



**Pharm. D. Rules & Regulations**

**FPS/POL/02**

**Version 3.0**

## **FACULTY OF PHARMACEUTICAL SCIENCES**

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## 1. OBJECTIVE

The objectives of the Pharm.D. program as outlined by PCP are:

1. To keep pace with the advancements in modern sciences.
2. To prepare the students to fulfill the industrial needs, they should be well-versed in the basic medical and pharmaceutical sciences to prepare a dosage regimen for an individual patient.
3. Community pharmacy practice should be comprehensive.
4. Internship in various disciplines of Pharmacy should be implemented.
5. Update the syllabi of the Pharmacy, keeping in view the current proposals, requirements, and the needs of the profession.
6. To make our graduates more skillful, competitive, and knowledgeable both practically and theoretically.
7. To cater to the local and international pharmacy needs.
8. Uniformity in the curriculum of Pharmacy at the national level.
9. Credit hours should be harmonized, i.e., practical and theoretical credit hours.
10. To make a health care practitioner who is an expert in the use of medicine in all practical fields and is capable of managing disease states, especially to improve public health at large.
11. Upon graduation, the graduates should have the capacity, knowledge, and capability to undertake a career in:
  - a. Enhance patient safety to ensure safe medication usage in the community and health care systems
  - b. To work in the pharmaceutical industry and its quality system.
  - c. To engage in academics and research, i.e., Practice and Academics.
  - d. To prepare students as good human beings in serving the community, i.e., ethics, communication skills, writing skills, behavior, etc.
  - e. After graduation, he should become a member of the healthcare team.
  - f. To help the stakeholders of the pharmacy with the implications of WTO and TRIPS.
12. The syllabi should be more practical rather than theoretical.
13. To include new things regarding OTC Pharmacy (Patient Pharmacist interaction).
14. To prepare pharmacy graduates for better pharmacy practice in the areas, including clinical pharmacy, community pharmacy, hospital pharmacy, and industrial pharmacy.



15. To add further to the curriculum, clinical-oriented areas as per the demand of the Pharm.D. degree.
16. To update the current syllabi according to the needs of the national and international demand.
17. To develop graduates capable of catering to the needs of national and international health organizations or authorities to help adapt the paradigm shift in the health care system.
18. To bring uniformity in the contents of the syllabi in line with international trends/international universities imparting Pharm.D. education.
19. To produce graduates to meet the challenges of the 21st century of health care problems.

## **2. SCOPE**

This policy applies to the whole faculty and all students of Pharm. D. All other policies of BIPS and BMU are also applicable and shall be consulted whenever required.

## **3. DATE OF IMPLEMENTATION**

This policy shall be implemented immediately with the approval of the competent authority.

## **4. POLICY STATEMENT**

### **4.1. DURATION**

- 4.1.1. The courses of study for the professional Pharm. D. degree under the Faculty of Pharmaceutical Sciences shall extend over 10 semesters in 5 years with 2 semesters each year.
- 4.1.2. The courses offered shall be as per the syllabi recommended by the Pharmacy Council of Pakistan (PCP) and the Higher Education Commission (HEC).
- 4.1.3. The maximum duration for completion of the Pharm. D. degree enrollment will remain valid for two more years after the expiry of the required period for the completion of the Pharm. D. degree (i.e., 5 + 2 years).

### **4.2. ADMISSION POLICY**

- 4.2.1. Admissions in Pharm. D. will be controlled by the 'Admission Cell' of BMU.
- 4.2.2. The maximum number of annual admissions to the Pharm. D. degree program shall be as per the seats allotted by the PCP (i.e., 100).

- 4.2.3. The admissions shall be offered once in every academic year.
- 4.2.4. The admissions shall be strictly on merit according to the regulations set under this policy or as per the directives of PCP and HEC.
- 4.2.5. The minimum eligibility criteria for admission in the first professional Pharm. D. program shall be as follows:
- i. The candidate shall have passed the Intermediate Science Examination (Pre-Medical Group) from the Board of Intermediate and Secondary Education in Pakistan or an equivalent intermediate examination (e.g., A-Levels) from any other equivalent Board. The equivalence shall be determined by the Inter Board Committee of Chairmen (IBCC).
  - ii. Only those candidates who have secured at least 60% or equivalent marks (or the percentage recommended by the PCP) in the intermediate or equivalent examination shall be eligible to apply for admission.
  - iii. Candidates who have passed a higher examination of a Pakistani University with Biological Sciences (e.g., B.Sc.) in the first division are also eligible to apply for admission in Pharm. D. provided they have passed the intermediate examination from the pre-medical group and secured at least 60% marks. The admissions granted on this qualification shall not exceed 5% of the total allocated seats. When there are no such cases, all 100% of seats shall be allocated to candidates, as described in Section 4.2.5. (i and ii).
  - iv. Pakistani nationals who are residing abroad are also eligible for admission to Pharm. D., provided they have the equivalent requisite academic qualification.
  - v. Foreign nationals who fulfill all the requisites for admission to the Pharm. D. program shall have to submit a certificate of proficiency in English in the form of TOEFL with at least a 60% score, except for English-speaking foreign national candidates.
- 4.2.6. The candidate shall possess adequate mental and physical health for admission to the Pharm. D. program. A person with any disability shall contact the focal person of BMU, who is specially assigned to disabled students.
- 4.2.7. The candidate applying for admission shall be required to go through (but not limited to) the following steps before final selection:
- i. Submission of duly filled application form along with an 'Undertaking.' An incomplete application shall not be accepted.



