

Guidelines Regarding the Format and Writing of B Pharm Practice School Report

BP706PS PRACTICE SCHOOL (180 Hours)

Organization of Report:

Report shall be organized in Title Sheet, Internal Approval Sheet, Project Approval Sheet and Index page. The **body of the report** may contain chapters (starting with content, list of tables, list of figures, abbreviations, nomenclature, chapters, references (as a single chapter), appendices (if any) including important charts, methods of calculations. **However, the body of the report may be edited as per the discretionary of the department practice school domain.** The body of the report should conclude **with bulleted learning outcomes** as appendix. The *Plagiarism* report must also be attached as appendix.

Project Report (should not be more than 25 pages, however it may vary depending on the discretion of the project guide)

1. **Title page:** These must be as per the format prescribed and given as *Specimen 'A': Title Sheet*. If there are more than one faculty assigned to conduct Practice school, his/her name must be included at the appropriate place.
2. **Index**
3. **Report - Guidelines relating to Report writing (this can be adopted/edited as per the discretionary of department)**
 - ***Introduction to Modules (should not exceed 1 page):***
It shall introduce the Modules of the Practice school.
 - ***Literature of Work undertaken under Practice School (should not exceed 8 pages):***
General literature search including Scope and Literature survey,
 - ***Aims & Objectives of Work undertaken under Practice School (should not exceed 1 page)***
Herein, objective of the proposed work under practice school is to be mentioned.
 - ***Work undertaken under the practice school (Should not exceed 10 pages):***
Herein, an overview of the work executed by student under the practice school.
If practical work has been conducted students represent the data as figures/ tables/ text. Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages.

- ***Bibliography and References*** that must contain all literature cited in the various chapters including personal correspondence or unpublished work if any. You should use the format below to cite the references.

Citation in Text: Indicate references by author (s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given. Example: '..... demonstrated [3,6]. Barnaby and Jones [8] obtained a different result '

List: Number the references (numbers in square brackets) in the text of the manuscript in the order in which they appear in the text.

Examples:

Reference to a journal publication:

[1] J. van der Geer, J.A.J. Hanraads, R.A. Lupton, The art of writing a scientific article, J. Sci. Commun. 163 (2010) 51–59.

Reference to a book:

[2] W. Strunk Jr., E.B. White, The Elements of Style, fourth ed., Longman, New York, 2000.

Reference to a chapter in an edited book:

[3] G.R. Mettam, L.B. Adams, How to prepare an electronic version of your article, in: B.S. Jones, R.Z. Smith (Eds.), Introduction to the Electronic Age, E-Publishing Inc., New York, 2009, pp. 281–304.

Reference to a website:

[4] Cancer Research UK, Cancer statistics reports for the UK. <http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/,2003>

(accessed13.03.03).

Reference to a dataset:

[dataset] [5] M. Oguro, S. Imahiro, S. Saito, T. Nakashizuka, Mortality data for Japanese oak wilt disease and surrounding forest compositions, Mendeley Data, v1, 2015. <https://doi.org/10.17632/xwj98nb39r.1>.

4.PLAGIARISM REPORT

The candidates shall attached the Plagiarism report obtained from Turnitin software

5. LEARNING OUTCOMES BY THE CANDIDATE

In this section, the student will enumerate the learnings (each point stated separately) derived from the practice school and its correlaiong with knowledge imparted over SEM 1-SEM VII.

Practice School Report Format

Typesetting, Text Processing and Printing

The text shall be printed on single side of a page.

Page Format:

The Printed Sheets shall have the following written area and margins:

Page size:

Use A4-size paper with 1" left margin, 1" top and bottom margin, 1" right margin on each page. **Font and Font size:** The letter font should “**Times New Roman**” with font size of 12.

Line spacing: should be 1.5 (one and a half). Indented quotations or footnotes where single spacing may be used.

Header must contain brief title of the chapter above single line. **Footer** must contain page number in the centre of the page.

Header and Footer must be used only after the content page(s).

Pagination:

Page numbering in the text of the report shall be Hindu- Arabic numerals at the center of the footer. Page number “1” for the first page of the Introduction chapter shall not appear in print; only the second page will bear the number “2”. The subsequent chapters shall begin on a fresh page. Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., “iv”.

Binding:

Each student is required to prepare three final hard spiral bound copies. Two copies are to be submitted to department under which practice school was conducted and library, respectively.

Title Sheet will be as follows:

Specimen 'A': Title Sheet

(Title of the work executed under Practice School)

Submitted in partial fulfilment of the requirements

of

Practice School (BP706PS)

of

Final Year B.Pharm (SEM VII)

Academic Year 202 - 202

executed in

(Department of Specialization)

by

(Name of the Students)

(UNIQUE ID._____)

Supervisor (s):

(Name of Supervisor/s)



(Emblem of Institute in diameter of 40 mm)

Bombay College of Pharmacy (Autonomous)-Affiliated to University of Mumbai

(Academic Year, Month and Year of Submission)

Specimen 'B': Internal Approval Sheet

CERTIFICATE

This is to certify that the project entitled **“Title of work executed under Practice School”** is a bonafide work of **“Name of student” (Unique ID No.)** executed in the Department **“Specialization”** and submitted to the **Bombay College of Pharmacy(Autonomous)-Affiliated to University of Mumbai** in partial fulfilment of the requirement for the **completion of Practice School (BP706PS)** of Final Year B.Pharm (SEM VII) Academic Year 202 - 202 .

(Name and sign)

Supervisor/s

College seal

(Name and sign)

Head of Department

(Name and sign)

Principal

Specimen `C': Approval Sheet

Practice School Report Approval for B Pharm

This Practice School report entitled '**Title of work executed under Practice School**' by *Student Name, and Unique ID no* is approved for consideration towards the **completion of Practice School (BP706PS)** of Final Year B.Pharm (SEM VII) Academic Year 202 - 202

Examiners

1.

2.

3.

Date:

Place:

Specimen `D': Learning Outcomes

I, **“Name of student” (Unique ID No.)** had the following learnings while working on the project entitled **“Title of work executed under Practice School”** in the Department **“Specialization”** during Final Year B.Pharm (SEM VII) Academic Year 202 - 202 .

Highlights of the Knowledge/skills gained during Practice School (BP706PS) (not more than 5)

- 1.
- 2.

Name & Signature of the student

Unique ID:

Date:

Place: