



Shri. Yashwantrao Bhonsale Education Society's

**YASHWANTRAO BHONSALE COLLEGE OF PHARMACY**

Bldg. No. 02, BKC, A/ P: Charathe - Vazarwadi, Tal: Sawantwadi, Dist.: Sindhudurg, Maharashtra- 416 510  
Approved by AICTE, PCI, New Delhi, Govt. of Maharashtra, DTE. Affiliated to Mumbai University (B. Pharm, M. Pharm)  
and MSBTE (D. Pharm) DTE Code: 3480; University Code: 1027; MSBTE Code: 1878

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**Mr. Achyut K. Sawantbhonsale**  
Executive Chairman

**Dr. Vijay A. Jagtap**  
Principal

**Code of Conduct for Hostel Students**

1. All residents are expected to maintain standards of behaviour. They are expected to behave courteously and fairly with everyone both inside and outside the campus
2. Ragging is strictly prohibited in any form; if someone found guilty, severe action will be taken. It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting this is also an offence. Students should report any such incident immediately to any member of the Anti Ragging Committee / Warden / Principal / Rector directly at any time of the day / night
- 2) All visitors to the hostel including the parents/guardian will have to make necessary entries in the visitors' book available at the hostel entrance with the security guard. All parents are allowed to meet their wards only on Saturday and Sunday.
- 3) No unauthorized property or unauthorized guests in their room are required for students to retain.
- 4) Guest or **in any other case** are strictly prohibited to **stay overnight** in any **section** of the hostel.
- 5) All students are expected to be back in the hostel by 7.00 in the night. If any student wishes to be away, should take permission from the concerned authority with appropriate reasons and prior confirmation from parents.
- 6) No student should stay away from his/ her room during the night except with prior written permission of the warden. Any student, who wishes to leave the campus temporarily or otherwise, should obtain the permission of warden in writing. Those applying for permission must state the date and time of his/her intended departure and return as well as the destination and enter all these details in the in-out register maintained in every hostel.
- 7) The students are advised not to keep large amount of cash or valuables in the room. The student is responsible for the safety of his/ her belongings inside the room. Students should provide their own locks and should take proper care of their belongings. Students should lock their room properly when they go outside. Each roommate must keep a key of the door lock of her room.
- 8) Students should deal with hostel types of equipment, furniture, mess property cautiously, and be restricted to abuse or tamper with it. If so then a relevant fine will be charged by the hostel management.
- 9) Students have to use water and electricity judiciously. If fan, tube, etc., found ON in the absence of the students at their rooms, fine will be charged by hostel authorities. Residents must switch off all lights and fans, and electrical appliances including mosquito repelling machines if any before leaving their rooms. This is necessary to avoid an inadvertent fire.
- 10) Garbage and wastage **only** be **put** in a **garbage container available nearby** hostel premises. Housekeeping facility **available** on a **particular** day. Rest of **the other** days **students** has **to take care of** cleaning
- 11) Students during their stay in the hostel will be governed by the hostel management rules.
- 12) Students can use the service of their own friends but students are limited usage of housekeeper for personal work .
- 13) Students are restricted entering rooms of other students without permission of the inmates.
- 14) Every case of illness and accident must be reported immediately to the hostel authorities.
- 15) Function or celebration shall be organized in the cafeteria and restricted at hostel premises except with the permission of the concerned authorities. Birthdays should be held in a common place for



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one to two hours between 8.00 pm to 10.00 pm. There should not be any kind of physical discomfort. No outside guest or interference of any kind will be allowed.

