



# **MARRI LAXMAN REDDY INSTITUTE OF PHARMACY**

*(Approved by AICTE & PCI, New Delhi & Affiliated to JNTUH, Hyderabad)*  
Dundigal (V&M), Medchal (Dst), Hyderabad, Telangana, India – 500043



## **Students Rule Book**

**(w.e.f. 2021-22)**

## About MLRIP



To be an educational Institute of par excellence and produce competent pharmacy professionals to serve the community through research and the ever-increasing needs of Industry.



1. Imparting quality education and innovative research for various career opportunities.
2. Creating a conducive academic environment to produce competent pharmacy professionals.
3. Indoctrination of students adorned with high human values and make them aware of their responsibility as health care professionals.

### Program Educational Objectives

**PEO 1:** To produce graduates with sound theoretical knowledge and technical skills required for their career opportunities in various domains.

**PEO 2:** To incite the students towards research and to address the challenges with their innovative contributions for the benefit of the mankind.

**PEO 3:** To instill the essence of professionalism, ethical commitment to become a health care professional with sound integrity and adherence to the core human values in the service of society.

# **STUDENTS RULES AND REGULATIONS**

## **I) ADMISSION PROCEDURES**

### **i) Admission Process**

The college shall go through the following procedures while admitting students.

1. Getting the admission form duly filled in by the student.
2. Getting a detailed undertaking form (Format is given at the end in the form of annexure)
3. Collecting the following Certificates (two sets of duplicates)
  - a) SSC or 10 the standard
  - b) Inter or 10 + 2.
  - c) Degree (If Necessary)
  - d) Transfer Certificate
  - e) Study / Conduct Certificate
  - f) Income Certificate
  - g) Caste Certificate
  - h) Migration Certificate

Certain certificates are optional based on requirement.

1. Collecting the following material
  - a) Two Stamp size color photographs
  - b) Four Passport size photographs
  - c) Ten Address Slips
  - d) Ten Rs. 5 Stamps
  - e) Getting the Identity card form filled-up (the format is given at the end)

### **ii) Admission Counseling / Informing about rules**

The Head of the office / Admissions In-Charge require informing the student and the parent in detail about various rules and regulations of the college pertaining to attendance, discipline, and examination apart from rules related to fee payment. They shall also tell the student and the parent clearly about the rules pertaining to cancellation of admission under any circumstances and take necessary undertaking to that effect from the parent and the ward. They shall give the

rule book to them, if necessary, and take necessary help from the faculty coordinator and the principal.

### **iii) Admission Register**

The college shall maintain an admission register which will have the admission number (this number is unique number that is given to the student and cannot be transferable) roll number; Name of the Student; Parent / Guardian Name; Course Name; Date of Admission; Date of Leaving the Institute; Remarks columns being filled immediately.

### **iv) Admission Report**

The college shall submit a daily report to the Head office with the admission status in terms of reported / actually admitted / category of admission / fee paid if any and other particulars to be given. The college shall also give the data daily on the vacancy position.

### **v) Contacting the Students**

Collecting the data from the Head office / convener on various categories of admissions, the college shall contact the student immediately and verify the date of reporting etc. To avoid any vacancies arising later.

### **vi) Preparing the Final Lists**

The college shall prepare the final list of the candidates under various categories and keep the lists prepared at least one week before the submission in the concerned office.

## **II) FEE COLLECTION PROCEDURES**

### **i) Categories of Fee**

The college will receive regular communication from the office of the principal about the various categories of fees, definition, and the timing of collection. Other than this the college shall not charge any other fee.

## **ii) Timing of the Fee collection**

The fee shall be collected one week before the course begins. The time could be further extended by a maximum of one week. From this day students are given one week's time to be paid with a daily fine of Rs.10 and Rs.50 per day during the next week. If the student does not pay the fee even three weeks after the beginning of the course the student's name shall be removed from the rules.

## **iii) Mode of Fee payment**

The fee is supposed to be collected only in the form of DD to be given in favor of the said account, and not in any other format.

## **iv) Fee Receipt Method**

The student shall be given a fee receipt in the format given at the end of this manual.

