

CODE OF CONDUCT

Pravara Rural Education Society's Pravara Rural 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 programs of the college.
- Assisting in planning and implementation of academic programs such as orientation courses, seminars, in service and other training programs 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 Hostel.
- 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.
- Assessing reports of teachers and maintenance of Service Books.

Principal being a Head of Pharmacy is answerable to the Director for all academic, financial and administrative activities of the institute.

- Review current academic programs, collaborative programs and Human resources management of the institute.
- Admission authority for the institute to implement admission process as prescribed by state government/DTE.
- Development and implementation of strategic plan for short term and long term development of the institute and sustainable quality improvement.
- Plan and facilitate guidance, counseling and other student's services at institute level.
- Discuss and approve financial estimates, annual reports, accounts and audit reports time to time. Maintain necessary records of the institute in stipulated formats.
- Demonstrate care and commitment to academic excellence and plan to organize faculty and supporting staff development programs.
- Promote interactions with all stake-holders, facilitate student's placements and students development programs.
- To facilitate industry interactions.

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. Co-Curricular Activities

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

6. 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.





7. 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.

8. 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.

9. Unauthorized Collection of Moneys, Fees or Levies

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

10. Submission of Reports and Data or Information

11. Strikes and Demonstrations

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

12. Anonymous Letters

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

13. 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.

14. Acts of Dishonor

- 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 honor of his profession and also maintain his/her own dignity, honor and integrity.

15. 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 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.



Hostel Rules

- Application for accommodation in the hostel is to be made to the principal on a prescribed form.
- Once a student is accommodated in the hostel, he / she will have to pay the prescribed hostel fees for both the terms even if he /she wants to leave the hostel on any account during the year.
- No student will ordinarily be allowed to have a guest in the room to stay for the night. All guests must leave the hostel before 8.30 p.m.
- No student can under any circumstances remain absent from the hostel without permission of the rector. Absence from the hostel at night without the prior permission of the rector is the serious breach of discipline.
- Students should keep their money or valuables in the lockers provided in the rooms.
- Every case of illness must be immediately reported to the rector.
- No function or celebration can be organized without prior permission of the rector and the principal.

Rules for Parking

- All vehicles should be parked in the parking area provided by the institute.
- A vehicle should be properly locked and parked.
- A vehicle without a lock will not be allowed in the parking.
- The institute will not be held responsible for vehicle held outside parking area of the institute.



Anti-Ragging Notice

The college has an anti-ragging cell to prohibit ragging into the institution.

Maharashtra Prohibition of Ragging Act 1999

Ragging within or outside of any educational institution is prohibited. Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to two years and / or penalty which may extend to ten thousand rupees.

Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from date of order of such dismissal.

Examination Rules

- The student must have minimum 75% attendance in theory and practical of the respective subject.
- Student must appear for all internal as well as university examinations.
- In case the student is unable to appear for examination due to medical or other reason beyond his/her control, he/she should make the case known to the examination section and the principal for consideration of matter with satisfactory documents to support his/her case. Student must read the scheduled timetable of examination carefully and check regularly the changes made in time table if any.
- Student must be present in the examination hall ten minutes before the start of examination.
- The student should obey the instructions given by the supervisor in the examination hall.
- Student should not speak or communicate in any way with any other candidate in the examination hall during the examination.
- Exchange of writing materials, mathematical instruments etc, is strictly prohibited
- Student must not enter an examination hall more than half-an-hour after the start of an examination.

Also student must not leave an examination hall less than half-an-hour before the end of an exam.

- Student must not carry notes, blank papers, books, calculator, mobile phone or any other electronic data storage device with them during the exam. All rough work must be done in the exam booklets provided during the exam.



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- A warning bell will be given ten minutes before the close of the examination; at the second bell student must stop writing and be ready to hand over the answer-books to the supervisor. Student must not leave the seat until all answer-books are collected by the supervisor.

Principal
Pravara Rural College of Pharmac;
Pravaranagar, A/p. Loni-413736



FOR SUPPORTING STAFF

- Commence work on time.
- Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department.
- Maintain a supportive environment for while performing their assigned duties.
- Respect confidentiality in all matters.
- Understand the job scope, practices, and procedures relating to their position.
- Ensure accuracy and thoroughness in the performance of their assigned duties.
- Meet targets regarding work to be performed to the best of their ability.
- Manage time effectively.
- Be well-organized.
- Demonstrate ability to solve problem within the scope of their position.
- Demonstrate ability to work independently when appropriate.
- Show initiative.
- Notify their in-charge if they are unable to come to work. Submit leave application to the in-charge if want to avail vacation.

Institution organizes professional ethics programmes for students, teachers and the academic and administrative staff.