



SNB COLLEGE OF PHARMACY AND MANAGEMENT

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STUDENT CODE OF CONDUCT

Policy Handbook for Academic Year 2025–26

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SECTION 1: PREAMBLE

- 1.1 The Student Code of Conduct (hereinafter referred to as “Code”) defines the ethical, behavioural, and academic expectations from all students enrolled in the Institution.
 - 1.2 The Code ensures an atmosphere of discipline, integrity, and mutual respect, supporting academic excellence.
 - 1.3 All students are required to comply with this Code at all times—within campus premises and during any off-campus activity representing the Institution.
 - 1.4 Ignorance of the Code or its provisions shall not be considered a valid excuse for violation.
 - 1.5 The Code applies equally to regular, distance, part-time, and exchange students.
 - 1.6 Breach of any clause will invite disciplinary action as per Section 11.
 - 1.7 The Institution reserves the right to amend the Code periodically.
 - 1.8 Amendments, once notified, will be deemed binding without separate acknowledgment.
 - 1.9 Students must acknowledge this Code in writing at the time of admission.
 - 1.10 The spirit of the Code is mutual respect, academic sincerity, and responsible citizenship.
 - 1.11 Non-compliance may lead to penalties, suspension, or expulsion.
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SECTION 2: GENERAL RESPONSIBILITIES OF STUDENTS

2.1 Institutional Compliance

- **2.1.1 Obey all rules, notifications, and circulars issued by the Institution.** Every student is required to strictly adhere to all institutional rules, regulations, notifications, and circulars issued from time to time. These may relate to academic schedules, examinations, library usage, hostel regulations, and discipline. Ignorance of any notice will not be accepted as an excuse for non-compliance, and students are responsible for keeping themselves updated through official channels.
- **2.1.2 Respect decisions of academic and administrative authorities.** Decisions made by the Principal, Heads of Departments, faculty committees, or administrative bodies are taken in the interest of academic integrity and smooth functioning of the institution. Students must accept and abide by these decisions even if they differ in personal opinion. If there are concerns, they may be addressed respectfully through proper grievance channels, but disruptive or disrespectful conduct is not acceptable.
- **2.1.3 Cooperate with faculty, staff, and fellow students.** The institution functions effectively only when students actively cooperate with faculty members, administrative staff, and their peers. This includes participating in academic activities, respecting deadlines, following instructions during events, and maintaining harmony in group work. Healthy cooperation fosters a professional learning environment and helps build mutual respect within the campus community.

2.2 Behavioural Standards

- **2.2.1 Maintain discipline and avoid disruptive acts.** Students are expected to uphold a high level of discipline both inside and outside the classroom. Disruptive behaviors such as shouting, unnecessary arguments, use of mobile phones during sessions, or creating distractions hinder the learning environment and are strictly prohibited. Maintaining discipline ensures that all students have an equal opportunity to learn without disturbance.

- **2.2.2 Show courtesy to all staff and visitors.** Respect and polite behavior towards faculty, administrative staff, support personnel, and any visitors to the institution is mandatory. Greeting politely, listening attentively, and following proper communication etiquette helps create a positive and professional atmosphere. Courtesy reflects the values of the institution and promotes a culture of mutual respect.
- **2.2.3 Avoid indecent gestures or comments.** Students must refrain from making any gestures, remarks, or jokes that are offensive, discriminatory, or indecent in nature. Such behavior can create an uncomfortable or hostile environment for others and is unacceptable. Promoting respectful and inclusive communication helps maintain the dignity and safety of everyone within the campus.

2.3 Professional Conduct

- **2.3.1 Be punctual for classes, events, and official engagements.** Students must arrive on time for all academic sessions, meetings, seminars, and institutional events. Punctuality reflects professionalism, respect for others' time, and a commitment to learning. Consistent lateness disrupts schedules and negatively impacts both the individual and the group, so it is important to manage time responsibly.
- **2.3.2 Act as ambassadors of the Institution during external activities.** When participating in activities outside the campus such as seminars, competitions, internships, or community service, students represent the institution's values and reputation. They are expected to behave ethically, dress appropriately, and demonstrate respect and integrity. Positive conduct during such events helps build a good image for both the student and the institution.
- **2.3.3 Uphold the Institution's name in all public forums.** Students should maintain a respectful and positive attitude towards the institution in all public settings, including social media, community gatherings, and professional networks. Any comments or actions that harm the institution's reputation can have serious consequences. It is the responsibility of every student to promote and protect the goodwill and integrity of the institution.

2.4 Legal & Ethical Responsibility

- **2.4.1 Follow all applicable laws of the land.** Students must comply with all national, state, and local laws applicable to them inside and outside the institution. This includes laws related to safety, property, digital conduct, and general behavior. Adherence to legal requirements ensures a safe and orderly campus environment and helps students develop responsible citizenship.
- **2.4.2 Avoid any criminal, unethical, or unlawful activity.** Engaging in activities such as theft, vandalism, harassment, cheating, or any form of misconduct is strictly prohibited. Such actions damage the institution's reputation and can lead to severe disciplinary and legal consequences. Upholding ethical standards is essential for maintaining trust and integrity within the academic community.
- **2.4.3 Report illegal acts observed on campus.** Students have a duty to report any suspicious, illegal, or unethical behavior they witness within the campus to the appropriate authorities promptly. Reporting helps prevent harm, protects the rights of others, and contributes to a safe and respectful learning environment. Confidentiality will be maintained to protect those who report in good faith.

SECTION 3: ACADEMIC RESPONSIBILITIES

3.1 Academic Integrity

- **3.1.1 Avoid plagiarism in assignments, projects, and research work.** Students must ensure that all submitted work is original and properly reflects their own understanding. Copying someone else's work without proper acknowledgement is considered plagiarism and is a serious academic offense. Maintaining originality promotes learning and protects the value of academic qualifications.
- **3.1.2 Do not falsify data or academic records.** Fabricating, altering, or manipulating data in assignments, research, or official academic documents is strictly prohibited. Such dishonest practices undermine the credibility of the institution and can result in severe penalties, including suspension or expulsion. Integrity in academic records is essential for fair evaluation and trust.
- **3.1.3 Cite all sources correctly in academic submissions.** When using ideas, quotes, or data from books, articles, or any other sources, students must follow proper citation standards as per the institution's prescribed format. Accurate citations acknowledge the original authors and avoid intellectual theft. This practice upholds academic honesty and respects scholarly contributions.

3.2 Attendance & Regularity

- **3.2.1 Maintain a minimum of 75% attendance in each subject.** Students are required to attend at least 75% of the total classes conducted in each subject to be eligible for examinations and to ensure adequate learning. Regular attendance reflects commitment and helps students keep up with course content and discussions. Falling below this threshold may lead to academic penalties or loss of examination eligibility.
- **3.2.2 Absences must be supported by valid documentation.** In cases of unavoidable absence due to illness, emergencies, or other legitimate reasons, students must provide appropriate proof such as medical certificates or official letters. This documentation must be submitted promptly to the academic office for record-keeping and consideration. Unauthorized absences without valid justification may affect attendance records negatively.
- **3.2.3 Avoid habitual late coming or early leaving.** Consistent late arrival or leaving early from classes disrupts the learning environment and shows a lack of discipline. Students should strive to be punctual and remain in the classroom until the session officially ends. Habitual violations may be noted and could lead to warnings or further disciplinary action.

3.3 Examination Conduct

- **3.3.1 Follow all examination protocols and seating plans.** Students must strictly adhere to the rules set for examinations, including reporting at the designated time and sitting in the assigned seats. Following protocols ensures a fair and orderly conduct of exams, minimizing disruptions and opportunities for malpractice. Ignoring these instructions may lead to disqualification or disciplinary action.
- **3.3.2 Carry valid identity proof to examinations.** To verify identity and prevent impersonation, students are required to bring valid institutional ID cards or any other authorized proof of identity to every examination. Without proper identification, students may be denied entry into the exam hall. This measure protects the integrity of the examination process.

- **3.3.3 Do not carry prohibited materials (mobiles, notes).** Bringing unauthorized items such as mobile phones, smartwatches, cheat sheets, or any other reference material into the examination hall is strictly forbidden. Use of such materials constitutes cheating and can result in immediate expulsion from the exam and further disciplinary penalties. Students should prepare adequately and rely solely on their knowledge.

