

**THE NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND
RESEARCH (DEGREE OF MASTERS AND DOCTOR OF PHILOSOPHY)
ORDINANCE, 2005**

[Updated as on 31.5.2025]

In pursuance of Sections 28 and 29 of the National Institute of Pharmaceutical Education and Research Act, 1998 (13 of 1998), the Senate of the National Institute of Pharmaceutical Education and Research hereby makes the following Ordinance, regulating the programmes offered by the Institutes relating to the Degree of Masters' Program and Degree of Doctor of Philosophy, admission to these programmes, procedure for admission, fee to be paid by student, fellowship, method of evaluation, semester registration, attendance requirement, leave, course work, establishment of various committees, Board of examiners, and award of Degrees, and directs that the said Ordinance shall come into force with effect from the date of its publication, namely:—

1. Short Title and Commencement.—(1) This Ordinance may be called the National Institute of Pharmaceutical Education and Research (Degree of Masters and Doctor of Philosophy) Ordinance, 2005.

(2) It shall come into force on the date of its publication in the Official Gazette.

2. Definitions.—In this ordinance, unless the context otherwise requires,—

- (a) **Advisor** means a faculty member of the Institute appointed to look after the student research work;
- (b) **Advisory Committee** means the Department Academic Advisory Committee;
- (c) **Board** means Board of Examiners.
- (d) **Board of Studies and Research** means the Board of Studies and Research of the Institute;
- (e) **B.E. or B.Tech** means degree in Bachelor of Engineering or Bachelor of Technology, respectively;
- (f) **B. Pharm** means degree in Bachelor of Pharmacy;
- (g) **B.V. Sc.** means degree in Bachelor of Veterinary Sciences;
- (h) **B.A.M.S.** means Bachelor of Ayurvedic Medicines and Surgery;
- (i) **Candidate** means an individual applying for admission to any of the academic programmes of the Institute;
- (j) **CGPA** means Cumulative Grade Point Average;
- (k) **Course work** means courses of study designed and offered by the department concerned to be undertaken by a student;
- (l) **Degree** means the Master of Pharmacy (M.Pharm.), Master of Technology in Pharmacy [M.Tech. (Pharm.)], Master of Science (Pharmaceutical Sciences) [M.S. (Pharm.)], Master of Business Administration (Pharm.) [M.B.A.(Pharm.)] and Doctor of Philosophy (Ph.D.), whichever is applicable;
- (m) **DAAC** means Department Academic Advisory Committee;
- (n) **GPAT** means Graduate Pharmacy Aptitude Test (Conducted by AICTE);

- (o) **GATE** means the Graduate Aptitude Test in Engineering conducted by Indian Institutes of Technology;
- (p) **Institute** means the National Institute of Pharmaceutical Education and Research at S.A.S. Nagar, Punjab;
- (q) **Institute Funded Student** means a student receiving Institute Fellowship;
- (r) **Joint Advisor** means an additional faculty member/expert appointed to look after the research work of the student;
- (s) **Minimum Registration Period** means the minimum period for which a student must be registered prior to submission of the thesis;
- (t) **M.Sc.** means Master of Science;
- (u) **M.Tech.** means Master of Technology;
- (v) **NET** means the National Eligibility Test conducted by University Grants Commission, Council of Scientific and Industrial Research or other Government organizations.
- (w) **Other Institute** mean those Colleges or Universities which offer Bachelors' degree or higher;
- (x) **Sponsored Student** means a student receiving fellowship from an outside organisation;
- (y) **Student** means a person admitted or registered for a particular academic programme;
- (z) **Student Research Committee** means the Committee meant to monitor progress of a research student. `

3. General Guidelines.—(1) The minimum qualification for admission to various academic programmes shall be as per the eligibility criteria specified in Section 5.

(2) The student shall be required to earn the minimum credit through courses specified for individual academic programme and carry out research work in the Institute under the guidance of Advisor(s). In special circumstances, the Board of Studies and Research may permit a student to carry out part of the research outside the Institute;

(3) The student shall be required to fulfill the requirements for the award of Master Degree for a particular programme within the period specified in Section 25.

(4) The student registered for Ph.D. programme shall be required to satisfy a minimum registration period requirement specified in Section 26.

(5) For a Ph.D. student the date of joining the programme shall be date of his or her provisional registration; and

(6) Where a student withdraws from any academic programme or where the provisional registration is terminated in case of Ph.D. Programme within first two year of initial registration, he/she shall cease to be a student.

4. Programmes Offered.—The following Masters Programmes with specialisation indicated as under are available to the students. All the programmes will be of four-semester duration as per the Academic Calendar.

(a) Master of Science (Pharm.) Programme:

The following specializations shall be offered:

- (i) Medicinal Chemistry;
- (ii) Natural Products;
- (iii) Traditional Medicine.
- (iv) Pharmaceutical Analysis;
- (v) Pharmacology & Toxicology;
- (vi) Regulatory Toxicology;
- (vii) Pharmaceutics;
- (viii) Biotechnology;
- (ix) Pharmacoinformatics;

(b) Master of Pharmacy Programme:

The following specializations shall be offered:

- (i) Pharmaceutical Technology (Formulations);
- (ii) Pharmacy Practice;
- (iii) Clinical Research.

(c) Master of Technology (Pharm.) Programme:

The following specializations be offered:

- (i) Pharmaceutical Technology (Process Chemistry)
- (ii) Pharmaceutical Technology (Biotechnology).

(d) Master of Business Administration (Pharm.):

The following specializations shall be offered:

- (i) Finance;
- (ii) Human Resource Management;
- (iii) Information System Management;
- (iv) Marketing;
- (v) Production.

