

**Shree Santkrupa Shikshan Sanstha`s**  
**SHREE SANTKRUPA COLLEGE OF PHARMACY,**  
**GHOGAON**



**CODE OF CONDUCT**  
**HANDBOOK**

# CODE OF CONDUCT FOR STUDENTS

## 1. DISCIPLINE

Our institutes have set rules and regulations to provide students with guidelines of appropriate behavior. These rules are intended to instill in students a respect for both others and themselves. We practice a positive approach to discipline. All students are expected to exhibit a high level of maturity along with a sense of responsibility.

- Every student is required to pay close attention to and adhere to the Institute's disciplinary policies and procedures.
- Students should always have their identity cards and they should present them upon request from college administration. Identity cards and uniform is mandatory for all throughout the course duration.
- Any kind of ragging, both inside and outside the campus and dorms, is strictly prohibited. Upon receiving notice, the defaulter will be immediately dismissed from the college.
- Students must take all official notices seriously. They must read notice board regularly and inform parents/guardians also whenever necessary.
- Only the authorised individuals are responsible for using the notice boards to post pertinent information about their areas of responsibility. No student shall put up any notice on the board without authorization by the Head of the institution.
- Any act of indiscipline or misbehaviour by any student will attract severe punishment. Students are not allowed to stick posters, draw sketches or mark anything on walls, buildings or trees in college and campus premises. Negligence or carelessness resulting in damage to the Institute and campus property will result in penalties and payment for losses incurred.
- Discrimination against other students on the grounds of caste, religion, colour, ethnicity, gender, sex, physical disability, age, sexual orientation, or political or religious convictions is strictly forbidden for any student caught doing so. It is forbidden to abuse someone verbally, socially, or physically in any way.

- If alcohol is found being consumed or in the possession of a student, they will be expelled from the college. It is forbidden to possess or use tobacco in any way illegally. It is also strictly forbidden to use drugs or smoke on campus.
- Prompting other students, molestation, ragging, harassment, bullying and untoward incidents is punishable offense. Under no circumstances will such activities be tolerated.
- Use of Mobile phone is prohibited in classrooms, laboratories and Library etc. 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.
- Students are bounded by rules and regulations framed by the college from time to time. Any violation of the rules shall result in disciplinary action which may lead to dismissal from the college.

## **2. ATTENDANCE**

Without prior written consent from the Head or Principal, no student shall remain absent from the classes. Some relaxation is possible under certain circumstances and with the principal's prior approval. However, at least 80% attendance is required for both theory and practical's at the college otherwise they shall be detained from appearing for university exams.

## **3. CONDUCT**

Students should behave both on and off campus in a way that enhances their reputations in the community and that of the Institute. Students who misbehave or use vulgar language against faculty, staff members, administrators, or other students may face strict disciplinary action.

## **RULES AND REGULATIONS FOR LIBRARY**

1. Identity Card is Compulsory for Use of Library.
2. Issue I Card Within 15<sup>th</sup> days after Admission
3. Registration Should be done to become a Library Member Prior to Using the Library Resources.
4. Enter your Name & Sign in the Register kept at entrance counter before entering into the library.
5. The User can issue 01 book at one time for a period 07 days.

6. A book issued can be renewed on or before the due date “Once” again for a period of 07 days only.
7. A late fine Rs.1/- will charged per book per day.
8. If book is loss, then the reader shall replace the books of the same edition or latest edition or pay three-time cost of book after getting permission from Librarian.
9. Keep our bags, personal reading material & other belongings on property counter outside the library. The library staff is not responsible for any loss or damage of the student belongings.
10. Reference material should not be taken outside the library.
11. The Librarian may recall any book from any member at any time & the member shall return the same immediately.
12. Student require handle the books/Journals very carefully, marking with pencil, writing or highlighting, tearing the page or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.
13. Each student obtains No Dues Certificate from Library after returning all book issued, before 08 days from Examination.
14. If you have any suggestion the drops your suggestion in suggestion box.

**Rules for Library Reading Room:**

1. I Card is Compulsory for use for Reading Room.
2. Silence to be maintained & No discussion permitted in the Reading Room.
3. Use of Mobile Phone & Audio-Visual Instrument Prohibited in the Reading Room.
4. Eating, Smoking, Tobacco & Ghutaka is Strictly Prohibited.
5. Student will be allowed to use the reading room during free periods.