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- ii. The candidate may be asked to appear in a written entry test.
  - iii. Interview of the candidate along with parents/guardians.
  - iv. Prerequisite medical tests of the successful candidates as per the policy of BMU.
  - v. Any other item as per the discretion of the BMU and/or PCP.
- 4.2.8. There is no age limit for admission to the Pharm. D. program unless otherwise set by BMU or prescribed by the PCP and/or HEC. However, preference shall be given to the fresh passouts.
- 4.2.9. The number of students admitted to the first professional Pharm. D. program shall be counted from the 'first day of the semester' and NOT from the date of admission.
- 4.2.10. No student shall be permitted to take simultaneous admissions/examinations of different professional or non-professional degrees of the same/different session in the same academic year in the same/different university as a regular full-time student.

### **4.3. ROLL/SEAT NUMBER**

- 4.3.1. The student shall be assigned a nine-digit 'Roll Number' for the degree program (year of admission + program code + admission number, i.e., 2021 03 099).
- 4.3.2. This roll number shall be their permanent number till the final year of the Pharm. D. program.

### **4.4. ENROLLMENT NUMBER**

- 4.4.1. Within three (03) months of admission/start of the semester of the first professional year, the student shall apply for enrollment on a prescribed form to the Examination Department of BMU on payment of a prescribed fee.
- 4.4.2. The Controller of Examination will issue the enrollment card containing the enrollment number that shall be his/her permanent number till the expiry of the enrollment card.
- 4.4.3. The students who are unable to complete their degree requirements within the validity of their enrollment will have to revalidate/extend their enrollment by payment of the prescribed fee with the permission of the Director BIPS and Dean FPS.
- 4.4.4. The re-enrollment shall be valid for 2 years.



- 4.4.5. On the expiry of the first re-enrollment, a further extension of 2 years can be made by the second re-enrollment on payment of the prescribed fee with the permission of the Director BIPS and Dean FPS. This shall be the last re-enrollment chance of the candidate as there will be no third re-enrollment, unless or otherwise decided by the Vice Chancellor, BMU.
- 4.4.6. Further details related to enrollment card issuance, fees, and penalties can be obtained from the Examination Department of BMU.

#### **4.5. REGISTRATION WITH THE PHARMACY COUNCIL OF PAKISTAN (PCP)**

- 4.5.1. Once the student is admitted in the first professional year of Pharm. D. and is enrolled with BMU, the next step will be registration with PCP.
- 4.5.2. Registration with PCP in the first semester of the first year is mandatory as per their policy. The students can get themselves registered with PCP by paying the prescribed fee, which will be sent to the PCP account by BMU. After completing their degree course, the registration of graduating students as "**Pharmacists**" will be based on this enrollment.

#### **4.6. ATTENDANCE POLICY**

- 4.6.1. An attendance of 75% is recommended in each course for a student to be eligible to appear in the terminal examination in the relevant course.
- 4.6.2. It is always the responsibility of the student and parents/guardians to apply for a leave of absence in writing to the Dean FPS, with supporting documents.
- 4.6.3. The Dean FPS may condone a shortage of attendance up to 5–10% on convincing grounds supported by documentary evidence. The Vice Chancellor may condone a further shortage only in case of unusual hardship.
- 4.6.4. Students called for participation in national or inter-university games or going for Hajj or involved in any other curricular or extracurricular activity organized by BMU shall be given an exemption in attendance for the required period.
- 4.6.5. Any student suffering from any traumatic or pathological condition can be considered for leaves/exemption in attendance based on concrete evidence (e.g., a medical certificate from a registered medical practitioner, lab/diagnostic reports, etc.). Full semester absence shall NOT be accepted in any case. A minimum of 75% and 50% attendance is mandatory for consideration to appear in the terminal and retake examination in the relevant course, respectively. In case of any ambiguity/dissatisfaction, the Director BIPS or Dean FPS can ask for retesting or investigation by any

medical practitioner of BMU or can ask for further evidence/proof in this regard. However, the final decision for such exemptions solely lies with the discretion of the competent authority.

- 4.6.6. A student's absence/detention on account of shortage of attendance shall be considered as 'FAILED' in that particular course(s).
- 4.6.7. If a student misses out/skips the midterm or terminal examinations due to ANY reason, the student shall only be allowed to appear in the terminal or retake exams, respectively, if the attendance requirement in each course is fulfilled as per the requirements.
- 4.6.8. A reverted student has to follow the same rules of attendance as those of regular students for every course that needs to be cleared. Any previous year's attendance of such students shall not be counted once reverted.
- 4.6.9. A total of 5 marks out of 100 are allocated for attendance per course according to the following schedule:

90–100%	5 marks
80–89%*	4 marks
75–79%*	3 marks
Below 75%*	Zero

\* Any decimal digits shall be rounded as per general mathematics rule.

#### **4.7. CANCELLATION OF ADMISSION**

- 4.7.1. A student of first professional Pharm. D. who shows indifference to his/her studies by continuous absence for 30 days from the date of admission/start of the semester shall cease to be a student of BMU without any notification.
- 4.7.2. If a student is unable to attend classes continuously for 30 days or more without informing the Director BIPS or Dean FPS, the admission of such a student is liable to be canceled without any notification. However, it is at the discretion of the competent authority that a warning letter may be issued to such a student before the cancellation of the admission. In case of no response or non-receiving of the letter for 15 days from the date of issue, the admission may be considered canceled.
- 4.7.3. It is always the responsibility of the student or the parents/guardians to provide a complete address and contact information at the time of admission and regularly update in case of any change.
- 4.7.4. A student who wishes to cancel their admission due to any personal reason may do so by applying to the Vice Chancellor, BMU, through the Director BIPS or Dean, FPS. Any dues in such regard from either side have to be

cleared before the cancellation of the admission. In the case of the first year, the HEC fee refund policy should be followed.

- 4.7.5. A student whose admission has been cancelled and who wishes to continue the studies can be allowed to do so by taking fresh admission after paying full admission, tuition, and other fees.

## 4.8. FEE POLICY

### 4.8.1. Refund Policy

- i. The refund policy for a fee is as described by HEC National Fee Refund Policy (Revised 2024) and approved by BMU:

<b>Timeline</b>	<b>Percentage of Fee</b>
Upto 10 <sup>th</sup> day of commencement of classes	100% fee refund
Upto 15 <sup>th</sup> day of commencement of classes	80% fee refund
Upto 20 <sup>th</sup> day of commencement of classes	60% fee refund
Upto 30 <sup>th</sup> day of commencement of classes	50% fee refund
31 <sup>st</sup> day onwards of commencement of classes	No refund
<sup>a</sup> Percentage of the fee shall apply to all components of the fee except for security and admission charges.	
<sup>b</sup> The timelines for refund of tuition fee are inclusive of the weekends.	

### 4.8.2. Fee for Reverted/Detained Students

- i. A student who has been reverted/detained has to pay the fees as per the following schedule (or as approved by BMU):
- The prescribed fee from the total annual tuition fee or as decided by the university shall be charged for each failed subject.
  - If a student is failed in all subjects, 75% of the total annual tuition fee shall be charged.
- ii. Once a reverted student becomes a regular student of any subsequent batch after clearing all failed course(s) has to pay the prescribed full fee as applied to that particular batch.
- iii. Any other amendment/addition as approved by the competent authority of BMU.

## 4.9. TRANSFER POLICY

- 4.9.1. A student, after completing the necessary formalities, including submission of NOC from the parent university, may request a transfer from any other institute to BIPS.



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- 4.9.2. The transfer of a student from any other university to any professional year in BIPS is subject to the availability of a seat in that particular year.
- 4.9.3. No student who has been debarred from higher education by any other university shall be admitted to BMU.
- 4.9.4. The transfer case of a student to Pharm. D. from any other university shall only be entertained from the second semester of the first professional year based on the similarity of courses. However, transfer to later professional years will only be accepted at the discretion of the competent authority.
- 4.9.5. Credit hours shall only be transferred to BIPS if PCP and HEC duly recognize the institute/college/university from where the student seeks a transfer.
- 4.9.6. Credits are transferred on a course-to-course basis, i.e., a person taking course 1 at University X is allowed to transfer their credits to University Y provided that course 1 is equivalent to course 2 taught at the Y University.
- 4.9.7. A student must have a CGPR of at least 2.50. Lower CGPR cases shall not be considered for transfer unless otherwise decided by the competent authority.
- 4.9.8. In any case, FAILED students will not be considered for transfer.
- 4.9.9. NO improvement in any transferred course shall be allowed.
- 4.9.10. The transcript to the transferred student shall only be issued for the courses that will be undertaken and completed at BIPS.
- 4.9.11. The transfer student has to pay the full fee, including admission, tuition, and other charges as prescribed by the competent authority.