- 16) Playing music/record player, talking on cell phones etc. loud enough to cause disturbance to his/her neighbour(s) is prohibited. Defaulters will be punished. Repeated acts will render cancellation of allotment of Hostel room. You may use earphones while listening to music.
- 17) Playing any kind of outdoor games inside the hostels/corridors is not permitted. Neither is partying in the rooms, in the corridors or anywhere in the hostel permitted whatever be the occasion.
- 18) Students suffering from contagious ailments will be confined from living at a hostel. The decision of the management in this regard will be final and binding. All instances of illness ought to be reported to the Medical-Officer of the institute through the concerned authority. If a resident falls sick, he/ she or roommate/friend must immediately inform the caretakers/block supervisors/ person on duty who will make arrangements to shift/ evacuate the student to the hospital and look after him/ her. All cases of sickness must be immediately reported to the Medical Officer, at YBCP Hostel, the Out-Patient/Emergency Department for necessary treatment. Important Telephone Nos.
- 19) The hostel administration should be informed of any questions about differences amongst college students and concerns about the robbery. Student lodging complaints with the police is severely restricted Before obtaining prior authorization from the hostel administration .Any complaint from the society will result in strict action.
- 20) Students indulging in use of abusive and threatening language, physical fights, use of force to get unfair act accomplished, etc. will be punished. Further, they are liable to be expelled from the hostel/ Institute. student keeping any fire-arms, lethal weapons, poisonous things or intoxicants of any kind in the Hostel is strictly confined . Students should never adopt law in themselves.
- 21) Students must look up the Hostel Notice Board regularly to acquaint themselves with latest information/orders All instructions/ notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board everyday.
- 22) The authorized member of the Institute staff can inspect the room of any student in the hostel at any time. Hostel inmates are supposed to keep I-cards with them and must present the same to any hostel or institute authority whenever asked for. Students must always carry their Identity Cards with them.
- 23) Any complaints or suggestions should be reported to hostel rector first.
- 24) Any eventuality that may manifest outside campus, the responsibility does no longer lie with the Institute authorities. The Institute authority are no longer responsible for Any eventuality that may manifest outside campus
- 25) Individual room cooking, dining , backing, grilling is prohibited. One can cook and eat exclusively within given passage only.
- 26) No electrical appliances are allowed, such as heaters, geysers, coffee makers, iron presses in the hostel. No wet clothes should be dried on the furniture or in corridors/ balconies. The Rector has the right to confiscate any such clothes hung for drying in the balconies.
- 27) Residents who wish to vacate the hostel must meet the caretaker for necessary formalities. Permission of the students' parents along with certain documentation is mandatory. While planning to vacate the hostel refund rules must be consulted.
- 28) Permission of the students' Parents and Guardian Teacher along with certain documentation is mandatory. While planning to vacate the hostel refund rules given at the end of this book must be consulted.
- 29) When there is a vacant seat in the room, the duplicate key of the room must be deposited with the Warden of the block to facilitate allotment of the vacant seat to another student.



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- 30) Students are requested to avoid singing aloud, shouting or making all types of noises which are likely to distract the attention of those who may be studying in their rooms or hostel libraries.
- 31) Pets of all kinds are prohibited inside the hostel.
- 32) Feeding stray dogs or cats in the hostel premises is not permitted.
- 33) Fire Hazards and Safety: Candles and incense are a fire hazard and are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. Burning/bursting of crackers, carrying of crackers to the rooms and lighting of lamps/candles are banned strictly in and around the hostel premises throughout the year.
- 34) In case of Fire: Residents must raise an alarm and call the hostel Caretaker. They should also alert the BKC Security.
- 35) Anything which interferes with students' studies must be avoided at all times. Silence Hours will be observed from 10 p.m. to 06 a.m. on all days. No noise of any sort will be permitted during the Silence Hours. Serious action will be taken on the breach of this rule.
- 36) Residents must not go to others' rooms and disturb the inmates. Complaints from other residents will be investigated and action taken accordingly.
- 37) All hostel inmates must report any disciplinary matter or problems concerning them or their room-mate/ neighbour(s) coming to their notice to the Warden/ Chief Warden through block supervisor/ caretaker or directly. In case their room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices the same must be immediately brought to the notice of the Warden or the Chief Warden.
- 38) No televisions are permitted to be kept in the hostel rooms by the students. Students have to watch TV in the common TV room provided in the hostels
- 39) The hostel timings will be strictly adhered to. Library timings are up to 6.00 p.m. All residents will return to the hostel by 07.00 p.m. At 07.00 p.m. hostel gates will be closed. Students who wish to go to any place such as Railway station etc. for the night trains must take prior permission at least one day in advance from the Warden/ Chief Warden. Any student found loitering in the campus after 07.00 midnight is liable to be questioned by Security staff. They are liable to surrender their I-card to security staff on duty.
- 40) Latecomers Residents returning late to their Hostels will be fined Rs.500/-. The Parents of residents coming very late or who are habitual offenders will be informed. In acute cases the resident may have to vacate the Hostel.
- 41) Students from one hostel are restricted to enter other hostels. The entry of all males is strictly forbidden inside ladies' hostel. Likewise, ladies are not permitted to enter the gents' hostels.
- 42) Waiting List for changing Hostels/ Rooms: Students desirous of shifting to different rooms within their present Hostels must put their names in the 'Waiting List' being maintained at respective Hostels and the Chief Warden's Office. Such students will be accommodated based purely on the waiting list seniority.
- 43) All maintenance complaints/requirements will be attended to by chief warden. Complaint(s) must be entered in the register(s) available with Block Supervisors of their hostels. The complaints will be attended to expeditiously and are monitored by the Wardens/ Chief Warden.
- 44) Residents are denied to employ any outsiders for any such job without the permission of Chief Warden.
- 45) The rooms and surroundings must be kept clean. The service of the cleaners must be obtained to ensure that the rooms are swept and toilets cleaned while the residents are in the room. The block supervisors are at the service of residents.



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- 46) Residents are responsible for the cleanliness of their rooms. They should see that the rooms are properly swept every day. All waste paper and refuse must be placed in receptacle provided for that purpose.
- 47) The electric points provided in each room are to be used for connecting table lamps. Use of any domestic electric appliance etc. is not permitted. YBCP college notifies a list of appliances permitted to be used in the room. Infringement of these rules will be severely dealt with. For the use of authorized electric appliances permission of Chief Warden may be obtained from Chief Warden. Any private unauthorized electric appliance found in any of the rooms without permission will be confiscated and disciplinary action initiated.
- 48) Residents must bring to the notice of the warden any failures/breakdown in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system. The service of an electrician will be made available round the clock for attending to any defect in the electric system or fittings.
- 49) Water is an essential but scarce commodity. All residents are requested to use water judiciously and preserve it. Leakage etc. in the bathrooms should be immediately reported through warden.
- 50) All complaints regarding repairs/maintenance in the Hostels must be entered personally by the students in 'Complaint Registers' maintained in all the Hostels. These complaints are attended to expeditiously by YBCP Hostel concerned staff. All complaints are also monitored regularly by the Warden/Chief Warden.
- 51) Similarly, 'Suggestion Book' is available in all Messes. Students/members may enter/drop their suggestion regarding quality, quantity and variety of food in these registers/boxes which are perused by Chief Warden for remedial action. Valued suggestions of residents are given due consideration.
- 52) For other complaints if any, applications shall be made in writing addressed to the Warden/Chief Warden and handed over to the Hostel Caretaker/ Senior Mess Manager at the Hostel/Mess office. Complaints will be resolved expeditiously by the Wardens / Mess Managers themselves. Advice and assistance of the Chief Warden will be taken when needed. For investigation of any of the complaints the Warden may call the concerned resident or hostel employees to his/her office.
- 53) The resident shall not remove any fittings from any other room and get them fitted in his/her room.
- 54) Residents are required to park the cycles only in the space provided for them in an orderly manner. No cycles / vehicles should be parked at the entrance or in the corridors.
- 55) Students are not allowed to organize their own personal trips without prior permission from wardens and parents. No last-minute permission is granted. Should be intimated at least a day before leaving.
- 56) Students are confined from spiting/pasting/scribbling anything on the walls and using the hostel Terrace and if found they will be subjected to a fine of Rs. ----
- 57) No gambling of any kind shall be allowed on the premises of the hostel.
- 58) Birthdays should be held in a common place for one to two hours with prior permission of rector. There should not be any kind of physical discomfort. No outside guest or interference of any kind will be allowed.
- 59) Consumption of tobacco (Smoking, Gutkha, Pan), Chewing Gum in the hostel is strictly prohibited.
- 60) The Chief Warden reserves the right to break open rooms in case of any violation of hostel rules, suspected unlawful activities or on a perceived security risk.