

Maliba Pharmacy College

(NBA Accredited)



STUDENT INFORMATION HANDBOOK (2013-14)



PHARMACIST'S OATH

- *I swear by the code of ethics of Pharmacy Council of India (PCI) in relation to the community and shall act as an integral part of health care team.*
- *I shall uphold the laws and standards governing my Profession.*
- *I shall strive to perfect and enlarge my knowledge to contribute to the advancement of pharmacy and public health.*
- *I shall follow the system, which I consider best for pharmaceutical care and counselling of patient.*
- *I shall endeavour to discover and manufacture drugs of quality to alleviate sufferings of humanity.*
- *I shall hold in confidence the knowledge gained about the patients in connection with my professional practice never divulge unless compelled to do so by the law.*
- *I shall associate with organizations having their objectives for betterment of profession of pharmacy and make contribution to carry out the work of these organizations.*
- *While I continue to keep this oath inviolate, may it be granted to me to enjoy life and practice of pharmacy respected by all, at all times! Should I trespass and violate The oath, may the reverse be my lot!*

VISION, MISSION and OBJECTIVES

Vision

To become a premier educational and research institute recognized globally for its excellence in academics and to create and sustain professional research and knowledge based services to academics and community.

Mission

Maliba Pharmacy College aims to become a centre of excellence in providing high quality education, training and research to individuals in acquiring extensive knowledge in the field of pharmaceutical sciences and skills in scientific research so that they can enrich their lives, develop their confidence and become respectable and useful members of society and contribute further in the enhancement of the nation.

Objectives

- To create an environment which encourages and supports institute endeavour of international repute*
- To create pharmacists who are competent globally*
- To introduce innovative programs in emerging areas*
- To organize continuing pharmacy education programs*
- To develop the spirit of entrepreneurship*
- To organize faculty development program*
- To promote research in thrust areas*
- To provide consultancy services in the various areas of pharmaceutical science*
- To interlink pharmaceutical sciences with biotechnology and other life sciences*

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COURSE STRUCTURE**B.PHARM. FIRST YEAR****Semester I**

CODE	SUBJECT
030020101	Basics of Computer Applications
030020102	Pharmaceutical Chemistry(Inorganic)
030020103	Pharmaceutical Engineering
030020104	Human Anatomy and Physiology I
030020105	Elementary (Remedial) Mathematics

B.PHARM. FIRST YEAR**Semester II**

CODE	SUBJECT
030020201	Unit Operations
030020202	Organic Chemistry I
030020203	Human Anatomy & Physiology II
030020204	Pharmacognosy I
030020205	Biostatistics

B.PHARM. SECOND YEAR**Semester III**

CODE	SUBJECT
030020301	Physical Pharmacy I
030020302	Pharmaceutical Microbiology
030020303	Organic Chemistry II
030020304	Pharmaceutical Analysis I
030020305	Professional Communication

B.PHARM. SECOND YEAR**Semester IV**

CODE	SUBJECT
030020401	Physical Pharmacy II
030020402	Pharmaceutical Biotechnology
030020403	Pharmaceutical Biochemistry
030020404	Pharmacognosy II
030020405	Pathophysiology and Health Education

B.PHARM. THIRD YEAR**Semester V**

CODE	SUBJECT
030020501	Dispensing Pharmacy
030020502	Medicinal Chemistry I
030020503	Pharmacology I
030020504	Pharmacognosy III
030020505	Pharmaceutical Management

B.PHARM. THIRD YEAR**Semester VI**

CODE	SUBJECTS
030020601	Biopharmaceutics
030020602	Medicinal Chemistry II
030020603	Pharmaceutical Analysis II
030020604	Pharmacology II
030020605	Hospital Pharmacy

B.PHARM. FOURTH YEAR**Semester VII**

CODE	SUBJECT
030020701	Pharmaceutical Technology I
030020702	Dosage Form Design
030020703	Medicinal Chemistry III
030020704	Pharmacognosy IV
030020705	Clinical Pharmacy I

B.PHARM. FOURTH YEAR**Semester VIII**

CODE	SUBJECT
030020801	Pharmaceutical Technology II
030020802	Pharmaceutical Analysis III
030020803	Elective
030020804	Clinical Pharmacy II
030020805	Pharmaceutical Jurisprudence
030020806	Industrial Psychology

Elective List

Cosmeticology
Herbal Drug Technology
Advanced Pharmaceutical Analysis
Hospital Pharmacy Administration
Pharmacy Practice
Drug design and Lead identification
Pharmaceutical Marketing

M. PHARM.**QUALITY ASSURANCE****Semester I**

CODE	SUBJECT
040030101	Modern Analytical Techniques
040030102	Biological Evaluations and Clinical Research
040030103	Good Manufacturing and Good Laboratory Practice

Semester II

CODE	SUBJECT
040030201	Research Methodology, Experimental Design and Patent
040030202	Modern Pharmaceutical Analysis
040030203	Regulatory Affairs and New Drug Applications

Semester III

CODE	SUBJECT
040030301	Introduction to Dissertation
040030302	Validation and Product Development

Semester IV

CODE	SUBJECT
040030401	Dissertation

M.PHARM.**PHARMACEUTICS****Semester I**

CODE	SUBJECT
040040101	Modern Analytical Techniques
040040102	Pharmaceutical Formulation Development & Biopharmaceutics
040040103	Industrial Pharmacy

Semester II

CODE	SUBJECT
040040201	Research Methodology, Experimental Design and Patent
040040202	Drug Delivery Systems-I
040040203	Global Regulatory Requirements and Validation

Semester III

CODE	SUBJECT
040040301	Introduction to Dissertation
040040302	Drug Delivery System II

Semester IV

CODE	SUBJECT
040040401	Dissertation

M.PHARM.**PHARMACOLOGY****Semester I**

CODE	SUBJECT
040050101	Modern Analytical Techniques
040050102	Cellular and Molecular Pharmacology
040050103	Advances in Pharmacology

Semester II

CODE	SUBJECT
040050201	Research Methodology, Experimental Design and Patent
040050202	Pharmacometrics: Screening Methods in Pharmacology
040050203	Pharmacotherapeutics

Semester III

CODE	SUBJECT
040050301	Introduction to Dissertation
040050302	Clinical Pharmacology and Pharmacy Practice

Semester IV

CODE	SUBJECT
040050401	Dissertation

M.PHARM.**PHARMACEUTICAL ANALYSIS****Semester I**

CODE	SUBJECT
040060101	Modern Analytical Techniques
040060102	Pharmaceutical Analysis-I
040060103	Advanced Spectroscopic Techniques

Semester II

CODE	SUBJECT
040060201	Research Methodology, Experimental Design and Patent
040060202	Pharmaceutical Analysis-II
040060203	Quality Control & Quality Assurance

Semester III

CODE	SUBJECT
040060301	Introduction to Dissertation
040060302	Pharmaceutical and Cosmetic Analysis

Semester IV

CODE	SUBJECT
040060401	Dissertation

M.PHARM.**PHARMACEUTICAL TECHNOLOGY****Semester I**

CODE	SUBJECT
040120101	Modern Analytical Techniques
040120102	Pharmaceutical Technology-I
040120103	Industrial Pharmacy

Semester II

CODE	SUBJECT
040120201	Research Methodology, Experimental Design and Patent
040120202	Pharmaceutical Technology-II
040120203	Global Regulatory Requirements and Validation

Semester III

CODE	SUBJECT
040120301	Introduction to Dissertation
040120302	Pharmaceutical Technology III

Semester IV

CODE	SUBJECT
040120401	Dissertation

M. PHARM.**DRUG DISCOVERY AND DRUG DEVELOPMENT****Semester I**

CODE	SUBJECT
040180101	Modern Analytical Techniques
040180102	Specialization I
040180103	Specialization II

Semester II

CODE	SUBJECT
040180201	Research Methodology, Experimental Design and Patent
040180202	Specialization III
040180203	Specialization IV

Semester III

CODE	SUBJECT
040180301	Introduction to Dissertation
040180302	Specialization V

Semester IV

CODE	SUBJECT
040180401	Dissertation

M.PHARM.**NEW DRUG DELIVERY SYSTEMS (NDDS)****Semester I**

CODE	SUBJECT
040190101	Modern Analytical Techniques
040190102	Specialization I
040190103	Specialization II

Semester II

CODE	SUBJECT
040190201	Research Methodology, Experimental Design and Patent
040190202	Specialization III
040190203	Specialization IV

Semester III

CODE	SUBJECT
040190301	Introduction to Dissertation
040190302	Specialization V

Semester IV

CODE	SUBJECT
040190401	Dissertation

Ph. D.**Table of Contents**

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Ph. D.

1. Objectives

The objectives of the Ph.D. program are to keep pace with the expanding frontiers of knowledge and to provide research training relevant to the present socio-economic and technological need of the country. The University also undertakes sponsored research and development projects from industrial and other organizations in the public as well as private sector.

2. Procedure For Admission

1. The University will invite applications from the candidates through advertisement in the press or on the website. Candidates, who intend to register for Ph.D, have to apply in a prescribed form available on the web site.
2. Admission to the Ph.D. programme shall be based on the Entrance Test, except for those who have cleared NET/SLET/M.Phil/GATE/GPAT examination followed by an interview of the eligible candidates.
3. Entrance test may be waived by the Research Committee (RC) for the richly experienced candidates from the industry in special cases only.
4. In case of Research Fellows (JRF, SRF etc.) or Research Associates connected with the Sponsored/Funded Research Projects and those who have been appointed through proper procedure set by the University/permitted by the Provost may be deemed to be eligible for admission to the Ph.D. course, on recommendation of the concerned guide, without taking entrance test. Such candidates will be admitted to the Ph.D. course at any time during the year.
5. At the time of interview, doctoral candidates are expected to discuss their research interest/area and submit a research proposal along with the work-plan.
6. Applicant can apply either as full time or part time candidate. In case of full time, applicant needs to remain present for full time at constitute Institute/ University department wherever he/she is registered, subject to fulfilment of admission procedure.
7. The number of seats for Ph.D. will be notified on the university website or through advertisement.

