

Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions

Faculty of Pharmacy, Kashti

PRACTICE SCHOOL POLICY

BACHELOR OF PHARMACY (SEMESTER VII)

1. Purpose

The Practice School Program is designed to provide **experiential learning** opportunities to students through research-oriented, industrial, clinical, community pharmacy, regulatory, pharmaceutical marketing, pharmacovigilance, quality assurance, quality control, formulation development, and other pharmacy-related domains. The program aims to enhance problem-solving skills, research aptitude, scientific communication, and professional competency.

2. Scope

This policy shall be applicable to all students enrolled in **B. Pharm. Semester VII**.

3. Practice School Structure

The Practice School shall be conducted for a **minimum of 150 hours** distributed throughout Semester VII as prescribed by the curriculum.

4. Domain Declaration and Student Allocation

1. Faculty members shall declare their Practice School domains/topics at the beginning of the semester.
2. Domains may include:
 - Pharmaceutics
 - Pharmaceutical Chemistry
 - Pharmacology
 - Pharmacognosy
 - Regulatory Affairs
 - Quality Assurance
 - Quality Control
 - Clinical Pharmacy
 - Community Pharmacy
 - Pharmacovigilance
 - Pharmaceutical Marketing

- Hospital Pharmacy
 - Industrial Pharmacy
 - Literature Review and Research Projects
 - Other emerging pharmaceutical areas
3. Students shall submit their preferences based on their area of interest.
 4. The Practice School Coordinator shall ensure equitable distribution of students among faculty members.
 5. Final student-teacher allocation shall be published by the Practice School Coordinator.
 6. After allocation, students shall report to the allotted faculty mentor and identify a problem statement/project topic.
 7. The selected topic shall be approved by the faculty mentor.

5. Attendance Requirement

1. Attendance in Practice School activities, meetings, presentations, and reviews is **mandatory**.
2. Students undergoing **internship** with prior permission from the Principal/Institute shall also remain registered under the Practice School program and shall participate in all scheduled evaluations.
3. **Failure to attend** any scheduled presentation without prior approval shall result in award of **zero marks** for that evaluation component.
4. Minimum attendance requirement shall be as per institutional and university regulations.

6. Evaluation Scheme

Component	Marks
Presentation I – Problem Selection & Topic Finalization	25
Presentation II – Initial Progress Review	35
Presentation III – Progress, Results & Discussion	40
Paper Presentation (Conference/Seminar)	25
Research Publication	25
Total	150

RUBRIC – PRESENTATION I

Problem Selection and Topic Finalization (25 Marks)

Criteria	Marks
Relevance of topic to pharmacy profession/domain	5
Identification and justification of problem statement	5
Literature survey and background information	5
Objectives and methodology planning	5
Presentation skills and response to questions	5
Total	25

RUBRIC – PRESENTATION II

Initial Progress Review (35 Marks)

Criteria	Marks
Completion of planned work as per timeline	10
Quality of data collection/literature review	8
Methodology execution and documentation	7
Problem-solving approach and initiative	5
Presentation and question handling	5
Total	35

RUBRIC – PRESENTATION III

Progress, Results and Discussion (40 Marks)

Criteria	Marks
Completion of assigned work	10
Quality and accuracy of results	10
Interpretation and discussion of findings	8
Scientific analysis and conclusions	7
Presentation skills and defense of work	5
Total	40

RUBRIC – PAPER PRESENTATION

Conference / Seminar Presentation (25 Marks)

Evidence Required

- Certificate of presentation
- Abstract/booklet copy
- Presentation material (Poster / PPT)

The paper presentation may be based on:

- The student's Practice School project/topic; or
- Any pharmacy-related theme announced by the conference, seminar, workshop, or scientific event.
- In cases where the conference theme differs from the student's Practice School domain, the student shall be permitted to prepare and present a paper relevant to the conference theme.

