



Viswambhara Educational Society

VAAGDEVI PHARMACY COLLEGE

Approved by AICTE, PCI-New Delhi & Affiliated to JNTUH
P.O.BOLLIKUNTA, WARANGAL-506 005 (TELANGANA STATE)

CODE OF CONDUCT

Professional Ethics,

Moral Values and Human Rights



Principal


Vaagdevi Pharmacy College

Bollikunta, Warangal - 506 005

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Bollikunta, Warangal - 506 005

1. RULES AND REGULATIONS

- ❖ On college campuses, all forms of ragging, annoyance, harassment, and bullying are prohibited.
- ❖ Students must regularly attend both theoretical and practical lessons.
- ❖ Students will not be promoted to the following term if they do not maintain the required 75 percent attendance record.
- ❖ If a student is not wearing their college ID card while on college premises, disciplinary action will be taken.
- ❖ Students should only park their vehicles in the allocated parking space that has been assigned to them.
- ❖ Mobile devices must be turned off or in "Silent mode" when on college campus.
- ❖ On college campuses, using the internet for anything other than academic-related activity is prohibited.
- ❖ It is absolutely prohibited to smoke and use alcohol or drugs on college campuses.
- ❖ Use of plastic bags on campus is completely banned for students.
- ❖ To dispose of wastes, students should utilise a dustbin.
- ❖ Any theft of college property or staff or student possessions will result in severe disciplinary action.
- ❖ Any kind of wrongdoing during the college-arranged educational tours and industrial visits will result in severe disciplinary action.
- ❖ It is completely unlawful to possess, distribute, or use illegal items including alcoholic beverages, illegal narcotics, and pornographic images or movies.


2. CODE OF CONDUCT FOR STUDENTS

Its students' accomplishments primarily dictate an institution's reputation. Students are evaluated not just on their academic performance but also their behaviour, which is a critical component of their total personality.

Students must follow the following norms of conduct:

Academic behaviour: They must act well in classrooms, labs, computing facilities, lecture halls, libraries, and other educational and leisure spaces. All the students must wear identity card inside the campus.




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Discipline: Students must be disciplined. Indiscipline ends in a penalty. They must maintain self-imposed restraint in all sports, examinations, and other aspects. Maintain a proper dress code and project yourself in a dignified and respectful way. They must maintain silence in the library. During college working hours, they are not permitted to be in the Canteen or any other public venue.

Attendance: A student may be admitted to a semester test whether they have attended the prescribed course of study for the applicable semester daily and attended at least 75% of the total.

Gratitude: Their actions must express gratitude for the Faculty members and instil a sense of friendship and shared respect within themselves.

Punctuality: Students shall attend courses and all co-curricular and extracurricular programs as arranged by the Departments/Institution.

Maintenance of campus: Students are not allowed to write on walls or render unwanted scrawls on walls/doors or other positions on campus.

Belonging: Build a sense of connection to the organisation by keeping it up-to-date, clean, and friendly.

Integrity and honesty: They do not attempt to copy in any form of examinations. Those who commit errors will face disciplinary punishment such as expulsion or rustication, among other things.


Respecting Diversity: No student shall be discriminated against for nationality, state, religion, caste, language, or sexual orientation, among other things.

Drug Abuse: students should not use drugs or some other narcotics. Students fascinated by drugs will be penalised according to the law.

Ethical behaviour: Must adhere to the ethical standards and professional practice. Formal and informal groupings based on caste, community, and religion should not be formed. Any acts of violence on campus or the destruction of college property should be reported. Misbehavior with female students and mistreatment of instructors, administrative employees, or any other individual on the college campus or the college authorities will be taken seriously.

Anti-Ragging: Ragging is a criminal offence. Students must refuse to participate in any sort of ragging. Students who engage in ragging will face legal consequences. On campus, college grounds, and programmes, teasing women and causing a disturbance are absolutely forbidden.




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Student's disciplinary rules:

1. Students must wear the required clothing, which includes a white apron and full-length shoes.
2. Students should keep an observation book (with graph paper) and a record for each lab (as advised by a staff member).
3. For practical lessons, students should bring their own calculators, pencils, erasers, and other materials.
4. Students should take notes on their observations, complete all computations, and get their work confirmed by a member of staff. Before the next practical class, any incomplete work should be completed and validated by a staff member.
5. Students must complete the experiment's record work and submit it in the following class without fail, but only after a staff member has verified the calculations. Students will not be allowed to enter the laboratory unless they have a record.
6. In the laboratory, students must maintain complete quiet.
7. Discipline may be imposed if the aforementioned rules are broken.

