



Shri Dhanlaxmi Foundation Karad's
LATE ADV. DADASAHEB CHAVAN
MEMORIAL INSTITUTE OF PHARMACY
 (D. Pharmacy And B. Pharmacy)

CODE OF CONDUCT RELATED TO STUDENTS

Document No.:	Short Title:	
1.0	Code of conduct for students	
Revision:	Prepared by:	Date Prepared:
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Pages:	Reviewed by:	Date Reviewed:
03 of 03	Mr. V. R. Shinde, Vice Principal	
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1. **Title:** Code of conduct related to students
2. **Scope:** This document is applicable to all students of the institute.
3. **Purpose:** To provide code of conduct to maintain discipline in the institute
4. **Responsibility:** Those who are listed in the GAP are responsible for the particular activities.
5. **Definition:**
It is a set of guidelines and principles that define expected behavior and standards of conduct for students within Late Adv. Dadasaheb Chavan Memorial Institute of Pharmacy, Malwadi, Masur. It serves as a framework to promote ethical behavior, professionalism, integrity, and respect.
6. **General Code of Conduct in the campus**
Students are the primary stakeholders of institution. All students have to obey the codes given as follow by the institute.
 - 6.1. To maintain institutional environment healthy for academic and socio-economic development
 - 6.2. To attend or participate in all institutional or campus activities carried for their



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development

- 6.3. To present on time in campus for academic or various schedule of department
- 6.4. To maintain silent environment during academic sessions
- 6.5. All students have to keep their mobile phone on either silent mode or switched off mode to avoid disturbances
- 6.6. Students should park their vehicles in parking area only.
- 6.7. The students should not do smoking, chewing of tobacco, drinking alcohol, not to use plastics
- 6.8. Students should know well about grievance redressal cell, women grievance redressal cell.
- 6.9. To switch off/ turn off the electrical appliances and water tap when not in use

7. Code of Conduct for dress code & ID card

- 7.1. As per guidelines of institute, students should be present in prescribed dress code in the campus and laboratories.
- 7.2. Wearing the Identity card is compulsory.
- 7.3. Brining of I-card is mandatory in college campus and during examination.
- 7.4. The loss of I-card should be reported immediately to the coordinator with an application.

8. Code of Conduct for attendance of student

- 8.1. Every student must have to attend all lectures and practicals
- 8.2. As per the guidelines of Pharmacy Council of India, at least 80% of the total number of lectures conducted in the class is mandatory for appearing any exam

9. Code of Conduct for leaves

- 9.1. A leave application on medical grounds should be submitted along with certificate from Registered Medical Practitioner on the day of rejoining the college

10. Code of Conduct for student communication

- 10.1. Students are advised to visit/see institute website, what's app group and the Notice board for institutional notifications. Important circulars are displayed over there.
- 10.2. Cell phones should be used only for academics purposes and important communication during collage hours.

11. Code of Conduct for use of social media



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11.1. Students should preferably interact on official what's app group created by class teacher for class. Only content with regard to academics/co-curricular/extracurricular/administration or other meaningful information should be shared on it.

12. Code of Conduct for cocurricular and extracurricular activities

- 12.1. Students are promoted for taking active participation in curricular and extracurricular activities.
- 12.2. Students who will go to other places to represent college should not do anything wrong which will defame the name of institute.
- 12.3. Students should actively participate in all academic, research and development, co-curricular activities for their development.

13. Code of Conduct for ragging

- 13.1. Ragging is strictly prohibited in campus.
- 13.2. Students should refrain from ragging of any kind and anyone found guilty of ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force.
- 13.3. The student who will find guilty in ragging incidence, the punishments like expulsion from the institution, Suspension from the classes, not allowing him to sit for internal and university examination.
- 13.4. The student is required to submit an anti-ragging affidavit as per the UGC notification.
- 13.5. Anti-ragging committee/squad is constituted every academic year as per the regulatory guidelines to keep vigil over ragging and promptly deal with the incidents of ragging brought to its notice.
- 13.6. Students should be made well aware with Sexual Harassment Act and penalties for that.

14. Code of Conduct for Library

14.1. Registration and Library Card Usage:

- 14.1.1 All library users are required to provide their names and sign the register upon entering the library.



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14.1.2. Students should utilize their own library card and present their valid student identification (I-Card) for library services.

14.2. Timely Return of Library Materials:

14.2.1. Library books must be returned on or before the due date specified at the time of borrowing.

14.2.2. It is essential to return all borrowed items promptly to ensure their availability for other users.

14.3. Careful Handling of Books and Journals:

14.3.1. Students should handle library materials, such as books and journals, with utmost care.

14.3.2. Any form of damage, including marking with pen, pencil, or highlighter, tearing pages, or any other form of mutilation, will be taken seriously.

14.4. Reporting Lost Library Cards:

14.4.1. If a library card is lost, it should be immediately reported to the librarian.

14.4.2. A duplicate card may be issued upon formal application, along with any necessary fines or fees.

14.5. Prohibited Items and Silence in the Library:

14.5.1. Personal belongings like folders, files, etc., are not allowed in the library book section.

14.5.2. Library users are expected to maintain a quiet and silent environment at all times to facilitate a conducive study atmosphere.

14.6. Confidentiality of E-Passwords:

14.6.1. Users should not share their e-passwords, specifically for accessing the digital library resources.

14.6.2. The e-passwords are meant to be kept confidential to ensure the security and integrity of the digital library services.