

KES's

RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON

Taluka - Walwa, District – Sangli. Pin-415 404

8.1.4. Transparency and availability of correct/unambiguous information in public domain (5)

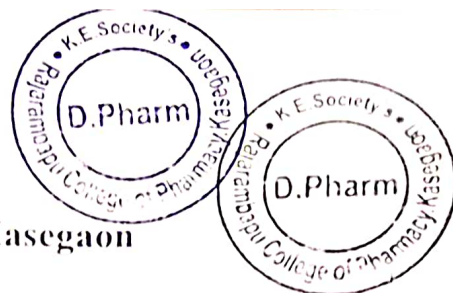
A. The following rules and policies have been displayed on the website:

www.kespharmacy.com , <https://kesrcp.com>

1. Rules for admissions to Diploma course in pharmacy are as per MSBTE/ DTE/ AICTE norms.
2. Rules for fee structure
3. Code of conduct
4. Rules for attendance
5. Rules for examination

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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.



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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2019-20

D.Pharm

Particulars	Institute Fee	SC/NT/ST/S BC/TFWS	EBC/OBC
Tuition Fee	55909.00	0.00	27955.00
Development Fee	5591.00	5591.00	5591.00
Total	61500.00	5591.00	33546.00

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2020-21

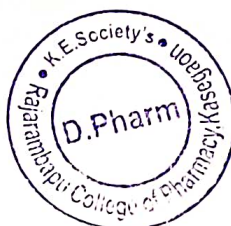
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2021-22

D.Pharm

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Tuition Fee	55909.00	0.00	27955.00
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2022-23

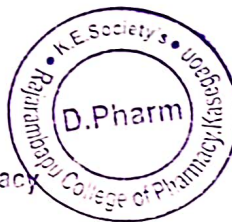
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CODE OF CONDUCT

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:

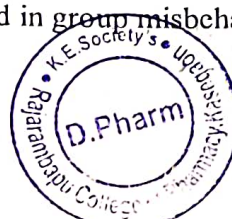
- Behave courteously and responsibly on buses in accordance with the Code of Conduct
- Follow reasonable instructions from drivers (e.g. where to sit or to remain in the bus when the driver is awaiting assistance from the police).


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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CODE OF PROFESSIONAL ETHICS:

1 Teachers and their rights:

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

2 The Code of Professional Ethics :

2.1 The teachers and their responsibilities :

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall:

- i. Adhere to a responsible pattern of conduct and demeanor expected of him/her by his/her peers and the community.
- ii. Seek to make professional growth continuous through study and research, writing and decent conduct.
- iii. Express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- iv. Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.




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- v. Perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- vi. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as : assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation, and
- vii. Participate in extension, co-curricular and extracurricular activities including community service.

2.2 Teachers and the students:

The teacher shall

- i. Respect the right and dignity of the student in expressing his/her opinion.
- ii. Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical characteristics.
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v. Inculcate among students scientific, progressive and rational outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- vii. Pay attention to only the attainment of the student in the assessment of merit.
- viii. Make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- ix. Aid students to develop an understanding of our national heritage and national goals, and
- x. Refrain from inciting students against other students, colleagues or administration.




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2.5 Teachers and nonteaching employees:


The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution. Non-teachers should treat the teaching employees as colleagues and equal partners in a co-operative undertaking, within educational institution.

2.6 Teachers and guardians:

The teachers shall try to see through college that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

2.7 Teachers and Society: The teachers shall

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life
- iii. Be aware of social and economic problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- v. Refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.



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2.3 Teachers and Colleagues:

The teachers shall always

- i. Treat other members of the profession in the same manner as they themselves wish to be treated.
- ii. Speak respectfully of other teachers and render assistance for professional betterment.
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- iv. Refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour.
- v. Be thoroughly social and humane, democratic and rational, towards other teachers.
- vi. Strive at any cost to remove and wash out the local tensions and controversies and disputes.
- vii. Believe in union and unity of the colleagues.