## **v) Student Fee Collection Report**

The college shall send a daily fee collection report to the Head of Officer with the Details of Roll Number; Name of the Student; Course; Year; Total Fee; Fee paid; DD number; Fine collected; and Remarks.

## **vi) Fee Collection Register**

Each college shall maintain a fee collection register having one separate page for each student.

# **III) ADMISSION CANCELLATION PROCEDURES**

## **i) Admission Cancellation Procedure**

If any student intends to cancel the admission for any reason in the middle of the course shall require paying the total fee for the remaining course period (remaining number of years). Even if it is student who is studying with the help of scholarships requires to pay the fee. In no circumstances the college shall go against the admission cancellation procedures of the Institution.

## **ii) Report on Admission Cancellation**

The college shall send a quarterly report on admission cancellation to the corporate office.

## **IV) STUDENT DISCIPLINE PROCEDURES:**

### **i) College Timings**

The college timings shall be strictly followed by all the students.

1. If any student comes late to the college after the bell rings. Shall not be sent to the library and ask the librarian to take the attendance.
2. In the case of students where the late coming is more a habit, punishments shall be initiated including suspension for a week.

### **ii) Attendance – minimum needed Attendance**

The college will focus on enforcing the minimum needed attendance among the students at the college.

1. The minimum needed attendance needed is 75% (even 0.5% less than this is not acceptable) in each of the subjects.
2. Medical condonation for less than 75% and above 65% will be given only if the students intimate the college immediately (within three days) and submits the necessary medical certificates / documents.
3. Students will not be given attendance for the labs hours unless they submit practical records immediately after completing the lab session.

### **iii) Student Attendance – Informing the Parents**

1. The college will regularly (every fifteen days) inform the students about the status of their attendance. These records shall be kept as a record (with spiral binding) in the officer and these records shall be sent regularly to the corporate office of MLR educational Society.

2. If the students fall under less than 75% category no college facility like bus pass, train pass, scholarships, participation in events shall be given to them.
3. If the student has serious problem about attendance, the parents shall be informed about it through a telegram and money shall be collected from the student.

#### **iv) Student Discipline**

The college shall prepare category wise list of students (troublemakers). The faculty shall be asked to give names of students in each of the sections under five heads namely, notorious, problematic, mischievous, irregular, and lazy. Once the list is prepared the principal or concerned lecturer will start counseling the students / parents as is needed and see that some change is brought in the student. The college shall take serious action including dismissal in case of student indiscipline such as ragging, drinking in the college premises, coming to college in drunken state, using vile any objectionable language, threatening co-students, physical assault on anyone. Memos shall be issued immediately, and the record must be sent to the parent through registered post asking for explanation. If the same student indulges in more than one incident during his/ her education at the college hence shall be rusticated from the college.

#### **v) Dress Code**

All the students shall be asked to follow the dress code strictly along with hanging ID card to be displayed always while being in the campus. The meaning of the dress code for boys is formal shirt and trousers with black belt and black or brown formal shoes. For girls it is any traditional Indian dress (trousers and jeans not allowed).

### **V) STUDENT PLACEMENT PROCEDURES**

#### **i) Student Placement Procedures**

The college will begin by establishing a placement division with a placement officer. The following are the various activities to be done under placements.

## **ii) Preparing Company profiles having the Database**

The college will have the database of 500 top international companies and 500 top Indian companies. This database will consist of the address of the company, the details of their operations, the list of their expectations, the details pertaining to the HR team. It was agreed that the students will be given responsibility of developing these profiles under the guidance of a faculty member (placements coordinator)

## **iii) Developing Student Profile / Resumes**

The student profiles and resumes along with their photographs will be prepared.

## **iv) Conducting Placement Training**

The college will organize placement training for the students. These include mock interviews, group discussions etc.

## **v) Printing Placement Brochure**

The college shall print a placement brochure having all the students' profiles. The college will collect a placement fee after working out the total actual costs for placement. And no money from the college will be spent on printing the placement brochure.

## **vi) Doing Placement Campaigning**

The college should go ahead with a rigorous placement campaign.

## **VI) Student College Leaving Procedures**

The college requires taking lot of care while a student or student batch is set to leave the college at the end of course or in the middle of the course. The college should ensure that all the records and documents are ready and have them ready at least one month before the student batch is set to leave.

