



GEETHANJALI COLLEGE OF PHARMACY
Accredited by NBA (B. Pharmacy) Approved by AICTE; PCI
Permanently affiliated to JNTUH Recognized by DSIR-SIRO; Under UGC
Sec 2(f) & 12(B)
Cheeryal (V), Keesara (M), Medchal Dist, Telangana, 501301

HANDBOOK OF CODE OF CONDUCT

(Code of Conduct, Professional Ethics for the Students, Principal Teaching Staff & Non-Teaching Staff)

Prepared by

INTERNAL QUALITY ASSURANCE CELL

(I.Q.A.C.)

GEETHANJALI COLLEGE OF PHARMACY, CHEERYAL

Code of Conduct/Professional ethics/Guidelines

Two words for the college

Geethanjali College of Pharmacy was established in the year 2007 and is affiliated to JNTUH. The College is also approved by AICTE and PCI. The college offers UG and PG programmes. Geethanjali College of Pharmacy is a profound educational movement offering UG and PG. education since last 16 years to the all regional students. The Geethanjali College of Pharmacy is affiliated to Jawaharlal technological University, Hyderabad, a state university. The college is recognized by all india council for technical education (AICTE), and approved by pharmacy council of india (PCI) Besides the conventional B.Pharmacy, Pharm.D and M.Pharmacy (U.G. & P.G.) streams, Previously, the college has undertaken one assessment and accreditation cycles of NBA. Apart from teaching, learning and research activities, the college is always keen to imbibe the co-curricular, social, environmental and cultural values among the students. The management of this institution always strives to create well-trained and socially conscious graduates by providing excellent infrastructure and the environment that promotes learning



Signature
Principal / I.Q.A.C. Chairperson

Dr.M.RAVIKUMAR

PRINCIPAL
Geethanjali College of Pharmacy
Cheerful (V), Keersara (M), Medchal Dist., (T.S)-501301.

Code of Conduct/Professional ethics/Guidelines

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Vision of the Institute:

To be a Premier Pharmaceutical Education and Research Institution.

Mission of the Institute:

M1: Provide state of the art laboratories, information Centre and learning environment for holistic education.

M2: Adopt and implement best practices for learning and research.

M3: Collaborate with industry and society to identify problems, provide sustainable solutions and align curriculum

Code of Conduct/Professional ethics/Guidelines

Introduction:

Institute has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching-learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of institute depends on the academic performance as well as on behavior of the students. Our Motto is "***Self-discipline is the best discipline***". The purpose of this code of conduct is to make the Students, Teachers, College Departments/Cells /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

"Self-discipline is the best discipline"

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore all students of Junior and Senior College are introducing the following code of conduct which must be followed by every student of the college.

1. Classes start from 9.00 a.m. and may continue up to 3.30 p.m. on all the six days of a week.
2. No student shall leave the premises before the college timing without the prior permission of HOD/class teacher.
3. As per JNTU Hyderabad rules 75% attendance is mandatory to appear in semester end examination for B.Pharm and M.Pharm. 80% attendance of Pharm.D
4. Every student of the college must always wear the valid Identity Card issued by the college with their recent photograph affixed, bearing the signature of the Principal, around the neck.
5. Students should greet the lecturers when they see them/across them for the first time, in a day, in the college.
6. Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
7. Students must adhere to the Dress Code of the College and neat and tidy in their college uniform.
8. Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.
9. If any student/students is/are affected by the ragging in the college premises or outside of the college, He/She/They must inform immediately to the Principal/ Discipline & Ragging committee Coordinator,

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10. Consuming Alcohol, Guthkha and Smoking Is Strictly Prohibited In The Premises and out of the college.
11. Every student help to keep college premises/campus/Class Room & desk- chairs clean and neat, everyone must use dust bin for garbage.
12. No student spite in college premises/campus or in class room.
13. College premises and all class rooms are under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/class room.
14. During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
15. Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited
16. No friends/ guests / visitors/any outsider shall be allowed with the students in the college premises/campus as well as in class room.
17. Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
18. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action
19. For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
20. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, study room of library & computer lab.
21. Furniture in the class rooms should not be moved or displaced.
22. Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
23. Writing on walls, pillars, bath rooms, and furniture or White boards is strictly prohibited.
24. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to appear the university examinations.
25. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.