3.4 Academic Engagement

- **3.4.1 Actively participate in classroom discussions.** Students are encouraged to engage thoughtfully in classroom discussions by asking questions, sharing ideas, and responding respectfully to peers and instructors. Active participation enhances understanding, critical thinking, and creates a dynamic learning environment. It also reflects the student's interest and commitment to their studies.
 - **3.4.2 Complete assignments and projects on time.** Timely submission of assignments, projects, and other academic work is essential for effective learning and evaluation. Delays can disrupt the grading process and may lead to penalties or loss of marks. Meeting deadlines demonstrates responsibility, time management skills, and respect for the academic process.
 - **3.4.3 Participate in seminars, workshops, and presentations.** Attending and contributing to academic events such as seminars, workshops, and presentations broadens knowledge and develops communication skills. These activities provide opportunities to learn beyond textbooks and interact with experts and peers. Active involvement in such events is a valuable part of holistic education.
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SECTION 4: BEHAVIOUR & DISCIPLINE

4.1 Respect & Courtesy

- **4.1.1 Show politeness to all faculty, staff, and peers.** Students are expected to treat everyone within the institution with kindness and respect, including teachers, administrative staff, and fellow students. Courteous behavior includes greeting others, listening attentively, and using polite language in all interactions. This fosters a positive and supportive academic environment for everyone.
- **4.1.2 Respect cultural and social diversity.** The institution welcomes students from diverse backgrounds, cultures, and beliefs. Students must appreciate and respect these differences, avoiding discrimination, stereotyping, or exclusion. Embracing diversity enriches learning experiences and promotes harmony and inclusiveness on campus.
- **4.1.3 Avoid offensive remarks or slurs.** Using language or making comments that insult, demean, or marginalize others based on their race, religion, gender, disability, or any other characteristic is strictly prohibited. Such behavior harms individuals and disrupts the campus atmosphere. Maintaining respectful communication is vital to ensure a safe and welcoming environment for all.

4.2 Campus Decorum

- **4.2.1 Maintain silence in library, labs, and study areas.** Students must observe complete silence in designated quiet zones like libraries, laboratories, and study rooms to create an environment conducive to concentration and learning. Speaking loudly or causing disturbances

in these areas disrupts others and is considered disrespectful. Maintaining silence ensures everyone can focus and benefit from these resources.

- **4.2.2 Avoid shouting or creating noise in corridors.** Common spaces such as corridors and stairwells should be kept peaceful to prevent disturbance to ongoing classes and office work. Shouting, loud conversations, or running can interrupt others and reflect poorly on individual discipline. Students should move quietly and considerately within campus premises.
- **4.2.3 Use mobile devices discreetly.** Mobile phones and other electronic gadgets should be used responsibly, especially in academic and public areas. Conversations should be kept brief and quiet, and devices must be switched to silent mode during lectures or meetings. Discreet use shows respect for the learning environment and others around you.

4.3 Dress & Appearance

- **4.3.1 Follow prescribed uniform (if applicable).** If the institution mandates a specific uniform, students are required to wear it neatly and consistently during academic hours and official functions. Adhering to the uniform policy promotes a sense of unity and professionalism. Any deviations should be approved by the administration in advance.
- **4.3.2 Dress neatly and professionally.** Students should present themselves in clean, tidy, and appropriate attire that reflects respect for the learning environment. Dressing professionally helps create a positive impression and prepares students for real-world workplaces. Clothing should be comfortable yet suitable for academic settings.
- **4.3.3 Avoid clothing with offensive symbols or language.** Wearing garments with vulgar, offensive, or provocative images, symbols, or text is strictly prohibited on campus. Such clothing can cause discomfort or offense to others and disrupt the respectful atmosphere of the institution. Students should choose attire that promotes inclusiveness and dignity.

4.4 Class Discipline

- **4.4.1 Do not disrupt lectures with side conversations.** Students should avoid engaging in personal conversations or making unnecessary noise during lectures. Such interruptions distract the instructor and fellow classmates, affecting the quality of learning for everyone. Maintaining focus and silence ensures a smooth and productive academic session.
- **4.4.2 Respect faculty instructions during class.** Faculty members guide the class to ensure maximum learning and discipline. Students are expected to listen attentively, follow given instructions, and cooperate with any classroom rules or activities. Respecting the teacher's directions reflects professionalism and academic courtesy.
- **4.4.3 Refrain from using phones during lectures.** Mobile phones and electronic devices must be switched off or set to silent mode during class. Using them for texting, calls, or browsing disrupts both personal focus and the learning environment. Students should only use devices if explicitly permitted for academic purposes.

SECTION 5: USE OF INSTITUTIONAL PROPERTY & RESOURCES

5.1 Institutional Property Care

- **5.1.1 Treat all campus facilities with care.** Students are expected to handle all campus facilities—including classrooms, furniture, laboratories, sports grounds, and equipment—with

utmost care. Proper usage not only ensures safety but also extends the life of institutional resources. Misuse or negligent handling is considered irresponsible behavior. Cleanliness should be maintained in all areas. Students are encouraged to use facilities for academic purposes only and as per institutional guidelines.

