

CODE OF CONDUCT HANDBOOK



Contents

| | | |
|---|-------------------------------------------------|----|
| 1 | Introduction | 1 |
| 2 | Institution | 1 |
| | 2.1 Vision and Mission | 2 |
| | 2.2 Quality Policy | 2 |
| | 2.3 Long and Short Term Goals | 3 |
| 3 | Code of Conduct | |
| | 3.1 Why Code of Conduct | 3 |
| | 3.2 Code of Conduct for Employees | 4 |
| | 3.3 Code of Conduct for Principal | 5 |
| | 3.4 Code of Conduct for HoD | 6 |
| | 3.5 Code of Conduct for Faculty Members | 7 |
| | 3.6 Code of Conduct for Class Teacher | 9 |
| | 3.7 Code of Conduct for Counselling In-Charges | 10 |
| | 3.8 Code of Conduct for Class Representatives | 11 |
| | 3.9 Code of Conduct for Technical Staff | 11 |
| | 3.10 Code of Conduct for Examination Branch | 13 |
| | 3.11 Code of Conduct for Attenders | 15 |
| | 3.12 Code of Conduct for Administrative Officer | 16 |
| | 3.13 Code of Conduct for Office Staff | 16 |
| | 3.14 Code of Conduct for Students | 17 |
| | 3.15 Code of Conduct for Visitors | 19 |
| 4 | Action Taken | 20 |
| 5 | Summary | 24 |

1 INTRODUCTION

This document is prepared for good and effective functioning of the institute through proper and efficient use of the available resources in the campus. It also ensures the quality of teaching and learning process with transparent administration. The college has a great vision of preparing the students to serve the society by their all-round development, viz. Communication skills, Leadership quality, Group work, Presentation skills, technical skills, ethics, general aptitude, etc. This document incorporates various committees that work for that work improvement of the institute and enhancement of quality of education. It also finds mention of the service rules, leave rules and appointment rules. This document, along with the general rules and regulations provides certain code of conduct to be followed by the faculty, which will undoubtedly set an example for the students.

2 INSTITUTION

Anurag Pharmacy College is established in 2007 by Amartya Educational Society. The society comprises of inspiring team of academicians, industrialists and NRI entrepreneurs whose valuable knowledge and experience are the guiding factors. The college has created a resourceful and inspiring academic ambience and world class infrastructure and it is reputed as one of the most preferred college for Pharmacy education within short time.

The College is ideally located on a sprawling 2 acres of land in tranquil atmosphere, amidst gardens and greenery at Ananthagiri (V), Kodad (M), Nalgonda (Dt), which is near to NH-9 and 170 KM from Hyderabad, 100 KM Vijayawada and just 30 KM from Khammam by road.

The College is recognized by All India Council for Technical Education (AICTE), New Delhi and affiliated to Jawaharlal Nehru Technological University Hyderabad (JNTUH).

The college offers undergraduate Pharmacy programs, post graduate Pharmacy programs. The College has MoU's with Bhaskara Institute of Pharmacy,



Sir CR Reddy College of Pharmaceutical Sciences, Pydah College of Pharmacy, P. Ramireddy Memorial College of Pharmacy, Sura Labs, Medplus and Akrivis Pharma Pvt Ltd for delivering domain knowledge and for Campus Recruitment Training Activities for.

- The College is approved by PCI New Delhi.
- The College is affiliated to Jawaharlal Nehru Technological University, Hyderabad (JNTUH).

2.1 Vision and Mission

| Vision | Mission |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To create a competent pharmacy professionals in demonstrating health care delivery and research in promoting academic and professional excellence | To provide transformative learning experience that prepare the students for successful career in research education and pharmacy practice, promote professionalism, learning and leadership skills among students |

2.2 Quality Policy

We aim to achieve holistic expansion among the stake holders with global and human out look through

- Self-evaluation and continuous improvement.
- Imparting academic integrity and quality research.
- Mentor approach.

2.3 Long and Short Term Goals

Long Term Goals

- **Enhanced Consultancy Promotion**
- **Autonomous**
- **Improving entrepreneurial culture**
- **Improving Green Environment**

Short Term Goals

- **Empowering Students through Holistic education**
- **Enhance Institution Infrastructure**
- **Encourage Faculty for to register Ph.D**
- **Introducing New diversity courses**
- **Promote and Sustain Campus Environment**
- **Innovative teaching and Learning**

3 CODE OF CONDUCT

Code of conduct is a collection of rules and regulations that include what is and is not acceptable or expected behavior.

