

OFFICE OF THE PRINCIPAL, KIIT SCHOOL OF PHARMACY, BHUBANESWAR

No. KIMS/KSP/572/2025

Dt.11.12.2025

It has come to the notice of the undersigned that certain instances of indiscipline have been observed among students. In order to maintain decorum and a conducive learning environment, all students are hereby instructed to strictly adhere to the following guidelines:

- 1. Late Arrival in Classes:** It has been observed that some students are arriving late for both theory and practical classes. This is unacceptable and disrupts the academic environment. No excuses for late arrival shall be entertained in the future. Students are expected to report to their respective classes on time without fail. Students arriving more than five (5) minutes after the scheduled start time of the class will not be allowed to enter and will be marked absent.
- 2. Dress Code Compliance:** Students must attend classes in proper uniform, wearing their ID cards and laboratory coats (where applicable). Students failing to comply will not be permitted to enter the classroom or laboratory, and no attendance will be marked for them.
- 3. Mobile Phone Usage:** The use of mobile phones during class hours or in the presence of faculty members is strictly prohibited. Students must keep their phones switched off or in silent mode and place them inside their bags, which should be kept in the designated corners of the classroom. The institution will not be responsible for any lost or missing devices.
- 4. Uninformed Movement During Class:** Leaving or entering the classroom during lectures without the teacher's permission is strictly prohibited and reflects poorly on the class as a whole.
- 5. Classroom Conduct:** Unnecessary talking or gossiping during lectures disrupts the learning environment. Students are expected to maintain decorum and discipline during all academic sessions.
- 6. Absenteeism:** Students must inform their mentors in advance if they are unable to attend classes. However, informing a mentor does not automatically grant attendance for the missed class.
- 7. Seminar Presentations:** Students must present their seminars as per the scheduled date. Absence from seminar presentations without official permission will not be entertained, and no alternate dates will be given.
- 8. Attendance Queries:** Any complaints regarding monthly attendance, as posted on the notice board, must be brought to the attention of the respective subject teacher within five (5) days of the notice being displayed. No complaints will be considered thereafter or at the end of the semester.
- 9. Practical Classes:** Students must bring their observation copies and duly completed practical records to every practical class. Without these, they will not be allowed to attend the practical class. Attendance requirements for both theory and practical classes will be as per PCI norms and calculated separately.

All students are expected to take these instructions seriously and ensure full compliance.


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