

SAMSKRUTI COLLEGE OF PHARMACY
(KONDAPUR (V), GHATKESAR (M), MEDCHAL DIST.)

Handbook For
Code of Conduct Of
Students, Teaching Staff, Administrative Staff, and Supporting Staff



General regulations of Samskruti college of Pharmacy

The Institution has developed a Code of Conduct for its Students, Teaching Staff, Administrative staff and supporting staff to foster and protect the core values of Samskruti College of Pharmacy.

RESPONSIBILITIES OF THE GOVERNING BODY

The governing council is the highest administrative body of the institute and it meets once in a year and its functions are given below.

1. To monitor academic and other related activities of the college.
2. To review important communications, policy decisions or any other similar notices received from the University or Government.
3. To pass the annual budget of the college.
4. To review the audited files of the college.
5. To consider introduction of new courses, and changes in intake for the next academic year.
6. To review the memorandum of understanding agreed and industrial collaboration proposals.
7. To review the faculty positions of the college.
8. To review the faculty development initiatives and programs.
9. To review the admission of the college.
10. To review the academic performance of the students.
11. To review the development activities of the students.
12. To review the training and placement activities.

DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL

The Principal as the head of the institution is solely responsible for addressing and resolving all issues concerned with stakeholders of education. The code of conduct provides an explicit definition of the standards of professional; conduct expected from the Principal as the head of the college.

1. To promote academic growth in the college.
2. To monitor and participate in teaching, research and training programs of the college.
3. To guide/advise in planning and implementation of academic programs.
4. To monitor admission of students, maintenance of discipline in the institute.
5. To supervise the overall administration of the institution.
6. To do correspondence relating to the administration of the institution.

7. To observe the Acts, Statutes, ordinances, Regulations, Rules and other orders issued there under by the University authorities and bodies from time to time.
8. To accomplish any other work relating to the institute or recognized institution relating to the institute as may be assigned to him/her by the management from time to time.

DUTIES AND RESPONSIBILITIES OF TRAINING AND PLACEMENTS OFFICER

1. To prepare a data bank of potential industries for placements and updating it.
2. To initiate correspondence with industries and organize recruitment process for placements.
3. To organize HR meets to strengthen rapport with the corporate world.
4. To organize printing of placement brochure/ soft copies of information regarding student placements.
5. To obtain feedback from industries regarding the performance of already placed students.
6. To organize soft skill training programs to groom students for placements.
7. To counsel students regarding the emerging areas of job opportunities.
8. To organize talks by experts to motivate students to seek job opportunities in emerging areas.
9. To give feedback to the faculty about strengths and weaknesses of students to enable them to initiate appropriate grooming activities.
10. To pay regular visits to industries & establish close rapport with placement/consultancies/R&D/ training & establishment of linkages under the guidance of the Principal.
11. To accomplish any other duties assigned by the Principal.

DUTIES AND RESPONSIBILITIES OF THE EXAM CELL IN CHARGE

1. To coordinate with JNTUH Hyderabad, regarding all matters related to the university examinations.
2. To coordinate along with the principal regarding all the proceedings of the exam cell. Any circulars, guidelines, office order, notifications received by the college is processed in the cell, reply thereof prepared and after principal's signature dispatched to the university.

3. To duly serve examination notices received from the university to all concerned.
4. To display notices from JNTUH indicating details regarding exam fee collection, the last date of fee collection, modalities of payment of fine etc.
5. To prepare smooth conduct of examinations, preparation of exam schedule, invigilation duty chart, seat allotment in the examination halls.
6. To conduct examination mobilizing staff and assigning duties as per the duty chart already prepared.
7. To distribute answer books to the concerned teachers and receive them along with the award list and prepare the same in the desired format to send them to the University.
8. To distribute mark sheets to students received from JNTUH.

DUTIES AND RESPONSIBILITIES OF THE HEADS OF THE DEPARTMENTS

1. To allocate subjects to the faculty members well in advance before commencement of the year/semester.
2. To make sure that the time tables are prepared as per the guidelines given by the Principal and inform the faculty members and students at least one day before the commencement of the class work.
3. To interact with students (section wise) of their branch once in 15 days, identify the problems and find solutions in consultation with the Principal.
4. To verify the student's attendance registers maintained by the staff members once in a week.
5. To instruct the faculty members to set the question papers as per the instructions from the Principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the Principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given.
6. To observe the dress code among students and instruct the respective mentors to implement the dress code among the students.
7. To collect the student feedback about the faculty members subject wise and communicate the feedback to the concerned faculty members and to guide the faculty members to improve their performance based on the

feedback and also to monitor whether the faculty members are improving from year /semester to year/semester.

8. To advise the faculty to post the attendance and internal marks regularly.
9. To display internal marks and attendance particulars and communicate the same to the students and their concerned parents from time to time with the help of mentors.
10. To counsel the students who are absent for the mid test or irregular to the class work.
11. To form student batches and allot the project guides as per the guide lines given by the Principal.
12. To designate faculty member who will be the head incharge during his/her absence and make sure that all files and records are available for head incharge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from college.
13. To allocate the students to the teacher-counselors in the beginning of the academic year.
14. To inform the concerned authorities of any important information of events taking place in the department from time to time.
15. To ensure academic discipline in the department.
16. To follow the guidelines/ instructions given by the Principal from time to time.
17. To make arrangements to lock and seal all the laboratories before leaving the premises.

DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE OFFICER

1. To be responsible for administration of the college office.
2. To ensure security arrangements and safety requirements at the campus/university.
3. To maintain and ensure fleet organization and upkeep.
4. To liaison with local bodies.
5. To maintain discipline amongst students.
6. To advise on the matters related with overall administration as and when needed.

**DUTIES AND RESPONSIBILITIES OF THE SYSTEM
ADMINISTRATOR**

The system administrator shall discharge the duties under directions of the head concerned i.e. the head, computer centre; he/she shall broadly perform the following duties.

1. To perform system requirements and related activities pertaining to obtaining quotations for procurements of hardware and software.
2. To administer and configure servers and system performance.
3. To facilitate the development and maintenance of institute's websites and updating the same.
4. To install and maintenance of software for the systems on the campus including operating system updates, patches and configuration changes.
5. To administer campus wide LAN and internet services.
6. To analyze system logs and identifying potential issues with the computer systems.
7. To perform routine audits of systems and software.
8. To update backup of data and files.
9. To add, remove, or update user account information and resetting passwords.
10. To answer technical queries.
11. To be responsible for security of systems and networks.
12. To perform any other work assigned from time to time.

**DUTIES AND RESPONSIBILITIES OF THE PHYSICAL
DIRECTOR**

1. To ensure smooth conduct of sports and proper use of sports material and facilities.
2. To encourage students to participate in inter college or zonal tournaments.
3. To create and upkeep sports facilities.
4. To ensure discipline among the students on the campus.
5. To ensure that no ragging activity takes place on the campus.
6. To monitor medical facilities on the campus.
7. To assist in smooth conduct of various events in the college.

DUTIES AND RESPONSIBILITIES OF THE LAB INCHARGE

1. To maintain the stock register and consumable registers .To find out the requirements for consumables for the laboratory and procure the same before the start of every term.
2. To plan for the procurement of equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges.
3. To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practicals satisfactorily.
4. To organize the laboratory for oral and practical examinations.
5. To hold those responsible for any breakage/loss etc. and recover the costs.
6. To ensure the cleanliness of the lab and switch off all equipments after use.
7. To place requirements for consumables to the HOD who in turn shall verify the same and forward to the Principal for necessary action.
8. To support staff in coordination and also with respective lab incharge required to report matters like maintenance/repairing, theft, damage etc. within the respective labs to the HOD through faculty incharge of the lab.
9. In order to prevent theft/damage, the lab incharge shall take all necessary actions.

LIBRARY GENERAL RULES

1. Strict silence, decorum and discipline must be maintained in the library. Use of cell phones is not allowed in the library premises.
2. Smoking, eating, sleeping and talking loudly are strictly prohibited in the library.
3. Documents taken out of the shelves must be left on the table. Replacing the books on shelves is not encouraged as they may get misplaced. Misplaced book is like a lost book.
4. A non member can use the library material on the premises with the permission of the librarian.
5. Readers should not mark, underline, dog ear, write, tear pages or otherwise damage the library documents.
6. News papers, Magazines and journals must be read only in the library on specific tables and should not be taken to any other reading areas.

