



Est. In 1999

ROFEL SHRI G.M. BILAKHIA COLLEGE OF PHARMACY

APPROVED BY PHARMACY COUNCIL OF INDIA (PCI) AND AFFILIATED TO GUJARAT TECHNOLOGICAL UNIVERSITY, AHMEDABAD

Managed by Rotary Foundation for Education and Learning (ROFEL) Trust

ROFEL NAMDHA CAMPUS, Vapi-Namdha Road, P.B. No. 11, Vapi (West) - 396191, Dist.- Valsad (Gujarat)
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INSTRUCTIONS TO TEACHERS

All teachers shall do the following minimum academic, administrative and professional activities in the department to ensure and maintain the uniformity in minimum standards of teaching- learning process.

(A) Teaching Plan and Maintenance of Teacher's Diary.

1. Divide the theory course sessional wise and inform the students in the beginning of academic year. A proforma regarding the same shall be filled by each teacher and should be displayed on the notice board for students at the beginning of session (**Internal Examination Incharge:** _____; **Sign:** _____). The incharge teacher shall circulate the proforma to teachers, get it typed in the computer (landscape orientation) and should display it on the notice board after due signature of Principal. He/She should also maintain a record of the same. File to be kept at office. Name of the file shall be SESSIONAL SYLLABUS FOR B.Pharm. Pt. I, II, III, IV. A sample proforma is enclosed ewith:

Class: _____ Sem. ____; Session: _____ I

S.No.	Subject	Exam	Date of Internal Exam	Chapters Planned
1.		Mid-Sem		
2.		Mid- Sem		
1.		Remedial		
2.		Remedial		

2. Prepare a lesson planning for each theory and practical subject to be taken during the semester. Plan the topic to be taught/ experiment performed turn wise in the lesson planning. Divide the whole syllabus into the numbers of classes to be taken during the semester with the proposed dates of the class/ turn (avoiding the holidays and dates of mid-sem exam) as per the time table. Keep 15- 20% of the turn should be reserved for revisions/ discussion of question papers. Keep one column blank for the actual dates and the last column for remarks. The lesson planning such prepared should be duly signed by the HOD and Principal and the same should be pasted in the students attendance register. On regular basis after taking the classes mention the actual dates of class/practical turns in it. Mention appropriate reasons for the change of actual dates to that of proposed dates in the remark column. Do keep a record of adjustment/ exchange of classes due to leave and with a mention of the same in remark column.

Allot appropriate number of hours for each topic and if the need be there take extra classes to complete the syllabus and also make a record of classes taken in the student attendance register and get regularly signed by the Principal. Ensure that the no. of class/turns/hours

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prescribed are met both in lesson planning and student attendance register. Take extra classes are required to be taken.

Ensure the syllabus is completed within the stipulated 80-85% of the prescribed theory class of the subject. In the remaining 15-20% revision and old question papers should be discussed.

3. Design the list of experiments to be performed and inform the students at the beginning of the academic session. Teachers are requested to ensure that the experiments are such designed that the complete syllabus mentioned in syllabus of University syllabus book is covered.

The experiments should be designed such that the practicals can be performed smoothly by the students within the stipulated time period. The students should remain engaged for the whole stipulated period of time. In no case the students should be sent before the schedule time as per time table.

4. The teacher should prepare a list of experiment as mentioned in the lesson planning in a prescribed proforma as mentioned below. The same should be submitted to the Lab assistant of the respective laboratory after due signature of Principal. The list of experiments should be computer typed in landscape orientation. The Teacher and Lab Asstt. should retain one copy of the such list.

The concerned teacher and the Lab Assistant should ensure the availability of requirements before the start of semester or submit the requirement for purchase (forwarded through HOD) so that it should be made available before the start of semester. The teachers are advised to include only those experiments in this list and lesson planning for which most of requirements are already available.

The sample proforma in which the list of experiments has to be prepared is mentioned below.