3. FUNCTIONARIES UNDER CODE:

- Each faculty is allocated a group of students to follow throughout their tenure on college. In the incidence of a code of ethics crisis, the faculty counsellor is responsible for escalating the situation to the appropriate department head.
- The Head of the Department is in charge of regulating the department's code of ethics among the students and reporting any violations to the Principal.
- The Head of the Institution (Principal) has the last decision in maintaining campus discipline and encouraging student compliance with the rules.




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4. CODE OF CONDUCT FOR LIBRARY:

- ❖ When visiting the library, all students are required to sign the "Student Visitor Register" and enter their names. Visitors and faculty members must enter information in the staff register.
- ❖ Instead of the reading room, students should keep their bags in the luggage area.
- ❖ To access the library services, all students must use their student ID card and library card.
- ❖ Books that have been issued must be submitted on or before the deadlines.
- ❖ Without the librarian's prior approval, no notices or circulars may be posted on the library notice board.
- ❖ On no library furniture or wall may writing or scribbling be attempted. Any student caught doing this will receive punishment.
- ❖ The schedule of Books issue will be as under:
 - Library Working Hours: - 10.30 am to 04.30 pm
 - Lunch time: - 01.00 pm to 01.30 pm
- ❖ Only reference books provided on the student card will be available in the reading room. Reference books cannot be taken outdoors by students.
- ❖ Two books may be given out for five weeks to B. Pharm and Pharm D Students.
- ❖ For M. Pharm students: maximum four books can be issued for fifteen days.
- ❖ For the faculty members: five books can be issued for thirty days.
- ❖ The student must appear in person, along with the book, for renewal purposes. The book will only be renewed once.
- ❖ Those students who are appearing for competitive exam (GATE/TOEFL/GRE etc): two books can be issued for fifteen days.
- ❖ It is prohibited to take journals and periodicals outside of the library. All Journals / Periodicals should be kept in their respective place after use.
- ❖ Students will be charged a fee per day if books are not returned or renewed by the deadline.
- ❖ Some reference books (Except Pharmacopoeia & Govt. Publications) can be issued on an overnight or weekend basis to M. Pharm. students and faculty members.




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- ❖ If a borrower misses a book from the library, they must either pay double the cost of the book or replace it.
- ❖ Without authorization, students may not enter the stack room.
- ❖ The aforementioned guidelines must be followed by all borrowers.

5. CODE OF CONDUCT FOR STAFF (Teaching and Non-teaching)

- ❖ Every employee must always act with the utmost honesty and commitment to responsibility, abstaining from any behaviour that is improper for someone working for a school.
- ❖ Every employee is required to abide by and follow all institutional norms and regulations as well as any directives and instructions from their superior authorities.
- ❖ Every employee is expected to treat everyone with the highest respect and consideration while doing their job.
- ❖ Every employee must make an effort to advance the college's interests and must act in a way that does not do so.
- ❖ No employee shall, directly or indirectly, engage in any trade, business, or occupation. The employee must first receive approval from the authorities before engaging in honorary activity of a social or philanthropic nature, or work that is literary, artistic, or scientific in nature.
- ❖ Employees of the college are required to strictly abide by all applicable laws regarding intoxicating beverages and drugs, regardless of where they may be at the time. They must also take care to ensure that they are never impaired while performing their jobs and that the use of any such substances at any time has no bearing on how well they perform their duties.
- ❖ Every employee is required to uphold the strictest confidentiality with regard to the affairs of the college and those of its constituents. They are also prohibited from disclosing directly or indirectly any information that is of a confidential nature to members of the public or other college staff unless they are ordered to do so by a superior officer while performing their duties or if they are required to do so by a judicial or other authority.
- ❖ While on duty or on leave, an employee of the college is not permitted to undertake, accept, engage, solicit, or pursue any outside work or office, whether stipendiary or honorary, without the previous consent of the Secretary. This prohibition applies to both stipendiary and honorary ventures.





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- ❖ Except with the previous approval of the secretary, no employee of the College may form any partnerships or take any fees, endowments, or commissions from any party other than the College.

