



**Calcutta Institute of Pharmaceutical
Technology and Allied Health Sciences**

STUDENT'S RULE BOOK



**Calcutta Institute of Pharmaceutical
Technology and Allied Health Sciences**

Approved by AICTE & PCI New Delhi
Affiliated to MAKAUT & WBSCT&VE&SD

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Preface

Calcutta Institute of Pharmaceutical Technology & AHS,(CIPT) is affiliated to MAKAUT. WB. and Approved by Pharmacy Council of India (PCI) New Delhi, and All India Council for Technical Education (AICTE) New Delhi. Presently Calcutta Institute of Pharmaceutical Technology & AHS (CIPT) is offering the following courses:

1. Master of Pharmacy (M. Pharm) Pharmaceutics.
2. Master of Pharmacy (M. Pharm) Pharmacology.
3. Master of Pharmacy (M. Pharm) Pharma-Biotechnology .
4. Bachelor of Pharmacy (B. Pharm) .
5. Diploma in Pharmacy (D. Pharm) .

These rules and procedures are promulgated to facilitate smooth conduct of the above programmes , bring transparency in the system and uniformity in their implementation. This Students' Rule Book is published to answer all queries of students and their parents that they may have pertaining to programme administration, academics, and students affairs. The contents of this Rule Book are consistent with the guidelines issued by the University, AICTE, PCI and other regulatory authorities on different aspects for conducting the various educational programmes.

It is strongly recommended that all students and parents must read this Rule Book carefully. Students are required to sign an 'Undertaking' in the form of a declaration attached as Annexure-3 in this Rule Book.

Principal, CIPT

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Our Vision:

To achieve excellence in innovative pharmacy education, scholarly research, service to society and the profession by catering quality education among students.

Mission Statement:

To provide exemplary pharmacy education, training and research programmes for graduate and post-graduates students and research scholars; to advance discovery in the public interest; and to provide service to the professional and scientific communities, to the nation, and to the society.

The institute will accomplish this by:

- ◆ Educating B. Pharm and M. Pharm students to be leaders in their profession.
- ◆ Providing excellent platform for conducting research activities for post-graduate students and scholars.
- ◆ Conducting exceptional basic, translational, clinical, health policy, and health services research.
- ◆ Advancing scientific discovery and the health care of patients through innovations in the practice of pharmacy.
- ◆ Partnering with pharmacy and other health care communities to provide innovative experiential education and service.
- ◆ Advocating for improvement in public health.
- ◆ Building a collaborative, diverse environment that values and rewards innovation, productivity and critical thinking.
- ◆ Addressing the healthcare needs within the state and beyond.

Values:

TCIPT embraces the educational philosophy and values of modern education system and is committed to the following core values:

Academic Excellence: We strive to achieve excellence in teaching, scholarship, and service to the society and professional communities.

Professionalism, Integrity, and Character: We aim to create an environment that instills professionalism, integrity, empathy, a high standard of ethical behavior, and the highest professional commitment to the patient, the community, and the employer.

A Culture of Service: We strive to create a culture that values and promotes service to our patients, school, community, and profession.

Life-long Learning: We pursue a passion for life-long learning and a commitment to personal and professional growth as we serve our patients, community, and profession.

Administration

Academic Administration: The “Academic Council”

There shall be a Principal of the Institute, who will be the overall in-charge for the smooth conduct of the programme and achieving academic excellence.

There shall be an ‘Academic Council’ for the educational programme comprising of the Principal and President of Governing Body as ex-officio member of the council and other teachers will be the members of the Council.

All issues pertaining to academic administration shall be referred to the ‘Academic Council’. It shall also take sue-motto cognizance of issues and problems related with academic performance of students.

‘Academic Council’ shall report its findings and recommendations to the Head of the Institute at least once every month or whenever exigencies demand.

Administration of Students Affairs: The “Students Affairs & Disciplinary Committee”

The Institute shall have a ‘Students Affairs & Disciplinary Committee’ comprising of Principal and Dean of Administration as its ex-officio members, Convener of the ‘Academic Council’ as ex-officio member and office bearer .Few senior faculty members as members of the committee including at least one female faculty member.

The “Students Affairs & Disciplinary Committee” is empowered to monitor and control the conduct and discipline of all the students studying across all the programmes run in the Institute.

The members of “Students Affairs & Disciplinary Committee” may give suitable directions to any student in respect of any activity that is considered not befitting the good conduct and behavior and it shall be binding on the student to follow such directions. Any disregard or disobedience of a direction given by the “Students Affairs & Disciplinary Committee” shall be treated as an act of indiscipline and action shall be taken against the student (s) accordingly.

The “Students Affairs & Disciplinary Committee” shall report its findings and recommendations to the Principal, who shall be the Chairman of the board.

Academic Calendar and Time Table:

A senior faculty shall prepare the academic calendar and time table and place it to the “Academic Council” for approval. The approved academic calendar and time table shall be notified to the general notice board of the institute. He shall also notify schedule for tutorial and remedial classes.

The schedule for all other co-curricular and extra-curricular activities shall be notified by the Principal or respective Committee In-charge.

Programme Contents and Duration:

Each education programme comprises of a number of courses and other components as specified in the syllabi issued by the University for the Particular Batch. The course structure for different educational programmes will be provided to the students at the time of admission. Students must read it carefully while planning their studies.

Teaching in the Institute shall be conducted within the framework of the syllabi for the respective programme as laid down by the University.

The minimum period required for completion of B. Pharm programme shall be four academic years (Eight semesters), for completion of D. Pharm programme shall be two academic years and same for M. Pharm is two academic years (four semesters).

Working Hours:

Institute shall work from Monday to Saturday from 9:40 am to 5:30 pm excluding holidays notified by the Institute.

During vacation and semester breaks, the office will remain open as usual for administrative works excluding Sundays and notified holidays.

Extra classes or examinations may be conducted on Monday with prior notification.

Academic

Academic Calendar:

The Institute follows the academic calendar as laid down by the University. However, the Institute may modify the academic calendar for effective management of teaching-learning process and for balancing the co-curricular and extra-curricular activities. The academic calendar shall be notified to the students through the notice board.

Adherence to Time Table:

The time-table/schedule of classes and all other activities shall be approved by the Academic Council. The approved time table shall be notified by the principal in the general notice board and conveyed to concerned faculty members. Students are expected to be present five minutes before the commencement of the activity, wherever they are required to be present.

Attendance:

A student shall be required to have a minimum attendance of 80% in the aggregate of all the courses taken together in an academic semester.

A mid-semester attendance status for short-attendance students will be notified by the Principal to warn the students and make up the shortage of attendance.

Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next Academic year and he/she will be required to take re-admission and repeat all courses of the said academic year with the next batch of students. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period.

The Principal shall announce the names of all such students who are not eligible to appear in the semester-end examination, at least five calendar days before the start of the examination and simultaneously intimate the same to the Controller of Examinations.

In case any student appears by default, who in fact has been detained by the Institute, his/ her result shall be treated as null and void.

Summer Training, Industrial tour and Project Study etc.:

Wherever Summer Training, Industrial Tour and Project Study or General Proficiency papers have been prescribed in the syllabi of the programme (s) or adopted by the Institution for improved academic performance, the detailed guidelines, schedules, marking scheme and name of the guides shall be provided through the Academic Circulars issued by the Principal. Students are required to adhere to these guidelines strictly.

Examinations & Evaluation:

End-Semester Examinations:

In the semester-end examinations students shall be examined in the course papers prescribed for the specified semester as given in the respective syllabi.

Semester-end examinations shall be conducted by the University at the specified examination centers, notified by the University.

The examinations shall be conducted as per the prescribed schedule notified by the University.

For appearing in the semester-end examination students are to apply on a prescribed form through the Institute. University shall issue admit card. Students must possess the admit card for appearing in each paper.