3.1 Why CODE OF CONDUCT

It defines the VALUES of an organisation and provides to all employees the boundaries of their behaviour relative to their duties to the organisation. A well-written code of conduct clarifies an organization's mission, values and principles, linking them with standards of professional conduct. Written codes of conduct or ethics can become benchmarks against which individual and organizational performance can be measured. Additionally, a code is a central guide and reference for employees to support day-to-day decision making. It encourages discussions of ethics and compliance, empowering employees to



handle ethical dilemmas they encounter in everyday work. It can also serve as a valuable reference, helping employees locate relevant documents, services and other resources related to ethics within the organization.

3.2 CODE OF CONDUCT for Employees

1. Every employee shall at all times maintain absolute integrity and devotion to duty and also be honest and impartial in his/her official dealings.
2. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of duty.
3. Except for valid reasons or unforeseen contingencies, no employee shall be absent from duty without prior permission.
4. All the teaching staff should adhere to the defined schedule in classroom teaching, conducting labs, tutorial and drawing classes according to the approved scheme of instruction.
5. Conduct of semester and mid- term examinations of the college, including invigilation, evaluation and assessment of the student's performance are part of the duties of teachers. The non- teaching staff shall assist in the arrangement for the smooth conduct of examinations as assigned by the Head of the Department (HOD).
6. No employee shall take active part in politics in the campus of the college or exploit his/her official position for political gains or permit the use of college facilities for political purpose.
7. No employee shall, in any print/digital/electronic broadcast or in any document published anonymously or in his/her own name or in the name of any other person make any statement of fact or opinion which has an adverse effect on any of the policy or action of the college.
8. No employee shall, except in accordance with any general or special order of the competent authority, communicate directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
9. No employee should use impertinent language and derogatory words while



they are entrusted in any job from time to time. Also heads of departments are expected to give clear cut instructions to their subordinates for attending the jobs given to them.

10. No teacher or non-teaching staff shall directly or indirectly engage in the business of moneylending/gambling/betting/lottery or any such other speculation.
11. Any employee who is convicted in any criminal case or insolvency shall be liable for dismissal from service without any show cause notice.

3.3 CODE OF CONDUCT for Principal

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following traits are expected from the Principal.

1. He has to implement the new ideas and plan to execute the vision and mission of the institute
2. Promote institution interaction and inculcate research development activities.
3. Listen to the student's ideas and set a supportive tone.
4. Ensure that the staff and students aware of rules, policies and procedures laid down by the college.
5. Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
6. Recommend and forward communication to the authorities.
7. Monitor, manage and educate the administration of the institution and take remedial actions based on the stakeholder's feedback.
8. Execute any other qualitative and quantitative work for the welfare of the students and institution.
9. Empower all his staff and students to reach their maximum potential.



3.4 Code of Conduct for HOD

HOD is responsible for conducting all academic programs of the Department as per the norms of affiliating University. In pursuance of above objective, he/she is required:

1. To formulate time – tables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programs and sports.
2. To ensure the maintenance of laboratories in a good order to provide training to the students as per the norms of University of Mumbai and as per with industry standards.
3. Train and update the faculty to deliver good instruction to the students.
4. To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
5. To maintain harmonious relations among students and faculty while ensuring discipline and ethical behavior of students.
6. Should ensure that all classes are held as per the time - table. He should make alternate arrangement for the class work of teachers absent on that day. He should recommend for disciplinary action against that availing leave without prior arrangement for class work.
7. Should verify the student attendance on every weekend to check for proper marking of attendance and implementation of lecture plans.
8. Should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
9. Should convene meetings of faculty twice in a fortnight to review academic and research and development activities of the Department.
10. Should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures.
11. Should monitor students' development and problems through feedback and counseling.
12. Should appoint faculty counselors to meet the needs of students who face problems like stress, fear inferiority complex and peer pressure.



