



SANJAY GHODAWAT UNIVERSITY, KOLHAPUR

EMPOWERING LIVES GLOBALLY!

Examination Regulations

APPLICABLE FOR THE DIPLOMA IN PHARMACY

(YEARLY PATTERN)

(FULL TIME)



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Controller of Examinations
Sanjay Ghodawat University
Kolhapur



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With reference to the examination rules of (Maharashtra State Board of Technical Education) MSBTE effective from the academic year 2018-19, the rules and regulations for School of Pharmaceutical Sciences, Diploma in Pharmacy framed by Sanjay Ghodawat University, Kolhapur are stated as below:

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Part I

REGULATIONS FOR EXAMINATIONS, RESULTS AND AWARDS IN GENERAL

RG-1: Eligibility to Appear for Examination

A. Filling of Examination Forms

- i. It shall be the responsibility of the candidate to fill up the online examination form as per schedule declared by University, along with prescribed examination fees/late fees/penalty through the head of department.
- ii. Online Examination forms will normally be made available to all eligible candidates.
- iii. An eligible candidate shall apply separately for each year examination he/she wishes to appear in.
- iv. Online examination forms filled and submitted by the student wishing to appear for examination shall be initially confirmed by the respective department after verifying the eligibility, completeness and accuracy of information only after receipt of the prescribed examination fee / late fee / penalty if any.

B. Admission to an examination

No candidate will be admitted to any year examination unless he/she keeps terms for that year at the department recognized by Sanjay Ghodawat University and unless he/she has filled in examination form along with prescribed examination fees and unless it is certified by the Principal/Head of Department that he/she has fulfilled following conditions.

- a) He has put in satisfactory attendance of at least 75 % of the total Lectures /Periods in each Theory /Practical/ Term work/ Tutorials/ Project work separately in each and every subject / course of the Year as per the Teaching scheme of the University.
- b) He has satisfactorily completed all the specified laboratory Practical's /Term work /Projects/ Sessional etc. and secured the minimum passing marks in the PA prescribed in the curriculum for the year.
- c) He has shown satisfactory progress in his/her studies and evinced good conduct. He/she has not been debarred for any period from appearing for any examinations held by

any Government, Constitutional Authority or Statutory Examining Authority in India or by the University to any of its Examination during that period.

d) It is the responsibility of the Principal/Head of Department to verify and duly certify the compliance of a, b, c above for each student.

e) Candidate failing to comply with conditions a, b & c above shall be detained by the Principal/Head of Department for the term and he/she shall repeat the term by taking fresh admission.

C. Condoning Deficiency in Attendance

In case the attendance of a candidate falls short by not more than 10% due to his/ her own illness (duly certified by a registered medical practitioner) the head of the department may condone such shortage at his/her discretion and permit the candidate to appear for examination, if he/she is otherwise eligible.

D. Action against Defaulting Candidates

The candidate who does not fulfill the eligibility criteria such as completion of satisfactory term work, satisfactory attendance etc. to appear for examination shall be treated as defaulter and be disallowed for examination and detained in the same class. Such candidate shall not be allowed to appear for examination even though he/she has submitted examination forms and paid fees. The Principal shall prepare list of such defaulting candidates and submit it to the University, as soon as the academic term is over. Also remarks to this effect shall be written on the copy of seating chart and mark sheets duly counter signed by the Principal/examiner before submitting it to University or regional office. In case, it is found that the defaulting candidate is not detained, University shall have the right to cancel the performance of such candidate in that examination and also the matter shall be placed before Lapses committee for appropriate action against the subject/course teacher/ Principal/Department. The University may report the matter to the Government for further action in this behalf.

E. Action against Defaulting Department

In case an examiner or University detects that the candidate/s have not completed the practical or the term-work as per prescribed curriculum satisfactorily, however, it has

been certified as satisfactory and complete by the department, in such a case the examiner shall not examine the incomplete term work and submit a report to COE (through regional office of the University), who, in turn, will put the matter before the Lapses committee for further action against the candidate and the department.

F. Admission to Examination Hall

- a) Mandatory Documents for a Candidate during Examination-Each candidate appearing for the examination must possess a proper Hall Ticket issued by University & duly attested by Principal/ HOD; a valid Identity Card issued by his/her department ,bearing his/her sufficiently recent photograph for easy verification of his/her identity. He/she shall produce the same as and when demanded by an authorized person during examination.
- b) In case of missing / blank/ wrong photo on the generated hall ticket, candidate shall affix there cent photograph duly attested by head of the department. Department shall report all such cases to the University immediately.
- c) If a candidate is unable to produce on demand the mandatory documents mentioned above, he/she shall not be allowed to appear for the examination.

G. Failing to Appear in the Examination

A candidate, who fulfills all the conditions prescribed in I (B) but fails to submit examination form in the prescribed manner and hence could not appear at the examination, may appear for a subsequent examination as a regular candidate with the same term work. In such a case, the candidate himself shall preserve the term work put in by him. Principal/Head of the Department shall take an undertaking from the candidate that he/she would be responsible for presenting his/her term work at the time of his/ her appearance for the next examination.

Hall tickets are generated only for those candidates whose examination forms are confirmed by University.

- i) The examination fees, late fees and penalty shall be prescribed by the University from time to time.

ii) Penalty chargeable to Department-Penalty as levied by the University from time to time per course/ programme and for per delayed days irrespective of number of application forms shall be payable by the department in case the department fails to confirm applications and remit the examination fee to the University on the due date.

