

JSPM's
JAYAWANTRAO SAWANT COLLEGE OF PHARMACY & RESEARCH, Hadapsar ,Pune 411028

Code of Conduct



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CODE OF CONDUCT - STUDENTS

Student must

Dos

- wear the duly authenticated college Identity card provided by the college , in campus and produce the same whenever demanded by appropriate authorities for the purpose of verification or other-wise.
- attend all the academic, co-curricular and extracurricular activities regularly as per the time tables and notifications .
- maintain at least stipulated 80% attendance as per the University norms and college notification.
- follow the proper procedure for availing any type of leave
- check and carefully note the communications in all notices displayed regularly on the notice boards.
- comply with student charter displayed in the college premises.
- comply with the rules and regulations of college and University elections
- give standing ovation whenever national anthem and *Vidyapeeth Geet* is played on the campus and off the campus and maintain dignity of the National flag.
- pay college and university fees within the stipulated timeline and follow the proper process for the same.
- attend all the meetings organized by various mandatory committees of the college where ever you have representation .
- follow all the safety instructions in the college as notified.
- follow the written procedure for cancellation or transfer of admission to and from the college.
- place written application in the college proforma for obtaining any kind of certificates, fee structure and original documents and other relevant documents.

- follow proper procedure for issue, use and disposal of consumables in the laboratory.
- clear dues of breakage, library fine and submit duly filled no dues/clearance form as and when notified.
- follow the ethical practices for handling of animals as per the rules of IEAC of

college and of government.

- submit the photocopies of documents like Adhar card, PAN card and bank details and photographs , pharmacist registration for routine administrative procedures within the stipulated time.
- restrict use of internet facility of college for academic and research purposes only
- behave decently with teachers, staff and with fellow students and must maintain dignity of individual.

Don'ts

- Not indulge in any act of ragging as per the **Maharashtra prohibition of ragging Act 1999 and clauses 3, 7 and 9.1 of UGC on curbing of the Menace of ragging in the higher educational institution 2009.**
- Not indulge in any act of sexual harassment as per the **provisions of University Grants Commission (Prevention, Prohibition and Reddressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.**
- Not make any racial, abusive remarks on fellow students, teachers and staff
- Not unnecessarily wander in the institute premises skipping any academic commitment.
- Not indulge in any of the activities of off-campus associations without permission of the college authority.
- Not indulge in any act of plagiarism as notified by University.
- Not consume any substance with potential of abuse and/or addiction.
- Not spit in the premises and put all the waste materials in the dustbins provided for the same.
- Not organise and/or participate in tours, visits without authorisation.
- Not indulge in notorious, criminal activities as a individual or as a part of group.
- Not carry any expensive gadgets, jewellery and other valuables to the college.
- Not indulge in any professional malpractice using registration certificate of the pharmacy council.
- Not do intentional damage to any of the college and campus property.
- Not throw leftovers of food or coffee/ tea containers, chocolates , chips wrappers in the classrooms or corridor.
- Not organize or participate in any unauthorised cultural or political functions in the college premises



- Not write on walls, doors, trees, toilets, desks or paste any unauthorized posters in the college premises.
- Not possess any forbidden materials such as , alcoholic drinks, narcotic substances, obscene videos, pictures, photographs either for personnel use or for distribution

Rules for Parking

- Park vehicles in the areas allotted by the campus authorities.
- Make use of vehicle horn only when essential

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RULES FOR RESIDENTS OF COLLEGE HOSTELS