## **CODE OF CONDUCT FOR TEACHING STAFF**

The code of conduct established by the Institute, which is provided below and may be updated from time to time, will be applicable to teaching staff. Respect and faithful execution of the Management/Principal of the Institute's decisions are expected in all matters pertaining to the overall administration and general operation of the Institute.

### **DISCIPLINE**

- Without unnecessary interference, every member of the teaching staff should be genuinely concerned in the students' overall growth. They should also inculcate in them a sense of respect, appreciation and gratitude towards authority, as well as love and respect for each other and the entire Institute.
- Every teaching staff is expected to abide by the institution's policies and procedures as they change from time to time.
- Each teaching staff will commit their time and best efforts to the betterment of the Institute.
- Each member of the teaching team is expected to uphold a strict code of conduct and provide a personal example for the students, teaching them honesty, etiquette, and courteous speech and behavior.
- Every staff member must be punctual, sincere and regular in their approach. All members of the teaching staff shall be punctual, sincere in his/her duties and they shall sign the attendance register before starting their work.
- Every member of the teaching staff is expected to report to work at the designated time and not leave the premises during duty hours without the Competent Authority's prior approval.
- To accomplish institutional goals, each staff member should cooperate and collaborate with others through administrative and academic activities.
- Each employee is expected to uphold the confidentiality of the College's and its constituents' affairs. They also have an obligation to refrain from directly or indirectly disclosing any information that could be construed as private to members of the public or other staff members unless required.
- All employees are accountable for safeguarding Institute assets, including all tangible assets, both moveable and immovable, and for taking appropriate precautions to avoid theft, misuse, or damage.

- Without prior authorization from Management or the Principal, teaching staff members are not permitted to remove any Institute-owned papers, tools, equipment, or materials, nor should they give them to students or other unauthorized individuals.
- The teaching staff's work plan should guarantee that they accomplish the tasks, responsibilities, and goals that the department or institution has allocated them in the most efficient way possible.
- Teaching staff members are not allowed to ignore orders of the Institute, nor can they refuse to accept, receive, or take delivery of notices, letters, or other communications from management, principals, or competent authorities.

### **LEAVES**

- When a faculty member plans to take a leave of absence, they should have it approved in advance and make appropriate plans for how they will be covered in class, the lab, the admissions process, and other obligations. In the event of an emergency, notify the Head of Department or the following Senior Faculty member, and recommend suitable alternative arrangements.

### **CLASSROOM TEACHING**

- At least ten minutes prior to the start of class, each faculty member should arrive at the campus.
- Teaching staff should stay in class for the entire sixty-minute session and should not leave early.
- When giving lectures, staff members should make use of "Information Communication Technology (ICT)" tools.

### **CONTINUOUS ASSESSMENT**

- The staff should create a lecture-based lesson plan as soon as the subject is assigned.
- Each staff member should get the course file and lesson plan, which have been authorised by the principal and HOD. The course file needs to be kept up to date using the recommended format.
- Every staff member should refrain from engaging in any unethical behaviour while conducting assessments work.
- 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 Faculty Member should communicate with the coordinators, department heads, and student counsellors to report issues such as persistent absenteeism, delayed learners, and inappropriate behavior.

## **CODE OF CONDUCT FOR NON-TEACHING STAFF**

The code of conduct established by the Institute, which is provided below and may be updated from time to time, will be applicable to non-teaching staff. Respect and faithful execution of the Management/Principal of the Institute's decisions are expected in all matters pertaining to the overall administration and general operation of the Institute.

- All non-teaching staff members should be neat and orderly, humble and genuine, and above all, courteous and patient in their speech and conduct.
- All non-teaching staff members must follow sharp reporting timings as per the rule
- Without unnecessary intervention, every non-teaching employee should have a strong interest in the institute's overall development.
- All non-teaching staff should assist teaching and administrative staff in their work whenever necessary
- Every non-teaching employee is expected to arrive on time for work and sign the attendance record before beginning any task.
- All non-teaching staff members are required to report to work at the designated time and are not permitted to leave the premises during working hours without the Competent Authority's prior approval.
- Without prior authorization from Management or the Principal, teaching staff members are not permitted to remove any Institute-owned papers, tools, equipment, or materials, nor should they give them to students or other unauthorized individuals.
- Non-teaching staff members are not allowed to use dangerous drugs or intoxicating beverages on institute property, nor are they allowed to be under the influence of such substances while performing their duties.
- Non-teaching staff members are not allowed to ignore orders of the Institute, nor can they refuse to accept, receive, or take delivery of notices, letters, or other communications from management, principals, or competent authorities.