



STUDENTS' HAND BOOK

2019 - 2020

FOREWORD

Dear Student, congratulations on your admission to the Lloyd Institute of Management & Technology (Pharm.). You should feel proud to be a student of an NBA Accredited 'Institute of Higher Technology'.

This Students' Handbook explains what is expected of you as a student, what resources are available to you and how the system works. Understanding what is expected of you will help you to be successful in your studies. Please read it carefully and if you do not understand any part of these regulations, please speak to your mentor or your class-coordinator.

Lloyd is an independent, coeducational, privately endowed Institute, which strives to give best support to students. We have acquired the status of one of the premier, most aspired-for pharmacy institutes in North India, for imparting the best education through innovative and interactive educational sessions, counseling and guidance to students at each step so that they take the right career decisions. With our student-centric approach, we try to prepare the student to face the global challenges of the Pharmacy profession.

We are committed to ensuring your success in this Program and we wish you every success during your time at the LIMT.

ACTIVITY CALENDAR 2019-20

S. No	Date*	Event
1	29 th July-1 st Aug' 19	Orientation Program
2	31 st Aug' 19	Aagaaz-2019: Fresher's Party
3	25 th Sep' 19	Pharmacist Day Celebration 2019 & Inter-college Quiz & Essay Writing Competition
4	30 th Sep' 19	Industrial Visit
5	5 th Oct, 19	Margdarshan
6	4-8 th Nov' 19	Pharmacy week celebration
7	16 th Nov' 19	National Conference
8	25 th Jan' 20	Mini Marathon
9	15 th Feb' 20	Alumni Meet
10	22 nd -23 rd Feb' 20	Lloyd Champion League
11	29 th Feb' 20	Lloyd Carnival 2020
12	4 th April' 20	Niyukti (Lloyd Annual Job Fest 2020)

**All dates are tentative and subject to change*

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DIRECTOR'S MESSAGE

Pharmacy is one of the oldest, most trusted and noble professions. It is one of the most fascinating fields in the sciences. The discipline has grown tremendously and recent advances in technology have created a lot of job opportunities in the field.

From its foundation in 2004, Lloyd has been a forerunner in educational innovation, a community of hands-on problem solvers in love with fundamental science and eager to make the world a better place. Today, that spirit still guides how we educate students on campus and how we shape new digital learning technologies to make teaching accessible to millions of learners around the world.

Here each one of you will benefit from excellent academic and research environment provided by the Institute under guidance of well qualified and committed faculty. Guest lectures by industry experts, national seminars, workshops and industrial visits are conducted at regular intervals to update your knowledge.

Lloyd's Pharmacy Institute has been the meeting point of ideas, concepts and best academic practices. Welcome to the passionate, compassionate learning culture and to a warm academic community.

Wishing you all the best for a very fruit-full sojourn here.



Prof. (Dr.) Vandana Arora
Group Director

VISION

"To become a globally recognized, education and research organization in the field of pharmaceutical sciences and produce quality professionals to contribute to the well being of society and growth of Pharmaceutical Industry."

MISSION

- To produce high quality professionals with quality education, technical training, sensitive to the ever changing needs of the profession, society, industry and country.
- To create an environment of continuous upgradation and higher studies to meet professional, economic and social standards.
- To promote innovation, research, entrepreneurship to meet challenges and foster an environment of collaborations.
- To inculcate high morals, professional and ethical values amongst our students, transforming them to quality service providers.

PROGRAM OUTCOMES

1. **Pharmacy Knowledge:** Possess knowledge and comprehension of the core and basic knowledge associated with the profession of pharmacy, including biomedical sciences; pharmaceutical sciences; behavioral, social, and administrative pharmacy sciences; and manufacturing practices.
2. **Planning Abilities:** Demonstrate effective planning abilities including time management, resource management, delegation skills and organizational skills. Develop and implement plans and organize work to meet deadlines.
3. **Problem analysis:** Utilize the principles of scientific enquiry, thinking analytically, clearly and critically, while solving problems and making decisions during daily practice. Find, analyze, evaluate and apply information systematically and shall make defensible decisions.
4. **Modern tool usage:** Learn, select, and apply appropriate methods and procedures, resources, and modern pharmacy-related computing tools with an understanding of the limitations.

5. **Leadership skills:** Understand and consider the human reaction to change, motivation issues, leadership and team-building when planning changes required for fulfillment of practice, professional and societal responsibilities. Assume participatory roles as responsible citizens or leadership roles when appropriate to facilitate improvement in health and well-being.
6. **Professional Identity:** Understand, analyze and communicate the value of their professional roles in society (e.g. health care professionals, promoters of health, educators, managers, employers, employees).
7. **Pharmaceutical Ethics:** Honour personal values and apply ethical principles in professional and social contexts. Demonstrate behavior that recognizes cultural and personal variability in values, communication and lifestyles. Use ethical frameworks; apply ethical principles while making decisions and take responsibility for the outcomes associated with the decisions.
8. **Communication:** Communicate effectively with the pharmacy community and with society at large, such as, being able to comprehend and write effective reports, make effective presentations and documentation, and give and receive clear instructions.
9. **The Pharmacist and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety and legal issues and the consequent responsibilities relevant to the professional pharmacy practice.
10. **Environment and sustainability:** Understand the impact of the professional pharmacy solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
11. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change. Self- assess and use feedback effectively from others to identify learning needs and to satisfy these needs on an ongoing basis.

PROGRAMS OFFERED

S.No	PROGRAM	DURATION (YRS)	REGULATORY BODY	EXAMINING BODY
1	Diploma in Pharmacy	2	BTE, PCI	BTE
2	Bachelor in Pharmacy	4	AKTU, PCI	AKTU
3	Masters in Pharmacy (Pharmaceutics)	2	AKTU, PCI	AKTU
4	Masters in Pharmacy (Pharmaceutical Quality Assurance)	2	AKTU, PCI	AKTU

EVALUATION SCHEME (AS PER BOARD OR UNIVERSITY)
BACHELOR IN PHARMACY

B. Pharm. 1st Year (1st Semester)

Subject	Code Theory	MAXIMUM MARKS IN THEORY				Code Practical	MAXIMUM MARKS IN PRACTICALS			
		Exam	Internal		Total		Exam	Internal		Total
			CM	SM				CM	SM	
Human Anatomy and Physiology	BP101T	75	10	15	100	BP107P	35	5	10	50
Pharmaceutical Analysis-I	BP102T	75	10	15	100	BP108P	35	5	10	50
Pharmaceutics-I	BP103T	75	10	15	100	BP109P	35	5	10	50
Pharmaceutical Inorganic Chemistry	BP104T	75	10	15	100	BP110P	35	5	10	50
Communication Skills	BP105T	-	20	30	50	BP111P	-	10	15	25
Remedial Biology/Mathematics	BP106RBT/ BP106RMT	-	20	30	50	BP112RBP	-	10	15	25

