



Geethanjali

Geethanjali College of Pharmacy

Approved by AICTE, PCI New Delhi, Permanently Affiliated to JNTUH
Cheeryal (V), Keesara (M), Medchal-Malkajgiri Dist., Telangana State- 501301

Phone : +91 9959390412

Fax : +91-40-24220320

Website : www.geethanjaliinstitutions.com

Date: 21-3-2017

Policy Document

Code of ethics for faculty and administration

1. Maintain decorum both inside and outside the classroom and set the good example to the students
2. Should act with integrity, comply with the laws. Plagiarism of any nature is prohibited. Maintain a professional work environment and comply with institutional policies
3. Welcome and support people of all backgrounds and identities. This is not limited to members of any race, ethnicity, culture, national origin. Social and economic class, educational level, colour, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.
4. Always conduct professionally. Be kind to others. Do not insult or put down others. Treat others as you would like to be treated. Harassment and exclusionary behaviors aren't acceptable.
5. It is essential that one should avoid relationships and activities that hurt or appear to hurt, their ability to make objective and fair decisions and thus avoid conflict of interest.
6. Protect institution assets, including physical, intellectual, and electronic, digital properties.
7. To be regular and punctual in attendance. This means being in the college ready to work, at starting time each day. Absenteeism and tardiness burden others and the institution.
8. As per the rules of the institution staff members must strictly follow the procedure of adjusting their classes and show the consent of the substitute teacher to the HOD before going on leave, failing which the leave will be treated as unauthorized and necessary action will be taken up.
9. Being under the influence of illegal drugs, alcohol or substances of abuse are prohibited. Working while under the influence of prescription drugs that impair performance is prohibited.

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Mobile : 9866308259

10. The institution executes a solid/firm policy on prevention and prohibition of sexual harassment at workplace. Sexual misconduct or harassment in a case sensitive deed, which includes but no limited to sexual assault, unwanted touching or persistent unwelcoming comments e-mails, or pictures of an insulting or degrading sexual nature

11. Personal cell phone usage during work hours is discouraged, except in extreme cases such as an emergency.

12. Faculty should dress and behave appropriately. They should choose to dress in a manner which presents a professional image to the public and is respectful of others. Overall appearance should be neat, clean and modest and be reflective of the profession the employee is involved in faculty should support their ID cards in college.

Code of ethics for students

1. Treat Institute teachers, administrators, officers, employees, guests and visitors and other students with respect, dignity, impartiality, courtesy and sensitivity.
2. Academic honesty and punctuality are mandatory in the completion of the assigned tasks as an individual and/ or a peer group.
3. Regularity to the college is a must and every student shall take the responsibility of keeping oneself informed of the academic responsibilities to be fulfilled in time.
4. Violations of academic conduct like cheating on an exam, plagiarism or unauthorized presentation of collaborative work will make the student liable for punishment.
5. Avoid any activity or behavior that would unfairly give advantage or disadvantage to another student academically.
6. Stealing, misusing, destroying, defacing or damaging college property or personal property of others is prohibited.
7. Refrain from getting involved in or encouraging any sort of discrimination, harassment or bullying of employees and other students.
8. Posting derogatory comments about individuals of the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute is prohibited.
9. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs is prohibited.

10. Use of cell phones in the campus is prohibited.

11. Audio or video recording in class rooms or actions of other students, faculty, or staff shall not be done without prior permission.



Principal
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Date: 15-12-2021

RECONSTITUTION OF CODE OF CONDUCT COMMITTEE

In view of improving the quality and to inculcate values and discipline among the students and staff of the institution "Code of Conduct committee" has been reconstituted on 15-12-2021. By involving the staff and students as committee members to monitor the implementation of Code of Conduct in the institution.

