



## DISCIPLINE

A systematic training in the aspect of obeying rules or following a code of conduct and employing punishment to correct disobedience is discipline. To become successful, it is the most important attribute. It helps to focus and reach the goal, gives a tough mind to face challenges, and makes a person to push himself / herself to be on to the winning edge.

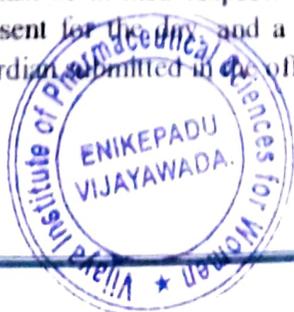
### INSTRUCTIONS TO STUDENTS:

#### UNIVERSITY RULES & REGULATIONS:

- **Attendance:** As per JNTUK, Kakinada 90% attendance is must to appear for the Semester End Examinations. Students who have 80-90% attendance are liable to be fined and students with less than 80% will be detained.
- **Mid-exams and Weightage:**
  - ✦ **B. Pharm:** Two mid exams, with objective and subjective papers. The average marks of the two mid exams is weightage which is added to the semester end exam marks, subject wise.
  - ✦ **Pharm D:** Three mid exams with only subjective questions paper for 30 marks in each subject will be conducted. The average marks of the two better mid exams is the weightage which is added to the annual exams.
  - ✦ **M. Pharm:** Two mid exams, with only subjective paper. The average marks of the two mid exams is weightage which is added to the semester end exam marks, subject wise.
  - ✦ **Pharm D (PB):** Three mid exams with only subjective questions paper for 30 marks in each subject will be conducted. The average marks of the two better mid exams is the weightage which is added to the annual exams.
- **Annual End Examinations:** As the course is annual/semester wise, exams will be conducted by the University once/twice in a year. Students must apply to appear for the End Examinations as per the University notification within the stipulated time. The information is made available on JNTUK website and also on college website: [www.vipw.in](http://www.vipw.in)

#### COLLEGE RULES & CLASSROOM BEHAVIOUR:

- Students must attend college in uniform and navy-blue canvas shoes, and to put on identity card is mandatory.
- If the student remains absent continuously for more than two days, parents have to submit a letter to the Principal stating the reason and duly signed.
- College working hours are from 09.00 am to 4.30 pm.
- Students must be in their respective classrooms by 9.00 am failing which they will be marked absent for 4 days and a message will be sent to the mobile number of the parent/guardian admitted in the office, at the time of admission.



- Any meetings/ celebrations/cultural and co-curricular activities must be conducted with the permission of the Principal during working hours of the college and in the presence of the faculty members.
- Celebrations such as birthday parties of students etc., are strictly banned in the college premises.
- Usage of cell phones in the premises is strictly prohibited. If students are found using mobiles either in the classroom/lab/corridors, anywhere in the premises, mobiles will be confiscated.
- Students must cooperate with the sweepers in maintaining the cleanliness and hygiene of the classroom.
- Decent behaviour is expected from students. College is under CC TV surveillance, and any immoral activity would invite disciplinary action.
- Students must attend lectures, practical classes tutorials and examinations etc., as per the time table, they must not be absent without prior permission from the Principal.
- No person is invited to the college without the permission of the Principal. The head of the institution reserves the right to allow or refuse permission to anyone.
- Display of circulars/notices/posters/banners without the permission of the Principal is strictly banned. Writing on benches/ walls is liable to punishment.
- Formation of Societies/Associations in the college is strictly not allowed.
- No political activity can be conducted in the college.
- Discrimination among students is strictly prohibited. In case found will be liable to punishment as per the relevant act.
- Damage of college property and equipment is a punishable offence and will lead to payment of compensation.
- Students are not allowed to communicate any information regarding college to the press and media.

#### LAB DISCIPLINE:

- Students must enter the laboratory with the white apron and blue canvas shoes.
- Students must familiarize themselves with the equipment, laboratory procedures and all safety precautions before they enter the laboratory.
- Students must tuck their hair in the aprons and wear head caps at all times.
- Students must handle chemicals with great care, no chemical can be smelled, tasted or inhaled
- Opened chemical bottles must be kept at a safe distance from face and body.
- Burners must be kept far away from inflammable substances.
- Drinking and eating in the laboratory is strictly prohibited.
- Moving around in the laboratory without purpose is not allowed.
- Experiments in the laboratory must be carried out in the presence of trained staff members.



## **LIBRARY & COMPUTER LAB:**

- Students must carry their ID cards with them whenever they visit the library or computer lab.
- No bags or books are allowed inside.
- Issue and renewal of books is as per college rules.
- Students are expected to maintain strict silence in the library.
- Students must cooperate with the library and computer personnel.
- Any damage to the library book must be compensated.
- Viewing of unnecessary websites is strictly prohibited.
- Fidgeting with the computer systems is not allowed.
- Data backup must be a priority.

## **IMPORTANT:**

- Violation of the above rules of the institution will lead to one or more punishments as hereunder:
  - Warning to the student
  - Letter to the parent
  - Imposition of fine
  - Cancellation of terms
  - Expulsion from the college for a specified period
- The principal shall have full power to inflict the above punishments in the interest of the students and the institution.

## **ANTI RAGGING POLICY:**

- College has an active **Anti ragging Committee** and **Anti ragging Squad**. Students facing any inconvenience from their senior students can report to:
  1. Dr. K. Padmalatha --- 8008651333
  2. Mr. S. Venkateswara Rao --- 9966860288
  3. Mr. A. Jayarami Reddy --- 9618924690
  4. Mrs. M. Deva Rani --- 9348308070



*Principals*  
PRINCIPAL  
VIJAYA INSTITUTE  
PHARMACEUTICAL SCIENCES FOR WOMEN  
ENIKEPADU VIJAYAWADA 52<sup>nd</sup> 108

## **PUNISHMENTS AT THE INSTITUTION LEVEL:**

Depending on the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges.
- Withholding / withdrawing scholarship / fellowship and other benefits.
- Debarring from appearing for any test / examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Cancellation of admission.
- Rustication from the institution for a period as decided.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Fine amount ranging between Rs. 25000/- to Rs.1 lakh.
- Collective Punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

## **ANTI-RAGGING COMMITTEE**

<b>S.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ROLE</b>
1.	Dr. K. Padmalatha	Prof & Principal	Convener
2.	Mr. S. Venkateswara Rao	Assoc. Prof	Staff Member
3.	Mr. A. Jayarami Reddy	Assoc. Prof	Member Secretary
4.	Mrs. M. Vani	Assoc. Prof	Staff Member
5.	Mrs. D. Santhi Krupa	Asst. Prof	Staff Member
6.	Mr. Nirmal Rajulapati	Advocate	Member
7.	Sri K. Hanumantha Rao	C.I, Autonagar police station	Member
8.	Mr. Chandana Madhu	Journalist	Member
9.	Ms. A. Geethanjali	I M. Pharm	Student Member
10.	Ms. G. Loka Swarna Deepika	IV B. Pharm	Student Member
11.	Ms. P. Megana	IV Pharm D	Student Member



**ANTI - RAGGING SQUAD**

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2.	Mr. S. Venkateswara Rao	Assoc. Prof	Member
3.	Mr. A. Jayarami Reddy	Assoc. Prof	Member
4.	Mrs. M. Vani	Assoc. Prof	Member
5.	Mrs. D. Santhi Krupa	Assoc. Prof	Member
6.	Mrs. M. Deva Rani	Office Incharge	Member
7.	Mrs. K. Bharathi Rao	Hostel Warden	Member



  
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