(e) Ph.D. programmes in various disciplines shall be available.

5. Eligibility for admission :

(a) Master of Science (Pharm.) Programme:

- (i) **Medicinal Chemistry**
B.Pharm.; M.Sc. (Organic Chemistry);
- (ii) **Natural Products**
B.Pharm.; M.Sc. (Organic Chemistry);

(iii) **Traditional Medicine**

B.Pharm.; B.A.M.S.; M.Sc. (Botany);

(iv) **Pharmaceutical Analysis**

B.Pharm.; M.Sc. (Organic/Analytical Chemistry);

(v) **Pharmacology & Toxicology**

B.Pharm.; B.V.Sc.; M.B.B.S.;

(vi) **Regulatory Toxicology**

B.Pharm.; B.V.Sc.; M.Sc. (Pharmacology/Toxicology/Life Sciences/Biochemistry/Medical Biotechnology/Zoology); M.B.B.S.;

(vii) **Pharmaceutics**

B.Pharm.;

(viii) **Biotechnology**

B.Pharm.; M.Sc. (Biological Sciences);

(ix) **Pharmacoinformatics**

B.Pharm.; B.Tech. (Bioinformatics); M.Sc. (Organic/ Physical/Pharmaceutical Chemistry/Biochemistry/Biotechnology/ Molecular Biology/Bioinformatics/Microbiology).

(b) Master of Pharmacy Programme:

(i) **Pharmaceutical Technology (Formulations)**

B.Pharm.;

(ii) **Pharmacy Practice**

B.Pharm.;

(iii) **Clinical Research**

B.Pharm.

(c) Master of Technology (Pharm.) Programme:

(i) **Pharmaceutical Technology (Process Chemistry)**

B.Pharm.; M.Sc. (Organic Chemistry) and B.Tech. (Chemical

Engineering) or equivalent;

(ii) **Pharmaceutical Technology (Biotechnology)**

B.Pharm.; M.Sc. (Life Sciences).

(d) **Master of Business Administration (Pharm.):**

B.Pharm.; B.Tech. (Chemical Engg. or equivalent); M.Sc. (Chemical/Life Sciences).

(e) **Ph.D. Programmes:**

Chemical Sciences:

(i) **Medicinal Chemistry**

M.S. (Pharm.) (Medicinal Chemistry/Natural Products);
M.Pharm. (Pharmaceutical Chemistry); M.Tech. (Pharm.)
(Bulk Drugs/Process Chemistry); M.Sc. (Organic Chemistry);

(ii) **Natural Products**

M.S. (Pharm.) (Natural Products/Medicinal Chemistry/Traditional Medicines);
M.Pharm. (Pharmaceutical Chemistry/ Pharmacognosy); M.Tech. (Pharm.)
(Bulk Drugs/Process Chemistry); M.Sc. (Organic Chemistry);

(iii) **Pharmacoinformatics**

M.S. (Pharm.) (Pharmacoinformatics/Medicinal Chemistry/Natural Products);
M.Tech. (Pharm.) (Bulk Drugs/Process Chemistry); M.Tech. (Bioinformatics);
M.Sc. (Organic/Physical/ Pharmaceutical
Chemistry/Biochemistry/Biophysics/Biotechnology/
Bioinformatics/Microbiology);

(iv) **Pharmaceutical Technology (Process Chemistry)**

M.S. (Pharm.); M.Tech. (Pharm.); M.Sc. (Organic Chemistry).

Biological Sciences:

(i) **Pharmacology & Toxicology**

M.S.(Pharm.)/M.Pharm./M.Tech.(Pharm.) (Medicinal Chemistry/
Pharmaceutical Chemistry, Natural Products/Pharmacology &Toxicology/
Regulatory Toxicology/Formulation/Biotechnology/

Pharmaceutics/Pharmacoinformatics); M.E./M.Tech./M.Sc.
(Pharmacology/Biotechnology/Nanotechnology/Computational
Sciences/Biochemistry/Toxicology/Zoology/Physiology/Life
Sciences/Microbiology/Organic Chemistry/Pharmaceutical Chemistry); M.D.
(Pharmacology), M.V.Sc (Pharmacology/Pathology/Biotechnology); MCA

(ii) **Biotechnology**

M.S.(Pharm.)/M.Pharm./M.Tech.(Pharm.) (Medicinal Chemistry/
Pharmaceutical Chemistry/Natural Products/Pharmacology
&Toxicology/Formulation/Biotechnology/
Pharmaceutics/Pharmacoinformatics); M.E./M.Tech./M.Sc.(Biotechnology/Life
Sciences/Computational Sciences; Biochemistry/Botany/
Zoology/Physiology/Life Sciences/Organic Chemistry/ Pharmaceutical
Chemistry); M.V.Sc.; MCA;

(iii) **Pharmacy Practice**

M.Pharm. (Pharmacy Practice/Community Pharmacy/Hospital
Pharmacy/Clinical Pharmacy);

(iv) **Pharmaceutical Technology (Biotechnology)**

M.S. (Pharm.); M.Pharm.; M.Sc. (Life Sciences); M.Tech. (Pharm.)
(Biotechnology).

Pharmaceutical Sciences:

(i) **Pharmaceutical Analysis**

M.S. (Pharm.) (Pharmaceutical Analysis); M.Pharm. (Pharmaceutical Analysis);
M.Sc. (Organic/Analytical Chemistry);

(ii) **Pharmaceutics**

M.S. (Pharm.) (Pharmaceutics/Biotechnology/Pharmacology); M.Pharm.
(Pharmaceutics/Formulations); M.Tech. (Pharm.) (Biotechnology); M.Tech.
(Biomedical Engineering/Biotechnology/Chemical Engineering);

(iii) **Pharmaceutical Technology (Formulations)**

M.S. (Pharm.) (Pharmaceutics/Biotechnology/Pharmaceutical Analysis);
M.Pharm. (Pharmaceutics/Formulations); M.Tech. (Pharm.) (Biotechnology).