S. No.	Name of the Faculty	Designation & Dept.	Role
1	Dr. M.Ravi Kumar	Principal & Professor	Chair Person
2.	Dr.J. Sunil	Associate Professor Dept. of Ph.chemistry	Coordinator
3.	Dr.Bharat bhooshan Mohapatra	Professor Dept. of Pharmacognosy	Member
4.	Mrs.D.Tirumala	Asst. Professor Dept. of. Ph.chemistry	Member
5.	Mr.M.Satish Kumar	Asst. Professor Dept. of Ph.Analysis	Member
6.	Mr.D.Mangilal	Pharm D -V Year	Student Member
7.	Mr.S.Suraj Babu	B. Pharm- IV Year	Student Member
8.	Mr.D.Pavan Kumar	M. Pharm -II Year	Student Member



(Signature)
Principal

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Date: 3-1-2022

CIRCULAR

All the committee members of the code of conduct are hereby informed to attend the meeting that will be held in the Principal's Chamber on 5th January 2022 at 2 pm to discuss the following agenda.

Agenda:

- Recommending some more awareness programs to be organized by the college
- Any other point with the permission of the Chair.



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Date: 5-1-2022

MINUTES OF MEETING

Members of the Code of Conduct Committee meeting in the Principal's Chamber on 5th January 2022 at 2 pm discussed and passed resolutions on the following agenda points, with Principal as the Chair Person.

Agenda:

- Recommending some more awareness programs to be organized by the college
- Any other point with the permission of the Chair.

DISCUSSION:

Code of Conduct Committee members Discussed about the organization of programs in the college and planned some programs about the awareness of code of conduct, with suggestions given by the COC Chair men Dr.M.Ravi Kumar.

Discussed about regular duties and responsibilities of the employees and students under the Code of Conduct Committee Policy

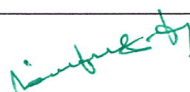






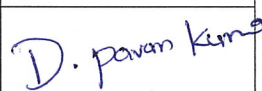



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Resolution: Chair Person of the meeting Principal Dr. M. Ravi Kumar, approved the agenda points discussed. With the permission of the Chair, Mr.J.Sunil, Coordinator of the committee, assured that the discussed will be implemented by the staff and students to improve quality of their personality and to keep up the reputation of the college.

List of members present at the meeting:

S. No.	Name of the Faculty	Designation & Dept.	Signature
1	Dr. M.Ravi Kumar	Principal & Professor	
2.	Dr.J. Sunil	Associate Professor Dept. of Ph.chemistry	
3.	Dr.Bharat bhushan Mohapatra	Professor Dept. of Pharmacognosy	
4.	Mrs.D.Tirumala	Asst. Professor Dept. of Ph.chemistry	
5.	Mr.M.Satish Kumar	Asst. Professor Dept. of Ph.Analysis	
6.	Mr.D.Mangilal	Pharm D -V Year	
7.	Mr.S.Suraj Babu	B. Pharm- IV Year	
8.	Mr.D.Pavan Kumar	M. Pharm -II Year	




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Date: 25-11-2021

CIRCULAR

All the staff and students are hereby informed to attend an awareness program on "Professional Ethics and Human Values" in the seminar hall on 27th November 2021 at 1.30 PM by Dr. T. Sri Devi, Associate Professor, Dept. of Freshman Engineering, Geethanjali Institute of Technology . Hence, all are instructed to attend the same without fail.


Principal

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Date: 10-12-2021

Name of the program: Human Values and Professional Ethics

Resource Person: Dr. T. Sri Devi Asst. Professor, Dept. of Freshman Engineering, Geethanjali Institute of Technology.

REPORT

The Code of Conduct Committee, Geethanjali College of pharmacy, Medchal has organized a Seminar on Professional Ethics & Human Values, on 27.11.2021 at Seminar Hall. The program was inaugurated by Dr. M. Ravikumar, Principal and Chairperson of the Committee. The program was presided over by the committee coordinator Dr.J. Sunil. Resource Person Dr.T. Sri Devi, Associate Professor, Dept. of Freshman Engineering, Geethanjali Institute of Technology for addressed the audience on human values and ethics which an individual must possess to excel in profession. Integrity, Leadership, Time management, Confidence, and Spirituality the terms were explained in detail by the resource person. The programme led the students into thinking about the changes they must bring in their attitudes, as stated in the interaction programme. The programme ended with vote of thanks by the coordinator.