3. Entrance Test

1. Entrance test shall be based on MCQ type questions to test the general knowledge of the subject in which he/she seeks the Ph.D. registration. There shall be 100 MCQ each of 1 mark. Duration for this shall be of 120 minutes.
2. Validity of entrance test score is of two years from the date of Entrance test result.
3. For course details candidates are requested to refer university web site.

4. Eligibility

1. 55% or equivalent grade point at Master's degree from recognized university/institute.
2. Those who are appearing in Master's Degree shall also be allowed to appear in the Entrance test and interview subject to the fulfilment of minimum criteria mentioned in 4(1).

5. Duration

1. Full time scholar can submit synopsis to the university not before two years from the date of registration.

2. Part time scholar can submit synopsis to the university not before three years from the date of registration.
3. After submission of synopsis, the scholar has to submit thesis within 6 months subject to condition 13(7) and 13(8) of Evaluation method.
4. In case the scholar is unable to submit thesis within 6 months, then prior approval shall be taken from Provost for extension in submission of thesis. In such case scholar has to pay fee of extended term(s).
5. The period of validity of Ph.D. registration shall be five years from the date of registration for full time and seven years for part time scholars.

6. Fees

Fees per semester shall be as per schedule.

7. Eligibility Criteria for Supervisor (Guide)

1. A person holding a Ph.D. degree; and shall have at least TWO years of teaching/research experience after obtaining Ph.D. degree or total 10 years of experience in teaching/research/industry.
2. Four research papers in national/international journals as the principal author or co-author to his/her credit in any accredited/indexed journal and being in the authors' area of specialization.
3. Provost may invite eminent personalities as supervisors.
4. Provided further that before recognising the teacher as a Ph.D. guide who meets with the above requirements a Research Committee (RC) should scrutinize the potential of the teacher.
5. A Supervisor shall not have, at any given point of time, more than the following number of Ph.D. scholars (including students from all universities in the state of Gujarat):
 - Professor: 8
 - Associate Professor: 4
 - Assistant Professor: 2
6. An internal supervisor shall not have, at any given point of time, not more than Ph.D. scholars as mentioned in 7(5) excluding candidates who have submitted synopsis.
7. An external supervisor shall not have, at any given point of time, more than two Ph.D. scholars of this university provided that maximum number of registered scholars under him/her not exceeding as mentioned in 7(5).
8. A supervisor shall be permitted to continue as guide on his/her retirement after obtaining written permission from the provost.

8. Research Committee

Research Committee shall consists of

- a. Dean of Doctoral Studies & Research (Chairman)
- b. Dean of the faculty concerned
- c. One member nominated by Provost
- d. Directors of constituent institutes/Head of University Department (Ex-officio)

9. Recognized Supervisor (Guide)

1. It shall be the prerogative of the candidate to choose a suitable recognized supervisor in relation to his/her research topic.
2. The selected person should be a recognized supervisor of this University.
3. The list of recognized supervisors will be furnished on the University website at www.utu.ac.in
4. Further information and details about the recognized supervisors can be obtained from the university office.
5. The recognized supervisor shall officiate up to the age of 70 years and he/she shall not enrol new candidates after the age of 65 years except in case of the invited supervisor.
6. Duties of the recognized Supervisor (Guide)
 - a. The supervisor should give the consent and No Objection Certificate (NOC) obtained from the Director/Principal for officiating as a supervisor for the candidate to be registered.
 - b. The supervisor shall sign all the papers, declarations, certifications, authentications, log books and other related documents pertaining to the registration, submission of synopsis and thesis of the registered candidate.
 - c. The supervisor shall serve as a Convener to interact with the University.
 - d. The supervisor shall supervise and interact with the University for the candidates who have already submitted the thesis till a final decision is arrived.
 - e. The supervisor shall also be the convener and a member of the panel to conduct the open Viva Examination.
 - f. The supervisor shall interact with the co-guide, who may be entrusted to continue the research work of the candidate when he/she is not in a position to do the same under the following situations;
 - i. When the supervisor has completed 70 years and till a new recognized supervisor takes over.
 - ii. When the supervisor is on a long leave (three months and above).
 - iii. When the supervisor is sick or on medical leave.
 - iv. Other unforeseen circumstances.
 - v. Till a new supervisor is selected and appointed with the approval of the university the co-supervisor shall assist the candidate in his/ her research work.
7. The change of supervisor shall be considered only under special circumstances with the approval of the University and the candidate has to choose a new supervisor in accordance with the Ph.D., Regulations.
8. Only one change of supervisor shall be permissible under normal circumstances.
9. In case a candidate selects a faculty member who is not a recognized supervisor, then the selected member should first apply to the University for Recognition as a supervisor by submitting the duly filled-in new supervisor recognition form.
10. The new supervisor after getting the official recognition from this university shall be entitled to function as a full-fledged supervisor.
11. In case of detection of any discrepancy, conflict of interest, unethical activities, academic dishonesty etc., the university shall initiate appropriate administrative and disciplinary actions that may lead to the cancellation and debarring of the supervisor-ship at any stage.

10. Recognized Co-Guide

Candidates registered under interdisciplinary category, shall have a recognized co-guide. The recognized co-guide should sign the registration application form along with his/her consent letter and No Objection Certificate (NOC) duly signed by the Director/Principal of the College/Institution.

1. The recognized co-guide shall be eligible to work as co-guide up to the age of 70 years. However the co-guide shall not enrol new candidates after the age of 65 years.
2. Each recognized co-guide shall be entitled to enrol a maximum of 2 (two) candidates.
3. Duties of the recognized co-guide
 - a. The co-guide should be from the department where the registered candidate is working, in the event of the selected guide working elsewhere.
 - b. A person shall be recognized as a co-guide in any faculty if he/she possesses a postgraduate degree with at least 3 years of P.G. teaching/research experience in the University department (or) in an approved affiliated postgraduate teaching institution (or) in a recognized research institution of this University with at least 2 (Two) research publications as the principal author or co-author to his/her credit in any accredited/indexed journal and being in the authors' area of specialization.
 - c. The co-guide shall provide guidance and offer professional/technical assistance to the registered candidate when the selected guide is not in a position to provide the same.
 - d. In case of detection of any discrepancies, conflict of interest, unethical activities, academic dishonesty etc., the university shall initiate appropriate administrative and disciplinary actions that may lead to the cancellation and debarring of the co-guideship at any stage.

11. Allocation of Supervisor

The allocation of the Supervisor for a selected student shall be decided by Research Committee (RC) of the university.

12. Ethical Committee Clearance

A. Ethical committee clearance for experiments on human subjects

1. Every institution giving consent and approval to do research work should have an Ethical Committee.
2. The Ethical Committee shall be constituted according to the guidelines given below:
 - a. Chairperson
 - b. Basic medical scientists
 - c. Clinicians (1-2) from various Institutes
 - d. One legal expert or retired judge
 - e. One social scientist/ representative of non-governmental voluntary agency
 - f. One philosopher / ethicist / theologian
 - g. One lay person from the community
 - h. Member Secretary
3. The Ethical Committee should study the proposed research project and should give the clearance to conduct the research and sign the certificate of the Ethical Committee clearance enclosed in the Ph.D., Registration Application Form.
4. Absence of the Ethical Committee Clearance will be deemed as an incomplete application which will be rejected.

B. Ethical committee clearance for experiments on animals

1. Every institution giving consent and approval to do research work in its institution involving animal studies should give the consent and approval of the Animal Ethical Committee of its institution.
2. The Animal Ethical Committee may be constituted as per CPSCEA guidelines.
3. The Animal Ethical Committee should study the proposed research project, give the clearance and sign the certificate enclosed in the Ph.D., Registration application Form.
4. Absence of the Ethical Committee Clearance will be deemed as an incomplete application which will be rejected.

13. Progress Evaluation Method

1. The Research Progress Committee (RPC) consisting of head of the department/Director of the institute, Guide, Co-guide, if any, and two experts to be nominated by the Provost/Dean, Doctoral Studies & Research, one of whom will be from outside the University will meet at least once in a semester and monitor the progress of the research scholar and, based on the suggestions of the committee, the research scholar will take follow-up actions.
2. Research scholar shall have to complete satisfactory course work of first semester, which shall be treated as preparation work.
3. Course work includes Research Methodology paper, self-study courses, seminars and reviewing of published research papers in the relevant field of the scholar.
4. On successful completion of course work, the scholar shall be allowed to undertake research work with his/her Supervisor.
5. On completion of every six months, the scholar shall have to submit the research progress report and present his/her work to the Research Progress Committee (RPC).
6. In case, due to some valid reasons, the scholar is unable to present progress report in time, an application for extension must be made to the chairman, research committee well in advance before the due date of presentation with the prescribed fee.
7. At least two papers in any accredited/indexed international/national Journals as the principal author shall be published/accepted for publication in the authors' area of specialization before submission of synopsis for evaluation.
8. Apart from above 13(5), the scholar shall have to give open presentation to Research Progress Committee (RPC) before submission of synopsis, which shall be open to all interested persons for getting feedback and comments that shall be suitably incorporated into the draft of thesis under the advice of the supervisor.
9. After fulfilment of above conditions for submission of thesis, the scholar shall be permitted to submit synopsis to the University.

