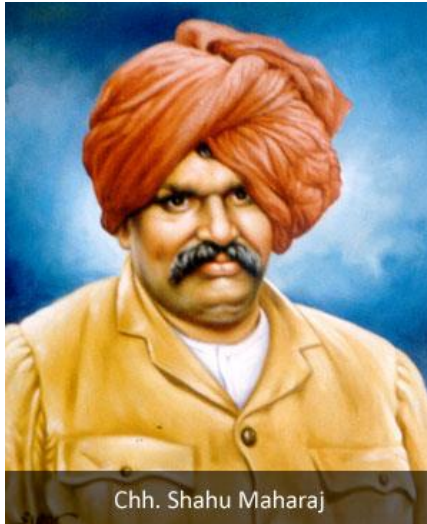


**Rules
For Admission to First year of
Post HSC (Std. XII) Diploma Courses in
Pharmacy**

R.S.C. Institute of Pharmacy Dasara Chowk, Kolhapur.

Year 2016 – 2017

For Institute Level Seats



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1.General :

These Rules shall apply for admission to the First year/ of Post HSC Diploma Courses in pharmacy at R.S.C. Institute of Pharmacy Kolhapur.

Abbreviations used in the brochure:

AICTE	All India Council of Technical Education
DTE	Director of Technical Education, Maharashtra State
HSC	Higher Secondary Certificate
MSBTE	Maharashtra State Board of Technical Education, Mumbai
PCI	Pharmacy Council of India
SSC	Secondary School Certificate
SI	Sanctioned Intake

Definitions :

1. 'Candidate' means Pharmacy applicant who desires to seek admission to First Year post HSC Diploma course in pharmacy.
2. 'Competent Authority' means the authority appointed by the Shri Shahu Chh. Shikshan Sanstha to invite applications and implement the admission procedure as prescribed in the brochure. Hon. Secretary of Sanstha. Education is the appointed competent authority in present case.
3. 'Inter se merit' means the order of merit.
4. 'Representative of the Competent Authority' means an committee appointed to assist Authority for smooth conduct of Admission Process as per the directives of the Competent Authority.
5. 'Sanctioned Intake' means the course-wise number of seats sanctioned by the Government with reference to the AICTE's/PCI's approval.

2. Eligibility criteria for admission to First year / Post HSC Diploma course in Pharmacy:

The candidate should have passed the Higher Secondary Certificate (Std. XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination with subjects English, Physics, Chemistry and Biology or Mathematics.

Note:

1. If letter grades are assigned instead of marks at HSC or its equivalent examination the candidate must obtain the certificate of conversion of letter of grades into marks from the competent authority where from the candidate has passed the examination. The candidate should produce such certificate at the time of submission of application form. The Eligibility shall be decided based on the equivalent marks submitted by such candidates.
2. If the candidate reappears for the qualifying examination (Std. XII or its equivalent) with all subjects then the marks obtained in the latest examination will only be considered for determining the eligibility criterion.
3. Candidate passing HSC from other than State Boards or Central Boards shall be required to submit equivalence certificate from Maharashtra State Board of Secondary and Higher Secondary Education (MSBSHSE)

3. Attestation

Candidates shall note the following points while submitting the Application forms at office

1. Candidates shall attach **attested copies** of all the required certificates as mentioned in these rules and enumerate the same in the given format.
2. The copies of certificates or documents attached with the application form should be attested by the Principal of the College/Institute/School from which the candidate has passed qualifying examination or Gazetted Officer or Special Executive Magistrate or Police Inspector/ Government. Hospital Doctor or Head Master of a Secondary School or Faculty of Government College not below the rank of Class II Gazetted officer.

4. Merit criteria for admission to Diploma course in Pharmacy

Percentage of Marks obtained in the subjects of Physics, Chemistry and higher marks obtained in Biology or Mathematics.

Relative Merit in case of tie:

- A.** In case of candidates securing equal number of marks, their relative merit list for admission to Diploma Course in **Pharmacy** will be reassessed inter-se on the basis of the following:
1. A candidate passing qualifying examination with higher Grand total shall be given first priority.
 2. A candidate who secures higher marks in the subject of Biology at qualifying examination shall be given second priority.
 3. A candidate who secures higher marks in the subject of Mathematics at qualifying examination shall be given third priority.
 4. A candidate who secures higher marks in the subject of Physics at H.S.C.
Or
equivalent examination shall be given fourth priority.
 5. A candidate passing the S.S.C. examination or equivalent examination with higher grand total (Best of 5) shall be given fifth priority.