5.1 FACULTY DUTIES (Teaching)

- ❖ Faculty members are expected to run courses in a way that is appropriate for the course they are teaching.
- ❖ Students should be informed of the goals, specifications, and deadlines of the course, and they should handle their assignments and exams on time.
- ❖ Faculty members are required to conduct office hours where students can ask questions about their coursework and receive advice.
- ❖ When a faculty member must miss a class due to sickness or another cause, they should strive to arrange for alternate instruction and notify the department chair in advance so that students can be notified in a timely manner.
- ❖ It is expected of faculty members to take on additional duties as needed.
- ❖ Faculty members are required to take part in the departmental and college-level decision-making, curriculum creation, and evaluation processes.
- ❖ Although faculty members have a primary duty to their own department, they also belong to the larger college community and should make every effort to collaborate with faculty from other departments as well as with the college's administrators, while adhering to the deadlines issued by various committees.
- ❖ The institution offers the facilities and services listed below to help faculty members carry out their jobs.
 - a) Office space, Teaching aids (LCD, OHP and Smart Board etc)
 - b) Computer services
 - c) Official stationery
 - d) Postage for official correspondence
 - e) Library- photocopying facility.
 - f) Timing flexibility for PG, Ph.D. students & research work.




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6. CODE OF PROFESSIONAL ETHICS


6.1 TEACHERS AND THEIR RESPONSIBILITIES:

- ❖ Anyone who chooses to pursue a career in education does so with the "responsibility to behave himself/herself in line with the beliefs of the profession." A teacher is frequently the subject of criticism from both his students and society at large. As a result, every instructor has to ensure that his principles and methods are compatible. The national educational goals that have already been established and that he or she should work to instil in pupils must be his or her personal ideas. Additionally, the occupation demands that instructors have a kind demeanour, a calm, patient, and communicative temperament.

6.2 Teachers should:

- ❖ adhere to the responsible behaviour and manner that the community expects of them; Commit to ongoing professional improvement via research and study;
- ❖ Manage their personal lives in a way that upholds the respect due to their career;
- ❖ Participate in professional meetings, seminars, conferences, etc. to express your honest and forthright opinions in order to advance knowledge.
- ❖ Keep your participation in professional groups active and work to have them boost your career and education.
- ❖ Conscientiously and devotedly carry out their responsibilities in the form of teaching, tutorial, practical, seminar, and research work. Participate in co-curricular, extracurricular, and extracurricular activities, such as community service.
- ❖ Cooperate and help carry out duties related to the college's and university's educational obligations, such as helping to evaluate admissions applications, advising, and counselling students, as well as helping to oversee, invigilate, and evaluate college and university exams.
- ❖ Try to ensure that institutions keep in touch with guardians and students through teacher bodies and organisations, send reports of their performance to guardians as needed, and meet with guardians at meetings called for the purpose of engaging in a mutual exchange of ideas and for the institution's benefit.
- ❖ Cooperate with authorities to improve the institution while keeping in mind the profession's dignity and its interest. Before changing your position, give and expect adequate notice.
- ❖ Refrain from using leave unless absolutely necessary and, to the extent possible, in order to fulfil their academic schedule commitments.




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7. FACULTY RIGHTS AND OBLIGATIONS

Expression

- ❖ Employees have the right to express themselves within their work areas as long as the expression does not disrupt the vision, mission and objectives of the Institute.

Professional development

- ❖ Employees have the right to pursue further training for skills linked to their jobs. Within its means, the institution will undertake staff development and training initiatives.

Problem resolution

- ❖ Employees have access to methods for problem resolution. The many accessible applicable policy papers outline the procedures for these conflicts.

Safety

- ❖ Employees should report any unsafe working circumstances to the appropriate authorities since they have a right to a safe and healthy workplace.

Civility

- ❖ Employees are entitled to courteous treatment from all superiors, coworkers, and subordinates. The College will utilise all of its resources to implement any available techniques for easing tensions that could lead to uncivility.

Freedom from violence

- ❖ Employees have the right to be protected from violent behavior. Violent behavior toward faculty, staff, students, or visitors to the College is neither condoned nor acceptable. Such behavior may provide immediate grounds for dismissal for cause and legal action.

Freedom from sexual harassment

- ❖ The employee has a right to an environment free from sexual harassment. It is the College's duty to provide its workers with education.

Freedom from discrimination

- ❖ The worker has a right to unprejudiced treatment. No matter a person's race, colour, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, or any other characteristic listed by federal, state, or local laws, the College is obligated to treat them fairly and with equal concern.



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