### **i) Student College leaving Record:**

This is the record that will consist of all the necessary information pertaining to the student like the course completion status; rank / grade / percentage of marks etc.



### **ii) Student College Leaving Certificate:**

Hence forth the colleges in Marri Laxman Reddy Institute of Pharmacy will issue a detailed student college leaving record rather than the normal Transfer certificate (TC). The students will be given a detailed note of their academic and other achievements. The format is given at the end of the manual. The college shall have the data ready at least one month before the students are set to leave.

### **iii) Study Certificate:**

The college henceforth need not give a separate study certificate for the students as all these details would be covered in the College Leaving Record.

### **iv) An Alumni Feed Back Form:**

The college shall collect the alumni feedback form filled in which are kept with the alumni coordinator and in the database.

### **v) Group Photograph:**

The college shall take a group photograph of the batch with the details of all batch mates and give it to the student at nominal cost of Rs. 25 /-

### **vi) Recommendation Letter Issue Procedures**

Henceforth the college shall use a recommendation letter designed for the purpose. The format of collecting information for the recommendation letters is given at the end. The college shall collect Rs.250 in the form of DD for issuing the recommendation letter and inform the concerned institute / university where the student is seeking admission through e-mail.

## **VII) TEACHING – LEARNING PROCEDURES**

- i) Teaching – Learning Procedures
- ii) Lab Management Procedures
- iii) Library Management Procedures

## **STUDENT – LEARNING PROCEDURES**

### **i) Teaching Methodology Procedures**

All the faculty members will use interactive audiovisual teaching aids such as LCD, OHP apart from conventional chalk and board.

Each of the classes will be divided into several groups consisting of 5-6 students. The distribution of students will be done in such a way that the group will consist of a combination of good average and below average students. These groups will be active and will participate in guest lecturers / internships and presentations and other such academic activities.

### **ii) Guest Lectures**

The teaching / learning will involve a good portion of guest lectures. A minimum of one guest lecturer in a subject of six guest lecturers in a semester for each course will be conducted. Guest lectures will be conducted on topics connected to the subject essentially having an application orientation. Students' groups are to be given responsibility of organizing the guest lectures and making presentations and sending review to the person give the lecture and present it on the notice board specifically meant for it. The format that must be used at the time of arranging guest lecture is given at the end.

### **iii) Seminars**

The student group shall be asked to give seminars. Each group of students shall present one seminar on a subject in each semester in a separately created seminar hour; each group shall be given 10 minutes and followed by 5 minutes question answer session.

### **iv) Student Assignments**

Each student group shall be given assignments. Each group will submit a minimum of two assignments per semester. These assignments questions shall be drawn from the question papers of G-PAT and other such competitive examinations.

#### **v) Communication Skills & Personality Development**

The college shall put sufficient effort into improving the communication skills of the students. Regular group discussions and mock interviews and workshops and simulations shall be conducted to improve communication skills. The college shall enter MOUs with organizations such as Vivekananda Institute of Human Excellence to effectively improve personality development of the students.

#### **vi) Project Work**

Each student will be doing a final Project at the end of the semester. The final project shall be done on the campus and with full coordination from the college. For each main project, one internal examiner will be guiding the student from the college along with an external guide in the field.

#### **vii) Adjunct Courses**

The college will be giving each student four adjunct courses (value added courses) for at no additional cost. Each adjunct course will consist of 15 hrs to 30 Hrs of learning. In the first year the student an adjunct course related to personality development / communication skills and next three years courses which are connected to subject matter and add value to the students including job propensity.

#### **viii) Industrial Tours & Educational Tours**

The college will organize Industrial tours and educational tours will be organized at the students cost. Each student will be taken to a minimum of one Industrial tour in each semester. If it is a company within the city and one company per year if the company is outside Hyderabad.