Students seeking admissions to college hostels must

- intimate the need for hostel accommodation at the time of admission to first year as well as in the subsequent academic years.
- follow the written procedure for cancellation of hostel accommodation.
- pay the prescribed hostel fees as notified and clear the dues before leaving the hostel.
- follow the rules for night out stay, visiting hours for guest or parents.
- use lockers within the room for storing documents, money and other valuables.
- report immediately to rector in case of theft and health issue
- not organize or participate in any unauthorised cultural or political functions in the hostel
- maintain room clean, neat and conducive for studies and causing nuisance to other inmates .
- not waste food , water and electricity
- report immediately to the rector in case of injury, contagious infections or sickness and seek help from the authorized hospital.
- .Park vehicles as per allotted areas and at their own risk in hostel premises.
- Student should not loiter in the veranda, passages and disturb others, perfect silence should be
- observed. Shouting in the hostel is strictly prohibited.
- Smoking and alcoholic drinks are strictly prohibited in the hostel.
- Students shall not bring or use crackers, hand bombs or any explosive articles in the hostel
- premises that may cause noise pollution, disturbance or danger to life/property or both.
- Students should not play radio, transistor, record player or any other musical instruments in the hostel premises.
- The students will have to make entry in the register kept at the entrance of the hostel while going out or coming in.
- Students shall behave politely and properly with the Rector/ staff member of the hostel.

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EXAMINATION INSTRUCTIONS FOR STUDENTS

- Check the examination date sheet carefully. Make sure you know the correct date, time and block of your exams.
- Arrive at least 30 minutes before the start of examination. As you enter show your Student ID card.
- **College uniform is compulsory for examination.**
- **You are not allowed to bring your mobile phones to the Examination Centre.**
- Bring your Student Admit Card and ID card both during the examination. You will not be allowed to enter the examination hall without these.
- Place your Student ID card on your desk next to your admit card.
- Listen carefully to instructions. Students are required to comply with the instructions of invigilators at all times.
- Do not bring any unauthorized material (e.g. written notes, notes in dictionaries, paper, and sticky tape eraser etc.). Avoid taking Pencil cases and glasses cases to your desks.
- Answer sheets may be given to you 15 minutes prior to start of examination, so that you can check any discrepancy in the answer sheet. Read the instructions written on front sheet of your answer sheet and fill the data carefully. Do not write name, roll no. etc on the other pages of answer sheet except the front page.
- Normally, you are required to answer questions using blue or black ink. Make sure you bring some spare pens with you.
- You are not allowed to borrow any material especially calculator or log books etc from each other.
- You are not allowed to leave the examination rooms in the first half time.
- No candidate should be allowed to enter the examination centre 30 mins after the start of examination.
- Ensure that you use the washroom before arriving for your exam as you will not be permitted to leave during the exam time.
- Stop writing immediately when the invigilator says it is the end of the examination.
- Leave the examination hall quickly and quietly. Remember to take all your belongings with you.
- You must remain silent until after you have exited the building.
- No suppl
- elementary answer book/continuation sheet will be provided.


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INSTRUCTIONS FOR JUNIOR SUPERVISORS

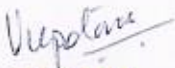
- Report to the College Exam Department 30 minutes before the start of the examination on the day you have been assigned the duty of Junior Supervisor.
- Collect answer books, supplementary, attendance report and block reports from stationary supervisor and check the stationary.
- You must reach exam hall before 15 minutes of starting of exam and instruct the students to occupy their seats with respect to their examination numbers.
- Instruct the students not to indulge in unfair means else liable to be punished as per SPPU rules.
- Instruct student that any type of printed material / hand written material, mobile phone, pager, or programmable calculator are not to be kept during examination time.
- Instruct student to check the Bench carefully before seating in examination.
- Distribute answer books if two sections are there in question papers, give two answer books) to students 10 minutes before the examination time.
- Instruct the students to fill in the required details on main answer books without mistake.
- Distribute Question Paper as per time given in time table.
- Check hall tickets of the students, and sign hall ticket with respect to subject of examination.
- If you find any student without examination hall ticket, immediately inform the Senior Supervisor on duty for your respective block.
- Verify the detail entered by the students in answer book and then sign in marked place. The details you need to check are: Candidate Examination Number (Both in digits and words), Name of the Examination, Subject, Question paper No., Section, Date and Time. Section number must be in Roman letter.
- Do not allow any student to leave the examination hall before 30 minutes after commencement of examination.
- Do not allow any student to enter the examination hall after 30 minutes of commencement of examination.
- Fill in the details in all reports including answer book number and examination number allotted to students.
- Take signature of students in attendance report.
- In case of unfair means (copy case), immediately inform the Senior Supervisor on duty for your respective block. Get their statement also and it is to be submitted to Centre coordinator.

