



DR. VITHALRAO VIKHE PATIL FOUNDATION'S
COLLEGE OF PHARMACY,
VILAD GHAT, PO. MIDC, AHMEDNAGAR (MS)
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Accredited by NAAC with Grade "B" (CGPA 2.72)
Permanently Affiliated to Savitribai Phule Pune University, Pune.
Approved by AICTE, PCI, New Delhi & Recognized by UGC, New Delhi



CODE OF CONDUCT

CODE OF CONDUCT FOR PRINCIPAL, STAFF (TEACHING AND NONTEACHING) AND STUDENTS

Code of Ethics for Principal

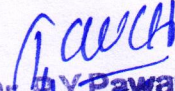
The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding.

The Principal shall responsible for:

- ❖ 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, Gymkhana and Hostels, if any
- ❖ Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management.
- ❖ Observance of provisions of Accounts Code
- ❖ 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

- ❖ Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued thereunder from time to time
- ❖ Supervision of college internal examinations, setting of question papers, for the internal examinations, moderation and assessment of answer papers and such other work pertaining to the examinations as assigned.
- ❖ Assessing reports of teachers and maintenance of Service Books
- ❖ Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff
- ❖ Observance and implementation of directives issued by Government, authorities viz. Director of Education / Higher Education / University and other concerned authorities
- ❖ Safe-guard the interests of teachers/non-teaching staff members and the Management
- ❖ Timely submission of information/returns to different statutory bodies/authorities.




Dr. Y. Pawar
Principal
College of Pharmacy
Vilad Ghat, Ahmednagar

Code of Ethics for Teaching Staff

A professional **code of ethics** outlines **teachers'** main responsibilities to their students and defines their role in students' lives. Above all, **teachers** must demonstrate integrity, impartiality and **ethical** behavior in the classroom and in their **conduct** with parents and coworkers

1. Teachers should handle the subjects assigned by the Head of the Department
2. Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor – Ward system must be effectively implemented. Teachers shall monitor the respective group of students who are attached to them.
4. Assignment topics for each course are to be given and collected from the students in time and returned to the students after correction.
5. Teachers should be good counselors 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.
6. Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
7. Teachers are expected to be present in the college campus at least 10 minutes before the College beginning time & should remain in the campus till the end of the College hours.
8. Teachers should sign the attendance register while reporting for duty.
9. Prior written permission is required from the Principal / at least a day in advance while availing Casual Leave or Duty Leave.
10. Not more than 25% of staff members in a Department will be allowed to go on Duty Leave / Casual Leave etc. on a particular day.

11. Study leave for higher studies will be granted at the discretion of the management.
12. Staff members are encouraged to write text books, publish articles in reputed Journals and present papers in Seminars and Conferences.
13. Staff members are encouraged to take up Research projects.
14. Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge.
15. Staff members are encouraged to undergo Practical Training in Industry and can take consultancy Work as part of Industry – Institute interaction.
16. Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands.
17. 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.
18. Head of the Departments are responsible for all the college properties belonging to their department.

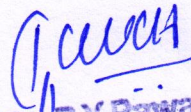
Code of Ethics for Non-Teaching Staff

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours (9.30 a.m. to 5.10 p.m.). They should report for duty at least 30 minutes in advance (9.00 a.m.)
2. Non-Teaching staff should wear the Uniform provided by the Management.
3. Non-Teaching staff must always wear their identity badge during working hours.
4. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
5. Any Loss or damage to any article in the Lab or Class Room should be reported to the Head of the Departments in writing immediately.
6. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment's, chemicals, etc. It shall be submitted to the Head of the Departments and the Principal at the end of each semester and their signatures obtained.
7. 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 Head of the Departments, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
8. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
9. Non-Teaching staff shall not leave the College premises without permission before 5.10 p.m.

Code of Conduct for students

1. Every student shall wear clean, neat uniform and I-Card every day. (weekly off on Saturday)
2. During class hours a student cannot go out of the classroom without the permission of the teacher concerned
3. Student must be regular in attendance for theory and practical classes. (75% for theory and practical mandatory.)
4. Mobile phones should be switched off / on 'Silent mode' in the college premises.
5. Students should take care of their belongings. The institution will not be responsible for any loss.
6. Ragging/harassment in any form is banned in the campus.
7. Students must be honest, behave politely and treat others with respect.
8. Students do not use unfair means for examination.




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