B. Pharm. 1st Year (2nd Semester)

Subject	Code Theory	MAXIMUM MARKS IN THEORY				Code Practical	MAXIMUM MARKS IN PRACTICALS			
		Exam	Internal		Total		Exam	Internal		Total
			CM	SM				CM	SM	
Human Anatomy and Physiology-II	BP201T	75	10	15	100	BP207P	35	5	10	50
Pharmaceutical Organic Chemistry-I	BP202T	75	10	15	100	BP208P	35	5	10	50
Biochemistry	BP203T	75	10	15	100	BP209P	35	5	10	50
Pathophysiology	BP204T	75	10	15	100	-	-	-	-	-
Computer Applications in Pharmacy	BP205T	-	25	50	75	BP210P	-	10	15	25
Environmental Sciences	BP206T	-	25	50	75	-	-	-	-	-

CM= CONTINUOUS MODE, SM =SESSIONAL MARKS

B. Pharm. 2nd Year (3rd Sem)

Subject	Code Theory	MAXIMUM MARKS IN THEORY				Code Practical	MAXIMUM MARKS IN PRACTICALS			
		Exam	Internal		Total		Exam	Internal		Total
			CM	SM				CM	SM	
Pharmaceutical Organic Chemistry-II	BP301T	75	10	15	100	BP305P	35	5	10	50
Physical Pharmaceutics-I	BP302T	75	10	15	100	BP306P	35	5	10	50
Pharmaceutical Microbiology	BP303T	75	10	15	100	BP307P	35	5	10	50
Pharmaceutical Engineering	BP304T	75	10	15	100	BP308P	35	5	10	50

B. Pharm. 2nd Year (4th Sem)

Subject	Code Theory	MAXIMUM MARKS IN THEORY				Code Practical	MAXIMUM MARKS IN PRACTICALS			
		Exam	Internal		Total		Exam	Internal		Total
			CM	SM				CM	SM	
Pharmaceutical Organic Chemistry-III	BP401T	75	10	15	100	-				
Medicinal Chemistry-I	BP402T	75	10	15	100	BP406P	35	5	10	50
Physical Pharmaceutics-II	BP403T	75	10	15	100	BP407P	35	5	10	50
Pharmacology-I	BP404T	75	10	15	100	BP408P	35	5	10	50
Pharmacognosy-I	BP405T	75	10	15	100	BP409P	35	5	10	50

CM= CONTINUOUS MODE, SM =SESSIONAL MARKS

B. Pharm. 3rd Year (5th Sem)

Subject	Code Theory	MAXIMUM MARKS IN THEORY				Code Practical	MAXIMUM MARKS IN PRACTICALS			
		Exam	Internal		Total		Exam	Internal		Total
			CM	SM				CM	SM	
Medicinal Chemistry II	BP501T	75	10	15	100	-	-	-	-	-
Industrial Pharmacy I	BP502T	75	10	15	100	BP506P	35	5	10	50
Pharmacology II	BP503T	75	10	15	100	BP507P	35	5	10	50
Pharmacognosy II	BP504T	75	10	15	100	BP508P	35	5	10	50
Pharmaceutical Jurisprudence	BP505T	75	10	15	100	-	-	-	-	-

B. Pharm. 3rd Year (6th Sem)

Subject	Code Theory	MAXIMUM MARKS IN THEORY				Code Practical	MAXIMUM MARKS IN PRACTICALS			
		Exam	Internal		Total		Exam	Internal		Total
			CM	SM				CM	SM	
Medicinal Chemistry III	BP601T	75	10	15	100	BP607P	35	5	10	50
Pharmacology III	BP602T	75	10	15	100	BP608P	35	5	10	50
Herbal Drug Technology	BP603T	75	10	15	100	BP609P	35	5	10	50
Biopharmaceutics & Pharmacokinetics	BP604T	75	10	15	100	-	-	-	-	-
Pharmaceutical Biotechnology	BP604T	75	10	15	100	-	-	-	-	-
Quality Assurance	BP606T	75	10	15	100	-	-	-	-	-

CM= CONTINUOUS MODE, SM =SESSIONAL MARKS

B. Pharm. 4th Year (7th Sem)

Subject	Code Theory	MAXIMUM MARKS IN THEORY				Code Practical	MAXIMUM MARKS IN PRACTICALS			
		Exam	Internal		Total		Exam	Internal		Total
			CM	SM				CM	SM	
Instrumental Methods of Analysis	BP-701T	75	10	15	100	BP705P	35	5	10	50
Industrial Pharmacy	BP-702T	75	10	15	100		-	-	-	
Pharmacy Practice	BP-703T	75	10	15	100		-	-	-	
Novel Drug Delivery System	BP-704T	75	10	15	100		-	-	-	
Practice School*						BP706PS	125	25	-	150

* Non University Examination (NUE)

B. Pharm. 4th Year (8th Sem)

Subject	Code Theory	MAXIMUM MARKS IN THEORY				Code Practical	MAXIMUM MARKS IN PRACTICALS			
		Exam	Internal		Total		Exam	Internal		Total
			CM	SM				CM	SM	
Biostatistics and Research Methodology	BP-801T	75	10	15	100					
Social and Preventive Pharmacy	BP-802T	75	10	15	100					
Pharmaceutical Marketing	BP803ET	150	20	30	200					
Pharmaceutical Regulatory Science	BP804ET									
Pharmacovigilance	BP805ET									
Quality Control and Standardizations of Herbs	BP806ET									
Computer Aided Drug Design	BP807ET									
Cell and Molecular Biology	BP808ET									
Cosmetic Science	BP809ET									
Experimental Pharmacology	BP810ET									
Advanced Instrumentation Techniques	BP811ET									
Project Work										BP-812PW

CM= CONTINUOUS MODE, SM =SESSIONAL MARKS

DIPLOMA IN PHARMACY

D. Pharm.-Part-I

SUBJECT	MAXIMUM MARKS IN THEORY			MAXIMUM MARKS IN PRACTICAL		
	Examination	Sessional	Total	Examination	Sessional	Total
Pharmaceutics-I	80	20	100	80	20	100
Pharmaceutical Chemistry-I	80	20	100	80	20	100
Pharmacognosy	80	20	100	80	20	100
Biochem. & Clinical Pathology	80	20	100	80	20	100
Human Anatomy & Physiology	80	20	100	80	20	100
Health Education & community pharmacy	80	20	100	80	20	
TOTAL			600			500

D. Pharm.-Part-II

SUBJECT	MAXIMUM MARKS IN THEORY			MAXIMUM MARKS IN PRACTICAL		
	Examination	Sessional	Total	Examination	Sessional	Total
Pharmaceutics-II	80	20	100	80	20	100
Pharmaceutical Chemistry-II	80	20	100	80	20	100
Pharmacology & Toxicology	80	20	100	80	20	100
Pharmaceutical Jurisprudence	80	20	100	80	20	
Drug store & Business Management	80	20	100	80	20	
Hospital & clinical Pharmacy	80	20	100	80	20	100
TOTAL			600			400