14. Research Methodology Examination

1. The University shall conduct the Research Methodology Examination for the registered Ph.D., candidates.
2. Research Methodology Examination will be conducted at the end of six months but within one year from the date of registration.
3. The examination shall consist of,
 - a. One written paper of three hours duration for 100 marks and Viva Voce for 100 marks
 - b. The questions shall cover the following:

Section A: Principles of Research Methodology

- General Research Methodology.

- Statistical Methods in Research (where applicable).
- Ethical aspects of Medical Research (where applicable).
- Animal Experimentation (where applicable).
- Instrumentation (where applicable).

Section B: Selected Field / Subject of Research

- History
- Literature Review
- Recent Advances
- Others

In the Viva Voce examination, the Committee shall assess the candidate's knowledge in relation to the work done by him/her up to the time of research methodology examination and also assess the aptitude and competence of the candidate to continue the research work.

15. Successful Research Methodology Examination

The candidate has to secure a minimum of 60% of the marks, both in the theory paper as well as in the orals, to be declared successful in the Research Methodology Examination.

16. Unsuccessful Research Methodology Examination

1. In case a candidate is not successful in the Research Methodology Examination, the candidate shall undergo a further course for a period not exceeding three months, at the end of which he/she shall be examined again by the same committee and if found fit, shall be permitted to proceed with the research work.
2. A candidate who is not approved even at the second time by the Committee shall not be permitted to continue and his/her registration shall be cancelled.

17. Extension of time for Research Methodology Examination

1. Extension of time shall be considered only on very special circumstances, if adequately substantiated by the candidate in the application forwarded through the guide for consideration by the Provost.
2. If extension of time is granted, then fee as prescribed is to be paid as mentioned in the Regulation.

18. Submission of synopsis

1. Synopsis should be submitted through the guide before the expiry period of the research prescribed.
2. The title of the thesis mentioned in the synopsis is the final title and the same title has to be maintained in the thesis.
3. Six copies of the synopsis have to be submitted with the prescribed fees and the synopsis submission application form duly filled and signed by the candidate and the guide.
4. The synopsis of the thesis should include in brief introduction, aims, objectives, material & methods, observations, inferences, summary & conclusions etc. with a minimum of 15 pages and not exceeding 40 pages.

19. Formatting of Thesis

1. The thesis to be submitted by the candidate should be formatted according to the university regulations.
2. Every thesis shall have 2 major components;
 - a. The certificate component
 - b. The Research work component
3. The certificate component shall include the following:
 - a. Certification and declaration by the candidate.
 - b. Certification of the research work by the guide.
 - c. Certification of the research work by the co-guide, if any.

While submitting the thesis every candidate shall submit with his/her application, a certificate from the guide/supervisor that the thesis submitted is a record of research-work done by the candidate during the period of study under the guide and co-guide, if any and that the thesis had not previously formed the basis for the award to the candidate of any degree, diploma, associateship, fellowship or other similar title together with the statement from the guide/supervisor indicating the extent to which the thesis represents independent work on the part of the candidate. If the thesis submitted has formed in part, the basis for the award of a previous research degree, the candidate shall clearly set forth in a preface or written statement the portion or portions which have formed the basis for the award of the previous degree.

4. The research work component of the thesis represents the actual research work done by the candidate under the supervision of the guide/co-guide. It should have the following:
 - a. Introduction
 - b. Aims and objectives
 - c. Review of literature
 - d. Scope and plan of work
 - e. Materials and methods
 - f. Results and discussion
 - g. Summary and conclusions
 - h. Recommendations, if any
 - i. Appendix
 - j. Bibliography
5. Annexure, Charts, Graphs, Bibliography and Attached publications are not to be numbered along with the text.

20. Submission of Thesis

1. Thesis has to be submitted within 6 months after the submission of the synopsis.
2. Every candidate shall submit four hard copies of the thesis along with the duly filled thesis submission application form and signed by the candidate and the guide along with the prescribed fees.
3. Every candidate shall submit 2 copies of the electronic version of the thesis in CD.

21. Thesis Evaluation

1. The thesis submitted by scholar shall be evaluated by two experts; out of whom one shall be from outside the state/country.
2. The examiner shall have to send the evaluation report within 2 months from the date of receipt of the thesis. In case of delay in thesis evaluation, Provost may appoint another examiner from the panel of examiners.

3. On receipt of satisfactory evaluation reports from both the experts, scholar shall undergo a viva voce examination which shall also be openly defended. Report of viva voce examination shall be submitted to the university.
4. In case of difference of opinion between the two experts, the Provost shall appoint a third external expert. If third expert finds the thesis unacceptable, no viva-voce will be held and the thesis be rejected. In case the third expert considers that there is a prima-facie case for the award of the degree, the viva-voce examination of research scholar shall be held at which the expert who is in favour of the acceptance of thesis will be present.
Provided further that when it is decided to appoint third expert the copies of the reports of both the experts, favourable as well as adverse, be sent to the third expert for his perusal, without disclosing the identity of the said both experts.
5. On receipt of satisfactory report of viva voce examination, scholar shall be awarded Ph.D. degree.
6. Panel of Viva voce shall consist of supervisor and one of the examiners of the thesis evaluation.
7. In case of rejection of thesis, scholar shall have to re-register himself/herself and the period of completion shall be decided by the research committee.
8. In case of modification suggested by experts, the same shall be incorporated in thesis under the advice of the supervisor and to be approved by the experts who has suggested modification once again. In such case scholar will have to pay fee of one more term.
9. In case of non-satisfactory performance in viva voce examination, one more chance shall be given to scholar to reappear for viva voce examination with prescribed fees. In case of a non-satisfactory performance again, Ph.D. degree shall not be awarded.

22. Place of Work

1. Work shall be carried out at University department /constitute institute/external organization partially or wholly.
2. The external organization where a scholar wishes to carry out the research work partially or wholly shall have to be recognized by the University. The recognition to such organization shall be given only for the purpose of individual research project by a particular student.

23. Depository

1. On the successful completion of the evaluation process scholar should submit one hardcopy and softcopy of the thesis to the university. Hardcopy should be kept in University Library in reference section and soft copy should be made available on university web site.
2. The university shall submit a soft copy of the thesis to the UGC within 30 working days for hosting the same in INFLIBNET.

GENERAL GUIDELINES

1. About the guidelines

- a. These guidelines describe the daily functioning of MALIBA PHARMACY COLLEGE, UTU (MPC) and enable effective delivery of facilities and academic services to the students.
- b. This compilation of guidelines comes into effect from June 2013 onwards and supersedes all other guidelines in respect of matters therein.
- c. Amendments to these guidelines may take the form of additions, deletions, and modifications and will be communicated to the students through the notice board/ email under signature of appropriate authorities.
- d. The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.
- e. MPC has the right to make any change as it may deem fit in terms of the program content, name of the degree, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice-Chancellor of UTU will be final and binding on all the students.

2. Code of Conduct

- a. Cleanliness of the premises must be maintained by everyone in the UTU campus at all points of time.
- b. UTU campus is a non-smoking campus. Consumption of alcoholic beverages/toxic materials and your presence on the campus under the influence of alcohol/toxic material is a serious offence.
- c. Any problem with regard to administrative facility, faculty, and classrooms etc, must be addressed through the class representative who will take it up with the class counsellors. In the absence of a satisfactory response, the student may approach the HOD or Principal/Director.
- d. Use of cell phones on campus is not permitted. Any student found using the cell phone on campus will be penalized as per the regulations in force from time to time.
- e. Most classrooms are fitted with an LCD projector for the use of the faculty and the students. Students are required to take care of the facilities.
- f. Mode of communication to students is via Notice Board/email/Black Board. Students are advised to check the notice boards at least once a day, and not rely on rumour or hearsay about any matter.
- g. All students are provided with an Identity Card, which they are required to wear mandatorily. Entry is strictly through Identity Card and will be monitored by the MPC authorities. Penalty will be levied/action will be taken for non compliance.

- h. Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed at strategic locations in the institute in order to ensure the safety and welfare of everyone in MPC. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
- i. Any activity like resorting to physical fights will amount to ragging and appropriate action will be taken accordingly. (Please refer page no.54 for UGC Anti-ragging regulations)
- j. In case any student, during the tenure of his studentship, has a police case on his/ her name, will be liable for appropriate action against him / her.
- k. Dress Code: Students are required to wear clean, properly ironed prescribed uniform and polished shoes every day.
- l. For all functions of MPC and UTU, including seminars and conferences, students are required to dress in the assigned dress code unless otherwise specified.
- m. MPC shall not be held responsible for any act of indiscipline, misbehaviour, indulgence in unethical practices including use of drugs, alcoholic drinks, harassment if any, violence, disobedience, non compliance etc. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions.

3. Attendance, punctuality and leave guidelines for all students

A. Attendance norms

- a. A student is expected to attend all classes. However, a student must put in 80% of the total attendance for each subject in the absence of which he will not be eligible to appear at the exams for that subject. A student is required to monitor his /her own attendance and no separate notice will be displayed. Absence beyond 20% will not be condoned for any reason whatsoever.
- b. Classes are expected to begin on time. Late coming is not permitted. Faculty has the authority to close the doors of the classroom and debar latecomers from entering the classroom. They have also been advised to deal with students who habitually come late.
- c. Students are required to be present for all events of the University, including the Sports Day, Republic Day, Independence Day, guest lectures, compulsory workshops, and other events as intimated on the notice board. Record of attendance will be maintained. The University reserves the right to declare compulsory attendance for any event on or off the campus.
- d. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated/displayed on the notice board from time to time. It may appear as a remark on the transcript or any other decision by the management.
- e. Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the University or the faculty concerned. Students shall not pester or coerce faculty members and administrative staff in the University to change or extend deadlines.

