

# **AL SHIFA COLLEGE OF PHARMACY**

## **Code of Conduct for Students**

All students must abide by the rules and regulations of the Institute. The Institute authority may take disciplinary action if any student violates the rules and regulations. Students are advised to adhere to the code of conduct and discharge their responsibilities as a student. Students are required to follow following rules:

1. Classes start from 9.00 a.m. and may continue up to 4.00 p.m. Students are advised to come to the Institute by 8.50 a.m. to attend the classes.
2. Every student must carry his or her Identity card inside the campus. Any violation of this will lead disciplinary action.
3. Students must help to keep the institute campus neat and clean.
4. Students should wear Institute uniform on Monday to Saturday and whenever & wherever instructed by the competent authority.
5. Use of Mobile phones during the lectures is strictly prohibited. Any violation of this will lead disciplinary action.
6. Students are expected to read notices/circulars displayed on the notice board.
7. Spitting, smoking and throwing bits of paper in the premises should be avoided.
8. Misuse or unauthorized use of the institute premises or items of property, including computer misuse, Library misuse etc should lead to disciplinary & penalize action.
9. Students should not involve in any kind of ragging activities. Any violation of this will lead to penal action as per the guidelines of the Supreme Court & any other Competent Authority from time to time.
10. All acts of violence and sexual harassment of any kind will lead to disciplinary action or penal action as per the competent authority.
11. Any other act which may be considered by the Campus Director /Director/HOD or any other Competent Authority to be an act of violation of discipline and conduct.
12. The Competent Authority may impose any of the following punishments on any student if found guilty of any of the acts of indiscipline or misconduct and violation of Rules and Regulation of the institute.
  1. Cancellation of admission,
  2. Withholding/withdrawing scholarship/freeship and other benefits,
  3. Suspension/Expulsion from the hostel,
  4. Lodging of FIR with the Police,
  5. Anti-Ragging Committee & Squad: Anti-Ragging Committee is established as per the guidelines of AICTE, University or any other Competent Authority. All the students are encouraged to approach them without any hesitation in case of ragging.

# AL SHIFA COLLEGE OF PHARMACY

## Code of Conduct for Teachers

All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model. Following are the code of conduct for faculty members:

1. All faculty members must maintain high standards of punctuality, honesty and professional ethics.
2. Every faculty members shall discharge his/her duties efficiently & effectively as per the norms laid down by the AICTE, PCI& Management from time to time.
3. Every faculty members should report to the college at least 10 minutes before the commencement of Institute timing.
4. Teaching staff should wear white clean lab coat while taking theory as well as practical classes.
5. All faculty members must be enthusiastic in taking up the subjects allotted to them.
6. All faculty members should prepare a lesson/teaching plan, notes, academic file well in advance before commencement of the classes.
7. Mentor faculty scheme must be followed and the Mentor teacher should take proper care of his group of students by guiding, motivating, counselling and monitoring their attendance and performance.
8. Every faculty members should be responsible to conduct regular classes and practical's and also take extra classes whenever necessary.
9. Every faculty members shall respect the right and dignity of the student in expressing his/her opinion.
10. Every faculty members shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
11. No faculty members shall act in any manner that violates the decorum or morality within the campus.
12. Every faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the institute/trust.
13. All faculty members must refrain from any from harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status. No. members of the staff shall engage in any political activity within the college campus
14. All the members of the staff must attend punctually at the appointed time and shall not leave before the college closes for the day
15. All the members of the staff both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution
16. Every teacher shall be available in the institution on each working day and shall perform such duties as assigned to them.

**Violations of code of conduct by the Teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Transfer to any other Institute , Suspension, Termination etc or any other action as per the Competent Authority.**

# AL SHIFA COLLEGE OF PHARMACY

## Code of Conduct for Non-Teaching Staff

1. Every staff members employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
2. All Staff members should display the highest possible standards of professional behaviour.
3. All Staff members should be punctual and discipline towards their work.
4. Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
5. Every Staff members should cooperate with students, colleagues & superiors.
6. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
7. All the staff members should respect for the rights and opinions of others.
8. Every staff members should follow all norms and job details assigned by the Management, & Superior from time to time with full dedication.
9. All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
10. The supporting staff shall ensure a cordial relationship with the teaching faculty, students and other administrative staff for the smooth running of the Institution.
11. The supporting staff shall extend full support to the department for the development of the labs and also in the maintenance of instruments /equipment's.
12. The supporting staff shall not discriminate any student based on the caste, creed, language, and place of origin, social and cultural background.
13. The supporting staff shall extend their full-fledged support for their colleagues and other faculty of the institution in all the activities related to the academic and administrative matters.
14. The supporting staff shall strive hard to improve their technical and non technical skills related to their job.
15. The supporting staff shall take efforts to pursue higher education.
16. The supporting staff shall discharge all the professional activities through proper channel.
17. The supporting staff should not be absent from the duties without the prior permission of the authorities.
18. The staff shall not involve either directly or indirectly in any form of business /external assignments during their service.
19. The staff shall not involve in any unethical activities that cause hindrance to the harmony of the Institution.
20. The staff shall not cause any damage to the properties of the Institution and shall maintain the morality of the individual both inside and outside the campus.

**Violations of code of conduct by the Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Transfer to any other Institute , Suspension, Termination etc or any other action as per the Competent Authority.**