

GRY INSTITUTE OF PHARMACY, BORAWAN

CAMPUS CODE OF CONDUCT FOR STUDENTS

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the Institute campus. They shall abide by the rules and regulations of the Institute and should act in a way that highlights the discipline and esteem of the Institute.
2. A six-day working schedule from Monday to Saturday is followed. Classes are scheduled from Morning 9.00 AM to Evening 4:30 PM.
3. All the students are expected to be present in the class well within time and late coming will result in loss of attendance for the corresponding hour.
4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher allows sitting. Silence shall be observed during class hours.
5. Teachers shall be greeted appropriately with "Good Morning Sir/Madam" or "Good Afternoon Sir/Madam" and a "Thank you Sir/Madam" when the teacher leaves the classroom.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. Students having lab sessions have to report to the lab directly in time and they are not expected to go to the class room.
8. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. Students can leave the campus during class hours only after getting a gate pass from the Principal, Teacher Guardian and after making entry in the Gate Register maintained by the gatekeeper.
10. All students shall leave the classes immediately after 4.30 p.m. No students shall wander or gather in verandah, corridor, and staircase etc.
11. All leave applications (Regular & Medical) shall be submitted in time, for sanction by Teacher Guardian and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
12. Students shall come to the institute in approved uniforms with shirts tucked into trousers with tie, belt and black formal shoes or semi covered sandals (for girls) Besides those who are in laboratories shall wear their respective lab-coat.
13. Students shall not make any alterations to the Uniform issued from the institute without the permission of the concerned teacher guardian and any violation of this will attract a fine.
14. All the students are expected to attend all institute functions in institute uniform unless otherwise specified.
15. All the students shall wear their identity cards, well displayed. Identity badge is a public document and

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any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.

16. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of Institute academic values will be referred to the discipline committee.
17. Any dress code violation noticed within the campus will attract a fine and could initiate further disciplinary actions.
18. Students are not allowed to use own vehicle; each student has to compulsorily use the college Bus for transportation.
19. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
20. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
21. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the institute beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6.00PM.
22. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned teacher guardian will be treated as a case of indiscipline.
23. All the students are advised to follow the Institute Mobile phone policy and bring to the notice of the authorities violations if any.
24. Accessing Social Networking Sites such as Face book, Twitter etc. is prohibited within the institute campus however access to these sites is permitted in hostel building.
25. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs.100/-.
26. Consumption of intoxicants /psychotropic substances in any form or smoking or using chewing-gum, pan masala, consuming alcohol etc. are strictly prohibited.
27. The campus is Plastic free so littering plastic waste inside the campus is a punishable offence.
28. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the institute and destroy the academic ambience.
29. Carefully handle the furniture, equipment's, fixtures and appliances of the institute and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near machines and electrical installations. In the even to damage of property, the responsible students will have to bear the cost of replacement/repair with fine.

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30. Students are not permitted to arrange any unauthorized celebrations and decoration so fanny magnitude in the campus.
31. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, etc. in the campus without the permission of the competent authority.
32. Students care expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
33. Students who intend to represent the institute in inter collegiate events shall take prior permission from the concerned Teacher Guardian and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
34. During internal examinations, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
35. Political activity in any form is not permitted in the Institute campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the Institute, hostels, and outside the institute.
36. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
37. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
38. Pay fees, mess bills etc. in advance or in time, which will avoid fines.
39. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the Institute.
40. Expulsion from the Institute is enough for expulsion from the hostel.
41. In case of any instance of non compliance of existing rules or any observed matter/behavior that deviates from the vision and mission of Institute all the staff members are empowered to initiate disciplinary procedure by forming an enquiry committee and further proceedings.


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| 1 | Mobile Phone Policy: |
| | The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus. |
| 2 | Mobile Phone Policy |
| | <p>Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.</p> <ul style="list-style-type: none">• Students are not permitted to use mobile phones in classroom and campus without permission of competent authority.• Students are not allowed to click photograph of a female student in and outside the campus.• No selfie's to be taken inside the campus• Mobile phone should be in silent mode inside the campus.• Mobile phones will not be allowed inside the examination hall under any circumstances.• Students who are staying in institute hostels should not bring the mobile phones to the institute.• All the staff members are empowered to confiscate mobile phones found with students violating the above rules.• Students violating the above rules will be fined an amount of Rs 500/-and the confiscated mobile phones will be returned to the students only after the completion of their course. |


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