Qualification of GPAT/GATE/NET is mandatory for all except for candidates holding
B.V.Sc./M.V.Sc./M.B.B.S./M.D./B.A.M.S. degrees and Foreign Nationals.

Student shall possess a Cumulative Grade Point Average of 6.75 on the scale of 10 points or minimum 60% marks in the eligibility qualification. Provided that relaxation in Cumulative Grade Point Average to 6.25 on 10 point scale or to 55% marks in eligibility criteria shall be allowed to Scheduled Caste and Scheduled Tribe candidate. Eligibility requirement for physically handicapped candidate shall be Cumulative Grade Point Average of 5.75 on 10 point scale or minimum of 50% marks.

6. Sponsored Candidates :

Five percent of seats, over and above the sanctioned number, in Masters programmes, shall be available for candidates, sponsored by Government Departments/Research and Development Organizations/Public Sector Undertakings/Reputed Private Pharmaceutical Enterprises.

Reputed Private Pharmaceutical Enterprises shall mean “Industry/Government Sponsored, a Trust, a Private Limited Company, a partnership/LLP company. A self employed person/Small Scale entrepreneur having Drug Manufacturing License and 3 year experience of running Pharma Unit can sponsor himself and Income Tax Returns for 3 years should be sought for considering eligibility. Industry/Government Sponsored sponsoring candidates should have an annual turnover of Rs. 100 Crores (for Private Limited Company); 10 Crores (for Partnership/Limited Liability Partnership Company); 2 Crores (for self employed) respectively. Besides above, candidate should be one whose Provident Fund is deducted by the employer”

Sponsored candidate shall be charged at least double the normal/regular fee.

Eligibility Conditions:

- (a) Qualifying degree with a minimum of 60% marks in aggregate or Cumulative Grade Point Average of 6.75 on a 10 point scale;
- (b) Minimum relevant working experience of two years in his or her sponsoring employer's organization after the qualifying degree. A salary statement for these two years shall be required.
- (c) Sponsorship certificate from sponsoring organization in the form of an undertaking that the sponsored employee shall be treated on duty and paid his or her usual salary and allowances for the period of studies/research at this Institute. Such employees shall be fully relieved by the employer for studies/research.
- (d) The requirement of qualifying GPAT/GATE/NET is relaxed for such candidates; and

- (e) Where an employer wish to withdraw the sponsorship, such employer shall be required to give cogent reasons for the withdrawal. The student then will be given an opportunity to put forth his or her side of the issue. Where the Dean and Director are satisfied that the student has violated any terms and conditions of the agreement with the employer, such person shall cease to be student of the Institute. Where student has not violated any terms and conditions of the agreement with his employer, he or she shall be allowed to complete his or her studies. No fees shall be refunded in any situation. Ph.D. students financed by the government/semi-government organizations like University Grants Commission, Council of Scientific and Industrial Research, Indian Council of Medical Research, Department of Science and Technology, Department of Biotechnology and such other organizations shall be over and above five per cent seats mentioned in this section.

7. Admission of Foreign Nationals:

- (a) On the recommendation of Ministry of Human Resource Development/ Ministry of External Affairs, Govt. of India, eligible Foreign Nationals selected by the respective ministry under various scholarship schemes shall be considered for admission; and
- (b) Eligible Self Financing Foreign Nationals shall be directly considered for admission by the Institute. These candidates shall approach the Institute for admission with prior clearance from Ministry of External Affairs, Govt. of India.
- (c) These seats shall be over and above the available seats.

8. Reservation:

In accordance with the National Policy, the following reservation shall be permitted in all the Masters programmes:

- (a) Scheduled Castes candidates; 15% seats;
- (b) Scheduled Tribes candidates; 7.5 % seats and
- (c) Other Backward Class candidates; 27% seats.

Three percent seats, over and above the sanctioned strength, are reserved for Physically Handicapped candidates provided that not more than two Physically Handicapped candidates shall be admitted in a single discipline.

9. Entrance Test:

- (a) An Entrance Test shall be conducted for admission to all Masters Programmes;
- (b) A separate Entrance Test shall be conducted for Ph.D. programmes;
- (c) Student desirous of seeking admission shall have to submit an application on the prescribed form for appearing in the Entrance Test; and
- (d) The prescribed form shall be available online with the Information Brochure after the publication of admission notice in various national newspapers and on Institute's website.

10. Admission Criteria:

(a) Masters Programme:

- (i) The admission shall be made on the basis of merit in the Entrance Test;
- (ii) For Masters of Business Administration (Pharm.) the admission shall be made on the basis of merit in the Entrance Test and performance in Group Discussion and Interview; the weightage of which shall be determined as follows:

Merit in the Entrance Test	- 85%;
Group Discussion & Interview	- 15%.

(b) Ph.D. Programme:

The admission shall be made on the basis of the following weightage:

Merit in the Entrance Test	- 85%;
Performance in the interview	- 15%.

All the candidates shall be required to submit Medical Fitness Certificate at the time of admission in the prescribed form.