7. No library material can be taken out of the library without permission. Unauthorized removal of anything belonging to the library will be treated as theft and dealt accordingly.
8. Anyone who violates the rules and regulations of the library would be liable to lose the privilege of library and may be restrained from using the library facilities.
9. Suggestions on all aspects of library services are welcome.
10. All the faculty, staff, scholars and students of the college are entitled to become library members.

CODE OF CONDUCT FOR STUDENTS

1. He/she must be regular and must complete his/her studies in the college.
2. All the students must uphold academic respect to all persons and their rights and property and safety of others etc.
3. He/she must carry the identity card issued by the college.
4. He/ she should not park a vehicle in a no parking zone.
5. He/she is forbidden for smoking on the campus of the college.
6. He/she should not indulge in any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, marital or family status, physical or mental disability, gender, identity, etc.
7. He/she should not misbehave during any activity of the college.
8. He/she should not indulge in any disruptive activity in a class room or in an event sponsored by the college.
9. Cheating and copying during examinations are forbidden.
10. All the students are informed that ragging is a crime. So they should not involve in any act of ragging such as use of spoken/written word or any act which has the effect of teasing, treating or handling with rudeness on any student.
11. All the students are informed that they should not involve in the act of sexual harassment which encompass a range of conduct, including sexual assault, unwanted touching or persistent unwelcome comments, emails or pictures of an insulting or degrading sexual nature etc.
12. Any student of the college aggrieved by any acts of sexual harassment or ragging can approach the student grievance redressal cell at the college.
13. Any violation of the code of ethics by a student will be viewed very seriously. The disciplinary committee (DC) set up by the Principal apart from the Code of Conduct Adherence committee will inquire into and resolve all cases of violation of the code by students.

CODE OF CONDUCT FOR TEACHING STAFF

1. Always be punctual in attending to duties in the college.
2. Treat all students with respect and dignity and be just and impartial to all irrespective of caste, creed, sex, status, religion, language and place of birth.
3. Acknowledge and respect the uniqueness, individuality and specific needs of pupils or students and promote their holistic development.
4. Refrain from accepting remuneration for coaching or tutoring his or her own students except for remedial teaching under an approved scheme.
5. Seek to establish and maintain cordial relations with parents or guardians.
6. Work in a collaborative manner with students, guardians, management, and other members of staff, relevant professionals and wider school community, as appropriate in seeking to effectively meet the needs of students.
7. Faculty should exhibit intellectual honesty and integrity in all their scholarly endeavors.
8. Faculty should refrain from lodging unsubstantiated allegations against colleagues or higher authorities.
9. Faculty should participate in programs of professional growth like in-service education and training, seminars, symposia, workshops, conferences, self study etc.
10. Faculty should avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils or students.
11. Recognize the management as the prime source of his sustainable development and develop mutual respect and trust through his professional activities and outputs.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1. The management of the institution shall offer a free and fair environment for the development of faculty and students.
2. Institution shall create an environment of participative management.
3. Institution shall provide autonomy to faculty for execution of their academic responsibilities and also empower faculty with authority through deep delegation for decision-making according to the nature of the task and the competence of the faculty.
4. Grievances of the faculty, if any, shall be brought to the notice and discussed with the head of the department who shall in-turn put up the same to the Principal for redressal.
5. Should a faculty member not be satisfied with the response from the head of the department, they may approach the Principal directly for redressal of their grievance.
6. Student grievance redressal is addressed through a separate process but ultimately converges to the above.
7. The institution shall provide a free and fair environment for all faculty members/students to express their views and concerns and build in them confidence and faith in the openness of the system.
8. The institution believes in equity and justice for all and shall not encourage any form of caste or gender based discrimination or harassment either in recruitment or in treatment of employees and students.
9. Encourage outstanding teaching, research and other professional activities.
10. Refrain the students from engaging in behavior in college premises that is inconsistent with their role as college leaders.

CODE OF CONDUCT FOR SUPPORTING STAFF

1. Make efforts to enhance administrative efficiency.
2. Remain familiar with and adhere to college policies relevant to his responsibilities.
3. Take necessary and appropriate action to ensure constituents safety and wellbeing in and around the college community.
4. Provide students, faculty, other staff and administration with the tools and assistance they require to perform effectively.
5. Act promptly to remedy the deficiencies such as equipment failures or class room problems.
6. Prepare all reports, vouchers, bills, invoices, records and other important documents accurately and honestly.
7. Safeguard any confidential information.




PRINCIPAL
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