

Both students and faculty members are required to adhere to the code of conduct within their work areas, such as college premises, laboratories, common areas, and so forth.

It is imperative that everyone abides by the Pharmacists Oath to uphold the professional standards within the institute.

I swear by the code of Ethics of Pharmacy Council of India in relation with the community and shall acts as an integral part of health care team.

I shall uphold the laws and standards governing my profession.

I shall strive to perfect and enlarge my knowledge to contribute to the advancement of pharmacy and public health.

I shall follow the system which I consider best for pharmaceutical care and counselling of patients.

I shall endeavour to discover and manufacture drugs of quality to alleviate sufferings of humanity.

I shall hold in confidence the knowledge gained about the patients in connection with my professional practice and never divulge unless compelled to do so by the law.

I shall associate with organisations having their objectives for betterment of the Profession of Pharmacy and make contribution to carry out the work of those organisations.

While I continue to keep this oath unviolated, may it be granted to me to enjoy life and the practice of pharmacy respected by all, at all times!

Should I trespass and violate this oath, may the reverse be my lot!

General Code of Conduct For Students

Our institute's rules and regulations are designed to provide students with clear guidelines for expected behaviour. These guidelines are not only intended to teach students to respect themselves but also to respect others.

When a student misbehaves or acts inappropriately, we employ redirection, distraction, and/or firm limit-setting as initial measures. If the misbehaviour persists, we implement calming downtime.

We adhere to a positive approach to discipline, and our rules are as follows:

1. Compliance with Authority:

- Students must strictly obey instructions given by the Principal, Management and Teachers at all times.

2. Identity Card Requirement:

- Students must carry their identity cards at all times.
- They must carry identity card in such a way that it is clearly visible to others.

3. Attendance and Assignment Submission:

- Regular and punctual attendance is mandatory for classes and practical sessions.
- Assignments/ tutorials must be submitted on time. Failure to do so will result in disciplinary action.

4. Attendance Policy:

- The college expects 100% attendance for both theory and practical sessions.
- A maximum relaxation of 10% in attendance may be allowed on valid grounds with prior permission from the principal.
- However, attendance should not be less than 75% separately for each theory and practical.
- Students failing to maintain the minimum attendance will not be allowed to appear for university exams.

5. Sessional Examination Attendance:

- Students failing to maintain 75% attendance in theory and practical sessions separately will not be allowed to appear for I/II sessional examinations.

6. Ragging Policy:

- Ragging in any form, within or outside the college and hostels, is strictly prohibited. Defaulters will be summarily expelled from the college.

7. Internal Evaluation:

- Students found weak in certain subjects may be required to attend extra classes to catch up with their peers.

8. Notice Board Obligation:

- Students must regularly read the notices displayed on the notice board/ website/WhatsApp group. The college will not be responsible for any loss due to students' negligence in reading notices.

9. Prohibited Activities:

- Drinking, smoking, chewing gum, gutkha, or pan on the premises is strictly prohibited.
- The use of electronic communication devices like mobile phones and pagers is allowed, but only for educational purposes.
- Taking photographs/ selfie, making reels in college campus without prior permission is not allowed.

10. Property Damage:

- Students should not engage in any activity that may cause damage to college property. Any such activity will be viewed seriously and may result in the recovery of the cost of damage/ suspension and even termination.

11. General Rules:

- Students are bound by the rules and regulations framed by the college. Violation of these rules will result in disciplinary action, including possible dismissal from the college.

12. Changes to Rules:

- The above rules of discipline are subject to change or modification. Such modifications may be made at the discretion of the principal, and the decision shall be final and binding on the students.

13. Communication Channels:

- The notice board, institutional website or institutional social media handle are the only authorized means of communication with students and others.

आमच्या संस्थेच्या नियम व विधिमापनांनी विद्यार्थ्यांना अपेक्षित वर्तनाच्या संकेतस्थळासह स्पष्ट मार्गदर्शक दिलेले आहेत. या मार्गदर्शकांचा उद्दिष्ट विद्यार्थ्यांना त्यांच्या स्वतःला आत्मसम्मानाच्या अभ्यासात शिकवण्यासाठी असे नविन आणि इतरांच्या आदर करण्यासाठी आहेत.

