

**Bhujbal Knowledge City**  
**MET's Institute of Pharmacy,**  
**Code of Conduct for Students**

1. College timings of MET's Institute of Pharmacy, BKC, is from 8.00 a.m.to 3.30 p.m.
2. College Identity Card is compulsory. Student/s will not allow to enter in college premises without Identity card.
3. As per the rules of the Savitribai Phule Pune University, Pune, **MINIMUM 75% OF ATTENDANCE FOR THEORY LECTURES & PRACTICALS SEPARATELY is compulsory for each subject.**
4. Attendance will be strictly monitored. Student not complying 75 % attendance till sessional exam and at the end of the year/semester will not be allowed to appear for sessional exam and finally for University exam.
5. 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.
6. **RAGGING IS STRICTLY PROHIBITED IN COLLEGE PREMISES. IF FOUND GUILTY STRICT ACTION WILL BE TAKEN.**
7. Student must show exemplary conduct both in & outside the college.
8. **MOBILE USE IS NOT ALLOWED IN COLLEGE PREMISES OR IT SHOULD BE SWITCHED OFF DURING COLLEGE HOURS.** If usage of mobile phones found, mobile will be collected by staff in his custody and necessary action will be taken.
9. Student has to take care of his/her belongings and college will not be responsible for books, money, mobile, articles that are lost.
10. Attendance for all subjects will be displayed. Defaulter's parent has to communicate class teachers.
11. Student(s) should carry respective subject journal, record book, practical continuous assessment book for each practical. Student(s) should complete the journals in the respective laboratory, reading rooms or common rooms only, immediately after completion of the experiment. Journal completion in Library or elsewhere is strictly prohibited.

12. Student/s should complete both theory and practical continuous assessment as per the time table/schedule given by exam section and/or subject in charge.
13. If any student remains absent for the Sessional practical examination (without prior permission of the practical In-charge) then he/she will not be permitted to reappear for the same.
14. Students should wear uniforms (dress code) on all working days except on Thursday.
15. Student should not gather and chat during academic session unnecessarily in corridor. They should be present in their respective class or laboratory or library.
16. Students participating in various activities during college hours should take permission from class teacher.
17. **ANY MISBEHAVIOR BY STUDENT WITH OTHER STUDENTS OR COLLEGE STAFF WILL NOT BE TOLERATED AND IS LIABLE FOR PUNISHMENT LIKE FINE, SUSPENSION FOR FEW DAYS OR EVEN PERMANENT RUSTICATION FROM COLLEGE.**
18. Chewing of tobacco/ other nicotine products is to be avoided in college premises.