RG-2-Exemptions:

A candidate may claim exemption in a prescribed subject/ course having passed it or its equivalent subject of other University or university.

A. Automatic Exemptions

A candidate, whose overall result is “Fail/ ATKT”, shall earn automatic exemption at the subsequent examination, for the passing heads which are passed in the earlier examinations.

i) Award of Class vis-à-vis Claiming Exemptions:

A candidate claiming exemption/s in the subjects/ courses on the basis of passing fully the prescribed or its equivalent examination/s of any recognized University/ University will not be titled for award of class and will be declared “Pass”.

However, a candidate declared to have failed in an examination of the University, and granted exemption/s in certain subjects/courses on the basis of having passed the mat previous examination and the marks secured therein, having been carried forward and shown with (#) in the certificate of marks, will be entitled for award of class on par with other successful candidates. However this is not applicable to the candidates undergoing Pharmacy course and Architecture course/ programme.

ii) Exemptions for Subjects/ Courses Passed in Examinations of other University/University

A candidate who has passed fully the prescribed or its equivalent examination of are cognized University/University in the subjects/ courses recommended by the Equivalence Committee from time to time, shall, at his/her option, been titled to claim exemption in such subjects/courses, provided always that the percentage of marks obtained by the candidate at the original examination is not lower than that of the minimum percentage for passing prescribed by the University in the relevant subjects/ courses of the course/programme. Candidate shall not be eligible for claiming exemptions later, on the strength of having passed the subjects/courses after the date of his/her admission. Candidate so exempted shall not be entitled to award of class. Exemption so admissible will lapse if not claimed at the first attempt at the examination of the University. Exemption so admissible will lapse if not claimed at the first attempt at the examination of the University.

For claiming exemption the candidate shall apply to University or its regional office in the

prescribed form. Such application shall be submitted through the Principal or Head of Department before last date prescribed by the University along with supporting documents and necessary fees if applicable. Forms received after due date shall not be considered. The University/regional office will inform the names of the candidates granted exemption and the subjects/ courses in which exemptions are granted, to the departments. (However this is not applicable to the candidates undergoing Pharmacy course/programme and Architecture course/programme.)

B. Exemption Related to Change of Course/Programme

If a candidate has been granted a change of course and seeks exemptions in the equivalent/ common subject/s in new course on the basis of having passed such subject/s in examination of previous course conducted by the University, he/she shall be eligible for such exemption. However, the candidate so exempted shall not be titled to award of class.

C. One-Time Opportunity to Complete the Term in Old Curriculum

Whenever University revises curriculum and there is major change in the Teaching and Examinations schemes, in opinion of the Courses Committee, the University shall provide option of one time opportunity to all candidates who have completed the term of the pen ultimate year in the old curriculum but are not eligible to get admission to the final year of the course/programme to complete their term in old curriculum. Thus One-Time Opportunity (OTO) shall be given to the students, when outgoing scheme is in its last year and this facility shall be given only for completion of final year term. However, such candidates shall be eligible to appear for the examination only on fulfillment of the rules for admission to the examination as applicable. The department shall complete all procedures (for the students opting for one-time opportunity) as laid down in the corresponding one-time opportunity circular notified by University time to time.

RG-3- Assessment of Term Work/ Sessional/ Practical/ Project Work/ Oral/ any other Head

A.Assessment

1.For Term Work/ Sessional/ Practical/ Project Work, Oral or any other Head a schedule of dates shall be prepared for the completion of individual drawing sheets, designs, jobs, laboratory journals, projects, etc. by the respective departments in accordance with academic calendar of the University. The various assignments of the term work shall be duly completed and collected as per the schedule and submitted for assessment to the examiner. Practical/ Termwork/ Sessional work shall be assessed progressively or as prescribed by University, from time to time. The Progressive Assessment (PA) and End Academic Examination (EAE) under theory and practical heads shall be carried out strictly in line with the teaching and examination scheme. The record of PA of theory and PA & ESE of practical heads shall be maintained as per Curriculum Implementation and Assessment Norms(CIAAN)

2. The Principal/Head of the department shall keep in his/her custody the record of the progressive assessment marks, in the prescribed format, and make it available, when required at next examination. Such record shall be kept for subsequent two examinations only.

3. The Term Work/Practical/Project Work of a candidate abstaining from an examination shall be preserved by the candidate himself and presented for examination when the candidate next appears therein. The period of preservation of such term work shall not be more than two succeeding examinations.

4. The Principal /Head of the department shall issue the order/ list of the disallowed/ detained candidates immediately after the end of the term and before the commencement of the Theory or Practical examination whichever is earlier. The internal examiner shall hand over a copy of the above list to the external examiner who shall ascertain that the disallowed/ detained candidates have been marked with absent/ detained or disallowed in the examiner's mark sheet. The department shall submit a copy of the order to the regional office. A copy of these orders shall be preserved by the Head of the Department in sealed envelope and shall produce only if asked by the authority of the University.

5. Term Work and performance at Practical/Oral examination shall be assessed on the basis of the candidate's depth of comprehension of the principles involved and not on the basis of

mere collection of data for presentation. Embellishment, thus, is not expected and will not be given credit. When practical/ oral/ project/ term work/ sessional as applicable in any subject/ course is assessed, the marks shall be carried over to subsequent examination, unless the candidate has failed to secure passing marks in which case the candidate shall be permitted to appear at subsequent examination without joining the department again for the purpose except in case of failure in term work when he/she shall be required to join the department for another term and put in fresh term work.