जर विद्यार्थी वाईट वर्तत असतात किंवा अनुचित वर्तत असतात तरी, आपल्याला प्रथमचा पुनर्निर्देशन, लावण, किंवा खाली ठरवणे आणि/किंवा खाली शांततेचा वापर करण्यात येते. जर अशी व्यवहार कायम असत राहिला तर आपल्याला काल्मिंग डाउनटाईम वापरायचं लागेल.

आपल्या शिस्ताच्या शैलीचे पालन करत असल्याने आपल्या नियमांचं तरतूद आहे:

1. अधिकाराचे अनुसरण:

· विद्यार्थ्यांना प्राचार्य, व्यवस्थापक आणि शिक्षकांना केलेल्या सर्व निर्देशांचे अत्यंत संशोधन करण्याचे आणि त्यांच्या अधिकाराच्या निर्णयांचा तत्पर अनुसरण करणे अत्यंत आवश्यक आहे.

2. पहचानपत्र अपेक्षित:

· विद्यार्थ्यांना प्रत्येक वेळेस पहचानपत्र वाहून घेणे आवश्यक आहे.
· त्यांना पहचानपत्र त्यांच्या शरीरावर स्पष्टपणे दिसण्यासाठी घेतलं पाहिजे.

3. उपस्थिती आणि काम करण्याचा अटींदन:

· शाळेतील आणि व्यावसायिक सत्रांसाठी नियमित आणि समयानुसार उपस्थिती अनिवार्य आहे.
· कार्याचे सुरु करण्यापूर्वी प्रायोगिका/पाठ्यक्रम देऊन त्यांना सबमित करावेत. हे करण्यात अयशस्वी झाल्यास त्यांना शिस्तीकारक कारवाई करण्यात येते.

4. उपस्थिती धोरण:

· कॉलेजने सर्व सिद्धांत आणि प्रायोगिका सत्रांसाठी 100% उपस्थिती अपेक्षित करते.
· मूलभूत अधिकारांच्या साथीने 10% उपस्थितीत जास्तीची छूट परवानगी देण्यात येऊ शकते.
· परंतु, प्रत्येक सिद्धांत आणि प्रायोगिका साठी उपस्थिती 75%पेक्षा कमी असल्यास त्यांना यूनिव्हर्सिटी परीक्षेसाठी परवानगी दिली जाणार नाही.

5. सत्रांतील परीक्षेची उपस्थिती:

· प्रायोगिका सत्रांती 75% उपस्थिती टीचा आणि प्रायोगिक सत्रांती सोडवली जात नसल्यास विद्यार्थ्यांना पहिल्या / दुसऱ्या सत्रांती परीक्षेसाठी परवानगी दिली जाणार नाही.

6. रॅगिंग धोरण:

· कॉलेजच्या आणि निवासस्थानांत रॅगिंग कोणत्याही प्रकारच्या तात्काळ केल्या जाता येणार नाही. अगोदरचे विधर्मी कॉलेजमधून निराकरण केलेले आहेत.

7. आत्मिक मूल्यांकन:

- कितीही विषयांमध्ये कमी कार्यक्षमता असल्यास त्यांना समानांपेक्ष कडेकडी शिकविली जाईल.

8. सूचना मंडळ उचितता:

- विद्यार्थ्यांना नोटिस बोर्ड/वेबसाइट/व्हाट्सअॅप गटवर लागणाऱ्या नोटिसेस नियमितपणे वाचायला हवी आहेत. कॉलेज कारणासाठी विद्यार्थ्यांच्या अजगळीत संपताना यावयास उत्तरदायी असणार नाही.

9. प्रतिबंधित क्रियाकलाप:

- कॉलेज जागतिक प्रमाणे पान, धूम्रपान, तंबाखू, खानदेश किंवा पान गाळण्यासाठी कडेकडी प्रतिबंधित आहेत.
- मोबाइल फोन आणि पेजर्स साक्षात्कारिक कार्यासाठी मग योग्यतेनुसार वापरले जातात, पण केवळ शैक्षणिक कार्यासाठी.
- आवडतंय निर्देशिका/सेल्फी घेणे, कॉलेज परिसरात रील्स बनवणे अथवा अगोदरच्या परवानगीद्वारे नक्कीच अवैध केले जाणे नाही.

