



SARASWATI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Managed by Shree Saraswati Education Sansthan –Gujarat)

Recognized by the Government of Gujarat & Affiliated to Gujarat Technological University, Ahmedabad
Approved by the All India Council of Technical Education (AICTE) & Pharmacy Council of India (PCI), New Delhi

ACADEMIC REGULATIONS

1. Each student shall conduct herself/himself, within the campus of the Institute in a manner befitting a student of a prestigious institute. Each student shall show due respect and courtesy to the teachers, administrators and staff of the Institute.
2. Do not damage institute property.
3. Do not use abuse and offensive language to institute staff.
4. Unfair practice will be punishable during test and any kind of examinations.
5. College timing will be 9:30 am to 06:00 pm. Always try to reach early 09:20am at institute.
6. Students are not allowed to leave the institute during working hours without the written permission to the class co-ordinator and Mentor.
7. Institute is not responsible for any damage or loss of personal assets of students.
8. Pay fees regularly as per date display on notice board.
9. Switch off light and fans after completion of class or practical.
10. Students must keep compulsory their identity cards.
11. Use of mobile phones is strictly prohibited in college premises. If any students will be caught with use of mobile phone, he/she will be punishable with fine of Rs. 50/-.
12. Attendance must be fulfilling 75% as per university norms. Institute will not allow filling University forms if attendance is less than 75%. Any excuse is not permitted for same.
13. Leave is permitted by submitting leave note one day before to Mentor.
14. Mentors will contact parents immediately if students take more leaves without Permission.
15. Don't write anything on benches.
16. Don't make noise during lectures and don't disturb teachers during lectures.
17. Any kind of misbehavior will not allow during lectures or practical.
18. Do not argue teacher/Class coordinator/Principal anytime.
19. Do not enter the principal and staff rooms without permission.
20. Do not seat on the stairs at the entrance and college premises.
21. Do not eat any stuff in class room and laboratory.
22. Any change in address or contact no. should be immediately informed to the respective mentors.



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LABORATORY RULES

- (1) Enter in laboratory with permission of laboratory supervisor. Late entry in laboratory is not permissible.
- (2) Students are not permitted without apron, lab requirements, record book and journal in laboratory.
- (3) Do not use any instrument without entry in logbook.
- (4) Students can not operate any machinery / equipment without permission of the laboratory instructor.
- (5) Handle equipments and glasswares carefully during practical.
- (6) Disposal of waste should be done in dust bin only.
- (7) Do not throw any materials in sink.
- (8) Carefully use all the chemicals. Precaution should be taken while handling explosive chemicals.
- (9) Do not leave lab without permission of supervisor during practical hours.
- (10) Students are responsible for the cleanliness of their places.
- (11) Do not submit issued glass wears without cleaning and in absent of lab technician if any will be considered as a breakage charge.
- (12) Students have to follow all rules and regulation of institute. Student has to pay fine decided by authority of institute if do not obey any rules.
- (13) Institute is authorized to take action against student if student will not follow rules of institute.

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| B.Pharm/M.Pharm/Pharm D. _____ | Semester _____ |
| Name & Signature of student: | |
| Enrollment no: | |
| Residential address: | |
| Name & Signature of Parent: | |
| Contact no of student: (R) | (M) |
| Contact no of Parents: (M) | |