B. Leave

a. For all absence prior intimation is to be given in writing in the Leave Application Form. All leave is subject to sanctioning by appropriate authority and subject to the condition that no concession shall be given in the term work and the student has to complete all the assignments, projects or other term work as required.

b. A student may apply for personal leave in the Leave Application format stating reasons for absence. Medical, personal and official reasons for leave must be clearly cited and supported by relevant documentation. Leave will be authorized up to a maximum of 20% of attendance requirements. Absence beyond 20 % will not be condoned under any circumstances.

c. A student may apply for Special leave if he is required to miss classes for work of the University and other institutional commitments. Adequate reasoning and evidence must support such leave application. Extent of Special Leave is contingent on the nature of work to be undertaken and is at the discretion of appropriate authority.

d. All applications should reach the Class Counsellors at least two days in advance. In case of an emergency, intimation must be given on phone/fax/email within 24 hours of the absence, and must be regularized by application in the format within three days of returning to campus. Class Counsellor will put up all leave applications to the appropriate authority for approval.

e. Unauthorised absence from classes without authorization in the Leave Application form will be treated as Unauthorized Leave and will be dealt with accordingly. No unauthorized absence is permitted for any reason whatsoever.

f. Exceptional cases (Self marriage/long illness/maternity/death in immediate family), approved by Dean/ Director /HOD, will be eligible to appear in internal re-examination (and for award of regular grade).

g. For medical cases, he/she will have to necessarily produce a certificate from a Registered Medical Practitioner along with required pathological reports and prescriptions before the commencement of the internal re-examination.

h. For exceptional cases, all necessary relevant documents are required to be submitted before the commencement of the internal re-examination. The fees for re-examinations will be decided by the MPC from time to time. In case of any disputes/differences, decision of the MPC shall be final and binding on the students.

REGULATIONS FOR MAINTAINING DISCIPLINE OF STUDENTS UNDER THE INSTITUTIONS OF THE UKA TARSADIA UNIVERSITY

Regulation – 1 Definition:

Particularly for the purpose of these regulations, the definition of different words used be defined as under:

- (a) Student Means the student admitted in any institution of the University at any level i.e. Certificate, Diploma, and Under-graduate, Post-graduate or at Ph.D. course etc.
- (b) Institution Means the Institutions established under Uka Tarsadia University at Under-graduate, Post-Graduate, Diploma or Certificate level courses whether on campus or on off campus.
- (c) Head of institution Means the Director/ Principal or any other person who is heading the institute.
- (d) Hostel Means the hostel managed or recognized by the Uka Tarsadia University.
- (e) Term A portion of an academic year, normally coinciding with a semester. The words "Term and semester" are generally used synonymously.
- (f) Ragging Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, or handling with rudeness any other student, in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student.

Regulation – 2 Discipline rules to be observed by the students admitted:

- (1) All the students admitted under the different institutions of the University will have to observe and abide by the discipline rules prescribed by the University/Institute and he/she will submit to the disciplinary jurisdiction of the Head of the institution/ Provost (UTU) and other competent officers or authorities or bodies of the University as the case may be and in this respect he/she has to submit the

declaration in the Performa attached herewith as **Enclosure-1**.

The student will also be required to give an undertaking in the Performa attached herewith as **Enclosure-2** to be filled up and signed by the candidate and his/her parent/ guardian to the effect that he/ she is aware of the University's approach towards ragging and the punishment to which he/ she shall be liable.

- (2) (i) Everyday student must carry his/ her Identity Card which should be produced when demanded;
- (ii) It is mandatory for the students to attend the classes, sessions, prayer, co-curricular activities etc. on all working days from the start to the end of the term/ semester. Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificate in case of illness and/ or leave application form from the parent is submitted to the Head of the Institution.
- (iii) Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the class is in progress;
- (iv) Students are expected to be polite individually or in groups and show respect to the faculty / staff of the institute/ University;
- (v) Any indiscipline or misbehaviour in class or in the campus or in the bus or even outside the campus would warrant disciplinary action against the student(s);
- (vi) Any action of any individual, group or a wing, which amounts to interference in the regular administration of institute, is prohibited. Disciplinary actions will be initiated against such student(s);
- (vii) Causing disfiguration or damage to the property of the University or belongings of staff members or students is prohibited.
- (viii) No student shall indulge in any activity that might be illegal or may lead to disorderliness;
- (ix) No student shall be in possession of liquor, drugs or any intoxicating materials, nor would consume such things.
- (x) Smoking cigarettes/ chewing pan or tobacco or gutkha is strictly prohibited.
- (xi) Indecent behaviour in any form will not be tolerated.

- (xii) Use of mobile phone is strictly prohibited in the classrooms, corridors, or inside the blocks.
 - (xiii) Activities like video shooting, photography, playing musical instruments and listening to radio, tape recorder, etc. are prohibited on the campus except with the permission of the Head of the Institution.
 - (xiv) The students are expected to be in the classrooms/ Laboratory or any place of study on time prior to the commencement of the study.
 - (xv) Use of helmets is compulsory for everyone who rides a two-wheeler to and from the campus;
 - (xvi) Students should follow a dress code when they come to the University, as per the norms time to time.
 - (xvii) Any kind of misuse of Internet, intra net or computer software, mobile etc. is strictly prohibited.
 - (xix) Disobeying any instructions of any kind issued by the Head of the Department or Head of the Institution will be considered as indiscipline on the part of the student.
 - (xx) The items which are not covered above and which the Head of Institution considers as indiscipline, will be dealt with, under these rules.
- (3) The disciplinary rules to be observed in the hostels of the University or the hostels recognized by the University:-
- (i) As the hostel is located on the campus, the students are expected to conduct themselves in a manner, which will not cause offence, inconvenience to other members at the campus.
 - (ii) The students must observe complete discipline inside the hostel premises and see that no wasteful improper and destructive use is made of amenities such as water, electricity, furniture, etc. The students shall be responsible for any damage done in the building or any other articles in the hostel, and will be required to pay the damages as decided by the management.
 - (iii) Each student will see that his/ her action does not lead to breach of privacy or cause inconvenience to other residents of the hostel.

- (iv) The student will observe appropriate behaviour in such a way that it will not cause disturbance of any kind to his/ her fellow residents.
- (v) Students shall be in the Campus/ Hostel premises by the designed time as decided by the competent authority.
- (vi) No waste of paper or rubbish would be thrown around / in the hostel. When the student(s) goes out of the room, he/she should see that the lights, fans etc are also switched off.
- (vii) A student shall only occupy the room when seat is allotted to him/ her in the hostel and shall not change the same.
- (viii) Hostel student shall not stay overnight out of the hostel without the permission of official designed by the Head of the Institution. Permission for such requirement should be sought in writing, indicating the address with the telephone number at which the student will be spending night.
- (ix) Boys and Girls can interact with each other in the designed areas as decided by the Competent Authority. Under no circumstances, the boys and girls will enter the rooms of each other. Guests are not allowed in any rooms. It is punishable.

LIBRARY RULES

Rules and Regulations for use of Gopal Vidhyanagar Campus Central Library

UTU has a well-equipped library, stacked with domestic and international journals/magazines and latest textbooks and reference books. The students have open access to library books. The library is also a member of DELNET and J-Gate, which are e-gateway to online publications.

The Gopal Vidhyanagar Campus Library is an invaluable resource for students, researchers and faculties of Pharmacy, Management, Computer science, Biotechnology. The library has built a strong collection of books, current subscription to journals and news papers, and many other resources like student's project reports, CDs, DVDs etc.

The library consists of two floors. The ground floor of the library is used to keep the racks for books and other general collections. It also has a reference-cum-reading area with seating capacity of about 40 students at a time. The first floor of library is only used for the reading area with total seating capacity of roughly 300 students at a time. At the entrance of the library is the reception counter.

Library has facility for free Internet access to the best of digital resources through its subscription of scholarly journals and industry relevant content. The library has set up "3i" (Information Infrastructure and Institution) network to access information relating to the course of study and also to other relevant area to the users.

Gopal Vidhyanagar Campus library is the member of DELNET (Developing Libraries Network), which helps to access the world of information. DELNET information resources are bibliographic in nature.

The library has setup information and documentation centre and created the database of books and periodicals in different subjects. In house activities of library like acquisitions, cataloguing, circulation and serial control has been automated by using SOUL software.

The rules and regulations regarding the use of the Libraries under the Gopal Vidhyanagar Campus Library System have been amended with a view to provide better library services and other facilities and also to maintain general discipline.

General Eligibility

- Students who are enrolled in different courses/programs run in the Campus.
- Members of the Teaching and Non-Teaching staff of the Campus.

Library Services and Facilities

- Library Membership Facility
- Document Borrowing Facility
- Text book (Book Bank) Services
- Reference, Referral and Information Services and E-referencing
- Reservation of Books

- Inter-Library Loan Services (Only for teaching staff)
- Facility to borrow reading materials in open access environment
- Use of special collections wherever they are available.
- Bibliographical Services wherever they are available.
- Article alert services wherever they are available.
- Use of Project Reports as per the conditions.
- Photocopying services adhering to the Copyright Provision.

Membership and the Associated Conditions

- All the membership of the Gopal Vidhyanagar Campus Central Library (GVCCCL) are only available to the recommendation of the Program Director\Provost.
- Members of the permanent teaching staff of the Gopal Vidhyanagar Campus
- Members of the teaching staff who are appointed on Ad hoc/ Temporary/Visiting
- Members of Non-teaching staff serving as permanent staff of the Gopal Vidhyanagar Campus.
- All the registered/bona fide students of various programs run in the Gopal Vidhyanagar Campus.
- Ex-student (detained student) of various programs run by the Gopal Vidhyanagar Campus.
- Other categories of members who have not been listed above will be provided the library facility including membership with the written permission/approval of the Provost, UTU or Secretary, BPKM.

