



ADITYA PHARMACY COLLEGE

Hand book of code of conduct for students



(Dr.D.SATHIS KUMAR)

PRINCIPAL

ABOUT COLLEGE

Aditya Pharmacy College commenced in the year of 2004-2005, under the affiliation of JNTUK , Kakinada . Which is located at Aditya Nagar, ADB road, Surampalem-533437, E.G.Dt

The college has over the years acquired advanced equipment and installed it in various laboratories.

Realizing the importance of web based learning the management has provided a high speed internet laboratory for the students. There are huge journals which are subscribed regularly.

The college has started the post-graduation courses like Pharmaceutics, Pharmaceutical analysis & quality assurance in Pharmacy from the year of 2008-2009 and the College started the Pharm.D courses from the year of 2010-2011.

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.

The Institution works with a clear vision

OUR VISION:

- To Become One Of The Best Human Resource Development Institutions
- By Attaining Quality and Excellence in Higher Education.”

CODE OF CONDUCT

- It promotes professional behavior and academic integrity.
- The reputation of an institute depends on the academic performance as well as on behavior of the students.
- 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.

The following code of conduct which must be followed by every student of the college:

- Classes start from 9:30 a.m. and may continue up to 4:15p.m. On all the six days of a week.
- No student shall leave the premises before the college timing without the prior permission of HOD/class teacher.
- As per JNTUK, Kakinada rules 80% attendance is mandatory to appear in semester end examination.
- Every student of the college must always wear the prescribed uniform and valid Identity Card issued by the college
- Eatable snacks / beverages (drinks) are not allowed inside the College.
- Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately suspended from the college.
- Consuming Alcohol, Gutka and Smoking Is Strictly prohibited In the Premises and out of the College.
- Every student helps to keep college premises/campus/Class Room & desk- chairs clean and neat, everyone must use a dust bin for garbage.
- Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited.
- 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.

- Students must conserve electricity and water. They must switch off lights & fans when they leave the classroom, study room of the library & computer.
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CODE OF CONDUCT FOR TEACHING FACULTY

- Every teacher of the college shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
- Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
- Every teacher should apply their knowledge and experience for the overall development of the students of the college.
- The Teacher should behave and perform fair and committed to the best interest of students of the college. The teacher should be sincere, dedicated and academically focused.
- Adopt the process of developing the teaching-learning process by preparing subject wise and semester wise individual teaching plan at the beginning of the session and perform accordingly.
- Every teacher should do assessment practices for finding out slow learners & fast learners & to strive adequately for overall development of the students of the college.
- The teacher shall engage the classes regularly and punctually and strive to complete the syllabus within the University directed/prescribed teaching days.
- The Teacher should not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident,

competent and fully overall developed personality & strive for them according to the Vision and Mission and Objectives of the college/institution

- Every teacher should inform the college discipline/code of conduct to the students from time to time and encourage/compel them to follow accordingly.
- The teacher should devote his time and energy to develop and improve his academic and professional competence.
- Every teacher of the college should cooperate to maintain discipline and good habits among the students. In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the Department/Committees/Cells of the College
- Teachers should assist the College/University Examinations, Valuation works, Moderation etc.
- Examination evaluation/valuation, Practical examination should be fairly evaluated by the teacher.
- Every teacher should fairly & properly give the internal marks to the students, without keeping the view of partiality.
- The teacher should not demand/force any assistance or money to the students by showing or giving any temptation of increasing marks or any other cooperation in examination /practical work, etc., if anyone is found, legal action will be taken against him/her.
- The teacher should not force or compel any student of the college for doing his/her personal work, inside or outside of the college.
- No teacher shall incite, instigate or provoke any student/s, any other member of the staff into any form of action against the College or that seeks to disrupt the academic activities of the College.
- The teacher should maintain the positive relationship with all colleagues & students of the college.
- Create pleasant atmosphere where students can actively participate in curricular and extracurricular activities of the college
- The Teacher should not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
- Avoid conflicts between their professional work and personal interest.

- . Every teacher should be conscious about his academic development & be careful, pay attention for his/her placement date, fulfill /complete the required eligibility for their due placement.
- The Teacher shall report to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.

CODE OF CONDUCT FOR NON TEACHING STAFF

- Every one of the non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
- Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
- Must join/attend the duty punctually every day.
- Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
- Respect the right and dignity of the student for assisting them with any kind of help /guidance etc.
- Speak respectfully and behave politely to everyone in the college. (The principal, teachers, students, visitors, parents etc.)
- Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- Should adhere to the Professional Ethics and Code of Conduct of the institution.
- Every employee should apply their knowledge and experience for overall development of the office work of the college.
- Every employee should behave and perform fair and committed to the best interest of the college.
- Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
- Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
- Avoid conflicts between their professional work and personal interest.