Marks obtained in the class test shall also be similarly carried over to the subsequent examination except in the case of those who appear for fresh test at the subsequent time for improving the test marks, (if applicable), the latter taken into account at the subsequent examination only if there is an improvement over the earlier marks otherwise the earlier marks shall be continued to be taken into account at the subsequent examination.

A candidate whose marks are thus carried over is eligible for a ward of class.

B.Marks of Ex-candidate to be carried forward

In case of ex-candidate, the marks obtained in different heads of passing in the previous examination of the same course/ programme in which he/ she has claimed exemption, shall be carried forward for deciding his/her total marks.

The candidate who has claimed exemptions and whose marks are carried over is eligible for award of class.

C.Procedure to Deal with Wrong Certification of Incomplete Term Work etc. of a Candidate

In case, an external examiner reports that the laboratory Practicals/ Term work / sessional etc. are incomplete, then such information with detailed report of the external examiner along with written explanation of Internal examiner/Subject/ Course Teacher and Principal of Department shall be put before the Lapses committee for consideration and decision prior to declaration of result, wherever possible. Else the result of such department for that course/ Programme & year shall be held in reserve till the Lapses committee gives its decision.

D.Procedure to Deal with Deficient Conduct of Term Work etc. by the Department

If the examiners detect cases where Laboratory Practicals/Term-work/Project/ Sessional are

incomplete but Principal / Head of Department has certified the same as complete and allowed candidates to appear for examination, the COE shall enquire into such matter and report of all such cases shall be submitted to the Director of University for due action against the department as per the decision of lapses committee. In addition to this, the COE shall report all such cases to the Director of Technical Education and Government for further action against the department as may deem fit.

RG-4- Conduct of Examination and Result Processing

A) Examination Period and Timetable

The dates of commencement of examinations shall be as indicated in the academic calendar of the University published on its web portal/circulated to all its affiliated departments. The detailed time table of an examination would be displayed on the University portal 3 weeks prior to the commencement of the examination. Any changes of dates, due to unavoidable circumstances, shall be intimated to departments and also published through University's web portal adequately in advance.

B) Modes of Examination

i) Mode of Theory Examination

Each candidate presenting himself at the specified centre of examination shall be permitted to appear for the theory examination as per the mode of examination like written, online etc.

ii) Mode of Practical, Oral, Term Work, Sessional, Project/Seminar Examinations

The internal and/ or external examiners appointed by University/Regional Office shall conduct the examinations, as applicable according to the teaching and examination schemes of the curricula. Further, the mode of conduct of any of the examinations shall be as decided by the University from time to time and even may be online. In case of online examination it is the responsibility of the Department to provide adequate numbers of computers with software's and peripherals for smooth conduct of examination.

C) Subjects/Courses at an Examination

Examination shall be held in the subjects/courses mentioned in Teaching and Examination Scheme of the related curriculum prescribed by the University.

D) Curriculum for Subjects/Courses at Examination

The Curriculum for each subject/course (of the course/programme) at the examination shall indicate the detailed contents of study prescribed. The copy of Curricula may be priced publication made available for sale in University, its regional offices, Govt. Press, departments

or book depots authorized by the University. The University may also make them available on its website.

E) Medium of Examination

Candidates appearing for an examination of the University shall have to write and communicate answers to the questions in written or oral examinations, through the medium of English language only, unless otherwise specified.

F) Granting Change of Examination Centre

Generally, no change of centre of examination would be granted. However, in exceptional cases, University may grant the change, considering merits of the case.

G) Facilities for Divyang Candidate

Govt. of Maharashtra has issued resolution regarding the facilities to be given to Divyang examinees perusing higher education. Examinees willing to avail such facilities under these categories shall apply to respective University through Head of the department with appropriate documents immediately after the admission. University will extend such facilities as applicable to such student's perusing Diploma education.

Rules governing concessions to

(a) Blind, deaf and dumb and

(b) Sick candidates or physically disabled.

(a) Blind, deaf and dumb

- i) These candidates will be given nearest examination centre of their choice.
- ii) Those Candidates who are Blind / Deaf & Dumb and who cannot write and who produce a certificate from Civil Surgeon to that effect be given a writer.
- iii) These candidates shall have to submit their application to this office through the Principal of his College with his / her examination form along with a Certificate of Ophthalmologist /ENT Specialist /Orthopedic Surgeon as the case may be. The candidate shall enclose the photocopy (duly attested by Principal) of original Handicapped certificate issued by District disability board. In case of the temporarily handicapped, certificate must also be accompanied by the latest under treatment certificate and also carry the unfit certificate at the time of examination from the same authority.

- iv) External candidates should also apply by completing the above formalities (Stated in (ii) and (iii) above) directly to this office at the time of the registration.
- v) The supervision charges at the time of Examination will be borne by the University.
- vi) The Principal/Senior Supervisor will appoint the writer, which will be of the candidate's choice and should be below the educational standard of the candidate.
- vii) The candidate who engages a writer at the time of examination shall have to pay Rs.30/- per paper to the Principal/Senior Supervisor of the Centre. The Principal / Senior Supervisor will disburse the remuneration of Rs.20/- per paper to the writer and credit rest of the amount i.e. Rs.10/- per paper to the University Office, immediately, after conclusion of the Examination.
- viii) No writer fees shall be collected from the blind candidates appearing for the University Examinations and the remuneration in respect of writer provided to the blind candidates shall be paid by the concern college of the student.
- ix) Only those candidates who are provided a writer as per above rules will be given 30 minutes extra.
- x) The applicant should submit the medical certificate of competent authority.
- xi) (Stand in (ii) & (iii) above) and two Identity Card size photographs of writer through principal.

