



Panchakshri Shivacharya Trust's

Est :- 1973

CHANNABASWESHWAR PHARMACY COLLEGE (DEGREE)

Kava Road, Basweshwar Chowk, Latur-413512 (Maharashtra)

DTE Code :- 2253, University Code :- 947, MSBTE Code :- 2041

Phone No:- (02382) 240192, Fax:- (02382) 243855, Email:- channabasweshwar@gmail.com, Website:- www.channabasweshwar.org

Approved by:- Govt. Of Maharashtra, PCI, New Delhi, Affiliated to :- S.R.T.M.University, Nanded , MSBTE, Mumbai.

Code of Conduct for Students

- The students should strictly obey the instructions given by the Principal and Teacher from time to time.
- Admissions to all the courses will be on merit basis of qualifying examination. (MHTCET/NEET Score).
- The students should carry an identity card with them regularly and it should be produced if demanded by authority of the college.
- Any students found discriminating other students on the basis of caste, religion, race, ethnicity, colour, sex, gender, physical disability, age, sexual orientation and political or religious beliefs is prohibited.
- The college expects 100% attendance for the theory & practical sessions. Some relaxation is possible to extend of 10% on valid grounds and with prior permission of the principal. However, in no case, the attendance should be less than 75% separately for theory and practicals otherwise they shall be detained from appearing for university exams.
- The attendance of Students must be regular in theory and practical classes.
- Students using foul language/misbehaving with teaching staff, non-teaching staff, stakeholders or any other students may face strict disciplinary action.
- Use of Mobile phone is prohibited in classrooms and laboratories.
- Ragging in any form within or outside the college and hostels is totally banned. When brought to the notice, defaulter will be summarily expelled from the college.
- The students should read the notice displayed on the notice board regularly and the college will not be responsible for the loss of any advantage due to the negligence of reading the notice by the students.
- Smoking or chewing gum, gutkha, pan in the premises is strictly prohibited.
- Proper silence and discipline to be maintained in classrooms, laboratories, library, hostel and auditorium/seminar hall.
- To nurture and maintain vibrant academic, cultural and social atmosphere in campus.
- Notice board and the institutional website are the only authorized media of communication with the students and others.
- All students should participate in curricular, co-curricular and extra-curricular activities.
- Mentor-Mentee System- Each student will be allotted a mentor/guardian teacher after admission. He/she can express personal or academic problems to the mentor.
- All students should fill up the feedback form on curriculum, facilities and teachers performance during each semester.
- All students should be cautious with regard to filling examination and scholarship forms.



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Code of Conduct for Administrator

- Administrator must keep transparency in all the institutional operations. The Administrator should maintain the clear faith on internal management committee that is accountable for the overall operation.
- Administrator must give unbiased judgement about any kind of institutional matters.
- To follow rules, regulations and duties governed by the SRTMU, PCI and Government of Maharashtra
- Administrator must be honest with employees about their strengths and weaknesses, and offers guidance in the form of training and development based on employees' performance goals.
- To check the proposal prepared for different grants, continuation of approval and variation of intake or addition of new courses.
- To get affiliation for all existing courses from the affiliating body by submitting the proposal in time to SRTMU and PCI.
- Maintaining and updating documentation for all the portals and regulating bodies including FRA, NIRF, AISHE, MAHADBT etc.
- The administrator should ensure welfare of staff and students.
- The administrator should respect the rights of the colleagues and the students while performing his duties.
- The administrator should keep the interest of institute above the personal.
- Perspective planning of resources required for the college. Submission of proposal in terms of requirements with regards to new faculties, furniture, books, chemicals or equipment's to management.
- Encouraging students and staff to participate in FDP, seminar, workshops, expo, exhibitions and conferences
- Maintaining ethics and honesty in all decisions.
- To address all the legal issues arising out during the management of college.
- Develop co-operative and friendly relationship with faculty members.
- Administrative staff should perform all professional activities through proper channels
- To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.



Code of Conduct for Teaching Staff

- Must sign Attendance Muster kept in office while reporting on duty.
- To carry out all the workload in timely manner.
- Maintenance of attendance, assignment and other academic records.
- Every member of the teaching staff shall maintain a high standard of discipline and train the students in honesty, good manners, polite speech and behavior by giving a personal example.
- All the members of the teaching staff shall be present in their respective place of work at exact time and shall not leave the premises during duty hours without the prior permission of the Competent Authority.
- Is entitled for various types of leave (**CL, ML and EL**) as per the policy set by institution. Must obtain prior permission from higher authority at least a day in advance for availing **CL, OD** etc.
- The behavior of the faculties with male and female students and with co-employees shall be modest.
- To design study material, e-content etc. for proper understanding of subject to students.
- Every Teacher must solve the doubts and questions of the students.
- To get involved in research activities and also promote students for it.
- Faculties shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Management/Principal/Competent Authority to be prejudicial to the academic and administrative interests of the Institute.
- A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examination/administration.
- Not to involve in any form of political activity inside or outside the campus.
- Teaching staff shall report for duty when leave has been refused or when leave has been cancelled.
- To strictly conduct all the duties related to examination.
- Follow duties assigned by Principal and Head of the department.



Code of Conduct for Non-Teaching Staff / Supportive Staff

- All members of the non-teaching staff shall be punctual for his/her duties and they shall sign the attendance register before starting their work.
- All the members of the non-teaching staff shall be present in their respective place of work at exact time and shall not leave the premises during duty hours without the prior permission of the Competent Authority.
- Wear Identity badges and uniform/apron during working hours.
- Instructions issued by the higher authority through circulars must be complied with.
- Lab attendants and peons should maintain cleanliness in allocated premises.
- Non-teaching staff shall not use any indecent language or make false allegations against said authorities or speak in an abusive manner to students or co-employees.
- Lab technicians and Lab attendants must report any damage to the laboratory equipments or property must be reported to the HOD immediately.
- Tampering with the records of the Institute, falsification, defacement or destruction of any records of the Institute including those pertaining to the students or employees or attempt to do so will be treated as breach of code of conduct.
- Non-teaching staff assigned to laboratories should keep the laboratories neat and clean.
- Technical assistant shall report to laboratory in charge and HOD about any loss or damage to any article in the laboratory.
- Technical assistant shall maintain separate register for articles damaged by the students.
- Non-teaching staff assigned to laboratories shall maintain stock register for all the articles.
- Peons should ensure cleanliness of respective Principal Office, Administrative Area, Staff Rooms Class Rooms, Lab, Library, Computer Lab etc.



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Code of Conduct 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.