11. Procedure for Admission:

(a) Masters Programme:

- (i) The eligible candidate shall have to appear in person for admission. The candidate shall be required to appear in interview and/or Group Discussion, wherever applicable;
- (ii) No admission shall be made in absentia;
- (iii) The list of selected candidates for the admission shall be displayed on the Institute Notice Board and Website;
- (iv) The selected candidates shall be required to deposit fee and other charges by the notified date and time;
- (v) The payment shall be made by a crossed bank draft payable at Chandigarh/S.A.S. Nagar, in the favor of Director, NIPER or by cash at the counter;
- (vi) Where the candidate does not deposit Fees etc. by notified date and time, he or she shall forfeit the seat. The seat shall be offered to the next candidate on the merit list;
- (vii) The student shall register before the commencement of each semester in the period mentioned in the Academic Calendar of the institute;
- (viii) Where the student withdraws after taking admission and paying the fees, only security amount shall be refunded.

(b) Ph.D. Programme:

- (i) Admission shall be made on the basis of merit in Entrance Test and Interview;
- (ii) The candidate shall appear in person at the time of interview;
- (iii) No admission shall be made in absentia;
- (iv) The Fee and other charges shall be required to be paid by the notified date and time;
- (v) Where the candidate does not deposit Fees etc. by notified date and time, he or she shall forfeit the seat. The seat shall be offered to the next candidate on the merit list;

- (vi) The candidate shall provisionally register for Ph.D. Programme at the time of admission;
- (vii) Where the student successfully completes the course work and clears the comprehensive examination, the provisional registration shall be the formal registration from the date of admission ;
- (viii) Where the student withdraws after taking admission and paying the fees, only the security amount shall be refunded.

12. Classification of Students:

The candidate admitted in any of the programmes in the Institute shall be categorized as:

- (a) Institute Funded Student;
- (b) Sponsored Student:
 - (i) Students under fellowship from Govt. funding agencies; University Grants Commission, Council of Scientific and Industrial Research, Indian Council of Medical Research, Department of Science and Technology, Department of Biotechnology and such other Government organizations.
 - (ii) Students sponsored by Government Departments/Research and Development Organizations/Public Sector Undertakings/Reputed Private Pharmaceutical Enterprises/Ministry of External Affairs

13. Fellowship:

- (a) All Institute Funded students shall be entitled to fellowship;
- (b) Grant of fellowship shall be governed by the terms and conditions laid down by the Senate;
- (c) The student registered for Masters Programme shall receive fellowship for not more than four semesters. This shall include previous registration if any;
- (d) Institute Funded Students registered for Ph.D. Programme shall receive fellowship for not more than five years;

- (e) The fellowship for Institute Funded students shall be renewed every semester for Masters Programme students as well as for Ph.D. students; and every year after comprehensive examination for Ph.D. students.
- (f) Where, at any stage, the progress and conduct of awardee student is not satisfactory, the fellowship shall be suspended/terminated. However, student will be given an opportunity to be heard before any adverse action is initiated against him/her; and,
- (g) The Institute shall provide financial assistance to three students of M.B.A. (Pharm.) programme of each of second, third and fourth semester of the programme. The financial assistance shall be given on the basis of merit in the previous semester:

Provided that where more than three students become eligible for consideration on account of the same merit as in Section 13(g), merit shall be decided on the basis of GPA and entrance merit for award of fellowship for the second semester and on the basis of GPA, CGPA and entrance merit in subsequent semester whichever is applicable.

14. Renewal of Registration:

- (a) Where the Student Research Committee is satisfied that the student has completed required number of courses/credits and/or the progress in research work is satisfactory, such student shall be permitted to renew his or her registration. This evaluation for Masters students shall be in 3rd and 4th semester. For Ph.D. students, the registration shall be every year after comprehensive examination;
- (b) Before the commencement of semester every student shall renew registration in person in accordance with the procedure and schedule laid down by the Institute. The student shall deposit the fee and other charges at the time of renewing the registration;
- (c) The student shall produce 'No Dues' Certificate from accounts department as well as from hostel warden at the time of renewal of registration;
- (d) Late or in-absentia renewal of registration shall not be permitted. However, in special circumstances such as departmental assignment/training etc. the Dean, having been satisfied of the circumstances, shall permit late or in-absentia renewal of registration. No renewal of registration shall be permitted after 10 days of commencement of classes/semester; and

- (e) The student(s) who fail to renew registration by the notified date shall cease to be the student of Institute.

15. Cancellation of Registration:

The registration shall be cancelled under any of the following conditions:

- (a) Where the student absents for a continuous period of four weeks without prior intimation/sanction of leave;
- (b) Where the student fails to renew registration;
- (c) Where the student fails to clear the examination
- (d) Where the student has committed an act of misconduct/indiscipline;
- (e) Where academic performance of the student is unsatisfactory; and
- (f) Where the student resigns from the programme and his or her resignation has been accepted.
Provided the student will be given an opportunity of being heard before invoking sub-section (a) to (e).

16. Attendance:

- (a) The student shall be expected to attend every lecture and practical class of each subject. However, to be eligible to take semester-end examination the student shall be required to attend 75% of actually held lectures and practical classes of each course;
- (b) Where the student appears in repeat examination under Section 24(c) he or she shall be required to attend classes with regular students of next batch and the attendance requirement shall be as (a) above; and
- (c) Where the student appears in the repeat examination under Section 24(b) he or she shall not be required to attend the classes.