10. संपत्तीसमृद्धी:

- विद्यार्थ्यांना कॉलेजच्या संपत्तीला कोणत्याही क्रियेमुळे कोणतेही क्षती होण्याची संधी द्यायला नाही. अशी कोणतीही क्रिया गंभीरपणे पाहिली जाईल आणि त्यांच्याच परिणामसह स्थगिती किंवा काढणे आणि किंवा निष्क्रिय करणे असू शकते.

11. सामान्य नियम:

- विद्यार्थ्यांना कॉलेज नियम व विधिमापनांच्या अटींदाने बांधलेले आहेत. त्यांच्या उल्लंघनाने शिस्तीकारक कृती होईल, कॉलेजातून काढले जाणार आणि अखेर कॉलेजपासून बाहेर काढले जाणार आहे.

12. नियमांची बदल:

- उपरोक्त शिस्तीचे नियम किंवा बदलल्याची अनुमती विद्यार्थ्यांसाठी देण्यात येते. अशी सुधारणा प्राचार्यांच्या विवेकानुसार केली जातील, आणि त्याचा निर्णय विद्यार्थ्यांसाठी अंतिम आणि बांधकाम मान्य असेल.

13. संचार कार्यपध्दती:

- नोटिस बोर्ड, संस्थेच्या वेबसाइट किंवा संस्थेच्या सोशल मीडिया हँडल ही विद्यार्थ्यांसह आणि इतरांसह आधिकृत संवादाची एकमेव विधाने आहेत.

Code of Conduct For Students In Laboratory –

1. Conduct yourself responsibly at all times in the Laboratory.
2. Neatness in the laboratory is imperative. It is not only essential for successful work but also effective in reducing accidents.
3. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask your teacher before proceeding with the activity.
4. When first entering a laboratory, do not touch any equipment, chemicals, or other materials in the laboratory area until instructed to do so.
5. Perform only those experiments authorized by your teacher. Carefully follow all instructions, both written and oral. Unauthorized experiments are not allowed.
6. Always work in a well-ventilated area.
7. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times.
8. Keep hands away from face, eyes, mouth, and body while using chemicals or lab equipment. Wash your hands with soap and water after performing all experiments.
9. Experiments must be personally monitored at all times. Do not wander around the room, distract other students, startle others, or interfere with the laboratory experiments of others.
10. Safety goggles should be worn whenever chemicals, heat, or glassware are used.
11. Contact lenses may not be worn in the laboratory.
12. Dress appropriately during a laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are hazards in the laboratory. Long hair must be tied back, and dangling jewelry and baggy clothing must be secured.
13. A lab coat should be worn during laboratory experiments.
14. Report any accidents (spills, breakages, etc.) or injuries (cuts, burns, etc.) to the teacher immediately, no matter how trivial they may seem. Do not panic.

15. All chemicals in the laboratory are considered dangerous. Do not taste or smell any chemicals. Never use your mouth to pipette liquids. Bulbs are provided for drawing liquids into pipettes.
16. No chemicals, apparatus, or equipment may be removed from the laboratory without the teacher's knowledge and consent.
17. Inspect glassware before each use. Never use chipped, cracked, or dirty glassware.
18. Handle the analytical balance in the laboratory with care. Do not weigh hygroscopic substances using butter paper on the balance. Hygroscopic substances must be weighed using a glass container.
19. If you are unsure how to use a piece of equipment, ask the teacher for assistance.
20. Do not cool hot glassware by immersing it in cold water. The glassware may shatter.
21. Never look directly into a container that is being heated.
22. Fume hoods must be turned on and used whenever an activity involves the production of unpleasant or hazardous vapors, the use of air or water-reactive reagents, or the use of highly corrosive or flammable materials. Working in non-functioning fume hoods is prohibited.
23. Flames (e.g., Bunsen burners) should never be left unattended. No open flames are permitted in the laboratory when volatile substances are being used outside of a fume hood.
24. Never work alone. Unsupervised work is not permitted.
25. Read labels carefully to ensure that the correct chemical is being used. Check warning labels for toxicity and hazards.
26. Many common organic solvents are suspected to be potential carcinogens. These include dichloromethane, carbon tetrachloride, and chloroform. Handle all organic solvents with care and minimize contact with both the liquid and vapors. Methanol is highly toxic and can cause blindness if ingested. It can also be absorbed through the skin, so avoid contact. If accidental contact occurs, wash thoroughly with soap and water.
27. Sodium and potassium metal react violently with water. Magnesium metal is highly flammable. Seek advice from the teacher before using them.

28. Compounds containing heavy metals, especially lead, arsenic, antimony, bismuth, and mercury, are highly toxic. Chromates and dichromates can cause ulcerous sores and are carcinogenic. Minimize your contact with these substances.
29. Open ether bottles under a fume hood with the sash pulled down as low as possible.
30. Concentrated liquids diluted with water often generate considerable heat. Always add the concentrate to water; never the reverse. For example, pour concentrated acid into water.
31. Drying ovens are not suitable for flammable substances. They are only used for drying non-flammable solids that are wet or have absorbed water.
32. Report any equipment failures to the teacher. Never attempt to adjust equipment without guidance.
33. Food, beverages, and gum are not permitted in the laboratory. Laboratory glassware should not be used as containers for food or beverages.
34. Ensure that all apparatus, equipment, and instruments are cleaned at the end of the practical session. Double-check to ensure that reagent bottles are tightly closed and stored in their designated places. Leave the lab bench clean and dry.
35. Any reaction mixture or product that needs to be stored until the next practical session must be labeled with its contents, the date, the experimenter's name, and any associated hazards.
36. A report on the laboratory work conducted should be recorded in the journal and submitted for the lecturer in-charge's signature.

Code of Conduct For Administrator –

The Administrator shall have primary responsibility for all aspects of the benchmark determination process, including development, determination, and dissemination, as well as operation and governance.

1. The Administrator must maintain transparency in all institutional operations. They should instill clear faith in the internal management committee, which is accountable for the overall operation.
2. The Administrator must provide unbiased judgment on all institutional matters.
3. The Administrator must not misrepresent qualifications or their position when communicating with anyone during academic activities.
4. The Administrator's behavior must serve as an example for others in all aspects.
5. The Administrator's actions must reflect a belief in a code of conduct and demonstrate their role as a true representative of the profession.
6. Instances of administrator integrity must be evident during interactions with peers, colleagues, subordinates, as well as the general public, both within and outside the workplace.
7. Administrators need to lead with integrity, approach performance appraisals with candor, honesty, and forthrightness, providing feedback to their employees.
8. Administrators must be honest with employees about their strengths and weaknesses and offer guidance in the form of training and development based on employees' performance goals.
9. Administrators must also follow non-discrimination and fair judgment during recruitment processes.
10. The administrator should ensure the welfare of staff and students.
11. The administrator should respect the rights of colleagues and students while performing their duties.
12. The administrator should prioritize the interests of the institute above personal interests.

Code of Conduct for Teaching Staff –

The teaching staff shall adhere to the code of conduct established by the Institute, as outlined below and as may be amended from time to time. In all matters concerning the overall administration and day-to-day operations of the Institute, the decisions of the Management/Principal shall be respected and faithfully carried out.

1. Every member of the teaching staff, as an educator, is obligated to set a good example for the students both within and outside the Institute. They must maintain cleanliness, modesty, sincerity, and above all, patience and politeness in speech and behaviour.
2. Each member of the teaching staff should be deeply interested in the holistic development of the students, without undue interference, and should instill in them a spirit of respect, obedience, and gratitude towards authority, as well as love and respect for one another and the Institute in general.
3. Every member of the teaching staff shall uphold a high standard of discipline and train the students in honesty, good manners, polite speech, and behaviour by setting a personal example.
4. All members of the teaching staff must be punctual for their duties and must sign the attendance register before commencing their work.
5. Teaching staff who are habitually absent or consistently late in attending their duties shall be subject to disciplinary action.
6. All teaching staff members must be present in their respective places of work at the designated times and shall not leave the premises during duty hours without prior permission from the Competent Authority.
7. Teaching staff members are prohibited from removing Institute documents, tools, equipment, and materials from the premises without the prior permission of the Management/Principal/Competent Authority, nor should they hand over such items to students or any unauthorized persons.
8. The behaviour of the faculty members towards male and female students, as well as with colleagues, shall be modest.
9. Faculty members must communicate any change in address during vacation, leave periods, or relocation to the Principal/Administrative Office in writing.

10. Teaching staff are prohibited from using harmful drugs or intoxicating drinks within the institute premises or while on duty, and from being under the influence of any intoxicating substances.
11. Teaching staff must accept, receive, or take delivery of notices, letters, or any communication from the Management/Principal/Competent Authority, and must not refuse an order of transfer from one job to another, or from one department of the Institute to another.
12. Discussing irrelevant topics with students or criticizing any decision of the Principal or any other authority in front of the students, whether inside or outside the classroom, or in any way instigating the students, will be considered a breach of the code of conduct.
13. Teaching staff must not use indecent language, make false allegations against said authorities, or speak in an abusive manner to students or co-employees.
14. Possession of firearms, other weapons, or any other items causing danger or threat on the premises, detrimental to the security of the institution or individuals, and intimidating other employees by threat, pressure, or other means with the intention of preventing them from attending their duties, or obstructing the movement of goods, persons, or vehicles related to the activities of the institution, will be considered a breach of the code of conduct.
15. Insubordination or disobedience, whether alone or in combination with others, of any order from a superior authority, or instigating others to insubordination or disobedience, will be considered a breach of the code of conduct.
16. Tampering with the records of the Institute, falsification, defacement, or destruction of any records of the Institute, including those related to students or employees, or attempting to do so, will be considered a breach of the code of conduct.
17. When teaching staff are asked by the principal to teach allied subjects or any other subject related to the course to another batch of students, or when their help is required in the absence of another staff member, they must be willing to accept the task assigned by the principal.
18. In addition to their regular Institute duties, teaching staff will be required to participate in co-curricular activities, be available to help others cheerfully, and take on extra assignments as deemed necessary by the head of the institution.
19. Teaching staff are required to report for duty even if their leave has been refused or cancelled.

20. Teaching staff must maintain absolute integrity and show devotion to duty at all times. They must refrain from any actions unbecoming of an employee of the Institute. Furthermore, they are responsible for ensuring the integrity and devotion to duty of all employees under their control and authority.
21. Faculty members must extend utmost courtesy and attention to all individuals, including students, with whom they interact within the scope of their duties. They should make every effort to promote the interests of the institute.
22. Except in accordance with any general or special orders of the Competent Authority, or in the performance of their duties and in good faith, faculty members must not directly or indirectly communicate any official document or information to any unauthorized person, whether within the Institute or outside.
23. Faculty members must not contribute to the press any matter connected with the Institute without obtaining prior sanction from the Management/Principal/Competent Authority. They must also refrain from using any document, paper, or information that has come into their possession in their official capacity without proper authorization. Additionally, they must not attempt to obtain unauthorized information, documents, or papers for their personal use. No employee shall act as the spokesperson of the Institute without prior sanction from the Management/Principal.
24. Faculty members must not directly or indirectly participate in any activity, demonstration, or movement that is considered by the Management/Principal/Competent Authority to be prejudicial to the academic and administrative interests of the Institute.
25. Teaching staff must not ask for or accept any contribution or associate themselves with the raising of funds, in cash or kind, without the express sanction of the Management/Principal/Competent Authority, whether for their own benefit or otherwise.
26. Teaching staff must not accept, or allow any member of their family or any person acting on their behalf, to accept any gift, in cash or kind, for their own benefit from any person, including another employee, student, or parent, for work to be done in connection with the business of the Institute.
27. Teaching staff must avoid accepting lavish or frequent hospitality from any student, parent, or supplier of the Institute.

Code of Conduct for Non- Teaching Staff –

Non-teaching staff members are required to adhere to the code of conduct established by the Institute, as outlined below and as may be modified from time to time. In all matters concerning the overall administration and day-to-day operations of the Institute, the decisions of the Management/Principal shall be respected and faithfully carried out.