MASTERS IN PHARMACY PHARMACEUTICS

M. Pharm. 1st Year (1st Sem)

Subject	Code Theory	MAXIMUM MARKS IN THEORY				Code Practical	MAXIMUM MARKS IN PRACTICALS			
		Exam	Internal		Total		Exam	Internal		Total
			CM	SM				CM	SM	
Modern Pharmaceutical Analytical Techniques	MPH 101T	75	10	15	100					
Drug delivery systems	MPH 102T	75	10	15	100					
Modern pharmaceuticals	MPH 103T	75	10	15	100					
Regulatory affair	MPH 104T	75	10	15	100					
Pharmaceutics Practical I						MPH 105P	100	20	30	150
Seminar / Assignment					100					

M. Pharm. 1st Year (2nd Sem)

Subject	Code Theory	MAXIMUM MARKS IN THEORY				Code Practical	MAXIMUM MARKS IN PRACTICALS			
		Exam	Internal		Total		Exam	Internal		Total
			CM	SM				CM	SM	
Molecular Pharmaceutics (Nano Tech and Targeted DDS)	MPH 201T	75	10	15	100					
Advanced Biopharmaceutics & Pharmacokinetics	MPH202T	75	10	15	100					
Computer Aided Drug Delivery System	MPH 203T	75	10	15	100					
Cosmetics and cosmeceuticals	MPH 204T	75	10	15	100					
Pharmaceutics practical II						MPH 205P	100	20	30	150
Seminar/ Assignment					100					

PHARMACEUTICAL QUALITY ASSURANCE

M. Pharm. 1st Year (1st Sem)

Subject	Code Theory	MAXIMUM MARKS IN THEORY				Code Practical	MAXIMUM MARKS IN PRACTICALS			
		Exam	Internal		Total		Exam	Internal		Total
			CM	SM				CM	SM	
Modern Pharmaceutical Analytical Techniques	MQA101T	75	10	15	100					
Quality Management System	MQA102T	75	10	15	100					
Quality Control and Quality Assurance	MQA103T	75	10	15	100					
Product Development and Technology Transfer	MQA104T	75	10	15	100					
Pharmaceutical Quality Assurance Practical I	-	-	-	-	-	MQA105P	100	20	30	150
Seminar / Assignment					100					

M. Pharm. 1st Year (2nd Sem)

Subject	Code Theory	MAXIMUM MARKS IN THEORY				Code Practical	MAXIMUM MARKS IN PRACTICALS			
		Exam	Internal		Total		Exam	Internal		Total
			CM	SM				CM	SM	
Hazards and Safety Management	MQA 201T	75	10	15	100					
Pharmaceutical Validation	MQA 202T	75	10	15	100					
Audits and Regulatory Compliance	MQA 203T	75	10	15	100					
Pharmaceutical Manufacturing Technology	MQA 204T	75	10	15	100					
Pharmaceutical Quality Assurance Practical II	-	-	-	-	-	MQA205P	100	20	30	150
Seminar / Assignment					100					

PHARMACEUTICS/ PHARMACEUTICAL QUALITY ASSURANCE

M. Pharm. 2nd Year (3rd Sem)

Subject	Code Theory	MAXIMUM MARKS IN THEORY				Code Practical	MAXIMUM MARKS IN PRACTICALS			
		Exam	Internal		Total		Exam	Internal		Total
			CM	SM				CM	SM	
Research Methodology and Biostatistics	MRM301T	-	40	60	100					
Journal club	MRM302T	-	-	-	25					
Discussion / Presentation (Proposal Presentation)	-	-	-	-	-	MRM-303P	-	-	-	50
Research work	-	-	-	-	-	MRM-304P	-	-	-	350

M. Pharm. 2nd Year (4th Sem)

Subject	Code Theory	MAXIMUM MARKS IN THEORY				Code Practical	MAXIMUM MARKS IN PRACTICALS			
		Exam	Internal		Total		Exam	Internal		Total
			CM	SM				CM	SM	
Journal club	MRM-401T	-	-	-	25					
Discussion / Presentation (Proposal Presentation)	-	-	-	-	-	MRM-402P	-	-	-	75
Research work and Colloquium	-	-	-	-	-	MRM-403P	-	-	-	400

NOTE: During M. Pharm. 2nd Year it is mandatory for each student to submit minimum three progress reports as per the schedule in the Academic Calendar. Successful presentation of reports after each stage of their work will earn a certificate to the students (See Annexure at end)

Three such progressive Certificates have to be earned for submitting the thesis. No student shall be allowed to submit a thesis/ dissertation without obtaining No thesis would be approved without all three certificates.

MENTORSHIP PROGRAM

Student mentoring is proven to improve student retention, boost job placement rates, and increase alumni engagement. Counseling by mentors helps students in supportive and purposeful manner and assists them in the task of finding their own way forward.

As a student moves to College from school, he finds himself in need of guidance and counseling, fortunately, a mentor is there as a torch bearer.

1. Mentor is like a guardian who observes all activities of a student.
2. The basic aim of such monitoring is to foster all round development of the mentee.
3. A mentee may encounter a host of problems ranging from behavioral and attitudinal to academics and professional performance.
4. The mentor is there to take stock of all issues faced by a student and resolve them.

The mentorship at Lloyd Institute is aimed at providing one to one care and all round guidance to students enrolled. Mentor of a student is just like a Teacher- Guardian to the students.

Every student will have a faculty member appointed as a mentor.

To draw maximum benefit from Mentorship, there are certain things which a student will have to take care of:

1. Do not hesitate to share your problem with the Mentor.
2. A mentor will meet at least once in fortnight with the mentee.
3. Mentor will keep sharing his observations about the progress of the mentee with his parents and it is the responsibility of the mentee to provide correct information about the phone number, e-mail etc. of his parents.
4. Mentor will submit a feedback report to the Principal.

GPAT COACHING CLASSES FOR FINAL YEAR STUDENTS

Special coaching classes for GPAT Exam (for entrance to M. Pharm.) are held in the Institute from 3rd year onwards. The Graduate Pharmacy Aptitude Test (GPAT) is an All India examination conducted by The All India Council for Technical Education (AICTE), New Delhi. Interested students may enroll themselves when notified for the same.

CORPORATE READINESS CLASSES

Corporate Readiness Classes at Lloyd are aimed at increasing employability of the students. Experts with a holistic professional experience interact with students and help them to inculcate professional attributes.

Year wise topics covered

1st year - Spoken English, Body language

2nd year - Communication skills, Presentation skills,

3rd year - Resume preparation, Email writing skills, Leadership skills

4th year - Interview skills

These classes are scheduled weekly for all the students.

TRAINING & PLACEMENT ASSISTANCE

The Institute has a well structured and functional Career Guidance, Training & Placement Cell (CGTP Cell) which assists the students for:

- Hospital and industrial training.
- Placement of final year students through on campus and off campus interviews.

Rules for being eligible for Campus placement

- Registration with CGTP Cell is mandatory
- Student must have clear continuous academic record with the Institute.
- Must have minimum 80% attendance in theory, practical and soft skill classes conducted by the Institute.
- Student must have participated in mock interviews conducted by the Institute from time to time.
- NO RECORD of any kind of disciplinary action against the student.
- Only final year students who register with the Cell on/before the intimated dates shall be allowed to appear for interviews.
- The policy of “One student, One Job Offer” is followed.
- All placed students can apply for multiple companies, but the limitation for “preferred company” will be one only.
- After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the CGTP Cell immediately.

