


**POLICY
ON
CODE OF CONDUCT**

(Also available at Institute Website: <https://www.bcrep.ac.in/code-of-conduct>)

Code of conduct for students:

1. College timings of Dr. B. C. Roy College Of Pharmacy And Allied Health Sciences, Durgapur (BCRCP) is from 10.00 a.m.to 5.30 p.m. from Monday to Friday.
2. College identity card is compulsory. Students will not be allowed to enter in college premises without identity card. Until issued, they must carry their fee receipt and any Govt. Issued photo identity card.
3. As per the rules of the Pharmacy Council of India (PCI) and Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUTWB), minimum 75% of attendance for theory lectures &90% of practical session separately is compulsory for each subject. (For D. Pharm. 80% attendance is mandatory). Failing to attain such percentage of attendance, no student shall be allowed to appear in the University/ Council's Exam.
4. Student will not remain absent, except for any serious reason. Student remaining absent will have to take prior written permission/ produce leave note/ medical certificate/ phone call by parents giving satisfactory reasons to respective mentor/ divisional in-charge (DIC).
5. Ragging is strictly prohibited in college premises and any such case will be dealt strictly as per PCI and AICTE Anti-ragging regulations.
6. Discrimination of any form including Gender-, caste-, race-, religion-, color-, region-, language- or disability- based discrimination is strictly prohibited.
7. Student must show exemplary conduct both in & outside the college.
8. Use of cell phone is not allowed inside classes/ exam hall.
9. Wearing of covered shoes and lab apron during practical is mandatory.
10. Student must take care of his/her belongings and college will not be responsible for books, money, mobile, articles that are lost.




Prof. (Dr.) Samir Kumar Samanta
M. Pharm., Ph.D (J.U.)
Principal
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206


11. Any loss of article must immediately be reported to the College Authorities.
12. Students should wear uniforms (dress code) on all working days except on festive days. PG students should come in professional outfits.
13. Student should not gather and chat during academic session unnecessarily in corridor. They should be present in their respective class or laboratory or library.
14. Students participating in various activities during college hours should take permission from class teacher and the subject teacher.
15. Chewing of tobacco/ other nicotine products is to be avoided in college premises.
16. Scholastic dishonesty including plagiarism is to be avoided and in this regard UGC's Regulation should be followed.
17. Resident students must follow the Hostel Rules.
18. Without proper authorization, students must not possess Institutional properties and must not damage any property of the institute.
19. Students must maintain the cleanliness and hygiene of the classrooms, laboratories and overall premises with respect to the Green Policy adopted by the college.
20. Students must keep track of events by periodically going through the Notifications/ circulars hosted physically at the Students' Notice Board or on the website/ Official WhatsApp group virtually. Any instructions given there should be followed meticulously.

Acts or Forms of Misconduct

Following Acts by the students shall be considered as misconduct and shall be liable for disciplinary action

1. Gender-, caste-, race-, religion-, colour-, region-, language- or disability- based discrimination.
2. Intentionally damaging or destroying Institute property.
3. Disruptive activity in classroom/laboratory/library or institute events.
4. Indulge in activities like unauthorized possession or use of fireworks, weapons, explosives, etc., unauthorized custody or use of banned drugs or harmful chemicals, or smoking or use of tobacco as well as alcohol consumption inside the campus, unauthorized access to resources, cybercrime, and misbehaviour during institutional activities, engage in indecent conduct creating unreasonable noise.




Prof. (Dr.) Samir Kumar Samanta
M. Pharm., Ph.D (J.U.)
Principal
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206



5. Use of mobile phones in classrooms, laboratories, library and college buildings without prior permission.
6. Derogatory comments on the social media about Institute and individuals from institute.
7. Theft or abuse or damage or destruction of the institute property.
8. Indulge in any form of harassment or ragging.

Breach of code of conduct


In case of a student found indulging in any of the above activities considered as misconduct with possible breach of code of conduct, appropriate actions will be initiated through Disciplinary / Grievance Redressal / Anti Ragging / Anti-Discrimination / Internal Complaint Committee (as the case may be) of the College, which shall recommend suitable counselling/ disciplinary / punitive actions. Based on the nature of the misconduct committee may suggest any of the following actions:

- Warning
- Restrictions
- Counselling
- Penalty in the form of scholarship or fellowship suspension
- Suspension for a specified period from student related activities, classes, programs, hostel, etc.
- Expulsion

Conduct for Employees:

The Code of Conduct of the employees of Dr. B. C. Roy College of Pharmacy and Allied Health Sciences will be governed by the Bye-Laws of the Society and the Service Rules of the college as amended from time to time.




Prof. (Dr.) Samir Kumar Samanta
M. Pharm., Ph.D (J.U.)
Principal
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206