- Rejoin your duty within 15 to 20 minutes during the time of reliving.
- On demand ^{Vice-Chairman} give supplementary to students, sign in supplementary at the marked place and instruct to the



student to fill the required detail in the supplementary.

- Distribute the hollow stickers to the students before 15 minutes of the end of examination hours on the basis of Main Answer books + supplementary used by the student and instruct to paste on answer book where examination number appears.
- Instruct the students to use thread to tie the supplementary with main answer book before 10 minutes of the end of examination.
- Do not allow any student to leave the examination hall in last ten minutes of examination
- Collect and separate the main answer books for section I and II and check the details filled in by students.
- Take signature for verification of details by your External and Internal Senior supervisor.
- Mention the details of present numbers, absent numbers and unfair means numbers in Junior Supervisor report.
- Count answer book for both the sections and verify that it is equal to the number of students present in the block.
- Submit the answer books in office to concern senior supervisor.
- Always take care that students do not leave examination hall without submitting answer book. If it happens then it will be the sole responsibility of the supervisor and the UFM case is to be registered as well as FIR is to be filed against the student.
- It is the responsibility of the junior supervisor to submit all answer books of the examinees along with reports to institute office immediately after completion of the examination.
- In case of leave, you must inform the examination coordinator before two days, with substitute arrangement being made, to the extent possible.
- In case of any problem during examination hours inform to senior supervisor of the respective block.


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CODE OF CONDUCT FOR STAFF (BOTH TEACHING AND NON- TEACHING STAFF)

Dos

Every employee must

- Abide by and comply with the rules and regulations of the college.
- Aspire to promote the interest of the parent governing body in general and of the college in particular.
- Extend utmost courtesy and attention to all persons with whom he/she is dealing with during course of his/her service tenure.
- Maintain the strictest secrecy regarding confidential matters of the college.

- **Don'ts**
- Not engage in any trade, business partnership, and contract by him / herself or through any member of his family, undertake, accept, solicit or seek any outside employment or office without prior written permission from the concerned authorities.
- Not engage No employee of the College shall enter into any, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Secretary.

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DUTIES OF TEACHING STAFF

- Conduct regular classes for all the course assigned, as per the academic time table.
- Inform students about course objectives
- Be prepared for the class.
- Be punctual in the class, laboratory.
- Make arrangements for alternative instruction and inform the head of the department to arrange for timely notification of students, in case of absenteeism
- Take up other responsibilities as required.
- Participate in the decision-making, curriculum development, and assessment processes of the department and the college.
- Make every effort to work cooperatively with members of other departments and with the administrators of the college respecting appropriate deadlines established by various committee in-charges.
- Use modern tools of teaching to make the lectures more interesting (Audio/ Visual Aids).
- Complete the syllabus in stipulated time.
- Conduct all the examinations as per the scheduled time table and evaluate all the examinations in the stipulated time.


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CODE OF CONDUCT FOR PRINCIPAL

- Always maintain channels of communication with the management, students, staff and all the stakeholders.
- Follow all protocols for formal conduct at various in-house functions and in the society.
- Plans utilization of the resources in optimum manner
- Must uphold high ethical standards
- Make decision based on the facts and in the greatest interest of the college and student community.
- Make proper use of authorities.
- Do not make misuse of the position and privilege.
- Do not make discrimination of any sort such as gender, race etc.
- Honour all the administrative, academic and social; commitments
- Provide healthy work environment.
- Review overall conduct of academic, research and collaborative activities regularly.
- Develop and execute strategic plan in compliance with the mission and vision.

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CODE OF CONDUCT FOR GOVERNING BODY

- Follow norms and standards for establishment and development of academic institution.
- Establish and uphold high standards and professional ethics in all the areas of business.
- Due representation to all the stakeholders in policy framing
- Maintain transparencies in the policy and financial matters.