Further, the students may be debarred for following reasons:

- Any eligible student who has not participated in 2 consecutive recruitment drives without prior approval of CGTP Cell.
- Students giving wrong data/information to the CGTP Cell

- Disciplinary action may also be taken if a student drops out from selection process once he/she has been shortlisted for further rounds.
- Any kind of misbehavior/ complaints reported by the company officials /faculty/ staff/volunteers will be taken seriously and those involved will be debarred/ blacklisted from further placements exercise.

FINANCIAL AID FROM GOVERNMENT

Government of Uttar Pradesh via Social Welfare Department offers various scholarships for students admitted through counseling.

For any assistance kindly contact: **Dr. Khursheed Alam: 7042447910**

Scholarship and Fee Reimbursement online system website:

www.scholarship.up.nic.in

Scholarship and Fee Reimbursement distributed to all categories (SC / ST / OBC / MONORITY/GENERAL) of students.

Mandatory Requirements for Scholarship (to be submitted before the deadline of Form Submission to the Social Welfare Dept.)

- Student UP Domicile. (Address Proof)
- Income Certificate of the parent (Less than 2 Lac per year)
- Mark sheets and certificates of Class 10th and 12th
- Caste certificate
- Net verification of Caste certificate, Domicile certificate and income certificate.
- Aadhaar Card
- Pass port size photo
- Account no. in a Govt. Bank
- Mobile no. of student (Required for scholarship registration)
- All students have to link their Aadhaar no. to their Bank Account

HOSTEL ACCOMMODATION (SESSION 2019–20)

Type	Triple Sharing	Double Sharing	Single Room
NON - AC	75,000	90,000	1,25,000
AC	90,000	1,10,000	1,50,000

Type	Name	Representative	Advisor Faculty
Boys' Hostel	Aryan Hostel	Mr. Sami Kidwai 8130666344	Dr. Khursheed Alam 7042447910
Girls' Hostel	Anandam Hostel	Mr. Gaurav 8575123123, 9718337859	Mrs. Nisha Gupta 9872171879

*Rates are subject to change as per the Hostel's discretion

SCHOLARSHIP POLICY

The Institute offers various scholarships to meritorious students as per below criteria:

- 1. 2nd year and onwards:** This scholarship shall be awarded to top three students of each class in a complete academic session and University Rank holders (if any).

Rank	Minimum Attendance	Scholarship
University Rank 1 or 2	80%	100%
Class Rank 1	80%	Rs. 15,000/-
Class Rank 2	80%	Rs. 10000/-
Class Rank 3	80%	Rs. 5000/-

It will be awarded on the basis of following criterions:

- Results of both the semesters (and full year in case of annual programs) will be taken into account
- The students must clear all the courses (subjects) in one attempt without any back logs (carryover or supplementary papers)
- The attendance criteria shall be met by actual physical attendance in the classes/ labs in all courses, without any concessions on grounds like medical/ sports/ Director's discretion or such.
- The student should not have had any disciplinary action against him on account of indiscipline/ misconduct/ damage to institutional property/ ragging etc.

RULES FOR SCHOLARSHIP ELIGIBILITY:

- No scholarship can be claimed as a right
- All the scholarships are voluntarily offered by the Institute and, any or all of them, can be withdrawn anytime without notice.
- The purpose of the scholarships is to incentivize and motivate students to study well and excel academically. They are not a largesse or welfare scheme.
- The Minimum attendance criteria has to be fulfilled to be eligible for any scholarship.
- Merit scholarship for subsequent years will be given as a separate award and they will not be adjusted against the fees.
- In case a student performs poorly, is irregular in classes, has pending dues or any disciplinary action is taken against him/ her, the scholarship offered may be withdrawn.
- In case a student drops a year due to year-back or any other reason and becomes an Ex-student or takes Re-admission, he/ she will not be entitled for any scholarship for the rest of the duration of the program.

LIBRARY RULES

1. The members shall have direct access to the stack and have freedom to browse through the books during working hours.
2. Faculty members can borrow maximum 3 books from the library and 2 books for any additional subject
3. Students can borrow maximum 3 books at a time from the library for 15 days.
4. Each time a book is borrowed the library cards, Identity card, Membership cards are to be presented / shown at the library counter.
5. Same book will not be re-issued to the same person.
6. First year students shall be issued the books on behalf of their identity cards or on the basis of fee receipt till the time Library card are issued.
7. Reference books will not be issued. However, in special cases it may be issued only to faculty members and overnight for students.
8. A member is expected to return the books on the due date.
9. An overdue charge will be levied for the late return of books as follows:
 - For General Book Rs. 1 per day
 - For Reference book Rs. 5 per day.
10. Library cards are non transferable. Persons to whom these cards are issued will be held responsible for any misuse.
11. Loss of books or cards must be reported in writing to the Librarian immediately.
12. If a member has lost the Library cards, he/she can obtain the duplicate cards from the library. Charge of the duplicate card is Rs. 100 and cards will be issued for one year. If the cards are again misplaced, then no cards will be issued for the remainder of the session.
13. Borrowers will have to pay for or replace the book lost or returned in damaged condition.
14. Personal books, bags, mobile phones and other electronic devices are strictly prohibited in the library.
15. The library will remain closed on declared holidays.

Lloyd Institute of Management & Technology (Pharm.), Greater Noida
Tentative Academic & Events Calendar
B. PHARM. / D. PHARM. SESSION 2019-20

JULY	
Monday, 29 th	"Documentation & Internal Induction (B.Ph & D.Ph 1st yr)"
Tuesday, 30 th	"Orientation Programme (1st yr)"
Wednesday, 31 st	"Orientation Programme (1st yr)"

AUGUST	
Thursday, 1 st	Orientation Programme
Friday, 2 nd	Commencement of Classes (B.Ph & D.Ph 1st Year)
Monday, 5 th	Commencement of Classes (Rest of the Classes)
Monday, 12 th	Bakrid/Eid ul-Adha
Thursday, 15 th	Independence Day
Friday, 16 th	Presentation on Scope of Pharmacy (B.Ph 3rd & 4th yr)
Friday, 23 rd	Janmashtmi
Saturday, 31 st	Aagaaz: Freshers Party

SEPTEMBER	
Monday, 2 nd	Industry Expert Lecture-1 (B.Ph 3rd & 4th yr)
Tuesday, 10 th	Muharram
Wednesday, 18 th	1st sessional (B.Ph & D.Ph)
Thursday, 19 th	1st sessional (B.Ph & D.Ph)
Friday, 20 th	1st sessional (B.Ph & D.Ph)
Wednesday, 25 th	Pharmacist Day Celebration/Inter College Quiz & Essay Writing Competition
Monday, 30 th	Industrial Visit B.Pharm 1st Year

OCTOBER	
Wednesday, 2 nd	Gandhi Jayanti
Friday, 4 th	Industry Expert Lecture 2 (B.Ph 3rd & 4th yr)
Saturday, 5 th	Margdarshan
Tuesday, 8 th	Dussehra
Sunday, 27 th	Diwali
Tuesday, 29 th	Bhai Dooj