17. Leave:

- (a) Masters students shall be entitled to 45 days leave, in addition to general holidays, during the four semester course work;

- (b) Ph.D. students shall be entitled to 30 days leave, in addition to normal holidays, in a year;
- (c) The student shall be granted leave with fellowship for attending academic meetings, training, conferences and symposia with the prior approval of the Dean;
- (d) The students availing fellowship shall not be entitled to any vacation leave such as summer, winter etc.;
- (e) The students shall be eligible to 10 days Medical Leave in addition to leave as (a) above; and
- (f) The woman students shall be entitled to 3 months maternity leave with fellowship in addition to 30 days leave once in their studentship;
- (g) The leave shall be granted by the Head of the Department; on the recommendation of the advisor.
- (h) Every department shall maintain leave account of each student.
- (i) Ph.D. students under sponsored categories (CSIR/UGC/DST/ICMR/DBT etc.) are governed by the rules of the funding agencies which provide financial support.

18. Course Work and Evaluation:

(a) Course Work:

- (i) The study programme in the Institute shall be organized on Credit System;
- (ii) Each course shall carry certain number(s) of credits which shall describe its weightage;
- (iii) The number of credits earned by the student shall determine his or her performance;
- (iv) For every course, a faculty member shall act as course coordinator;

- (v) The course coordinator shall be responsible to coordinate the work of other faculty members involved in the conduct of course, holding test, evaluating assignment and awarding the grades;
- (vi) A minimum Cumulative Grade Point Average shall be required for the award of Degree; and
- (vii) The student shall approach the course coordinator with respect to any matter related to that course.

On the recommendation of advisor and consent of the course coordinator, the Ph.D. student shall be permitted to add or delete course(s).

(b) Evaluation:

- (i) The student shall be required to take two written examinations for each theory course, one Mid-Term Examination and other End-Term Examination; For any course the distribution of marks will be 20% for Mid-term, 20% for internal assessment and 60% for end of semester examination;
- (ii) The student also shall have to undertake laboratory work, workshops and home assignments, which shall be evaluated;
- (iii) The student shall be awarded Grade on the basis of Mid- and End- Term Examinations, laboratory work, workshop assignment and home assignments;
- (iv) Where the course has been assigned one lecture every week during the semester such course shall have the weightage of one credit. However, certain courses can be assigned maximum of three credits;
- (v) Where there is a need to assign more than three credits for a particular course(s), prior approval of Board of Studies and Research is mandatory;
- (vi) Where laboratory and experimental course(s) have been assigned five hours every week such course(s) shall have one credit. Where there is need of deviation from this, prior approval of Board of Studies and Research shall be mandatory; and
- (vii) Where a student remains absent in any examination he or she shall be awarded F grade.

19. Grading System:

The letter grade and their equivalent grade points are as given below:-

Grade	Grade Point	Performances
A	10	Outstanding
A(-)	9	Excellent
B	8	Very Good
B(-)	7	Good
C	6	Average
C(-)	5	Below Average
D	4	Marginal
E	2	Poor
F	0	Very Poor/Absent/short of attendance
I	-	Incomplete
N	-	Audit Pass
NE	-	Audit Fail
W	-	Withdrawal
X	-	Continuation (only Masters Research Project)
S	-	Satisfactory completion of Practical Training
Z	-	Non-completion of Practical Training

Grade Point Average (GPA) = (Number of Credits x Grade Points) divided by Credits

For calculating GPA only those course(s) including projects will be taken into account in which the student has been awarded A,B,C or D Grade.

20. Grade:

- (a) Where the student has secured attendance of 50% or more but less than 75% in lectures/tutorials and/or laboratory classes, whichever applicable, but fails to fulfill the requirement of course on account of illness, accident /mishap or any other exigency, he or she shall submit an application to the course coordinator for award of I Grade. The application shall be supported, in case of illness, with the Medical Certificate from the Medical Officer of the Institute. However, if the student was outside the Institute at the time of illness then a medical certificate from a medical officer, not below the rank of Deputy Medical Officer of the District, shall be required.

Where the course coordinator is satisfied about the facts of the case, he or she in consultation with Head of the Department shall permit the student to fulfill the requirements of attendance by giving assignments on topics not attended by the student. The record of such assignments shall be maintained. The course coordinator then shall recommend the case of grant of 'I' grade to the Head of the Department. The Head of the Department shall forward the case to the Dean.

- (b) Where the student has secured 75% attendance in the course(s) but was unable to appear in End Semester Examination on account of illness, accident/mishap or any other exigency, he or she shall submit an application to the course coordinator for the award of 'I' grade. The application shall be supported in case of illness with a Medical Certificate as given at (a) above. The course coordinator having satisfied about the circumstances of the case shall forward the application to Head of the Department. The Head of the Department shall further recommend the case to the Dean.
- (c) After the approval by the Dean, the student shall be granted 'I' grade and a notification shall be issued. The copy of the notification shall be endorsed to the Senate.
- (d) Where the student has been awarded 'I' grade he or she shall appear in the end semester examination in course(s) in which he or she was absent within 10 days of the last day of Mid-Term Examination and shall be awarded regular grade.

21. Audit Course:

Where a student feels the necessity of acquiring knowledge of the subject(s), apart from the courses registered for, he or she shall approach the course coordinator and Advisor in this regard. The course coordinator having satisfied about the need shall permit the student to audit such course(s) provided the course(s) are being offered in the Institute. The student shall be awarded N or NE grade based on fulfillment of 75% attendance.

22. W- Grade:

- (a) Where the student is unable to pursue his or her courses of studies on account of the reasons beyond his or her control, such student shall approach the Dean for permission to withdraw from the courses;
- (b) Where the Dean is satisfied about the merit of the case, he shall recommend the case to the Director for the grant of permission for the withdrawal;

- (c) Where the Director permits the student to withdraw from the courses, he or she shall be awarded 'W' grade for such courses;
- (d) Withdrawal shall not be permitted in the Masters Research Project;
- (e) The student shall complete the courses in all respect when these courses are offered; and
- (f) Where the student successfully completes the requirements of the courses, he or she shall be awarded the regular grade.

