

CONDUCT HANDBOOK

KRISHNA TEJA PHARMACY COLLEGE

RENIGUNTA ROAD

TIRUPATI- 517506

DISCIPLINARY RULES

All Students must abide by the college Rules, Regulations, Policies and Guidelines as may be promulgated by the College Administration from time to time. Breach of these Rules, Regulations, Policies and Guidelines shall render them liable to disciplinary, administrative and legal action including but not limited to imposition of fine, suspension or expulsion (both provisional and permanent) from the College.

- No student is allowed to paste, exhibit, prepare or distribute any poster, leaflet, notice, pamphlet or handbill in the College premises without prior permission from the principal.
- Any student aggrieved by any happening in the College shall lodge a complaint with the Principal and not with any outside authority unless the Principal permits him/her to do so.
- Use of mobile phones and cameras are strictly prohibited in the College premises and during College Functions. Mobiles and Cameras confiscated shall only be returned if disciplinary committee permits.
- Smoking in the College premises is strictly prohibited.
- Every student of the College is required to be punctual in the class. Any student remaining absent from classes without proper permission for a continuous period of 06 days, excluding holidays, shall automatically be struck off from the College Rolls unless the cause of absence is explained to the satisfaction of the Principal. In that case, the student may be re-admitted within 15 days (after his name is dropped from the College rolls) on payment of Re-admission fee and college Dues.
- Students are forbidden to contact any higher authority directly. Intended communication with any higher authority must be submitted through the Principal who will forward it, if he considers it desirable.
- College authorities can revise the dues without any prior notice. This revision will be application to all students enrolled at that time or in future
- No student is allowed to leave the class without the permission of his/her teacher or until the class is over.
- Late-comers in the class may be marked absent.
- Any student misbehaving in the classroom/College shall at once be reported to the Principal by the teacher. The Principal will take such action as he may deem proper. The teacher can recommend a penalty as well.
- Any political or immoral activity is strictly prohibited in or around the College premises.
- A fine of Rs10/- per lecture will be imposed for absence without proper leave.
- Private telephone calls of the students will not be entertained. However, an emergency message can be conveyed.
- Students must keep the College Identify Card during their stay in the College premises and during College functions.
- The college authorities reserve the right to revise any class schedule or to re-arrange the college.
- The College will not be responsible for loss of any mail/valuables sent to a student at the college address.
- The college is not responsible for any loss/damage regarding the students' belongings.

- The college students, while parking their bikes/motor cars, are required to put proper lock on them. College administration shall not be responsible for any loss on this account, whatsoever.
- Any false information on the application form may render the student liable to expulsion from the college.
- The college grants fee-concessions and scholarships of different nature at the time of admission. These concessions and scholarships are applicable only to the current installment and must be renewed when the next fee installment is due. Mere recommendation for a fee-concession and scholarship does not entitle a student to its grant. Certain conditions and requirements must be fulfilled for eligibility.
- Students can get benefits like concessions, scholarship in case of fulfilling the attendance requirements and observing the fee-schedule. However the request for concession must be submitted within the time frame given by the college. Applications received after the lapse of that time period will not be entertained.
- Any fee concession/prize/scholarship is granted only at the discretion of the college Administration and can be withdrawn at anytime.
- The College, in its sole discretion, shall have the right to take disciplinary, administrative and legal action against a defaulting student committing breach of any of the college Rules, Regulations, Policies or Guidelines. Such an action may include, but shall not be limited to, expulsion, suspension, withholding of examination admission from of the Board/University, release of the Examination roll no. slips or withholding the examination result card issued by the Board/university particularly due to any of the following:
 - Poor attendance
 - Non-payment of College Dues
 - Poor overall Academic record
 - Failure in the College Examinations
 - Misconduct
 - Any other reason not specifically mentioned herein.
- Notwithstanding anything contained in any college rule, regulation, policy or Guideline, if a student's examination admission forms, roll no. Slip or result card is withheld by the college administration the name of the affected student shall be deemed to be provisionally struck off from the rolls of the college with immediate effect, where he has been given notice if this action or not. In such an eventuality it will be the student's duty to apply to the Concerned College authorities for re-admission to the college. The college may in its sole discretion approve or disapprove such re-admission and may also impose such conditions and fines as it may deem necessary.
- The students along with are responsible for submission of their college dues/fee and observance of the college rules, regulations, policies and Guidelines promulgated by the college from time to time. The College or its Admission shall not be liable for any loss accruing to the students due to any such failure or non-observance. As regards the financial liability of student, the parent/guardian of the student, signing the college admission form of the student in such

capacity, shall act as the surety of the student and shall be jointly and severally liable to discharge any financial liability of the student accruing under the college Rules, Regulations, policies and Guidelines