NOVEMBER	
Friday, 1 st	Industry Expert Lecture 3 (B.Ph 3rd & 4th yr)
Monday, 4 th	Pharmacy week celebration
Tuesday, 5 th	Pharmacy week celebration
Wednesday, 6 th	Pharmacy week celebration

Thursday, 7 th	Pharmacy week celebration
Friday, 8 th	Pharmacy week celebration
Tuesday, 12 th	Guru Nanak Jayanti
Saturday, 16 th	National Conference
Wednesday, 27 th	2nd sessional (B.Ph & D.Ph)
Thursday, 28 th	2nd sessional (B.Ph & D.Ph)
Friday, 29 th	2nd sessional (B.Ph & D.Ph)

DECEMBER	
Monday, 9 th	End Sem B.Ph University Exams (Theory)
Wednesday, 25 th	Christmas

JANUARY	
Wednesday, 1 st	New Year
Wednesday, 8 th	End Sem B.Ph Univ. Prac Exam (Winter Vacation for D. Pharm.)
Wednesday, 15 th	Makar Sakranti
Monday, 20 th	FDP
Tuesday, 21 st	FDP
Wednesday, 22 nd	FDP
Thursday, 23 rd	FDP
Friday, 24 th	FDP
Saturday, 25 th	Mini Marathon
Sunday, 26 th	Republic Day
Monday, 27 th	Commencement of B.Pharm (Even Sem) & D. Pharm. classes

FEBRUARY	
Friday, 7 th	Industry Expert Lecture-4 (B.Ph 3rd & 4th yr)
Saturday, 15 th	Alumni Meet
Monday, 17 th	1st sessional B.Ph
Tuesday, 18 th	1st sessional B.Ph
Wednesday, 19 th	1st sessional B.Ph
Saturday, 22 nd	LLOYD Champions League
Sunday, 23 rd	LLOYD Champions League
Saturday, 29 th	LLOYD Carnival 2020

MARCH	
Friday, 6 th	Industry Expert Lecture-5 (B.Ph 3rd & 4th yr)
Tuesday, 10 th	Holi
Monday, 16 th	2nd sessional B.Ph, 3rd sessional D.Ph
Tuesday, 17 th	2nd sessional B.Ph, 3rd sessional D.Ph
Wednesday, 18 th	2nd sessional B.Ph, 3rd sessional D.Ph
Friday, 20 th	Industrial visit B.Pharm (2nd & 3rd yr)

APRIL	
Saturday, 4 th	Niyukti 2020
Friday, 10 th	Industry Expert Lecture-6 (B.Ph 3rd & 4th yr)
Friday, 24 th	Farewell
Thursday, 30 th	Last working day (D.Pharm & B.Pharm)

MAY	
Monday, 11 th	End Sem B.Ph University Exams (Theory)
Monday, 18 th	D.Pharm Final exams (Prac)
Monday, 25 th	Eid-ul-Fitr

JUNE	
Monday, 1 st	End Sem B.Ph Univ. Prac Exam
Monday, 8 th	D.Ph Final exams (Theory)

Lloyd Institute of Management & Technology (Pharm.), Greater Noida
Tentative Academic & Events Calendar and Academics
M. PHARM. SESSION 2019-20

AUGUST	
Saturday, 10 th	Allocation of projects (3rd Sem)
Monday, 12 th	Bakrid/Eid ul-Adha
Thursday, 15 th	Independence Day
Saturday, 17 th	Commencement of 1st Sem classes
Friday, 23 rd	Janmashtmi
Saturday, 31 st	Submission of Synopsis (3rd Sem)

SEPTEMBER	
Thursday, 5 th	Teacher's Day celebration
Saturday, 7 th	Presentation of synopsis & approval of Projects (3rd Sem)
Tuesday, 10 th	Muharram
Wednesday, 25 th	Pharmacist Day Celebration 2019 & Intercollege Quiz & Essay Writing

OCTOBER	
Wednesday, 2 nd	Gandhi Jayanti
Thursday, 3 rd	Submission of review article (3rd Sem)
Saturday, 5 th	Margdarshan
Tuesday, 8 th	Dussehra
Friday, 18 th	1st Sessional (1st Sem)
Saturday, 19 th	1st Sessional (1st Sem)
Sunday, 27 th	Diwali
Tuesday, 29 th	Bhai Dooj

NOVEMBER	
Friday, 1 st	Visit to IPC, Ghaziabad (1st Sem)
Saturday, 2 nd	1st progress report Presentation (3rd Sem)
Monday, 4 th	Pharmacy week celebration
Tuesday, 5 th	Pharmacy week celebration
Wednesday, 6 th	Pharmacy week celebration
Thursday, 7 th	Pharmacy week celebration
Friday, 8 th	Pharmacy week celebration
Tuesday, 12 th	Guru Nanak Jayanti
Saturday, 16 th	National Conference
Friday, 29 th	2nd Sessional (1st Sem)
Saturday, 30 th	2nd Sessional (1st Sem)

DECEMBER	
Friday, 13 th	End Sem M.Ph University Exams (Theory)
Wednesday, 25 th	Christmas
Saturday, 28 th	End Semester Viva (3rd Sem)

JANUARY	
Wednesday, 1 st	New Year
Wednesday, 15 th	Makar Sakranti
Monday, 20 th	FDP
Tuesday, 21 st	FDP
Wednesday, 22 nd	FDP
Thursday, 23 rd	FDP
Friday, 24 th	FDP
Saturday, 25 th	Mini Marathon
Sunday, 26 th	Republic Day
Monday, 27 th	Commencement of M.Pharm classes (2nd sem)

FEBRUARY	
Saturday, 15 th	Alumni Meet
Saturday, 22 nd	LLOYD Champions League
Sunday, 23 rd	LLOYD Champions League
Saturday, 29 th	LLOYD Carnival 2020

MARCH	
Tuesday, 10 th	Holi
Friday, 13 th	1st Sessional (2nd Sem)
Saturday, 14 th	1st Sessional (2nd Sem)
Saturday, 28 th	2nd Progress report presentation & submission of research paper (4th Sem)

APRIL	
Saturday, 4 th	Niyukti 2020
Friday, 17 th	2nd Sessional (2nd Sem)
Saturday, 18 th	2nd Sessional (2nd Sem)
Saturday, 25 th	3rd Progress report presentation & submission of Thesis draft (4th Sem)

MAY	
Thursday, 14 th	End Sem M.Ph University Exams (Theory)
Saturday, 23 rd	Submission of Thesis (4th Sem)
Monday, 25 th	Eid-ul-Fitr

CODE OF CONDUCT

All the students are informed to follow the Campus Rules and code of conduct.

1. Anti-Ragging Policy of the Institute (as per Supreme Court Ruling)

Ragging is totally prohibited in the campus. If any student is found indulging in ragging, severe action will be taken against the student.