Signature
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Speech by Resource Person, Dr. T. Sri Devi on Professional Ethics and Human Values


Programme Coordinator

Dr J Sunil



Handwritten signature of Principal
Principal
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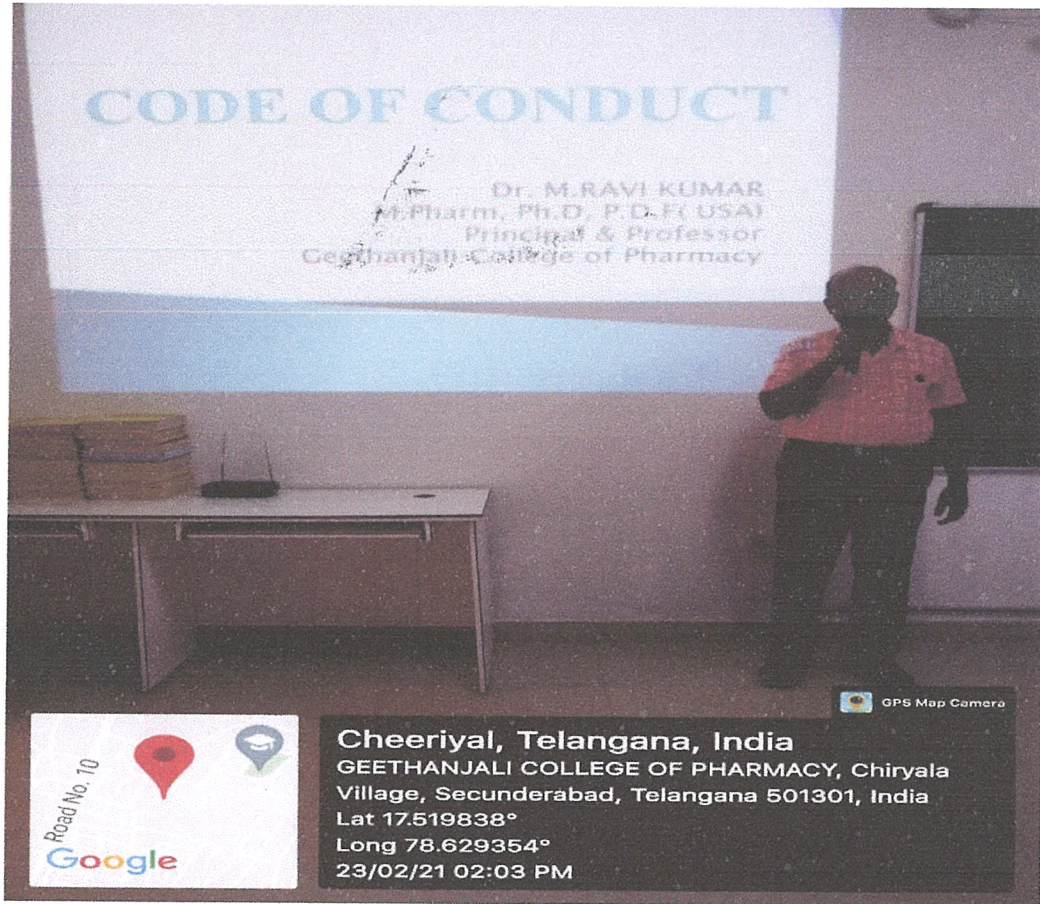
Date: 25-02-2021

Name of the Program: Awareness Programme on Code of Conduct

Resource Person: Dr. M. Ravi Kumar, Principal, Geethanjali College of Pharmacy.

PROGRAMME REPORT


The code of conduct committee of Geethanjali College of Pharmacy has organized an awareness program on "Code of Conduct" for both staff and students on 23-02-2021 at Seminar Hall. The program was started by Dr. J. Sunil, Coordinator of the Committee. The main objective of this program is to create awareness among all the staff and students about the code of conduct. The COC Chairperson, Dr. M. Ravi Kumar explained all the rules and regulations of our college. And also he strictly guided the students about their attitude in college premises. Resource Person stated his views and ideas about attitude an individual must possess with regard to oneself, family, friends and society. After that the committee coordinator Dr. J. Sunil explained the necessary rules and regulations prescribed by the college management which staff and students have to follow. The program ended by the proposal of vote of thanks by the program coordinator.



Speech by COC Chair Person, Dr. M. Ravi Kumar on the Objectives of Code of Conduct


Programme Coordinator
Dr J Sunil




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