

## **CODE OF ETHICS AND CONDUCT POLICY DOCUMENT**

### **CODE OF ETHICS AND CONDUCT FOR PRINCIPAL**

- Principal, being the Head of the institution of Pharmacy, is responsible for academic, financial and administrative activities of the institute.
- To carry out admission process of the institute as prescribed by state government/DTE.
- Development and implementation of strategic plan for short term and long term development of the institute and sustainable quality improvement.
- To plan and facilitate guidance, counseling and other students' services at institute level.
- To discuss and approve financial estimates, annual reports, accounts and audit reports time to time.
- To make arrangement of residential students' boys and girls hostels.
- To promote interactions with all stake-holders; facilitate students, placements and students' development programs.
- To facilitate and make positive interaction with University, PCI, AICTE and State government bodies.
- To facilitate industry-Academia interactions.
- To take teaching load prescribed as per the norms issued time to time by state government. Evaluate the performance of faculty and supporting staff.
- To constantly encourage E-governance, Green campus activities and 360 degree development of students.
- To lead the accreditation activities of institute for various quality standards.

### **CODE OF ETHICS AND CONDUCT FOR TEACHERS**

- To perform their duties in the form of teaching, tutorial, practical and seminar work.
- To work in admission related activities as well as in the conduct of university and college examinations, including supervision, invigilation and evaluation.
- To participate in extension, research and development, co-curricular and extra-curricular activities.
- To respect the right and dignity of the students in expressing the opinion.
- To recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- To encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare

- To make them available to students even beyond their class hours and help and guide students without any remuneration or reward.
- To speak respectfully to other teachers and render guidance/assistance for professional betterment.
- To constantly take up E-governance, Green campus activities and 360 degree development of students.

### **CODE OF ETHICS AND CONDUCT FOR RESEARCHERS**

- Report data, methods, procedure, results and publication status honestly
- Avoid bias in experimental designs, Analysis and interpretation
- Act with sincerity and keep consistency of thought and action.
- Avoid errors and negligence. Keep good records of research activities.
- Share ideas, tools and resources.
- Be open to criticism and newer ideas.
- Honor patents, copyright and other forms of intellectual property. Never plagiarize
- Protect confidentiality.
- Publish the research and patent wherever possible
- Maintain and improve professional competence
- Obey relevant laws and institutional and governmental policies

### **CODE OF ETHICS AND CONDUCT FOR SUPPORTING STAFF**

- To commence work on time.
- To maintain a supportive environment while performing their assigned duties.
- To understand the job scope, practices, and procedures relating to their position.
- To ensure accuracy and thoroughness in the performance of their assigned duties.
- To assist in various assigned portfolio activities of the institution.
- To meet targets regarding work to be performed to the best of their ability.
- To manage time effectively.
- To notify their in-charge if they are unable to come to work.
- To submit leave application to the in-charge to avail leave/vacation.

### **CODE OF ETHICS AND CONDUCT RELATED TO STUDENTS**

#### **DRESS CODE & ID CARD**

- As per guidelines of Govt. college of Pharmacy, Karad, students should be present in prescribed dress code in the campus and laboratories.

- Wearing the I-card is mandatory in institute campus and during examination. The loss of I-card should be reported immediately to the institute administration with an application.

## **ATTENDANCE**

- Every student must attend all lectures and practical and tutorials.
- Attendance of at least 80% of the total number of lectures conducted in the class as per Government Rules is mandatory for appearing for any exam.

## **LEAVE RULES**

- Medical leaves: A leave application on medical grounds should be submitted along with certificate from Registered Medical Practitioner on the day of rejoining the college.

## **STUDENT COMMUNICATION**

Students are advised to visit college website and see the College Notice board regularly. Important circulars are displayed over there. Cell phones should be used only for academic purposes and important communication during collage hours.

## **USE OF SOCIAL MEDIA**

Students should preferably interact on official what's app group created by class teacher for the class. Only content with regard to academics/co curricular/extracurricular/administration or other meaningful information should be shared on it.

## **CONDUCT IN VIRTUAL CLASSES**

- Students should attend virtual classes by clicking on the link provided by the teachers five minutes before the schedule.
- During the class keep video off and microphone muted.
- Keep profile picture appropriate for attending online class.
- Students may be ask to switch on the video any time so they should dress appropriately and be properly groomed
- Avoid emoticons, abbreviations, Slang etc while communicating with teachers through chat box.
- Do not share joining link with students of other colleges and friends
- Join official class what's up group for virtual notices

## **LIBRARY RULES**

- All library users should enter their names and sign the register provided at the entrance. Students should use their own library card and I-Card while availing Library facility.
- The issued Library Books must be returned on or before the last due date.
- Students are required to handle books/ Journals/periodicals/reference material, very carefully; marking with pencil; writing or highlighting, tearing the pages or mutilating the same in any way will be viewed very seriously.
- Loss of library card should be reported to the librarian immediately. Duplicate card may be issued against formal application and card fees.
- No personal belongings like folders, files, bags, etc., are allowed in the library. Library users are expected to maintain silence at all times in the library.
- E-password for accessing digital library should not be shared with anybody.

## **COCURRICULAR AND EXTRACURRICULAR ACTIVITIES**

- Students are encouraged for actively participating in curricular and extracurricular activities. Students who will go to other places to represent institute should follow strict discipline should not do anything wrong which will defame the name of the institute.
- Students should actively participate in all academic, research and development, co-curricular activities for their 360 degree personality development.


## **RAGGING**

- Ragging is strictly prohibited, not only in the campus, but where ever you are. Students should refrain from ragging of any kind and anyone found guilty of ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force.
- The student found guilty in ragging incidence, is liable for the punishments like expulsion from the institution, suspension from the classes, not allowing him to sit for internal and university examination.
- The student is required to submit an anti-ragging affidavit as per the AICTE notification.
- Anti-ragging committee/squad is constituted every academic year as per the regulatory guidelines to keep vigilance over ragging and promptly deal with the incidence of ragging brought to its notice.
- Students should be well aware with Sexual Harassment Act and penalties for that.

## GENERAL

- Students should park their vehicles in parking area only.
- Students should not smoke, chew tobacco and drink alcohol.
- Students should know well about grievance redressal cell and women grievance redressal cell.



  
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