Based on the Hon'ble Supreme Court of India's Direction, the UGC / AICTE has issued Regulations and Guide lines. Some of the guidelines are as under:

- Any conduct by the 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
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of physical abuse including all variants of it: forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act that affects the mental health and self- confidence of a fresher or any other

Anti-Ragging Committee (2019-20)

S. No	Members	Status	Phone No	Email ID
1	Dr. Abdul Wadood Siddiqui	Chairperson	9899578978	abdul.wadood@lloydcollege.in
2	Sh. Mahendra Vikram Singh (Advocate, Supreme Court)	Representative of Civil Administration	9810000862	adv.mahendra@yahoo.co.in
3	Sh. Amardeep Yadav	Representative of Police Administration	8745928382	--
4	Mr. Manish Tiwari	Member, Local Media	9958279592	manishtiwari81@gmail.com
5	Ms. Vaishali Joshi (Founder, Sunshine Society)	Representative from an NGO	9971799601	vaishali@tippingpointadvisory.com
6	Mr. Alok Bhardwaj	Faculty Member	9650975885	alok.bhardwaj@lloydcollege.in
7	Dr. Shilpa Pahwa	Faculty Member	9810342725	shilpa.pahwa@lloydcollege.in
8	Dr. Lalit Tyagi	Faculty Member	9997306488	lalit.tyagi@lloydcollege.in
9	Mr. Anand Vaish	Representative of Parents	9968059490	anandvaish73@gmail.com

S. No	Members	Status	Phone No	Email ID
10	Mr. Yash Goel	1st Year Student	9718477893	goelyash09@gmail.com
11	Ms. Mehak Singhal	1st Year Student	8826336433	mehaksinghal50@gmail.com
12	Ms. Priyanka Dua	Senior Student	9990093589	duapriyanka98@gmail.com
13	Mr. Puneet Gupta	Senior Student	9560660453	g.punee97@gmail.com

Anti-Ragging Squad (2019-20)

S. No	Name	Designation	Mobile No	Email ID
1	Dr. Khurshed Alam	Faculty	7042447910	khurshed.alam@lloydcollege.in
2	Mr. Koushal Dhamija	Faculty	9250449114	koushal.dhamija@lloydcollege.in
3	Ms. Savita Bhati	Faculty	9811997242	savita.bhati@lloydcollege.in
4	Ms. Shivani Singh	Faculty	9654650424	shivani.singh@lloydcollege.in
5	Mr. Harendra Bhati	Non-Teaching	9810511412	harendrabhati5587@gmail.com
6	Mr. Gagan Singh	Non-Teaching	8077330806	gagan.singh@lloydcollege.in
7	Mr. V G Menon	Admin	8527484688	vg.menon1957@gmail.com
8	Hitesh Kumar Talan	Student	7982759671	hiteshkumartalan@gmail.com
9	Vaibhav Aggarwal	Student	9899233956	aggarwalvaibhav086@gmail.com

2. Dress Code

- It is mandatory for students to wear lab coats for entering laboratories.
- Dress Code: All students are expected to be neatly dressed and groomed well with combed hairs.
- Boys are expected to be in full pants and shoes.
- Girls are expected to dress in decent attire and avoid wearing transparent or revealing outfits.

3. Fee Schedule

- Fee shall be collected on annual basis before the commencement of session.
- Any delay in payment of fees would be penalized as per the management's decision.
- There can be variation in fee structure depending on scholarship on merit or economical need basis. Management's decision will be final for the same.
- Demand Draft should be made in favor of "Lloyd Institute of Management & Technology" payable at Greater Noida.
- Net banking may be used to make electronic transfers to the following account:

Beneficiary: Lloyd Institute of Management & Technology

Bank: ICICI

Account No: 218305000041

IFSC Code: ICIC0002183

Branch name: Omega-1, Greater Noida

- If you pay the fees using net-banking, inform your respective mentor with transaction ID, Bank name and date of transaction.

4. Attendance Rules:

- (a) It is mandatory for all the students to be regular and punctual in all the classes.
- (b) As per PCI Rules all the students are required to have a minimum of 80% attendance in each course to be eligible to write/ sit in the sessional and final examination.
- (c) Any student with less than 80% attendance shall be ineligible to appear-in the sessional as well as end-term examination.
- (d) A student may be officially allowed to participate in institutional activities (placement activities, student competitions, etc.) that may mean being absent from the regular classes. In such cases, the concerned student must submit a request specifically stating:
 - the activity and its importance in Institution building,
 - course(s) and the number of Classes likely to be absent, duly forwarded with due comments from the respective Activity Head, to the Mentor.

The student must have a written approval from the Program Coordinator prior to proceeding for such activities. Such approved absence from the classes including any other absence, however, must not be more than 30% of the classes held in the respective courses.

- (e) The Institute regularly organizes seminars/ workshops/ guest lectures etc. It shall be mandatory for the students to attend it for which a student will get attendance for the academic activities schedules on that day(s).

Leave on Medical Grounds:

Any absence on account of any medical indisposition will be counted as absent unless it is duly supported by Medical Certificate from an authorized medical practitioner. All such absence must be reported to the Mentor immediately by the concerned student or within 3 days of joining classes after medical recovery. For serious ailment/medical exigency of a concerned student, leave of absence can be granted by the Principal based on recommendations of the Program Coordinator. The total attendance granted on medical grounds shall not be more than 10% of the total attendance of the semester/year.

5. General Rules

- Students are required to report in time for classes.
- All students are advised to maintain the environment clean and not to litter the campus.
- Identity Cards should always be kept by the students and produced on demand by the authorities.
- If student I-card is lost they will be fined Rs. 100/- for duplicate I-Card
- Discipline and decorum should be maintained in all functions-Seminars, Workshops, Convocation, Sports Events etc.
- Misbehavior with students/staff/faculty will not be tolerated and will be seriously dealt with.

Violation of the discipline shall include the following:

- Disruption in spheres of teaching or during conduct of students' examinations, research or administrative work and while participation in extra-curricular activities.
- Damaging or defacing Institute property or the property of members of the Institute or any other such property inside or outside the Institute campus.
- Use of abusive and derogatory slogans or intimidating language or incitement of feelings of hatred and violence or any act committed to further the same.
- Eve-teasing or disrespectful behavior towards women or girl students.
- Assault upon or intimidation of /or exhibiting insulting behavior towards a teacher, officer, employee, student or any other person.
- Committing forgery, tampering with or misusing of the Institute documents or records, identification cards etc.
- Furnishing false certificate or false information to any office bearer of the Institute.
- Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the Institute premises.

- Indulging in acts of gambling in the Institute premises.
- Possessing or using any weapons such as knives, lathis, iron chains, iron rods, sticks, explosives and fire arms in the Institute premises.
- Arousing communal or regional feelings and creating disharmony among students.
- Tearing of pages, defacing, burning and destroying of books belonging to the library or published for seminars.
- Any offence under law.
- Improper behavior while on academic trips.
- Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings.

Students shall not:

- Attempt to access or circumvent passwords or other security-related information of students or employees and neither should they be found uploading or creating computer viruses.
- Attempt to alter, destroy, or disable computer equipment, data, the data of others, or other network(s) connected to the system.
- Usage of the Internet or other means of electronic communications to threaten students, employees, or volunteers.
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Use of e-mail or Web sites to encourage illegal behaviour.

