

### RULES AND REGULATION

1. All students admitted in the RCT&RC must follow the rules and regulation that may be framed from time to time by the management. Students are required to maintain absolute self-discipline in the RCT&RC, campus and in the hostel violation of the rules will result in severe disciplinary against the offenders.
2. Every student will have to attend classes and practical work regularly as per the Pharmacy Council of India, New Delhi requirements.
3. Each student is responsible for the proper handling and safe custody of any apparatus or equipments that he/she may be using. In case of any damage or loss to the college property by unfair means, the student will have to pay to cost or repair or replacement.
4. In case of illness, permission shall have to be obtained from the principal to remain absent from studies.
5. Every student shall have to remain in the hostel. Staying outside the hostel will not be allowed. Parents or guardians of the students may appoint any body as local guardian if so desired. In case if appointed of local guardian, the entire person data along with the photograph of local guardian will have to be submitted on the request of local guardian, if a student is allowed to go out of the hostel, the responsibility will be of the parents who have appointed the local guardian.
6. The local guardian can see their ward on sundays only. In case of emergency permission shall have to be obtained from the warden.
7. Rules and regulation of the hostels shall have to be followed and order of the warden will have to adhered to.
8. Students must show obedience to all the members of the staff as well as to the managing authority of the RCT&RC.
9. All communication from the students should be addressed to the Principal.
10. In matters of administration, training and discipline, the decision of the principal shall be final and binding on all students alike.

#### Cellular Phones and Pages:

Cellular Phones and pages are distracting to other students and to faculty. They will not be used in classrooms, lecture halls, libraries or common spaces and must be turned off during examination.

#### College Standards

Withdrawals from RCT&RC will result from the following:

1. Unlawful use of fire alarms and fire extinguishers.
2. Possession of fire arms, weapons or illegal knives.
3. Forced or unauthorized entry to lockers, mailboxes, rooms, buildings.
4. Being in possession of stolen property or unauthorized keys.
5. Possession or use of alcohol or illegal drugs.
6. Possession or use of Cigarettes /tobacco & alcohol.
7. Verbal or physical harassment and assault of students or staff.
8. Sexual misconduct including harassment pornography, assaulter Imorality in any form.

Note: Harassment is a behavior by one person towards another which is insulting, intimidating, humiliating, malicious, degrading or offensive. It may be physical, verbal emotional or sexual and the victim may feel discomfort, embarrassment, or fear of their safety. It is expressed that all students will adhere to the following behaviors.

1. Be truthful when called to account for their actions or when seeking permissions.
2. Comply with request made by any staff member when staff is upholding college expectation.



3. Exhibit respect towards all persons and in all relationships.
4. Be respectful of the person property of others, including college property.
5. Use the most appropriate, positive, affirming language (including body language) and refrain from the use of profanity, euphemisms or slang in all collect interactions.

#### **A Safe Environment**

Matches, lighters, fireworks, candles, etc. provide a potential fire hazard. The Campus must be free of any kind of knives or like instruments, which may pose a potential danger to others. Personal and community safety makes it imperative that the RCT&RC be free of the above hazards. In terms of disease, spitting in public areas is unacceptable. All open cuts should receive medical attention prior to attending class or any social or athletic activity.

#### **Ragging :**

Ragging is strictly prohibited in the RCT&RC campus as well as in the hostel. Both junior and senior students are required to maintain cordial relationship with each other and a disciplined atmosphere in the RCT&RC campus.

#### **Library:**

The Library is available for students use during the following time frames:

**10:00 am to 5:00 pm - Monday - Friday.**

**10:00 am to 3:00 pm on Saturday.**

When utilizing the Library the following principles must be adhered to:

#### **(A) Borrowing:**

- (a) The student having Library cards is only entitled to borrow books from the library and is responsible for the books taken by him/her.
- (b) Students can borrow only two books at a time and keep it for a maximum period of seven (7) days.
- (c) The fine of Rs. Ten (Rs. 10/-) per day will be charged for each book kept for more than prescribed time.
- (d) The normal loan period for a book is seven (7) days.
- (e) Library materials are to be returned by the due date. Some materials may be renewed.
- (f) Library materials and fines are to be settled prior to all exams and the release of final grades.
- (g) Library materials are to be returned to the circulation desk.
- (h) Reference materials (marked "R") and magazine, newspaper, and vertical files are to remain in the library.
- (i) The book lost or damaged in any way shall be replaced by the borrower otherwise he/she will be liable to pay the current price of the book plus Rs. Fifty (50/-) as procurement charge.
- (j) Book issued in one's name will not be transferred in any other student's name.

#### **Identity Card:**

All students are issued with a RCT&RC Identity Card on registration at the Commencement of their studies. In the case of students whose registration extends over more than one session, revalidation of the card will be necessary at the beginning of each session.

The Card remains the Property of the school and may be withdrawn at any time and shall be surrendered if the holder ceases to be students of the RCT&RC.

The use of the card is personal to the individual to whom it is issued and no students shall permit the use of their card by another person, whether a member of the RCT&RC or not.

