



## **STUDENTS CODE BOOK**

### **1. Attendance ordinance:**

- University of Mumbai attendance ordinance (O.6086): Every learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfils at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practical, tutorials etc. wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s. Further it is mandatory for every learner to have min 50% attendance for each course & average attendance must be 75%.
- A learner is required to submit the reasons/justification of absentee to the discipline committee/class teacher/mentor.

### **2. Discipline & Disciplinary measures:**

- A learner is expected to behave in discipline on the campus, failing to do so will be punished with disciplinary measure.
- A learner must wear ID Card on the campus every time.
- A learner must not damage college property. Writing or Drawing anything on walls or benches of classroom/laboratories is punishable measure.
- A learner is not allowed to eat inside classrooms and laboratories.
- A learner should abide by all the rules and regulations of the college as notified from time to time.
- A learner must not touch any equipment/apparatus without permission of authority.
- A learner should not use mobile phone during lectures and practicals. Using mobile phones in punishable measure.
- A learner should avoid frequent usage of mobile phones in the campus.

### **3. Dress & on campus behaviour**

- A learner should wear neat and clean dress, Shorts and 3/4<sup>th</sup> dress are not allowed in the campus.
- A learner should wear neat clean lab coat, cap, mask before entering the laboratory.
- A learner should not be involved in any kind of quarrels or fights in the campus.



#### 4. Examination ordinance

- Passing % is 40.
- A learner will be promoted to next higher even semester (II, IV, VI, VIII) irrespective of any number of failure in any number of failures.
- A learner is allowed to keep term with failures in 2 Theory subjects and 1 Practical subject to next semester.
- As per Examination ordinance of University of Mumbai.
- A learner is not allowed to any kind of copy during examination, if found guilty, the learner is abiding by the decision of unfair means enquiry committee.
- A learner must report to examination hall 10 minutes prior to the actual examination time.

#### 5. Student grievance redressal cell

- A learner can communicate to their respective mentor for any kind grievance they are facing.
- A learner can report to students' grievance redressal cell for any kind grievance on the campus.

#### 6. Anti-ragging cell

- A learner should be aware that ragging is strictly prohibited in the campus and should report to Anti-ragging cell in case of such incidence.

#### 7. Library policy

- A learner will be issued a library card and one can issue two books at a time from the library. The books should be returned on time in good condition.
- A learner should not write anything inside books and make any kind of damage.
- A learner can sit and read reference books in the library. One should not discuss/talk with other students while sitting inside the library.

#### 8. Behaviour code

- A learner is expected to behave decently on campus.
- A learner should not get engaged in any kinds of conflicts or quarrels in campus.



MAHARASHTRA EDUCATIONAL SOCIETY'S

# **H.K.COLLEGE OF PHARMACY**

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Affiliated to Mumbai University, Approved by A.I.C.T.E. , P.C. I., D.T.E. & Govt. of Maharashtra  
& Certified by ISO 9001:2008

University Code: 738

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D.T.E Code No. PH3234

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## **9. Mentoring**

- A learner would be allotted a mentor and mentor would be tracking attendance and academic performance. A learner can communicate to respective mentor for all matters concerned to seek help.

## **10. Health/Fitness Proforma**

- A learner must submit duly filled medical form to the authorities. The learner should be transparent about the illness, treatment.

## **11. Authentic Information**

- A learner must provide his and parent/guardian's correct contact details like address, mobile/phone number and email address. A learner should communicate to the office if there is any change in the contact details.

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