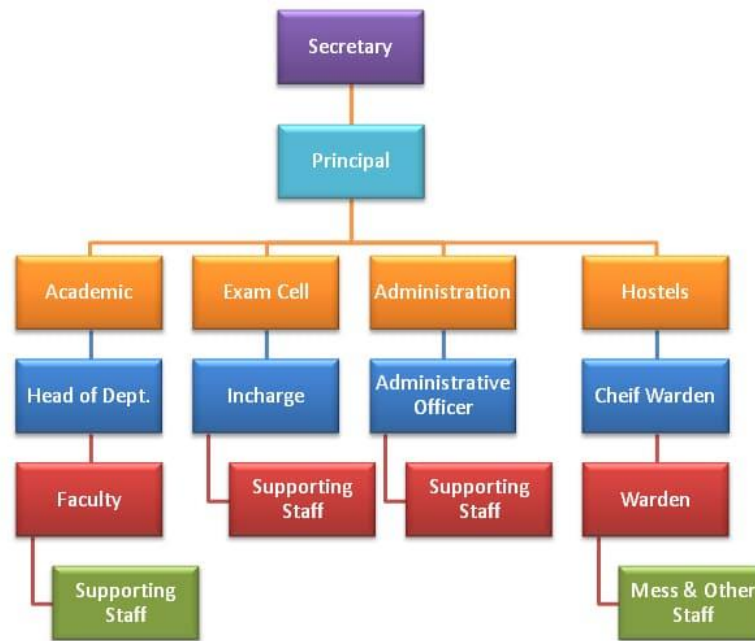
#### **ix) Student Counseling**

The teachers shall counsel students. Each faculty member shall be attached to a group of 15-20 students. The faculty shall try to motivate the students continuously and guide them to achieve their targets.

## 1.2 Decentralization in working and grievance redressal mechanism (15)

List the names of the faculty members who have been delegated powers for taking administrative decisions. Mention details in respect of decentralization in working. Specify the mechanism and composition of grievance redressal cell including Anti Ragging Committee & Sexual Harassment Committee.

### ORGANIZATIONAL CHART:



### VIII) Grievance Redressal committee:

The objective of the grievance Redressal procedure is to provide an easily accessible machinery for settlement of grievances and to adopt measures in the college undertakings as would ensure expeditious settlement of grievances of staff/Student (teaching and nonteaching) leading to increased satisfaction on the job and resulting in improved productivity and efficiency of the organization.

### **Functions and Responsibilities:**

1. The grievance committee shall consider only individual grievances of specific nature of members of the teaching and nonteaching staff, Students raised individually by the concerned aggrieved employee.
2. The grievance committee shall not consider any grievance of general applicability or of collective nature or raised collectively by more than one employee.
3. Complaints relating to any staff/Student arising out of the implementation of the policies/rules or decisions of the organization. It can include matters relating to leave, increment, acting arrangements, non-extension of benefits under rules, interpretation of service rules etc of an individual nature.
4. The Grievance Redressal Committee shall be responsible for collective agreement dealing with grievances.
5. The Committee expects that Grievance Redressal be time bound and result oriented. Every Grievance is expected to be resolved within a maximum period of fifteen working days.
6. The final responsibility for Grievance Redressal rests with the Chairman Cum members are responsible for resolution of Grievances relating to their respective territory.

### **Policy:**

Grievances may be real or imagined, but in either case, it is essential that the grievance is brought to light, discussed and the matter resolved to the satisfaction of all concerned. Failure to do so will only result in the grievance becoming a worsening source of conflict and eventually ending in a far more serious problem.

### **Action taken procedure:**

The Grievance Procedure will be implemented as follows:

#### **Step 1 – Immediate Senior**

1. In step 1 the student/employee must discuss his grievance with his immediate Senior or higher authority in case of a grievance against an immediate supervisor.

2. The Senior must solve the problem within two working days and inform the student/employee.
3. If the outcome is unsatisfactory, he may proceed to Step 2.

### **Step 2 – Department / Organization Head**

1. The student/employee writes his grievance as an official letter and presents it to the HOD/Organization Head
2. The HOD will solve the problem within two working days and inform the student/employee.
3. If the student/employee is not satisfied with the outcome, he may proceed to step 3.

### **Step 3 - Grievance Hearing**

1. The matter is referred to the Management by handing the grievance form along with other relevant written information.
2. The Management shall convene a grievance hearing and attempt to resolve the matter within a period of ten working days. The decision of Management shall be final.