S.No.	Title of Experiment	No. of turns	Reference	Chemicals/ Drugs/ Reagents/ Solutions required	Glasswares required	Equipments/ Apparatus required	Remarks
1.							

5. Identify the requirements of each experiment and ensure that the same is available during the experiment. Lab Technician /Asstt./ Boy should be informed in advance about the experiments to be performed during next turn. Lab. Asstt./ Technician after going through the list of experiment should make necessary arrangements for the experiments.

The teachers should amend and make necessary changes (if the need be) in the copy of list of experiments retained by them for the next session. A register/ proforma kept in the lab or





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with the Technician in this regard. The teachers are requested to give the requirements in the register.

Proforma of the **JOB CARD REGISTER OF LAB ASSISTANT** to be kept in each Laboratory is as follows:

Date	Time	Class	Subject	Lab. No.	Aim of the experiment	Requirements			
						Equipments	Chemicals	Glasswares	Others

6. Make a mention of the turn not taken on the day as per the Time Table during teaching hour/practical turn due to your leave taken/ holidays/ vacation or any other reason in student attendance register.
7. Submit and get the student attendance register signed by the Principal on every Monday on regular basis.

(B) Related to Class- Room/ Laboratory

1. Ensure cleanliness and proper seating/ working arrangements in classroom/ laboratory before start of class/ practicals through Lab Assistants and Lab Attendants.
2. Go to class/ laboratory in time and never leave the class or laboratory before the scheduled time.
3. Never involve in gossiping or sitting with other teachers/staff during practical classes.
4. Maintain strict discipline among the students during class/ laboratory.
5. Do not extend the class/ laboratory beyond the time limit.
6. Prepare SOPs for the various types of equipments and assemblies in the laboratory and get it displayed in the laboratory alongwith equipments and assemblies. The HOD should ensure the compliance of the same

(C) Attendance of Students

1. Take attendance daily in the attendance register in the prescribed manner i.e., 1,2,3,4,5 (for no absence in between) and 1,2,2,3,4 (for absence on third turn). A or P should not used for marking attendance in the register.
2. Fill the relevant entries in the attendance register including mass absence appropriately. Any mass absence by the students should immediately be reported to the Principal. Students should be warned about of such mass absence in future. The topic planned to be taught on that turn should be considered taught and the same should be informed to the students and

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a copy of such notice duly also signed by the Principal should be displayed on the Notice board. For mass absence during practicals put zero marks for that turn.

- Report the cumulative attendance of the students on monthly basis/ end of session in the prescribed proforma to the Class Coordinators/ Principal for communication to students/ parents/ University. A copy of the same should be displayed on the notice board on each 5th date of the next month. Any student having attendance less than 75% till date should be encircled with red ink in the proforma. The class coordinators shall keep a record of such attendance till the end of session in a file for perusal. The Class coordinators should communicate to the parents regarding the shortage of attendance. The list to be prepared batchwise. If need be there Class Coordinators shall convene letters to the parents of students whose attendance is less than 75% till date. A sample letter in this regard shall be prepared by the Class Coordinators.

A Sample proforma of the attendance report is enclosed herewith:

S.No	Enrol No.	Name of Student	Subject		Subject		Subject		Subject		Subject	
			Code		Code		Code		Code		Code	
			Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr
No. of turns held →												
1.												
2.												

- Any student found to be absent continuously for two weeks should be immediately reported to the his/her parent and the Principal.
- At the end of academic session teachers should submit the attendance registers to the office/ Principal/ or any to any officer as directed by the Principal and shall submit the details of the classes taken such as number of theory classes taken, number of prescribed theory classes, number of practicals performed (batchwise), number of turns taken (batchwise) to the **Teacher Incharge: _____ Sign: _____**. The teacher incharge shall maintain a record of the same in a two different files in chronological order semester wise. Sample proforma of such reports to be prepared by the Teacher Incharge is enclosed herewith





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Class: _____ Sem. _____ Session _____

Subject	No. of Theory Classes		Practicals		No. of extra theory classes/ tutorials taken
	Prescribed Number of hours	Number of hours conducted	Prescribed number of hours	Number of hours conducted	
1.					
2.					