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26. No function/program/ birth day in the college campus / class room without prior permission of the principal.
27. To celebrate any western cultured day (like friendship day/Valentine Day) by the students in college premises is strictly prohibited.
28. Students are prohibited from doing anything inside or outside the College that with interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.
29. In case of any kind of problem or need of medical emergency in the college student should report to the HOD/concerning teacher, who will help them solve their problem.
30. Each student should park his/her vehicle at the parking of the college.
31. A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

Code of Conduct/Professional ethics/Guidelines

Code of Conduct of College Library for The students of the College

1. Every staff / student of the college is eligible for membership of the Library
2. Silence must be observed in the Library.
3. Personal belongings are not allowed inside the Library.
4. The Library can be utilized by the students and staff from 12 A.M. to 5.P.M. on working days.
5. Misbehavior in the library/in study room will lead to cancellation of admission/Membership and serious disciplinary action will be taken against the concerning student/s.
6. All students should sign the entry register of the Library, before entering.
7. Students must handle the book/s very carefully.
8. All students should note that, B.T. Cards are not transferable.
9. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
10. Every student must satisfy themselves as to whether the books which they intend to borrow are in good condition or not, before leaving the issue counter, otherwise the student will be responsible for any loss or non return of books issued him/her.
11. Members/students are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
12. The borrowed book should be returned on or before due date, If not, overdue charge of Rs.1 per day for students will be collected.
13. If the due date falls on holidays, return can be done on the following working day without fine.
14. A student who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 20/-
15. All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket of University Examination.
16. Students can use well equipped Library study room from 9.00 to 5.00 p.m. with kind permission of the Principal/Librarian.

Code of Conduct/Professional ethics/Guidelines

Following code of conduct/code of professional ethics for the Principal Teaching Staff & Non-Teaching Staff of Geethanjali college of pharmacy have been guided, suggested, approved & resolved by the resolution, by the governing body of teja Education Society in its Governing Body meeting which was held on Wednesday dated 10th April 2019. Which are as following.

Code of conduct for non-teaching staff

1. Trustworthiness to the College by punctual and reliable in all duties.
2. Integrity by being honest in words and actions.
3. Creating and maintaining with strong relationships with:
 - i. Proper interactions with students
 - ii. Maintaining professional boundaries with students and staffs
4. Dignity by treating students by care and kindness.
5. Being supportive and cooperate with other staff members.
6. Responsibility by meeting the required standards for every assigned task
7. Respect by mutual respect, trust and confidentiality.
8. Justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.
9. He/ She must respect and maintain the hierarchy in the Administration.
10. He/ She should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
11. Must not use unauthorized persons to perform official duties.
12. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
13. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
14. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipment's, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.

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Code of conduct for professor / HOD:

1. Providing leadership in both postgraduate and under graduate in relevant field of specialization.
2. Research and research guidance.
3. Teaching, including laboratory development & writing of books & monograph.
4. Evaluations of tutorials, assignments, journals, answer papers.
5. Interaction with industry.
6. Continuing education activities.
7. Student's counseling.
8. Interaction with other institutions, Universities at state, national and international levels.
9. Organizing seminars, faculty development programs, workshops, for faculty and professionals.
10. Publishing papers in national and international journals.
11. Fellowship of professionals' bodies.
12. Review of academic activities of the department periodically.
13. Maintenance of dead stock, equipment's, and semi consumable, consumable registers with the help of lab in-charges.
14. To prepare & display notices, mark sheets attendance sheets etc. pertaining to the students of the department.
15. To send attendance records, letters regarding attendance, discipline and other activities with the help of class teachers.
16. To organize for accreditation and make presentations to the visiting expert terms.
17. To undertake and implement projects to identify various funding agencies and harness funds for the development of the department/institutions.
18. Any other duties assigned by the Principal from time to time.
19. Shall conduct him/her befitting the noble profession of teaching by desisting himself/herself & his colleagues from the temptation of private tuition and indulging in unfair practices.

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Code of conduct for associate professor/Assistant professor:

1. Teaching and ensuring attendance of students as per University norms.
2. Planning and implementation of instructions received from Head/principal.
3. Student's assessment and evaluation.
4. Developing resource material for teaching and learning.
5. Extension of services to the industry and community.
6. Continuing education activities.
7. Co-curricular and extra-curricular activities.
8. Students counseling/ mentoring scheme implementation.
9. R & D work on industrial problems & consultancy.
10. Liaison with parents and community.
11. Publication of research papers, at least one in a semester.
12. Participate at least in one seminar/conference/workshop in an academic year.
13. Participation in departmental administration.(Lab Management)
14. Shall become member of at least two relevant professional bodies at his/her own cost.
15. Contribute to the activities sustaining accreditation of the institute.
16. Assist in summer and final placement activities.
17. Examination work pertaining to College University such as organizing supervision and assessment etc.
18. Arrangement of remedial classes.
19. Generation of resources from various funding agencies.
20. Upgrading of qualifications.
21. Writing of books & monographs.
22. Any other duties assigned by the Management and Principal from time to time.