### **Procedure for Redressal of Grievances:**

1. An aggrieved staff member shall take up his/her petition in writing to his/her immediate superior (HOD) who will try to solve the matter within 10 days.
2. If not redressed, it would be forwarded through HOD to the Grievance Redressal Committee and the receipt to be acknowledged in writing.
3. The committee shall study the petition and after looking into the relevant documents, discuss it with those concerned and submit its recommendations and report to the principal within a month's time.
4. All the discussions will be minuted and confidentiality is maintained.
5. In the case of any petitioner who is not satisfied with the recommendations made by the Grievance Redressal Committee he/she can directly approach the director/management.

### **Procedure for Redressal of Students Grievances:**

1. First the grievance should be addressed informally to the class coordinator/ HOD/ warden/ mentor of students.
2. If it is not resolved, the grievance should be submitted in writing to the class coordinator/ HOD/ warden/ mentor of students.
3. The grievance should be individual /specific in nature.
4. If it is not resolved within 10 working days, then the grievance should be submitted in writing to the Grievance Redressal Committee (GRC).

The GRC, after a detailed study and proper discussions will submit its report/ recommendations to the principal.

### **IX) Anti-ragging Committee:**

Ragging is strictly prohibited inside and outside our campus. The Anti-Ragging Committee constituted for this purpose by the constituent institutes is empowered to take an immediate action against any untoward incident and counsel the fresher. Students seeking admission shall have to furnish undertaking in this regard. The student will be required to give an undertaking in the pro forma, signed by himself/herself and his/her parent/guardian to the effect that he/she is aware of the college approach towards ragging and the punishment to which he/she shall be liable, if found guilty of ragging. All the students admitted under the institute will have to observe and abide by the discipline rules prescribed by the college and he/she will submit to the disciplinary jurisdiction of the Head of the Institution. The general and other competent officers or authorities or bodies of the college as the case may be and, in this respect, he/she has to submit the declaration in the pro forma at the time of admission. To enhance familiarity and to acclimatize the fresher to the academic and social environment of the campus, the institute organizes an orientation session in the first week of each new academic calendar.

The Institute has taken several stringent measures to prevent ragging as per the directions of Hon'ble Supreme court and UGC regulations 2009. A few of these measures are as under:

**Anti Ragging Committee:** The Anti ragging committee is headed by the Head of the institute; other committee members are the Dean, representatives of senior students, representatives of first

year students and their parents. The committee is overall responsible for anti-ragging measures in the Institute as per UGC regulations.

**Anti ragging Squad:** The Anti Ragging squad will monitor and will have surprise checks at vulnerable places. It will also investigate any incident of ragging and will recommend the punishments to Anti Ragging committee for suitable action as per clause 9.1 of UGC regulations 2009.

As per orders of the HONORABLE SUPREME COURT and UGC Regulations, 2009, Ragging in all its form is totally banned in the Institute. Anyone found guilty of ragging and/or abetting ragging, actively or passively or being part of a conspiracy to promote ragging, will have to face any one or more of the following punishments:

FIR with Police

- Suspension/ expulsion from the hostel.
- Suspension from attending classes.
- Debarring from Campus placement
- Debarring from appearing in any test/ examination
- Rustication from the institution for period ranging from one to four Semesters.
- Entry on the Character Certificate regarding the punishments received.
- Cancellation of admission.

#### **X) Sexual Harassment:**

**Definition Sexual Harassment:** Sexual harassment can be defined as 'unwelcome' sexually determined behavior (whether directly or by implication) as:

- Physical Contact and Advances
- Demand or request for sexual favors.
- Sexually colored remarks.
- Showing pornography; and
- Other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.



**The following is also covered within the definition of sexual harassment:**

- Eve-teasing,
- Unsavory remarks,
- Jokes causing or likely to cause awkwardness or embarrassment,
- Innuendos and taunts,
- Gender based insults or sexist remarks,
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,
- Touching or brushing against any part of the body and the like,
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets, or sayings,
- Forcible physical touch or molestation.

**The Objectives of the Committee are:**

- To prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.
- To lay down procedures for the prohibition, resolution, settlement, and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees.
- To deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.