Class: _____ Sem. _____

Subject	No. of candidates scored than 80%		No. of candidates scored between 60 - 80%		No. of candidates scored less than 50%	
	Theory	Practical	Theory	Practical	Theory	Practical
1.						
2.						

(D) Theory Classes:

1. Go to class after due preparation of the topic to be taught.
2. Remain standing while teaching.
3. Make appropriate use of black-board and other teaching aids. Teachers are also encouraged to prepare teaching manual in Powerpoint presentation for higher classes. LCD projector may be made available if the teachers are ready with the powerpoint presentations for the whole syllabus.
4. Involve students in discussions and clarify their doubts regarding subject matter.
5. Try to relate the concepts with practical situations and live illustrations to make subject easily understandable.
6. It is always better to conclude a topic by recapitulating the important points.
7. Discuss the old questions papers in class. If necessary take extra class (tutorial) for the same.
8. Complete the course in the prescribed number of hours as per plan. Take extra classes if required.





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9. Avoid and refrain from taking seminars, self classes by students, giving assignments during the scheduled hour for teaching. If required to do so, take written permission of the same.

(E) Practical Classes:

1. Inform the requirements of the experiments to be performed on next turn to students and lab Technician/ Assistant/ Boy.
2. Make frequent checks for working in order of equipments and instruments. If found not working should immediately take measures to make it working and should be reported to the HOD/Principal if the same needs repair. A register in this regard should be kept with each laboratory. Laboratory Assistant and teachers are requested to make a note in the same. HOD should take steps to get the instruments, equipments in working condition.
3. Demonstrate the practical to the students whenever required.
4. Do remain in the lab during the practical hours and Verify the observations taken by the students during practical.
5. Give some practical home assignments to the students and evaluate the same to make the subjects more interesting. Such assignments given should be different given to each student. It will be better to give assignments in such a way that students should get motivated to study the subject in detail with practical details.
6. From this semester onwards. The internal evaluation will be carried out on the basis of equal weightage to (i) Day to day evaluation-10 marks and (ii) Internal Mid-sem exam-10 marks. The Mid-Sem exam shall be held at the end of session.

Day-to-Day evaluation: Evaluate the performance of the students on day- to- day basis out of **10** marks and record it properly in index of practical record and in the attendance register. For day-to-day evaluation include viva on principle/ theory involved in the practical exercise performed. For any absence the marks for day-to-day assessment will be **0**. That is going to take care of attendance marks to be given to each student. At the end of session, the marks for the **day to day assessment marks (out of 10)** would be computed by adding all such day-to-day marks together diving by number of turns held (**conducted**) by the teacher during the session.

Internal Mid-Sem: There shall be one **practical exam of 10 marks**. The practicals performed during the turn of mid-sem test should also be written by the student in Lab record and day-to-day marks should be given after evaluating the same. The practical sessionals shall be scheduled on the regular practical turn of the second last week of the semester.

Make up tests may be held for those students who could not appear in Mid-Sem Exam due to genuine reasons for which the prior permission from Principal was taken. Prior permission are required to take such make up tests. Make up test shall only be held before the Main University examination.

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For practicals in students attendance register, write the student roll with one line space at which the marks is to be given on day- to- day basis with **red ink** only. The absent marked in the register shall be considered as zero for computation of day-to-day marks for the practicals. For eg (in the attendance register).

S.No.	Name of Student	Date	Date	Date															
1.	Akash Gupta	1	2	3															
		8	7	6															
2.	Avinash Vij	1	1	2															
		6	Ab	7															

7. Ensure that the index of the laboratory record of student should only be in the following format and the same should be instructed during the first turn of practical each year to the students.

