



Dr. Rafiq Zakaria Campus

Maulana Azad Educational Trust's

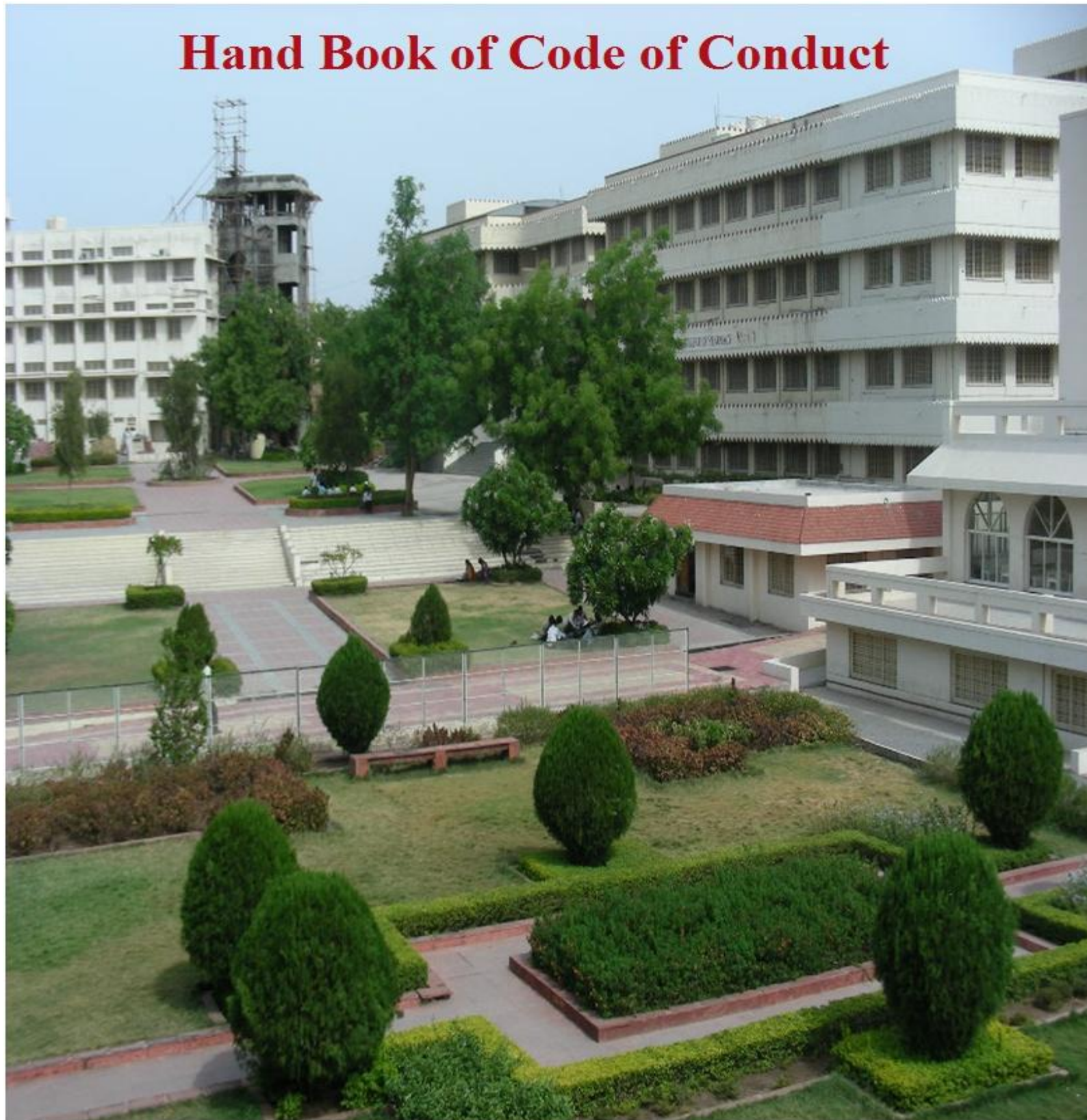
Y. B. CHAVAN COLLEGE OF PHARMACY

(B. Pharm, M. Pharm & Research Centre)

ISO 21001:2018 & ISO 14001:2015 CERTIFIED | NIRF-2022 ALL INDIA RANK 65TH

NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE

Hand Book of Code of Conduct



Hand Book of Code of Conduct for
Teachers, Students, Administrative, Supporting staff, Head of the
Department, Principal & College Development Committee

**Discipline is the bridge between
Goals and Accomplishment**

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Code of Conduct for Teachers (<https://www.ugc.ac.in/oldpdf/pub/report/5.pdf>)

CODE OF PROFESSIONAL ETHICS FOR TEACHERS

TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

TEACHERS SHOULD:

- (i) Adhere to a responsible pattern of conduct & demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular & extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

TEACHERS SHOULD:

- (i) Respect the right and dignity of the student in expressing his/her opinion;

- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to students & not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration

III. TEACHERS AND COLLEAGUES

TEACHERS SHOULD:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated.
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

TEACHERS SHOULD:

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;

- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

(iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.

(v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

(vi) Should adhere to the conditions of contract.

(vii) Give and expect due notice before a change of position is made and 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.

