



Chebrolu Hanumaiah Institute of Pharmaceutical Sciences
Chandramoulipuram, Chowdavaram, Guntur – 522019, Andhra Pradesh.
(Sponsored by Nagarjuna Education Society)
Approved by AICTE & PCI, Affiliated to Acharya Nagarjuna University.
Recognised by Govt. of Andhra Pradesh, An ISO 9001:2015 Certified Institute.

RULES OF DISCIPLINE

The institute is equally concerned about the overall behavior and discipline of students along with their academic progress. The college therefore expects the students to conduct themselves, both inside and outside the campus, in such a manner that they will prove their worth and create an impact on the betterment of the institute and the society.

The following are the General Rules of discipline and behavior.

1. Every student shall wear a clean and decent dress for all the classes and events that will be organized by the institute.
2. Two wheelers and four wheelers are strictly prohibited for students and are encouraged to use the bus facility provided by the college.
3. Mobile phones, electronic music devices etc. are not allowed.
4. Students are advised not to smoke and are strictly prohibited from smoking in the College campus or on the play grounds.
5. Students are not allowed to loiter in the College campus during the working hours.
6. As soon as the bell for class is given, students should go to their respective classes and be in their seats before the lecturer enters the classroom.
7. In the case of P.G. Classes, the Head of the Department in consultation with the faculty members will formulate academic plan for implementation. All academic problems will have to be referred to the Head of Department who will in turn discuss them with the principle for redressal.
8. The principal shall have full power to inflict the following punishments in the interest of the students and of the institution. Fine, loss of attendance, loss of Term Certificate, suspension (A.E.R.) and expulsion (only after considering the explanation if any, received from the student or his parent or guardian in the matter)

ATTENDANCE AND LEAVE RULES:

1. Lecturer shall take attendance at the commencement to each period and any student who is not present in the classroom when his number is called, shall be marked absent for the period.
2. Students coming late should not enter the classroom without the permission of the Lecturer.
3. No student is allowed to leave the classroom without the permission of the Lecturer.
4. Students habitually coming late to the class are subject to such disciplinary action as the Principal may take against them.
5. All applications for leave must be made in writing to the Principal.
6. A student will lose
 - a) Half-a-day if he is absent without leave for any part of a session.
 - b) A full day if he is absent without leave for the whole session.
 - c) Twice the number of days of absent without leave.
7. When a student is absent without leave for more than six consecutive working days,

he/she will be called up for along with his/her parents for an explanation for taking necessary action.

8. When a student is habitually absent for Theory classes and present for practical classes, he will not be allowed for practical classes in the Science courses.
9. The attendance of each student, as marked by the Lecturers, will be collected at the end of each fort night at the Principal's office. Under the supervision of one of the Lecturers it will be totaled and tabulated in the Term Certificate at the end of every month. No alteration shall be made in it thereafter.
10. In the case of PG. Classes, a separate Attendance Register is maintained and the Lecturers in charge will make attendance every hour. The Attendance Register will be in the custody of the Head of the Department.
11. According to the University Ordinance, the grant of Annual Certificate shall be subject to the following conditions.
 - a) In the College affiliated or recognized in Arts the Certificate shall not be granted unless a student has secured three-fourths of the attendance prescribed by the College in the course of instruction followed by him during the year.
 - b) The Certificate shall not be granted unless the student has completed the course of instruction to the satisfaction of the authorities of the college and his progress and conduct have been satisfactory.

MISCELLANEOUS RULES:

1. Tuition fees shall be paid in one lumpsum for each term.
2. Special Fees must be paid in one lumpsum along with the First term fees.
3. If a student fails to pay the fees before the last date fixed for payment as per Hand Book a fine of Rupees 1 shall be levied. If the fee is not paid before the end of the month, the students name shall be struck off from the rolls. For re-admission, he shall pay in addition to the fees due from him, re-admission fee of Rupees Six including fine subject to the availability of seats. However, the student will lose attendance from the date of deletion of the name on the rolls to the date of re-admission.
4. The facts that a student has not attended the college with or without leave does not affect the operation of Rules, 1, 2 and 3.
5. Fees will be received in the office on all working days during the hours notified.
6. Admission of students from other institution will not be made without presenting the conduct and Transfer Certificates from the institution last studied. A student coming from another University area must apply for Recognition within 15 days from the date of his provisional admission.
7. Issue of T.C and C.C. will be governed by the rules here under.
 - i) If a student after having paid the fees in any term applies for T.C and C.C subsequently before the fifth working day of the College for the term, no fee will be levied.
 - ii) However, if the T.C. and C.C. are applied for after the fifth working day of the following term, but before the closure of the College for the term Rupees five will be levied.
 - iii) After the completion of course, if a student applies for T.C. and C.C. within five working days of the following academic year no fee will be charged.
 - iv) After the completion of course or after his discontinuance of studies, if a

student applies for T.C. and C.C. after five working days as mentioned in (iii) above Rupees Five will be charged.