2.4 Teachers and authorities:

The teachers shall

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- ii. Not undertake any other employment and commitment including private tuitions and coaching classes.
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- iv. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- v. Should adhere to the conditions of contract.
- vi. Refrain from availing use of leaves except on unavoidable grounds and prior intimation, keeping in view their particular responsibility for completion of academic schedule.




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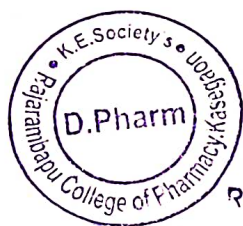
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Campus Code of Conduct for Students for Academic year

Students are likely to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.

1. A six day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00 a.m. to 4.30 p.m.
2. All the students are expected to be present in the class well -within time.
3. Attendance shall remain compulsory for all the students a minimum of 75% attendance is required for theory as well as practical's and defaulters shall be charged a fine of Rs 100 per day.
4. No student shall enter or leave the class room when the session (lecture/practical) is on without the permission of the concerned teacher.
5. 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.
6. Students can apply for leaves by producing a letter of intention certified by their parent/guardian. The student will be issued with permission token. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
7. Students shall come to the college in approved uniforms and in laboratories shall wear their respective aprons.




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6. Guidelines for the conduct of practical examinations

Sessional Examinations

There shall be two or more periodic sessional (internal assessment) practical examinations during each academic year. The duration of the sessional exam shall be three hours. The highest aggregate of any two performances shall form the basis of calculating the sessional marks. The scheme of the question paper for practical sessional examinations shall be as given below.

I. Synopsis	=	10
II. Experiments	=	50*
III. Viva voce	=	10
IV. Practical Record Maintenance	=	10

Total	=	80 marks

* The marks for the experiments shall be divided into various categories, viz. major experiment, minor experiment, spotters, etc. as per the requirement of the course.

Internal assessment: The marks secured by the students out of the total of 80 shall be reduced to 10 in each sessional, and then the internal assessment shall be calculated based on the best two averages for 10 marks from the sessional and other 10 marks shall be awarded as per the details given below.

Actual performance in the sessional examination	=	10 marks
Assignment marks (Average of three)	=	5 marks*
Field Visit Report marks (Average for the reports)	=	5 marks [§]

Total	=	20 marks

*, § Only for the courses given with both assignments and field visit/s

Note:

1. For the courses having either assignments or field visit/s, the assessments of assignments or field visit/s shall be done directly for 10 marks and added to the sessional marks.
2. For the courses not having both assignment and field visit, the whole 20 marks shall be calculated from the sessional marks.


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5. Guidelines for the conduct of theory examinations

Sessional Examinations

There shall be two or more periodic sessional (internal assessment) examinations during each academic year. The duration of the sessional exam shall be 90 minutes. The highest aggregate of any two performances shall form the basis of calculating the sessional marks. The scheme of the question paper for theory sessional examinations shall be as given below.

- | | |
|---|-------------|
| I. Long Answers (Answer 3 out of 4) | 3 x 5 = 15 |
| II. Short Answers (Answer 5 out of 6) | 5 x 3 = 15 |
| III. Objective type Answers (Answer all 10 out of 10)
(Multiple Choice Questions / Fill-in the Blanks /
One word OR one Sentence questions) | 10 x 1 = 10 |

Total = 40 marks

Internal assessment: The marks secured by the students out of the total 40 shall be reduced to 20 in each sessional, and then the internal assessment shall be calculated based on the best two averages for 20 marks.


Final Board / University Examinations

The scheme of the question paper for the theory examinations conducted by the examining authority (Board / University) shall be as given below. The duration of the final examination shall be 3 hours.

- | | | |
|---|---|-------------|
| I. Long Answers (Answer 6 out of 7) | = | 6 x 5 = 30 |
| II. Short Answers (Answer 10 out of 11) | = | 10 x 3 = 30 |
| III. Objective type Answers (Answer all 20)
(Multiple Choice Questions / Fill-in the Blanks /
One word OR one Sentence questions) | = | 20 x 1 = 20 |

Total = 80 marks




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