- **5.1.2 Avoid damage or defacement of property.** Any intentional or careless damage to institutional property, such as breaking furniture, damaging laboratory apparatus, or misusing sports equipment, is strictly prohibited. Defacement through writing, painting, or sticking posters on walls, desks, or other surfaces is not allowed. Students must understand that these resources are shared for the benefit of all. Any damage caused may attract repair charges and disciplinary action.
- **5.1.3 Report damages immediately.** If a facility, equipment, or any part of the campus property is found damaged or malfunctioning, students should inform the concerned faculty member, lab assistant, or administrative office immediately. Prompt reporting prevents accidents and helps in timely maintenance or repair. Failure to report damages may be considered negligence. Students should not attempt unauthorized repairs or modifications themselves.

5.2 Library & IT Usage

- **5.2.1 Return library books on time.** Students must return borrowed books, journals, or study materials within the stipulated due date to ensure fair access for all users. Late returns may incur fines as per library policy. Care should be taken to keep books in good condition—marking, tearing, or damaging library materials is strictly prohibited. Renewals should be requested in advance if additional time is needed.
- **5.2.2 Maintain silence in library areas.** The library is a dedicated quiet zone for study and research. Students should avoid loud conversations, phone usage, or any activity that disturbs others. Personal belongings should be kept in designated areas, and only necessary study materials should be carried inside. Maintaining silence ensures a respectful environment for all learners.
- **5.2.3 Use internet for academic purposes only.** Institutional IT facilities, including computer labs and Wi-Fi networks, are provided primarily for educational and research purposes. Students must avoid accessing inappropriate websites, gaming platforms, or social media during academic hours unless required for academic tasks. Misuse of internet facilities can lead to suspension of access and disciplinary action.

5.3 Equipment Handling

- **5.3.1 Handle lab instruments carefully.** Students must operate laboratory instruments, tools, and machinery with proper care and in accordance with faculty instructions. Mishandling can lead to damage, injury, or interruption of practical sessions. Delicate equipment should be used only after proper training. Careful handling reflects professionalism and responsibility towards institutional resources.
- **5.3.2 Return borrowed equipment promptly.** Any equipment or material borrowed from labs, workshops, or stores should be returned immediately after use. Items should be returned in proper working condition and to the designated staff member. Delayed or non-return of equipment can disrupt academic schedules and result in penalties or restricted borrowing privileges.

- **5.3.3 Follow lab safety instructions.** All students must strictly follow laboratory safety rules, such as wearing protective gear, avoiding hazardous exposure, and handling chemicals or machines as directed. Eating, drinking, or careless movement in labs is strictly prohibited. Adhering to safety protocols ensures personal safety, protects others, and prevents accidents or damage to equipment.
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SECTION 6: DIGITAL & SOCIAL MEDIA CONDUCT

6.1 Responsible Digital Use

- **6.1.1 Use institutional email professionally.** Students must use their official institutional email IDs for academic communication, maintaining formal and respectful language. Emails should be concise, clear, and free from slang or informal expressions. Institutional email accounts should not be used for personal or commercial purposes. Professional use reflects maturity and builds credibility in academic interactions.
- **6.1.2 Avoid sharing false or offensive information online.** Spreading rumors, unverified news, or offensive content via social media, messaging platforms, or any online medium is strictly prohibited. Such actions can harm the reputation of individuals and the institution, and may have legal consequences. Students should verify facts before sharing and maintain responsible digital behavior.
- **6.1.3 Respect privacy and confidentiality in digital communications.** Students should avoid sharing personal or sensitive information of faculty, staff, or peers without consent. Confidential academic data, internal circulars, or restricted documents must not be posted or forwarded without authorization. Respecting privacy builds trust and ensures compliance with institutional and legal requirements.

6.2 Cybersecurity Compliance

- **6.2.1 Protect passwords and login credentials.** Students are responsible for keeping their usernames, passwords, and access codes secure. Sharing credentials with others or using weak passwords increases the risk of security breaches. Passwords should be updated regularly and stored safely. Any suspicious activity should be reported immediately to the IT department.
 - **6.2.2 Avoid hacking or unauthorized access.** Attempting to hack, bypass security measures, or access restricted files, accounts, or networks is strictly prohibited. Such actions can lead to severe disciplinary action and potential legal consequences. Students must only use authorized platforms and respect the security boundaries of institutional systems.
 - **6.2.3 Do not install unauthorized software on institutional systems.** Students should not download, install, or run unapproved software, applications, or plugins on institutional computers or devices. Unauthorized software can introduce malware, disrupt system operations, or compromise data security. Only IT-approved software should be used for academic or research purposes.
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SECTION 7: PROHIBITED ACTIVITIES