S.No.	Aim of Experiment	Date of Experiment	Page No.	Marks Obtained out of 10	Signature & Remarks of Teacher
1.	To find out the haemoglobin content and oxygen carrying capacity of own blood	16.04.2007	19	6	

The students must write the complete aim of the experiment. Short form or abbreviations in the index should be avoided. The subject teacher shall give day-to-day marks out of 10 for each experiment during next turn of experiment performed. The basis of such evaluation shall be the actual performance and the concept learned such as procedure followed by the student, observations taken, calculations, result and viva on the experiment. Teachers shall read thoroughly the record and should correct the mistakes in it and should award day-to-day marks at the end of experimental record duly signed with date of assessment. The day-to-day marks should also be posted to the index, duly signed by the teacher with date of assessment.

8. The aim of the experiment should be always be countersigned by the teacher with date on the date of experiment and the experimental record should be duly checked during next turn. This ensures the regularity.
9. On first turn of practical of each session, the students should be detailed about the practical/reference books, requirements to be brought by the students and about the list of experiments to be performed.





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10. Teachers should ensure the availability of chemicals, glasswares, equipments etc. for the conduct of practicals. If any such material is required then they should report the same in advance and they should invite quotations duly prepared by Lab. Technician and forwarded through HOD to Principal from the suppliers (at least three different suppliers). A comparative statement shall be prepared by The Lab. Technician and should be submitted through HOD to the Principal for sanction and purchase of the same. Any excuse of non-performance of practical due to unavailability of any material should not be presented to Principal.
11. Teachers should ensure that every student should wear a neat and clean White Apron in the lab. He/ She shall not be allowed in practical classes without Apron.
12. Teacher should ensure that the student should maintain Practical Record in each subject and should bring it on every turn for day to day evaluation. Each practical record of student must be covered by brown wrapper, properly labeled and kept neat, tidy and complete.
13. They should ensure that each practical performed by the student shall be recorded in Practical Record as per the following sequence:
 - (i) Date and Experiment No.
 - (ii) Aim/ Object
 - (iii) References
 - (iv) Material Required
 - (v) Theory, Diagram, equation, Reaction, Formula, label
 - (vi) Procedure
 - (vii) Observations
 - (viii) Precautions
 - (ix) Result
 - (x) Conclusion and Discussion
14. They should ensure that the student works on the allotted seat.
15. Give instructions to the student regarding the requirements that he/she has to bring for practicals like (a) Fractional weight (b) Towel (c) Soap (d) gum bottle (e) White plain paper for labels (f) Butter paper (g) Containers (h) Marker (i) Blade (j) Scissors (k) Brush (l) Scale (m) Pricking needle and (n) Dissecting instruments and other required as notified by respective subject teacher.
16. Teachers should ensure that students should thoroughly clean the Apparatus/ Glassware/ Containers before beginning the practical work and also before submitting them back upon completing the work.
17. They should ensure that the preparations dispensed by the student should be placed in the suitable containers, specially meant for the purpose. After filling, the containers should be corked, labeled and polished.
18. Teachers should instruct to the students that waste material should be thrown into dustbins only, no waste papers, matchsticks, chemical and broken glassware etc. are to be thrown in the sinks.
19. Teachers should ensure that Chemicals/ Regents are to be placed back through students/ Lab assistants/ Lab boy at their original place after use.