Code of Conduct/Professional ethics/Guidelines

Code of conduct for lab instructor

1. To draw the lab schedules for the students and display on the board.
2. To ensure discipline of the students in the laboratory.
3. To assist students in practical's in the laboratory.
4. To assist the system administrator to maintain the network and the computers.
5. To assist the faculty member in conducting lab sessions of their students.
6. To maintain the dead stock /consumable/semi consumable registers of respective laboratories.
7. Maintenance of all instruments/equipment's in the respective laboratories.
8. To carry out any other duties assigned by the faculty member/Professor/Head/Principal.
9. To take care of day to day cleanliness & see that the laboratories are kept in presentable form experiment setup and staking the instruments at their proper stacking places.
10. To check at least once in a week working of instruments &equipment's under laboratory.
11. To prepare the requirement of consumables for the lab & place indent for the same.

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Code of conduct for librarian

1. To prepare and issue of Library cards to students and staff.
2. To receive demand slips from students and issue books to students as per their demand and library rules.
3. To follow up return of books issued to students and staff members.
4. To receive requisitions and issue and receive books from students, staffs following complete procedure.
5. To display new arrivals by photocopy of the cover page of the books and journals
6. To receive international journals & magazines and highlight important articles, news. Items pertaining to management education/ institutes etc. and put up to the Principal for information.
7. To update and maintain files of paper cuttings. .
8. To compile back volumes of journals and periodicals and arrange for binding and stacking.
9. To see that library is in a presentable and tidy condition at all the time.. .
10. To attend to problems of the staff members, if any, and redress the same promptly.
11. To maintain the day wise records of visits of students/staff faculty members in library.
12. Display of cuttings of newspapers on education /social matters on notice boards.
13. To Compile requirement of books & periodical periodically & submit to the principal for further procurement.
14. To take care of library automation & update the same from time to time.
15. To effectively encourage faculty & student to use e-journals-books
16. To carry out 100% annual verification prepare list of book which one outdated & damaged beyond use.
17. To regularly under take binding of books which are damaged.
18. To make report to HOD/section heads books not at all referred by faculty and students.
19. To receives expert committee & present to them effectively.
20. Any other matter assigned by Principal from time to time.

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Code of conduct for accountant

1. To maintain account records pertaining to construction work.
2. To prepare documents for submission of six monthly and annual audit.
3. To prepare budget estimate of the college under guidance of Principal & vice Principal & HOD/section heads take periodical review of the same.
4. To verify bills for payment
5. To check the monthly pay sheet
6. To check the cash book daily
7. To file E-TDS returns
8. To maintain all statutory books of accounts such as dead stock registers, ledgers, consumable register, register of fixture and fittings, printing and attest the same every month.
9. To hold custody of receipt books and vouchers
10. To prepare all the records as required by the statutory auditors and present the same regularly to the statutory auditors. '
11. To control and check the advance register and ensure timely recovery of advances. '
12. To supervise maintenance of all the files and records pertaining to Accounts Section held by Accounts Assistants.
13. To receive record of fees collections from bank counters & maintain its records.
14. To notify & collect dues from students & ensure that all fees are collected in same academic year under guidance of Vice Principal (Administrative).
15. To reconciliation of bank statement and fees received.
16. To Verifying bills for payment.
17. To Maintaining register for advance and ensure timely settlement of the advances.
18. To Maintaining of all the files duly numbered updated in all respects.
19. To Preparing of monthly pay sheet and payment to parties.
20. To Settlement of journey claims and advances.
21. To prepare TDS statement and submit to Chartered Accountant.
22. To maintain Fee Collection register.
23. To maintain cash book and attest the same by Accountant daily and Principal once in a week.
24. To ensure writing of ledger by the cashier.

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25. Follow up with Social Welfare.
26. To receive record of fee collection from bank counters & maintains record.
27. Any other duties assigned by the Principal from time to time.

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Code of conduct for examination officer

1. To organize all works related to university examinations such as preparation of supervision chart, appointments of senior supervisors in consultation with principal.
2. To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.
3. To organize the filling of examination forms, revaluation & verification forms of students & submission to university.
4. To obtain results of students and its distribution.
5. To arrange for online examinations as per schedule & instructions of university.
6. To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
7. To see the day to day notification/circular on university website & bring the contents to the notice of students/faculty /principal from University.
8. To send the program of proposed practical examinations dates to university & get final programme of practical/oral examinations.
9. To submit term work /oral practical marks to University in time bound manner.
10. To organize arrangement of furniture and numbering of examination seats for University examinations.
11. To receive the examination stationery from University & keep in the strong room.
12. Custody of key of strong room of the seal of the strong room open before Admin
13. Any other duties assigned by the Principal from time to time.