(b) Sick candidates or physically disabled.

- i) Those candidates who are physically handicapped and who cannot write and who produce a Certificate from Civil Surgeon to that effect will only be given a writer.
- ii) These candidates shall have to submit the application to this office through the Principal of his college with his/her examination form along with a certificate of Ophthalmologist /ENT Specialist /Orthopedic Surgeon as case may be.
- iii) A candidate is suddenly taken ill shall have to apply through the Principal of his College along with a certificate of Government Medical Officer directly to this office well in advance.
- iv) External candidates should apply along with a certificate of Registered Medical Officer directly to this office or Sr. Supervisor of the Centre well in advance.
- v) The supervision charges at the time examination will be borne by the University.
- vi) The Principal /Sr. Supervisor will appoint the writer which will be of the candidate's choice and should be below the educational standard of the candidates.

- vii) The candidate who engages a writer at the time of examination shall have to pay Rs.30/- per paper to the Principal/Sr. Supervisor of the Centre. The Principal/ Sr. Supervisor will disburse the remuneration of Rs.20/- per paper to the writer and refund rest of the amount i.e. Rs.10/- per paper to the University office, immediately after conclusion of the examination.
- viii) These candidates will be given extra thirty minutes to solve the question paper.
- ix) The applicant should submit the medical certificate of competent authority and Two Identity Card size photographs of writer through principal.
- x) Those Handicapped candidates who do not write with normal speed, and who produce a certificate from Civil Surgeon to that effect be given an extra time of thirty minutes.
- xi) Those students, who have disability / physical handicappers less than 40% will not be allowed to have concession.

RG-5-Penalty for Acts of Misconduct of Candidates/Departments**A) Misconduct Before, During or After the Examination**

If at any point of time, before, during or after the examination, it is found/ reported that a candidate / the Department has indulged in any act of misbehavior or misconduct, thereby committing breach of any of the rules laid down by the University in this behalf, and the COE, after due enquiry of the incident, is convinced of such possible misconduct/ misbehavior on the part of the candidate /the Department, he/ she shall place all such cases before the Lapses committee for its final decision on penalties to be imposed or action to be taken in this regard. Refer table given below.(Table 1)

B) Candidate Found Copying or Misbehaving During the Examination

If during an examination a candidate has been found copying or using or attempting to use unfair means and unless he/she has been ousted for gross misbehavior, he/she would not be expelled from examination. The Officer-in- charge shall provisionally permit such candidate to appear for the remaining / full examination at the centre. The candidate's answer book and copying material, if any, shall be seized and his/her written undertaking shall be obtained. A fresh answer book shall then be issued for writing the examination. The Officer-in-Charge then shall report the event to the COE as per the prescribed procedure. The COE shall cause an enquiry into the matter and place all such cases along with enquiry report/s before the Lapses committee for its final decision in this regard. Refer table given below. (Table 1)

TABLE 1-Nature of malpractice & punishment

Sr. No.	Nature of malpractice	Quantum of punishment
1	Possession of copying material. Depending upon the text of the copying in proportion and gravity of the malpractice.	a) Annulment of the performance of the student in the Subject / Paper concerned b) Annulment of the performance of the student at the University/ College/ Institution examination in full * (i.e. only that part/Semester to which the copying material is related) c) Expulsion of the student from University/College/ Institution examination for

		Two additional examinations (Note : The quantum of punishment mentioned at (b) above shall also apply to the following categories of malpractice at Sr.No. (2) to Sr.No.(12) and Sr.No. (15) in addition to the punishment prescribed there at)
2	Actual copying from the copying material	Expulsion of the students from University/ College/ Institution examination for one to three additional examination/s.
3	Possession of another student's answer-book	Expulsion of the student from University/College/ Institution examination for one additional examination (BOTH THE STUDENTS)
4	Possession of another student's answer-book + actual evidence of copying therefrom	Expulsion of the student from University /College/ Institution examination for two additional examinations (BOTH THE STUDENTS)
5	Mutual / Mass copying	Expulsion of the students from University/College/ Institution examination for two additional examinations + Fine of Rs.200/- each student involving in mass copying
6	(i) Smuggling-out or smuggling-in of answer book as copying material (ii) Smuggling-in of written answer book based on the question paper set at the examination (iii) Smuggling-in of written answer book and forging signature	Expulsion of the student from University /College/ Institution examination for three additional examinations + Fine of Rs. 500/- Expulsion of the student from University/College/ Institution examination for Four additional examinations + Fine of Rs.1000/- . Expulsion of the student from University / College/ Institution examination for five additional examinations + Fine of Rs. 2000/-

	of the Junior Sup. thereon.	
7	Attempt to forge the signature of the Junior Sup. on the answer-book or supplement	Expulsion of the student from University/ College/ Institution examination for two to four additional examinations + Fine of Rs. 1000/-
8	Interfering with or counterfeiting of University/ College/ Institution seal, or answer books or office stationary used in the examination.	Expulsion of the student from University /College/ Institution examination for four additional examinations + Fine of Rs. 1000/-
9	Answer book, main or supplement written outside the examination hall or any other insertion in answer book	Expulsion of the students from University / College/ Institution examination for two to four additional examinations + Fine of Rs.1000/-
10	Insertion of currency notes in the answer book attempting to bribe any of the person/s connected with the conduct of examinations	Expulsion of the student from University / College / Institution examination for four additional examinations + Fine of Rs. 1000/-
11	Using obscene language / violence / threat at the Examination /Assessment Centre by a student/s at the University / College / Institution examination to Junior/Senior Supervisor / Chief Conductor /Principal / Moderator/Examiner/	Expulsion of the student from University / College/ Institution examination for two to four additional examinations + Fine of Rs. 500/- to Rs. 2000/- depending upon of the gravity of the offence.