- If the college administration pays any amount to any authority, Board, Government Department ect. On behalf of any student(s) all such amounts shall remain recoverable from such student(s) as Outstanding College Dues.
- Shift and Sections once allotted to the students shall not be changed in any case.
- The provisions contained in the college Rules, Regulations, Polices and Guidelines, including but not limited to the General & Disciplinary Rules and admission Rules, and Declaration of the student in the college admission form shall collectively form a contract between the college administration and the student and shall remain binding till a student is on rolls of the college . The college administration shall have the right to amend, repeal and replace all or any of the college Rules, Regulations, Polices and Guidelines. Such amended or replaced provisions shall also remain binding till the student remains on the rolls of the college. The college shall be entitled to initiate legal proceedings, in addition to other disciplinary or administrative actions, against a student who fails to comply with these binding provisions.

RULES AND REGULATIONS FOR HOSTLERS

1. Application for admission to the Hostel must be made in the prescribed form, which is available in the Hostel office or in the Academic Section of the Institute.
2. Accommodation would be provided only after paying the requisite fees and rents as decided by the Hall Management from time to time.
3. All charges and rents prescribed in the application form or any other documents are subject to change as per the decision of the Hostel authorities without prior notice.
4. No student will be allowed to stay in the Hostel without formal admission.
5. The Hostel admission has the right to refuse admission to any one and/or withdraw permission already granted, if it is found that he/she has submitted incorrect information.
6. At the time of admission every student has to submit a written undertaking in the Prescribed form, Countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel.
7. At the time of admission of a student into the Hostel and beginning of every year, each resident is required to submit a duly filled in prescribed personal Data Form, containing the current address, mobile and/or the telephone number and the e-mail address of the parent/guardian. Any change in this information at any point of time has to be intimated to the Hostel office in writing.
8. The Hostel Management will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table, chair, ceiling fan with regulator and reasonable light fitting.
9. Allotment of rooms shall be the sole discretion of the Hostel administration, which may allot the rooms either on first-come-first-served or any other basis, depending upon the situation, prevailing factors and objectives e.g. fostering cross-cultural relationships.
10. Students must occupy the respective room allotted to them. Rooms once allotted to the students for an academic year will not be changed except under special situations. Under no circumstance the inmates should exchange seats\rooms without the knowledge of the Management.
11. Inmates shall respect the equal rights of their roommates.

12. Accommodation will not be provided to any student whose registration is cancelled. Any students, whose name has been removed from the Rolls of the Institute, will automatically cease to be an inmate of the Hostel. Such students shall immediately leave the Hostel.
13. Before vacating the rooms, the students have to fill up the prescribed 'Room vacating Slip' in triplicate and submit these to the Warden. The furniture, electrical installations including the fan(s) and any other fixture those where provided in the room, all have to be handed over in proper condition to the Hostel Management at the time of vacating the room. If any damage in any item is found to have occurred, compensation as assessed by the Hostel Management shall be recovered from the boarder concerned..
14. Day scholars and other relatives of boarders are not permitted to stay in the Hostel as guests. Entertaining unauthorized guests will lead to severe punishment, which may include a monetary fine of Rs. ___500___ and expulsion from the Hostel.
15. All visitors to the Hostel including the parents/guardians will have to make necessary visitors' Book available at the Hostel entrance with the security guards.
16. The use of electrical / electro-mechanical equipments, gadgets, appliances, such as electric stove/heaters/iron/refrigerator cooker, is strictly prohibited by the boarders in or outside the rooms.
17. The use of audio systems which may cause inconvenience to the roommates or other inmates is not allowed.
18. When the boarders go out of their rooms they should switch off all the electrical/electronic appliances, and lock the doors (at all times).
19. The Mess shall provide both vegetarian and non-vegetarian foods.
20. The weekly menu will be prepared by the Mess Committee and the will be displayed on the Notice Board.
21. Discipline should be strictly maintained in the dining hall.
22. Day Scholars cannot be entertained as guests in the mess on a regular basis.
23. The inmates are not supposed to take food from the dining hall to their rooms.
24. The inmates should not enter the kitchen.
25. Wasting food is a social crime. Of wasting food by a boarder, fine of Rs. 200 will be imposed on him/her.

26. Suitable fine, as decided by the Mess Committee, shall be imposed on the case he/she defaults in payment of Mess dues.
27. All residents shall whole-heartedly cooperate in these endeavours.
28. Ragging in any form is banned. Severe punishment, including expulsion from the hostel.
29. Ragging in any form is banned. Severe punishment, including expulsion from the hostel and the Institute, shall be imposed on any resident if he/she is found to have indulged in ragging.
30. Any fresher, for that matter any resident, if subjected to any form of ragging, must report the incident immediately to the Hostel Authorities. Non-reporting of the incident by a victim shall also be considered as an offence.
31. Students should be present within the Hostel premises between 9:30 PM to 6:00AM. No student is permitted to stay outside the Hostel during this time without the written permission of the Warden. Violation of this rule will invite strict disciplinary action on him/her.
32. If any student wants to go out the city/town between 6.00 AM and 9.30 PM, excluding the class hours, he/she should submit a filled up prescribed form indicating the time of leaving the Hostel and expected time of return with dates.
33. Except during vacations, residents shall be allowed to go home only if there is a written request for the same from self/parent/guardian citing genuine grounds and consented by HOD he/she belongs. Going home frequently is not permitted.
34. Silence must be observed in the Hostel premises. All unnecessary noises must be avoided.
35. Modesty in dress is expected from students.
36. All residents are required to produce, whenever asked, their valid identity cards issued to them by the Institute.
37. The rooms, common areas and surroundings of the Hostel should be kept clean and hygienic.
38. Notices must not be pasted on walls. Walls must not be scribbled on.
39. A room is allotted to a student on his/her personal responsibility. He/she must take care of the cleanliness and maintenance of his/her room.

40. If any maintenance work (civil, Carpentry, Electrical and Sanitation) is required to be carried out in the rooms, corridors, toilets or any other place in the Hostel premises, boarders should bring it to the notice of the Hostel Authorities.
41. The resident of a room is responsible for any damage to the property in the room during his/her occupancy or at the time of vacating the room. Price of the item and a fine of Rs. 500.
42. The resident shall not move any furniture from its allotted place.
43. Residents should not participate in any anti-national antisocial or any other undesirable activity within or outside the campus.
44. The boards will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a resident due to theft, fire or any other cause, the hostel Management shall in no way be considered responsible
45. In the Hostel premises the following acts are strictly prohibited:
 - Smoking
 - Consumption of alcoholic drinks
 - Consumption of drugs
 - Gambling
 - Intimidation or violence
 - Willful damage to property
 - the Hostel premises in an intoxicated state
 - sing abusive languages
 - Employing unauthorized persons for personal work such as washing clothes, repair of Hostel property, etc.
 - Cooking in the room or on the Hostel premises
 - Using two-wheelers and/or motor vehicles of any kind.

46. DISCIPLINARY MEASURES

Any boarder, who is found to be indulging in undesirable and offensive activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates, noncompliance of any of the conduct rules or violation of any other rule stipulated in several clauses under various sections and subsections, shall be subjected to disciplinary action by the Hostel Management as stipulated under the relevant clause after a proper

enquiry. Moreover, depending upon the gravity of the offence if the Hall Management so considers, the case may be forwarded to the Institute Disciplinary Committee for further necessary action.

KRISHNA TEJA PHARMACY COLLEGE – TIRUPATI

STUDENTS MUST FOLLOW THE FOLLOWING RULES:

1. Should be in the classroom before 9:20 A.M
2. Should not leave college before 4:30 P.M
3. Should maintain dress code, identity card and neat shaving.
4. Should not sit in the staircase & not group together in corridors.
5. Should avoid cell phones.
6. Ragging is strictly prohibited

Instructions for Teaching Staff

1. Preparation of notes for the concerned subject
2. Preparation of question bank from previous end examination papers.
3. Conduction of slip test frequently after completion of each unit
4. Evaluate the slip test papers and identify the weak students
5. Conduct the internals as well as slip test in end exam pattern
6. Teaching must be only with LCD to reduce the teaching hours
7. Preparation of lab manuals
8. Conduct pre final examination at the end of Sem/Year
9. Evaluate the record and allot grade/marks in the same practical class only
10. Slip test/internal exam papers must be shown to the student and explain the mistakes/draw backs of the student
11. Take extra class if need to complete the syllabus within stipulated time
12. Conduct the practicals continuously within month and record work
13. No student is allowed to go out within college hours i.e. 9.30 AM to 5PM
14. Additional marks may be given to the students who have best attendance percentage, attended all internal exams/slip test practicals are over.