#### **4.10. MIGRATION POLICY**

- 4.10.1. A student desirous of leaving the university before completion of the degree course shall apply to the Controller of Examinations, BMU, for issuance of a migration certificate.
- 4.10.2. The application shall contain the full particulars of the candidate, including the roll number, enrollment number, and reason for leaving the university. The application shall be forwarded through Director BIPS or Dean FPS and must include the receipt for the prescribed migration fee and a clearance certificate for any outstanding dues.
- 4.10.3. A migration certificate shall not be issued to a student who has been debarred from appearing at an examination or expelled from the university

for misconduct or due to any disciplinary action until the period of punishment lapses.

- 4.10.4. If a student, after taking a migration certificate, does not take admission to any other institution/university and wishes to rejoin BMU, the candidate shall have to surrender the original migration certificate, apply for readmission and pay a full admission fee. In case of loss of any substantial time, the Director BIPS and Dean FPS shall decide for the rejoining of the student either from the batch left or from any subsequent batch of Pharm. D.

#### **4.11. FREEZING OF SEMESTER**

- 4.11.1. Freezing of semester(s) will only be allowed as a prerequisite after the successful completion of the first semester. Anyhow, the competent authority can consider the individual case under exceptional circumstances.
- 4.11.2. Freezing of any semester(s) shall only be considered on justified hardships and after approval of the competent authority. Hardships may include iddat, maternity/delivery issues, and any other subject to acceptance by the competent authority on justified grounds.
- 4.11.3. The freezing period should not be more than 1 year. However, under exceptional hardship, a case can be considered by the competent authority.
- 4.11.4. The maximum duration of the degree program shall remain the same, and the frozen time will be counted in the enrollment period.
- 4.11.5. If a student freezes a semester(s), they will resume their studies from the same stage where they left (froze).
- 4.11.6. No freezing during the semester shall be allowed. In case a student has left the semester at the end due to any reason/circumstances, they will resume it from the start whenever rejoined. Whereas, if any student has frozen the semester during the examination, they will NOT have to repeat those courses that they have already cleared.

#### **4.12. EXAMINATION POLICY**

##### **4.12.1. General Terminologies**

- i. **Academic Calendar:** The schedule for academic and co-curricular activities during an academic year is called Academic Calendar. There shall be 2 semesters of 16 weeks duration each in an academic year. There will be an inter-semester break of one week or less in each semester and vacations of around seven weeks, i.e., 6+1 weeks. The tentative dates of the start and end of each semester shall be notified in the academic calendar in advance,

along with midterm, terminal, and retake exams and tentative dates for gazette holidays in Pakistan.

- ii. **Credit Hours:** A theory course lecture of 1 hour per week constitutes 1 credit hour. Similarly, 3 theory lectures of 1 hour each per week, or 1 theory lecture of 3 hours per week, or 2 theory lectures of 1.5 hours each per week mean 3 credit hours. In the case of lab or practical, work of 2 or 3 hours per week constitutes 1 credit hour.
- iii. **Courses:** Each course in the degree program shall bear a specific code with a number, a short title, and credit hours. The first digit of the code indicates the Pharm. D. year (i.e., 3 for the first year, 4, 5, 6, and 7 for the second, third, fourth, and fifth years, respectively). The second and third digits of the code indicate the course number for each semester (i.e., odd numbers for the first semester of each year and even numbers for the second semester of each year):

Code	Number	Course Title	Credit Hours
PHARM	303	Physical Pharmacy (Theory)	03
PHARM	306	Physical Pharmacy (Lab)	01
PHARM	710	Forensic Pharmacy (Theory)	03

#### 4.12.2. Students Categorization

- i. **Regular Student:** A student who is enrolled in a class through admission for the first time.
- ii. **Repeater:** A student who is declared failed/absent in any course(s) and is appearing in any subsequent examination.
- iii. **Casual Student:** A student who has failed and has utilized all his attempts in any particular course(s) and is attending classes of that course(s) to complete attendance requirements for appearing in the next available chance.
- iv. **Ex-Student:** A student who fails to clear the degree program in a specified period. Such a student has to reenroll to extend their period to clear the remaining course(s) for the degree program.
- v. **Outgoing Student:** A student who has completed all course requirements but has yet to clear/improve some previous courses for the award of the degree. Such students shall appear in the terminal examinations provided they have not availed their total chances.

