

Sahyadri Shikshan Sanstha

Govindrao Nikam College of Pharmacy, Sawarde

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**Handbook of Core Values, Gode of Conduct
for Student, Non-Teaching Staff, Teacher, Head of
Department, Principal & Governing Body.**



“ Code of Conduct ”

Core Values :-

Trust of the parents and confidence of the students who are seeking admission to Govindrao Nikam college of Pharmacy, Sawarde are the primary reasons we exist as an Institution.

Our core values are :-

1. Freedom and Integrity :

All the activities should be conducted in an ethical manner. Research and teaching shall be carried out in an environment of academic freedom and honesty.

2. Accountability :

The roles and responsibilities are assigned and people are held accountable for their deeds. We feel our liability towards the society and our actions add values to the institute.

3. Responsibility :

Everybody in the institute is expected to discharge his/her duties with due responsibility.

4. Respect of Individual :

While carrying out the interactions at all levels, the dignity and respect of an individual is observed.

5. Faculty Empowerment :

Institute promotes and encourages faculty in their individual academic development and provides scope for enhancement in their participation in general governance.

6. Service to Nation :

Institute is committed to developing the skilled manpower to serve the Nation.

7. Environmental stewardship :

Committed in practicing green technologies for sustainable development of the Nation.

Code of Conduct :-

The Institute is a community of cultured intellectuals. It is expected that, the freedom exercised should be with sense of responsibility. Being aware of the rights should go together with consciousness towards duties. All pleasures are to be enjoyed with sense of morality. All arguments should take place maintaining the dignity. Mahatma Gandhi's seven principles are strived to be followed, that is:

1. Wealth with work
2. Pleasure with conscience
3. Knowledge with character
4. Commerce with morality
5. Science with humanity
6. Religion with sacrifice
7. Politics with principle

The character building of the Institution is the continuous process and is built with the discipline and harmony in the functioning. Certain policies are to be formed and communicated to all the elements continually and repeatedly as the batches of the students are changing, to strike the balance between the freedom and responsibilities, rights and duties, in pursuit of knowledge, respecting all the individuals and to achieve the vision of the institute “**health, hope happiness**”

Govindrao Nikam College of Pharmacy, Sawarde has got a code of conduct for the staff as well as students. Along with the general code of conduct prescribed by the Statutory Regulatory Authorities, the Institute has certain mandatory requirements.

Every student in the Institute is expected to be involved only in activities that are likely to maintain the legacy and prestige of the Institute. Each student should behave respectfully with all.

Following actions constitute the Institute code of conduct.

1. Dress Code: Students should carry proper identity card and are required to follow the dress code prescribed by the Institute, i.e. blue indigo shirt and black pant (except Wednesday and Saturday). So that the students belonging to all economic strata are accommodated equally.

2. Honesty: Malpractices Cheating during test/examination or knowingly furnishing false information are prohibited and strictly dealt with at the same time things like plagiarism are prohibited

3. Transparent Administration : should be maintained regarding attendance of students and conduction of classes by teachers.

4. Disciplined Conduct : Any behavior obstructing teaching, research, administration, other proceedings or activities in the campus are entitled for punishment.

5. Respect for women : Students must take care that his/her behavior is impeccable toward opposite gender. Any unwelcome behavior towards female students and employees in written, spoken, gestural or physical directly or indirectly would be dealt with as per the Law. Women's Redressal Committee in place will take care of these activities

6. Daily assembly :

The day starts with National Anthem.

7. Prohibition of Ragging :

Ragging is any conduct by a student as an individual or group of them whether by words spoken or written, or by an act, which has the effect of teasing, treating or handling the fresher or any other student with rudeness will be treated as ragging and will be entitled for disciplinary action.

8. Hostel Discipline : Rules and regulations laid down for conduct in Hostels has to be strictly followed by each student.

9. Drugs/ Alcohol/ Tobacco :

Sale, distribution, manufacture, use and possession of drugs that are not prescribed by physician or are not legal in the open market are prohibited. Alcohol and Tobacco products are prohibited in the Campus and Hostels.

10. Possession or use of Fire alarms, Fireworks, Explosives, Weapons or items of destruction are prohibited.

11. Conservation of Natural Resources, Energy and Environment :

Every student and Staff is expected to be aware of these things and maintain the conduct accordingly.