No students may make use of an identity card belonging to another person for any purpose. No students may use or tamper with a student's identity card in such a way as to use or gain benefit from or access to buildings, services or other facilities of the school to which they are not entitled. Students are required to produce the card to confirm their identity when asked to do so by a



member of RCT&RC Staff.

Students must carry the Identity Card during the College hours or when ever they are going out. No students shall be permitted in the College/Class without Identity card.

### **Common Room**

The students may purchase meal tickets at the Business Office or bring their own lunch and eat in the Cafeteria. Individual items such as soup, salad or drink may be purchased from the cafeteria. Food and drink is to be consumed in the cafeteria. The Library, Classrooms, and hall or Institution are to be respected as a food/drink free environment. Special meetings involving lunch in the classroom must have the prior authorization of the principal.

### **Extracurricular Activities:**

#### **A. General**

Students activities are extracurricular and supplement the regular college curriculum. Students activities are voluntary and do not carry credit towards graduation. They take the form of special interest group, honor societies, athletic teams and other extensions of classroom work. All extracurricular activities are designed to promote character, building qualities or participation and leadership ability. The superintendent and college as required by state accreditation standards shall approve extracurricular activities and the eligibility requirements. All students organization and activities shall be under the direct supervision of the RCT&RC principal or a designee and shall supplement the regular programs of the RCT&RC. They should be evaluated periodically to ensure that interruption of the instructional Programs are avoided. Students should not be permitted to engage in such organization and activities to the detriment of their classroom work.

**Categories:** Extra curricular activities are divided into four general categories.

1. Intercollegiate and intramural athletics,
2. Activities stemming directly from classroom studies. Examples are students government, musical production, dramatics, debate, the college newspaper and literary publications.
3. Activities designed to promote interest in academic achievement and / or specific subjects areas. Examples are the National Honor society and subject matter organizations.
4. Activities, which promote general education goals and are college-oriented. Examples are service and special interest clubs.

#### **B. Access to extracurricular Activities**

Access to and participation in extracurricular activities shall be open to all students as provided in state and federal regulations and RCT&RC policy Access to programs.

#### **Hostel Facilities: (Only Girls)**

The Colleges has a hostel. In this hostel, the facilities for lodging and Boarding, supply or water recreation room, visitors room, securities and telephone facilities have been provided round the clock.

#### **Hostel Charges (Only Girls)**

3500/- per month for lodging and boarding payable per academic session July - June at the time of admission. Hostel Security Deposits 5000/- (Five thousand only).

#### **Discipline**

The Students will have to abide strictly by the rules and regulations of the college and hostel during it studies enforced from time to time. Any violation will be strictly dealt with. The Principal reserve the right to rusticate students found indulging in acts prejudicial to the interest of the institute or involved in gross indiscipline or immoral act.

#### **Note:**

Cost of prospectus in cash Rs. 500/- and be post in shape of DD in the name of Ranchi College of Technology & Research Centre, Payble at Ranchi.

Hostel Security (Refundable) shall be charged once at the time of admission.

Council Exam fees, course fee, shall be charged separately.



Amount or any deposit once paid will not be refunded, transferred to any other school, course/individual after admission is given.

The management reserves the right to amend or charge the fee structure at any time.

**Lecture Hall :**

The Institution has spacious, well ventilated & well-furnished lecture halls which provide the students with a study atmosphere for better thinking & interactions.

**Laboratories :**

The labs have the required machineries, instruments, Chemicals and other safety means as indicated by the Pharmacy Council of India. The students are being adequately trained both in theoretical content and practical by eminent teachers relevant to the departments concerned. The out students from our college acquire a good practical knowledge which forms the basis for their future placements and progress. The institution has the following laboratories.

Pharmaceutics, Machine Room and lab, Pharmaceuticals Biotechnology, Pharmaceutical Chemistry, Pharmacology, Pharmacognosy, Pharmaceutical Analysis, Central Instruments Room, Balance Room and Computer lab.

**Audio Visual Aid :**

In Audio Visual Aid room is available for students to create their own audio visual aids laboratory is equipped with extensive audiovisual equipment to assist in the presentation through, LCD projector, Slide Projector, Film Projector, video and 35 mm slide images to television, over-head Projector & pedia scope allows active demonstrations, text or diagrams to be displayed. This ensure that all eat in positions in the laboratories ate able to views any presentations.

**Admission From :**

Admission from attached with the prospectus duly filled in all respects shall be submitted to the principal of the RCT&RC along with the required documents. xerox copy of the form shall not accepted.

**Medium of Instruction :**

One medium of instruction shall ve English

**Mode of Selection :**

Selection are made on the basic of merit/aptitude test.

**Documents to be submitted along with the application form :**

1. Copy of Marks Cards ( Self attested) of qualifying examination (X & Inter Science).
2. Copy of the SLC Certificate ( Self attested) prove date of birth.
3. Copy of Character & Conduct Certificate (Self attested).

