



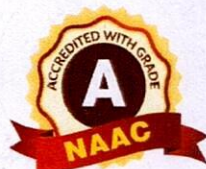
Panchakshri Shivacharya Trust's

CHANNABASWESHWAR PHARMACY COLLEGE (DEGREE)

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Approved by:- Govt. of Maharashtra, PCI, New Delhi, Affiliated to:- S.R.T.M. University, Nanded, MSBTE, Mumbai.

Code of Professional Conduct for Students



Students Code of Professional Conduct at Channabasweshwar Pharmacy College (Degree)

❖ Overview:

The code of professional conduct ("the conduct") is meant to encourage and ensure appropriate classroom, interpersonal, and extra-curricular etiquettes that are expected from each students by their peers, the faculty and the institution. It is also intended to help describe the overall environment of excellence and professionalism that all students of the CBPC seek to establish and to continually enhance. It is the responsibility of each student of CBPC to uphold the spirit, as well as the principles of the Code of Professional Conduct:

Expectations- All CBPC students are expected to conduct themselves at all times in a professional manner.

❖ Preamble:

This code of professional conduct prescribes standards of personal and professional conduct which we expect to be maintained by all students of the CBPC.

❖ Objective:

The objective of providing the code is to give a clear set of guidelines on how students are expected to conduct themselves in their day-to-day work and how they are expected to behave with each other. Adherence to these guidelines will help in providing an open, tolerant and friendly atmosphere that is conducive to learning. It also aims to promote high standards of discipline and etiquettes.

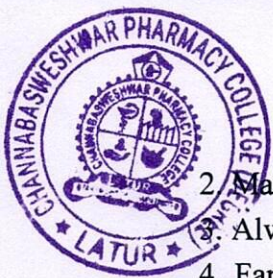
This code attempts to achieve the following:

▪ Conduct & Relationship:

1. Treat everyone with dignity, respect, privacy and help those who are in need.
2. Respect different cultures and customs.
3. Oppose all forms of prejudice and be particularly vigilant against prejudice with respect to gender, age, ethnic, national or social or economic condition.
4. Be sensitive to the rights of others.
5. Extend your support to Divyangjan students wherever possible.
6. Avoid injuring others, their property or reputation.
7. Avoid using words in oral, written or electronic communication that are unnecessarily aggressive or intimidating.

▪ Professional Practice:

1. Honor confidentiality especially in research.



2. Maintain high standards of professional competence.
3. Always identify the source of information to avoid claims of plagiarism.
4. Familiarize with relevant laws (e.g. health and safety) and Institute policies, procedures and Codes of Practice and act in accordance with these policies and procedures.

❖ **College Hours:**

The regular college working hours for students shall be **10:00 a.m. to 5:30 p.m., Monday to Saturday**, excluding the **second and fourth Saturdays**. Any change in the college timings will be communicated to students in advance. Students are required to adhere strictly to the prescribed schedule. In case of late reporting, students shall be permitted to attend classes only with the permission of the concerned subject Teacher, Mentor, Class Coordinator, or Head of the department.

❖ **Dress Code:**

At CBPC, discipline, professionalism, and a sense of belonging are fostered through a prescribed dress code. Students are required to wear the **College Uniform with formal shoes** on all working days. **Thursday** shall be observed as **Casual Day**, during which students may wear decent and appropriate casual attire. Students are expected to maintain proper personal hygiene, grooming, and appearance in keeping with professional standards. On occasions such as **guest lectures, seminars, conferences, workshops, official functions, and other institutional events**, wearing the **College Uniform is mandatory**.

The prescribed dress code for male and female students is given below.

Do's for Male Student:

- Blue Trouser, Light Blue color Shirt and Black Shoes.
- Color of Socks should match your Trousers.
- Shoes and belts colors should match, preferably Black.

Do's for Female Students:

- Blue Trouser, Light blue color Shirt or Blue and Light blue color traditional Salwar Kurta with blue chunari/odhani.
- Color of Socks should match your Trousers.
- Shoes and belts colors should match, preferably Black.

Dont's:

- No Slippers (even on casual day)
- No Fancy Jewelry.

Faculty In-charge of Students' Discipline Committee will be entrusted with the responsibility and authority of monitoring and inculcating the sense of discipline in students. If any Student is



found violating dress code rule he or she will be suspended from the session till the desired dress code is adhered.

❖ **Attendance:** At CBPC, students should maintain an **aggregate** attendance of **80%** for each subject on monthly basis. Attendance includes Guest Lectures, Seminars and events organized at institute as well as group level activities. Irregularity in class attendance or repeated monthly short fall in attendance, will be a treated as violation of rules of conduct & discipline, and may include punishment as under:

- While calculating attendance percentage, the sanctioned personal leaves, if any, will also contribute towards total absenteeism.
- Leave, if any to be availed, should be pre-planned and informed well in advance to respective Class Coordinator/mentor. Leaves due to medical reasons will be considered only after submission of doctor's certificate and medical reports. In case of emergency medical leave for long duration (3 or more days), Institute must be informed of the same in writing during the leave period by the students with counter sign of his/her parents/ local guardian.
- The Cumulative attendance is the sum of physical attendance and absence on account of institute work. The attendance will be compiled every month on and will be displayed on the Notice Board. In case of any discrepancy the students are required to approach the faculty member concerned and get it rectified.
- Attendance is linked with Internal Marks as per the following norms:
 - a) Internal Assessment Marks are reserved for attendance in each subject.
 - b) Internal Marks for attendance shall be awarded in **continuous mode**, based on the student's percentage of attendance during the semester, in accordance with the norms prescribed by the **Pharmacy Council of India (PCI)**.
- A student will have to fill and submit the information to Mentor, Class Coordinator and academic coordinator in case he/ she has remained absent in lectures on account of participation in Event/Activity/ Program of the institute or on behalf of the institute. Such information/application must be duly authorized by the faculty member in charge of such Event/Activity/ Program.

❖ **Identity Card:**

- Purpose: CBPC urges students to understand the spirit of wearing of identity cards all the time on campus/off campus and to comply with rule as it is:
 - i) A symbol of belonging to CBPC.
 - ii) A means of identification in the event of accidents, medical and other emergencies.
- After admission and the commencement of the batch each student is issued an identity card by the Administration department through Library.



- The identity card will contain the information such as student's name, permanent registration number (P.R.N), course details and expiry date along with a recent passport size photograph duly stamped and signed by the Principal.

- Students are required to carry their identity cards at all times. They may be asked to produce the identity card on demand by personnel authorized by CBPC for the purpose of identification.
- In case of loss of the identity card, a duplicate identity card will be issued on a written request subject to the approval by the Principal and payment of applicable fee of Rs. 100.
- Identity card must be surrendered to the Institute's Administration Department at the end of the course while obtaining final clearance.

❖ Discipline:

- Any act of indiscipline/insubordination or misbehavior by any student will attract severe penalties/punishment.
 - 1) Use of mobile phones in the academic block of the institutes is strictly prohibited. Violation of the rule will result in confiscation of the phone, including the SIM Card.
 - 2) Loud / impolite talk / use of abusive language which offends the listener would be dealt seriously.
 - 3) Damage to institute & campus property due to negligence / lack of care would attract punishment and compensation for loss caused and may also result in termination from the program.
 - 4) Instigating or abetting collective insubordination will be viewed very seriously.
 - 5) No society or association of the students will be started without written permission of the concerned authority.
 - 6) No person shall be invited to address or entertain the students of the college, without the previous written permission of the authorities.
 - 7) Theft, Gambling, Sexual harassment, Physical fights / bouts with each other, smoking on CBPC campus, indecent behavior in public places will be dealt seriously by the institute. Any other offence not included in this list will be dealt with 'case-to-case basis' by the Principal and may result in termination from the program.

❖ Green Initiative Campaign:

In order to support the Green Initiative Campaign of the college, students are advised

- not to use plastic bags in the campus for whatsoever reason.
- to observe last working day of the week of every month as no vehicle day.
- to observe first working day of the fourth week of every month as bicycle day.