	person/s concerned with University Examinations	
12	(a) Impersonation at the University/College/Institution examination (b) Impersonation by a University / College / Institute student at S..S.C./ H.S.C. / any other examination.	1) Expulsion of the students from University/College/ Institution examination for five additional examinations (both the students, if impersonator is a University / College / Institute student) + Fine of Rs.2500 each for both students. 2) In case of first year student expulsion of student from University/College/ Institution examination for two additional examinations. + Fine of Rs. 2500 Expulsion of the impersonator from University /College/ Institution examination for five additional examinations. + Fine of Rs.2500
13	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University/College/ Institution examination.	Annulment of the performance of the student at the University/College/ Institution examination in full. + Fine of Rs.1000/-
14	Found having written on palms/ on the body/ on the clothes during the examination	Annulment of the performance of the student at the University/College/ Institution examination in full. (i.e. only that part/Semester to which the copying material is related.)
15	Identical answer/s in answer book/s reported by the Moderator/Examiner/Sr.Sup./ Jr. Supervisor.	Expulsion of the students concerned from University/ College/Institution examination for two additional examinations.
16	Tearing off/ of the answer	Annulment of the performance of the student at the

	book/page/s of the Answer Book	University /College/ Institution examination for one additional examination + Fine of Rs. 500/-
17	1) Attempting question in wrong Section e.g. Question of Section-I written in section-II or vice versa 2) Repeating question in the both Sections	Fine of Rs. 1000/- in each case
18	All other malpractice /s not covered in the aforesaid categories.	Annulment of the performance of the student at the University /College/ Institution examination in concerned paper, full, and/or severe punishment and/or fine depending upon the gravity of the lapse.
19	If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractice used at the examinations, in this event he/she shall be dealt with severely. Severe additional punishment can be imposed on such students. This punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.	
20	<u>Malpractices at Practical examination/Dissertation/Thesis/Project Report at U.G./P.G level</u> A) Student involved in malpractice at Practical examination/Dissertation/Thesis/Project Report at U.G./P.G. level the punishment shall be dealt with as per the punishment provided for the theory examination depending upon the gravity of the case. B) Student involved in malpractice in Dissertation/Thesis at M.Phil / Ph.D level the punishment shall be Withdrawal of the Degree/and three years to permanent disqualification for re-registration.	
21	Student getting admission for any courses by using fake and/or forged examination documents	Cancellation of terms, annulment of entire performance and withdrawing of the Degree as the case may be.

22	The Competent Authority, in addition to the above mentioned punishments, may impose a fine and/or punishment on the student /person concerned declared guilty.
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C) Copying Cases Detected in Assessment Center

When a case of copying or misconduct is detected by an examiner at the assessment center (CAP) or at the place of assessment while assessing the answer-books, the examiner shall report it to the CAP Director of the assessment centre or the COE, as the case may be, along with his/ her observations. The CAP Director of the centre shall report such cases along with the report of the Examiner/s to the COE. The COE shall cause an enquiry into the matter and place all such cases along with enquiry report/s before the Lapses committee for its final decision in this regard. The lapses committee shall recommend the penalties/punishments in all above cases, referring guideline document mentioned under below. The COE of University shall have the power to cancel the result of such defaulting candidate in the examinations at which he/she (the candidate) appeared and also to debar him from subsequent examinations, either permanently or for such a specified period as the Lapses committee may deem fit, in all above cases.

D) Eligibility to Appear a new at Examination after the Expiry of Penalty Period

The candidate, who, in the opinion of lapses committee, is found guilty and given punishment, whose all examinations, he/she appeared in are cancelled and who is further debarred from examination/s for a specified period shall be eligible to appear anew as ex-candidate for such examination/s after the expiry of the penalty period, provided he/she is otherwise eligible. During the period of punishment such candidate shall not be eligible to appear for any examination/s of the University, neither he/she shall be eligible to seek admission.*However he/ she shall be allowed to continue and complete the term only, if he/ she is already admitted before the examination in which he /she is found guilty. (*Applicable for yearly pattern courses/ programmes only)

E) Penalty/Punishment for Malpractice and Negligence by Department

The Department is liable for punishment as decided by the University for any act towards disturbance of functioning of the University such as,

- i) Delay in submission of the necessary documents required for declaration of result, issue of Diploma certificates, preparation of pre-examination documents, etc.
- ii) Submission of documents with incorrect or false information,
- iii) Submission of forged and fabricated documents,
- iv) Breach of Rules or Instructions,
- v) Malpractices/Negligence observed in the Distribution centers, Examination centers and assessment centers.
- vi) Delay in submission of documents like examination forms, PAC list, Enrollment forms, mark sheets and such other relevant documents. The Department here means the Department as a whole, the Head of the Department, the staff of the Department or the Management as the case may be.

The nature and quantum of the penalty/ punishment shall be as decided by the University.

