

**Pravara Rural Education Society's  
College of Pharmacy (For Women), Chincholi  
Tal: Sinnar, Dist: Nashik**



**DISCIPLINE POLICY**

**One Purpose, One Mission, One Dream**

### **1. Introduction:**

It is designed to provide positive constructive learning experiences for students who have violated institutes behavioral standards. The primary purpose of the program's lesson is to dole out consequences for unacceptable behavior. We believe that students need to think about how their actions affect the other students, and how other students feel when they become subjects of disrespect.

By emphasizing the feelings and rights of others, we attempt to lead the students to a more empathetic and social understanding of the effects of their actions and the fact that their behavior impacts on the entire college community.

We will prompt the students to move from past mistakes and rethink old habits and actions. Within this framework, the role of the teacher is to reinforce the behavioral goal for each student with cautioning his, /her about the consequences of violating institute behavioral standards.

### **2. Objectives :**

- a. The objective of policy document on student's discipline is to maintain discipline in students during the in-campus as well as out-campus activities.
- b. Discipline is important to maintain the standard of the institute.
- c. It will ensure a quality product (student) at the end of the course which can definitely give a good placement to the student
- d. The industry/Pharmacy/hospital will also get supply of quality students from the institute.
- e. The discipline policy is devised as a means to address all issues that are disruptive to the teaching and learning environment.

### **3. Role and responsibility of discipline committee:**

The responsibilities of Discipline Committee includes various activities like discussing importance of discipline with students, observing their behavior, correcting them whenever necessary etc. which are described in detail hereunder.

The discipline committee at college/institute level shall comprise of:

- i. **Chairman** : Vice-Principal administration
- ii. **Member** : Head Of Department (on rotation annually)
- iii. **Member** : Faculty of first year
- iv. **Member** : Warden of hostel (one each from boy's and girl's hostel)
- v. **Member Secretary** : Registrar/O.S

The role and responsibilities of discipline committee are as follows:

- i. To make students aware of their roles and responsibilities by following rules and regulations of the college/Institution.

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- ii.To keep track of the behavior of students.
- iii.To consider cases of indiscipline reported by faculty /staff/Principal to the committee.
- iv.To take corrective action to move his/her behavior towards disciplined behavior.
- v.To maintain complete records of cases of indiscipline considered by the committee.
- vi.To maintain proceeding book of the meetings.

**4. Frequency of discipline committee:**

The committee shall meet at least once in a month.

**5. Quorum :**

The quorum shall be three of which the attendance of the chairman and the convener is mandatory. The tenure of the discipline committee shall be for four years.

**6. Discussing the importance of discipline and giving instructions to students regarding standard behavior that institute expects:**

**a) Discussing the importance of Discipline to Students :**

It is required that students should be informed about the importance of discipline in College/Institute as well as outside the institute before giving them the instructions regarding expected standard behavior. Responsibility of discussing importance of discipline and instructing should be placed on the respective Principal/ HOD/ Dean/ Section in charge.

The importance of discipline to be communicated to students can be as follows:

- i. Discipline is essential for students progress and achieving success in the chosen course.
- ii. Discipline is important to maintain the standard of the institute/college.
- iii. Discipline is important for a quality output.
- iv. Discipline ensures quality which helps for getting a career opportunity.
- v. Discipline is essential aspect for doing his/her job in industry so that, he/she will not face any problem once he/she enters the industry.

**b) Giving instructions to students regarding standard behavior that institute/college expects :**

Students should be instructed to avoid misbehaviors like:

Use of mobiles in the campus, not attending classes in formal dress, chewing tobacco in premises, misuse of corridors and passages, overcrowding in office and canteen, rowdy behavior, not observing traffic rules, using abusive language with colleagues and juniors, damage of property etc.

Students should also be instructed to maintain discipline in other aspects such as:

- i. Maintaining silence in classrooms and campus.
- ii. Coming to the classes on given time.

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- iii. Submitting assignments / homework on time.
- iv. Maintaining a respectful behavior with faculty.

**c) Issue of Student's Manual to students:**

A student's manual /brochure containing rules and regulations of the college /Institute shall be prepared and supplied to the student at the time of admitting him/her.

The contents of the student's manual shall be thoroughly discussed with the students during induction program organized by the college/institute.

**7. Observing the behavior of students:**

It is required that the members of Discipline committee as well as all other faculty members and staff shall observe the behavior of students in-campus or out of campus activities.

**8. Taking corrective action to move his/her behavior towards disciplined behavior:**

All cases of misbehavior as stated above and that follow be reported in writing briefly narrating the incidence and the names of student involved in the acts of indiscipline.

The committee shall inquire into the matter within 24 hours of the occurring of the incidence and report the case to the Director /Principal with recommendations for action.

The cases of indiscipline may occur in the campus or out of campus, these are categorized and the consequences and corrective actions that shall be initiated under such situations have been given under various categories mentioned below:-

**A] GENERAL RULES:**

- i. Students should be punctual in attending classes, practical and regular submission of assignment and projects. If their progress, conduct and attendance is not satisfactory, action will be taken against the students as per the rules of University or MSBTE.
- ii. Loitering in the college corridor or/campus or during the class or after lectures and practicals is not permitted.
- iii. No student shall use unfair means in any of tests, examinations, orals, project work arranged by the Institute. 'Unfair means' include transcribing unauthorized material, violence and intimation of students, supervisory staff, and staff appointed to conduct the examination work. In case a student is found guilty of such acts, he/she shall be expelled from the examination etc. A further action as deemed fit shall be initiated to deal with this act of misconduct.
- iv. 80% Attendance in theory and practical is mandatory. A student failing to comply with this is likely to be debarred from attending the examination of that semester or year as per prevailing norms of University or board.
- v. Students are expected to wear laundered, clean dress and apron while attending the Institute. On days specified by the Institute they shall follow a formal dress code.

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- vi. Smoking, tobacco chewing, consumption of alcohol and use of 'Drugs' are strictly prohibited in the premises of Institute, hostel and the canteen. Students found guilty will be summarily expelled from the Institute and handed over to the Law Enforcement Authorities.
- vii. Eating or drinking anywhere in the campus is strictly prohibited.
- viii. Student's mobile phones shall be switched off in the institute. In case they are found using mobiles; the same be confiscated.
- ix. Damage to the property of Institute like tampering with fixtures, fittings, equipment's, instruments, furniture, books, periodicals, walls, windows panes, vehicles etc. will be viewed seriously and is likely to result in recovery of the cost of damage and instant expulsion of the defaulting student/students from the institute, if necessary temporarily for a period of one week or permanently if damage cause is serious.
- x. Ragging in any form within or outside the Institute and hostels is totally banned. Any student involved in such activities will be expelled from the Institute and handed over to the Law Enforcement Authorities as per the provisions of University of Pune/ AICTE
- xi. Students shall wear identity card issued by the Institute on the campus.
- xii. The Principal reserves the right to strike off the name of the student from the roll for non-payment of the course/hostel/other dues in time.
- xiii. The authorized media of communication with the students of Institute is the notice board. As such, the students are expected to read the notice board regularly. The Institute shall not accept any responsibility for loss caused due to negligence of the students not for reading notice regularly displaced on the notice board.
- xiv. Bicycles, Scooters and other vehicles shall be parked only in the area provided for the purpose on their own responsibility.
- xv. All the students are expected to behave and work decently in the institute and its premises, befitting a global professional.
- xvi. The use of any verbal or non-verbal language or gestures that will rise to the level of disrespect will not be tolerated .
- xvii. Any student of the institute if expelled or debarred from the institute or his/ her name is struck off from the muster roll; amount paid by the student in any form to the institute shall stand forfeited.
- xviii. Tuition fees and other fees once paid shall not be refunded.
- xix. Students are bound by the rules and regulations framed by the Institute from time to time. Any violation of the rules or an act of indiscipline on the part of the student shall result in disciplinary action leading to dismissal from the Institute.
- xx. All the admissions are provisional until eligibility is granted by the University or Board.
- xxi. All students shall give name and address, mobile number of parents, local guardian to contact in emergency.
- xxii. All students shall take prior permission in writing from the Principal for activities such as, any social, personal and cultural gathering festival meeting, exhibitions, sports etc.

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- xxiii. Any legal dispute between the Institute and a student or his/her guardian, arising out of the relation established by admission will be dealt within the Jurisdiction of Nasik and Loni, Maharashtra.

**B] PLACEMENT (To the colleges and institutes where summer training is mandatory)**

**Introduction:**

The Institute has established a Placement Cell managed by faculty and students. With the aim to provide

- A) Summer Training, Placement for Projects
  - B) Final Placement after completion of course.
- i. If a student is selected for summer training through the Institute, it is mandatory to accept it or else he/she will have to make his/her own arrangement for summer training.
  - ii. The institute will not assist those students for summer training who are choosy on job location, job profile or stipend.
  - iii. Each student undergoing summer training in a company/ Industry shall make weekly reports to his/her guide about the progress and receive instructions from the guide.
  - iv. Each student shall keep minimum 80% attendance in the company while training.
  - v. Misconduct of any kind by the students in the company during the summer training is likely to be punished leading to non-granting of term.
  - vi. The students are to follow the procedures / rules / regulations of the company during summer training. Based on the actual training students shall prepare a project report and submit to the training and placement officer by the stipulated date fixed by the Institute.

**C] FINAL PLACEMENT:**

- i. Student having consistent attendance record shall be eligible for campus placement assistance.
- ii. Students having more backlogs will not be eligible for placement.
- iii. Attendance for pre-placement talk (PPT) is compulsory for all student. The decision to apply will be made by the student only after the PPT.
- iv. Student found guilty of misconduct or misinformation or purposely “Underperforming” during the selection process will not be considered for further campus selection process.
- v. Student selected through placement process of the Institute are bound to accept the first offer made by the company.
- vi. After accepting an offer, the student must ensure he/she joins the company on the date required, failing which the Institute will not provide further assistance for his/her placement.
- vii. Each student will be allowed only five placement opportunities after which he/she will not be considered for further opportunities.

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## **D] LIBRARY:**

### **a. General rules and regulations of the library**

- i. Working timing of the library shall be from 9.00 am to 5.00 pm. The timings will be extended beyond working hours if the students request for the same.
- ii. Silence inside the library must be strictly maintained.
- iii. No personal belonging including books are allowed inside the library.
- iv. Books borrowed on a particular day will not be accepted for return on the same day.
- v. Mobiles phones are strictly prohibited inside the library.
- vi. Books taken from the shelf need to be kept on the table and not back on the shelves.
- vii. Always keep library card with you while making use of the library.
- viii. A borrower shall withdraw his/her deposit amount within six months after the declaration of the results. Otherwise it will be forfeited.
- ix. Books can be borrowed for a period of one week only by the student. If the same is not refunded within this prescribed time he/she shall be liable to pay fine of Rs. 5/- per day for the first ten days and Rs. 10/- per day thereafter.
- x. No due certificate shall be obtained from the library before leaving the college/institute. Double the market value of the book shall be recovered from the member if the books are damaged or not submitted to the library before leaving college/institute.
- xi. A borrower is responsible for the safe custody and return of the borrowed book / publication. In the event of its being lost or damaged he/she will have to reimburse double the cost of the market value of the lost book.
- xii. Writing, markings erasing of any marks, on any book or manuscript will be considered as misconduct. Suitable action against the borrower shall be initiated.
- xiii. A book may be reissued only after the same is returned No automatic renewal is permitted.
- xiv. Periodicals and Journals have to be referred in the Library as they are not to be issued on individual's name.

### **b. Issue of Clearance Certificate:**

After the student completes the course or if a student leaves the Institute. He has to obtain a clearance certificate from the librarian which will be issued to him after verifying following aspects-

- i. Dues outstanding if any have been paid by him.
- ii. Library card has been surrendered to the library.

### **c. Loss of membership card:**

In the event of loss of membership card, the same shall be reported to the librarian in writing immediately. The members, whose membership cards have been lost, shall be held responsible for the book issued to them. In case member loses the book or damages the book, cost of replacement with a fine of 50% of the cost shall be recovered from the member.

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**d. Care of the Property :**

Library is an asset which has to be used carefully and developed for use of its member in future. As such causing damage or loss to the books, periodical and other library property like furniture, fixtures and portraits shall be seen as a major misconduct inviting following actions against the default member.

- i. Suspension of membership temporarily or permanently.
- ii. To recover double the market price of the books / periodicals and such other library property along with suitable fine as decided by the Director/Principal.