12. Cleanliness :

Every student and staff is expected to maintain the general cleanliness within the classrooms, laboratories and the campus in general

A. Code of conduct for Students

I. Rights of Student

Membership in the GNCOP family affords every student certain rights that are essential to the Institute's educational mission:

1. The right to have access to and participate in the academic and non-academic opportunities Provided by the University,* subject to applicable standards or requirements.
2. The right to freedom of thought and expression.
3. The right to be free from discrimination on the basis of race. Colour, gender, sexual orientation, religion, national or ethnic origin, age, disability and place of birth.
4. The right to fair Institute discipline process in the determination of accountability for conduct.
5. Right to be stake claim in institute incubation and innovation initiatives for the stipulated incubation period after graduation
6. Right to obtain Alumni membership and participate in alumni activities for institute welfare.

II. Responsibilities of Student

Students are expected to exhibit exemplary responsible behavior regardless of time or place. Failure to do so may result in disciplinary action by the Institute. Responsible behavior is a standard of conduct which reflects higher expectations than may be prevalent outside.

Responsible behavior includes but is not limited to the following obligations:

1. To comply with all provisions of the Code of Academic Integrity.
2. To respect the health and safety of others. This precludes acts or threats of physical violence against another person (including sexual violence) and disorderly conduct. This also precludes the unauthorized possession of dangerous articles (such as firearms, explosive materials, etc.) on Institute property or at Institute events.
3. To respect the right of fellow students to participate and involve with other students without fear and threat.
4. To refrain from conduct towards other students that infringes upon the Rights of Student Citizenship. The Institute condemns hate speech, epithets, and racial, ethnic, sexual and religious slurs.
5. To refrain from stealing, damaging, defacing, or misusing the property or facilities of the institute of others which includes acts related to cyber laws and security.
6. To be honest and truthful in dealings with the Institute, about one's own identity (e.g., name, parent's details, AADHAR, PAN or other Social Security number etc.). And in the use of Institute and other identification.
7. To cooperate fully and honestly in the Student Discipline System of the Institute including the obligation to comply with all sanctions imposed
8. To comply with all contracts made with Institute, such as Residential Living Occupancy Agreements and Dining Services contracts.
9. To comply with policies and regulations of the Institute and its departments (e.g. anti-ragging laws, the guidelines on Open Expression, Drug and Alcohol Policies, Sexual Harassment Policy, etc).
10. To comply with local, state and national civil and criminal laws.

B. Code of Conduct for Non-Teaching Staff

They should

1. Be honest in words, actions and loyal to the institute by being punctual and reliable in all duties.
2. Assist in creating and maintaining strong relationships with students by proper interactions and by maintaining professional boundaries with faculty, students and staff.
3. Be supportive and cooperative with other staff members.
4. Be responsible by meeting the required standards for every assigned task.
5. Maintain mutual respect, trust and confidentiality.
6. Respect and maintain the hierarchy in the administration.
7. Adhere strictly to the official resumption/ closing time and must dress decently and appropriately.

C. Code of conduct for Teachers

The code of conduct for faculty normally addresses the matters related to conduct of teachers such as teaching, learning and evaluation, relationship with the students, associated staff, management, parent's duties and responsibilities with moral & professional ethics, human values, external services, devotion, dedication and integrity of the teacher towards the college.

I. Duties of the Teacher towards students :

1. Teachers are expected to provide a physically and emotionally safe learning environment for a student.
2. Adhere to a responsible pattern of conduct and fulfill expectation of them by the community.
3. Manage their private affairs in a manner consistent with the dignity of the profession.
4. Seek to make continuous professional growth through study and research.
5. Express free and frank opinion by participation in professional meetings, seminars, conferences etc. towards the contribution of knowledge.
6. Maintain active membership of professional organizations and strive to improve education and profession through them.
7. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
8. Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and Institute examinations, including supervision, invigilation and evaluation.
9. Participate in extension, co-curricular and extra-curricular activities including community service.
10. Teachers must also never allow themselves to treat a student differently based on the student's parent's position in the community.

II. Code of conduct :

The teacher shall perform all his/her duties faithfully and should not avoid responsibility. However, following lapses would constitute improper conduct on the part of the teacher ;

1. Failure to perform his/her academic duties such as lecturing, demonstration, assessment, invigilation etc.
2. Gross partiality assessment of students, deliberately over/under making or attempt of victimization on any grounds.

