KES's
Rajarambapu College of Pharmacy, Kasegaon

Admission:

It shall be implemented by rules and regulation of DTE, PCI, AICTE and Shivaji University, Kolhapur.

1. RULES AND REGULATIONS 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 and or breach 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 and residents of the Institute, and good behavior to fellow students.
3. Lack of courtesy and decorum; conduct within and outside the Institute; damage to Institute property, removal of any property belonging to the Institute, fellow students or other personnel and residents of the Institute; use of abusive and offensive language: disturbing fellow students in their studies; breach of rules and regulations of the Institute; adoption of unfair practices in tests, quizzes, assignments, or examinations; 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. The students at the institute require attention and diligence. A student neglecting his / her studies and having unsatisfactory progress shall be given two warnings after which if he/ she fails to improve, he/she will be liable for expulsion from the institute.
7. 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.
8. Students shall observe all safety precautions. The institute is not responsible for any theft/ accident, of whatever nature, in the institute, hostel, workshop, play ground and during summer training and industrial training or educational tour/trip.

9. Students are prohibited to take part in ragging, political activity or any activity which is detrimental to the dignity of the institute. Any student found violating the rule or bringing disrepute to the institute will be expelled from the institute.

10. Students must make all possible efforts to conserve electricity and water. They must switch off lights & fans when they leave the class room/ hostel room, lab etc. Students must help to keep the institute neat and clean and also preserve and maintain the gardens.

11. 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. If a student leaves the course before completion, he/she will be required to pay the fee for the entire course.

12. Students must keep their identity cards always with them and shall show the same on demand by any faculty of the institute.

13. 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.

14. 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.

15. 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.

16. All applications must be addressed to the Principal.

17. 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.

18. The students shall follow the institution given on the notice board.

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CODE OF CONDUCT

FOR COLLEGE STUDENTS ON BUSES

It Is Every Student's Responsibility to behave in a manner that ensures the safety and comfort of passengers and drivers. This includes:

- **Behaving appropriately**
  - Respect the needs and comfort of other passengers
    (e.g. no use of offensive or racist language, fighting, spitting, placing feet on seats, throwing things in or from the bus)
  - Give up seats to all students.
  - Adhere to the law that bans smoking on buses.
  - Obey reasonable directions from the driver and attendant (e.g. where to sit or to remain in the bus)
  - Keep arms, legs, and heads inside the bus.
  - Refrain from attracting the attention of the driver except in the case of emergency.

- **Respecting property**
  - Protect bus property
  - Ensure that buses are not vandalized
  - Report any vandalism, e.g. graffiti and window etching.

- **Holding passes**
  - Show travel passes to the driver on boarding and when directed.
  - Use the travel pass only for its intended purpose.
  - Keep your pass for your own use – you should not lend your pass to other students or borrow one from them.

Roles and responsibilities:

Students

Students will:

- Behave courteously and responsibly on buses in accordance with the Code of Conduct
- Follow reasonable instructions from drivers (e.g. where to sit or to remain in the bus when the driver is awaiting assistance from the police).

When in possession of a college bus travel pass, students must:

- Show it to the driver when requested
- Travel on the designated college bus route.

Consequences for breach of the Code of Conduct

- Depending on the gravity of the offence, students may be required to give up their college bus travel pass or may be refused travel on the bus for a period of time determined by the bus operator.
- Heavier penalties may apply to students involved in group misbehaviour.

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- College principals have the right to take additional disciplinary action against a student under the college's discipline code or student welfare policy for any breach of the Code of Conduct.

Right to seek review of penalties

If students have reason to believe that a bus driver has treated them unfairly, they can raise the issue with their Guardian teacher. Guardian teacher can then contact the bus operator.

Bus drivers

Bus drivers are responsible for the general operation of buses, including:

- Driving in a safe manner and taking reasonable care for the safety of all passengers
- Behaving with civility and propriety towards all passengers
- Providing reasonable directions to ensure the safety and comfort of all passengers, including students
- Contacting the bus operator for clarification of correct procedures if there is any uncertainty in relation to student misbehaviour

Category 1 – Unacceptable behaviour

This category includes minor offences, but is not limited to behaviour that may be irritating or unpleasant. Examples include:

- Distracting the driver by persistent noise or calling out to the driver
- Failing to show a travel pass,
- Smoking
- Spitting
- Using offensive or racist language
- Minor bullying, intimidation and harassment of other passengers
- Pressing the stop button continually
- Damaging property
- Window etching
- Behaving so as to adversely affect the comfort or safety of other passengers (e.g. not giving up seats to any other and disabled passengers).

Category 2 – Dangerous behaviour

This category includes more serious offences, but is not limited to behaviour that may cause an element of danger to individuals. Examples include:

- Serious bullying and harassment of other passengers
- Allowing any part of their body to protrude from the bus while the bus is in motion
- Stopping others from disembarking at their stop
- Verbally threatening the driver
- Standing on steps or in areas not set aside for standing and refusing to sit down
- Pushing and shoving when boarding or exiting the bus
- Swinging on bus handrails
- Throwing things inside or out of the bus
- Fighting with other passengers
- Causing significant damage to property in buses

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- Using matches/lighters
- Carrying dangerous items
- Group misbehaviour.

Category 3 – Highly dangerous or life threatening behaviour

This category includes major offences, but is not limited to highly dangerous behaviour. Examples include:

- Pushing students out of the doors or windows
- Interfering with the driving controls or the emergency door release
- Assaulting the driver or other passengers
- Interfering with safety equipment
- Recklessly or negligently endangering the safety of other passengers or themselves
- Destruction of bus property.

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RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON

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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.
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RULES AND REGULATIONS FOR COMPUTER LAB FOR THE STUDENTS:

1. Access to the Internet is a privilege, not a right.

2. Students should enter the log-in and log-out time in the log note without fail.

3. Students must produce Identity Card when demanded, to utilize the lab resources.

4. Do not wear foot wears inside the lab.

5. Students are not allowed to download pictures, music, videos or files without the permission of a staff.

6. Food or drinks are not allowed to bring inside the computer lab.

7. Do not install software's without permission.

8. Do not remove or disconnect parts, cables, or labels.

9. Site includes chat rooms, instant messaging (IM), social and adult sites are strictly prohibited.

10. No Internet gaming activities allowed.

11. Do not personalize the computer settings. (This includes desktop, screen saver, etc.)

12. Shall Maintain silence in the lab.

13. Log-off — leave the computer ready for the next person to use. Pick-up your materials and push in the chair.

(K. B. Yadav)
(Computer lab
In-charge)

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RULES AND REGULATIONS FOR LIBRARY

1. Silence must be observed in the Library.

2. Every student of the college is eligible for membership of the Library,

3. The Library can be utilized by the students and staff **in the office hours** on working days.

4. All students should sign the entry register of the Library, before entering.

5. Books are to be handled very carefully. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay double the cost of the book as fine.

6. Members before leaving the issue counter must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be immediately reported to the librarian or library staff, failing which the member to whom the book was issued will be held responsible.

7. Members are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.

8. The borrowed book should be returned on or before due date, If not, overdue charges per day from students will be collected.

9. If the due date falls on holidays, return can be done on the following working day without fine.

10. Misbehavior in the library will lead to cancellation of membership and serious disciplinary action.

11. A member who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on with charges.

12. The members will be responsible for any loss or non return of books issued against their original or duplicate borrower's ticket.

13. The library is not responsible for any damage or lost of personnel items.

14. Use of mobile phone is strictly prohibited in this area

15. Laptop can be used, provided these are solely for research and or not connected to any electrical outlet in the library.

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LIBRARIAN
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