Nature of Penalties

The following penalties may be imposed on a student for act of indiscipline or misconduct or for other sufficient reasons :

- Written warning and information to the parents/guardians.
- Fine of Rs. 500/- which may extend depends upon gravity of offence.
- Suspension from the Institute or debarring from availing of any other facility.
- Suspension or cancellation of Scholarships, Fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
- Recovery of pecuniary loss caused to Institute property.
- Disqualifying from holding any representative position in the Class/ Institute/ Sports / Clubs and similar other bodies.
- Debarring from appearing in an examination.
- Rustication

MASTERS PROGRAM AT LLOYD

M. Pharm. (Pharmaceutics)

M. Pharm. (Pharmaceutical Quality Assurance)

INSTRUCTIONS FOR M. PHARM. SECOND YEAR PROJECT WORK:

- All the students in M. Pharm. second year are required to go through the university evaluation scheme and may note that the marking scheme would be strictly implemented.
- The students are required to undertake a project work under the guidance of allotted supervisor and co-supervisor.
- Every meeting with supervisor/co-supervisor must be documented as date/duration and topic of discussion and the record would be maintained by the guide.
- Students may look for collaborative projects with industry but the work would be considered only if he/she has obtained prior NOC from the college in this regard.
- During the project work each student has to compulsorily appear and present before the program committee at least thrice at different stages of project, the dates for which shall be as per the academic calendar, and obtain the necessary certification. Only if the student has obtained certificate for previous stage he would be considered for the next stage.(format for certificate attached as ANNEXURE)

STAGE 1- CERTIFICATE A (FOR APPROVAL OF PROJECT TITLE AND PLAN OF WORK)

STAGE 2- CERTIFICATE B (FOR SATISFACTORY PROJECT PROGRESS)

STAGE 3- CERTIFICATE C (FOR COMPLETION OF EXPERIMENTAL WORK)

- Only if a student has cleared all three stages he would be considered for final project submission.
- It is mandatory for students to publish one Review and one research article based on their work.

Students may note that marks are allotted for journal club activities whereby students are expected to contribute research publications, scientific poster presentations and attend conferences in our own as well as other institutes.

EXAMINATIONS

End Semester Examination

End Semester Examinations to be conducted by relevant examining authorities for each program.

B.PHARM.

Internal Evaluation Theory

The internal assessment for each year of study shall have two components viz.

- 1) Sessional exam,
- 2) Continuous mode

Calculation of internal assessment will be as follows for B. Pharm. students:

Year	Sessionals	Continuous Mode			Total
		Assignments	Student Teacher Interaction	Attendance	
1 st	15	3	3	4	25
2 nd	15	3	3	4	
3 rd	15	3	3	4	
4 th	15	3	3	4	

Marks for Theory Attendance will be as awarded as below:

Percentage Attendance	Marks
95-100	4
90-94	3
85-89	2
80-84	1
Less than 80	0

Practical

Year	Sessionals	Continuous Mode		Total
		Attendance	Based on Practical Records, Regular Viva Voce, etc. (cce)*	
1 st	10	2	3	15
2 nd	10	2	3	
3 rd	10	2	3	
4 th	10	2	3	

*Internal evaluation for practical exam shall be calculated as per the Comprehensive and Continuous Evaluation (CCE) scheme. In this marks will be awarded on each turn of laboratory course and the average of sum total will be awarded as internal marks. The components of CCE are attendance (1 mark), Practical expertise (1 mark) and Viva voce (1 mark).

Marks for Practical Attendance will be as awarded as below:

Percentage Attendance	Marks
95-100	2
90-94	1.5
85-89	1
80-84	0.5
Less than 80	0

D. PHARM.

Theory

- There shall be at least three periodic sessional examinations during each academic year. The highest aggregate of any two performances shall form the basis of calculating sessional marks.
- Marks for Sessional and final exams will be awarded as follows

Year	Max. Marks in Theory		
1 st	Examination	Sessional	Total
2 nd	80	20	100

Practical

- The sessional marks in Practicals shall be allotted on the following basis:
Actual performance in the sessional examination. 10
Day to day assessment in the practical class work. 10
- Marks for Sessional and final exams will be awarded as follows

Year	Max. Marks in Theory		
1 st	Examination	Sessional	Total
2 nd	80	20	100

M. PHARM.
(Pharmaceutics/ Pharmaceutical Quality Assurance)

Internal Evaluation
Theory

The internal assessment for each year of study shall have two components viz.

- 1) Sessional exam, 2) Continuous mode

Calculation of internal assessment will be as follows for M. Pharm. students:

Semester	Sessionals	Continuous Mode		Total
		Attendance	Student Teacher Interaction	
1 st	15	8	2	25
2 nd	15	8	2	
3 rd				
Research Methodology	60	40		100
Journal club	-	-	-	25
Proposal Presentation	-	-	-	50
Research work	-	-	-	350
4 th				
Journal club	-	-	-	25
Presentation	-	-	-	75

Practical

Year	Sessionals	Continuous Mode		Total
		Attendance	Based on Practical Records and Regular Viva Voce	
1 st	30	10	10	50
2 nd	30	10	10	

USE OF UNFAIR MEANS/ MALPRACTICES IN EXAMS:

The following acts on the part of students during examination will be considered as acts of malpractice:

1. Carrying any paper, books or notes or chits with content related to subject of examination.
2. Copying from any paper, book or notes.
3. Allowing any other candidate to copy from his answer books or found trying to copy from another student's answer sheet.
4. Having any written matter on the person (palm, leg, clothes, etc.) or on any item in his/her possession (e.g. calculator, scale, handkerchief etc.).
5. Scribble on the question paper and/or pass on the same to some other examinee.
6. Write any appeal on the answer book for more marks etc.
7. Carrying mobile phones in examination hall.
8. Trying to cause disturbance to the fellow examinees and/or proceedings of examination.
9. Tearing off or spoiling the sheets in the answer book.
10. Destroying any evidence of malpractice.
11. Attempting any act that disturbs the sanctity or confidentiality involved in the examination process.
12. Impersonation

The following penalties may be awarded in case a student is found to indulge in any act of malpractice:

Acts	Penalty
1-7	Zero marks will be awarded in the Course in which the student was found to indulge in malpractice
8-10	Zero marks will be awarded in the all the courses for that particular sessional examination
11-12	The student will be detained from appearing in the end-sem examinations

GRIEVANCES REDRESSAL CELL

The Grievances Redressal Cell (GRC) is responsible to settle any type of grievances raised by the students, teachers and non-teaching staff of the college. The committee is also authorized to initiate suo moto proceedings. It sometimes functions in tandem with the Discipline Committee and the Internal Complaints Cell, depending on the nature of the complaint, and membership of these three might overlap.

Members	Position	Status
Dr. Abdul Wadood Siddiqui	Principal	Convenor
Dr. Khursheed Alam	Professor	Member
Dr. Purabi Chakraborty	Professor	External Member
Dr. Vandana Arora	Group Director	Adjudicating Authority

Scope

- The Grievance Redressal Committee shall consider only individual grievances of specific nature of staff and students of the Institute raised individually by the concerned aggrieved employee/ student of the Institute.
- The Grievance Redressal Committee shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one employee/ student.
- After receiving any application the Committee will decide on the merit of case regarding scope of further discussion.

