

CODE OF CONDUCT

Pune District Education Association's
Seth Govind Raghunath Sable College of Pharmacy,
Saswad

This Handbook indicates the code of conduct for all the students and the staff (Teaching and supporting) of our institute. This document is prepared for good and effective functioning of the institute through proper and efficient use of the available resources in the campus. It also ensures the quality of teaching-learning process with transparent administration. The college has a great vision of preparing the students to serve the society by their all-round development, viz. Communication skills, Leadership quality, Group work, Presentation skills, technical skills, ethics, general aptitude, etc.

All staff and students must know that it is necessary for them to abide by the Code of Ethics and Conduct and the rights / responsibilities, including the constraints that flow from it. All of them are requested to be well conversant with this Code, which can also be reviewed on the official website of the Institute

FOR STUDENTS

Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the college campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College. The students' code of conduct set out the standards of conducts expected of the students. It holds individuals and groups responsible for the consequences of their actions. The Institute shall have authority over the conduct of students affiliated with / enrolled with the Institute and to consider all acts of misconduct, including cases of rigging or otherwise occurring on the Institute campus or in connection with work and functions of the Institute.

The Code is applicable to all students, which includes all persons pursuing undergraduate, graduate, professional or doctoral studies. The Code applies to the on-campus conduct of all students at all the locations/ campus of the college and it includes:

- 1) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- 2) The student should not do any harm Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
- 3) The student should not carry or use weapons, explosives, or destructive devices off campus.

4) The students should not do smoking, drinking, tobacco chewing etc in as well as out of the college..

5) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community While determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the Institute shall consider the seriousness of the alleged offense, the risk or harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on and off-campus.

Academic Conduct:

Academic misconduct is defined as a violation of the College's standards of academic integrity whether these violations are intentional or unintentional. Academic misconduct consists of cheating on an exam, plagiarism on an academic assignment, or unauthorized collaborative work.

Evidence of academic misconduct may include, but is not limited to, the following:

- Some of the student's work coincides with or closely paraphrases a source that is not properly acknowledged.
- Glaring coincidences in the work of students on exams, papers, problem sets, etc., where cooperation in producing the work was not permitted.
- Submission of the same work in more than one course. When submitting any work to an instructor for a course, it is assumed that the work was produced specifically for that course. Submission of the same work in more than one course without prior approval is prohibited.
- Using resources not authorized by the faculty member (textbooks, notes, websites, the work of other students) to complete examinations or other assignments
- Using or relying upon another's work without crediting the source, even if only minimal information is available to identify it for citation.
- Discipline should be followed strictly during examinations.
- Students must not change or resubmit previous academic work without prior permission of the instructor.

Classroom Conduct:

- The students should not use cell phones or other electronic devices that disrupt the learning process. The use of personal laptop computers, phones, etc. may be acceptable in some classes; however, they must be used only for note-taking or activities in direct support of the course objectives. Faculty members have the right to ask students to shut down any electronic devices.
- The student should be present in the class room before the lecture starts and till it finishes and in the laboratory during practical till the given experiment is completed.
- The student should not remain absent in the college without prior permission from class teacher. If failed to do so, he/ she should bring the parent's letter.
- During lecture, the students should maintain silence in the class room. They should strictly avoid talking with each other, listening music on mobiles, disturbing teacher, reading other books or newspapers etc.

General Conduct:

The College has made available to its students this Code of Conduct, as well as its other policies and procedures. Students are immediately put under the College's rules, laws and regulations upon enrollment in the College. It is the duty of students to get acquainted themselves with all policies and procedures concerning them.

- The students should inform their parents regularly about their attendance and progress in academics.
- The students should be obedient and respectful to teachers, librarian, administrative staff and other supporting staff in the college.
- The students should wear neat and clean uniform and observe personal hygiene. The ID card should be worn in the college premises.
- All the internal and University examinations should be attended by the student.
- The students can participate in industrial / education tours only. The student should participate in all the activities conducted in the college.
- The student should read the notices displayed on notice board regularly.
- Any type of groupism, processions, protestations, mobbing, movements etc are strictly prohibited in the college premises.
- Any grievance should be communicated to the respective guardian teacher, class teacher, Academic in-charge or respective responsible staff.
- The case of ragging should be informed to the Principal/ Secretary of Anti-ragging committee immediately.
- The student should not impose any kind of external pressure in the conduct of college activities.
- There should not be 'common off' in the college otherwise the fine will be imposed.

- The students should not collect the funds from other students for any activity in the college without prior permission of college authorities.
- To play mischief with, to pressurize or to frighten the girl students in the college premises is strictly prohibited. The victim should make complaint to the Principal/ Secretary 'Ladies Grievance Redressal Committee'. The guilty will be punished accordingly.
- To entertain any other person or ex-students for private meetings in the college is not allowed.
- The students should abide by the rules stated here as well as any other incidental rules laid down by the college.
- In case of non-observance of maintenance of discipline and good conduct by the students, the Competent Authority may impose any one or more of the punishment/s given in the **Ordinance no. 157 of Poona University Act, 1974.** (SPPU)

Anti ragging rules

- Ragging is a criminal offence and UGC has framed regulations, on curbing the menace of ragging in higher educational institution, in order to prohibit, prevent and eliminate the scourge of ragging. The regulations have been notified vide No. F. 1-16/2009 (CPP-II) dated 21.10.2009
- Ragging includes any conduct by any student whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student

Punishment:

- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/ expulsion from the hostel.
- Cancellation of admission.
- Rustication from the institution for period ranging from one to four semesters.

- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Fine ranging between Rs. 25,000/- to Rs 1lakh

Grievance Redressal Mechanism:

To preserve the college's reputation by maintaining a struggle-free environment in the college by fostering a cordial relationship between student and student, student-teacher Relationship College has established Grievance Redressal cell. The students are informed about the same and the mechanism of the same is as follows.

- The aggrieved member/ complainant shall submit a written & signed complaint to the Secretary of the Grievance Committee. Also the complaint can be conveyed orally.
- The chairman calls the meeting of the committee through Secretary within 10 working days. The complainant will be called in the meeting.
- The committee shall study the complaint and after looking into the relevant documents, discuss with those concerned and submit its recommendations and prepares a report.
- The institution will take appropriate action against the guilty according to the decision of the committee.

INSTITUTIONAL CODE OF CONDUCT FOR STAFF

DISCIPLINE

- All staff of the Institute is 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.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Staff 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)
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff 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.

LEAVES

- Staff shall get casual leaves, medical leaves; earned leaves and vacations as per Rules of SPPU.

CODE OF CONDUCT FOR TEACHING-STAFF

DISCIPLINE

The 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, jobs and targets assigned to them by the Department/ Institution.

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. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The 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.
- The staff should get the feedback from students and act/adjust the teaching appropriately.
- The staff should interact with the mentors and Head of the departments or student counselor and inform him/her about the habitual absentees, slow learner student, objectionable behavior etc.
- Every Faculty Member should maintain academic attendance record book.

CLASSROOM TEACHING

- The staff should engage the full 60 minutes lecture and should not leave the class early.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts / questions.
- 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 student
 - ✓ 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 developing their professional knowledge and teaching skills
- ✓ supporting the personal and professional development of others
- ✓ providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
- ✓ assisting in developing and mentoring less experienced staff members
- ✓ accepting responsibility for their own professional learning and development

LABORATORY

- The staff should be active in the planning of the experimental set-up and the upgrading of the laboratory.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

TEST/ASSIGNMENTS/MID-TERM/MOCK

- Regular tutorials have to be conducted for the tough subjects. The syllabus for such tutorials has to be assigned to the students one week prior to the test.
- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

APPRAISAL REPORT

- All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to attend faculty development programs to update their knowledge like seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra- curricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

CODE OF CONDUCT FOR SUPPORTING STAFF

ADMINISTRATIVESTAFF

- Support staff will demonstrate courtesy, respect, patience and willingness to help in all their interaction with students, teachers, guardians, administrative personalities, general public in any context
- Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- Staff should take additional responsibilities if required as assigned by the Principal.

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.

STUDENT SECTION

- Student section should ensure the eligibility of the students and prepare related documents to submit them to Savitribai Phule Pune University within prescribed time limit.
- Ensure the student document verification by Savitribai Phule Pune University within time limit
- Submit the student Pro-rata, eligibility and student insurance to Savitribai Phule Pune

University

- Ensure timely submission of examination forms to Savitribai Phule Pune University
- Ensure caste certificate/caste validity from concern divisional office
- Provide all necessary student data to prepare various committee reports

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 of the practical.
- Lab assistant should ensure the cleanliness of laboratories.

LAB ATTENDANT

- Lab attendant should help the lab assistant to carry out the lab related responsibilities.

CLERK

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files.

PEON

- Peon should report the college half an hour before the college time. Peon should maintain cleanliness of corridor, laboratories, and class and staff rooms.
- Peon should do all the work assigned by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permits.