



CHALAPATHI COLLEGE OF PHARMACY

(Affiliated to Acharya Nagarjuna University | Approved by PCI |
Recognized by Dept. of Technical Education, Govt. of A.P.)

STUDENT CODE OF CONDUCT (SCC)

Attendance Requirements

- ✓ Students must maintain a minimum of 80% attendance in both theory and practical sessions for each subject to be eligible to appear for university examinations.
- ✓ Attendance will be monitored regularly by the class coordinators, faculty, and department heads.
- ✓ Students availing medical leave must inform the Director in writing, accompanied by a formal request letter and a valid medical certificate.
- ✓ Unauthorized or unjustified leave will not be counted toward attendance.
- ✓ The maximum condonable medical leave is limited to 24 days for the entire duration of the course. Beyond this limit, students must repeat the academic year to be eligible for the Attendance and Progress Certificate (APC) and for university registration.
- ✓ Attendance for events such as seminars, workshops, cultural activities, and supplementary exams will be marked only for the days actually attended.
- ✓ Late arrivals to class or practical sessions without valid reasons will be recorded as absent for that session.
- ✓ Attendance during all institutional and academic events declared officially by the college is mandatory.

Academic Participation and Assessment

- ✓ Students must give the highest priority to academics, including classwork, assignments, practical's, and internal assessments.
- ✓ Students must come well-prepared with required materials and instruments for practical sessions as instructed by faculty.
- ✓ Each semester consists of two sessional theory examinations and two practical examinations per subject, forming part of continuous assessment.
- ✓ Students must actively participate in seminars, tutorials, and project-based learning exercises.
- ✓ Missed sessional or practical exams without a valid reason or prior approval will result in a zero mark for that component.
- ✓ Student performance, attendance, and progress reports will be communicated to parents or guardians after every sessional examination.
- ✓ Academic integrity must be maintained at all times—students must refrain from copying, plagiarism, falsifying data, or cheating during examinations or assessments.
- ✓ Students are expected to consult faculty for academic guidance, project planning, and performance improvement when required.

CHALAPATHI COLLEGE OF PHARMACY

(Affiliated to Acharya Nagarjuna University | Approved by PCI |
Recognized by Dept. of Technical Education, Govt. of A.P.)

Professional Conduct and Behaviour

- ✓ Students must always maintain proper academic, professional, and personal conduct in and outside the campus.
- ✓ Ragging in any form—verbal, physical, or psychological—is strictly prohibited and punishable under the Anti-Ragging Act.
- ✓ Possession or consumption of alcohol, drugs, or tobacco and smoking are strictly banned within college premises.
- ✓ Use of abusive language, harassment, violence, or discrimination against staff or peers will result in immediate disciplinary action.
- ✓ Students must maintain decorum, discipline, and mutual respect during lectures, practical's, college events, and clinical or industrial training.
- ✓ Students should not loiter or crowd around common areas during class hours and must use campus facilities responsibly.
- ✓ The use of mobile phones or electronic gadgets in classrooms, practicals, or examinations is strictly prohibited unless permitted by faculty for academic purposes.

Dress Code and Grooming

- ✓ All students must adhere to the approved college dress code and maintain professional grooming standards.
- ✓ **Male students:** must wear full trousers, a full-sleeved tucked-in shirt with a belt, black formal shoes, neatly combed hair, and a clean-shaven face.
- ✓ **Female students:** must wear the prescribed uniform with a white coat, clean and well-presented attire, hair properly tied back, and closed shoes. The saree pallus or dupattas must be neatly arranged.
- ✓ Wearing the college ID card is compulsory at all times within the campus, laboratories, and examination halls.
- ✓ Students who fail to comply with the dress code will not be allowed to attend classes, labs, or enter the college premises.

Respect for College Property

- ✓ All students must take utmost care of college property, furniture, laboratory equipment, books, and infrastructure.
- ✓ Writing on walls, benches, lab tables, or damaging equipment is strictly prohibited.
- ✓ Any damage caused to property—intentional or accidental—must be reported immediately to the concerned authority and will attract fines or disciplinary action.
- ✓ Students are expected to help maintain cleanliness and orderliness in classrooms, laboratories, and common areas.
- ✓ Waste materials should be disposed of properly following the college waste management and safety protocols.

CHALAPATHI COLLEGE OF PHARMACY

**(Affiliated to Acharya Nagarjuna University | Approved by PCI |
Recognized by Dept. of Technical Education, Govt. of A.P.)**

General Guidelines

- ✓ Students should remain focused on their studies and practical training and ensure all assignments, records, and projects are submitted on time.
- ✓ Organizing tours, cultural programs, or other extracurricular events requires prior written permission from the Director or Principal.
- ✓ Participation in co-curricular and extracurricular activities is encouraged, provided it does not disturb regular academic schedules.
- ✓ Students must avoid posting inappropriate, defamatory, or misleading content about the institution or its members on social media or public platforms.
- ✓ Every student should use college resources, library materials, and technology responsibly.
- ✓ Students are expected to show teamwork, integrity, accountability, and respect for confidentiality, especially during internships, clinical postings, or research activities.
- ✓ Violation of college rules, ethical standards, or disciplinary codes may result in warnings, fines, suspension, or expulsion as decided by the disciplinary committee.
- ✓ Students must stay informed about all circulars, notices, or amendments to rules issued by the institution from time to time.
- ✓ Each student must sign a declaration of compliance, confirming that they understand, accept, and will abide by these institutional rules and professional standards throughout their academic course.