrange to circulate the same among the students and faculty concerned. Points requiring action by the management shall be brought to the notice of the management by the principal.

Meetings

Quality Circle Meeting (QCM) are to be conducted as scheduled below.

Meeting 1	One week before the 1st assessment test
Meeting 2	One week before the 2nd assessment test

During the first meeting of the class committee, the students are to be informed about the assessment procedure as per the framework of the Regulations. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching-learning process.

29. Revision of regulations and curriculum

The college may revise, amend or change the regulations of curriculum and syllabi from time to time as and when found necessary as per the requirements of Industry.