

Estd : 2002



# Raghavendra

Institute of Pharmaceutical Education & Research (RIPER)

(AUTONOMOUS)

NBA-UG & NAAC Accredited Institution & Accorded 2 (f) & 12 (B) Status by UGC  
Awarding University : JNTU Anantapur, Anantapuramu, Approved by AICTE & PCI, Govt. of A.P.



Dr. Y. Padmanabha Reddy, M.Pharm., Ph.D.,  
Principal

Date : 08.11.2016

## CODE OF CONDUCT FOR STUDENTS

An institution's reputation is primarily dictated by its students' accomplishments. Students are judged not only on their academic performance, but also on their behaviour, which is an important part of their overall personality.

**Students are required to adhere to the following rules of behaviour:**

Maintain proper dress code and project urself in a dignified and respectful way.

**Belonging:** Build a sense of connection to the organisation by keeping it up-to-date, clean, and friendly.

**Punctuality:** Students shall attend courses and all co-curricular and extracurricular programs as arranged by the Departments/Institution.

**Discipline:** Students must be disciplined. Indiscipline ends in penalty. They must maintain self-imposed restraint in all sports, examinations, and other aspects.

**Academic behaviour:** They must act well in classrooms, labs, computing facilities, lecture halls, libraries, and other academic and leisure spaces.

**Integrity and honesty:** They do not attempt to copy in any form of examinations.

**Gratitude:** Their actions must express gratitude for the Faculty members, and they must instill a sense of friendship and shared respect within themselves.

**Maintenance of campus:** Students are not allowed to write on walls or render unwanted scrawls on walls/doors or some other position in campus.

**Attendance:** A student may be admitted to a semester test whether he or she has attended the prescribed course of study for the applicable semester on a daily basis and has attended at least 80 % of the total.

**Respecting Diversity:** No student shall be discriminated against for his or her nationality, state, religion, caste, language, or sexual orientation, among other things.

**Drug Abuse:** students should not use drugs or some other narcotics. Students who are interested in drugs will be punished as per legal repercussions.

Principal



Saigram, Near SK University, Krishnamreddypalli Cross, Chiyvedu (Po) ANANTAPURAMU - 515 721 (A.P.) INDIA

Ph : 9866098322 / 9866025099 (O), 272177, 272170 (R)

e-mail : riperatp@rediffmail.com, riperatp@gmail.com, Website : www.riperatp.com

CHYVEDU - 515721, Anantapuramu

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**Anti-Ragging:** Ragging is a criminal offence. Students must refuse to participate in any sort of ragging. Students who engage in ragging will face legal consequences.

**Ethical behaviour:** Must adhere to the ethical standards and professional practice.

**Detainment:** If a student has satisfactory attendance, he or she will be promoted to take the exam for those subjects. Furthermore, a student who is absent would be required to repeat the same of which he is absent, whenever they are presented by the College in accordance with academic regulations.

**Legal Authority:** All student-related disputes are exclusively subject to the jurisdiction of courts at Anantapur only.

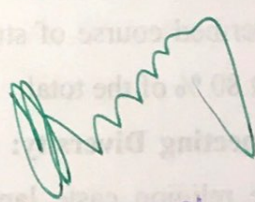
### DISCIPLINARY ACTION

Any student who engages in prohibited behaviour as described in this Code will face any of the following disciplinary actions:

**Warning:** A alert letter will be sent to any student who engages in any prohibited conduct.

**Embracing Apologies:** The student who is involved in any prohibited behaviour will be asked to provide an assurance that he/she will not continue in such or any of the prohibited behaviours in the future.

**Suspension:** If a student violates any of the rules of this Law, he or she will be excluded from the Institute. The duration of suspension must be clearly informed to the communication address of the student by the college authority.

  
Principal  
Raghavendra Institute of Pharma-  
Education and Research  
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**Debarring students from Examinations:** A student/group of students may be debarred from writing all/any/some of the examinations, if he/they commits some in-disciplinary act in examinations as per code of the evaluation under the academic regulations

**Expulsion:** This is the most serious type of corrective action which can be taken only where strict action is necessary. Expulsion refers to a student's permanent expulsion from the institution. After that, such a student will be disqualified for readmission to any of the institution's classes.

