

CODE OF CONDUCT

INTRODUCTION :

P.E.S. Modern college of pharmacy is mandated by law and by the community it serves to provide an educational environment that demonstrates professionalism and academic currency, values diversity, and respects the learning process.

The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells/Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

CODE OF CONDUCT FOR TEACHING STAFF

PROFESSIONAL CONDUCT AND DUTIES:

- Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He/She shall be strictly honest and impartial in his official dealings
- A teacher shall furnish correct information to the best of his/her knowledge regarding his/her qualification, experience, age etc. in respect to his/her appointment/promotion
- Teachers must report in time for duty as per the working hours prescribed and should be available in the campus unless they are assigned duties elsewhere.
- Teachers must always wear their identity badge during working hours.
- No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
- Every teacher shall engage classes regularly, punctually and impart lessons so as to maintain and strengthen standards of academic excellence.
- His academic duties shall include guidance and instruction to students in the form of Tutorial/Seminars/Practicals and

assessment/examination/valuation work assigned to him by the College authorities.

- Every teacher shall participate fully and enthusiastically in every college activity including curricular and extra-curricular work.
- Teacher shall be committed to the best interests of students and promote their holistic development by his/her treatment of students in the classroom as well as with such interactions elsewhere.
- Teachers shall make use of all ICT infrastructure built in the institution as per topic/concept/subject of discussion. Teacher shall help, guide, encourage and assist students to ensure that the learning experience is effective and successful.
- Teachers are encouraged to write subject reference books. Also, they are encouraged to publish their original research findings in reputed Journals and present papers in conferences/symposiums/seminars. Staff members are encouraged to take up Research projects provided they refrain from plagiarism.
- Make him/herself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- Teachers should complete the syllabus in time and shall produce good results in the subjects handled by them and are accountable for the same.
- Teachers should be good counsellors and facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Be responsible and interact positively with parents and other stakeholders in educating the students.
- Faculty should maintain academic record on Institutional LMS (VM edulife) for each subject offered during semester/year.
- It shall have details of syllabus, lecture plan, date and time of lectures.

DUTIES & RESPONSIBILITIES OF PRINCIPAL:

- The Principal of an Institution should always be honest, fair, supportive, protective and law abiding.

- The Principal has the responsibility to deliver leadership, direction and co-ordination within the College.
- The Principal has to implement the new ideas and plan to execute the vision and mission.
- The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members
- Promote institutional interaction and inculcate research development activities
- Ensure that the staff and students are aware of rules, policies and procedures laid down by the college.
- With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he/she should take actions, which should be impartial and he/she should maintain complete transparency.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the students and institution.
- Empower all his staff and students to reach their maximum potential.
- The Principal should convene meetings of different cells as and when required.
- Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.

DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT:

- HOD is responsible for conducting all academic programmes of the Department as per the norms of Savitribai Phule Pune University.
- Teachers should handle the subjects assigned by the Head of the Department

- As per the rules of the institute staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on leave.
- All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.
- Should ensure that all classes are held as per the time table and make alternate arrangement for the class work of teachers absent on that day. Should recommend for disciplinary action against those availing leave without prior arrangement for class work.
- Should verify the student attendance registers to check for proper marking of attendance and implementation of lecture plans.
- Should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- Should call meetings of Faculty to review academic activities of the department.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/ workshops/ conferences.
- 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.

DUTIES & RESPONSIBILITIES OF CLASS TEACHER

- Class-teachers shall monitor mentor- mentee system of his/her class.
- The Class-teachers shall try to see through mentors that institution maintain contact with the parents of their students, send report of their performance to the parents whenever necessary and meet the parents in meetings convened for the purpose for mutual exchange of ideas for the benefit of the institution.
- Communicating to students at the commencement of the course, not only the session plan and evaluation plan but also the rules to be

enforced on punctuality, attendance, behaviour in class, timely submission of assignments, academic honesty.

NORMS FOR CONDUCTING EXAMINATIONS:

- Teachers shall do supervision of college and university exams as per requirements and as per duty assigned by exam department. Teacher shall undertake internal assessment, semester-end assessment as per allotted by Head of the department/Principal.
- Every teacher shall assess impartially the performance of students in tests, examinations, assignments, practicals, dissertations, theses. etc.
- Practical examinations have to be conducted in the respective Laboratories only.
- Both the examiners (Internal and External) have to assess the students for practical. Internal examiners have to brief the external examiners regarding allocation of marks for each component of practical activity.
- Marks must be noted on the answer sheets clearly indicating the marks awarded for each component of practical activity.
- Both the examiners must sign on the Answer Sheets as well as on the award lists.

- **Regularity:** A student should be required to put in at least 80% attendance in individual courses considering theory and practical separately as per university norms. Attend lectures, practical sessions and appear for the class test/tutorials regularly. Should complete class work, assignments and journals regularly.
- **Punctuality:** Students should be on time to college for theory and practical sessions.
- **Professionalism:** Students should come to the class room in decent and presentable attire. The student is required to demonstrate professionalism in all dealings in campus with regard to behavior with all employees of the college on/off-campus.
- **Discipline:** Based on the direction of Hon'ble Supreme Court of India the UGC has issued the following regulation: 'UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009'. Ragging is completely prohibited in the campus. If any student is found to indulge in ragging he/she would be dealt with as per law. For the Students seeking admission, their guardian must give anti ragging undertaking along with the admission form. Mobile phones should be switched off during lecture hour and on 'Silent mode' in the college premises. Use of internet for purposes other than academic related activities is banned. Eating, drinking in theory and practical sessions is not allowed. Smoking and use of alcohol/drugs is strictly prohibited within the campus.
- **Examination:** Unfair practices in examination are strictly prohibited and if any student found doing the same or violating the rule will be punishable.
- **Intimation:** In case of absentees, he/she should inform to class teacher. Students should read the notice board every day.
- **Behavior:** Be honest, polite and treat others with respect. Show fairness, courtesy and good faith towards others. Ragging/harassment (in any form) are banned in the campus. Be respectful and maintain the decorum in college premises while participating in college activities.

- **Care:** Utilize amenities provided by the college with care. Intentionally damaging the property of the college or any person (Students/Faculty) is liable for disciplinary action.
- **Interference:** Students should behave in a manner that will not interfere with the dignity of others. Engaging in disruptive activities like creating unreasonable noise, creating chaos, participating in a riot is prohibited.
- **Library:** All students should enroll for biometric system at entrance of library. Students should keep their bags in the baggage section and not in the reading room. Students should preserve their belongings or valuables. In case of loss he/she would be solely responsible. All students must use their student library card in order to avail the library facilities. Issued books must be submitted on or before submission dates. Do not write / scribble on any furniture or wall of the library. Any student found doing so will be penalized. Reference books will be available only in reading room and issued on the student card. Students are not allowed to take a reference book outside. For renewal purpose: student will have to be present in person along with the book. Mishandling, tearing of books or underlining with pen or pencil will not be tolerated. All Journals / Periodicals should be kept in their respective place after use. Journals / Periodicals cannot be taken outside the Library. Do not enter into the stack room without prior permission. All borrowers should obey the above-mentioned rules.
- **Discrimination:** Any act of discrimination regarding gender, caste, creed, race, religion, color, language, disability, sexual orientation will not be tolerated and demand disciplinary action by the college.
- **Report:** Report to appropriate college authorities in any emergency or unlawful situations in the college.
- **Virtual etiquettes:** Join the online classroom using their own mail account and be prepared, on time and ready to learn. Treat the virtual classroom the same as an in-person classroom at college. Use online tools to engage in and add to the learning community (e.g. participate, ask questions, etc.). Treat others with kindness, dignity and respect. Respect the privacy of everyone in the virtual

classroom and avoid taking photos, screenshots or capturing images of other students. Not share images/videos from a virtual classroom on social media without permission. Not share the link to online meetings, activities or resources with anyone. Not participate in unauthorized online collaboration during tests and exams. Not anonymize yourself when participating in online classroom activities.

The College shall have the jurisdiction over the conduct of students enrolled with the college and to take cognizance of all acts of misconduct or indiscipline with respect to the code of conduct taking place within the campus and thus hampering the image and functioning of the college

CODE OF CONDUCT FOR SUPPORTIVE STAFF

Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.

Professional Conduct of Support Staff is assessed in relation to:

Job performance- Staff should work, and be seen to work in an open and transparent way. They should familiarize themselves with college policies that are relevant to their responsibilities. And they should adhere to those policies to the best of their ability.

Relationship with students- Staff should be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations, be mindful of the need to maintain professional boundaries, communicate with students in an appropriate and professional manner.

Relationship with faculty, colleagues, administrative staffs, and the general public- Should be supportive and cooperative with other staff members. Practice mutual respect, trust and confidentiality. Practice justice by being committed to the well being of individuals, the wider community and the common good of all people. Must respect and maintain the hierarchy in the Administration.

Work of conduct- College expects all supportive staff to conform to the standards of professionalism. Supportive staffs who demonstrate behaviour that does not comply with the minimal standards of

professionalism may be subjected to the range of disciplinary actions by the administrative authority.

No employee can claim the leave as a matter of right. When the exigencies of service so require, discretion to refuse leave of any description is reserved to the Principal empowered to grant leave.

All employees shall abide by the rules of the college and all orders and directions of his competent authorities issued from time to time.

No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.

Should adhere strictly to the official resumption/ closing time and must dress decently & appropriately.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

Administrative staffs are expected to proceed in their daily duties in a manner that upholds the dignity of their profession; to honor the terms and intent of the collective agreements that have been entered into with faculty and support staff.

The professional conduct of administrative staff at Modern College is assessed in four distinct areas of College activity:

- Professionalism
- Management
- Conflict Resolution
- Public Relations

Professionalism and professional conduct

All employees shall abide by the rules of the college and all orders and directions of his competent authorities issued from time to time. Every employee shall maintain the utmost secrecy regarding the college affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the colleges staff. Demonstrate courtesy and respect in all dealings with students, academic employees, and support staff

Management

Admin staff shall maintain the Service Record of each employee of the college on the printed service books prescribed for the purpose. They shall maintain Separate personal files of the employees Confidential Report in the proforma of each employee shall be recorded every year in the month

of June and shall be maintained. Admin staff shall maintain leave account. All leave other than casual leave must be entered in the service book of the employee & his leave account completed as soon as it is sanctioned. Practice fiscal responsibility (financial discipline) to ensure that all expenditures fall within budget and be sensible in the expenditure of College funds.

Conflict Resolution

Administrative staff will demonstrate professionalism in conflict resolution by doing the following:

- respecting the dignity of all parties involved;
- refusing their own perceptions regarding the conflicts and preclude attempts to achieve resolution of the problem;
- ensuring that specific complaints are resolved by a specific timetable for the resolution with all parties concerned;
- refusing to permit the same complaints or concerns to be raised without making a commitment to resolution, followed by reasonable and appropriate efforts to attain resolution;
- ensuring the terms of all resolutions of specific complaints are appropriately documented.

Public Relations

Administrators understand that how they represent the college is vitally important to all members of the college community. Professionalism in the realm of public relations will be demonstrated by ensuring:

Public statements are accurate, and

Public statements do not misrepresent or distort the intentions of the college.

Administrators are responsible for ensuring that the required statistical data provided for external agencies providing funds is accurate. Administrators will avoid attempts to use their authority as managers or the reputation of the college to forward any personal or political agendas.

Failure of conform to the above-mentioned norms shall be constructed as misconduct.