5. Fees, concessions, cancellations and refund:

Tuition Fees & other fees :

The interim fee structure for institute is as approved by the Fees Regulating Authority will be made available on website. The revision in the fees, if any, by the Fees Regulating Authority will be binding on the students will be admitted in the year 2016-17 and the students taking admission in these institutes will have to pay the fees accordingly.

There will be no concession in fees (of any type) for students taking admission through Institute Level.

Mode of payment of fees :

The candidate who has been offered a seat shall pay the prescribed tuition fees, development fees and other fees in the form of D. D. / Pay order (no cash payment) in favour of the Principal of the respective institute. The admission shall be confirmed only after the payment of fees.

Caution Money:

Caution money deposits received from the students shall be refunded after successful completion of the course or after cancelling the admission. Unless there is any recovery, no deduction shall be made from the caution money deposit. However, the amount of caution money deposit shall be transferred to Students Aid Fund if candidate does not apply for refund

- Within 3 complete financial years after the student actually leaves the institution;

Or

- Within 3 complete financial years after the date of successful completion of the course whichever is earlier

6. Cancellation of admission and Refund of fees:

(Reference: 1) AICTE Guidelines No- AICTE/Legal/04(01)/2007, April 2007 & Circular No.698 Dated: 24th August 2007 issued by Pravesh Niyantran Samiti, Mumbai. 2) Minutes of the meeting, Item No 5(e), Shikshan Shulka Samiti & H&T, Dated 9th January 2013]

Procedure for cancellation of admission:-

- a. The candidate shall submit duly signed application for cancellation of admission to the institute immediately
- b. After receiving admission cancellation request from the candidate, the institute shall cancel the admission immediately.

The refund of fees as applicable shall be made in due course. It is made clear that such application for cancellation will be considered if and only if the admission is confirmed by paying the prescribed tuition fee and other fees in full and by submitting the original documents. Refund shall be made after deduction of the cancellation charges as shown below:

Sr. No	Situation	Refund
1	Cancellation Request Received before cut off date & if a seat is filled in that course before the cut off date	Entire fee less Rs. 1000/-
2	Cancellation Request received before cut off date but 'a seat' could not be filled in that course before cut off date	No Refund (except security deposit)

7. Miscellaneous:

Physical fitness:

Head of the institution at his discretion may refer any candidate to the appropriate medical authority for ascertaining the physical fitness of the candidate to undergo the requirements of the course. The report of medical authority shall be submitted to the competent authority for further necessary action. It is to be noted that Persons with Disability candidates are not provided with any additional facilities as far as the academic activities pertaining to the course is concerned.

Hostel Accommodation:

Accommodation in Hostel cannot be guaranteed to all the candidates admitted. Hostel fees payable etc. should be ascertained by the students from the hostel authority in sanstha office. Candidates are advised to verify personally whether the hostel accommodation is available or not, by contacting hostel authority in sanstha office .

Conduct and discipline:

Notwithstanding anything contained in these Rules, if the Government takes any policy decision pertaining to Diploma admissions, then the same shall be brought in to effect at that point of time as per the directives from the Government from time to time.

The students while studying in college, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to rules of discipline, will be liable to be expelled from the college without any notice by the Principal of the college.

8. Action against ragging:

Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15th May 1999 has the following provisions for Action against Ragging.

- a. Ragging within or outside of any educational institution is prohibited,
- b. Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term upto 2 years and / or penalty which may extend to ten thousand rupees.
- c. Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received, he /she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final. If the head of the educational institution fails or neglects to act in the manner specified in section "d" above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section "b" above.

As per the Appendix 12 of the AICTE Approval process hand book “Prevention and Prohibition of Ragging” is given below:

In view of the directions of the Honourable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary

course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students,

Ragging constitutes one or more of any of the following acts:

➤ **What Constitutes Ragging**

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

➤ **Actions to be taken against students for indulging and abetting ragging in technical institutions**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following,

- a) Cancellation of admission
- b) Suspension from attending classes
- c) Withholding/withdrawing scholarship/fellowship and other benefits
- d) Debarring from appearing in any test/examination or other evaluation process
- e) Withholding results
- f) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- g) Suspension/expulsion from the hostel
- h) Rustication from the institution for period ranging from 1 to 4 semesters
- i) Expulsion from the institution and consequent debarring from admission to any other institution.
- j) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

9. Undertaking:

All candidates who have applied for admission shall be deemed to have submitted the following undertaking:

I have read all the Rules of Admission and after understanding these rules thoroughly, I have filled in the application form for admission for the current year.

The information given by me in my application is true to the best of my knowledge and belief. I understand that if any of the statements made by me in the application form or any information supplied by me in connection with my admission is later on at any time, found to be false or incorrect, my admission will be cancelled, fees forfeited and I may be expelled from the college by the Principal.

- a. I have not been debarred from appearing at any examination held by any Government constituted or statutory examination authority in India.
- b. I fully understand that the offer of a course will be made to me depending on my inter se merit and availability of a seat at the time of scrutiny of my application, when I will actually report to the admission authority according to the schedule of admission.

- c. I understand that no document after the last date of submission will be entertained for the purpose of claims or concessions etc. in connection with my admission unless otherwise mentioned in the rules.
- d. I am fully aware that the Competent Authority or its representative will not make any Correspondence with me regarding admission. I am also aware that it is entirely my responsibility to see the notices on the notice boards / website etc.
- e. I am aware that any rule imposed by the Examination Authority of MSBTE / Autonomous Institutes such as 'imposing limits on the number of attempts permissible to pass any examination' shall be binding on me.
- f. I hereby agree to conform to any Rules, Acts and Laws enforced by Government and I hereby undertake that, I will do nothing either inside or outside the institution which may result in disciplinary action against me under these rules, acts and laws referred to.
- g. I fully understand that the Principal of the college where I would be admitted, has a right to expel me from the institution for any infringement of the rules of conduct and discipline prescribed by the institution or MSBTE / Governing body of Autonomous Institutes or Government and the undertaking given above.
- h. I am fully aware of the Condition of minimum attendance that, I will not be allowed to appear for the examination if I do not attend minimum 75% theory classes, and 100% practical, drawing etc. I am also aware that I will not be allowed to appear for the examination, if I fail to submit satisfactorily all the assignments, jobs, journals, drawings, reports as specified by the MSBTE /Governing body of Autonomous Institutes within stipulated time limit.

10. Steps in admission Procedure.

1. Sale of Information Brochure along with Application form at College Office.
2. Filling up of Application form and submission of duly complete application form at college office within prescribed time.
3. Display of provisional Merit List on college notice board and on college website.
4. Display of Provisional Allotment indicating allotment after each round on college website.
5. Reporting to the institute as per allotment of the admission and confirmation of admission by the candidate.

The allotment in this round will be done on the basis of inter se merit of the eligible candidate and available seats at that point of time during the allotment stage/process.

- I. The allotment of eligible candidates for respective rounds will be displayed on the notice board of college.
- II. The candidate should take a printout of the displayed allotment.
- III. No separate allotment letter will be issued to the candidate.
- IV. The candidate will report to the allotted institute and confirm the admission at the respective Institute along with the necessary original documents as specified in Annexure-II and pay full fees.
- V. If the candidate (to whom it is Mandatory to report after allotment) fails to report to and confirm the admission at the Institute, on or before the last date of reporting at the Institute then the candidate shall lose claim on the allotted seat
- VI. Such seats will be treated as vacant seat for subsequent rounds .
- VII. The candidates will be able to know the status of reporting, his/her eligibility for next round at college office.

ANNEXURE

Attested copies of the documents to be attached with application form

No Type of Candidate	Attested True copies of the documents to be attached along with the application form
All Candidates	<ol style="list-style-type: none">1. H.S.C. (Std. XII) mark sheet. & SSC (X) mark sheet.2. School leaving certificate after passing H.S.C. (Std. XII).3. HSC/MCVC mark sheet, if applicable.4. Certificate of passing Intermediate grade drawing examination, if applicable.5. Indian nationality certificate*

***In lieu of the “Certificate of Indian Nationality” following documents will also be acceptable-**

1. The School leaving Certificate indicating the Nationality of the candidate as ‘Indian’.
2. Indian Passport in the name of the candidate, issued by appropriate authorities.
3. Birth Certificate of the Candidate indicating the place of birth in India.

If the Candidate fails to produce any one of the above mentioned certificate/documents indicating nationality then such candidates Nationality shall be considered based on the undertaking given in Pro forma-I on Rs. 100 Non-Judicial Stamp Paper.

**** Domicile certificate:**

Domicile certificate issued by the Maharashtra State’s appropriate authorities, clearly indicating domicile by birth or by permanent residence will only be considered valid. The domicile certificate of Mother of the candidate should have been issued after her marriage, such certificate issued before her marriage will not be valid. In case of mother’s domicile certificate, the candidate shall submit an affidavit on Rs.20/- stamp paper, stating that the person in whose name the domicile certificate is issued is the mother of the candidate.