#### **4.12.3. Examination Registration and Admit Cards**

- i. The students have to get themselves registered for the examination after paying the prescribed fee within the stipulated time.
- ii. No student shall be allowed to appear in the examination without a valid admit card. In case a student forgets to bring the admit card on the day of the exam, a fine shall be applied to the student as decided by the management. After payment of the prescribed fine, the student shall be issued a temporary admit card for that particular day/course.
- iii. In case of damage or loss, the student shall apply for a new admit card after payment of the prescribed fee.
- iv. No student shall be allowed to submit the examination fee once the due date for late fee submission has passed.

#### **4.12.4. Midterm and Terminal Examinations**

- i. There shall be 2 semesters each year.
- ii. In each semester, there shall be 1 midterm and 1 terminal examination. Accordingly, there shall be 2 midterm and 2 terminal examinations in each year of Pharm. D.
- iii. The midterm examination shall be of 25 marks, while the terminal theory examination shall be of 70 marks; the remaining 5 marks shall be allocated to the attendance. The declaration of the final result should be a score of all three distributions apart from any exception.
- iv. For all examinations of Pharm. D. courses (including theory and lab), the percentage of passing marks in each course shall be 50%.
- v. The course in-charge shall be responsible for conducting the midterm examination.
- vi. The midterm examination shall be held after 5 weeks of the semester or as decided by the Director of BIPS and Dean of FPS.
- vii. Under special circumstances, a course in-charge can skip the midterm examination and may conduct only a final terminal examination of that particular course after approval from the Director and Dean.
- viii. The question paper pattern for midterm and lab examinations lies at the discretion of the course in-charge(s).
- ix. The time duration shall not be more than 60 minutes for each midterm and lab examination.

- x. The course in-charge, whenever deemed necessary, can adjust the total or partial midterm marks with an assignment(s), project(s), and class presentation(s). In such cases, there shall be either no midterm of that particular course, or the numbers shall be adjusted accordingly.
- xi. If any student has missed the midterm examination of any course due to any unforeseen reason, as mentioned under Section 4.6. (Attendance Policy), the student, if permitted by the Director or Dean, shall be allowed to appear in the terminal examination of that course, which will be of 95% marks.
- xii. Terminal examination of each semester shall be held preferably after 16 weeks of teaching.
- xiii. The theory examination shall not be more than 120 minutes and shall be composed of both objective (e.g., MCQs) and subjective (SEQs), preferably in 40% and 60% proportions.
- xiv. No excuse for NOT appearing in any examination shall be accepted on any ground.
- xv. A student ABSENT in any subject in the terminal examination shall be considered as FAILED in that course.
- xvi. The students have to pay the prescribed fee for each examination and should have NO outstanding university dues before appearing in the exams.
- xvii. NO student shall be allowed to enter the examination hall after 30 minutes from the start of the paper, and NO additional grace time shall be given to any late student.
- xviii. Once the student submits the answer script to the invigilator/hall in-charge and leaves the examination hall, the answer script shall not be returned in any case.

#### **4.12.5. Promotion Policy**

- i. No student shall be allowed to sit in the following professional year without passing ALL subjects in the previous professional examinations.

#### **4.12.6. Retake Examination**

- i. The retake examination is only for REGULAR students who have failed in any number of courses.
- ii. All those REGULAR students who fail in any subject(s) in the terminal exam will be given a chance to clear that course(s) in the retake examination.

- iii. No student shall be allowed to improve any course in the retake examination. They can improve 'D' grades in theory courses only as 'Repeater' in the Terminal examinations. 'C' grades in theory courses can only be improved by outgoing students ONLY if the CGPR is less than 2.5. Passed lab courses are not allowed to be improved.
- iv. A student who misses the terminal examination due to any unforeseen reason, as mentioned in the Attendance Policy, he/she can be considered to appear in the retake examination of that semester after approval from the Director BIPS or Dean FPS and fulfilling the requirements as mentioned in the Attendance Policy.
- v. A retake examination shall be held in about 10 days after the declaration of the results of the terminal examination.
- vi. If a student falls short of clearing failed course(s) in the retake examination, he/she shall NOT be promoted to the following professional year.
- vii. A student who is absent in the retake examination shall be considered as FAILED in that course(s).
- viii. A student who appears for examination in any subject and passes in theory but fails in practical or vice versa shall reappear only in the practical course, or as the case may be.
- ix. A student who appears for examination in any subject and fails both in theory and in practical shall have to reappear in both theory and practical.
- x. A student who appears in an examination and passes in one or more subjects shall not have to reappear for examination in such subjects provided that he/she passes the subjects in which he/she fails in a stipulated period.

