



# ROFEL SHRI G.M. BILAKHIA COLLEGE OF PHARMACY, VAPI

A NAAC Accredited B++ Grade Institution & Approved by Pharmacy Council of India  
A Constituent College of Rajju Shroff ROFEL University, Vapi

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## GENERAL RULES & GUIDELINES OF COLLEGE

1. **WORKING HOURS:** The working hours of college shall be 8.00 am to 4.00 pm and Teaching Hours shall be 9.00 am to 4.00 pm.
2. It is essential for the student to carry his/ her Identity Card when in college. This card should be produced while using the college library, at important functions of the college and whenever the identity of the student is required to be established. The student is required to show his/ her Identity card to staff, if asked to do so. The student must report the loss of any Identity Card in writing to the College office. A duplicate I-Card may be obtained from College office on payment of prescribed charges. The College I-Card is a RFID Card, it is compulsory for all students to punch the I-Card on biometric machine kept at college entrance at the time of each entry and exit to the building premises
3. **MOBILE PHONES** or any other electronic gadgets are strictly prohibited in the College Campus. Students are advised not to bring the same in the college. It may be confiscated if found talking or using mobile by any student.
4. **ATTENDANCE:** 75% attendance in theory and practical classes of each subject is mandatory as per Gujarat Technological University rules and regulations, failing which student shall not be allowed to appear in sessional/ end-semester examination.
5. Students should give their present local and permanent contact number and addresses to the office. Any change in the address must be intimated in writing to the college office immediately.
6. Change of group in practical classes/ examination is not allowed.
7. Every student is expected to read the notice put on the college notice board. It is the responsibility of the student to gather information from the notice board or office. The college accepts no responsibility to inform each student individually and for loss of any advantage by a student due to his/ her failure to read the notices in time.
8. **FEE:** The fee should be deposited before the stipulated time period as notified time by time by college to avoid late fine. The Course fee are payable through bank draft/ cheque or through online mode. For payment through online mode, the bank details are available at college office. The fees are subject to revision by the Fee Regulatory Committee at any time without notice. In the event of such revision, students have to pay the difference in revised fees. In addition to the fees, students will have to pay dues/ fines imposed on them due to any damage or loss of library books, equipments, glasswares or institute's other property.
9. **LATE Fee Fine:** If the fee is not deposited by the last date as intimated through college office notice board, a fine as decided by the college authority may be charged to the student.
10. **Refund of Fee:** Fee once paid to this institution shall not be **REFUNDED** except caution money (if paid any). However, if the students admitted in first semester is being withdrawn before the stipulated time of last date of admission with an undertaking that he will not claim the right of admission, AND if the said vacant seat is filled before due time prescribed by the Admission Committee for Professional Courses (ACPC), then a refund as per the norms of the ACPC may be permitted after due reduction of prescribed charges.
11. **Enrolment, Examination, re-evaluation and re-checking forms and fees:** Students are required to fill various forms to the University on or before the due dates as notified by the University alongwith prescribed fees to be paid online through their student login. There is no provision of manual application or forwarding such forms by the college to the University after last date of such application.
12. **Scholarships:** Scholarships from Govt. and other agencies under various schemes are available to the students of this college. For details and last dates for applications for such scholarships, students may contact college office. The college shall forward online only such applications to the concerned agencies, which are submitted on time along with all documents and receipt of fees paid.
13. **Railway/ Bus concessions:** Student can avail Railway/ Bus concessions as per applicable norms. To get the concession forms, the student must apply one week in advance.



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14. **LIBRARY FACILITIES:** Library will remain open during college hours on all working days. All students should fill the Library membership form available with Librarian. For issue facilities students are required to contact Librarian. A maximum of 5 books can be issued to each student for a period of 5 days. Students damaging or stealing pages of books will not be allowed to use library facility in future and disciplinary action will be taken against them. Disciplinary action may be taken against students for not returning books in one month from the date of issue. Library membership shall be cancelled for such students. Reference books are not to be issued. Library fine as notified shall be applicable, if books not deposited on due return date. If a book is lost or damaged, double the cost of the book shall be charged as fine. Students have to deposit all the books of library before the commencement of end-semester examination and obtain the "No Dues Certificate" from the Librarian. Complete silence and peace must be ensured in the library so that others are not disturbed. Talking, sleeping and unmannerly sitting in library is strictly prohibited.
15. For University Ordinance, Syllabus, Academic Regulations and University Circulars
16. Keep the College campus clean; throw waste items & paper in waste-bins only.
17. Use of intoxicants, smoking, chewing beetle leaf or tobacco (Guthka) and spitting on the walls, etc. are strictly prohibited in the College.
18. Do not dirty the area where water (for drinking purpose) is stored; do not waste precious water.
19. Inculcate habit of switching off bulbs/ tube lights/ fans/ other electric appliances when not in use.
20. Behave properly and respectfully with other students and maintain decency in communication. Help strangers, in college, with courtesy and sincerity. Your courteous behaviour will bring good name to the College as well as to you.
21. Park your vehicle at the appropriate place; do not tamper with others vehicles. Should abide the traffic laws, wear helmet with valid driving licence while commuting to college by own vehicles.
22. Most of the students own their education to hard-earned income of their parents/ guardians. Hence do not waste away the good opportunities that come your way.
23. Always remember that you are the representative of this college, within and outside the campus. Therefore, keep up your esteem as well as that of the College with your disciplined and cultured behavior.
24. Ragging of any College student(s) by any other student in any form within or outside the premises of the College is strictly prohibited. Any individual or collective act or practice of ragging constitutes gross indiscipline. If any student is found indulged in such activities, his/her name will be struck off from college roll immediately and he/ she may be handed over to the police for further action. Ragging of the students is banned by the Government and is punishable offence under the Indian Penal Code. Each & every student of this college must submit anti-ragging affidavit every year. Ragging, for the purpose of the ordinance, ordinarily includes:
  - Physical and mental assault or threat and use of physical force;
  - Violating the status, dignity, honor and self esteem of a student;
  - Exposing students to ridicule behavior and personal contempt; and
  - Entailing verbal abuses and aggression, indecent gestures and obscene behavior.

**I hereby undertake that I have read the above general guidelines of college and I/ my ward is bound to abide it throughout my/his/her course for study.**

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Sign & Name of Candidate:

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Sign & Name of Parent: