

FIRST-YEAR B. PHARM STUDENT HANDBOOK

Your Companion for a Successful Academic Journey

1. WELCOME MESSAGE

Dear First-Year Students,

Welcome to the Faculty of Pharmacy! We are delighted to have you join our community of learners and future healthcare professionals. The Bachelor of Pharmacy (B. Pharm) is not just a degree; it is a commitment to improving lives through safe and effective medication use.

These first few weeks are crucial. You will be introduced to a rigorous scientific curriculum, hands-on laboratory work, and the ethical responsibilities of being a pharmacist. This handbook is designed to be your quick-reference guide to navigating your first year successfully.

Remember: You are not alone. Your faculty, mentors, and senior students are here to support you. Stay curious, work hard, and embrace the journey.

Warm Regards,

The Department of Pharmacy Faculty

2. B. PHARM PROGRAMME OVERVIEW

The B. Pharm is a 4-year (8-semester) undergraduate program. The curriculum is divided into:

- **Pharmaceutical Sciences:** Chemistry, Pharmacology, Pharmaceutics, Pharmacognosy.
- **Clinical Pharmacy:** Therapeutics, Hospital Pharmacy, Community Pharmacy.
- **Practical Skills:** Hands-on training in formulation, analysis, and patient counseling.

Vision: To produce competent pharmacists capable of meeting global healthcare challenges.

Duration: 4 Academic Years.

3. FIRST-SEMESTER SUBJECT LIST

(Code numbers are illustrative; please fill in your university's specific codes)

Subject Code	Subject Name	Type
BP101T	Human Anatomy and Physiology I	Theory
BP102T	Pharmaceutical Analysis I	Theory
BP103T	Pharmaceutics I (General Pharmacy)	Theory
BP104T	Pharmaceutical Inorganic Chemistry	Theory
BP105T	Communication Skills	Theory

BP106RBT	Remedial Biology / Remedial Mathematics	Theory
BP107P	Human Anatomy and Physiology I (Practical)	Practical
BP108P	Pharmaceutical Analysis I (Practical)	Practical
BP109P	Pharmaceutics I (Practical)	Practical
BP110P	Pharmaceutical Inorganic Chemistry (Practical)	Practical

4. ACADEMIC CALENDAR (TENTATIVE)

Note: Please verify exact dates with the official university portal.

Semester	Activity	Tentative Dates
Odd (I)	Commencement of Classes	1st Week of August
	First Internal Assessment	3rd Week of September
	Second Internal Assessment	1st Week of November
	Pre-University Examinations	3rd Week of November
	University Theory Examinations	1st Week of December
	University Practical Examinations	3rd Week of December
Even (II)	Commencement of Classes	2nd Week of January

5. CLASS TIMETABLE (SAMPLE)

This is a generic template. Your actual timetable will be provided by the department.

Day	9:00 - 10:00	10:00 - 11:00	11:00 - 12:00	12:00 - 1:00	1:00 - 2:00	2:00 - 4:00
Mon	HAP	Ph. Analysis	Pharmaceutics	Inorg. Chem	Lunch	Pharmaceutics Lab (Batch A)
Tue	Comm. Skills	HAP	Ph. Analysis	Remedial Bio	Lunch	HAP Lab (Batch B)
Wed	Pharmaceutics	Inorg. Chem	Comm. Skills	HAP	Lunch	Ph. Analysis Lab (Batch A)
Thu	Remedial Bio	Pharmaceutics	Inorg. Chem	Ph. Analysis	Lunch	Inorg. Chem Lab (Batch B)
Fri	HAP	Comm. Skills	Remedial Bio	Pharmaceutics	Lunch	Self-Study / Library

6. EXAMINATION SYSTEM

- **Pattern:** Semester-wise examinations conducted by the University.
- **Weightage:**
 - **Theory:** 80% University Exam + 20% Internal Assessment.
 - **Practical:** 70% University Practical Exam + 30% Internal/Sessional Assessment.
- **Passing Criteria:** Minimum **40%** in Theory and **50%** in Practicals (aggregate) to pass the subject.

- **Grading:** Cumulative Grade Point Average (CGPA) system.

7. INTERNAL ASSESSMENT GUIDELINES

Internal marks are awarded based on continuous evaluation. They are generally divided into:

1. **Two Internal Written Exams (60% of IA):** Conducted during the semester.
2. **Sessional/Practical Work (20% of IA):** Based on day-to-day lab performance, record books, and viva-voce.
3. **Assignments/Seminars (20% of IA):** Includes presentations, written assignments, and quizzes.

Penalty: Late submission of assignments will result in a deduction of marks.

8. ATTENDANCE REQUIREMENTS

University regulations mandate:

- **Minimum Attendance:** 75% in each subject (Theory and Practical combined).
- **Conditional Attendance:** Students with 65% - 74% attendance may be allowed to sit for exams after paying a fine (subject to university approval).
- **Debarred:** Students with less than 65% attendance **WILL BE DEBARRED** from appearing for the University Examinations.
- *Medical certificates must be submitted within 7 days of absence.*

9. PRACTICAL/LABORATORY SAFETY INSTRUCTIONS

Safety is the #1 priority in a pharmacy lab. You will be asked to sign a safety contract.

- **Mandatory PPE:** Wear a clean lab coat, closed-toe shoes, and safety goggles at all times.
- **No Food/Drink:** Absolutely no eating or drinking inside the lab.
- **Hood Use:** All volatile/poisonous reagents must be handled inside the Fume Hood.
- **Waste Disposal:** Do not throw chemicals down the sink. Use designated waste containers.
- **Emergency Protocols:** Locate the Eyewash station and Fire Extinguisher on your first day.
- **Report:** Immediately report any spills, cuts, or burns to the lab instructor.
- **Record Books:** Maintain a neat, hard-bound record book. Submit it at the end of every practical session for signature.

10. FACULTY AND MENTOR CONTACTS

Students are assigned a **Faculty Mentor** at the start of the semester. Please fill in the details below:

Role	Name	Cabin/Office	Email/Phone
Head of Department	[Insert Name]	Room 101	[Insert]
Academic Coordinator	[Insert Name]	Room 102	[Insert]
Lab In-Charge	[Insert Name]	Lab 1	[Insert]
My Mentor	[Insert Name]	Room [X]	[Insert]
Senior Student Buddy	[Insert Name]	N/A	[Insert]

11. LIBRARY AND DIGITAL LEARNING RESOURCES

- **Central Library:** Open from 8:00 AM to 8:00 PM. You can issue up to 5 books for 15 days.
- **Digital Library:** Access to e-books and e-journals via the University portal.
- **Recommended Online Platforms:**
 - *For Pharma:* PubMed, SciFinder, DrugBank.
 - *For Practice:* RxNorm, Medscape.
 - *For Courses:* Coursera, NPTEL (for supplemental learning).
- **Wi-Fi:** Available in the library and common areas with your Student ID credentials.

12. STUDENT SUPPORT SERVICES

We are committed to your holistic well-being.

1. **Academic Tutoring:** Extra classes for weak students organized by the department.
2. **Counselling Services:** Confidential psychological and emotional support (available at the Student Wellness Center).
3. **Anti-Ragging Committee: Zero Tolerance Policy.** Report immediately at the Anti-Ragging Helpline or to the Dean of Students.
4. **Career Counselling:** Scheduled in the 3rd year, but you may request an earlier appointment.

13. ACADEMIC INTEGRITY GUIDELINES

You are expected to adhere to the highest standards of academic honesty.

- **Plagiarism:** Copying from published sources or other students without proper citation is strictly prohibited.
- **Cheating:** Using unauthorized materials (mobile phones, notes) during examinations will result in an **F grade** and disciplinary action.

- **Falsification:** Forging signatures or medical certificates will lead to severe penalties, including possible expulsion.
- **Fairness:** Respect your peers; do not disturb others during exams or lectures.

14. WEEKLY STUDY PLANNER (RECOMMENDED)

To manage the heavy workload, structure your week like this:

Day	Activity
Monday	Revise Monday's lectures (2 hours). Complete HAP diagrams.
Tuesday	Review Tuesday's lectures. Finish lab records for the week.
Wednesday	Dedicated time for Pharmaceutical Analysis problem-solving.
Thursday	Review Inorganic Chemistry reactions. Group study for Pharmaceuticals.
Friday	Self-Study Day: Read ahead for the next week's topics.
Saturday	Complete assignments. Organize notes. (Half-day focus).
Sunday	Day of Rest: 1 hour light revision only. Relax and recharge.

15. EXAMINATION PREPARATION CHECKLIST

One Month Before Exams:

- ☐ I have completed the entire syllabus once.
- ☐ I have compiled all lab records and had them signed.
- ☐ I have solved the previous 3 years' question papers.

One Week Before Exams:

- ☐ I have created summary notes/flowcharts for each subject.
- ☐ I have memorized all key drug formulas/reactions.
- ☐ I have confirmed my Exam Hall seat number.
- ☐ I have printed my Admit Card.
- ☐ I have my Stationery ready (Black/Blue pens, pencils, scale).

Night Before the Exam:

- ☐ I have packed my bag with the Admit Card and necessary pens.
- ☐ I have stopped reading and will sleep at 10:00 PM.

16. FREQUENTLY ASKED QUESTIONS (FAQs)

Q1: How do I check my exam results?

A: Results are published on the official university student portal. You will receive a login ID and password.

Q2: What happens if I fail a subject?

A: You will have to appear for a **Supplementary Examination** (usually held 2-3 months later). Failure in the supplementary means you must repeat the subject in the next academic year.

Q3: How do I get my ID card?

A: ID cards will be issued within the first two weeks. Carry it with you at all times on campus for entry and library access.

Q4: Can I use my phone during lectures?

A: Phones must be kept on **Silent**. Using them during class for non-academic purposes is discouraged. Phones are strictly prohibited in the examination hall.

Q5: What is the dress code?

A: Formal/Casual formals are encouraged. Shirts/T-shirts with collars and trousers/Jeans. **Ripped jeans and shorts are not permitted.** Lab coat is mandatory for practicals.

Disclaimer: This handbook serves as a general guideline. Official rules and regulations are subject to change as per the University's Governing Council and PCI (Pharmacy Council of India) guidelines. Students are advised to always refer to the official university website for the latest updates.

Best of luck for an enriching academic year!