Guide Allotment Policy

(Practice School, Project Work and Research Work)

Annexure A (B. Pharm):

PHASE –I (Practice School):

1. **Domain Selection Process:**

   The Principal and all Department Heads collaborate to select academic domains.

2. **Class Teachers and Department Heads Meeting:**

   Schedule a meeting with Class Teachers from the Final Year B. Pharm program and all Department Heads.

3. **Google Form Creation:**

   Class Teachers create Google Forms to gather information.

4. **Information Sharing:**

   Share the Google Form links via WhatsApp groups, ensuring participants have sufficient time to respond.

5. **Data Collection:**

   Collect responses in a spreadsheet format for analysis.

6. **Review Meeting:**

   Schedule another meeting with Class Teachers from the Final Year B. Pharm program and all Department Heads to discuss the collected responses.

7. **Student Allocation:**

   Determine the number of students in each domain and choice based allocation to the respective domains.

8. **Roll Call and Practical Batches:**

   Finalize the roll call and practical batches allocations based on domain selections.

9. **Practice School Planning:**

   Decide to conduct the Practice School for each domain in the Seventh (VII) semester.

10. **Evaluation Process:**

    Assess the Practice School domains with internal and external examiners appointed by the Institute's Examination Department and submission of marks to SUK through online portal.

PHASE-II (Project Work):

1. **Student Project Allocation:**

   Allocate students to project guides based on their selected domains and faculty.

2. **Project Assignment:**

   Assign research projects to students, either individually or in groups, through their designated guides.

3. **Progress Review:**

   Regularly review the progress of each student group's project work with their respective guides.

4. **Project Compilation:**

   Upon project completion, students are required to compile their work following provided guidelines.

5. **Submission Deadline:**

   Adhering to the schedule set by SUK, students must submit their project work reports on the specified date.

6. **Viva Examination Preparation:**

   SUK finalizes the schedule for project work viva examinations and appoints external examiners for each domain accordingly.

7. **External Evaluation:**

   External examiners assess the project work, and the resulting marks are submitted to Shivaji University, Kolhapur through the online portal.

Annexure B (M. Pharm- Research Work):

1. **Student Project Allocation:**

   Allocate students for project based on their faculty preferences and result of first semester.

2. **Project Assignment:**

   Assign research projects to students through their allotted guides and inform them to prepare synopsis

3. **Presentations:**

   Schedule presentations of synopsis of all students in the form of PowerPoint

4. **Finalization of Synopsis:**

   Finalization and synopsis through respective guides and forwarding to Shivaji University, Kolhapur

5. **Progress Review:**

   Regularly review the progress of each student with their respective guides.

6. **Colloquium Presentations:**

   Before final submission of the dissertation, student needs to present their research work as Colloquium in the form of PowerPoint presentation

7. **Project Compilation:**

   Students are informed to compile their research work following provided guidelines.
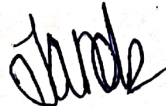
8. **Submission Deadline:**

   Adhering to the schedule set by SUK, students must submit their research work reports on the specified date.

9. **Viva Examination Preparation:**

   SUK finalizes the schedule for research work viva examinations and appoints external examiners for each domain accordingly.

10. **External Evaluation:**

    External examiners assess the research work, and the resulting marks are submitted to Shivaji University, Kolhapur through the online portal.

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