7.1 Ragging

- **7.1.1 Ragging in any form is banned.** Ragging—whether physical, verbal, psychological, or online—is strictly prohibited in any part of the campus, hostel, transportation, or during off-campus activities organized by the institution. It includes teasing, harassment, forcing tasks, or humiliating juniors in any way. The institution follows the UGC Anti-Ragging Regulations (2009) and maintains a zero-tolerance policy. Any act that causes discomfort or fear to another student is considered ragging and will be dealt with immediately.
- **7.1.2 Offenders will face legal action.** Any student found guilty of ragging will face severe consequences, including suspension, expulsion, and cancellation of admission. In addition, the matter will be reported to law enforcement authorities for action under the Indian Penal Code and relevant State Anti-Ragging Acts. Legal punishment may include fines or imprisonment. The institution will not shield any offender, regardless of their position or seniority.
- **7.1.3 Students must report ragging incidents immediately.** It is the responsibility of every student to report ragging incidents, whether they are victims, witnesses, or informed by others. Complaints can be made directly to the Anti-Ragging Committee, faculty members, or through the confidential online reporting system. Timely reporting ensures immediate action and protection for the victim. The institution guarantees confidentiality and protection to whistleblowers, ensuring no retaliation.

7.2 Substance Abuse

- **7.2.1 Possession or use of drugs, alcohol, or tobacco is prohibited.** The possession, consumption, or distribution of narcotics, alcohol, tobacco, or any banned substances is strictly prohibited on campus, in hostels, or during any institutional activity. This includes cigarettes, e-cigarettes, hookah, and similar products. Such substances are harmful to health, disrupt discipline, and violate institutional and legal norms. Any student found in possession will face severe disciplinary action, including possible legal proceedings.
- **7.2.2 Being under the influence on campus will lead to disciplinary action.** Students found to be under the influence of alcohol, drugs, or any intoxicating substance while on campus will face immediate disciplinary action. This includes suspension, counselling, or expulsion depending on the severity of the offense. Substance use impairs judgment, creates safety risks, and violates the code of conduct. The institution may also refer cases to rehabilitation centers for counseling where appropriate.

7.3 Weapons & Hazardous Materials

- **7.3.1 Carrying weapons is strictly prohibited.** Students are not allowed to bring any form of weapons—including firearms, knives, blades, or any objects that can be used to cause harm—onto the campus, hostels, or during any institutional events. This prohibition is critical to maintaining a safe and secure environment for all members of the institution. Violations will be taken very seriously and may result in immediate suspension, expulsion, and legal action. Security checks may be conducted as part of campus safety measures. The institution is committed to preventing any form of violence or threat and expects full cooperation from all students.
- **7.3.2 Possession of explosives or hazardous substances is banned.** The possession, storage, or use of explosives, flammable materials, toxic chemicals, or any other hazardous substances

is strictly forbidden within the campus premises. Such materials pose a significant risk to life, property, and the overall safety of the academic community. Students found with such substances will face stringent disciplinary action along with possible criminal prosecution. The institution has established safety protocols to detect and prevent the introduction of hazardous materials and encourages students to report any suspicious activities immediately. Safety awareness sessions are conducted periodically to educate students on the risks and responsibilities related to hazardous materials.

7.4 Harassment & Discrimination

- **7.4.1 Zero tolerance for harassment in any form.** The institution strictly prohibits all types of harassment, including physical, verbal, emotional, and cyber harassment. Harassment encompasses any unwelcome behavior that causes distress, intimidation, or humiliation to an individual. This includes bullying, stalking, sexual harassment, and offensive remarks. The institution strives to maintain a safe and supportive environment where every student is treated with dignity and respect. Any violation of this policy is taken very seriously and will result in disciplinary action. Victims are encouraged to report incidents without fear, as confidentiality and protection from retaliation are ensured.
 - **7.4.2 Prohibition of discrimination based on personal identity.** Discrimination based on caste, religion, gender, sexual orientation, disability, nationality, or any other personal characteristic is strictly forbidden. The institution is committed to fostering an inclusive culture that respects diversity and guarantees equal opportunities for all students. Acts of exclusion, bias, or unfair treatment damage the community's harmony and violate institutional principles. Complaints of discrimination are thoroughly investigated, and perpetrators face appropriate disciplinary measures. Regular awareness programs and sensitivity training help cultivate empathy and respect among students and staff.
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SECTION 8: HEALTH, SAFETY & ENVIRONMENT

