



SOP

Student Conduct

RIPANS: PHARM DEPT:SOP:09

Document Title:
Standard Operating Procedure Student Conduct
Document Number: RIPANS: PHARM DEPT:SOP:08

Originator

Designation
Faculty and Staff

Approvals

Designation
Head of Department

Distribution

Designation :
1. Head of Department
2. All Faculties and Staff
3. All students

Version	Date	Description
V00	10.01.2022	Initial Version

1. Purpose

This SOP applies to the procedure for maintenance of student attendance of B.Pharm and M.Pharm courses.

2. Abbreviations and Definitions

SL. No.	Abbreviation/ Terminology	Expansion/ Definition
1.	HoD	Head of the Department
2.	SOP	Standard Operating Procedure

4.1 Input

SL No.	Input Description	Source
1.		
2.		

4.2 Entry Criteria

1. Office order on List of Holidays by Director RIPANS.
2. Announcement of academic Calendar and semester break by concerned HoD.
- 3.

5. Process Activities

5.1 Activity Description

SL No.	Activities with preferred sequence	Responsibility	Ref. Doc
1.	Lists of Holidays	Director	Office order
2.	Announcement of academic Calendar and semester	HoD	Office Order
3.			
4.			

5.2 Procedure:

- 1) It is mandatory for each student to wear STUDENT IDENTITY CARD during the college hours.
- 2) Students must come to college in neat and clean uniform only. Incomplete/improper wearing of uniform is punishable.
- 3) It is compulsory for students to wear lab.coat/apron during practical periods, otherwise student(s) will not be allowed to perform experiment.
- 4) All students must come to the college on time. The late comers will not be allowed to enter the class room.

- 5) Students should show respect to their teachers and staff whenever they meet them. No student should use any foul language against faculty and staff of the institute.
- 6) Unauthorized entry into department building, inside the class room, laboratory, animal house and store room is prohibited.
- 7) Unauthorized use of laboratory equipments and chemicals is prohibited.
- 8) Care must be taken of the Institute property and no one is allowed to scratch or spoil the desks and chairs or damage any Institute furniture, write or draw anything on the walls or in any way damage any article belonging to others.
- 9) Damage done even by accident or mistake should be reported immediately to the class teacher or to the Head of Department. It shall be the responsibility of the whole class if not reported on time.
- 10) Shouting or whistling, running in/around corridor or classroom inside the building should be avoided.
- 11) Smoking and/or vaping of tobacco products or other substances is prohibited throughout the Department premises. Violation(s) may result in a referral to student conduct, a fine, and/or other potential penalties.
- 12) Consumption and possession of alcohol or any other form of abusive substances is strictly prohibited.
- 13) Bullying is strictly prohibited which includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause, or any reasonable person should know would cause, physical or substantial emotional harm to another person or group.
- 14) Any discrimination, including harassment based on an individual's sex, race, color, age, religion, sexual orientation, gender identity is considered as unreasonable and unwelcome conduct. It shall invite appropriate disciplinary action.
- 15) Physical restraint, assault, or any other act of violence or use of physical force against any member of the community, or any act that threatens the use of physical force is forbidden.

6. Risk Management

S. No	Threat Description	Impact	Probability	Risk Score	Control	Status
1.						
2.						
3.						
4.						
5.						
6.						

7. Process Output

S. No	Output Description	User
1.	All formats are kept ready	Teachers , staff and students

2.	Exam results are published on time	Teachers , staff and students
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8. Metrics

S. No	Critical Success Factor	Targets
1		
2		
3		
4		
5		

9. References

9.1 Work distribution of staff in the Department of Pharmacy.

10. Exit Criteria

1.1 Office order by Head Department

11. Records

S. No.	Name of Record	Location / Path	Custodian	Retention period
1.	Students attendances	Exam file	i/c Exam cell	5 years
2.	Questions/ results/ evaluated answer scripts	Exam file	i/c exam cell	5 years

***** End *****