Students are:



- encouraged to use bicycles or e-bikes only on this day.
- not to use vehicles by those students staying in one km periphery of the college.
- to observe the first working day of first week of each month as no Gazette Day.
- On this day students are encouraged to read the books to inculcate habit of reading.

❖ **Tentative Exam Schedule:** (Subject to the examination schedule of the concerned authority.)

Sr. No	Exam	Tentative Schedule
1	Semester Internal Exam	September & November
2	Winter Exam/ End Semester Exam	December
3	Semester Internal Exam	February & April
4	Summer Exam/ End Semester Exam	May

The schedule of the concurrent internal evaluation shall be announced from time to time.

❖ **Due Date for Fees Payment:**

First year students should pay complete fees at the time of admission and the students availing bank loan facility must complete fees payment latest by 31st August of respective academic year. Second, third and final year students should pay complete fees by 10th July respective academic year.

❖ **Mentorship Program:**

CBPC has a mentorship program to assist and guide students on various fronts.

- Mentor will be the first point of contact for student's grievance redressal or guidance required, if any.
- Leave will be sanctioned only when the student fill the leave application provided in the Student Manual and relevant signatures availed by the student. This form must be submitted to student coordinator.
- In case of any important communication with the Principal of the institute, it should be routed through respective mentor.

❖ **Grievance Redressal Cell**

CBPC is seriously concerned to the genuine grievances of students. Grievances are manifestation of the dissatisfaction and if not promptly addressed may cause frustration. In view of this, a formal Grievance Mechanism is introduced to serve the following objectives:

- a) to settle grievances of the students in shortest possible time
- b) to ensure that the aggrieved person derive satisfaction.



Grievance Procedure

- If any student has a grievance, may submit petition to the Grievance Committee for redressal.
- The students can submit the complaint through a mail / email addressed to the Secretary of the committee or in person.
- The application shall be written and shall discuss in detail the nature of the grievance and against whom (person/department) the grievance is directed.

Withdrawal of Complaint

- The complainant may withdraw the complaint at any time by submitting a written statement of withdrawal to the Committee Secretary.

❖ Anti-Ragging:

Ragging is prohibited as per the decision of the Supreme Court of India in Writ Petition No. (C) 656/1998. Maharashtra Prohibition of ragging Act 1999 which is in effect from 15th May 1999 has following provisions for Action against Ragging:

- a. **Ragging** within or outside any educational institute is prohibited.
- b. **Penalty:** Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also pay fine of thousand rupees.
- c. **Dismissal of student:** Any student convicted of an offence under penalty for ragging shall be dismissed from the educational institution and such other educational institution for a period of five years from the date of order of such dismissal.

❖ Drugs and Alcohol Policy:

Students of CBPC are strictly prohibited to *consume or carry any kind of drugs and alcohol during their stay at the Institute*. Violation of this policy will lead to **cancellation of admission**.

❖ General Norms:

- **Smoking & consumption of Tobacco / Alcohol** is banned in and around campus and Hostel premises.
- **All information** is conveyed to the students from the **notice board, and college Email-Id**; therefore it *is responsibility of students to update themselves*.
- **Submission** of projects reports/reports/forms etc. must be done on or before the due date as provided to the student.



- Students should *carry their Identity cards* at all times and wear college uniform on all days except Thursday.
- Thursday will be observed as **"Casual Dress" day**.
- Students are provided with uniform and this has to be worn on all CBPC events (Seminars, Campus Interview, Company Visits, Viva and Special Occasions). Instructions to this effect will be given in advance.
- Use of Mobile phone/ Tablet or any other electronic gadget is strictly prohibited in the class rooms. If found violating the rule, gadget will be confiscated.
- Behavior of students, inside and outside the campus should be in accordance with the image of CBPC. Any complaint in this regard will be viewed seriously.
- Students are expected to arrive and be seated prior to start of each class/session. They should wear their Identity Cards in all classes at all the times.
- Classroom interaction will be conducted in a spirited manner, but always while displaying professional courtesy and personal respect.
- Students are expected to complete the readings, case preparations and other assignments prior to each class session and be prepared to actively participate in class discussion.
- CBPC has official Facebook page/other social media platform. Students must maintain decency and ethics in their presence on Facebook page/other social media platform and responses thereupon.
- Students are responsible towards all CBPC Properties and facilities; damage to any material or equipment by student/s will be responsibility of the student/s concerned and they will have to bear the cost of the same.
- Parking of vehicles is at owners risk and must be done in designated parking area only.
- While visiting the other campuses or colleges, or on the educational visits, tours it is important that students display proper etiquettes and behavior.
- Faculty or authority disobedience will attract severe penalty depending on the nature of disobedience.
- On the special events and occasions separate guidelines, regulations maybe issued as per the requirement, which everyone needs to observe strictly.