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Code of Ethics to check Malpractices and Plagiarism in Research

Institute is committed to uphold the highest standards of ethics in research and take all possible measures to prevent malpractices and plagiarism in research activities of the college. The ideals of originality, secrecy and morality are imbibed in students and they are made aware of the concepts of plagiarism.

Submit project report based on research work or make presentations in the format provided using only approved reference organization styles for both in-text as well as for enlisting references and bibliography sources. The styles approved by Research and Development are

- a. Harvard (Author-year) style.
 - b. Vancouver (Citation sequence) style
- Do not execute any research proposal without prior approval by the Research and Development Committee of the college.
 - Conduct any *in vivo*, *ex-vivo* or *in vitro* experiments involving animals with prior approval of in house IAEC and as per the prevailing guidelines of competent regulatory authority of the government.
 - Submit progress report in the prescribed format to the supervisor as per the designated time- lines.
 - Submit declaration stating the originality of the work and due acknowledgement of references and previous works.
 - Publish research work only after plagiarism check of entire manuscript. Follow guidelines of University Grants Commission for the same.
 - Use online plagiarism detection software and/or services provided by *Savitribai Phule Pune University, Pune*.
 - Do not exceed the level of plagiarism by more than 10% in the non-core areas .
 - Select only indexed and/or reputed journals with good circulation and strong peer review mechanism.
 - No case of plagiarism or malpractice is acceptable and shall be dealt by Research Committee for punitive measures.

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जयवंत शिक्षण प्रसारक मंडळ आचार संहिता

प्रतिज्ञा

आपली प्रगती वहावी. दिवसेंदिवस आपले
वैभव वाढत जावे असे जर आपणास वाटत असेल
तर सतत तसे विचार मनात बाळगले पाहिजेत: पण
तसे करण्याला आपण कोणाचे नुकसान तर करित
नाही ना ? याचाही विचार केला पाहिजे.

आपली ओळख ही आपल्या कामाच्या स्वरूपावर
अवलंबून नसून आपल्या कामाच्या पध्दतीवरून
होत असते. तेव्हा आपल्या संस्थेचा विकास हा
आपला व आपल्या समाजाचा विकास होय हे
समजून आचार आपले कार्य केले पाहिजे.

कार्य प्रणाली :-

१. कार्यालयीन कामकाजाची वेळ
काटेकोरपणे पाळावी. शिक्षक, शिक्षकेतर कर्मचारी
कामावर येण्यापूर्वी त्यांच्या विभागातील स्वच्छता,
प्रिण्ठाच्या पाण्याची व्यवस्था ठरावी. रोज
गणवेशान यावे.

२. कामाच्या पूर्ण वेळेमध्ये आपली नेमून
दिलेली कामा सोडू नये तसेच गरज पडल्यास
आपल्या विभाग प्रमुखांना किंवा आपल्या संबंधीत
वरिष्ठ अधिकार्यांना तांबून व त्यांची परव नमी
घेऊन जावे.

३. शिक्षक कर्मचाऱ्यांच्या खुचीवर बसू नये,
तो त्यांच्या प्रदाता अपमान आहे.

४. इतर विभागांमध्ये कोणत्याही
कामाशिवाय जाऊ नये व कामासाठी गेल्यास काम
संपल्यावर तेथे दिनाकारण थांबू नये.

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७. वरिष्ठ शिक्षकद्वारांच्या कक्षातील दुरुध्वनी हा त्यांच्या कार्यालयीन कामासाठी दिलेला असून त्यांच्या परवानगीशिवाय त्याचा वापर करू नये व तशी गरज पडल्यास त्या शिक्षकांची परवानगी घेऊन व दुरुध्वनीवर आपली ओळख सांगून संभाषणास सुरुवात करावी.

८. कोणाशीही बोलताना आपली भाषा सभ्य, सुध्द व नम्र असावी. आपल्या आचार, विचार व उच्चाराने आपली संस्कृती कळते.

९. विद्यार्थ्यांशी कसलेही वागणे, त्यांच्याशिवाय संस्था नाही, हे छात्र तत्वात ठेवावे.

