

## Important College Policies and Regulations

Date: 05/04/2024


Dear Faculty, Staff, and Students,

I hope this message finds you well. As Principal of JRG College of Pharmacy, it is imperative that we maintain high standards of discipline and professionalism within our institution. In line with this, I would like to bring to your attention several important policies and regulations that must be adhered to by all members of our college community:

- College Timing:**
  - Teaching and non-teaching staff are expected to be present on campus from 9:00 am to 5:00 pm.
  - A person arriving later than 9:10 am on three occasions will incur a deduction of half-day pay.
- Student Timing:**
  - Students are required to arrive on campus no later than 9:15 am.
  - Failure to comply with this timing will result in disciplinary action.
- National Anthem:**
  - It is mandatory for all teaching staff, non-teaching staff, and students to assemble for the national anthem at 9:15 am daily.
- Energy Conservation:**
  - To prevent unnecessary electricity wastage, it is mandatory for everyone to switch off fans and lights when not in use.
- Water Conservation:**
  - We must use water responsibly and avoid wastage within the campus premises.
- Maintaining Discipline and Professional Attire:**
  - All members of the college community are expected to uphold discipline and always wear professional attire.
  - Any unprofessional behaviour or attire will result in strict disciplinary action.
- Mobile Phone Usage:**
  - Mobile phone usage is strictly prohibited in classrooms, laboratories, and the library for students.
  - Any student found using mobile phones in these areas will face penalties.

These policies are put in place to ensure a conducive learning and working environment for all. I urge everyone to cooperate and abide by these regulations diligently.

Thank you for your attention to these matters. Let us all work together to uphold the values and standards of our esteemed institution.

  
PRINCIPAL  
JRG College of Pharmacy  
Barunei, Khordha-752057

Principal