Communication to students:

- Any changes affecting the students or class schedule will be communicated to the students via the Notice Boards, ERP or other modes of communication. It is important that the students keep themselves abreast of any changes of timetable details and other announcements.
- It is the responsibility of the students to update themselves with these communications made from time to time, irrespective of whether they are attending or not attending sessions.



Examination:

- Students are required to strictly abide to the dress code and carrying Identity cards is compulsory. Students will be sent back if this is not adhered to.
- Students are expected to carry Hall tickets during examination.
- Students are required to carry the required stationary for writing examination.
- Mobile phones should not be carried in the examination hall.
- Students should not indulge in any unfair practices
- All other rules of University/Board will prevail.

❖ Library Rules and Regulations:

Library is the center of all academic activities of the institute, as such; it is to be center of the requirements of teaching learning for students and faculty. In the library, following rules and regulations shall be applicable to all its members without exception.

1. At all time, complete silence shall be maintained in the library.
2. Smoking, chewing pan, consuming alcoholic drinks, tobacco, spitting and such other unhygienic acts are prohibited in the library and its surroundings.
3. All the members using library shall show discipline and avoid arguments, quarrels, and exchange of un-parliamentary/abusive words among themselves or with the staff members.
4. The library is an asset, hence it is to be used very carefully and preserved for posterity, as such, damage to its property like books, furniture, walls, portraits etc. shall be scrupulously avoided, in case of miscreants being found indulging in such act of indiscipline, the same shall be dealt with strictly, as an act of misconduct.

Library Timings: 9.30AM to 6.00 PM (MON – SAT)

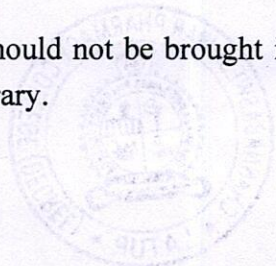
• Procedure for Membership:

1. The membership of the Library shall be confirmed to the student by issuing a library card to him/her.
2. The member who losses his/ her library card must pay a fine of Rs. 100/- and get the same re-issued from the librarian.
3. The library card shall be used exclusively by the member to whom it belongs. The library card is not transferable.

• General Precautions:

Huge cash, valuables and such other undesirable items should not be brought in the library. Member having such items may be denied entry to the library.

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College (Deemed) Latur



- **Issue of books to students:**

Four books throughout the semester and two books for a period of three days at a time shall be issued to student on library card. Fine shall be levied for delay in returning the books.

- **Signing of register:**

Any student or the faculty member has to write his name and sign in the register with and in and out time.

- **Circulation:**

1. Books shall be issued to student members on their library card for the entire semester, and a fine of Rs. 10/- per day per book shall be charged for each day of delay in returning after the semester ends.

2. Reference books and periodicals will not be issued for home reading as a rule. Reference books and periodicals will not be issued against library card for reading room only.

- **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:

1. Dues, outstanding if any have been paid by him.

2. A library card has been surrendered to the library. Loss of books or cards: in the event of loss of membership card, the same shall be reported to the librarian in writing immediately. The members, whose membership card has 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.

- **Rights of Librarian:**

The librarian reserves the rights of preventing any member to enter 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.

- ❖ **Modification and deletion of rules:**

The Management of Panchkshari Shivacharya Trust and Principal of CBPC reserves the rights to modify, delete any or all the clauses of the rules above if necessary.




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