२. विभाग बंद करताना, सर्व प्रयोगशाळेतील विजेची उपकरणे, त्यांचा विद्युत्प्रवाह, पाण्याचे नळ, कपाट, टेल व त्याचे ठप्पे, खिडक्या नीट बंद आहेत याची खात्री करावी.

३. रोज जाण्यापूर्वी प्रत्येक प्रयोगशाळा व कक्षाला कुलूप व सिल केलेले आहे याची खात्री करावी.

१०. कार्यालयीन कामाच्या वेळेत तसेच इतरही वेळी कोणी अपरिचित व्यक्ती महाविद्यालयाच्या आवारात आढळल्यास त्यांची विचारणा करावी व ती व्यक्ती कोणास भेटण्यास आली असल्यास त्यांना तशी मदत करावी.

कारणाशिवाय कोणी अपरिचित व्यक्ती भटकताना / रेंगाळताना आढळल्यास तसे सुरक्षा विभागाला कळवावे.

११. रोज सुट्टीच्या वेळेलाच घरा व जेवणाने जावे व वेळेत कामावर हजेरी व्हावे

१२. आपली साफा लोहून कामाशिवाय कोठेही कोणाशीही बोलत उभे राहू नये.

१३. घन, प्रयोगशाळा सर्व्हे व स्वच्छ राहणी वार्षिक करली घ्यावी.

१४. कामाशिवाय व परवानगी शिवाय रजा घेऊ नये. रजेवर गेल्यास वरिष्ठांना न सांगता व कारणाशिवाय जास्त काळ खेवत राहू नये.

१५. कोणाचाही शारिरीक व मानसिक छळ होणार नाही याची दक्षता घ्यावी.

१६. संस्थेच्या साधन सामग्रीची तसेच स्थावर व जंगम मालमत्ता यांचा गैरवापर होणार नाही याची दक्षता घ्यावी.

१७. वाहिरील संस्थेशी असणारे संबंध सौहार्दपूर्ण असावेत.

१८. वरिष्ठांनी आपल्यावर सोपविलेले काम टाळाटाळ न करता तत्परतेने करावे.

१९. आपल्या भ्रमणध्वनी यंत्रांचा (मोबाईल) आवाज कमी ठेवावा जेणेकरून त्याचा हतयाना प्राप्त होणार नाही. वरिष्ठांशी बोलताना आपले भ्रमणध्वनी यंत्र (मोबाईल) बंद करून ठेवावे.

२०. महाविद्यालयाच्या आवारात तंबाखू, नुटखा, सिगारेट, पान, मावा, मद्य (दारू), अंमली पदार्थ व कुठलीही नशा करू नये. ते आपल्या आरोग्यास हानिकारक आहे. तसे केलेले निदर्शनास आल्यास कडक कारवाई करण्यात येईल.

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२१. महाविद्यालयाच्या बसचालकांनी विद्यार्थ्यांसाठी नेमलेल्या बस थांब्यावरच बस थांबवावी, इतर ठिकाणी विनाकारक बस थांबवू नये. विद्यार्थ्यांशी वागणुक सहकार्याची व सौहार्दपूर्णक असावी.

२२. वाहन चालकांनी क्षमणध्वनी यंत्र (मोबाईल फोन) चालू असताना वाहन चालवू नये.

२३. बस थांब्यावर विद्यार्थी बसप्रधे चढल्यावर वा उतरल्यावर माडीला गती धाव बस थांब्यापुढी विद्यार्थ्यांना चढु वा उतरू देऊ न

२४. महाविद्यालयाच्या सर्व वाहनचालक इंधनाचा वापर काळजीपूर्वक व काटकस करावा.

कोणतेही चांगले कार्य हे कोणाच्या तरी धाकने होत नसून ते मनापासून केले तरच होते.

समाजात संस्थेची ओळख ही तेथील कर्मचारी व विद्यार्थ्यांच्या वर्तणूकीवर अवलंबून असते. आपली संस्था नावारुपाला आणण्यासाठी निरंतर प्रयत्नाची गरज आहे. स्वयंशिस्त हीच या विकासाची गुरु किल्ली होय.

Vepalais

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