23. X- Grade -

- (a) Where the student has not been able to complete his or her Masters Research Project work on account of illness or non-availability of equipment/Advisor, the Advisor in consultation with Head of the Department will forward the case for the grant of X grade to the Dean. Where the Dean approves the case, the student shall be awarded X grade; and
- (b) Where the impediments indicated in (a) above have disappeared the student shall complete the project work within six months. The project work shall be evaluated and the student shall be awarded regular grade.

24. Repetition of Examination :

- (a) The student shall be permitted repetition of examination in theory courses, in the following cases:
- (b) Where the student earns E or F or both grade(s) in not more than two courses, he or she shall be required to repeat the examination. The examination shall be held within 10 days of the last day of the mid-term examination in the following semester;
- (c) Where the student does not get E or F grades in any theory course but scores a Cumulative Grade Point Average of less than 6.00, he or she shall be allowed to repeat examination in maximum of two courses to improve the grade;
- (d) Where the student has attendance of 75% or more but is unable to appear in the examination in the course(s) on account of the reasons specified for awarding the 'I' grade, the student shall be required to appear in the End-semester examination in the semester when the examination for the course is held. The student shall not be required

- to attend the classes again and shall pursue course (s) of subsequent semester(s)/dissertation;
- (e) Where the attendance of the student is less than 75% and is not permitted to appear in the examination, he/she shall have to repeat the course (s) in the semester when such course(s) is/are offered.
 - (f) Where the student earns 'F grade' in more than two courses in any semester, he or she shall have to discontinue the studies and shall cease to be the student of the Institute;
 - (g) Where a student otherwise wants to improve his or her Cumulative Grade Point Average , such student shall be permitted to repeat the examination in not more than two theory courses of that semester;
 - (h) Grade points awarded in repeat examination shall be final;
 - (i) Grade obtained on account of improvement examination shall be specified in the award list; and
 - (j) The student opting for grade improvement examination shall not be eligible for merit awards. Such student shall rank in merit list below the students who cleared the examination in first attempt.

25. Qualifying Criteria for the award of Master Degree:

(a) Master of Pharmacy /Master of Technology (Pharm.)/Master of Science (Pharm.):

- (i) The requirement for the award of Master Degree shall be minimum 50 credits. Out of this 30 credits shall be for the course work and 20 credits for the project work;
- (ii) The requirement for the award of Master Degree in Pharmacoinformatics shall be minimum 50 credits. Out of this 36 credits shall be for the course work and 14 credits for the project work;

(b) Master of Business Administration (Pharm.):

- (i) The requirement for the award of Masters Degree shall be minimum 100 credits. Out of these 86 credits shall be for the course work, 12 credits for the project work and 2 credits for the summer training;

- (ii) The requirement of minimum Cumulative Grade Point Average shall be 6.0;
- (iii) Where the student after availing the maximum number of repeat examinations, fails to clear the course(s) or fails to earn minimum Cumulative Grade Point Average, the student shall have to discontinue the programme;
- (iv) Having successfully completed the course work, and on the successful completion of research work, the student shall submit the dissertation;
- (v) After evaluation of research work and successfully clearing the dissertation defence examination, the student shall be eligible for the award of the degree; and
- (vi) Maximum period for the completion of Masters Programme shall be three years from the date of joining the programme.

26. Qualifying Criteria for the award of Ph.D. Degree:

- (a) The student with M.S. (Pharm.) degree from this Institute shall be required to complete Doctoral courses of minimum 12 credits;
- (b) The student with qualifications from other Institute shall be required to complete minimum of 28 credits, out of these 16 credits shall be from specialization, and remaining 12 credits shall be Doctoral courses;
- (c) Candidates who have already done their Masters in the same specialization, waiver may be granted in specific courses only after critical appraisal of the syllabi in NIPER and previous institute by the DAAC.
- (d) The students shall have to obtain a minimum Cumulative Grade Point Average of 6.50;
- (e) Where Cumulative Grade Point Average is between 6.00 and 6.50 the student shall have to take more courses to earn Cumulative Grade Point Average of 6.50;
- (f) Where the student earns Cumulative Grade Point Average of less than 6.00, such student shall have to discontinue the programme;
- (g) Where the student has fulfilled the requirements of theory courses, he or she shall appear in comprehensive examination;

- (h) The student shall be allowed two attempts to clear the comprehensive examination. Provided that both the attempts shall not be in the same semester;
- (i) Where the student successfully clears the comprehensive examination, his or her provisional registration shall be considered as formal registration for Ph.D. programme;
- (j) The registration period shall not be less than three years. However, in exceptional cases the registration period shall be two years;
- (k) On the successful completion of research work, the student shall submit the thesis; and
- (l) After evaluation of research work and successfully clearing the thesis defence examination, the student shall be eligible for award of degree.