8.1 Health & Hygiene

- **8.1.1 Maintain personal cleanliness.** Students are expected to practice good personal hygiene by regularly bathing, wearing clean clothes, and maintaining neat hair and nails. Personal cleanliness is essential not only for one's own health but also to promote a healthy and pleasant environment for everyone on campus. Neglecting hygiene can lead to the spread of infections and create discomfort for peers and faculty. Students should also practice regular handwashing, especially before meals and after using restrooms, to reduce the risk of illness.
- **8.1.2 Seek medical care for illnesses promptly.** If a student feels unwell or exhibits symptoms of illness, they should promptly seek medical attention from the campus health center or a qualified healthcare provider. Early treatment helps in faster recovery and prevents the spread of illness to others. Students must follow medical advice and avoid attending classes or campus activities if contagious. Reporting serious illnesses to the institution ensures appropriate measures can be taken to protect the wider community.
- **8.1.3 Avoid spreading contagious diseases in campus.** Students must take necessary precautions to prevent spreading contagious diseases such as wearing masks if required, covering mouth and nose when coughing or sneezing, and using hand sanitizers regularly. In case of contagious illness, students should limit contact with others and follow quarantine or

isolation guidelines issued by health authorities. The institution may implement additional health protocols during outbreaks to safeguard the health of all campus members.

8.2 Safety Compliance

- **8.2.1 Follow all lab safety rules.** Students must strictly adhere to all safety guidelines and protocols while working in laboratories or workshops. This includes wearing appropriate protective gear, handling chemicals and equipment carefully, and following instructions provided by faculty or lab supervisors. Ignoring safety rules can lead to accidents, injuries, or damage to equipment. Maintaining a safe working environment protects not only the individual but also fellow students and staff.
- **8.2.2 Participate in safety drills.** The institution regularly conducts safety drills such as fire evacuation, earthquake response, or lockdown exercises. Students are required to actively participate and follow all instructions during these drills. These exercises prepare everyone for emergency situations, ensuring orderly and efficient responses that can save lives and minimize harm. Participation also demonstrates responsibility and commitment to campus safety.
- **8.2.3 Report accidents immediately.** Any accident, injury, or unsafe condition observed on campus must be reported to the appropriate authority without delay. Prompt reporting allows quick medical assistance and timely corrective action to prevent further incidents. Students should notify faculty, safety officers, or administration as soon as possible. Failure to report accidents may lead to increased risks and liability issues for both the individual and the institution.

8.3 Environmental Responsibility

- **8.3.1 Avoid littering.** Students must ensure that all waste, including paper, food wrappers, and plastics, is disposed of properly in designated bins. Littering on campus not only spoils the cleanliness and aesthetics but also harms the environment and can attract pests. Maintaining a clean campus reflects respect for shared spaces and contributes to a healthy atmosphere for everyone.
- **8.3.2 Use resources like water and electricity responsibly.** Students should be conscious of their consumption of water, electricity, and other resources on campus. Simple actions like turning off lights and fans when not in use, closing taps tightly, and minimizing waste help conserve valuable resources. Responsible use supports the institution's sustainability goals and reduces operational costs that benefit the entire community.
- **8.3.3 Participate in environmental awareness programs.** The institution encourages students to take part in activities such as tree planting drives, clean-up campaigns, recycling initiatives, and awareness workshops. Active participation fosters a sense of responsibility towards the environment and educates students on sustainable practices. These programs contribute to building eco-friendly habits that extend beyond campus life.

SECTION 9: HOSTEL & ACCOMMODATION RULES

9.1 Hostel Discipline

- **9.1.1 Adhere to hostel in-time.** Students residing in hostels must strictly follow the prescribed in-time every day to ensure safety and smooth management. Late returns without valid reasons or prior permission disrupt hostel discipline and may cause security concerns. Adhering to the

curfew allows hostel staff to conduct roll calls and maintain order. Repeated violations can lead to warnings or even cancellation of hostel accommodation.

- **9.1.2 No loud music or parties.** Maintaining a quiet and respectful environment within the hostel is essential for the comfort and well-being of all residents. Playing loud music, hosting parties, or causing disturbances is strictly prohibited, especially during night hours or study times. Such activities disrupt others' rest and study routines and violate hostel rules. Any breach may result in penalties including fines or eviction from the hostel.
- **9.1.3 Visitors must be approved by hostel warden.** For the safety and security of all residents, visitors are allowed in the hostel only with prior approval from the hostel warden or authorized personnel. Unapproved visitors, especially during restricted hours, are not permitted. Residents are responsible for the behavior of their guests and must ensure they follow all hostel rules. Violation of visitor policies can lead to disciplinary action against both the resident and visitor.

