

Kasegaon Education Society's

RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON

CODE OF CONDUCT FOR STUDENTS

1. The students should be aware of the Institute rules. They are also advised to go through detailed hostel rules and Prevention of Ragging rules given separately. Ignorance of rules shall not be an excuse for violation.
2. Each student shall show due respect and courtesy to the teachers, administrators, staff of the Institute, and to the visitors of the Institute, and good behavior to fellow students.
3. Following shall constitute the violation of code of conduct (but not limited to):
 - a. Lack of courtesy and decorum;
 - b. Damage to Institute property, removal of any property belonging to the Institute, fellow students or other personnel of the Institute;
 - c. Use of abusive and offensive language, disturbing fellow students in their studies;
 - d. Breach of rules and regulations of the Institute;
 - e. Adoption of unfair practices in tests, quizzes, assignments, or examinations;
 - f. Noisy and unruly behavior shall constitute violation of the code of conduct.
4. Late arrival and early departure at or from a class shall be recorded as absence from the class. Students are not allowed to leave the institute during working hours without the written permission of the Principal.
5. Students are not allowed to operate any machinery / equipment without the permission of the instructor.
6. It is compulsory for the students to attend functions /activities organized by the institute on various occasions like Independence Day, Republic Day, Annual Day, etc whether the function falls on a working day or on holidays. Absence from such functions without valid reasons will invite disciplinary action.
7. Students must pay their fees/dues on or before the prescribed deadline failing which appropriate disciplinary action will be taken. Students may note that the fees once paid will not be refunded/ adjusted.
8. Students shall observe all safety precautions in the college bus, the premises, especially in the laboratories, hostel and play ground and during industrial training or educational tour/trip.
9. Students must keep their identity cards always with them and shall show the same on demand by any faculty of the institute.
10. Students are prohibited to take part in ragging. In case of such incidences the matter will be dealt by Antiragging Committee in accordance with provisions of

Maharashtra Prohibition of Ragging Act 1999 and UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. The students are advised to contact following helpline numbers of the college in case you are a victim of such case or you get to know of any such incidence with any student of the institute.

Anti Ragging Squad		
Sr. No.	Name	Contact Number
1.	Dr. S. K. Mohite	9970700828
2.	Dr. M. M. Nitalikar	8600009729
3.	Smt. A. R. Dhole	7249529945
4.	Smt. V. N. Dange	8805637007

11. The students shall take due care that they don't get involved in the acts of Eve teasing and sexual harassment. In case of such incidents, the matter will be dealt in accordance with provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 by Internal Complaints Committee.

Internal Complaints Committee		
Sr. No.	Name	Contact Number
1.	Dr. S. K. Mohite	9970700828
2.	Dr. Smt. I. D. Raut	9960336670
3.	Smt. T. D. Dudhgaonkar	8999481031

12. Candidates have to fulfill the minimum attendance requirements as per university norms (75%). No students will absent himself/herself from any of the lectures without leave having been obtained previously from the Class Incharge and that too for sufficient cause and if he/she is irregular in attendance, or fails to show progress or is not diligent in studies, his /her name is liable to be struck off from the rolls of the institute.
13. Any student found smoking or under the influence of intoxication of alcohol/drugs in the Institute or in the Hostel is liable to strict disciplinary action which may be up to expulsion from the Institute.
14. The students are advised to see regularly the notices displayed on the Institute/hostel notice boards. The notice displayed on these notice boards shall be deemed to have been served on the students.
15. All applications must be addressed to the Principal.
16. The Principal reserves the right to modify any of the Institute rules as and when necessary. The decision of the Principal in all matters shall be final.

Principal,
Rajarambapu College of Pharmacy, Kasegaon