Sessional Examinations, Mid-term examinations and Class tests for continuous evaluation:

Sessional, Mid-term examinations, shall be conducted at the Institute with prior notification as per prescribed guidelines by the respective university.

Class test may be conducted by the respective class-teacher will be notified in the class-wise notice board or may be conveyed to the respective class representatives.

Adherence to these examinations by the students is highly expected.

Scheme of Marks:

Specific scheme of marks for each paper and pattern of question paper is given in the detailed syllabi issued by the University.

Continuous Evaluation:

The continuous evaluation shall be conducted as per the schedule notified by the Institute. Students abstaining from any test/activity related with the continuous evaluation shall be awarded zero marks in that test/activity.

Conduct in Examination and continuous evaluation process:

The students must maintain honesty and integrity in classrooms, examinations, home assignments and all other aspects of academic work. Resorting to copying or helping to copy in any shape or form in examinations or quizzes or home assignments or other elements of evaluation and/or reproducing passages from written work of others, without necessary acknowledgement and/or passing or receiving papers in connection with any academic work to be evaluated and/or canvassing for grades is strictly prohibited.

Rules governing the conduct of students in examinations are given on the admit card issued by the University and the answer sheet. Students are required to adhere to these rules scrupulously.

Unless specified by the faculty, students must not collaborate in any way in their home assignments. The assignment should be the independent work of each student. Students are advised, in their own interest, not to communicate their written analyses or answers in home assignments to any other students. In all cases students are to ensure timely submission of academic work.

Faculties are free to adopt suitable measure to penalize students for breach of academic discipline. Any such violations and measures taken by the faculty shall be reported to the Head of the Institute.

Use of 'Unfair Means' in Examination:

The invigilators in the examination hall may expel a student, if found adopting any "Unfair Means" in the examination.

All cases regarding reported use of Unfair Means in the internal examinations shall be placed before the 'students affairs and disciplinary committee' for investigation and recommending penalties, if any, to the Principal.

In case of semester-end examinations, students found using unfair means are to appear in person before the respective committee of the University.

Students' Grievances regarding Examinations:

For Internal Examinations: If students have any representation/complaint regarding internal examinations, a written representation is to be submitted to the 'Coordinator of Examination' within seven days after completion of the examination or three day after notification of marks. The Coordinator of Examination shall examine the students' representation along with other members of "Examination Committee" and submit its recommendations to the Principal. The Principal shall take appropriate decision on the recommendations of the 'Examination Committee'

For University Examination: In case of end-semester examination (s) the written representation/complaints is to be forwarded to the Controller of Examinations through the Principal (along with his/her specific recommendations) within seven days after completion of the examination or three days after notification of result. Such representations shall be considered by the 'Appropriate Committee' of the University for Appropriate Decision.

Award of Degree at the completion of Course: A student shall be eligible for the award of degree subject to:

He/she has undergone the course of studies, completed the project report/training report specified in the curriculum of his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the Degree.

There are no dues outstanding in his/her name to the Institute/University; and
No disciplinary action is pending against him/her.

Students Code and Conducts

General Conduct:

The Institute attaches great importance to integrity, honesty and discipline in all spheres of activity by the students. A sense of responsibility and a high degree of maturity is expected from all the students inside and outside the campus befitting the conduct of professionals. All students are to maintain good conduct and behavior during their stay in the Institute. In this respect, acts of indiscipline and penalties have been laid down in the succeeding paragraphs. All students must read and understand the same.

Rules for Misconducts and Indiscipline:

Following activities of the students shall be deemed as act of indiscipline:

