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# AGNIHOTRI COLLEGE OF PHARMACY

Bapuji Wadi, Sindi (Meghe) Wardha-442 001 (M.S)



## AGNIHOTRI COLLEGE OF PHARMACY

Bapuji Wadi, Sindi (Meghe) Wardha-442001 (M.S)

### CODE OF CONDUCT

#### Code of conduct for Teaching Staff


##### **Responsibility and Accountability**

- The important responsibility of teacher is effective teaching/learning, conducting theory and practical properly.
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Mentor mentee system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- 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.
- Teachers should maintain decorum both inside and outside the classroom and set a good example to the students.

##### **Punctuality and Attendance**

- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise they are assigned duties elsewhere.
- Teachers should the attendance register while reporting for duty.
- Teachers should remain in the campus till the end of the College hours.
- Prior written permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency. Permission for going out of the College shall not be given during the class hours.
- Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time



  
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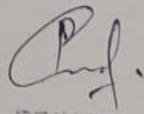
### Leave

- Prior written permission is required from the Principal/ at least a day in advance while availing CL or OD.
- . Not more than 25% of staff members in a Department will be allowed to go on OD/CL/RH on a particular day.
- Only five days or the maximum period of valuation work at a stretch in a valuation session whichever is longer will be allowed as OD for evaluation work in a year.
- Medical Leave will be sanctioned only for medical reasons Medical Certificate will be Verified For its genuineness
- Study leave for higher studies will be granted at the discretion of the management
- 10 days of causal leave can be availed in a calendar year
- Causal leave can be combined with other holidays. However the total period of continuous absence from duty should not exceed ten days.

### Publication of Research Papers & Books and Participation in Research Projects, Seminars, Conferences etc.

- Staff members are encouraged to write text books, publish and present papers in Seminars and Conferences.
- Staff members are encouraged to take up Research projects.
- Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge
- Staff members are encouraged to undergo Practical Training in Industry and can take
- Absence from duty to the above matters will be treated as on duty and may be suitably consultancy Work as part of Industry-Institute interaction. rewarded at the discretion of the management either monetarily or by Way of consideration during promotion.



  
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## AGNIHOTRICOLLEGE OF PHARMACY

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### General Rules

- No teacher should involve himself/herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or Management.
- Teachers Associations should not be formed without the permission of the Management.
- No teacher should involve himself or herself in any form of political activity inside or outside the campus.
- Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Lady teachers should wear saree while gents must wear formal shirt and pant. Jeans pant & T-Shirts are prohibited for teachers.
- Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
- No teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
- Teachers are barred from using cell phones while taking theory and practical classes.
- Teachers must always wear their identity badges while inside the college premises.
- Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing.
- Teachers are encouraged to conduct research on their topic of interest. Management will provide necessary infrastructure for the same.
- Each Department must conduct at least two special meetings in each semester.
- Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
- Teachers are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
- Unless it is urgent, any representation in person to the Principal can be made only after College hours.
- No representation to any Government Authority or University in the name of College should be made by any Teacher, without the Principal or Secretary's to any Government authority or University in the name of the person.
- Duties and Service Conditions (Standards of conduct) of teachers as framed under Sec 18 (2) of Tamil Nadu Private Colleges (Regulation) Act, 1976 are to be followed.
- HODs are responsible for all the college properties belonging to their department. It is conditions (standards of conduct) of the Teachers as framed under then responsibility to keep them clean and in working order Any loss or damage to their property (like, tables,



  
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chairs, lab equipments, chemicals, electrical appliances) must be reported to the Principal in writing immediately it is their duty to extract work from the Non Teaching staff in keeping the Department clean & Tidy

- Vice Presidents of Associations should plan well in advance their activities for the semester and submit the same to the Principal with the Budget.
- All department meetings of Teachers shall be held only after 1.30 p.m. and not during class hours. No department staff meeting should be held at the cost of class hours,

### Disciplinary Action

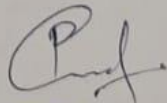
Violation or non observance of the service rules will invite punishment either in the form of ensure or deferment of increment or suspension or termination from service after a due enquiry at the discretion of the management

The Management appeals to all staff members to work as a team in institution-building and in upgrading our institution into one of Excellence in Higher Learning.

### Code of conduct for Non-Teaching Staff

- Non-Teaching staff working in the College office or departments should remain on
- Duty during College hours (10.30 a.m. to 5.00 p.m.). They should report for duty at least 30 minutes in advance (10.00 a.m.)
- Non-Teaching staff must always wear their identity badge during working hours.
- Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
- Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- Non-Teaching staff shall not leave the College premises without permission.
- As a student's of Agnihotri College of Pharmacy every students has certain responsibilities rights that are essential to the institute's education mission.



  
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### CODE OF CONDUCT FOR STUDENTS

#### Right of students

- The right to freedom of thoughts and expression in proper manner.
- The right to be freedom from discrimination on the basis of race, color, gender, religion, disability etc.
- The right to have access to and participate in the academic and non-academic opportunities provided by the Agnihotri College of Pharmacy, subject to applicable standards or requirements.
- Right to obtain Alumni membership and participate in alumni activities for Agnihotri College of Pharmacy welfare.
- The right to fair Institute discipline process in the determination of accountability for conduct.

#### Responsibilities of students

- To comply with all provision of the code of academic integrity
- To be regular in attendance for all sessions during the day, in college uniform,
- To respect the rights of fellow students.
- To use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- To cease conduct towards other students that infringes upon the rights of students citizenship the college condemns hate speech, epithets and racial, ethnic, sexual and religious slurs.
- To respect the health and safety of others. This precludes acts or threats of physical violence against another person and disorderly conduct. This includes the illegal possession of dangerous articles such as firearms, explosive materials etc
- Not to indulge in intentional damaging or destroying property of college or property of other students and/or faculty members



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### CODE OF CONDUCT FOR PRINCIPAL

College principals are well-respected leaders who serve their students, teachers and rest of staff with great attachment and responsibility. They always listen to their students and encourage them with cooperative tone. As is the head so is the institution thus, unique decision making powers of principal leads the college to path of success. For this reason, college principals are required to adhere to a strict code of conduct, which are given below.

- The principal shall monitor, manage and educate the administration of Agnihotri College of Pharmacy (S)he shall chalk out a policy and plan to execute the vision and mission.
- (S)he shall exhibit outstanding and strong leadership skill and empower all staff members and students to reach their maximum potential.
- Ensure that the staff and students are aware of rules, policies and procedures laid down by the Agnihotri College of Pharmacy and enforce them properly.
- To make all decisions in the best interests of the students and never put his interests and never put above the greater good of the college. He/she has to respect the rights of all members of the committees members of the college.
- Must thrust moral and ethical values while dealing with some sensitive issues, and avoid careless decisions that may result in violations of law.
- Empower all (S)he staff and students to reach their maximum potential and to be fair in his disciplinary actions for all faculty members, non-teaching staff and students (S)he must not nurture any grudge against any member which may lead to animosity and anxiety in the organization:
- Students trust their principal to take care of them, thus principal must apply active and passive honesty. (S)he shall never directly lie to anyone, must never withheld vital information that he/she has to make public.
- College principal shall refrain from in appropriate conduct and relationships with students and staff. He shall listen to the students' ideas and set a supportive tone.
- Has to exhibit outstanding and strong leadership skills and empower all staff members and students to reach their maximum potential.
- Execute other qualitative and quantitative work for the welfare of the Agnihotri College of Pharmacy and carry forward the mission and vision of the college for academic excellence so that society is served in real manner



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### Report of the rollout plan for Code of conduct:

The awareness program was rolled out in the second half of the fresher's day program at Agnihotri College of Pharmacy. Dr. Jumade addressed the students, teaching and non-teaching staff with respect to the key attributes of Code of conduct. The students were made aware of their rights and responsibilities while pursuing their degree programs. Also the students were informed about the expectations of being present in the class regularly and in time. The audience was informed of the teaching staff related stakeholders responsibilities and accountabilities while interacting with the students. They were also informed about the leave policy especially related to research activities Presentation and publication of research work. After the tea break the audience was made aware of the non-teaching staff related stakeholders responsibilities, accountabilities, and leave related policies. The roles and responsibilities of the head of the institution were also shared with the audience.

Dr. Mundhada discussed how the "code of conduct" will impact the ways of working and the implementation plan of the "code of conduct for the non-teaching activities related stakeholders and teaching activities related stakeholders. Further he disclosed that for non-teaching activities related stakeholders the code of conduct shall be implemented from the first working day of the next month while for teaching activities related stakeholders the code of conduct shall be implemented from the first working day of the new semester. He also discussed the administrative functions related to the rules and disciplinary action after the implementation of the Code of conduct.

A copy of the code of conduct was provided to the students, teaching staff, non-teaching staff and the principal.



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