9.2 Hostel Cleanliness

- **9.2.1 Keep rooms neat and organized.** Students must maintain their hostel rooms in a clean and orderly manner. Personal belongings should be arranged neatly to avoid clutter, which can attract pests and create unsafe conditions. Regular cleaning of floors, furniture, and personal spaces helps maintain hygiene and a pleasant living environment. A tidy room also contributes to better mental focus and overall well-being.
- **9.2.2 Dispose of waste properly.** Waste materials such as food wrappers, papers, and other trash should be disposed of in designated bins provided in hostel premises. Improper disposal leads to unpleasant odors, attracts insects, and pollutes the environment. Students should segregate waste when possible and cooperate with hostel cleaning staff to ensure cleanliness. Keeping waste under control supports a healthier and more comfortable living space for all residents.
- **9.2.3 Avoid damaging hostel property.** Hostel furniture, fixtures, electrical appliances, and other property are shared resources that must be used responsibly. Intentional or careless damage, including writing on walls, breaking furniture, or tampering with electrical fittings, is strictly prohibited. Damage caused by residents may result in fines or disciplinary actions. Students are encouraged to report any maintenance issues promptly to the hostel authorities to ensure timely repairs.

SECTION 10: STUDENT PARTICIPATION

10.1 Academic Participation

- **10.1.1 Attend all mandatory academic events.** Students are expected to participate actively in all compulsory academic events such as lectures, workshops, seminars, and examinations. Regular attendance ensures consistent learning and keeps students updated with the curriculum. Missing mandatory events without valid reasons or prior permission may result in penalties or affect academic evaluations. Active involvement reflects dedication and helps build knowledge and skills essential for academic success.
- **10.1.2 Represent institution in competitions with discipline.** When representing the institution in academic, cultural, or sports competitions, students must uphold the highest standards of conduct and sportsmanship. This includes respecting competitors, following event

rules, and behaving courteously towards organizers and the audience. Acting as positive ambassadors enhances the institution's reputation and promotes a spirit of fairness and integrity. Any misconduct during such events may lead to disciplinary action and withdrawal of future representation privileges.

10.2 Cultural & Sports Events

- **10.2.1 Seek approval for external participation.** Students wishing to participate in cultural or sports events outside the institution must obtain prior approval from the relevant authorities, such as the faculty coordinator or sports department. This ensures proper coordination, adherence to schedules, and appropriate representation of the institution. Unauthorized participation may lead to disqualification or disciplinary action. Approval also helps the institution provide necessary support, such as travel arrangements or equipment.
 - **10.2.2 Maintain decorum during events.** During cultural and sports events, students must conduct themselves with dignity, respect, and sportsmanship. This includes following event rules, cooperating with organizers, and showing respect to fellow participants and spectators. Any form of misconduct, including unruly behavior, disrespect, or use of inappropriate language, is strictly prohibited. Upholding decorum reflects positively on both the individual and the institution, fostering a healthy and supportive competitive spirit.
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SECTION 11: DISCIPLINARY PROCEDURES

11.1 Reporting Violations

- **11.1.1 Complaints may be reported to faculty, warden, or administration.** Students are encouraged to report any violations of the code of conduct to designated authorities such as faculty members, hostel wardens, or the administration office. Prompt reporting helps in timely investigation and resolution of issues. It is important to provide clear and accurate information to assist in addressing the complaint effectively. The institution values transparency and encourages an open communication culture to maintain discipline and safety.
- **11.1.2 Anonymous complaints will be reviewed based on merit.** The institution also accepts anonymous complaints; however, these will be evaluated carefully based on the information provided. While anonymity is respected to protect the complainant's identity, insufficient details may limit the ability to take action. Students are encouraged to come forward openly whenever possible, but the institution remains committed to investigating genuine concerns regardless of how they are reported. Ensuring fairness and confidentiality throughout the process is a priority.

11.2 Investigation Process

- **11.2.1 Disciplinary Committee will review evidence.** Once a complaint is received, the Disciplinary Committee will thoroughly examine all relevant evidence, including documents, witness statements, and any other material related to the case. The review process is conducted impartially and confidentially to ensure fairness to all parties involved. The committee aims to establish facts clearly before making any decisions. Timely handling of investigations is prioritized to minimize disruption for the student and the institution.
- **11.2.2 Student will be given fair opportunity to respond.** The student against whom a complaint has been made will be informed of the allegations and given a fair chance to present

their side of the story. This may include submitting explanations, evidence, or calling witnesses in their defense. The institution follows principles of natural justice, ensuring that no decision is made without hearing the concerned student. Respecting the student's right to be heard helps maintain transparency and trust in the disciplinary process.