- v) If a student applies for T.C. and C.C. after he has left the college a fee of Rs.25 will be levied upto one year and Rs.50/- thereafter.
 - vi) For duplicate T.C. and C.C. Rs.100 will be levied.
 - vii) For Duplicate identity card Rs.50/- will be charged.
8. Medical Examination is compulsory in the first term for all the students. A student coming from another college has to submit his medical certificate along with his T.C. at the time of admission.
9. Students who discontinued should bring this fact to the notice of the principal in writing within five working days from the date of their discontinuing studies, otherwise they have to pay the fees due to the college.

CLASSWORK AND LABORATORY:

1. Students are to report for the required class work and laboratory sessions on time.
2. All Laboratory equipment/machinery/appliances/chemicals should be handled with care during practicals. Students should adhere to the instructions given by the faculty/laboratory technician/ during the laboratory class.
3. Students must intimate the faculty if any damage caused to equipment/machinery/appliances. The damage charges will be recovered by the college from the concerned student/students.
4. Students are required to attend the practicals with their record books and must proceed to work silently on their experiments, either individually or in designated groups.
5. Any unruly behavior such as, unnecessary talking in the laboratory is strictly prohibited.
6. All materials used in the practicals should not be taken out of the laboratory except under the guidance of faculty in-charge and with the permission of Principal.
7. Students absenting themselves from practical in laboratory cannot claim to be permitted to redo the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

LIBRARY RULES AND REGULATIONS:

1. Students are required to display their college ID cards while entering the library, and at any time when requested by the library staff. Students should sign in the library register before entering.
2. Student should maintain Silence in the Library and Personal belongings are not allowed to the Library.
3. Students can utilize the library from 10.30 A.M. to 5 P.M. on all working days.
4. The limit for borrowing of books by the students is 2 No's and issued for maximum period of 1 week.
5. Students should return the library books on or before the due date. A fine of Rs.1/-day will be levied after the due date.
6. Principal is empowered to increase additional issue of books on request and if necessary.

7. Books are to be handled very carefully. If a book is lost by the student, he/she shall replace the book (same title, author) with new one or shall pay the purchased cost of the book with fine.
8. Students should check the condition of the book borrowing before leaving the issue counter and if found any damage, should be brought to the notice of the library staff and take with endorsement.
9. Students are not permitted to underline, write in, tearing of pages or defaced books in any way whatsoever. If defaced, the item must be replaced with a new one.
10. The library membership is not transferable.
11. Misbehavior in the library will lead to serious disciplinary action as per norms of the institute.

RAGGING:

1. Students will refrain from ragging of any kind and those who violate this rule will be instantly suspended from the institution and the hostel for a period of one week.
2. The matter will be placed before the Anti Ragging Committee, which will review the incident of ragging and take action according to the due process of law.
3. The attention of the students is also drawn to the judgment of the Honorable Supreme Court of India wherein it is mandatory for the institution to file a complaint with the police and with all resulting consequences as per "The Circular of the Education Department, Government of AP on Prohibition of Ragging in Colleges and Hostels."
4. In addition, those students who indulge in the acts of ragging shall attract the punishments as applicable.

MEDIA CONTACT:

1. Students are prohibited from interacting or speaking on behalf of or for the institution with any media organization or publication without written and prior approval of the Principal.
2. Using the electronic media, inviting outside media or engaging an outside person or media to video record actions without the permission is an offence likely to be punished under law.
3. Exhibiting pornographic material or emailing pornographic material or using other forms such as SMS through mobiles etc. will not be tolerated and is a criminal offense punishable under law.
4. The recording, exhibiting, broadcasting or displaying of such materials, causes injury, distress, or damage to reputation of the institution and harms its self-integrity as also of the students.
5. Every student has a duty to understand and abide by the policy and guidelines with regard to the responsible use of social media.
6. A lack of knowledge of institutional policy will not be accepted as an excuse for failure to comply with the Student Code of Conduct on it.
7. Any non-compliance by the students shall be subject to appropriate reprimanding and disciplinary action.
8. All provisions in the Indian Penal Code (IPC) as applicable to the education sector will be binding on the students.



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GRIEVANCE REDRESSAL POLICY

1. The grievance redressal policy with reference to prevention of sexual harassment is monitored by Gender Sensitization Cell (Women Grievance Redressal Committee) at this institution.
2. This cell is constituted every year with senior women faculty members and few senior girl students of the institution.
3. The cell continuously monitors and guides all girl students in the college and alerts them about possible stray incidences. The cell also had online grievance redressal mechanism through the college website.
4. The grievances received through online mechanism are addressed by Women grievance cell in association with code of conduct committee headed by Convenor, Academic monitoring cell.
5. The cell regularly conducts meetings along with students and also receives inputs from them for timely addressing of the issues.
6. The committee also submits the minutes of meeting to the Principal and action to be taken on any issues arisen will be monitored under the direction of Principal.
7. The committee is also advised by the Principal to interact with the girl students for any personal issues.
8. All the issues received through online as well as personally from the students or through drop box are collected, recorded and redressed as per the rules & regulations of the act.