How to Become Member

- The application form for the library membership can be obtained from the Central Library.
- The application form should be duly recommended by the Program Director / Provost.
- Members should keep the Library informed of any change of address, change of class or subject of study during the period of their membership.

Validity and Renewal of Membership

- Student membership will be valid from 16th July to 30th May of each academic year. Renewal of membership to students will be done on the basis of production of fee receipt.
- Membership of the Teachers in various programs run in the Gopal Vidhyanagar Campus: the membership is valid for three years and thereafter has to be renewed.
- Non-Teaching staff membership is valid for one academic year and thereafter should be renewed.
- Ad hoc/Visiting/Temporary Faculty membership is valid for one academic session or one year.

Obtaining Clearance Certificate

Obtaining Clearance Certificate with no dues is mandatory to all the bonafide members of the library.

- The library books / tickets / membership cards are the property of the library and are to be returned and dues, if any, be cleared / paid and a clearance certificate be obtained from the Central Library.
- It will be mandatory to each and every bonafide/registered Member of the library to obtain No Dues certificate from the Central Library.
- All formalities to obtain clearance certificate are to be completed by the member on or before completion of program\course run by the UTU or the capitulation of the program.
- All the Faculty members (Teaching and Non-teaching staff) are required to obtain No Dues certificate whenever they leave the Institution.
- Clearance Certificates are not issued to non-members.

Borrowing Facility

The bonafide members shall be permitted to borrow books, etc. from the library by producing ID-cum-Library Card. Each member shall be issued an ID-cum-Library Card. The entitlement of loan is given below:

No	Type of Users	No of Books	No of days	Late Fine (per day)
1	Graduate Student	03	07	Rs10.00
2	Post –Graduate Student	03	10	Rs10.00
3	Teaching Staff	15	90	-
4	Non-teaching	03	30	-

Manuscripts, reference book, rare books, theses, dissertation, Project reports are not issued from the library.

Loss of Books

i. General, Text and Reference Books

A book lost by the member shall have to be replaced either with latest edition or else the current price of the book shall be charged. Indian edition shall be replaced by the Indian edition, and the foreign by the foreign edition. If the user wants to replace the foreign edition with the Indian edition, the same may be accepted but the difference in the registered cost of original edition at the current rate of exchange and the current price of the Indian edition shall be charged.

ii. Rare and out-of-print Books

If a rare or out-of-print book is lost by the member, double the current price shall be realized.

iii. Multivolume publications

If a volume of a multi-volume publication is lost, either the current price of the complete set shall be charged or the set shall have to be replaced with the latest edition. If lost volume(s) of a set is/are available in the market, the member may be allowed to replace the lost volume(s) of the same edition. If the newer edition is available in the market, then the entire set of newer edition may be accepted as replacement or the cost thereof may be charged.

iv. Loss of books and library ticket

Neither books nor membership card can be lent to another person. The member is responsible for the books borrowed on his/her library tickets. Loss of library books or membership cards must be reported in writing to the Librarian of Gopal Vidhyanagar Campus Central Library immediately.

If Library ticket or membership card is lost Duplicate library tickets/ membership card will be issued with a charge of Rs25.00 for each. However return/ payment/ replacement of book/s issued on the previous Library tickets/ membership card will be the sole responsibility of the user and no clearance will be given till the dues are not cleared.

Periodical (Magazine and Journal)

Six months back issues of periodicals are available for transaction for the teaching and Non-teaching faculty only for the period of one week.

Current or single issue(s) of Journals

The member shall replace lost issues of the journals/magazine within three months from the date of loss; else the member shall have to bear the current cost of the complete volume or set, as the case may be.

Bound volumes of Journals

If any member loses a bound volume, he/she shall have to either replace the volume or pay four times the cost of volume's subscription.

E-Resources

CD-ROMs with books and periodicals are issued for 3 days.

Damage to Books and E-Resources

If any member is found guilty of damaging/mutilating/defacing/disfiguring etc. a book and other reading materials, he/she will be fined

- To realize the current cost of the book(s) and processing charges and/or fine, if the book is defaced/ disfigured.
- To realize at least double the current price of the book and/or fine if mutilated or damaged in any other form.

Damage of Furniture and Computers

Damage to library furniture and computers may lead to withdrawal of library privileges, and in serious cases, to heavy fine and other disciplinary action will be taken by the Provost or Program director.

Reservation of books

A book on loan can be reserved for a member on his/her formal request. The requester shall collect the book within two days from the date of issue of intimation failing which same shall go back in normal circulation.

1. In the event of holding the membership tickets, as per the entitlements, the user should ensure that the number of books issued and number of library tickets available in hand meets its requirement.
2. In case of discrepancy the same should be brought to the notice of Issue and Return Counter immediately.
3. Reservation for books, which are not on the library shelves, can be made on demand note.

GENERAL RULES IN LIBRARY FOR THE USERS

1. Silence is to be strictly observed.
2. Smoking and eating is prohibited.
3. Users are requested to avoid talking or discussion that will disturb other readers. Reading hall is meant for individual study only.
4. Care must be taken to see that library walls, furniture and reading materials are not spoiled/ damaged/ soiled in any way.
5. Chairs and tables should not be disturbed from their position.
6. Readers are requested to switch off their mobile phones.
7. Books and Bound volumes should be handled with great care, please avoid keeping volume open on the table, or putting with their faces.
8. Use of note books or pencils as book marker is to be avoided. Page must not be folded to serve as bookmarks.
9. Mutilation and disfiguring of pages of library materials by pencil or pen marks are strictly prohibited.
10. Defects found in the books, bound volume and periodicals taken out for reading or borrowing should be brought immediately to the notice of the library staff on duty.
11. Personal papers and non- library materials should not be left unattended on table.
12. Personal books or issued books and other materials are not allowed to be taken inside the library.
13. Damage to library property may lead to withdrawal of library privileges, and in serious cases, to heavy fine and other disciplinary action will be taken by the Provost or Program director.
14. Any member who if found guilty of taking a book out of the library without authorization shall be liable to withdrawal of library privileges and/or fine. The quantum of punishment shall be determined by the Programme Director \ Provost.
15. The Librarian of Gopal Vidyanagar Campus Central Library, is entitled to impose any or more of the following penalties, if any student is found guilty within the library premises.
Warning / Fine / Withdrawal of library facilities or cancellation of membership / Banning entry into the library on temporary or permanent basis

“Do”s at the library

- Sign the register kept at the check point/ property counter, while entering the library.
- Show the documents, which are being taken, out of the library, to the staff at the check point/ property counter.
- Contact the staff on duty for any queries.
- Keep the library premises tidy.
- Keep your mobile in Switch off / silent mode.

The Rules of the library are subject to change from time to time by the Librarian with the approval of the Provost.

PLACEMENT CELL

The objective of the placement cell is to create awareness among students regarding available career options and help them in identifying their career objectives. MPC as well as UTU have Placement Cells for students. In case of UTU, the cell is known as Students' Career Guidance Cell (SCGC).

The Cells are constituted to provide relevant academic and career information to enable our qualified students to make informed decision along the way. They mainly focus on problems faced by our students during and after the course has been opted and the career which is suited best to a particular student.

These cells comprise of faculty members who are involved in coordinating activities related to project placement as well as job placement of students in reputed companies. Pre-placement training session comprises of expert and alumni talk regarding industrial scenario, mock round for aptitude test, resume drafting, etc.

FEEDBACK FROM STUDENTS

The performance of the teaching faculty is evaluated by students by means of a Faculty Evaluation Questionnaire and feedback is obtained by the Director through the Class Counsellors. In addition, as per university rules, staff members are required to fill in the self-assessment form at the time when he/she is due for promotion/placement in a higher scale. Teachers are given confidential feedback about their teaching effectiveness and if required corrective measures like counselling or a change of subject /class are taken.

COUNSELLING AND MENTORING

The undergraduate students have been assigned faculty members as their Class Counsellors whose role is to help assimilate them with “Maliba” culture, facilitate intelligent decision-making and help in identification of resources needed by all students. Students are required to meet their respective class counsellors regularly as per their convenience and availability.

Personal Counselling is highly recommended and is very important at every step in life especially when we cannot cope with personally disturbing situations, which create more negative thoughts, sleepless nights and further tensions and anxiety in us; which again interrupts our studies and work. Our mind and body are interconnected; therefore, if it is dealt with at the initial stage, it will equip us to deal with such situations even in future.

ALUMNI ASSOCIATION

Alumni are an integral part of any educational organization. An involved alumnus assures a successful institute. MPC has an enviable record of having all its alumni as members of its Alumni Association. The extent of involvement of alumni of MPC can be gauged from the following activities they regularly do for the MPC.

1. Imparting guidance to current students
2. Recruiting students for job/ training

3. Providing financial aid for needy students
4. Providing financial aid for extra/co-curricular activities
5. Providing information regarding new opportunities like new job opening, career building etc.
6. Acting as expert in various events.
7. Providing guidance, through alumni well settled in foreign countries, to the students who wish to go abroad for higher studies.

M.PHARM. PROJECT GUIDELINES

Guidelines for writing thesis are available on the institute website.