11.3 Possible Penalties

- **11.3.1 Verbal or written warnings.** For minor infractions or first-time offenses, students may receive verbal or written warnings from the disciplinary authorities. These warnings serve as formal notices to correct behavior and understand the consequences of repeated violations. Written warnings are documented in the student's record and may affect future conduct assessments. Warnings aim to educate rather than punish, encouraging students to adhere to institutional policies moving forward.
- **11.3.2 Monetary fines.** In cases where property damage, late fee payments, or breaches of specific rules occur, the institution may impose monetary fines. These fines act as financial deterrents and contribute toward repairing damages or covering administrative costs. The amount is determined based on the severity and nature of the violation. Students are expected to pay fines promptly, and failure to do so can lead to additional penalties or restrictions on academic activities.
- **11.3.3 Suspension or expulsion.** Serious or repeated violations of the code of conduct may result in suspension—temporary removal from classes and campus activities—or expulsion, which is permanent removal from the institution. Such penalties are reserved for grave offenses like violence, harassment, substance abuse, or academic dishonesty. Suspension periods vary depending on the case and are decided by the disciplinary committee. Expulsion leads to cancellation of enrollment and loss of all associated privileges, with potential legal implications.

11.4 Appeals Process

- **11.4.1 Right to appeal disciplinary decisions.** Students have the right to appeal any disciplinary decision made against them if they believe the outcome is unjust or if new evidence emerges. The appeal must be submitted in writing within a specified timeframe, usually within 7 to 14 days of receiving the decision. This process ensures fairness and allows for re-evaluation by a higher authority or an appeals committee. Students should clearly state the grounds for appeal and provide any supporting documentation.
- **11.4.2 Review by Appeals Committee.** The Appeals Committee will impartially review the case, considering all original evidence, the student's appeal statement, and any new information provided. The committee may call for hearings where both parties can present their views. The decision of the Appeals Committee is typically final and binding, designed to uphold justice while maintaining institutional discipline. The student will be informed promptly of the outcome.

SECTION 12: DECLARATION

- **12.1 Students must sign acknowledgment at the time of admission.** At the time of admission, every student is required to read, understand, and sign the acknowledgment form confirming that they have received and agreed to abide by the Student Code of Conduct. This signed document ensures that the student is fully aware of the rules, responsibilities, and

expectations set forth by the institution. It serves as a formal agreement between the student and the institution.

- **12.2 The signed declaration will be kept in official records.** The signed acknowledgment forms will be securely maintained in the student's official records for the duration of their enrollment. This record acts as proof of the student's consent to adhere to institutional policies and can be referred to in case of any future disciplinary proceedings. Maintaining these records helps uphold accountability and transparency.
- **12.3 Students agree to abide by future amendments.** By signing the declaration, students also agree to comply with any future amendments or additions made to the Student Code of Conduct during their course of study. The institution reserves the right to update policies as needed to reflect changing circumstances or legal requirements. Students will be notified of any such changes and are expected to adhere to the updated guidelines.

DECLARATION & ACKNOWLEDGMENT FORM

I, _____, son/daughter of _____, hereby declare that I have received, read, and thoroughly understood the **Student Code of Conduct of SNB College of Pharmacy and Management**.

I acknowledge that the Code of Conduct outlines the rules, responsibilities, and behavioural expectations required of me as a student during my enrolment at this institution. I fully understand that adherence to these rules is essential for maintaining a safe, respectful, and productive learning environment.

I further understand that the Code of Conduct may be amended or updated from time to time, and I agree to abide by all such future changes and additions as communicated by the institution during my entire period of study.

I commit to upholding the values of discipline, integrity, and respect as prescribed by the institution and understand that any violation of the Code of Conduct may result in disciplinary action, including but not limited to warnings, fines, suspension, or expulsion.

By signing this declaration, I accept full responsibility for my actions and conduct as a member of this academic community.

Student Details:

- Full Name: _____
- Program/Course: _____
- Roll Number/Registration No.: _____
- Date of Admission: _____

Declaration:

I hereby confirm my understanding and acceptance of the Student Code of Conduct and agree to abide by its provisions and any future amendments during my entire tenure at SNB College of Pharmacy and Management.

Signature of Student: _____

Date: ____/____/____

Witnessed by:

Name of Parent/Guardian (if applicable): _____

Signature: _____

Date: _____

For Office Use Only:

Received and Verified by: _____

Designation: _____

Date: _____

Signature: _____