V. TEACHERS AND NON-TEACHING STAFF:

Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

TEACHERS SHOULD:

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

TEACHERS SHOULD:

(i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

(ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;

(iii) 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;

(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

(v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

CODE OF CONDUCT FOR STUDENTS

1. Students should observe discipline on the campus. The College will not give admission to the student involved in ragging. If the same is noticed by the College authority, the concerned shall be immediately debarred from the College.
2. Taking Government facilities by submitting fake documents is an offence.
3. Insulting behaviour with students, teaching staff and non teaching staff is also an offence.
4. Damaging college property and official document, carrying weapons, explosives and other harmful articles, poisonous substances and narcotics are strictly prohibited.
5. Approaching any media without prior sanction of Principal, involvement in strike, riots, Gherao and bandh is an offence.
6. Undue use of mobile phone in the classroom and college premises is strictly prohibited; if found, the concerned will be penalized.
7. Students should carry their I-Card on the campus and produce the same on demand by the College authority.
8. Continuous absence, to enter and exit class without concerned teacher's permission will be treated as indiscipline behavior.
9. Attendance as specified by the University/PCI is mandatory to appear for the examination.
10. Students should be in uniform except Thursday

CODE OF CONDCUT FOR NON TEACHING STAFF

NON-TEACHING STAFF SHOULD

- a. Report to duty on 15mins in advance of the college timing and be on duty during college hours; stay back after duty hours in case of additional requirement.
- b. Discharge assigned duties efficiently and diligently.
- c. Work with an examination department conducted by the University or college.
- d. Not remain absent from duties without prior permission of authorities of college.
- e. Create and maintain strong relationship with students and faculty by proper interaction, cooperation, and maintaining professional boundaries
- f. Treat the students with care and kindness, and maintain their dignity.
- g. See that the required standards for every assigned task are achieved.
- h. Abide by the requirements of maintaining confidentiality related to important work and information of the college.
- i. Take care, protect the equipments and property of the college, in general, assigned to him/her.
- j. Not engage directly or indirectly in any trade or business without prior permission from Principal.
- k. Inform to the Principal, in case he/she gets involved in any legal proceeding.
- l. Not engage or participate in any activity which is anti-secular or which tends to create disharmony in the society.
- m. Respect and maintain hierarchy in administration
- n. Exercise self discipline and deal positively with staff, students and general public
- o. Not consume addictive substance such as tobacco, cigarettes, alcohol etc. as they are strictly prohibited in the college.

CODE OF CONDUCT FOR LIBRARY STAFF

LIBRARY STAFF SHOULD

- a. Report to duty on 15mins in advance of the library timing and be on duty during library hours; stay back after duty hours in case of additional requirement.
- b. Maintain the library atmosphere conducive for studies.
- c. Discharge assigned duties efficiently and diligently.
- d. Maintain the records of library such as library accession register and usage registers.
- e. Maintain the books and perform the periodic verification of books of the library.
- f. Take prior permission for the leave from principal.
- g. Not indulge or encourage the student in the activities prohibited by college.
- h. Assist the student & staff in the library for issue-return of the books, reference work & ICT enabled services of library.
- i. Work with an examination department conducted by the University or college.
- j. Not engage directly or indirectly in any trade or business without prior permission from Principal.
- k. Inform to the Principal, in case he/she gets involved in any legal proceeding.
- l. Not engage or participate in any activity which is anti-secular or which tends to create disharmony in the society.
- m. Respect and maintain hierarchy in administration
- n. Exercise self discipline and deal positively with staff, students and general public
- o. Avoid consuming addictive substance such as tobacco, cigarettes, alcohol etc as it is strictly prohibited.

CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

HEAD OF THE DEPARTMENT SHOULD

- a. Monitor overall smooth functioning of the department.
- b. Ensure the departmental availability of all the resources (Chemicals, instruments etc) and also safety measures, neatness and cleanliness in the department.
- c. Promote resource generation activities like collaborative research, consultancies.
- d. Plan and execute academic activities of the department in coordination with academic in-charge.
- e. Monitor practicals of the teachers in the laboratory
- f. Ensure equipments and instruments are working properly.
- g. Monitor the record keeping (viz. Dead stock, consumable, Semi-consumable records, log books) and its updation.
- h. Recommend the leave applications of departmental non-teaching staff for the approval of the Principal.
- i. Conduct the departmental meeting for discussion such as Status of the syllabus completion, journal and tutorial evaluation, organizing co-curricular activities, laboratory inventory maintenance ,etc.

CODE OF CONDUCT FOR PRINCIPAL

(As per Govt. of Maharashtra, Higher & Technical Education Department Govt. Resolution No. Misc-2018/C.R.56/18/UNI-1 dated 08 March, 2019)

COLLEGE PRINCIPAL SHOULD:

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability.
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- c) Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- g) Manage their private affairs in a manner consistent with the dignity of the profession.
- h) Discourage & not indulge in plagiarism & other non ethical behavior in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

CODE OF CONDUCT FOR MANAGEMENT

(Governing body/College Development Committee)

(As per Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017))

THE COLLEGE DEVELOPMENT COMMITTEE SHALL-

- (a) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;
- (b) Decide about the overall teaching programmes or annual calendar of the college;
- (c) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;
- (d) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
- (e) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
- (f) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
- (g) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
- (h) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
- (i) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
- (j) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
- (k) Make recommendations regarding the students' and employees' welfare activities in the college or institution;
- (l) Discuss the reports of the IQAC and make suitable recommendations ;
- (m) Frame suitable admissions procedure for different programmes as per statutory norms ;
- (n) Plan major annual events in the college, such as annual day, sports, cultural events, etc.
- (o) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- (p) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.

- (q) Recommend the distribution of different prizes, medals and awards to the students.
- (r) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
- (s) Perform such other duties and exercise such other powers as may be entrusted by the management and the university.