1. Every member of the non-teaching staff must maintain cleanliness and tidiness, and exhibit modesty, sincerity, patience, and politeness in speech and behavior.
2. Non-teaching staff members should demonstrate a keen interest in the all-round development of the institute without unduly interfering in its affairs.
3. All non-teaching staff members must be punctual for their duties and must sign the attendance register before starting their work.
4. Non-teaching staff members who are habitually absent or consistently late in attending their duties shall be subject to disciplinary action.
5. All non-teaching staff members must be present in their respective places of work at the designated times and must not leave the premises during duty hours without prior permission from the Competent Authority.
6. Non-teaching staff members must not remove Institute documents, tools, equipment, or materials from the premises, nor should they hand over such items to students or any unauthorized persons without prior permission from the Management/Principal.
7. The behavior of non-teaching staff members with male and female co-employees must be modest.
8. Non-teaching staff members must communicate any change in address, during vacation, leave periods, or relocation, to the Principal/Administrative Office in writing.
9. Non-teaching staff members are prohibited from using harmful drugs or intoxicating drinks within the institute premises or while on duty, and from being under the influence of any intoxicating substances.
10. Non-teaching staff members must not refuse to accept, receive, or take delivery of notices, letters, or any communication from the Management/Principal/Competent Authority. They must also not refuse an order of transfer from one job to another, or from one department of the Institute to another.

11. Discussing irrelevant topics with colleagues or criticizing any decision of the Principal or any other authority in front of other staff members will be considered a breach of the code of conduct.
12. Non-teaching staff must refrain from using indecent language, making false allegations against said authorities, or speaking in an abusive manner to students or co-employees.
13. Possession of firearms, other weapons, or any items causing danger or threat on the premises, detrimental to the security of the institution or individuals, and intimidating other employees by threat, pressure, or other means with the intention of preventing them from attending their duties or obstructing the movement of goods, persons, or vehicles pertaining to the activities of the institution will be considered a breach of the code of conduct.
14. Insubordination or disobedience, whether alone or in combination with others, of any order from a superior authority, or instigating others to insubordination or disobedience will be considered a breach of the code of conduct.
15. Tampering with the records of the Institute, falsification, defacement, or destruction of any records of the Institute, including those pertaining to students or employees, or attempting to do so, will be considered a breach of the code of conduct.
16. In addition to their regular Institute work, non-teaching staff will be required to cooperate in co-curricular activities and be cheerfully available to help everyone, and to take on extra assignments as deemed necessary by the head of the institution.
17. Non-teaching staff members are required to report for duty even if their leave has been refused or cancelled.
18. Non-teaching staff members must maintain absolute integrity and show devotion to duty at all times. They must not engage in any behavior unbecoming of an employee of the Institute. Furthermore, they are responsible for ensuring the integrity and devotion to duty of all employees under their control and authority.
19. Non-teaching staff members must extend utmost courtesy and attention to all individuals, including students, with whom they interact within the scope of their duties. They should make every effort to promote the interests of the institute.
20. Non-teaching staff members, except in accordance with any general or special orders of the Competent Authority or in the performance of their duties and in good faith, are prohibited from directly or indirectly communicating any official document or information

to any person, whether within the Institute or outside, to whom they are not authorized to communicate such document or information, or to make any use thereof.

21. Non-teaching staff members must not contribute to the press any matter connected with the Institute without obtaining prior sanction from the Management/Principal/Competent Authority. They must also refrain from using any document, paper, or information that has come into their possession in their official capacity without proper authorization. Additionally, they must not attempt to obtain unauthorized information, documents, or papers for their personal use. No employee shall act as the spokesperson of the Institute without prior sanction from the Management/Principal.
22. Non-teaching staff members are prohibited from asking for or accepting any contribution, or otherwise associating themselves with the raising of funds, in cash or kind, for their own benefit or otherwise, without the express sanction of the Management/Principal.
23. Non-teaching staff members must not accept or permit any member of their family or any person acting on their behalf to accept any gift, in cash or kind, for their own benefit from any person, including another employee, student, or parent, for work to be done in connection with the business of the Institute.
24. Non-teaching staff members must avoid accepting lavish or frequent hospitality from any student, parent, or supplier of the Institute.
25. Non-teaching staff members must not, by writing, speech, deed, or otherwise, indulge in any activity which is likely to incite or create a feeling of hatred or ill-will between different communities on religious, social, regional, communal, or other grounds.