3.5 Code of Conduct for Faculty Members

In fulfillment of faculty member's obligation to the teaching profession, teachers will strive to:

- i. Advance the interests of the teaching profession through responsible ethical practices.
- ii. Regard themselves as learners and engage in continual professional development.
- iii. Be truthful when making statement about their qualifications and competencies.
- iv. Contribute to the development of educational policy and professional culture.
- v. Treat colleagues and associates with respect and work with them in a very congenial environment.
- vi. Assist newcomers to the profession, disclosure is required by the law
- vii. Respect confidential information on colleagues and inform, if the behavior of a colleague is seriously in breach of this code.
- viii. It is mandatory for faculty members to display identity cards at all times when they are inside the college campus.
- ix. Faculties should avoid taking identity cards from students when they are involved in undesirable activities. Identity cards can be demanded only to ascertain the identity of students. After noting the details of student, identity card must be returned to the student concerned on the spot.
- x. Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.
- xi. Students should not be denied entry into the classrooms / Labs when they report late for the classes. However, such students shall automatically lose attendance for those classes.
- xii. Teachers must desist from awarding physical punishments to students who indulge in misbehavior in the classrooms. However, they can warn

- such students or report to the HOD/Principal for necessary action.
- xiii. Cases of indiscipline, misbehavior or insubordination should be dealt by departmental HoD or Principal; Teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.
 - xiv. Faculty members must take attendance within first 5 minutes of starting period.
 - xv. Latecomers should not be denied admission into the classes. However, such students need not be given attendance.
 - xvi. Teachers are advised to refrain from awarding punishments like:
 - a. Dismissal from the class rooms
 - b. Making them stand in the class rooms
 - c. Summoning their parents to campus
 - d. Trouble makers in the class rooms must be reported to the HoD / Principal / Director for further action.
 - xvii. As per the rules of the institute, staff members must adjust their classes and show the consent of the substitute teacher to the HoD before going on leave.
 - xviii. Every teacher should display work load adjustment on Notice board mentioning the name of substitute teacher and subject and also send information on WhatsApp group of their respective class.
 - xix. All the faculty members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorized with loss of pay.
 - a) Teachers can avail 12 Days of casual leave during any calendar year i.e. January to December
 - b) This leave can be availed only on pro-data basis i.e. one day per month.
 - c) This leave cannot be carried forward to the next year.
 - d) In one working semester days', faculty can avail only two leaves with permission of HOD.
 - e) More than two leaves in every term can be sanctioned with the permission of Principal.



- f) Teaching Faculty are eligible for college activity compensatory leave if worked on Holidays for college work.
- g) Work done on holidays must be approved from HoD, just after the activity is over.
- h) As per the guidelines of University of Mumbai vacations are given to the eligible faculty members.
- i) Medical leave may be considered if the illness is serious or on maternity grounds that require prolonged absence from duty.
- j) Faculties are allowed to do outdoor duties for paper setting work, oral / Practical examination, moderation / Revaluation work, Expert Lectures etc. without disturbing the college work load with the permission of Principal.

3.6 Code of Conduct for Class Teacher

1. Instruct all the students to attend the classes regularly and to follow the dress code.
2. Monitor the list of absentees on daily basis.
3. Analyze the results of students after the announcement of exam results by the university.
4. Motivate the students to attend guest lectures and workshops without fail.
5. Submit the list of students absent for the mid exams to the HOD.
6. Instruct the students to attend the mid exams /external exams without fail.
7. Motivate the students to participate/present in competitions like paper presentations, poster presentations, project expos etc.
8. Inform the subject teachers of their class to post mid exam marks in the files within stipulated time after completion of mid exams.
9. Send attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
10. Prepare the list of students who have secured less than 60% of the marks in mid exams (subject wise) and submit it to HOD.



3.7 Code of Conduct for Counselling In-charges

1. Be familiar with the personal history of assigned student including Educational and Family background.
2. Attempts should be made to determine the reason for the student's problem, counsel, and provide guidance to the student to correct the problem and recommend a remedial programs, if necessary.
3. Assists student in periodic evaluation of his/her academic progress.
4. Assists student in initial exploration of long range occupational and professional plans, referring him/her to sources for specialized assistance.
5. Explains to the student the program in general and basic education as it relates to the branch of the student, and to prepare for life pursuits generally.
6. Helps student understand and examine the graduation requirements for the curriculum leading to the Bachelor's degree.
7. Explains student importance of attendance and its implication to do well in examinations
8. Explains importance of participation in the class activities
9. Explains importance of Mid Examination (s) and its consequence in the end semester examinations
10. Explains importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well.
11. Explains importance of submission of assignments and its consequence on the performance of Mid Examinations and End semester examinations.
12. Explains importance of laboratory exercises and their correlation with theory.
13. Helps the student to explore the career fields in the student's branch of Pharmacy and provide information about Higher education and job opportunities.
14. Serves as a "Teacher Friend" to the student by demonstrating a personal interest in them and in their adjustment to college; by serving as a central



