



ROFEL SHRI G.M. BILAKHIA COLLEGE OF PHARMACY

APPROVED BY ALL INDIA FOR COUNCIL FOR TECHNICAL EDUCATION (AICTE) AND PHARMACY COUNCIL OF INDIA (PCI)
AFFILIATED TO GUJARAT TECHNOLOGICAL UNIVERSITY, AHMEDABAD

Run by Rotary Foundation for Education and Learning (ROFEL) Trust

Estd. In 1999

ROFEL NAMDHA CAMPUS, Vapi-Namdha Road, P.B. No. 11, Vapi (West) - 396191, Dist.- Valsad (Gujarat)
Tel: 9727723722 | 42 | 62; Email: rofelpharm@gmail.com; website: www.rofelpharma.org

GENERAL RULES AND REGULATIONS OF COLLEGE

- 1. Working Hours: 8.00 am to 4.00 pm**
- 2. Teaching hours: 9.00 am to 4.00 pm.**
- 3. FEE:** Annual Fee as prescribed by Fee Regulatory Committee is to be paid every year in two installments in due time as notified by college authority. Fee is payable only through Cheque, Bank Drafts and digital transfer only (Cash, Postal Order etc. are not acceptable). Students should contact the college office to get bank account details for fee transfer through NEFT/RTGS.

The fees and other charges are subject to revision by the Fee Regulatory Committee duly constituted by Govt. of Gujarat. In the event of such revision, all the enrolled students shall have to pay the revised fees/ charges.

Late Fee Fine: If the semester fee is not deposited by the last date, a late fee fine shall be applicable as decided by the college authority.

Refund of Fee: Refund policy as notified by Admission Committee for Professional Courses (ACPC) if followed by college. Please refer the information booklet of admission committee

In addition to the fees, students will have to pay dues/fines if any imposed on them due to any damage or loss of library books, equipments, glassware or institutes other property.

- 4. I-Card:** An RFID I-Card will be issued by college office after receipt of enrolment number, which shall be valid till completion of course. The in and out time should be punched on the biometric machine on regular basis at every entry and exit to the building. It is essential for the student to carry his/ her Identity Card when in college.

This card should be produced while using the college library, at important functions of the college and whenever the identity of the student is required to be established. The student is required to show his/ her Identity card to staff, if asked to do so. The student must report the loss of any Identity Card in writing to the College office. A duplicate I-Card may be obtained from College office on payment of prescribed charges.

- 5. Enrolment, Eligibility, Examination, Reevaluation/Rechecking Forms and Fees:** Students are required to fill various forms with fees on or before due dates as notified by the College/ University alongwith the prescribed fees. No request will be entertained by the college after the last date notified.
- 6. LIBRARY FACILITIES:** Students are advised to make full use of library books and journals. The books in the library, however, are not substitute of textbooks. Each student as prescribed by the teachers should acquire these. Library membership is open for all the students of College. Students should fill the membership form available with the librarian within one month from the date of admission. Library will remain open during college hours on all working days. For issue facilities students are required to contact Librarian.

Before issuing any book, student should ensure that cover page and inner pages are intact. If a book is in a damaged condition at the time of issuance, this fact should be brought to the notice of the librarian. Students damaging books or stealing pages from books will not be allowed to use library facility in future and disciplinary action will be taken against them. Disciplinary action may be taken against students for not returning books in one month from the date of issue. Reference books are not to be issued. If a book is lost or damaged, double the cost of the book is to be deposited as fine. Students have to deposit issued books before the due date of return or else a fine shall be applicable as notified time to time. Complete silence and peace must be ensured in the library so that others are not disturbed. Talking, sleeping and unmannerly sitting in library is strictly prohibited.



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7. ATTENDANCE: 75% attendance in theory and practical classes of each subject is mandatory as per affiliating University rules and regulations, failing which student shall not be allowed to appear in mid-sem/ end-semester examination. Each student shall give an undertaking in regard to this in the form DECLARATION alongwith Admission form.

8. GENERAL:

- Every student is expected to read the notice put on the college notice board. It is the responsibility of the student to gather information from the notice board or office. The college accepts no responsibility to inform each student individually and for loss of any advantage by a student due to his/ her failure to read the notices in time.
- Students should give their present local and permanent addresses to the office. Any change in the address must be intimated in writing to the college office immediately.
- Parents/ Guests of students shall not be permitted to contact their wards during the studies in the classrooms/ laboratory. Parents/ Guardians may meet the Principal on Tuesdays with prior information regarding the progress of their ward.
- Change of group in practical classes/ examination is not allowed.
- MOBILE PHONES or any other electronic gadgets are strictly prohibited in the College Campus. Students are advised not to bring the same in the college. It may be confiscated if found if using it during teaching hours or inside college premises.
- Students can give their suggestions/ problems in writing to the Principal or in the suggestion box provided for this purpose.