3. Inciting or instigating students against other students, colleagues, administration, (This does not interfere with his right to express the differences on principles in seminars other places where students are present.)
4. Raising questions of castes, creed or religion race or sex in his relationship with the students and his colleagues and trying to use the above considerations for improvement of his prospects.
5. Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the college, this will not inhibit his right to express his difference with their policies or decisions, expression, provided that he will not use the facilities or forum of the Institute to propagate his own ideas or beliefs for or against particular party of alignment of political or religious activities.
6. Involvement in the anti-academic activities directly or indirectly such as writing of questions-answers guide, key, likely questions, cyclostyled or Xerox notes, etc.
7. The teacher shall not avoid any work related to the University/Institute examinations without reasonable grounds.
8. The behavior of the teacher with male and female students and other employees shall be modest.
9. The teachers should not misrepresent their professional qualifications. Ethics dictate that teachers not misappropriate institute funds or equipment.
10. Teachers should consider lifelong learning and professional development necessary from an ethical stance, as it can help them to better serve the students and institute growth.
11. The Teacher shall,
 - ★ Strictly abide by any law relating to intoxicating drinks or drugs in force in any are in which he may happen to be for the time being.
 - ★ Violation of Anti-bigamy Act and Anti-dowry Act in any manner directly or indirectly.

Teachers and Authorities :

III. Teacher should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
2. Retain form undertaking any other employment and commitment including private tution and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies or the institution by accepting various offices and discharge responsibilities which such offices may demand.

4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
6. Give and expect due notice before a change of position is made.
7. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

IV. Teachers and Guardians

Try to see through teacher bodies and organizations that institutions maintain contact with the guardians, send reports of world's performance to the guardians whenever possible and meet the guardians in meeting convened for the purpose for mutual exchange of ideas and for the benefit of the Institution.

V. Teachers and Society

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling or hatred or enmity among different communities, religions or linguistic group but actively work for National Integration.
6. Teachers must always deal with parents in professional manner.
7. The teachers should work to collaborate with parents and build an atmosphere of trust.

D. Code of Conduct for Director and Heads of the Departments

1. They should make a conscious effort to be fair to personnel and students. They should be fair to faculty and students and need to know that they will be treated fairly when you make a decision.
2. They must never withhold vital information that should be made public.
3. They must assume sole responsibility and accountability for their performance and continually strive to demonstrate competence and lead by example.
4. They should endeavor to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity and professional boundaries.

E. Code of Conduct for Principal

Principal as the head of Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education. This code of conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of College.

Responsibility of the Principal :

Subject to the supervision and general control of the management, the Principal as the Principal executive and academic head of the college, shall be responsible for :

1. Academic growth of the college.
2. Participation in the teaching, research and training programs of the college.
3. Assisting in planning and implementation of academic programs such as refresher/orientation course, seminars, in-service and other training programs organized by the University in the Institute for academic competence of the Faculty Member.
4. Admission of students, maintenance of disciplines in the Institute.
5. Receipts, expenditure and maintenance of true and correct accounts.
6. The overall administration of the Institute.
7. Correspondence relating to the administration of the Institute.
8. Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, student's welfare activities of the Institute and maintenance of records.
9. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other orders issued there under by the University authorities and bodies, from time to time.
10. Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college.
11. Overall supervision of the University Examinations.
12. Observance of provisions of accounts code.
13. Maintenance of Self-Assessment Reports of teachers and their service Books.
14. Any other work relating to the Institute relating to the administration of the Institute as may be assigned to him/her by the management from time to time.

F. Code of Conduct for the Governing Body

The Institute shall be managed by a regularly constituted Governing Body. The composition, functions and other condition pertaining to the Governing Body shall be as prescribed in the directive principles made and accepted by the management.

1. Decisions and resolutions made by the governing body, Executive Body and all the Trust Units are obligatory.
2. The members of governing body shall maintain their character, transparency, mannerisms and good image.

3. No property of trust will be used for personal benefits.
4. The members of the governing body can obtain service from the trust employee as and when required.
5. Any member of governing body will not express non-satisfaction with any decision made by the Executive Body, it will be discussed or expressed in the meeting only, one must respect majority taking the decisions.
6. Any member of governing body needs any primary information from Institute; he/she will communicate to the Principal and will not have any oral or written communication with the employee.
7. If any misbehavior and action by the employee defames the Institute, it will be communicated to the secretary orally or in writing.
8. All shall mind that no person is greater than Institute.
9. The governing body will receive all communication in writing only from the Principal, in the same way the governing body will reciprocate their decision through principal.
10. Respect other member's opinion and give them a chance to express, if necessary permit to register contradictory opinion.

