

ISF COLLEGE OF PHARMACY

Core value in the Institute

1. All students should wear their I.Cards prominently throughout the day in the college.
2. Eligibility to attend internal exams is 80 % attendance. It is compulsory for theory and practical of each subject
3. Attendance will be calculated from the first day of commencement of semester till the day before the internal exam
4. Students are not permitted to wear modified jeans, torn jeans, T.Shirts etc to the college. Dress should be decent and presentable.
5. The students should assemble in the theory class room / labs before the commencement of the classes / labs. They are not allowed to enter the session once the teacher enters the class / labs.
6. Discipline should be maintained inside the labs / class rooms and disturbance to other students will be dealt seriously.
7. No student will be allowed to move in and out of the class / labs once the academic session begins. Medical conditions will be given consideration and the teacher will be permitting on a case to case basis.
8. Students must complete the practical record of every subject on the same day of experiment or before attending the next practical session. Incomplete records are to be considered as negative and the continuous assessment marks will be deducted for the same.
9. The students should carry all requirements given by the teacher for each lab and the same will be verified before they are given access to labs. Missing or incomplete requirements will not be pardoned and the student will not be allowed for the lab. The attendance will be marked as absent in these conditions.
10. Mass bunk of the students will be considered very seriously and 3 absents will be marked for each student participating in mass bunk (1st) for all the subjects scheduled on that day. If the same repeats, the undersigned can initiate disciplinary action amounting to expulsion / rustication of the students also.
11. Students are not permitted to use mobile phones during lecture hours or lab hours. Mobiles used for calculation also are not allowed and will be viewed as violation of norms. Students are advised to use mobile phones during recess in open grounds only. Mobiles are not allowed in the library throughout the day.
12. Students are informed not to use workbenches to keep their bags. Workbenches are to be used only for keeping observation books, practical records and other requirements for the practical.
13. Students should clean their assigned place in the labs, show it to the incharge and then leave the lab. Any student not showing his / her clean place to the incharge will be considered as indiscipline and the teacher can initiate appropriate action.

14. Birthdays of students are not to be celebrated by missing classes / labs. Students can celebrate birthdays only after the academic session for the day is completed or in free / library period. Students are informed not to celebrate birthdays of faculty members also by disturbing / missing academic sessions.
15. Several events (co curricular / extra curricular) are planned by the management / Principal to make learning process exciting. All students must participate in these events whole heartedly and make the program a success.
16. Students are encouraged to carry their own water bottles into the class room and should not unnecessarily move in and out in excuse of drinking water.
17. Grievances should be brought to the notice of the concerned authorities at the earliest. Students can express their grievances to their class representatives who can meet the undersigned and discuss the issue for redressal. Students can approach their class advisors and express their grievances for redressal. Students can use the suggestion box kept in the corridor for expressing their grievance. The concerned authorities will address all grievances as early as possible with sincerity.
18. Students are informed not to damage any sort of property – furniture / electrical appliances / fixtures or any other equipment / apparatus. Class rooms and laboratories are allotted to specific semesters and upkeeping the infrastructure is the responsibility of every student. If any damage / breakage happens, students should be sincere enough to report the same to their subject teachers / class advisors / concerned authorities immediately. Breakage will be calculated accordingly for replacing the damaged infrastructure.
19. Students should not disturb other classes in progress by talking loudly and creating disturbance in front of labs. They should maintain absolute discipline and create a good learning environment.
20. If busses are running late and reach the college after classes have commenced, the students should silently enter the class / lab after taking permission from their teachers citing the real reason.
21. Day scholars / students not using bus facility are informed to reach the college before the commencement of the classes.
22. Aprons should be properly maintained and neatly folded when not in use. Aprons should be neat and clean.
23. Students are not supposed to come out of class / labs to obtain bonafide / scholarship forms etc from the office. They are informed to use library timings and lunch timings to submit the request to the ADM. The request will be processed at the earliest. The students can collect the same from the ADM after college hours / next day as deemed possible.
24. Students are informed to consider tutorials very seriously as this will help them think rationally. The same can also be used to appear for GPAT in their final year.
25. Attendance for tutorials will also be considered for calculation.

Principal