#### **4.12.7. Attempts Available for Improvement**

- i. There are a total of 5 chances available for each course (i.e., 1 regular + 4 attempts for improvement).
- ii. The highest marks obtained in any attempt of any course shall be considered for the final CGPR calculation.
- iii. Any student who fails to pass the first professional examination in five chances, availed or unavailed, shall cease to continue his/her pharmacy education and will be considered a 'Dropout.'

- iv. Any student of the second to fifth professional year who fails to pass any course(s) or fulfills CGPR requirements in five chances, availed or unavailed, shall seek fresh admission in that particular course(s).
- v. Any student who subsequently fails to pass any number of courses or fulfill CGPR requirements even on readmission shall be given a final mercy chance of the second readmission. On readmission, a student again gets five chances similar to those of the regular students.
- vi. A student readmitted to any course(s) cannot directly appear in the examination of that course(s). The student has to fulfill the attendance requirements for appearance in the examination.

#### **4.12.8. Permission of Writer for Special Students**

- i. In case a student is physically disabled/visually impaired, they may apply to the Chairperson of the respective department (with a medical certificate as proof of their disability) for permission to engage a writer in tests/ examinations of the university, preferably a week before the start of tests/ examinations.
- ii. The qualification of the person who acts as a writer for a disabled student must be at least one step lower than that of the student. Such a candidate may be allowed 45 minutes (maximum) extra time to solve the question paper.

#### **4.12.9. Requirements for the Award of Degree**

- i. The student must have passed all the prescribed courses in theory and lab.
- ii. The student must have obtained a minimum of 2.50 CGPR.

#### **4.12.10. Grading System**

- i. There shall be grades in each course in numerical order, i.e., assessment of performance based on marks allocated for each course. The equivalent of Numerical Grades (NG) in terms of alphabets shall be termed Alphabetical Grades (AG) as follows:

<b>Numerical Grade (NG) in %</b>	<b>Alphabetical Grade (AG)</b>	<b>Grade Point (GP)</b>
90% and above	A <sup>++</sup>	4.0
85% - 89%	A <sup>+</sup>	4.0
80% - 84%	A	4.0
70% - 79%	B	3.0 to 3.9
60% - 69%	C	2.0 to 2.9
50% - 59%	D	1.0 to 1.9
Below 50%	F	0

- ii. The decimal grade system is adopted as follows, which gives the benefit of each mark to the student in the calculation of Grade Points (GP) in both theory and lab courses:

Marks	Grade Point (GP)
25	1.0
26	1.2
27	1.4
28	1.6
29	1.8
30	2.0
31	2.2
32	2.4

Marks	Grade Point (GP)
33	2.6
34	2.8
35	3.0
36	3.2
37	3.4
38	3.6
39	3.8
40 & above	4.0

- iii. GP obtained in each course is multiplied by the number of Credit Hours (Cr Hr) for that course, and then a Grade Point Average (GPA) is calculated as illustrated below:

Course No.	Marks Out of	Marks Obtained		GP	Cr Hr	GPA
		NG	AG			
ENG-301	50	25	D	1.0	2	2.0
PHARM-303	50	40	A	4.0	3	12.0
PHARM-305	50	30	C	2.0	1	4.0
PHARM-307	50	35	B	3.0	3	9.0
PHARM-309	50	30	C	2.0	1	2.0
PHARM-311	50	38	B	3.6	3	10.8
PHARM-313	50	35	B	3.0	1	3.0
PHARM-315	50	43	A <sup>+</sup>	4.0	3	12.0
PHARM-317	50	28	D	1.6	1	1.6
PHARM-319	50	26	D	1.2	3	3.6
PHARM-321	50	48	A <sup>++</sup>	4.0	1	4.0
				<b>Total</b>	<b>22</b>	<b>64.0</b>
<b>Total GPR: 64 ÷ 22 = 2.91</b>						

- iv. The Cumulative Grade Point Average (CGPA) is obtained by adding all the GP of the courses during the five-year study period and dividing it by the total number of credit hours.