27. Committees:

The following committees shall be constituted for the academic administration:

(a) Board of Studies and Research:

The Board shall deliberate and suggest the viability of introducing new course(s), modification in the existing course structure and revising/ updating the syllabi. The Board shall also supervise administrative functionalities related to student admission, running of courses, examination/evaluation procedure and take up the matter recommended by Student Research Committee. Where consultation with some faculty member/expert in the deliberation is essential, such faculty member/expert shall attend the meeting as 'Invitee'. The board shall consist of:

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|--|----------------------|
| (i) Dean | Chairman |
| (ii) Heads of the Departments | Members |
| (iii) Three experts one each from the fields of Chemical Sciences, Biological Sciences and Pharmaceutical Sciences | Members |
| (iv) Deputy Registrar (Acad. & Exam.) | Non-member Secretary |

(b) Department Academic Advisory Committee:

The Advisory Committee shall update the syllabi of courses being offered in the department, prepare the new syllabi, examine the feasibility of introducing new courses and forward it to Board of Studies for further consideration. The committee shall consist of:

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|-------|---|----------|
| (i) | Head of the Department | Chairman |
| (ii) | Dean's Nominee shall be a faculty member from the Department other than that of department concerned. | |
| (iii) | Tenure of this member shall be two years; and | Member |
| (iv) | Two external experts to be nominated by the department. | Members |

(c) Student Research Committee:

The committee shall manage and monitor academic activities of the students. It shall also manage, monitor and evaluate the research of the students. The committee shall consist of:

- | | | |
|------|---|----------|
| i) | The Advisor | Chairman |
| ii) | Head of the Department | Member |
| iii) | One expert in the field from the department | Member |
| iv) | Dean's Nominee shall be a faculty member from the department other than that of department concerned. | Member |

Provided that where Head of the Department is Advisor, another faculty member of the concerned department shall be a member.

Dean shall notify the constitution of committee given at (a) whereas for the committee at (b), (c) Head of the respective department shall issue the notification.

Three-fourth members of the notified committee shall form the quorum.

28. Research Proposal and Comprehensive Examination:

- (a) Where the Ph.D. student has completed course work, he or she shall be required to submit a research proposal to the Student Research Committee. The student shall have to prove his or her capabilities in broad field of research, academic preparation and potential to carry out proposed research plan. For this purpose the student shall be required to appear before the Student Research Committee to take Comprehensive Oral Examination. The Student Research Committee shall evaluate the student in the context of research proposal submitted by him.
- (b) Where the committee has evaluated the student, it shall make one of the following recommendations:

- (i) The student has passed the comprehensive examination and research proposal is approved;
 - (ii) The student shall take additional course(s) and then reappear in the examination after a specified period of time;
 - (iii) The student shall incorporate the modification in the research plan as suggested by the Student Research Committee and re-submit the research proposal in a specified period of time.
- (c) Where the result of the student falls in b(ii) or b(iii) or both, whichever applicable, the student shall reappear in the comprehensive examination.
- (d) The student shall have to pass the Comprehensive Examination in maximum of two attempts and before the beginning of sixth semester. Provided both the attempts shall not be in the same semester.
- (e) Where the student fails to pass the examination by the stipulated time, he or she shall approach the Student Research Committee in writing for extension in time.
- (f) Where the Student Research Committee is convinced about the merit of case, it will grant him an extension of maximum six months and intimate the Dean. The student shall get only one chance, in addition to the provisions at (d) above, to pass the Comprehensive Examination in the extended period.
- (g) Where the student fails to pass the comprehensive examination even during the extended period, his or her registration shall be cancelled.

29. Advisor:

- (a) The Head of the Department in consultation with the faculty members of the Department shall assign Advisor(s) for each student taking into consideration the preference of the student within four weeks of the admission;
- (b) The Advisor shall be a full time faculty member of the Institute;
- (c) Where Joint Advisor(s) needs to be appointed, the Advisor shall send the proposal to Dean, who shall place it in the Board of Studies and Research for final approval. Not more than two Joint Advisors, from inside or outside the institute, shall be appointed;

- (d) The Joint Advisor(s) if necessary shall be appointed within eighteen months of provisional registration;
- (e) Not more than two Advisors shall be assigned to the student from within the Institute. Provided that where Advisor is/are not available at a stretch for a year or more in the Institute the above restriction shall not apply;
- (f) Advisor for Masters Students shall be appointed during the first four weeks after admission; and
- (g) Where the Advisor is not available on account of retirement/resignation/ death/long absence from the Institute before the approval of synopsis, a new Advisor shall be appointed for such a student:

Provided that if such a situation arises after approval of synopsis, the research shall be deemed to be completed under the originally appointed Advisor. For completion of remaining requirements an Administrative Advisor shall be appointed by the Head of the Department with the concurrence of Dean and Director. The originally appointed Advisor shall be invited as a member of Oral Defence Committee, but in case of inability to accept the invitation, the Administrative Advisor will act as an Advisor.

Reallocation of Ph.D. students under different Advisor shall be permitted under administrative exigencies to the satisfaction of Dean and Director. The change may be permitted in related discipline.

30. Progressing Monitoring:

- (a) Every student shall submit progress report of his or her course work, research and oral examination to his or her Advisor at the end of the semester. The Advisor shall convene a meeting of Student Research Committee at the earliest for consideration of the progress report.
- (b) After assessing the progress report the Student Research Committee shall recommend one of the following:
 - (i) Registration shall continue;
 - (ii) Continuation of registration is subject to incorporation of suggested improvements; and
 - (iii) Registration be terminated.

31. Preparation and Submission of Dissertation/Thesis:

(a) Masters Programmes:

- (i) Where the student has completed the project work, he or she shall submit unbound dissertation, properly secured in file covers and present the work before the Student Research Committee; and
- (ii) Where the Student Research Committee approves the work, the student shall prepare the dissertation in the format prescribed by the Institute and submit four copies of hardbound thesis by the due date.

(b) Ph.D. Programmes:

- (i) Where the student has completed the research, he or she shall present the work to Student Research Committee;
- (ii) Where the Student Research Committee approves the research work, he/she shall submit the synopsis, complete in all respects, through the Advisor to the Student Research Committee;
- (iii) Where the Student Research Committee approves the synopsis, the student shall submit the thesis within six months from the date of clearance. However, under special circumstances, this period may be extended to a maximum period of one year on the recommendation of Dean and approved by Director; and
- (iv) The student shall submit four copies of unbound thesis properly secured in file covers.