F) Acts and Documents applicable to these Regulations Acts

- i) Maharashtra Prevention of Malpractices at University, University & Specified Examinations Act of 1982
- ii) Maharashtra Prohibition of Ragging Act, 1999

Documents

- i) Instructional Manual for Conduct of Examination, Assessment Process & Post Result Activities.
- ii) Curriculum Implementation and Assessment Norms(CIAAN)
- iii) Directives of Lapses committee.
- iv) The Penalties to the Examinees, Staff and Institutions for Various Instances of Malpractice (Annexure I) and The Penalty /Punishment for the Malpractices & Negligence in the Process of Examination (Annexure II)
- v) Academic Monitoring Reports
- vi) Vigilance Squad Reports

RG-6- Discrepancies in Question Paper/s

In case some discrepancies are found to have occurred in Question Paper/s or such complaints are received from the candidates, as well as staff or teaching faculty member and when there is substance in the complaint, such matters shall be placed before the Lapses committee for appropriate decision in this behalf. The Lapses committee will consider the pros & cons of the matter and submit its recommendations to the COE for appropriate decision.

RG-7- Name Corrections on Documents

Documents shall normally have the name of a candidate as contained in his/her SSC University certificate. In case of any discrepancy appearing in the name of a candidate in a document issued by University, the candidate shall duly apply for correction immediately after the declaration of the result of the very first examination of the University he/she appears in. University shall carry out the sought correction in the statement of marks for the said examination, following the prescribed procedure, expeditiously, latest before the next examination. The candidate shall apply for correction in his/her name through the Principal of his/ her department, who shall ascertain that the candidate's name appears in the related list of admitted students and shall duly certify on the application and forward it to the University.

No corrections in the name shall be done after the issuance of the Diploma certificate. However, change in name shall be effected as laid down below.

The change in the name on the request of a candidate after marriage of a lady candidate or legal adoption of a candidate or legal change in the name of a candidate happening during the course of candidate's study, shall be carried out on the completion of the course/ programme. The University shall appropriately certify on the reverse side of the original document/s issued by it the changed name as sought by the candidate.

RG-8- Issuance of Transcript

The University shall issue, on request, along with prescribed fees, the transcript for Year examination passed by a candidate.

RG-9- Retention Period of Documents

The examination documents like Question Papers, Written Answer Books, Examiners Mark Sheets, Timetable, Main Seating Charts shall be preserved for the period mentioned below unless otherwise the retention of documents is mandatory as an evidence for some enquiry and/ or judicial purpose. The disposal after retention period shall be as per guidelines.

NAME OF DOCUMENT	RETENTION PERIOD
Printed Question Papers	Till declaration of result
Written Answer Books	Till commencement of next examination
Examiners Mark Sheets	One year after declaration of the result
Time Table	Till declaration of result
Documents related to reporting of malpractice cases in University examination based on which lapses committee accords punishments to the defaulters	One year from the date of lapses committee meeting.
Documents related to University examinations(other than malpractice cases) based on which decisions are taken by the lapses committee of University	One year from the date of lapses committee meeting.
Exam Forms & Documents related to Assessment, Reassessment	One year after declaration of result

RG-10-Cessation of Printing of Question Paper due to Curriculum Revision

As and when the curriculum is revised and implemented, the question papers based on earlier curriculum shall be printed for four consecutive examinations only; after which the failure candidates shall have to appear for equivalent/ substitute papers as recommended by equivalence committee and approved by Director of the University. In case of a subject/course not having equivalent in the revised curriculum and is not relevant in the current situation, exemption is offered for candidates having those subjects/courses as backlog.

RG-11-Norms, Procedures & Instructions for smooth Conduct of Examination, Assessment Process and Post Result Activities

There shall be a Manual for Conduct of Examination, Assessment Process and Post Result Activities, which shall be binding on the affiliated departments. The Director, UNIVERSITY is authorized to issue circulars and orders amending the provisions under this manual.

A. Reappearing in Passed Subjects/Courses:

A candidate declared as Fail/ATKT in an examination of the University, but has obtained passing marks in one or more heads of passing (Theory, Practical, Oral and Term Work etc.) will automatically be exempted from reappearing in those passing head/sat the next examination at which he/she appears, provided no separate aggregate passing in two or more heads is prescribed. If the candidate desires not to claim exemptions in the next examination, shall apply in writing through the Principal of his/her department and obtain written permission from University before filling the examination form (**For theory paper only**). The candidate shall submit a copy of the permission letter obtained from University along with the examination form. The performance of the candidate in the subjects/courses he/she has not claimed the exemptions in, shall be cancelled permanently. If the candidate does not reappear in the examination for these subjects/ courses, he/she shall be marked absent. This facility shall be available for theory papers only. However this is not applicable to the candidates undergoing Pharmacy &Architecture course/ programme.

B. Equivalence or Exemption in case of Curriculum Revision

In case of revision of curriculum, equivalent subjects/ courses are offered for previous courses /programmes wherever possible.

C. Exemption Related to Change of Course /Programme

If a candidate has been granted a change of course and seeks exemptions in the equivalent/ common subject/s in new course on the basis of having passed such subject/s in examination of previous course conducted by the University, he/ she shall be eligible for such exemption. However, the candidate so exempted shall not be titled to award of class.