INNOVATIVE PRACTICES AT MALIBA PHARMACY COLLEGE

1. The college seeks to inculcate in every student, who is put through modern curricula, a deep sense of the traditional values of the ancient Gurukul with holistic discipline of the hand, the head and the heart. Philosophical aspects are inculcated through daily prayer, meditation and yoga practices.
2. Uniform is a great leveller for students as well as for the staff. It inculcates feeling of equality, obedient behaviour, ease, belongingness, soberness, confidence and brings unique identification. Scope of bullying extinguishes by wearing uniforms. Driven by these objectives introduction of uniform signifies the healthy environment at the institute.
3. The institute organizes Orientation Program for students to introduce them to various college activities through the year. They are informed about the rules and regulations of the college, rules for the use of the library, and of the sessional and the final university examinations. They are also informed of the availability of scholarships, loans and other financial assistance.
4. Guidance and coaching for GATE/GRE/TOEFL examinations are provided by faculty members.
5. Teachers are encouraged to promote innovative pedagogy. Simulated teaching and micro level teaching are practiced by some teachers and the same are reviewed, and evaluated through discussion by staff. Teachers are given confidential feedback about their teaching effectiveness on the basis of an institutionalized mechanism of evaluating them.
6. Modern media facility is available to augment and support the teaching learning process. Audio-visual equipment, such as over-head projector (OHP), slide projectors, models, charts, liquid crystal display (LCD) projectors are made available.
7. Learner-centered teaching methods such as group work, role play, project work, field visit, case study, debates, etc. supplement classroom teaching. In addition, modern tools of teaching are also employed for making teaching learning more effective.
8. A language lab has been established to develop communication skills and also to teach different groups of students simultaneously according to their abilities.

9. Self-learning through books and journals, internet, CD-ROMs and computer assisted learning packages is encouraged.
10. The facilities of reprography, internet, multi-media, CDs and DVDs are made available in the library which goes a long way to supplement the lecture method.
11. Field trips, educational trips, projects, seminars at departmental and institutional levels and guest lectures by experts from outside help students to develop the ability to learn on their own.
12. Shrimad Rajchandra Museum preaches to imbibe value based education in the hearts and minds of the youth of this country through several spiritual programs and talks. The University organizes self-development courses such as Art of Living, Meditation and Yoga for students to help them in living a life full of joy. Motivational lectures by experts are conducted.
13. Cultural enrichment is encouraged through celebration of festivals like Janmashtami, Ganesh Utsav, Navratri, Uttarayan and events like Annual Sports Week and Annual function.



CENTRAL AMENITIES

Library	Common Room (Boys)
Computer Centre	Common Room (Girls)
Placement Cell	Guest House
Sophisticated Instrumentation	Residential accommodation for Faculty/Staff
Hostels	Medical facilities
Lecture rooms	Departmental Store
Canteen	RO Drinking Water
Student interaction area	Vehicle Parking
Language laboratory	Safety Provisions
Auditoriums	Backup power supply
Transport facilities	





SPORTS FACILITIES

For all-round physical development of students various sports and gymnasium facilities are raised at the Campus. Indoor sports facilities like Carrom and Table Tennis are also available to the students. Moreover, a Volley-Ball Ground and a Cricket Ground is also prepared at the Campus.

Facilities	Size in Mtr.
Open Play Ground(s) for outdoor sports (Athletics, Football, Hockey, Cricket, etc.)	95 mtr. X 176 mtr
Track for Athletics	400 mtr.
Basketball courts	Available
Squash / Tennis Courts	Available
Indoor Sports Facilities including Gymnasium	Table Tennis, Chess and Carrom.





AREAS OF EXCELLENCE & EXPERTISE

1. Development and validation of analytical method for estimation of bulk drug and its formulation
2. Method development and validation for estimation of drugs/metabolites in biological fluids (plasma, serum, urine)
3. Degradation kinetic study of drug molecules
4. Identification, characterization and standardization of impurity in bulk drugs.
5. Dissolution profile and Dissolution stability study
6. Analysis of Herbal Drug
7. Isolation and characterization of marker compound for QC tests
8. Identification of the possible adulteration in herbal formulations.
9. Stability study of drug molecules.

We also welcome industrial collaboration in the areas of Novel Drug Delivery system, Method development, Stability study, Herbal Drug Standardization, etc.

SOPHISTICATED INSTRUMENTS

We provide sophisticated instrument facilities for pharmacy research scholars, and pharmaceutical and other industries.

FACILITY AVAILABLE	MAJOR SPECIFICATION	CHARGES IN RUPEES PER SAMPLE	
U.V. Spectrophotometer	a. Double beam Spectrophotometer UV 1700 UV-1800 (Shimadzu)	Qualitative	Rs. 100
	b. Lab india UV- VIS spectrophotometer model UV 3000*	Quantitative	Rs. 200
FTIR	ALPHA-T ATR and Transmission mode (Bruker optics)	100 Rs.	
HPLC	Shimadzu LC HPLC UV visible detector (Spincotech)	Qualitative	Rs. 400
		Quantitative	Rs. 600
HPLC	Shimadzu LC-2010CHT high throughput HPLC system Quaternary gradient pump Auto sampler with sample cooler Online degasser PDA detector (Spincotech)	Qualitative	Rs. 600
		Quantitative	Rs. 800
HPTLC	HPTLC system (CAMAG Switzerland)	Qualitative	Rs. 300
		Quantitative	Rs. 400
Spectro fluourometer	RF-5301 PC (Shimadzu)	Qualitative	Rs. 200
		Quantitative	Rs. 300
Dissolution test Apparatus	a. Lab India (DISSO 8000) with transdermal cylinder and intrinsic dissolution attachment b. Electrolab,	150 Rs. per sample per Hr. (Analysis charge extra)	
Viscometer	Brookfield with small sample adaptor	100 Rs.	
Fluid bed processor	(Cronimach)	Depends upon sample and Requirements	
Extruder	(Cronimach)		
Spheronizer	(Cronimach)		
Spray dryer	(Cronimach)		
High speed Homogenizer	Model PANDA plus 2000 GEA Niro S.P.A. , Italy		
Tablet compression and coating machine	Mini press 1 station (Rimek)		
	Coating machine (Hardik)		



FTIR Bruker ALPHA-T
Shimadzu



UV-1800 Shimadzu



Spectrofluorometer RF5301
PC



HPTLC system (CAMAG Switzerland)



Shimadzu LC-2010CHT highthroughput HPLC
system with PDA



High speed homogenizer
Model PANDA plus 2000



Dissolution tester Lab India
DISSO 8000



Spray dryer Cronimach

SAFETY GUIDE FOR STUDENTS

Laboratory safety

All students must read and understand the information in this document with regard to laboratory safety and emergency procedures prior to the first laboratory session. Your personal laboratory safety depends mostly on YOU. Effort has been made to address situations that may pose a hazard in the lab but the information and instructions provided cannot be considered all-inclusive.

Students must adhere to written and verbal safety instructions throughout the academic term. Since additional instructions may be given at the beginning of laboratory sessions, it is important that all students arrive at each session on time.

Research and teaching workplaces are full of potential hazards that can cause serious injury and/or damage to the equipment. Working alone and unsupervised in laboratories is forbidden if you are working with hazardous substances or equipment. With prior approval, at least two people should be present so that one can shut down equipment and call for help in the event of an emergency.

Safety training and/or information should be provided by a faculty member, teaching assistant, or staff member at the beginning of a new assignment or when a new hazard is introduced into the workplace.

Emergency

1. It is your responsibility to read safety and fire alarm posters and follow the instructions during an emergency
2. Know the location of the fire extinguisher, eye wash, and safety shower in your lab and know how to use them.
3. Notify your instructor immediately after any injury, fire or explosion, or spill.
4. Know the building evacuation procedures.

Common Sense

Good common sense is needed for safety in a laboratory. It is expected that each student will work in a responsible manner and exercise good judgment and common sense. If at any time you are not sure how to handle a particular situation, ask your Teaching Assistant or Instructor for advice. **DO NOT TOUCH ANYTHING WITH WHICH YOU ARE NOT COMPLETELY FAMILIAR!!!**

It is always better to ask questions than to risk harm to yourself or damage to the equipment.

Personal and General laboratory safety

1. Never eat, drink, or smoke while working in the laboratory.
2. Read labels carefully.
3. Do not use any equipment unless you are trained and approved as a user by your supervisor.
4. Wear safety glasses or face shields when working with hazardous materials and equipment.
5. Wear gloves when using any hazardous or toxic agent.
6. When handling dangerous substances, wear gloves, laboratory coats, and safety shield or glasses. Shorts and sandals should not be worn in the lab at any time. Shoes are required when working in the machine rooms.

7. If you have long hair, make sure it is tied back or confined.
8. Keep the work area clear of all materials except those needed for your work. Coats should be hung in the hall or placed in a locker. Extra books, purses, etc. should be kept away from equipment that requires air flow or ventilation to prevent overheating.
9. Disposal - Students are responsible for the proper disposal of used material if any in appropriate containers.
10. Equipment Failure - If a piece of equipment fails while being used, report it immediately to your lab assistant or tutor. Never try to fix the problem yourself because you could harm yourself and others.
11. If leaving a lab unattended, turn off all ignition sources and lock the doors.
12. Never pipette anything by mouth.
13. Clean up your work area before leaving.
14. Wash hands before leaving the lab and before eating.