- A. Physical assault or threat to use physical force, against any member of the teaching or non-teaching staff or other students of the Institute.
- B. Remaining absent or influencing others to remain absent in the class, test, examination or any other curricular/co-curricular /extra-curricular activity, which he/she is expected to participate in.
- C. Carrying of, use of or threat to use, any weapon.
- D. Misbehavior or cruelty towards any other student, teacher or any other employee of the University/Institution.
- E. Use of drugs or other intoxicants such as cigarettes and any other form of tobacco, Gutkha, Tamol, alcohol etc.
- F. Indulging and participating in Ragging as defined in the Anti-ragging Booklet issued by Institute.
- G. Any violation of the provisions of the Civil Rights Protection Act, 1976 (Copy is available in the library).
- H. Indulging in or encouraging violence or any conduct, which involves moral turpitude.
- I. Any form of gambling inside and outside campus.
- J. Violation of the status, dignity and honour of a student belonging to a Physically Disabled or Tribal communities.
- K. Discrimination against any student/member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.
- L. Practicing casteism and untouchability in any form or inciting any other person to do so.
- M. Any act, whether verbal or otherwise, derogatory to women.
- N. Drinking or smoking in the campus.

- O. Any attempt at bribing or corruption of any manner.
- P. Willful destruction of the property of the institute.
- Q. Behaving in a rowdy, intemperate or disorderly manner in the premises of the institute or encouraging or inciting any other person to do so.
- R. Creating discord, ill will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so.
- S. Causing disruption in any manner of the academic or other functioning of the Institutional system.
- T. Indulging in or encouraging any form of disruptive activities connected with tests, examinations or any other activity of the institute.
- U. Truancy and unpunctuality.
- V. Using unfair means in the examination.
- W. Using mobile phones inside classrooms and laboratories.
- X. Capturing photographs inside classrooms and laboratories.
- Y. Spitting on walls.
- Z. Any other form of indiscipline that shall be taken up by the "Students affairs and disciplinary Committee" either sue-motto or under specific complaint.

Penalties for Breach of Discipline:

Following penalties are prescribed for committing any act of indiscipline defined above:

- A. The defaulter may be expelled from the Institute, in such cases he/she shall not be re- admitted to the Institute.
- B. For a stated period, the defaulter may be rusticated and shall not be allowed to attend the programme, till the expiry of the period of rustication.
- C. For a stated period, the defaulter may not be admitted to a course or courses of study of the University.
- D. The defaulter or the whole class may be imposed with fine of a specified amount of money.
- E. The defaulter may be debarred from appearing in examination (s) for one or more years.
- F. In cases of using unfair means, the result of the concerned student of the examination (s) at which he has appeared shall be cancelled.
- G. Any other penalties that might be decided by the 'Students affairs and Disciplinary Committee' as and when the situation demands.

Rules Regarding Ragging:

Ragging in any form is strictly prohibited within the premises of the Institute or in any part of the Institute (such as hostel, canteen etc.) as well as on public transport, or at any other place, public or private.

Ragging is a Criminal Offence

Do Not Ruin your Future Indulging in Ragging

Any individual or collective act or practice of ragging shall constitute as an act of gross indiscipline and shall be dealt with under the provisions as laid down in AICTE regulations issued for curbing the menace of ragging in higher educational institutions, or any other law prescribed for the purpose of ragging, which includes police action. Each student and his/her parents are required to read and understand the provisions of these regulations which are available on www.urschard.in.

Details regarding Anti-ragging rule, Anti-ragging Committee and Anti-ragging Squad is given in the '**Anti-ragging Booklet**' which is issued to all the students at the time of admission.

Procedure for Disciplinary Action:

Any complaint received against any student will be dealt with in the following manner:

- A. The 'Students Affairs and Disciplinary Committee' shall conduct the inquiry.
- B. During the conduct of inquiry the Committee may suspend the student (s) for the time being, if the situation so demands.
- C. The involved student (s) would be given chance to explain his/her conduct in writing.
- D. The Committee may call others for facilitating the enquiry.
- E. The Committee shall submit its findings and recommendations to the Principal for approval.
- F. In all matters of discipline, the decision of the Principal will be final.

Library Rules:

For using the library facilities students are to adhere to the following rules:

- A. Identity Cards, when demanded, should be shown.
- B. Books will be issued on Library Cards for the period of Fifteen (15) Days.
- C. Books should be returned within due date.
- D. Overdue fine is Rupees Two (Rs. 2/-) per day for first seven days, after that it is Rupees Five (Rs.5/-) per day.
- E. Reference books/Journals will not be issued.
- F. Books can be reserved for issue or for extended use if no other user has demanded for the same book.