#### **4.12.11. Unfair Means Policy**

- i. Any student, if found involved in any unfair means during the examinations, his/her paper will be canceled, and the candidate shall be considered FAIL in that particular course.
- ii. The unfair means during the examination may include, but are not limited to, the following:
  - a. Possession of any material which may be helpful in the examination.
  - b. Copying from any paper, book, or notes.
  - c. Removal of a leaf from the answer copy.
  - d. Exchange of answer copies or question papers with class fellows.
  - e. Submission of forged or fake documents in connection with the examination.
  - f. Impersonation in the examination.
  - g. Mutilation of the answer copy.
  - h. Refusal to obey the invigilation staff or refuse to follow the instructions issued by the university in connection with the examination.
  - i. Misbehavior or any disturbance in the examination hall.
  - j. Use of abusive or obscene language on the answer script.
  - k. Possession of any weapon in the examination center.
  - l. Possession of any electronic device/gadget which may be helpful in the examination.
  - m. Doing anything that is immoral or illegal in connection with the examination and which may be helpful to them in the examination.
  - n. Any other matter as decided by the competent authority of BMU.
- iii. If any student is found involved in using any electronic gadget in the examination hall (e.g., cell phone, smartwatch, etc.), the item(s) will be confiscated by the authorities and will not be returned to the student under any circumstances.

- iv. All cases of unfair means may be forwarded to the "Unfair Means Committee." The unfair means committee of the institute may comprise of the following:
  - a. Dean, FPS
  - b. Director, BIPS
  - c. Student Advisor, BIPS
  - d. Incharge or Deputy/Assistant Incharge Semester Cell BIPS or both (if required)
  - e. Any other senior faculty member of the university on special invitation by the Dean (if required)
  - f. Registrar and/or Controller of Examinations on special invitation by Dean (if required)
- v. BIPS and BMU reserve the right to take any action as per its rules and regulations, which shall be considered final.
- vi. An approach made by any relative, guardian, or friend of a candidate will be considered to be by the candidate, who will be liable to be punished, as mentioned above.
- vii. If a student is not satisfied with the decision of the Unfair Means Committee, they can submit their appeal to the Chancellor, BMU, within a week.

#### **4.12.12. Declaration of Results**

- i. The duly signed award sheet of each course shall be submitted to the Dean FPS as per the approved allotted time by the course incharge, along with the answer scripts that should be forwarded to the Semester Cell of BIPS.
- ii. It is the responsibility of the course incharge to submit the properly labeled envelopes of answer scripts in chronological order of both objective and subjective portions to the Semester Cell of BIPS.
- iii. The course in-charge shall seal the envelopes in the Chairperson office after recounting all copies/answer scripts.
- iv. After the submission of all results, a meeting of the 'Evaluation/Moderation Committee' shall be called to consider and finalize the results.
- v. The Moderation Committee shall be comprised of the following members:
  - a. Dean, FPS

- b. Director, BIPS
  - c. Incharge or Deputy/Assistant Incharge Semester Cell BIPS or both
  - d. The Head Tabulator, BIPS
  - e. Student Advisor, BIPS
  - f. Any other faculty member or concerned Chairperson(s) of the Department(s) on special invitation by the Dean (if required)
- vi. If the result of any candidate(s) was wrongly declared, the mistake, with the knowledge of the Incharge Semester Cell and Dean FPS, can be appropriately rectified.

#### **4.12.13. Solved Response Sheets and Answer Scripts**

- i. The sealed envelopes of solved response sheets and answer scripts shall be kept in the Examination Department for at least 6 months (180 days). After that period, all the records of that particular examination will be destroyed.
- ii. Yearly examination records of the student shall be secured permanently in the tabulation sheets or software.

#### **4.12.14. Scrutiny Policy**

- i. Any student not satisfied with the marks obtained in a particular course(s) may apply for scrutiny of the paper within 7 days of the declaration of the results.
- ii. An application for scrutiny can be made on payment of the prescribed fee. After that, the 'Scrutiny Committee shall handle the case and shall submit its report within 7 days after receiving the application.
- iii. The Scrutiny Committee shall be comprised of the following members:
  - a. Dean, FPS
  - b. Director, BIPS
  - c. The concerned Chairperson of the department
  - d. Concerned Course In-charge
  - e. Any other senior faculty member on special invitation by the Dean (if required)

- iv. Scrutiny of any paper includes:
  - a. Re-totaling of the marks.
  - b. Checking any unchecked portion of the answer script (if any).
  - c. A checked portion of the answer book shall not be rechecked in any case.
  - d. Checking the handwriting of the candidate in the answer copies.
- v. The marks of a candidate could even decrease in scrutiny. In the event of any change in marks, the record shall be corrected accordingly, and the revised transcript shall be issued.

#### **4.12.15. Issuance of Transcript and Degree**

- i. For all matters related to the issuance of the transcript, consolidated marks certificate, degree, duplicates, and verification, a set procedure as per the policy of the Examination Department of BMU is being followed. The details of which can be obtained from the concerned department.