- contact person in obtaining information that can be used to help students; and by allowing students freedom to make their own choices after the limitations, alternatives, and consequences involved in making a decision.
15. Explains importance of getting a meritorious Pharmacy Degree and how the degree helps in building a career in other areas and programs such As Pharmacovigilance, Medical coding, SAS, Pharma MBA, Civil Services and Group Services.... etc.
 16. Assembles, organizes, channels, and centralizes all information, observations, and reports from every source related to student's progress, needs, abilities, and plans.
 17. Assists students at regular intervals to make adequate self-evaluation
 18. Explains importance of Self-Motivation to do well in career and subsequently in life.
 19. Counsels students whose progress is unsatisfactory and reports the same to Program Coordinator.
 20. Monitors the interim and final performance of students assigned and liaise with parents whenever required.

3.8 Code of Conduct for Class Representative

1. Report common problems of students to HOD through the class teacher.
2. Collect the names of students to participate in the department activities as per the schedule given by class teacher/HOD.
3. Inform the HOD if any class is not engaged.
4. Transmit any information given by HOD/class teacher to the students.
5. Guide the students to submit any letter to the principal through the respective HOD.

3.9 Code of Conduct for Technical Staff

1. Facilitates procurement of hardware, software and other consumable items well before commencement of the semester. This can be done by visiting to other colleges and contacting teachers who are teaching or



- have taught similar subjects in our college or other colleges, etc.
- a. Requisition for consumables shall be submitted to the HoD, who in turn shall verify the same and forward to the Principal for necessary action.
 2. Ensures that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practicals satisfactorily.
 3. Prepares lab manuals and arrange to get them printed as per the required number.
 4. Introduces new experiments, if any that can reinforce the student learning process of students.
 5. Arranges to display the laboratory schedule
 6. If it's a computer lab
 - a. Arranges to manage network taps and server capacity and configurations.
 - b. Arranges to manage hardware and software configurations and updates.
 - c. If tests require, server or client computer configuration changes and the changes need to be scheduled and communicated to other lab users.
 - d. Makes periodic server backups
 7. Coordinates periodical testing of equipment
 8. Develops and monitors the changes in the lab.
 9. Maintains lab documentation (such as lab descriptions, diagrams, and processes).
 10. Establishes physical security.
 11. The lab I/C take measures to prevent unauthorized use of lab equipment and manage lab access with keys and locks.
 12. Sets up an inventory control system.
 13. Establishes a lab budget for support costs.
 14. Labels hardware and involve in cabling.
 15. Resolves environmental problems, if any.
 16. Implements a preventative maintenance program for equipment.
 17. To hold those responsible for any breakage / loss etc. and recover costs.

18. In order to prevent theft/damage, the Lab In-charge shall take the following action:
 - a. Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HoD as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
 - b. Lab Assistants in turn shall note down the missing items in the respective Lab Register.
 - c. If the students are responsible for the loss/missing item, then an amount equal to the cost of the item as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as a compensation for the loss/missing item.
19. Establishes an approval process for removing any equipment.
20. The lab is kept clean and orderly.
21. Obey any other duty as may be assigned by the HoD/Principal from time to time.
22. A Lab I/C is responsible for making the lab as usable and flexible as possible.

3.10 Code of Conduct for Examination Branch

1. Ensures adherence to JNTUH policies.
2. Organizes and coordinates submission of Question papers of Mid Examinations well within time (as per the schedule).
3. Manages conduct of the Internal/External examinations. This will include ensuring that all required material is in the examination branch allocated room-wise before the start of the examinations and arrangements for candidates with special needs are in place.
4. Organizes exam material and stationery and providing safe custody of