- G. All the books borrowed must be returned at the end of the End-Semester Examination.
- H. Borrowers are responsible for the safety & upkeep of books.
- I. On loss or damaging/disfiguring a book, the cost of replacement will be charged.
- J. Students are to ensure, at the time of issue, that the book is in good condition. At the time of return, no plea about its condition at the time of issue shall be accepted, if returned in damaged/disfigured condition.
- K. No book/reading material is to be taken outside the library for any purpose without the same being properly issued in his/her name.
- L. Bags/eatables/personal books/reading material and use of cell phone are not permitted within the Library.
- M. Students are to maintain complete silence while in the Library.
- N. At the time Completion or course/discontinuation of the course from the Institute, a clearance is to be obtained for release of Security Deposit. Students are to return the Library card on completion of the programme. Cost of any loss or damage would be deducted from the Security Deposit.
- O. Any violation of the above rules shall be treated as an act of indiscipline and be dealt with accordingly.

Rules regarding use of Computer Centre:

The Institute is facilitated with two computer centers, one each for Undergraduate and postgraduate students.

- A. Entry and exit of students into the respective computer labs shall be controlled in accordance with the Time-Table issued by the Head of the Institute for each class. Students are to use their respective labs in the stipulated timings only.
- B. If a student wishes to use the computing resources in a Lab beyond stipulated timings, he/she is to take specific permission from the concerned Lab In-charge.
- C. Specific Dos and Don'ts for the use of computer labs are given below. All students are to strictly adhere to these.
- D. Internet facility at computer centers is for academic purpose. Non-academic use, viewing unauthorized websites and signing in to the social networking website is strictly prohibited.

DO's

1. Switch-on and Switch-off the computer in systematic sequence.
2. Keep your work-files at the assigned location only.
3. In case of power failure, save your data within 15 minutes and switch-off computer and monitor systematically to avoid battery drainage of the UPS.
4. Any CD or Pen Drive is to be used with prior permission of Lab In-charge and after a proper scan for virus.
5. Before leaving the Lab, ensure that chairs are kept in proper manner.
6. Show your Identity Card if asked for by the Lab In-charge.

DON'Ts

1. Don't upload any outside software/hardware.
2. Don't delete or rename any system/program file.
3. Don't shift any hardware within or outside the Lab.
4. Don't make an attempt to repair any hardware or software problem yourself. Bring it to the notice of Lab In-charge.
5. Don't bring any eatables or drinks inside the Lab.
6. Wandering and gossiping inside the Lab is strictly prohibited

Students Affairs

Student Support Services:

To support the information needs of students and parents Institute has created an informative website with URL as www.urschard.in. From this website, students may obtain necessary information for their academic benefit. The syllabus of various programmes, Lesson Plans, previous years question papers, question bank for various subjects, study material, guidelines for conducting summer training, project reports, dissertation etc. are available on the Knowledge portal in Digital Library facility of CIPT. Besides the above, this Rule Book and various procedures and notices are also made available to students on the knowledge Portal.

At the time of admission, each student assigned with a 'Mentor'. The mentor is the academic guardian for the student. Students are free to discuss their difficulties, problems and grievances with their respective 'Mentor' for advices and suggestions.

There is a 'First aid and Health Center' inside the campus. Students can receive the free healthcare services from this center at working days.

Students' Representation:

To develop leadership qualities among the students, to make them responsible citizens and to provide a mechanism for presenting their perspective in a peaceful and responsible manner, a system of "Class Representative" is in place. Each class shall elect two "Class Representatives" one boy and one girl. The tenure of "Class Representative" shall be one academic year. In case no student comes forward to be the Class Representative, the Principal on the advice of Class Mentor shall nominate the Class Representative(s).