Electrical safety

1. Obtain permission before operating any high voltage equipment.
2. Maintain an unobstructed access to all electrical panels.
3. Wiring or other electrical modifications must be referred to the Electrician or the Building Coordinator.
4. Avoid using extension cords whenever possible. If you must use one, obtain a heavy-duty one that is electrically grounded, with its own fuse, and install it safely. Extension cords should not go under doors, across aisles, be hung from the ceiling, or plugged into other extension cords.
5. Never, ever modify, attach or otherwise change any high voltage equipment.
6. Always make sure all capacitors are discharged (using a grounded cable with an insulating handle) before touching high voltage leads or the "inside" of any equipment even after it has been turned off. Capacitors can hold charge for many hours after the equipment has been turned off.
7. When you are adjusting any high voltage equipment or a laser which is powered with a high voltage supply, USE ONLY ONE HAND. Your other hand is best placed in a pocket or behind your back. This procedure eliminates the possibility of an accident where high voltage current flows up one arm, through your chest, and down the other arm.

Mechanical safety

1. When using compressed air, use only approved nozzles and never direct the air towards any person.
2. Guards on machinery must be in place during operation.
3. Exercise care when working with or near hydraulically or pneumatically-driven equipment. Sudden or unexpected motion can inflict serious injury.

Chemical safety

1. Treat every chemical as if it were hazardous.
2. Make sure all chemicals are clearly and currently labelled with the substance name, concentration, date, and name of the individual responsible.
3. Never return chemicals to reagent bottles. (Try for the correct amount and share any excess.)

4. Comply with fire regulations concerning storage quantities, types of approved containers and cabinets, proper labelling, etc. If uncertain about regulations, contact the building coordinator.
5. Use volatile and flammable compounds only in a fume hood. Procedures that produce aerosols should be performed in a hood to prevent inhalation of hazardous material.
6. Never allow a solvent to come in contact with your skin. Always use gloves.
7. Never "smell" a solvent!! Read the label on the solvent bottle to identify its contents.
8. Dispose of waste and broken glassware in proper containers.
9. Clean up spills immediately.
10. Do not store food in laboratories.

Lasers safety

1. NEVER, EVER LOOK INTO ANY LASER BEAM, no matter how low power or "eye safe" you may think it is.
2. Always wear safety goggles if instructed by your Instructor or Teaching Assistant.
3. The most common injury using lasers is an eye injury resulting from scattered laser light reflected off of mountings, sides of mirrors or from the "shiny" surface of an optical table. The best way to avoid these injuries is to always wear your goggles and NEVER LOWER YOUR HEAD TO THE LEVEL OF THE LASER BEAM! The laser beam should always be at or below chest level.
4. Always use "beam stops" to intercept laser beams. Never allow them to propagate into the laboratory. Never walk through a laser beam. Some laser beams of only a few watts can burn a hole through a shirt in only a few seconds.
5. If you suspect that you have suffered an eye injury, notify your instructor or teaching assistant IMMEDIATELY! Your ability to recover from an eye injury decreases the longer you wait for treatment.

Additional Safety Guidelines

1. Never do unauthorized experiments.
2. Never work alone in laboratory.
3. Keep your lab space clean and organized.
4. Do not leave an on-going experiment unattended.
5. Always inform your instructor if you break a thermometer. Do not clean mercury yourself!!
6. Never taste anything. Never pipette by mouth; use a bulb.
7. Never use open flames in laboratory unless instructed by TA.
8. Check your glassware for cracks and chips each time you use it. Cracks could cause the glassware to fail during use and cause serious injury to you or lab mates.
9. Maintain unobstructed access to all exits, fire extinguishers, electrical panels, emergency showers, and eye washes.
10. Do not use corridors for storage or work areas.
11. Do not store heavy items above table height. Any overhead storage of supplies on top of cabinets should be limited to lightweight items only.
12. Areas containing lasers, biohazards, radioisotopes, and carcinogens should be posted accordingly. However, do not post areas unnecessarily and be sure that the labels are removed when the hazards are no longer present.

13. Be careful when lifting heavy objects. Only shop staff may operate forklifts or cranes.
14. Clean your lab bench and equipment, and lock the door before you leave the laboratory.

ACADEMIC CALENDAR (2013 – 14)

Odd Semester : 01/07/2013 to 31/12/2013	
Commencement of Classes	01/07/2013
Mid Semester Examination	20/10/2013 to 30/10/2013
Diwali Vacation	01/11/2013 to 17/11/2013
University Examination	18/11/2013 to 18/12/2013
Even Semester : 01/01/2014 to 30/06/2014	
Commencement of Classes	01/01/2014
Mid Semester Examination	20/04/2014 to 30/04/2014
University Examination (Expected)	12/05/2014 onwards
Summer Vacation	Four Weeks
Commencement of Classes 2014-15(Expected)	01/07/2014

TENTATIVE SCHEDULE FOR NOV-DEC 2013 EXAMINATION

2nd Semester ATKT Examination	18th November 2013 Onwards
4th semester ATKT Examination	
5th Semester Regular Examination	28th November 2013 Onwards
1st Semester Regular and ATKT Examination	
3rd Semester Regular and ATKT Examination	29th November 2013 Onwards
Even term start on	1st January 2014

Note: Practical Examination will be conducted on completion of theory examination of respective semester.

PEOPLE YOU SHOULD KNOW

Sr.	Name of the Faculty	Designation	Email
1.	Dr. Dinesh R. Shah	Provost, UTU	dinesh.shah@utu.ac.in
2.	Dr. Shailesh A. Shah	Director, MPC	shailesh.shah@utu.ac.in
Pharmaceutics Dept.			
3.	Dr. Abhay Dharamsi	Prof. & HOD	abhay.dharamsi@utu.ac.in
4.	Dr. Pranav J. Shah	Asso. Professor	pranav.shah@utu.ac.in
5.	Dr. Ketan M. Ranch	Asst. Professor	ketan.ranch@utu.ac.in
6.	Dr. Akshay R. Koli	Asst. Professor	akshay.koli@utu.ac.in
7.	Dr. Sanjay Tiwari	Asst. Professor	sanjay.tiwari@utu.ac.in
8.	Mrs. Sonia S. Pandey	Asst. Professor	sonia.pandey@utu.ac.in
9.	Mr. Furqan A. Maulvi	Asst. Professor	furqan.maulvi@utu.ac.in
10.	Ms. Hetal P. Patel	Asst. Professor	hetal.patel@utu.ac.in
11.	Mrs. Ankita Patel	Asst. Professor	ankita.upatel@utu.ac.in
12.	Mr. Vivek Patel	Asst. Professor	vivek.patel@utu.ac.in
Quality Assurance Dept.			
13.	Dr. Renu S. Chauhan	Asso. Professor	renu.chauhan@utu.ac.in
14.	Dr. Bhavin P. Marolia	Asst. Professor	bhavin.maroliya@utu.ac.in
15.	Mr. Kunjan B. Bodiwala	Asst. Professor	kunjan.bodiwala@utu.ac.in
16.	Mr. Pintu B. Prajapati	Asst. Professor	pintu.prajapati@utu.ac.in
17.	Mr. Praful P. Dedhiya	Asst. Professor	praful.dedhiya@utu.ac.in
18.	Mr. Pratik Tailor	Asst. Professor	pratik.tailor@utu.ac.in
Pharmaceutical Chemistry Dept.			
19.	Dr. Ashish D. Mishra	Asso. Professor & HOD	ashish.mishra@utu.ac.in
20.	Mr. Gajanan G. Kalyankar	Asst. Professor	gajanan.kalyankar@utu.ac.in
21.	Mr. Sandesh R. Lodha	Asst. Professor	sandesh.lodha@utu.ac.in
22.	Mrs Meena Purohit	Asst. Professor	meena.purohit@utu.ac.in
Pharmacology Dept.			
23.	Dr. Bhavin A.Vyas	Asso. Professor & HOD	bhavin.vyas@utu.ac.in
24.	Dr. Shrikant V. Joshi	Asst. Professor	shrikant.joshi@utu.ac.in
25.	Dr. Paras K. Patel	Asst. Professor	paras.patel@utu.ac.in
26.	Ms. Payal D. Shah	Asst. Professor	payal.shah@utu.ac.in
27.	Ms. Heta Vyas	Asst. Professor	heta.vyas@utu.ac.in
28.	Ms. Janki Desai	Asst. Professor	janki.desai@utu.ac.in
Pharmacognosy Dept.			
29.	Mrs. Arti Gupta	Asst. Professor & HOD	arti.gupta@utu.ac.in
30.	Mr. Vilas S. Surana	Asst. Professor	vilas.surana@utu.ac.in
31.	Mr. Bhavik H. Satani	Asst. Professor	bhavik.satani@utu.ac.in
Mathematics/Computer Dept.			
32.	Ms. Josana Panchal	Asst. Professor	josana.panchal@utu.ac.in
Professional Communication Dept.			
33.	Mrs. Avadhuta R. Patel	Asst. Professor	avadhuta.patel@utu.ac.in

No	Committee	Coordinator# + Members
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WORKING COMMITTEES (2013-14)