- question papers, in accordance with regulations.
5. Organizes examination rooms/halls, in accordance with regulations (seating arrangement as per the norms).
 6. Coordinates distribution of hall tickets through department's Office Assistant and class adviser
 7. Ensures distribution of all examination answer books to invigilators and the same are received soon after the examination is completed and verifies the same.
 8. Ensures distribution of question papers to all examination halls within the time schedule
 9. Briefs invigilators on examination regulations and appropriate written guidelines for invigilators, staff and students.
 10. Assists in the preparation of invigilation schedule, arranging additional invigilator(s) under exigency, if any, briefing and training invigilators as per procedures
 11. Must be available in the College on the days when results are notified and supervise the distribution of results to students.
 12. Produces analysis of examination results as soon as possible.
 13. Provides statistics on examination entries and results for the HoD / Principal, senior management team, etc.
 14. Prepares examination schedules and timetables, wherever applicable. Distributes the same to faculty members and students of his / her department through the Head of the department. Resolves schedule conflicts, if any.
 15. Provides information on substitute courses, if any, for re-admitted students who were detained earlier
 16. Coordinates with respective department students, and class adviser towards timely submission of examination application form along with the examination fee for regular semester examination
 17. Coordinates storage and delivery of examination question papers and answer books. Verifies to ensure all instructions have been followed by faculty members. Ensures all information is accurate. Ensures security measures are in place and maintained in the Examination Branch.



18. Acts as resource person. Liaises between faculty members of his/her department, students and the Examination Branch of the College. Resolves problems. Makes recommendations to improve functioning process of examination branch.
19. Coordinates and authorizes allocation of room for examination purpose. Schedules and administers special needs of students for examinations.
20. Uses a variety equipment such as a personal computer, photocopier, fax machine, and other standard office equipment for examination work.
21. The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks, and may be requested to perform other reasonable tasks, if any commensurate to the examinations from time to time.

3.11 Code of Conduct for Attenders

1. All the attenders should be available in the college by 9 am or as per the departmental requirements.
2. They should leave the premises 15 minutes after the heads of various sections leave the departments.
3. They should collect the keys from the admin office after signing in the register.
4. They are responsible for the cleanliness of rooms / labs / premises of their respective
5. They should not allow any unauthorized persons to enter the departments/office without proper verification.
6. They should ensure proper locking of the rooms/labs/premises after closing windows, switching off lights/fans, close water taps and deposit the keys in the admin office.
7. They should give respect to the superiors and extend cooperation to other attenders.
8. They should perform any additional duties assigned from time to time.
9. They should be present in neat appearance.



3.12 Code of Conduct for Administrative Officer

1. To be responsible for administration of the college.
2. To Channel Vendor management.
3. Ensure security arrangements and safety requirements at the Campus/University.
4. Maintain records and documentation pertaining to the work area.
5. To look after the maintenance of the services and ensure optimization.
6. Maintenance of housekeeping services and their records.
7. Maintain and ensure fleet organization and upkeep.
8. Liaison with local bodies.
9. Maintain discipline amongst the students.
10. To advise on the matters related with overall administration as and when needed.
11. Graduate with 10 years plus experience.

3.13 Code of Conduct for Office Staff

1. Sign in the attendance register by 9:30 am on every working day otherwise he/she is on leave.
2. Perform the duties with sincerity and maintain confidentiality.
3. Perform as a team and do the assigned work.
4. Attend the student's enquiries and ensure all possible help and deal politely while talking on phone or in person.
5. Attend the college with proper dress code.
6. Be conversant with the rules and regulations and procedures involved related to their work.
7. Inform well in advance about leave of absence and make alternative arrangements to the works assigned.
8. Put on ID card as long as you stay in the college campus.
9. Follow the guidelines /instructions given by the principal from time to time.



10. Preplan the day's / week's work and perform the duties assigned from time to time and create a courteous atmosphere.

3.14 Code of Conduct for Students

1. The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
2. The student should follow the academic calendar as per the instructions of the Head of the Institution.
3. Any act of indiscipline or misbehavior by any student will be punished.
4. Damage to Institute & Campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
5. Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
6. Students have to park their vehicles in the parking zone at the entrance of the college only.
7. No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
8. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
9. Disciplinary action will be initiated against students indulging into eve teasing, ragging, harassment and untoward incidents.
10. All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents Guardian of the students' and with the written consent of the management
11. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited.
12. Without specific permission of the authorities, students shall not bring outsiders to the College or Hostels.



14. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
15. Every student must carry with him / her college ID-card every day while attending lectures and appearing for various examinations.
16. ID-Card will be issued in a week after he / she is admitted in the course.
17. The student should carry the identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
18. If student has lost ID-card, it should be reported immediately to the coordinator / HOD with an application.
19. Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
20. Be attentive, fair and cooperative to your teachers and peers on various academic and nonacademic activities.
21. Believe in loving, sharing and caring.
22. We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.
23. Students are allowed to wear formal trousers and shirts.
24. Jeans, Cargos, Trousers with multiple pockets are not allowed.
25. Students must not wear black colour shirts and jazzy shirts with any kind of designs and patterns.
26. Students must wear formal shoes and shocks.
27. Students should tuck their shirts and wear formal belts.
28. Students must not wear short shirts and low-waist pants.
29. Rolling the sleeves should be avoided while wearing full sleeves shirts.
30. Girl students should wear formal chudidhars.
31. Students who violating the dress code will be counselled if repeated he /she must meet the discipline committee along with his/her parents.
32. The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
33. Mobile phone is strictly prohibited in the exam hall during the examination.



34. In case if anyone found using mobile phones in the college premises severe action will be taken by the principal besides confiscating the phone
35. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

3.15 Code of Conduct for Visitors

1. Respect the caring ethos of the institution.
2. Understand that parents and teachers need to work together for the benefit of student.
3. Demonstrate in their own behavior that all members of the institution community should be treated with respect.
4. Seek to clarify a student's version of events with the institution's view in order to bring about a peaceful solution to any issue.
5. Correct their own child's behavior, especially where it could lead to conflict.
6. Approach institute staff to help in resolving issues.
7. Avoid using staff as threats to admonish student. In order to support a peaceful and safe academic environment the College does not tolerate:
 - a. Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, office or other area of institution grounds.
 - b. Loud or offensive language, swearing, cursing or displaying temper.
 - c. Threatening to do actual bodily harm to a member of institution staff, governor, visitor, parent/care taker or pupil.
 - d. Damaging or destroying institution property.
 - e. Sending abusive or threatening emails, text/voicemail/phone messages or other written communication.
 - f. The inappropriate use of cameras/mobiles for recording purposes.
 - g. Defamatory, offensive or derogatory comments regarding the institution or any of the pupils/parents/staff at the institution on Facebook or other social media sites.



8. The use of physical aggression towards another adult or student. This includes physically punishing.
9. Smoking, or consuming alcohol or drugs whilst on institution property.

4 ACTION TAKEN

Action to be taken against Students Indulging and abetting in ragging as per the directions Of Hon'ble Supreme Court Of India.

1. Cancellation of admission and also debarred from taking admission in any institution in India.
2. Suspension from attending classes.
3. Withholding/Withdrawing scholarship / fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
6. Suspension / expulsion from the institution.
7. Collective punishment if larger number of students are involved in the act of ragging.
8. An FIR filed without any exception with a local police station.
9. Student should be regular in attendance for all sessions during the day.
10. Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
11. If the student is found irregular in attendance, disciplinary action will be taken.
12. The student coming late shall not be allowed to enter the class.
13. The student must report about the sickness to the class coordinator, mentor and head of the department.
14. On no account will students be allowed to remain absent for any continuous assessment exams conducted by Institute. The student will be solely responsible for such absence. This may be detrimental to the overall performance and results of the student.



15. The student should complete all the Practical's and Term – work such as Assignments, Records and Projects.
16. Candidates must appear at the examination hall half an hour before the commencement of the examination.
17. Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad, it will not be returned in any circumstance.
18. Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
19. A candidate is permitted to bring the necessary stationery items along with recommended non programmable calculators to write the exams. All equipment's brought to the examination must be placed on the candidate's desk and kept in view during the examination.
20. Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
21. Expected to spend their free time in the Library.
22. Admission is open to full time students of Anurag Pharmacy College. Preference will be given to out station students and it is subjected to availability.
23. Admission to the Hostel will be cancelled if incorrect or false information is furnished
24. Fresh application will have to be filled up for next year accommodation.
25. Students should lock the rooms so as to keep their valuables safely and the hostel administration will not entertain complaints regarding theft of Lap Tops, Cell Phones, Cash and Jewelry.
26. Members are strictly forbidden from using personal gadgets like audio/video music systems, hot plate, electric iron, cookers etc. However, to use other electrical appliances such as personal computers, table fan etc., and permission will be given on a specific request and will be charged extra. Members should not tap electricity from other than the points provided for the purpose.