### FUNCTIONARIES UNDER CODE:

- Each instructor is assigned a group of students to track their progress and development during their time on campus. In the case of a crisis from the code of ethics, the faculty counsellor is responsible for escalating the issue to the relevant Head of Department.
- The Head of the Department is responsible for implementing the code of ethics among the students in the department and reporting any violations to the Principal.
- The Head of the Institution (Principal) is the final authority to maintain the discipline on campus and promote student compliance to code.

Principal  
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### Code of Conduct for Non-Teaching Staff

1. Every employee of the Institute is expected to carry out his or her duties effectively and faithfully in accordance with the rules and regulations established by the Competent Authority.
2. All members of the staff shall exhibit the highest level of professionalism.
3. All staff members must be punctual and disciplined in their duties.
4. All team members must ensure appropriate levels of confidentiality with respect to student and staff records, as well as other relevant matters.
5. Creating and maintaining strong relationships with students and staff and maintaining dignity by treating students with care and kindness.
6. All staff members should preserve the institute's reputation through codes of dress, general courtesy, and so on.
7. Practice mutual interest, confidence, and anonymity.
8. Practice justice through being committed to the well-being of individuals, the larger community, and the common good of all nations.
9. Fulfilling the required standards for each assigned task in order to fulfill obligations.
10. The Administration's hierarchy must be respected and upheld.

#### Probation regulations:

- Any new employees at RIPER must serve a one-year probationary term beginning on the day they begin work. The College may prolong the probation term by an additional year.

Principal

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### Rules for quitting service/terminating services:

- A probationary employee who wishes to leave the college may do so by giving the college one month's written notice or by paying the college one month's salary in lieu of such notice.
- A staff member who has served his or her probation and wishes to leave the college may do so by giving the college two months' written notice or by paying the college two months' salary in lieu of such notice.
- For terminating the service of a staff who is on probation, the college shall give one month's notice or one month's salary in lieu of such notice.
- For terminating the service of a staff who has completed his/her probation, the college shall give two months' notice or two months' salary in lieu of such notice.

### Leave Rules:

- In one calendar year, a staff member is eligible for 18 days of CASUAL LEAVE.
- Any employee who wishes to use the casual leave facilities should first obtain approval from the Principal.

**Principal**  
Raghavendra Institute of Pharmaceuti...  
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### Code of Conduct for Library

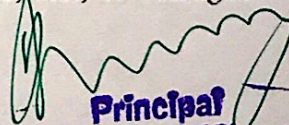
Members are expected to obey the following code of ethics in order to promote an atmosphere conducive for teaching, studying, and research:

- Others' desires for a peaceful learning atmosphere must be acknowledged, and noise levels must be held to a minimum.
- Keeping library books beyond the due date is inconsiderate to other library users.
- Smoking, dining, and drinking are not permitted in the library.
- When entering the library, mobile phones must be set to silent or vibrate mode.
- The library is not liable for any loss, theft, or damage to user/students belongings.
- Library students should show respect to all security staff.
- Students must leave the furniture, tools, and services in good condition for the next individual to use.
- Students are expected to follow directions or instructions of library and college staff.
- Students borrowing materials (books, laptops) are responsible for returning them on time and in the same condition as when borrowed.
- Anybody found in the library after closing, will be deemed to be trespassing and subject to disciplinary action.
- Library card will be provided for each individual student to issue books.
- No re-arrangement of furniture in the library will be allowed.
- Use of abusive language is not acceptable.

### DISCIPLINARY INTERVENTIONS AND PENALTIES

- Users are not allowed to participate in any illegal activity while in the library. Disciplinary measures can be taken against those who violate the Library Code of Conduct in compliance with the College Disciplinary Code.
- Students are responsible for paying any fines incurred for overdue, lost, or damaged materials charged to their library and college accounts.



  
Principal

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