

**S.N.D. COLLEGE OF
PHARMACYBABHULGAON, TAL-YEOLA, DIST-
NASHIK- 423401**



CODE OF CONDUCT

Jagdamba Education Society's S.N.D. College of Pharmacy accepts responsibility and pledges to seek at all times to maintain the highest standard of competence and good behavior. To this end, Pharmacy college finds it necessary to codify certain norms that help it to achieve high standard of competence and good behavior. This Code of Conduct has been drawn up for the guidance of the Teachers of Pharmacy college including those engaged in administration, teaching and other supporting services in the performance of their duties. The rules and regulations in this Code should not be regarded merely as a catalogue of offences and penalties or negatively as constituting restraint on member's freedom. They are meant to ensure that the conditions for effective teaching and learning are created and maintained in the college as well as to inspire public confidence in teachers. Code constitutes rules for regulating the conduct of teachers both inside and outside the classroom; it has been reviewed to follow modern trends to incorporate college-related gender-based violence.

FOR GOVERNING BODY

The governing body shall ordinarily meet twice in a year. One meeting at least before starting new financial year

The objects of the Body shall be

- To promote, organize and control activities in the college
- To monitor academic and administrative activity.
- To finalize budget before the next financial year.
- To approve expenses done in the current year

FOR PRINCIPAL

- Academic growth of the college
- Participation in the teaching work, research, and training programmes of the college.
- Assisting in planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organized by the college, for academic competence of the Faculty Members
- Admission of students and maintenance of discipline of the College.
- Management of College Libraries, Laboratory and Hostels, if any.
- Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management.
- Observance of provisions of Accounts Code.
- Correspondence relating to the administration of the college.
- Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the college, and maintenance of records.
- Supervision of college and University Examinations.
- Assessing reports of teachers and maintenance of Service Books.

- Any other work relating to college as may be assigned to him by the Competent Authority from time to time.
- Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff.
- Safe-guard the interests of teachers/non-teaching staff members and the Management.
- Timely submission of information/returns to different authorities viz

FOR TEACHERS

1. Teaching Notes

A teacher shall prepare relevant and adequate teaching notes for his/her work in advance. It shall be the responsibility of the head of the institution to see to it that this is done.

2. Exercises

- A teacher shall set adequate amount of written and practical exercises.
- A teacher shall mark and evaluate all written/practical exercises promptly and carefully.
- A teacher shall not make derogatory remarks in the exercise books of the students.

3. Working Hours

- A teacher shall report for duty regularly and punctually as determined by the college.
- Time for reporting for duty and closing shall be determined by the college.
- A teacher may be required to work beyond the required time in certain circumstances to be determined by the head or college.
- A record of attendance shall be kept in every educational institution and it shall be the Responsibility of the head of the institution to see to it that this is done.

4. Performance of Duty

- A teacher shall not fail to carry out his/her work in accordance with his/her profession.
- After two warnings of proven poor performance without improvement the teacher shall be punished with appropriate procedure by the principal.
- Any negligence on the part of a teacher, which causes unacceptable loss, damage or injury, shall be a breach of contract of service.

5. Private Activities during Business Hours

- No teacher shall engage in private and personal conversation during class period when he/she is expected to teach or to supervise the students at work or play.
- No teacher shall perform unofficial duties or activities during college hours without permission from the head of his/her institution.

6. Co-Curricular Activities

Teachers shall take part in approved co-curricular activities in the institutions in which they work.

7. Protection of student from Torture and Other Degrading Treatment

1. Psychological Violence

- I.** No act of a teacher shall have a negative psychological effect on student. Therefore, no teacher in the course of duty shall intimidate, insult, tease, harass, threaten, snub or discriminate against any student.
- II.** No teacher shall deliberately isolate or ignore any student.

2. Sexual Violence

- I.** No teacher shall directly or indirectly do anything that may constitute sexual harassment of a student.
- II.** A teacher shall intervene to stop a pupil/student from perpetrating sexual abuse or violence upon another pupil/student.
- III.** No teacher shall directly or indirectly in any manner facilitate, encourage or promote by his presence or otherwise.

8. Absence from Duty

- No teacher may leave the college during college hours without the permission of the head of the institution.
- A teacher leaving the college for duty elsewhere shall inform his head of his whereabouts to Facilitate his recall in an emergency.
- A teacher shall not absent himself/herself from work on grounds of ill-health without permission from his/her head and subsequent submission of a medical certificate from a certified medical practitioner.
- A teacher shall not absent himself/herself from assigned work without permission.

9. Drinking, Drunkenness and Smoking

- No teacher shall drink in college while on duty or be found drunk during college hours.

- No teacher shall smoke in the classroom during college hours or in a place within the college premises.

10. Unauthorized Collection of Moneys, Fees or Levies

No teacher shall collect unauthorized moneys, fees or levies without permission of the Head of the institute.

11. Submission of Reports and Data or Information

12. Strikes and Demonstrations

No teacher shall involve himself/herself in students' strikes, riots or demonstrations without recourse to the due process

13. Anonymous Letters

No teacher shall write or circulate anonymous letters with malicious intent.

14. Official Correspondence or Records

No teacher shall show or take official correspondence or records to private persons, corporations, companies or other bodies without the express and prior consent of the Head of Institute.

15. Acts of Disonour

- No teacher shall involve himself/herself in any act that is likely to bring the teaching Profession into disrepute.
- It shall therefore be the responsibility of every teacher to preserve the dignity and honour of his profession and also maintain his/her own dignity, honour and integrity.

16. Prompt Action on Disciplinary Matters

All acts of misconduct by a teacher shall be dealt with promptly.

FOR STUDENT

1. It is mandatory for every student to attend all the lectures regularly and he should record him minimum 75% attendance in theory and the practical as per the university norms.
2. Student seeking any type of leave, must take prior written permission of the principal.
3. Student should come to the college in proper dress code.
4. Mobile phones are strictly prohibited in the college campus.

5. Student should be expected to maintain discipline, dignity in the class room, work shop, library and laboratory & observe the rules, prescribed from time to time.
6. Students are required to carry at all times their identity cards and produce them for inspection when requested by any member of the faculty or staff.

Student Laboratory Code of Conduct

A) General Guidelines

Students should behave in a mature and responsible manner at all times in the Laboratory or wherever chemicals are stored or handled. All inappropriate behavior is especially prohibited. Students must follow all verbal and written instructions carefully. If you are unsure of the procedure, ask your teacher for help before proceeding. Students should not touch any equipment or chemicals unless specifically instructed to do so. Students must not eat, drink, apply cosmetics or chew gum in the laboratory. Wash hands thoroughly after participating in any laboratory activities. Students must perform only those experiments authorized by the teacher.

B) Handling Chemicals and Equipment

Students must properly dispose of all chemical waste as directed. Students should wear appropriate personal apparel at all times in the laboratory and also avoid wearing loose or flammable clothing; long hair should be tied back. Students must report any incident (including all spills, breakages or other releases of hazardous materials) to the instructor immediately, no matter how insignificant it may appear. This should include all injuries such as cuts, burns or other signs of physical harm. Students must never remove chemicals, equipment or supplies from the laboratory area. Students must carefully examine all equipment before each use and report any broken or defective equipment to the teacher immediately.