D. One-Time Opportunity to Complete the Term in Old Curriculum

Whenever University revises curriculum and there is major change in the Teaching and

Examinations schemes, in opinion of the Courses Committee, the University shall provide option of one time opportunity to all candidates who have completed the term of the penultimate year in the old curriculum but are not eligible to get admission to the final year of the course/ programme to complete their term in old curriculum. Thus One-Time Opportunity (OTO) shall be given to the students, when outgoing scheme is in its last year and this facility shall be given only for completion of final year term. However, such candidates shall be eligible to appear for the examination only on fulfillment of the rules for admission to the examination as applicable. The department shall complete all procedures (for the students opting for one-time opportunity) as laid down in the corresponding one-time opportunity circular notified by University time to time.

PART-II

REGULATIONS FOR DIPLOMA IN PHARMACY

Preamble

The Pharmacy Council of India (PCI) has, with the approval of the Central Government, Prescribed “Minimum Standards for Pharmacy Education Regulations, 1991 & Education Regulations 2020” for imparting Pharmacy education throughout India for the award of Recognized Qualifying Degree or Diploma in Pharmacy for the purpose of registration as an Pharmacist. Since the “Regulations 1991 & Education Regulations 2020” are applicable as mandatory requirement under the provisions of the PCI Act 1972, the University is adhering to the same.

RG-12- Admission to the Course/ Programme

A candidate shall not be admitted to the course/ programme of Diploma in Pharmacy (part I of the course/programme) affiliated by the University, unless he/she has passed the qualifying examination or an equivalent examination as prescribed by the competent authority for admission to the course/programme in the state of Maharashtra and fulfills the other conditions prescribed for the admission to the course/programme.

RG-13- Examinations

There shall be two examinations, Diploma in Pharmacy, (Part-I), to examine candidates in the first year course /programme and Diploma in Pharmacy (Part-II), to examine candidates in the second year course/programme. Each examination may be held twice every year. The first examination in a year shall be the Annual examination and second examination shall be supplementary examination of the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II), as the case may be. The examination shall be of written and Practical (including oral) nature as indicated in the table in the regulation 10 of the Education Regulation 91 & Education Regulations 2020 framed by the Pharmacy Council of India.

RG-14-Exemptions

A candidate who has appeared in all subjects /courses (theory, practical with sessional /oral) of first year or second year, but failed in some subjects/courses (theory and/or practical with sessional /oral) may be exempted from reappearing in the subjects//courses in which he/ she has passed by securing 40% marks or above.

RG-15- Eligibility for Award of Diploma in Pharmacy

A candidate to be eligible for award of Diploma in Pharmacy shall have to pass

- Diploma in Pharmacy Part-I (First year) and
- Diploma in Pharmacy Part-II (Final year)

Consisting of the course of study given in chapter II of the Education Regulation – 91 & Education Regulations 2020, prescribed by Pharmacy Council of India.

- Diploma in Pharmacy(Part-III)

Consisting of Practical Training and the Certificate of having completed satisfactorily the apprenticeship period as provided in Chapter III of the Education Regulation – 91 & Education Regulations 2020 prescribed by the Pharmacy council of India.

RG-16- Eligibility for Diploma in Pharmacy (Part-II)

If a candidate completes satisfactorily the term of First Year and appears in all subjects/courses including theory, practical and sessional/ oral of Diploma in Pharmacy Part-I Examination, but fails in more than two subjects /courses (including theory and/ or practical with Sessional/Oral), he/she shall not be eligible for promotion to Diploma in Pharmacy Part-II.

A candidate who fails in theory or practical examination of a subject/course shall re-appear such in theory paper or Practical as the case maybe.

RG-17- Results of final year and first year examinations to be declared simultaneously

The result of a candidate, who has appeared for final year examination simultaneously with first year examination, shall be withheld until he/she passes in the first year examination. However, if such candidate fails in the final year examination, the result would be declared.

RG-18- Teaching and Examination Scheme

The teaching and examination scheme of Diploma in Pharmacy shall be as prescribed under chapter II of the Education Regulation, 91 & Education Regulations 2020 of Pharmacy Council of India and adopted by the University, subject to such revision and modification made from time to time by Pharmacy Council of India.

The examination in various subjects/courses may include

- i. Theory
- ii. Practical (by using software – wherever applicable) including sessional examinations as per Educational Regulation 1991 and ER 1996 & Education Regulations 2020.

RG-19-Award of Sessional Marks and Maintenance of Record

The record of theory and practical class work shall be maintained by the department in the manner prescribed in Education Regulation 91 & Education Regulations 2020 as under:

- A regular record of both theory and practical class work and examination conducted in an Department imparting training for the course/programme for Diploma in Pharmacy, Part- I and Part-II shall be maintained for each candidate and 20 marks for each paper in theory and 20 marks for each paper in practical shall be allotted as Sessional Marks.
- There shall be at least 2 periodic sessional examinations during each academic year. In case more than two periodic tests are held the highest aggregate of any two performances shall form the basis for calculating sessional marks.
- If any candidate remains absent for any periodic test he/she shall be deemed to have secured zero marks in the said test.
- The Principal shall communicate the sessional marks of the candidates to the University as directed within the stipulated period.

RG-20- Improvement of Sessional Mark

A) Scope of Improvement

A candidate may improve the sessional marks as per the provision made in the Education Regulation 91 & Education Regulations 2020 as under:

Candidate who wishes to improve sessional marks can do so, by appearing in two additional sessional examinations during the next academic year. The average score of the two examinations shall be the basis of improved sessional marks in theory. The sessional of practical shall be improved by appearing in additional practical examinations. Marks awarded to a candidate for day-to-day assessment in the practical class cannot be improved unless he/she attends a regular course of study again. The average sessional marks thus calculated should be made available to all examiners in the practical subject/ course at the commencement of the relevant examination in both the Diploma in Pharmacy part I & II examinations.