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20. Teachers should ensure that Seats/ Work place should be properly cleaned by the students with duster/ napkin during and after work is over. Alternatively the teacher should ask the students to bring plastic cloth to be placed on the working table. Cleanliness has to be maintained at work place and in laboratory as a whole.
21. Teachers should ensure that students/ Lab Technician and if the need be there then by self that Water/ Gas taps are tightly closed when not in use, also put off electric switches after work is over.
22. Teachers should demonstrate the working of any equipment by self to the students and then only they should be allowed to use the same under your guidance. Instruct the students that the equipments/ Apparatus should not be touched until they are asked for.
23. Teachers should instruct the students should not enter the stores (glassware/ chemicals) without permission.
24. Teachers shall keep back the Practical Record of students after the exams are over.
25. Teachers shall countersign in the "LABORATORY BREAKAGE REGISTER" duly maintained by the Lab Assistant for each Laboratory for Breakage/ Losses of Glassware/ Equipments made by the student and should ensure that an appropriate fine is being charged by the Lab. Technician and is deposited to the Office.
26. At the end of session ensure that every student attach a "Lab Certificate" in Practical Record duly signed by Lab Assistant and the teacher concerned after clearing all laboratory dues and getting the Internal Assessment Practical marks finally compiled. Certificate should finally be signed by Principal. Teachers shall carry out compilation of marks during the last two turns of the session. Any student failing to do the compilation and certification shall be penalized by the way of deducting appropriate marks in the day-to-day marks. The Lab assistants and teachers should certify the practical records only after the fines for breakage are recovered by the student.

(F) Sessional & Main Examination

1. Set question papers (theory/ practical) from the prescribed syllabus and evenly distributed.
2. Each theory sessional shall be of 20 marks of 1 hr duration. Seven questions of 4 marks each shall be asked. Of which the student shall attempt any five.
3. Teachers shall prepare question papers in prescribed format only and should be computer typed (2 papers in one page). They should ensure the secrecy of the question paper till the exam for the said paper is over. Always keep a password for the file containing question paper. Questions papers preferably in sealed condition are to be submitted to the **Internal Examination Incharge**: _____ **Sign**: _____ at least one day in advance.
4. Teachers are requested to set question papers in such a way that students can complete the paper within the stipulated time of sessional.
5. The Examination Incharge to keep the question papers in safe custody till the examination of said subject is over.

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6. The theory sessionals will be conducted on weekly basis. Every Monday there shall be a test period followed by regular teaching classes.
7. All teaching and non- teaching staff irrespective of invigilator's or any other duty should report to college/ exam hall at least 15 mins (30 mins for main) before the scheduled time of exam and should report to the Examination Cell. No leaves shall be allowed during days of examination.
8. The Examination Incharge with the assistance of office staff shall ensure that stationary for exams like answer sheets, attendance cum mark sheet, question paper etc. for sessional exam is prepared/ received in advance for the next day. A report of the same should be intimated to the Principal before leaving the campus. The duties of invigilators for the next day should also be assigned and signature of undersigned to be taken through circulars. The signatures of invigilators should also be taken on the day of examination in the **sessional Invigilator duties register**. The respective record are to be kept with the Examination Incharge
9. Invigilators should ensure that students should sit inside examination hall as per the seating plan.
10. Mobiles or any other electronic gadgets shall not be allowed inside the examination hall.
11. After signing in the sessional invigilators/supervisor duties register, teachers shall receive blank answer books and question papers and other stationary items from the Examination Incharge/ Staff duly appointed for. They are requested to check that they have received the correct stationary items for the allotted class. All Invigilators/supervisors should ensure they should reach at least 15 mins (30 mins for External Examination) before the scheduled time to the examination hall and also to ensure that the seating arrangements are in proper order.
12. Non- teaching staff should not be allowed in the examination hall unless required/ asked to do so by the Examination Cell. Only teachers shall only carry out the Invigilation/supervision work. Invigilation/supervision work should never be left with non- teaching staff.
13. Invigilators/ supervisors should remain vigilant during examination and are requested not to leave the examination hall throughout the time of examination. If the need be there they should ask for reliever. The reliever should ensure that he/she relieve the invigilators/ supervisors from all examination halls.
14. Invigilators shall take signatures of the students on the **Attendance cum Mark sheet** supplied with the answer sheets. After taking the signature on it both invigilators shall put their signatures on the answer sheet of the student. Absentees should be marked with ABSENT in signature column with **red ink**. The invigilators shall fill all the entries in **Attendance cum Mark sheet**. At the end both invigilators shall put their signatures at the space provided to do so.
15. At the end of examination invigilators shall submit to the examination Cell: (a) the answer sheets arranged roll number wise (b) **Attendance cum Mark sheet** kept on the top of answer sheets (c) remaining question papers (d) remaining answer sheets.