1	Academic calendar / time table	Ashish Mishra, Shrikant Joshi, Praful Dedhiya
2	Examination	Bhavin Marolia, Vilas Surana, Praful Dedhiya
3	Library management	Gajanan Kalyankar, Pintu Prajapati, Ankita Patel
4	Store & purchase	Pintu Prajapati, Paras Patel, Ritesh Shah
5	Training & placement	Pranav Shah, Ketan Ranch, Ashish Mishra
6	Industry institute interaction	Renu Chauhan, Akshay Koli, Bhavin Marolia
7	Industrial visit	Ketan Ranch, Pranav Shah, Ankita Patel
8	Organising seminar, workshop	Sanjay Tiwari, Meena Purohit, Janki Desai
9	Visiting conference, seminar	Meena Purohit, Sanjay Tiwari, Hetal Patel
10	Screening exams / further studies	Kunjan Bodiwala, Gajanan Kalyankar, Payal Shah
11	Alumni association	Sonia Pandey, Bhavik Satani, Bhavin Vyas
11	Cultural & literary	Akshay Koli, Payal Shah, Pratik Tailor
12	Sports	Vilas Surana, Kunjan Bodiwala, Josana Panchal
13	Course delivery	Arti Gupta, Hetal Patel, Sonia Pandey
14	Accreditation & inspection	Bhavin Vyas, Sandesh Lodha, Bhavik Satani
15	Discipline & prayer	Ritesh Shah, Heta Vyas, Shrikant Joshi
16	Admission & induction	Paras Patel, Heta Vyas, Janki Desai
17	Website maintenance	Sandesh Lodha, Pratik Tailor, Josana Panchal
18	College building maintenance	Dr SA Shah, Dr A Dharamsi
19	Research publication	Furqan Maulvi, Kunjan Bodiwala, Arti Gupta
20	Research grants	Dr SA Shah, Meena Purohit, Furqan Maulvi, Heta Vyas
21	Laboratory development	HODs
22	Anti ragging*	Dr SA Shah, Dr A Dharamsi, Shrikant Joshi, Janki Desai
23	Women's cell*	Renu Chauhan, Arti Gupta, Payal Shah, Ankita Patel
24	Sexual harassment Prevention*	Sonia Pandey, Hetal Patel, Janki Desai, Vilas Surana
25	Class counsellor & attendance monitor	Sem I : Heta Vyas, Arti Gupta, Vivek Patel Sem III : Sanjay Tiwari, Furqan Maulvi, Sonia Pandey Sem V : Paras Patel, Vilas Surana, Meena Purohit Sem VII : Bhavik Satani, Hetal Patel, Payal Shah

* To have some more members and sub-committees co-opted by members mentioned.

First name in each committee is the coordinator and shall maintain the records.

ANTI-RAGGING COMMITTEE (2013-14)

Ragging is strictly prohibited in Maliba Pharmacy College, both inside and outside the campus and anyone found guilty of ragging and/or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (under section 26 (1)(g) of the University Grants Commission Act, 1956) as well as under the provisions of any penal law for the time being in force.

The Institute has constituted the following committees to take immediate and stringent action against those found guilty in accordance with the UGC regulations.

1. ANTI-RAGGING COMMITTEE

Responsibilities:

1. To ensure compliance with the provisions of UGC regulations 2009 at institute level.
2. To monitor and oversee the performance of Anti-ragging squad in prevention of ragging in the institute.

Sr. No.	Name	Designation	Contact No.	Email
1	Dr. S. A. Shah	Chairman	9099063130	shailesh.shah@utu.ac.in
2	Dr. Abhay Dharamsi	Co-chairman	9825300604	abhay.dharamsi@utu.ac.in
3	Ms. Janki Desai	Member	8469603266	janki.desai@utu.ac.in
4	Virendra K. Desai	Member	9328033477	vdesai219@gmail.com
5	Khyati B. Bhatt	Member	9427034365	khyati@live.in
6	Maitray B. Raval	Member	9925142801	maitrayraval93@yahoo.com
7	Kruti J. Desai	Member	7600033915	desaik18@yahoo.com
10	Ms. Bina Patel	Member	9725727437	bina.patel@utu.ac.in

2. ANTI-RAGGING SQUAD

Responsibilities: To make surprise raids on hostels and other places vulnerable to incidents of ragging

Sr. No.	Name	Designation	Contact No.	Email
1	Dr. Ashish D. Mishra	Asso Professor	9428672801	ashish.mishra@utu.ac.in
2	Dr. Bhavin Vyas	Asso Professor	9879629765	bhavin.vyas@utu.ac.in
3	Dr. Sanjay Tiwari	Asst Professor	9712079289	sanjay.tiwari@utu.ac.in
4	Mr. Vivek Patel	Asst Professor	9638576362	vivek.patel@utu.ac.in

3. MENTORING CELL

- This cell consists of students volunteering as mentors for the freshers

- Many levels or tiers of mentors
- One mentor for six freshers
- One mentor of higher level for six mentors of lower level
- One faculty member for a group of higher level mentors

Responsibilities:

Junior Level: To mentor freshers, to interact with freshers and to provide congenial and welcoming environment on the campus.

Senior Level: To guide and support as well as to interact with freshers through junior level mentors.

Dr. Shrikant V. Joshi	Faculty co-ordinator	9998542802	shrikant.joshi@utu.ac.in
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Name of student	Class	Contact No.	Email
Sulabh Singhania	Third year student	9898903310	sulabhsinghania910@gmail.com
Kushal Pindiwala	Second year student	8866252621	kushalpindi919@gmail.com
Priyanka J. Desai	Second year student	8866388059	desaipriyankajanes@yahoo.in
Aagam A. Shah	Second year student	8238352521	aagam.herbalife@gmail.com
Bhargavi V. Desai	Second year student	9375684101	bhargavidesai27@yahoo.com
Ashreya H. Patel	Second year student	9712550747	patelashreya@yahoo.com
Yash N. Gupta	Second year student	9033573547	gupta_yash74@yahoo.in
Abhi P. Patel	Third year student	8758264477	patelabhi16@yahoo.com
Sachin T. Rathod	Second year student	8758019881	sachinrathod687@gmail.com
Honey P. Desai	Second year student	8469212660	honeydesai17@gmail.com
Vivek B. Patel	Second year student	8758723886	pvivek897@gmail.com
Shivani R. Patel	Second year student	7874477999	shivanipatelsurat@gmail.com
Abhishek R. Patel	Second year student	9687974542	abhishek.patel.07@gmail.com
Reshma D. Asnani	Second year student	9898424905	reshma210728@gmail.com

UGC 24x7 Anti-Ragging Helpline

Phone Number: 1800-180-5522

Email: helpline@antiragging.net

HOLIDAYS (2013)

Name of the General Holidays	Date / Saka Era	Days of Week
MakarSankranti	14 th January	Monday
Id-e-Milad-Un-Nabi)	25 th January	Friday
Republic Day	26 th January	Saturday
Holi 2nd Day – Dhuleti	27 th March	Wednesday
Ramjan-Id (Id-UI-Fitra)	9th August	Friday
Independence Day	15 th August	Thursday
Raksha Bandhan	20 th August	Tuesday
Janmastami (Shravan Vad-8)	28 th August	Wednesday
Samvantsari (Chaturthi Paksha)	9th September	Monday
Mahatma Gandhi's Birthday	2 nd October	Wednesday
Bakri-Id (Idd-UI-Aza)	16 th October	Wednesday
Vikram Samvant New Year Day	4th November	Monday
Bhai Bij	5th November	Tuesday
Muharram	14 th November	Thursday
Christmas	25 th December	Wednesday
Note : The following days have not been notified as General Holidays as they fall on Sunday		
Maha Shivratri	10 th March ,2013 / 19, Falgun, 1934	Sunday
Dr. Ambedkar's Birthday	14 th April, 2013 / 24, Chaitra, 1935	Sunday
Parshuram Jayanti	12 th May, 2013 / 22,Vaishakh, 1935	Sunday
Parsi New Year Day- Pateti	18 th August ,2013 / 27, Shravan,1935	Sunday
Dusshera (VijayaDashmi)	13 th October ,2013 / 21, Ashwin, 1935	Sunday
Diwali	3 rd November, 2013 / 12, Kartika, 1935	Sunday
Guru Nanak's Birthday	17 th November, 2013/ 26, Kartika, 1935	Sunday

IMPORTANT PHONE NUMBERS

Agency	Number
Police	100
Fire Brigade	101
Ambulance	108
Hospitals (Sardar hospital)	02622-220089
Transport (Mr. Rakesh, Engg. Dept)	9726000603
Transport (Mr. Bhupendra)	9825190768
Boys Hostel (Kabir Hostel) Warden – Mr. Anand Vyas	99793 53686
Girls Hostel (Maliba Campus) Warden – Mr. Anand Vyas	99793 53686
Girls Hostel (Bardoli Campus) Warden- Mrs. Pushpaben	96249 45091
Anti-Ragging Helpline, UTU (For Complaints of Ragging) Dr. Renu Chauhan, I/C Registrar	9904050534
Railway Station, Bardoli	02622-220057
Bus Station, Bardoli	02622-223733

ANNEXURES**Annexure – 1****Declaration to be submitted by the students admitted to Different Programmes of the University****Declaration**

I, admitted in of the Institute of _____ under UkaTarsadia University hereby declare and undertake that I will abide by the disciplinary rules of the University prescribed under the relevant regulations which I have already gone through failing which I know I am subjected to the major/ minor penalties as the case may be.

Date:

Place:

Signature of student _____

Name of Student: _____

Signature of parents: _____

Name of parents: _____

Annexure – 2**Undertaking for not involving himself/ herself for ragging****Declaration**

I, admitted in of the Institute of _____ under UkaTarsadia University hereby declare and undertake that I am aware of the University's approach towards ragging and the punishment to which, I shall be liable, if found guilty of ragging.

Date:

Place:

Signature of student _____

Name of Student: _____

Signature of parents: _____

Name of parents: _____

Annexure – 3

Student Leave Application Form

Date:

Name of Student	
Class:	Enrol. No:
Address	
Telephone no with STD Code	
Date/Period of absence	
Reasons for leave	
Sickness:	Social event:
Granted:	Not Granted:
Date:	
Signature of Principal/ Authorized person	Signature of Student

Note:

1.Sick note:

- ✓ Inform immediately by phone or by written message
- ✓ Produce medical certificate at the time of attending institute

2.Leave for social event:

- ✓ Apply one week in advance.
- ✓ For girls consent of parent essential

3.Personal Problems:

- ✓ First consult your class counsellor
- ✓ If necessary contact Principal/ Management