**e. Rights of Librarian**

The Librarian reserves the right of preventing any member from entering in the library, reissue or recall any issued books as per need. In this case, the decision of the librarian will be final and binding.

**f. Timing (Book Issue) – 9:00 a.m. to 5:00 p.m. (Monday to Saturday)**

**Collection of fine:**

<b>Details</b>	<b>Fine</b>
<b>i)Books not refunded within prescribed time:</b>	Rs. 5/- per day for the first ten days andRs.10/- per day thereafter
<b>ii) Writing, markings, erasing of any marks on any book or manuscript.</b>	Rs.50/- or in case of indiscriminate marking, erasing or writing double the cost of book will be reimbursed
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**E] HOSTEL:**

Hostel is an environment created by the management for the students as a home, away from their home to provide a tranquil and serene environment, to enable the students to pursue their studies sincerely and regularly. In order to achieve this goal, following rules and regulations have been made which every hostelite shall follow strictly without deviation.

- i. Visitors, guests, well-wishers and all other persons not authorized by the Director/Principal shall not be allowed to enter the hostel under any circumstances.
- ii. Visitors shall be required to wait for the inmates outside only. They can contact the warden / Watchman/In charge of the hostel. However, such meetings are limited for a period of 15 minutes only.
- iii. Warden shall take rounds of the hostel as per his/her convenience regularly in addition to the attendance round.
- iv. The Director/Principal, Warden or any other authority so authorized by Director/Principal shall take a complete search of the rooms and belonging of the students, if necessary in case of doubts.

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- v. Heating items such as shegadies, hot plates are strictly prohibited. Such items if found shall be immediately confiscated and handed over to the institute's office for disposal. Computers / irons can be permitted at an extra cost decided by the institute.
- vi. Hostelites shall take full care of the hostel property such as fixtures, fittings, doors, windows etc. And shall not damage them in any way. In case of damages, full cost of damage with fine shall be recovered from the concerned student.
- vii. In case of such damage, in addition to recovery of cost of damage, such an act will be treated as misconduct and suitable action will be taken against defaulters.
- viii. Hostelites shall not use indecent language or engage in quarrels with fellow hostelites. They shall not disturb other hostelites by engaging in demonstration, shouting, singing playing etc. They shall not behave in a manner unbecoming of a student of this Institute, including passing indecent remarks on passerby or shouting at them. Any infringement of this rule shall be treated as misconduct.
- ix. Hostelites shall refrain from smoking, taking alcoholic drinks otherwise becoming a nuisance to others within the hostel premises. Such an act will be deemed as misconduct.
- x. If the hostelite is absent without prior permission of the Warden for a fortnight, he/she cannot reclaim the accommodation without permission of the Principal.
- xi. No each transaction for any payment is to be made in the hostel. All payments are to be made only through the Bank and Cash counter of the Institute
- xii. No part of the Hostel fees paid by the hostelite shall be refunded in case expelled from the hostel / leaves the hostel on his/her own accord.
- xiii. Misbehavior or misconduct within or outside the hostel premises shall be punishable and ultimately may result in expulsion from the hostel.
- xiv. The students are advised not to keep money and other valuable in their rooms but make use of the banks nearby.
- xv. The hostelite shall not stay away from the hostel other than in the Institute during the night except with prior written permission of the warden / Director/ Principal which shall be obtained by stating the exact reason and the time of return.
- xvi. Hostelites wishing to go out of station temporarily shall apply in writing to the Warden / Director/Principal specifying the date and time of departure, address and telephone no. where he/ she could be contacted during absence from the hostel.
- xvii. Hostelites are required to state in the application the names and addresses of the local acquaintances or relatives whom they usually visit during the holidays, mentioning that they are permitted by their parents / guardians for doing so.
- xviii. Hostelites are permitted to convene and conduct meetings in the hostel premises only with the prior permission from the warden / Principal. Conduct of unauthorized meetings shall entail disciplinary action.
- xix. All complaints in regard to the hostel maintenance and upkeep shall be made to the warden / Director/Principal in writing for which a register is kept with the watchman.

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- xx. The hostelites shall not indulge in any form of antisocial or prohibited activities leading to indiscipline and undesirable environment either inside or outside of the Institute or hostel or any other place. If any hostelite is found resorting to such activities, he/she is liable for severe punishment including expulsion from hostel and or Institute and the punishment may include handing over of such hostelites to the Law Enforcement Authorities.
- xxi. Every student admitted to the hostel within 10 days from the date of admission shall have to undergo full medical examination and produce a certificate of fitness from the registered Medical Practitioner authorized by the Institute.
- xxii. All students admitted to the hostel shall attend functions such as 15<sup>th</sup> August, 26<sup>th</sup> January, seminars and such other ceremonies organized by the Institute without fail. Deliberate absenteeism from such functions shall be deemed as misconduct.
- xxiii. Hostel admission shall be given only after the student pay prescribed hostel fees and deposit and submit his/her application to the Director/Principal in the prescribed hostel admission form.
- xxiv. Ragging in any form shall be treated as a serious misconduct and hostelites found guilty of such misconduct shall be expelled immediately from the hostel and may include handing over of such hostelites to the Law Enforcement Authorities.
- xxv. Hostelites has to take their food within a specified period of time, if not, it shall not be responsibility of college to make them food available.
- xxvi. **Timings of the Girls Hostel :**  
In time: Up to 6.00 pm  
Prayer / Attendance time: 6.30pm  
Breakfast time: 7.30 am – 8.30 am  
Lunch time: 12.00 -2.00 pm  
Dinner time: 07.00-8.30 pm.  
**Note :** While taking round of the girls hostel by any authorized person if he is male shall necessarily be accompanied by the warden of the hostel.
- xxvii. **Timings of the Boys Hostel :**  
In time : Up to 9.00 pm  
Prayer / Attendance time: 6.30 pm  
Breakfast time: 7.30 am – 8.30 am  
Lunch time: 12.00 -2.00 pm  
Dinner time: 07.00-9.00 pm.
- xxviii. The decision of the Director/Principal in regard to interpretation of the rules or any other matter not specially mentioned above shall be final. The Director/Principal has an absolute discretion and reserves the right to modify any of the existing rules as and when necessary.

#### **F] COMPUTER CENTRE:**

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- i. No student will be allowed to come to the computer centre without his/ her identity card.
- ii. Students shall not be allowed to use the computer centre beyond the stipulated hours prescribed.
- iii. The students are advised to check his/her computer system every day before they start working.
- iv. The student shall have to take permission from the faculty / computer staff before going out from the computer centre during his/her lab hours.
- v. If there is any problem in the computer centre related to electric power otherwise any system fault, the students shall have to follow the instructions given by the lab instructor / system administrator.
- vi. If a student faces any problems in computer centre, he/she should approach to the lab instructor.
- vii. No student shall be allowed to do installation of software in the computer centre.
- viii. If a student is found tampering or damaging any property of the computer lab/computer centre he/she will be dealt with severely as per the discretion of the Principal. The defaulter student will be warned fined or disallowed further use of the computer centre at the discretion of the Director/Principal.
- ix. Any student found violating any of the rules shall be disallowed from the use of computer centre and shall not be permitted to enter the computer centre for a period specified by the Principal, He/She will also be treated as 'Absent'.
- x. While working in the computer centre the noise level shall be low so that other students are not disturbed.

#### **G] DRESS CODE:**

- i. As a process of personality development, every student who has been admitted to the Institute shall have to follow the executive dress code as decided by college/institute.
- ii. Each student will get uniform stitched from the authorized tailor appointed by the institute.
- iii. Students are required to come to the Institute in proper dress code whenever notified or failing to comply, disciplinary action shall be taken against such students. Dress code is applicable on all the days except Saturday and on all the occasions like Guest Lectures / Industrial visits, interviews and other important occasions.
- iv. Dress code for Saturday should be befitting an academic institution. The dress shall be well laundered and neither flashy nor cheap.
- v. If the student is found violating the dress code rules repeatedly, he/she may be disallowed to attend the classes, library and other facilities for a period specified by the discipline committee.

#### **H] LEAVE RULES :**

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If a student is desirous of availing leave for genuine reasons, he/she has to apply for the same to the academic coordinator for availing leave.

**I] ATROCITIES AGAINST WOMEN:**

Atrocities against woman shall be considered as an act of major indiscipline leading to expulsion, if found guilty and handing over the case to law enforcing authority as per provisions of policy guidelines on Atrocities against women.



**Prepared By**



**Checked By**



**Approved By**

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