The Ph.D. student shall be required to submit the thesis within five years from the date of registration. This period may be extended to seven years with the approval of Board of Studies and Research.

32. Panel of Examiners -

(a) M.S.(Pharm.)/M.Pharm/M.Tech.(Pharm.)/M.B.A.(Pharm):

The Student Research Committee members shall be panel of examiners for the dissertation.

(b) Ph.D. Programmes:

- (i) The Advisor in consultation with the Student Research Committee shall recommend to the Dean a panel of six experts, for every doctoral student. Three of the experts shall be from abroad; and
- (ii) Where the student submits Ph.D. Thesis, the Dean shall nominate two experts out of the panel for evaluation of thesis. One of the experts shall be from abroad.

33. Evaluation of Dissertation/Thesis -

(a) Masters Dissertation:

The Masters Dissertation shall be evaluated by the Student Research Committee.

(b) Ph.D. Thesis:

- (i) Ph.D. thesis shall be evaluated by two external examiners. One of the examiners shall be from abroad;
- (ii) The external examiner shall be requested to evaluate the thesis and send the evaluation reports to the Dean within a stipulated period of time;
- (iii) Where there is difference of opinion between the external examiners, the Dean, shall appoint third examiner to evaluate the thesis;
- (iv) Where the external examiners approves the Ph.D. thesis, arrangements should be made for holding viva voce examination. Where the external examiners recommend re-submission, the thesis must be submitted in a maximum period of two years irrespective of numbers of revision allowed.

34. Defence of dissertation /thesis:

(a) Masters Programme:

- (i) Where the student has been permitted to submit dissertation, he or she shall appear in viva-voce examination on the specified date to defend the dissertation;
- (ii) The Student Research Committee shall be the Board of Examiners for the examination;

- (iii) The Board shall communicate to the Dean the result of this Viva-Voce examination which shall be that student has passed the examination or the student is required to incorporate certain modification or the student shall again appear in viva-voce examination on specified later date;
- (iv) Where the student has been asked to incorporate certain modification and he or she has done so it shall be brought to the notice of the Board through the Advisor. Having satisfied that Board's direction have been met with, the Board shall communicate to the Dean that the student has passed the examination; and
- (v) Where student again appears for Viva-Voce examination before the Board and successfully defends the dissertation; the Board shall communicate to the Dean that the student has passed the examination.

(b) Ph.D. Programme:

- (i) Where the thesis of the student has been accepted , he or she shall appear in the Viva-Voce examination before the Board of Examiners to defend the thesis;
- (ii) The Board of Examiners for the conduct of Viva-Voce examination shall consist of; Dean, who shall be the Chairman, one of the two External Examiners, the Advisor, Head of the Department and one faculty member from the department in case Head of the Department is the advisor. Where the Dean is the Advisor, the Director or his nominee shall be the Chairman. In the absence of non-availability of either of the two external examiners, the Dean shall appoint other examiner preferably from the panel of examiners as mentioned in Section 32(b);
- (iii) The Board shall submit the result of the examination to the Dean that the student has passed the examination or certain modifications are required to be incorporated in thesis or the student shall again appear for the viva-voce examination on the specified later date or the student does not deserve the award of degree;
- (iv) Where the student has been advised to incorporate the suggestions of Board of Examiners, it shall be verified by the Advisor. Having satisfied that the proposed suggestions have been incorporated, Advisor shall communicate to the Dean about it; and

- (v) Where the student is required to re-appear for Viva-Voce examination before the Board of Examiners, and he successfully defends the thesis, the Board shall communicate to the Dean that student has passed the examination.

The student shall be issued the provisional certificate of having passed the examination after he or she submits three copies of bound dissertations/thesis.

35. Award of Degree:

Where the student has:

- (a) Submitted no dues certificate;
- (b) Passed the viva-voce examination; and
- (c) Submitted three bound copies of dissertation, the Senate shall recommend to the Board of Governors for the award of degree.

36. Post Doctoral Research:

The post-doctoral fellow shall be associated with certain research projects for the purpose of research work.

37. Curriculum Development:

- (a) On account of globalization the demand of quality education has increased manifolds. Updating and improving curriculum has become a necessity. To meet the demand of quality education the Institute shall endeavor to keep abreast by continually revising the curriculum;
- (b) The Institute shall have continuous interaction with Industry. The professionals from Industry shall be associated with the curriculum development to make Institute-Industry interaction fruitful;
- (c) To meet the challenges of globalization, interaction at National and International level shall be pursued effectively; and
- (d) The Institute shall adopt all modern techniques connected with the effective teaching to develop a dynamic curriculum.

38. Training and Continuing Education Programmes:

In order to meet its commitments to keep the persons associated with Pharmaceuticals updated about the latest developments in research, the Institute shall organize short term courses, from time to time, as given below:

- (a) Training Programmes/Workshops for the persons associated with the Pharmaceutical Industry; and
- (b) Refresher Courses, Summer Schools and Seminars for the persons associated with the Pharmaceutical Education in Colleges and Universities.

39. Hostel Accommodation:

All the students shall be eligible for hostel accommodation and shall be provided the same subject to the availability. Charges for the accommodation shall be specified by the Senate from time to time.

40. General:

- (a) Notwithstanding anything contained in this ordinance the students shall be governed by rules and procedures laid by the Senate from time to time; and
- (b) In the event of any doubt or dispute regarding interpretation of this ordinance, decision of the Chairman of the Senate shall be final.