RUBRIC – RESEARCH PUBLICATION

Publication Quality Assessment (25 Marks)

Publication Category	Marks
Publication in SCI/SCIE/Scopus Indexed Journal (Q1/Q2)	25
Publication in Scopus Indexed Journal (Q3/Q4)	22
Publication in UGC-CARE Listed Journal	18
Publication in Peer-Reviewed National/International Journal with ISSN	15
Manuscript Accepted for Publication (proof required)	12
Manuscript Submitted with Editor Acknowledgement	8
Only Manuscript Prepared but Not Submitted	5

Additional Conditions

1. Student shall be one of the authors of the publication.
2. The faculty mentor shall be corresponding author or co-author wherever applicable.
3. The Practice School Committee shall verify indexing status before awarding marks.

Submission of Progress Reports

Students shall submit a duly signed Practice School Progress Report after each scheduled presentation to document the work completed during the respective phase of the project.

1. After Presentation I (Problem Selection and Topic Finalization):

- Students shall submit a report containing the problem statement, rationale for topic selection, literature review, objectives, and proposed methodology.
- The report shall be approved and signed by the faculty mentor.

2. After Presentation II (Initial Progress Review):

- Students shall submit a progress report detailing the work completed, data collected, methodology executed, observations made, challenges encountered, and future action plan.
- The report shall be verified and signed by the faculty mentor.

3. After Presentation III (Progress, Results and Discussion):

- Students shall submit a comprehensive report including work completed, results obtained, data analysis, discussion of findings, conclusions, and recommendations.
- The report shall be evaluated and endorsed by the faculty mentor.

4. All reports shall be submitted within the stipulated timeline announced by the Practice School Coordinator.
5. Failure to submit the prescribed report after any presentation shall result in withholding of marks for that presentation until the report is submitted and approved.
6. The submitted reports shall form part of the student's Practice School record and shall be considered during the final evaluation and assessment process.

Plagiarism Check and Submission of Similarity Report

1. Every student shall submit a plagiarism/similarity report along with each Practice School report and the final Practice School report.
2. The plagiarism check shall be conducted using plagiarism detection software approved by the institution.
3. The maximum permissible similarity index shall be **less than 15%**, excluding references, bibliography, templates, standard scientific terms, and properly cited quotations.
4. Reports exceeding the permissible similarity limit shall be returned to the student for revision and resubmission within the stipulated time.
5. No marks shall be awarded for the respective report or presentation until the revised report along with an acceptable plagiarism report is submitted.
6. Any evidence of plagiarism, copying of data, fabrication of results, or submission of another student's work shall be treated as academic misconduct and may result in:
 - Rejection of the report;
 - Award of zero marks for the concerned component;
 - Disciplinary action as per institutional norms.
7. The faculty mentor shall verify the plagiarism report before forwarding the report for evaluation.
8. Submission of the plagiarism report is mandatory for:
 - Presentation I Report
 - Presentation II Progress Report
 - Presentation III Progress and Results Report
 - Final Practice School Report
 - Manuscript intended for publication
9. Students shall submit both the plagiarism report and the originality certificate duly signed by the student and faculty mentor along with the final Practice School report.

Responsibilities

Student

- Attend all Practice School activities.
- Maintain records and progress reports.
- Participate in presentations.
- Present paper and pursue publication.
- Follow ethical research practices.

Faculty Mentor

- Guide topic selection.
- Monitor student progress.
- Review presentations and reports.
- Facilitate publication and paper presentation activities.

Practice School Coordinator

- Collect faculty domains.
- Manage student allocation.
- Publish allocation list.
- Schedule presentations.
- Maintain evaluation records.
- Ensure fair distribution of students.

Non-Compliance

1. Absence during any scheduled evaluation shall result in zero marks for that component unless approved by the Principal due to exceptional circumstances.
2. Plagiarism, fabrication of data, or unethical practices shall attract disciplinary action and cancellation of marks.
3. Students failing to complete Practice School requirements shall be treated as unsuccessful in the course as per institutional regulations.

Effective Date

This policy shall come into force from the Academic Year 2026–27 and shall remain applicable until revised by the Institution.