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16. Examination Cell/ Examination Incharge/ Staff appointed for, shall verify invigilators/supervisor report in **Attendance cum Mark sheet** with the answer books submitted. The answer books to be tied with thread or sutli (not to be rolled) and should be handed over to the examiners (subject teachers) after taking signatures of receipt in the **sessional copies record register**. Such record has to be maintained by the Examination Incharge
17. Evaluate the answer books at the earliest/ within a week of the exam. Examiners are requested to utilize college timings to mark the answer books. The marks obtained by the students to be entered in the **Attendance cum Mark sheet** only. No other form of Mark sheets shall be accepted.
18. While marking answer books and while entering marks in **Attendance cum Mark sheet**, teachers should avoid overwriting. Any change in marks or overwriting should be properly signed.
19. Show the checked answer books to the students, pointing out their mistakes and satisfying their queries, if any.
20. Enter the marks obtained by the students in the student attendance register.
21. Submit the marksheet alongwith answer sheets to the office within week time. The marksheet shall be retained by the teacher till the end of session and one copy to be displayed on the notice board.

Before the end of semester, i.e., after all the internal exams are over, the teacher should submit a compiled marksheet for both theory and practicals alongwith the attendance cum marksheet {Mid-sem and remedial (Th & Pract)} to the Examination Incharge.

The Examination Incharge shall prepare a compiled list in the sample format as mentioned below in two copies one to be displayed on the notice board and one to be retained by him for uploading/ submitting the same to the GTU.

The answer sheets alongwith the question paper to be kept in strong room by the office staff.

S.No	Enrol No.	Name of Student	Subject		Subject		Subject		Subject		Subject		Subject	
			Code		Code		Code		Code		Code		Code	
			Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr
1.														
2.														





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(G) Involvement in Administration

1. Always sign in the attendance register with in-time alongwith it as soon as you reach the college. Put out-time and signature before you leave the college campus premises.
2. Always come and leave in time to and from the college premises. This make example to others especially to students and also to your subordinates. Always take appropriate written permission if you have to leave the campus due to some urgent work. Before taking permission ensure that you don't have classes and if you do have for the time, ensure that the hour is engaged by some other teacher.
3. Teachers shall give well in advance the purchase requirements of Books, equipments, chemicals etc. in requisite proforma in consultation with the librarian, Lab Asstt.
4. In free time (other than direct student-contact hours) teachers shall carry out the academic and administrative activities.
5. During free time teachers are requested to prepare teaching aids for the lectures as when they get leisure time in between.
6. Teacher should not leave the campus without the permission of Principal. The Arrival time and departure time with signature from college campus should be religiously made in the attendance register, failing to do so by the concerned teacher will be marked absent on that day.

(H) Improvement of Professional Competence

1. To maintain the professional competence the teachers should write manuscript for publications in peer- reviewed journals. Even if the original research work is not done, the teachers should write review articles of their area of interest.
2. Teachers must undertake short research work to uplift their academic qualifications, career and competence. They should invite collaborations/ grants/ sponsors for the research, seminars, MODROBS, and others.
3. The teachers should inform and counsel the students about the latest happening in the field of their subject/ pharmaceutical sciences. This motivates and gives a sense of proud to the students for the profession they are pursuing. This directs the students to choose and pursue a career of their interest and indirectly also motivates the students to excel in studies.
4. During vacations teachers must pursue and attend some Refresher courses/ Workshops/ Orientation programmes/ Conferences/ Seminars etc. conducted by various institutions to update themselves in their subject after due permission from the Principal.



Dr. Arindam Paul
Principal