27. Students are expected to use the electrical appliances and furniture's in an efficient manner, without causing any damage.
28. Students using computers/laptops are not permitted to use multimedia speakers. Violation of this will be viewed seriously.
29. Students are advised always to keep their belongings under lock & key and to lock their rooms whenever they go out.
30. Students are advised not to keep expensive jewelry, heavy cash or any other valuables in their rooms. The hostel management does not own any responsibility for the loss of property left in the rooms due to the inmate's negligence.
31. Students should not entertain vendors of petty items in the hostel blocks. However, licensed washer man shall alone be permitted to enter the hostel.
32. Students are not allowed to play any kind of sports inside the Hostel block.
33. No member is permitted to entertain any ex-student of this institution or other institutions. The penalty for disobedience of this rule will be very severe.
34. Members are strictly prohibited from taking out any procession or indulging in unauthorized group activities.
35. Students should not arrange any function, meeting, or religious gathering within the hostel campus without special permission of the authorities undertaking of good conduct and observing accepted norms of behavior.
36. Students involving in business, collection of funds, compelling others to join in some organization as a member etc. must not be made under any circumstances. Violation leads to expelling from the hostel.
37. Inmates of the hostel are not allowed to make any complaint as a group. Individual petitions alone, addressed to the warden will be looked into.
38. No one shall indulge in politics, violence, rioting or instigate communal feelings or have dealings with outside elements. Such activities may lead to expulsion of the student from the hostel and college.
39. No member shall absent himself from the hostel without prior permission from the deputy warden.



40. The students of the hostel are not allowed to stay in the hostel during the college working hours. In case if they have to stay, they should apply for leave as per college rules informing the deputy warden the reasons for staying in the hostel during working hours, repeated stay will be viewed strictly.
41. Management Representatives are empowered to check the hostel rooms at any time and the equipment/materials. In case of ladies hostels, inspection will be carried out in the presence of the deputy warden/supervisors.
42. Charges for any damages to the property as well as to the furniture and fixtures caused by a student/ the students' negligence will be recovered from the student/students staying in the said Hostel room.
43. Activities involving recreation or exercises will be carried out in such a way that they do not cause any damage to Hostel property or hostel premises. Any damage caused by way of such activities shall be rectified at the cost of the concerned hostellers.
44. If students are facing any difficulty adjusting with the roommate and unable to resolve the issue, the matter must be reported to the administration immediately. Students are expected not to involve their parents or guardians, in such cases.
45. None of the furnishings / appliances provided in individual rooms or common areas can be removed and/or relocated. Even in case where a student has been allotted a single room, the furnishings will not be disturbed.
46. Students should return to their rooms by 8.30 pm and maintain absolute silence for study hours up to 10.30 pm.
47. If any student plans to stay away from the hostel after 9.00 pm, they have to plan in advance and inform the Deputy Warden in writing. Verbal messages to the Warden will not suffice. Information sheets must contain the place where they have planned to go as well as the contact telephone number. Permission from their parents in writing is mandatory for staying outside the hostel.



48. Smoking & Liquor inside hostels and common areas is not permitted. If any student indulges in such activity will be expelled.
49. No student is allowed to use any sort of narcotics. Any student found involved in use or possession of narcotics will be expelled from the hostels in addition to other disciplinary action.
50. Two wheelers/Cars are not permitted in the hostel premises.
51. Cooking in hostel room is not permitted.
52. The college management reserves its rights to cancel admission of undeserving students without giving any reason.
53. The college management reserves its rights to increase the Hostel fee, if necessary.
54. Misconduct or infringements of rules & regulations and activities which are not in the interest of the institution and harmful to the reputation of the institution will make a student liable for severe disciplinary action and even expulsion from the Hostel & College.

5 SUMMARY

This concludes the Employee code of conduct. Please refer to this book on a daily basis and ensure you apply it in your daily work.

The application of this code of conduct is a requirement of your employment at APC, and a requirement to fulfill your position correctly. Following the guidelines set out in this code of conduct ensures that we provide a fair and equitable workplace for all people involved in the Institution.

Should you have questions about your employment, standards' of behaviour or any other questions, do not hesitate to speak to your HOD / Principal or any other superior in the Institution.

Should you have any concerns or suggestions on how to improve this document do not hesitate to contact your superior.

END OF THE DOCUMENT