Procedure of submitting grievance

- The aggrieved member shall submit his/her petition to the Convenor, Grievance Redressal Committee in a sealed envelope marked "confidential", along with supporting documents.
- The same can be submitted online through the Grievance Redressal link given on the Institute's website.

INTERNAL COMPLAINTS CELL

The Institute has formed an Internal Complaints Committee (ICC) in compliance to:

- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and
- All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016

S.No.	Name	Position	Status
1	Dr. Purabi Chakraborty	Presiding Officer	Senior female faculty
2	Dr. Shilpa Pahwa	Member	Faculty Member
3	Ms. Chitra Gupta	Member	Faculty Member
4	Dr. Alka Jyoti	Member	Non-teaching Employee
5	Mr. Pradeep Barthwal	Member	Non-teaching Employee
6	Mr. Hitesh Kumar Talan	Member	Student
7	Mr. Vaibhav Dobriyal	Member	Student
8	Ms. Priyanka Dua	Member	Female Student
9	Mr. Mahendra Vikram Singh (Advocate, Supreme Court)	Member	Outside member familiar with Sexual Harassment Issues

ICC is the chief mechanism empowered with authority of a civil court for resolution of complaints, firstly through conciliation and finally through an inquiry.

The Process for making Complaint and conducting Inquiry: The ICC shall comply with the procedure prescribed in the Act, for making a complaint and inquiring into the complaint in a time bound manner. The Institute shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy.

Mechanism/ Process of making Complaint:

- An aggrieved person is required to submit a written complaint along with supporting documents and names and addresses of the witnesses if any to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.
- Friends, relatives, colleagues, co-students, psychologist or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

The identities of the aggrieved party or victim or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

USEFUL LINKS

AKTU website: <https://aktu.ac.in/>

Ordinance:

[https://aktu.ac.in/pdf/Academic/Programmes/Bachelors/Ordinance/Ordinance%20B.%20Pharm._PCI%20Guidelines%20\(effective%20from%202017-18\).pdf](https://aktu.ac.in/pdf/Academic/Programmes/Bachelors/Ordinance/Ordinance%20B.%20Pharm._PCI%20Guidelines%20(effective%20from%202017-18).pdf)

Syllabus: [https://aktu.ac.in/pdf/syllabus/Syllabus1718/B.PHARM/BPharm%20I%20Year%20Syllabus%20\(Effective%20from%202017-18\).pdf](https://aktu.ac.in/pdf/syllabus/Syllabus1718/B.PHARM/BPharm%20I%20Year%20Syllabus%20(Effective%20from%202017-18).pdf)

PCI website: www.pci.nic.in

Scholarships: www.scholarship.up.nic.in

Pharma. Company details: <https://www.brandindiapharma.in/pharmaceutical-companies-india>

Medical Dictionary: <http://medical-dictionary.thefreedictionary.com/>

Institute's Facebook page: <https://www.facebook.com/lloydgroupofinstitutions/>

STUDENT FEEDBACK

All the students are welcome to write their suggestions for betterment of college at this e-mail ID lloyd.pharmacy@gmail.com

Student Advisor:

S.No.	Faculty Member	Contact	E-mail Id
1	Dr. Khursheed Alam	7042447910	khursheed.alam@lloydcollege.in
2	Dr. Lalit Kumar Tyagi	99973 06488	lalit.tyagi@lloydcollege.in

IMPORTANT NOTE

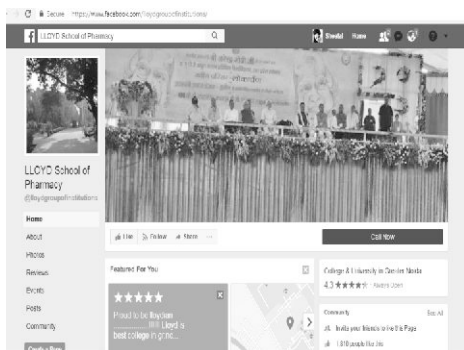
All admission are subject to authentication of all documents and are liable to cancel at any point by university or college in case of any information/ document is found to be false.

All the Notices and circulars will be notified via display on college notice board (Ground floor) & no call or message will be done to individual student or their family for any reason.

Kindly stay updated with information via notice board for your convenience.

Facebook page: <https://www.facebook.com/lloydgroupofinstitutions/>

Please like this (official) page of Lloyd's School of Pharmacy to receive updates about upcoming campus events and activities.



SAFETY INSTRUCTIONS FOR LABORATORY

- No student will be allowed inside the labs without lab coat and practical note book.
- Wear sensible clothing including footwear. Loose clothing should be secured so they do not get caught in a flame or chemicals.
- Work quietly — know what you are doing by **reading** the assigned experiment **before** you start to work. Pay close attention to any **cautions** described in the laboratory exercises.
- Long hair (chin-length or longer) must be tied back to avoid catching fire.
- Do not taste or smell chemicals.
- Do not lift any solutions, glassware or other types of apparatus above eye level.
- Wear **safety goggles** to protect your eyes when heating substances, dissecting, etc.
- **Never** point a test tube being heated at another student or yourself. Never look directly into a test tube while you are heating it.
- Unauthorized experiments or procedures **must not** be attempted.
- Keep solids out of the sink. Leave your work station clean and in good order before leaving the laboratory.
- Learn the location of the fire extinguisher, eye wash station and first aid kit.
- Learn how to transport all materials and equipment safely.
- Report all accidents, injuries, and breakage of glass or equipment to instructor immediately.
- Students found in violation of this safety rule will be barred from participating in future labs and could result in suspension.
- **No eating or drinking in the lab at any time!**

ANNEXURE



Lloyd Institute of Management Technology (Pharm.)
Plot No. 11, Knowledge Park - II, Greater Noida

CERTIFICATE A

(FOR APPROVAL OF PROJECT TITLE AND PLAN OF WORK)

It is hereby certified that the following student of M. PHARM. second year has presented the proposed work and its plan before the Institute Research Committee.

The plan of work is approved for further study.

Allotted Grade:-----

Name of the student:-----

Title of the project:-----

Date:

Guide

Co-guide

Director



Lloyd Institute of Management Technology (Pharm.)
Plot No. 11, Knowledge Park - II, Greater Noida

CERTIFICATE B
(FOR SATISFACTORY PROJECT PROGRESS)

It is hereby certified that the following student of M.PHARM. Second year has presented his/her project work progress before the Institute Research Committee and his/her work progress was found to be satisfactory.

Allotted Grade:-----

Name of the student:-----

Title of the project:-----

Date:

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Plot No. 11, Knowledge Park - II, Greater Noida

CERTIFICATE C
(FOR COMPLETION OF EXPERIMENTAL WORK)

It is hereby certified that the following student of M.PHARM. Second year has presented his/her complete project work before the Institute Research Committee. His /Her Experimental work was found to be satisfactory by the committee and he/she is hence permitted to write Thesis on the above topic.

Allotted Grade:-----

Name of the student:-----

Title of the project:-----

Date:

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**Lloyd Institute of Management & Technology
[Pharm.]**

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