Disciplinary Rules

A. Campus

1. To be in college in time.
2. Students need to adhere and follow instruction and attend college.
3. Students are supposed not to damage college and campus property.
4. Misbehavior/ abuse is not allowed.
5. Students should wear identity card / uniform in campus.
6. Students must not use foul or offensive language.
7. Students must not miss classes while in college and will not leave the college campus during college hours without prior permission of the principal.
8. Bullying, aggression or violence in any form is gross misconduct for which the college will take strict disciplinary action if required.
9. Student is expected to have respect for their peers and be sensitive to differences among themselves due to physical, cultural and economic considerations.
10. Students are permitted to carry mobile phones in college premises. But use of mobiles is restricted during academic sessions.
11. Students must not indulge in inappropriate use of the college computers or networks.
12. Strict action will be taken if it comes to the notice of the college authorities that any student is involved in possession and circulation of inappropriate digital content on mobile devices.
13. Any change in residential address or contact numbers must be immediately intimated to the school office.
14. Students must have a minimum attendance of 75 % during the academic year in order to take the examinations.
15. In case of missing college, a leave application must be presented to the college duly signed by the parent guardian.
16. In case of absenteeism due to illness, the student should present a medical certificate to the college.
17. Long leave may only be taken with the prior permission of the principal.

B. Library

1. Identity Card is compulsory for getting access to the library
2. Silence should be maintained
3. No discussion is permitted inside the library
4. Registration should be done to become a library member prior to using the library resources
5. No personal belongings allowed inside the library
6. Textbooks, printed materials and issued books are not allowed to be taken inside the library
7. Using Mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
8. Enter your name and sign in the register kept at the entrance counter before entering library
9. Show the books and other materials to the staff which are being taken out of the library at the entrance counter.
10. The librarian may recall any book from any member at any time and the member shall return the same immediately.
11. Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
12. Refreshment of any kind shall not be taken anywhere in the library premises

I. Admission to Library :

Students are allowed to library only after presenting their authorized/valid Identity Cards

II. Working Hours of the Library :

Monday to Saturday 6.00 am to 6 pm (During Examination up to 08 PM)

Sundays 9 am to 5 pm (During Examination Time)

III. Circulation Issue System :

Books will be issued on presentation of the library card along with the ID card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

IV. Overdue Charges :

Materials borrowed should be returned on or before the due date stamped, if returned late overdue fine will be charged for the delayed period.

V. Book Lost :

If the books are lost, Then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian.

VI. Borrower cards :

1. Take special care to maintain the library borrower cards. Do not fold, alter entries made on the cards, Members are responsible for the entire set of library borrower card issued to them.
2. Loss of borrower card should be reported to the librarian. Duplicate card may be issued against formal application and fine.
3. Validity of cards: Library borrower cards are valid for the entire duration of the course to access library facilities at the end of the course borrower cards shall be returned to the library.

VII. No due Certificate :

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

VIII. Care of Library Books :

Students are require to handle the books/ Journal very carefully; marking with pencil , writing or highlighting , tearing the pages 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.

IX. Book bank :

SC/ST students of college can become a member of the book bank after giving application along with caste certificate.

X. Reference section :

This section has Indian pharmacopoeias, dictionaries, Textbooks, Reference books etc. which are only available for reference. User can make use of these resources.

XI. Journal Section :

In these section journals, general magazines and newsletter are available. They are arranged alphabetically. The latest issues are displayed on display rack and other previous issues are arranged in the drawer. Bound volumes of periodicals are arranged in rack alphabetically and are meant only for reference within the library.

C. Laboratory

Laboratory work is a critical component of all programs. It is very essential to develop a solid foundation in the basic principles and procedures of laboratory safety. General Instructions to be followed by students in laboratory are:

1. Provide yourself with the usual accessories-fractional weights, Journal etc., before you enter the laboratory.
2. Do not commence the work unless you are sure of what is to be done and how it is to be done.
3. Do not leave your place unless it's necessary.
4. Mind your own work and carry it out quietly.
5. Water – taps and gas- taps when not in use must be closed.
6. Do not keep the burners lighted when not in use.
7. Used filter paper, broken pieces of glass, etc. must be thrown in the waste-box specially meant for the purpose, by the student working on the seat.
8. Do not touch any piece of apparatus except that which you have been instructed to use. Every article must be replaced in its proper position after being used.
9. Do not expose yourself to the vapours of injurious gases, and do not touch any chemical carelessly.
10. A report of the work in the laboratory should be entered in the journal and submitted for signature on same day.
11. Clean all your apparatus before leaving the laboratory.
12. Make sure that you have securely locked all the apparatus back in your bench locker

Sahyadri Shikshan Sanstha

Govindrao Nikam College of Pharmacy, Sawarde

-: Vision and Mission :-

-: Vision :-

**Fostering Generations of Scientific Minded Pharmacist,
To Spread Health, Hope, Happiness....**

Mission

1. To imbibe principles of scientific mind in learner.
2. To become centre of excellence in pharmacy education.
3. To promote integral development of learner by providing harmonious learning ambience.
4. To develop learner to meet challenges of pharmacy world.
5. To bridge academia, industry and healthcare system.
6. To inculcate sense of social responsibility in learner to spread Health, Hope, Happiness....