#### **4.12.16. First Position and Best Graduate Selection Criteria**

- i. The best graduate and best student gold medals are awarded on merit to a single student who secures the highest CGPR on the first attempt during the 5 years of Pharm. D.
- ii. In the case of a tie between two or more students, percentage (total numbers) followed by the number of A<sup>++</sup>, A<sup>+</sup>, A, B, C, and D grades are considered, respectively.
- iii. The same criteria will be followed for the award of gold medals in respective departments. In such cases, the CGPR and number of A<sup>++</sup>, A<sup>+</sup>, A, B, C, and D grades will be considered for the respective departments only.
- iv. A student who fails even once in any paper or repeats a paper to improve the grade will lose the claim to any position in the final examination.
- v. A transferred student shall not be eligible for consideration for the Best Graduate and Best Student gold medals.
- vi. In case the number of students is less than 10 in any batch of Pharm. D., no position/medal shall be awarded.

#### **4.13. DISCIPLINE POLICY**

- 4.13.1. Any relevant matter of discipline will be dealt according to the rules and regulations of BMU by the Discipline Committee.



4.13.2. The Discipline Committee of FPS shall be comprised of the following members:

- i. Dean, FPS
- ii. Director, BIPS
- iii. Registrar, BMU
- iv. Student Advisor, BIPS
- v. Any other member(s) on special invitation by Dean, if required (e.g., Chairperson of the Department, Director QEC, Controller of Examinations, Principal, BMC, Principal, BDC)

4.13.3. The action against the act of indiscipline depends on the nature and gravity of indiscipline. The action may include fines, debarring from attending classes/lab for a particular period or expulsion from the university, etc.

4.13.4. All students must carry their valid University ID Cards all the time when present in the university. They shall not be allowed to enter the library, cafeteria, class, transport, or even inside the university premises without valid University ID Cards.

4.13.5. The following shall constitute acts of indiscipline for which action may be taken against the student(s):

- i. Breach of any rule of FPS and BMU.
- ii. Participation/involvement in politics.
- iii. Defiance to authority.
- iv. Use of indecent or filthy language.
- v. Any discrimination with faculty, staff, and fellow students based on gender, religion, sect, ethnicity, language, or physical disability.
- vi. Use of immodest dress.
- vii. Use of undesirable remarks or gestures.
- viii. Disorderly behavior (e.g., shouting, abusing, quarreling/fighting, insolence, bullying/harassment, ragging, etc.).
- ix. Possession of a gun or weapon in the university.
- x. Action, defamatory, and derogatory to Islam and its Prophets.



- xi. Immorality.
- xii. Smoking, chewing of gum, tobacco, gutka, or any other material in the classroom or at places where representing the BMU.
- xiii. Drug/alcohol addiction or the use of any intoxicant.
- xiv. Littering and spitting within the premises of the university.
- xv. Intentional mishandling/debauching of any of the property of the university or its personnel.
- xvi. False personation, giving false information, or willful suppression of information.
- xvii. Cheating or deceiving and all matters as explained under the Unfair Means Policy.
- xviii. Inciting or staging a walkout, a strike, or an unauthorized procession.
- xix. Shouting of slogans derogatory to the prestige/reputation of the Institute, Faculty, and University or its personnel.
- xx. Posting comments on social media that are derogatory to the prestige/reputation of the Institute, Faculty, and University or its personnel.
- xxi. Visiting places that are declared out of bounds for students.
- xxii. Visiting any place without a pass that needs to be visited with a valid pass.
- xxiii. Any other matter as decided by the competent authority of BMU.

#### **4.14. GRIEVANCE POLICY**

- 4.14.1. A grievance and whistle-blowing policy of BMU is available for its employees and students. This policy applies principally to students and all employees of BMU, including faculty, staff, and those who interact with the BMU or its affiliated programs.
- 4.14.2. BIPS recognizes that problems, complaints, or grievances might arise in the daily relationships between faculty, staff, and students. Therefore, the approved grievance policy of BMU should be followed.
- 4.14.3. In case of any grievance, the case may be referred to the Institutional Grievance Committee to solve the matter as per the approved policy of BMU.



- 4.14.4. The Grievance Committee of BIPS shall be comprised of the following members:
- i. Dean, FPS
  - ii. Director, BIPS
  - iii. Concerned Chairperson of the Department (if required)
  - iv. Student Advisor, BIPS
  - v. Other senior faculty member(s) on special invitation by Dean (if needed)
- 4.14.5. The grievance policy is an umbrella that covers the interests of all students and employees of BMU and provides a forum to bring forward problems, complaints, or grievances.
- 4.14.6. Consistent treatment in the handling of grievances can be achieved through this policy.