Role of Class Representatives:

- A. The Class Representatives are to act as interface between the class and the Principal.
- B. All issues related to academics and discipline of students is to be reported to the Principal through the channel of Class Mentor.
- C. All issues related to facilities are to be reported to the Administrative Officer directly.
- D. Class Representatives are to look after safety of the teaching aids, furniture and fixtures available in the class. Any unserviceability or damage/breakage in the class is to be reported to the Registrar/Class Mentor immediately.
- E. They are to ensure that communication between the class and the authorities of the Institute (Class Mentor, Teachers or Principal) are always maintained for timely resolution of any issue.

Participation in Co-curricular & Extra-curricular Activities:

The Institute, during the conduct of semesters, carries out many co-curricular and extracurricular activities. It is mandatory for all the students to participate in these activities and be present. Failure to do so shall be treated as an act of indiscipline & be dealt with accordingly. Such non-participation shall also be taken into consideration for Continuous Evaluation purposes.

Parents-Institute Interaction: Be a Part of your Child's Education:

In order to keep the parents updated with the progress of their wards, Letters are sent on their address informing academic performances and general conduct of the student at regular intervals. Parents are requested to use this opportunity to share their views and suggestions with the Institute. In specific cases, the Institute may call the parents to appraise them about the problems related to their wards. Parents are requested to appreciate that education and all round personality development of their wards, at this highly impressionable age, is of utmost importance and needs continuous monitoring and exchange of views with the faculty entrusted with these responsibilities. Parents are requested to kindly cooperate in this joint endeavor.

Besides, parents are welcome to meet the Principal or Individual faculty members on any working day, after obtaining prior appointment over phone.

CIPT Alumni Association:

The Institute has an active alumni association. The aim of this Association is to promote the ex-students networking, guiding the present students and provide feedback and support to the institute for desired improvement in the curriculum. "CIPT Alumni Association" holds its annual meeting once every year as notified on the Institute's website. The membership of the Association is compulsory for all students on payment of Life Membership Fee of Rs 1000/-.

Identity Card

Each student shall be issued with an identity card by the Institute. Students are to always wear the identity card around their neck, while they are in the campus and the classroom. This I-card shall also act as a Library Card for the issue of books. They should surrender this card at the time of leaving the Institute.

Dress Code

CIPT is conducting professional courses, wherein the students are expected to acquire academic excellence and attitudinal training to follow norms of the organizations where they are finally placed. This in turn requires a professional bent of mind along with decent dressing sense. Keeping this in view, the students at this Institute are to strictly adhere to follow the dress code:

Notification of Information

All information in respect of conduct of a programme shall be conveyed through Notice Boards. All important notices shall also be placed on the "Notices" link of the Institute's website www.urschard.in. Information conveyed through the Notice Boards/Website of Institute shall deem to have been conveyed to all students. Students in their own interest must follow the Notice Board/website of Institute on daily basis.

Mechanism for Students' Grievance Redressal:

Students having any grievance in respect of admissions, fee, academics etc. are to submit their grievances in writing to the "Students Affairs and Disciplinary Committee". Students can use the channel of Mentor, Class Coordinator and Principal in that order to discuss their problems/grievances. Students can also submit their suggestions/grievances in the Suggestion Box of the institute.

Final Clearance:

On completion of programme or if a student withdraws from the programme prematurely on his/her own accord, shall obtain "No-dues Certificate" from all the concerned departments. The students should also return their identity cards to Academics Office before final clearance.

Reservation of Rights

Notwithstanding anything stated in these rules, for any unforeseen issues arising, and not covered by these rules, or in the event of differences of interpretation, the Principal may take a decision, after obtaining the opinion/advice of the "Academic Council" and "Students Affairs and Disciplinary Committee". The decision of the Principal, in that respect, shall be final.

The Institute reserves the right to add, delete, modify or change any of the requirements for admission, course structure, fee charged, scholarships, awards and rules & procedures affecting students, which are deemed necessary in the interest of the students, the Institute and the profession.

Besides these rules, any rule that is promulgated or changed by the regulatory bodies such as University, PCI, AICTE, Govt. of West Bengal & Govt. of India shall be applicable to the students of the Institute.