The facility of improvement of sessional marks shall be given only for one time.

B) Allotment of Sessional Marks

i. Allotment of Sessional Marks for Practical as per ER1991

The sessional marks would be divided in two parts for assessment by examiners as per the provision made in the Education Regulation 91 as under:

The sessional marks in Practical shall be allotted on the following basis: Actual performance in the sessional examinations=10marks.

Day to Day assessment in the Practical class work=10marks

iii. Allotment of Sessional Marks for Theory & Practical as per ER2020

Theory examinations:

There shall be two or more periodic sessional (internal assessment) examinations during each academic year. The duration of the sessional exam shall be 90 minutes. The highest aggregate of any two performances shall form the basis of calculating the sessional marks. The scheme of the question paper for theory sessional examinations shall be as given below in Table 2.

TABLE 2-Sessional marks distribution (Theory)

I	Long Answers (Answer 3 out of 4)	3 x 5	15
II	Short Answers (Answer 5 out of 6)	5 x 3	15
III	Objective type Answers (Answer all 10 out of 10)	10 x 1	10
Total			40

Internal assessment:

The marks secured by the students out of the total 40 shall be reduced to 20 in each sessional, and then the internal assessment shall be calculated based on the best two averages for 20 marks.

Practical examinations:

Sessional Examinations There shall be two or more periodic sessional (internal assessment) practical examinations during each academic year. The duration of the sessional exam shall be three hours. The highest aggregate of any two performances shall form the basis of calculating the sessional marks. The scheme of the question paper for practical sessional examinations shall be as given below in Table 3

TABLE 3- Sessional marks distribution (Practical)

I	Synopsis	10
II	Experiments	50
III	Viva voce	10
IV	Practical Record Maintenance	10
	Total	80

Internal assessment:

The marks secured by the students out of the total of 80 shall be reduced to 10 in each sessional, and then the internal assessment shall be calculated based on the best two averages for 10 marks from the sessional and other 10 marks shall be awarded as per the details given below in Table 4.

TABLE 4- Internal assessment for Sessional practical

I	Actual performance in the sessional examination	10
II	Assignment marks (Average of three)	05*
III	Field Visit Report marks (Average for the reports)	05\$
	Total	20

*, \$ Only for the courses given with both assignments and field visit/s

Note:

1. For the courses having either assignments or field visit/s, the assessments of assignments or field visit/s shall be done directly for 10 marks and added to the sessional marks.
2. For the courses not having both assignment and field visit, the whole 20 marks shall be calculated from the sessional marks.

RG-21- Standard of Passing and Award of Class

A) Standard of Passing

A candidate shall not be declared to have passed Diploma in Pharmacy examination, unless she/she secures at least 40% marks in each of the subjects /courses separately in the theory examinations including sessional marks and also at least 40% marks in each of the practical examinations including sessional marks.

B) Award of Class

- **First Class with Distinction**

The candidate securing 75% of aggregate marks or above in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examination, shall be declared to have passed the related examination in First class with Distinction.

- **First Class**

The candidate securing 60% of aggregate marks or above but less than 75% marks in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examination, shall be declared to have passed the related examination in First class

- **Second Class**

The candidate securing 50% of aggregate marks or above but less than 60% marks in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examination, shall be declared to have passed the related examination in Second class.

- **Pass Class**

The candidate securing less than 50% of aggregate marks but above the minimum passing marks at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examination shall be declared to have passed the related examination in Pass class.

C) Disqualification for Award of Class

A candidate, who has failed in an examination of the University and has subsequently, claimed exemption/s in certain subjects/courses on the basis of having passed certain subjects/ courses at previous examination, and whose marks secured in such subjects/ courses have been carried forward, would not be entitled for award of class.

RG-22- Gracing

A) Gracing for Award of Class

If a candidate falls short by maximum ½% of the aggregate marks assigned to the examination, to be eligible for First class or Second class, such deficiency would be removed by adding maximum ½% of the aggregate marks assigned to the examination to the total marks obtained by the candidate in the examination. While adding maximum ½% of the aggregate marks fraction of a mark shall be rounded to the next full number and added in the total.

B) Gracing for Subject/Course Passing

A candidate would get the grace marks of maximum 1 or 2 as the case may be to remove the deficiency in securing minimum marks for passing a theory subject/course having total marks below 75 or maximum 1, 2 or 3 as the case may be, for a subject/course theory having total marks 75 or above, in theory and test examination of that subject/course.

C) Standard of Passing

A candidate shall not be declared to have passed Diploma in Pharmacy Examination unless he/she secures minimum passing marks of 40% in each of the subjects /courses separately, in the theory examinations including sessional, as well as practical examination including sessional work.

RG-23- Award of Diploma Certificate

The University shall award Diploma in Pharmacy to a candidate who has passed Diploma in Pharmacy (part-I) and (Part-II) examinations and has also duly produced the Certificate of satisfactory completion of practical training for Diploma in Pharmacy (part-III), from an department fulfilling the conditions stipulated in Appendix-D of Education Regulation 91 & Education Regulations 2020. Principal / Head of the department, where the candidate is enrolled, shall submit a copy of such Certificate to the COE, for issuance of the Certificate of the Diploma.

RG-24- Scope of Pharmacy Council of India Rules

The University shall adopt and apply the rules, prescribed by the Pharmacy Council India, for admission to the Pharmacy Course/ programme, admission to the examinations, passing the examination etc., from time to time.