



Panchakshri Shivacharya Trust's

Est :- 1973

Channabasweshwar Pharmacy College (Degree)

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

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OBJECTIVE

In order to have harmonization between all the cadres of institute this policy is framed. The objective of this policy is to achieve coordinated and consistent practices in the Channabasweshwar Pharmacy College (Degree), Latur, Maharashtra.

SCOPE

This policy is applicable to all cadres of the institute.

CHAPTER-1: INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

1.1 DISCIPLINE

- Every student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- Every student should follow the academic calendar as per the instructions of Academic In-charge, Head of the Department.
- Any act of indiscipline or misbehavior by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in Classrooms, Labs, Library, Offices, Corridors, Campus area etc. to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four-wheeler in the campus of the institute.
- No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the College Campus.
- Disciplinary action will be initiated against students indulging into Eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents.
- Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

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1.2 I-CARD

- Every student must carry with him / her college Identity Card (ID) every day while attending lectures, practical's, in Library, Office, Principal Room and appearing for various examinations.
- ID will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
- A student should collect his / her ID within 15 days from the date of admission.
- A student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- If student has lost library card or I-card, it should be reported immediately to the librarian with an application.

1.3 HUMAN VALUES

- Be scrupulously honest in all academic activities and with all the stakeholders of the

institute.

- Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
- Believe in loving, sharing and caring.

1.4 DRESS CODE

- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dressing style. Students are expected to wear Uniform dress while on college campus.

1.5 MOBILE PHONE

- The students should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification. Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

1.6 RAGGING

- ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN Ragging as per the Directions of Hon'ble Supreme court of India.
- MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012) Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship / fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension / expulsion from the institution.
- Collective punishment if larger number of students is involved in the act of ragging.
- A FIR filed without any exception with local police station.

1.7 ATTENDANCE

- A student should be regular in attendance for all sessions during the day.
- A student should have at least 80% attendance in the Theory & Practical's of every subject and 100% overall performance.
- If the student is found irregular in attendance, disciplinary action will be taken.
- A student coming late without any reason shall not be allowed to enter the class.
- The student must report about the sickness to the Institute.
- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class.

Student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.

- Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
- A student should complete all the Practical's and Term - work such as Journals, Assignments and Projects.

1.8 EXAMINATION

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of SRTM University, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All equipment brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students should follow the rules of university ordinance published by university examination department.

1.9 GENERAL

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action. Expected to spend their free time in the Library/Reading Room.

1.10 CODE OF CONDUCT FOR PROJECT

- Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

CHAPTER- II: INSTITUTIONAL CODE OF CONDUCT FOR STAFF

2.1 DISCIPLINE

- All staff members are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All the staff members should follow the rules and regulations of the Institution as prevalent from time to time.
- Every staff member shall devote their time and their best efforts for the progress of the Institute.
- Every staff member should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Every staff member must be punctual, sincere and regular in their approach.
- Every staff member must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- « Every staff member must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - ❖ Gender/sexuality/age/marital status
 - ❖ Pregnancy or likelihood of pregnancy
 - ❖ Physical features, disability or impairment (physical disability or medical status)
- Every staff member should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff member should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled

to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.

- The faculty member should show no partiality to any segment / individual student.

2.2 LEAVES

- After probation period, Teaching and Non-Teaching members get the following Leaves such as Casual leaves (CL), Medical leaves (ML), Duty leaves (DL) (if applicable), Compensatory Off (CO), and vacation of Diwali or Winter Season and Summer Season according to rules of Panchakshari Shivacharya Trust, Channabasweshwar Pharmacy College and Circular, Norms of S R T M University / DTE.
- After probation period, all Administrative Staff members must get Casual leaves (CL), Medical leaves (ML), Duty leaves (DL) (if applicable), Earned Leave (EL), Compensatory Off (CO), and vacation of Diwali according to rules of Panchakshari Shivacharya Trust,

Channabasweshwar Pharmacy College and Circular, Norms of S R T M University / DTE.

CHAPTER -III: CODE OF CONDUCT FOR TEACHING STAFF

3.1 DISCIPLINE

- Each Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, job and targets assigned to them by the Department / Institution.

3.2 LEAVES

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation / admission process / assigned duties etc. In case of emergency, must be informed to the HOD or the next senior faculty with appropriate alternate arrangements suggested.

3.3 CONTINUOUS ASSESSMENT

- Once the course is allotted the staff should prepare lecture wise lesson plan.
- Each Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- Each Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- Each Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- Each staff should interact with the coordinators and Head of the departments or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.

3.3.1 CLASSROOM TEACHING

- A staff should engage the full 60 minutes lecture and should not leave the class early.
- A staff should use "Information Communication Technology (ICT)" tools for effective delivery of lectures.

- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself / herself available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by:
 - ❖ Engaging students in their learning.
 - ❖ Working to achieve high level outcomes for all students.
 - ❖ Maintaining records to manage, monitor, assess and improve student learning.
 - ❖ Using research and student achievement data to inform professional practice.
 - ❖ Engaging in reflective practice and development their professional knowledge and teaching skills.
 - ❖ Assisting in developing and mentoring less experienced staff members.
 - ❖ Accepting responsibility for their own professional learning and development.

3.3.2 LABORATORY

- All staff members should involve themselves in the preparation of experimental setup and up gradation of the laboratories.
- All staff members should involve themselves in demonstration models, charts and innovative methods of teaching, etc, for better and improved interaction with students.

3.3.3 TEST/ASSIGNMENTS/MID-TERM/MOCK

- In problem-oriented courses, regular tutorials have to be conducted.
- Tests, Prelim exam, Mid-term exam, Submissions and Mock Practical exam must be conducted as per the academic calendar.

CHAPTER - IV: CODE OF CONDUCT FOR SUPPORTING STAFF

4.1 ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of all employees and should be kept confidential by staff members working under administrative department.

- Staff should take additional responsibilities if required as assigned by Principal.

4.2 ACCOUNTANT

- Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Accountant should establish tables of accounts, and assign entries to proper accounts.
- Accountant should report to the principal regarding the financial status of the college at regular intervals.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Accountant should provide all the necessary account statements and documents for various committees of the institute.
- Accountant should provide all necessary accounting documents and financial statements for yearly account audits and Proposal to FRA.

4.3 LAB ASSISTANT

- Lab assistant should help the lab in-charge to carry out the lab related work.
- Lab assistant should maintain attendance register
- Lab assistant should keep the setup ready before conduct the practical.
- Lab assistant should ensure the cleanliness of laboratories.

4.4 PEON

- Peon should report the college half an hour before the college time.
- Peon should maintain cleanliness of Labs, Class, Office, Library, Halls, Staff rooms etc.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.

- The work load (teaching and departmental) of all the staff should be fixed by the Head of the Department (HOD).
- The Head of the department should ensure that the work load of the teacher should not be less than 42 hours a week, of which teaching-contact hours should be at least as follows:
 - Head of Department/ Professor : **08 hours / week**
 - Associate Professor : **12 hours / week**
 - Assistant Professor / Lecturer : **16 hours/ week**
- The Head of the Department should responsible for academic planning and academic audit

CHAPTER -V: CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- of the department and implementation of academic policies approved by the principal.
- The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
- The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
- The Head of the Department should write confidential report for all staff members of his/her department and submit it to the principal.

CHAPTER -VI: CODE OF CONDUCT FOR PRINCIPAL

- The principal should oversee and monitor the administration of the Academic Programme and General Administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
- The Principal is responsible for the development of academic programme of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programme are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programme to the various committees and Management.

CHAPTER -VII : CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

There shall be a separate College Development Committee (CDC) comprising of the following members, namely;

- Chairperson of the management, nominated by the management in consultation with the Principal, experienced and high profiled personality from the fields of academic (preferably from outside the affiliating University), industry, research organization.
- Secretary of the management or his nominee.
- Coordinator, Internal Quality Assurance Committee (IQAC) of the college.
- Research Centre Coordinator of the college.
- Academic Coordinator of the college.
- Head of department, to be nominated by the Principal.
- Placement Coordinator of the College.
- One Faculty of the college, to be nominated by the Principal, if women member is not in CDC.
- Office Superintendent of the college.
- Coordinator of College Development Committee (CDC).
- Principal of the College as Member Secretary.

If any vacancy occurs in the CDC of such member, the vacancy shall be filled within three months by the Principal.

The College Development Committee shall;

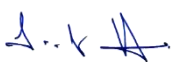
- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities.
- Decide about the overall teaching programme or academic calendar of the college.
- Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts, necessary purchases like equipment's, books and any other additional requirements in the college.
- Take review of the self-financing courses in the college, if any, and make recommendations for their improvement.

- Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
- Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
- Make specific recommendations regarding the improvement in teaching and suitable training programme for the employees of the college.
- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval.
- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- Make recommendations regarding the students' and employees' welfare activities in the college.
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
- Frame suitable admissions procedure for different programme by following the statutory norms.
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- Prepare the annual report on the work done by committee for the year ending on the 30th May and submit the same to the management of such college and the university.
- Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

CHAPTER -VIII: PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.




Principal
Channabasweshwar Pharmacy
College (Degree), Latur