

Sanjivani Rural Education Society's

**SANJIVANI COLLEGE OF PHARMACEUTICAL
EDUCATION AND RESEARCH**

(AUTONOMOUS)

KOPARGAON

At – Sahajanandnagar Post. Shinganapur
Tal.Kopargaon Dist. Ahmednagar
423603

NAAC ACCREDITED

**PROFESSIONAL
CODE OF CONDUCT HANDBOOK
FOR
FACULTY & STAFF**

General

The employee will abide by and follow all guidelines, service rules, regulations, standing orders, instructions and directives (or by whatever name called) that the Institute may issue from time to time, generally applicable to the employees or specifically applicable to any employee. Any breach thereof will entitle the Institute to terminate the appointment. The said guidelines etc. and the specific terms and conditions of the appointment letter thereof are supplementary to each other and are to be read in cohesion / conjunction with each other. In the eventuality of there being any confusion or conflict between the two, the interpretation and intention laid out by the Institute shall be final and binding.

The employee will be required to apply and maintain the highest standards of personal conduct, efficiency, morality, ethics, discipline and integrity at all times and in all matters. They must respect their profession, nation, law and order and abide by all the rules laid by the Government/SRES/Institute. They shall contribute in fostering the feeling of brotherhood, national integration and reverence for all religions. They shall be impartial, sympathetic and helpful to all the students irrespective of their level of understanding and merit. The employee must be presentable in terms of dressing while on duty, punctual in attendance and other duties allotted without any negligence, refrain from any type of unauthorized financial transactions/obligations with any stakeholders by virtue of his/her position in the Institute. Institute won't be responsible in such cases. They shall be prudent towards the property and funds of the Institute. They shall not indulge in any malpractices in examination or in any college activities.

The candidate shall not misuse the personal details of any staff member or students like contact number, address, identity and residence proofs etc. and shall not disclose them to anyone without permission of the HOI. Institute won't be liable and legal actions shall be taken against the accused, if proven, it may lead to termination of the services.

They shall not practice discrimination among the students or staff based on religion or caste or race. They shall not use any abusive words and shall behave decently and cordially with all to maintain the decorum of the Institute.

The employee shall not claim to represent the Institute in any manner or to bind the Institute to any obligation or commitment unless specifically authorized to do so, by the Principal of the Institute.

The employee shall not engage them self in any act or communication which does, or is likely to, bring any disrepute or harm to the name, reputation and standing of the Institute.

The employee shall conduct them self at all times so as to be in compliance with all applicable laws and regulations of India.

The employee shall keep the Institute informed of their local address, permanent address and telephone (mobile and landline) contacts, and any other personal information requested and any changes thereto. They shall also keep the Institute informed of their marital status, and any changes thereto. Any changes in contact information and marital status must be communicated in writing within a fortnight of its occurrence.

The Institute may, at any time, grant any indulgence, forbearance or extension of time for performance of duty, or release the employee from any obligation under the terms of the appointment, without impairing any future right to insist on strict and timely compliance with the terms of the appointment and without affecting the obligations and duties under the terms of the appointment.

CONFIDENTIALITY

Each employee shall observe utmost confidentiality and secrecy of any and all information received by them or entrusted to them in the course of their employment. By accepting employment with the Institute, they acknowledge that all information received by them in the course of their employment with the Institute is proprietary to the Institute and is not personal to them.

They shall ensure that neither originals nor copies of software or documents and files in electronic / digital form (e.g., on diskettes, tapes, drives, CDs etc.), which are the property of the Institute, are removed from the premises of the Institute, for any reason whatsoever, unless explicit advance permission is given by a duly authorized superior of the Institute.

They shall also ensure that all originals and copies (made by any means whatsoever) of documents or parts thereof (of whatever nature) which they remove from the premises of the Institute for work purposes are returned to the premises of the Institute, unless alternative instructions have been received from a duly authorized superior of the Institute. In any event, upon their leaving the services of the Institute, they shall ensure that all originals and copies (made by any means whatsoever) of documents or parts thereof (in whatever form and of whatever nature) in their possession are returned to the premise of the Institute.

Any breach of this condition may result in instant dismissal and punitive legal action for criminal breach of conduct against them AND any future employer or any commercial or non-commercial firm/enterprise/venture that they may be associated with, where such document and/or files or the content therein is used in any form or manner whatsoever.

Roles and Responsibilities of the Principal:

1. To promote the comprehensive development of the instructions as the head of institution.
2. To recruit the Teaching and Non-teaching staff based on the requirements of the departments.

3. To review salary fixation norms as and when required; keeping in mind, the practices in and around colleges.
4. To fix salaries, increments, etc., to teaching and non-teaching staff.
5. To depute teaching and technical staff for refresher courses, higher studies and arranging for suitable training in the campus.
6. To conduct HOD's meeting at regular intervals to know the state of affairs - both academic and nonacademic.
7. To plan for campus placements through training and placement officer.
8. To review the student results and academic performance.
9. To instruct the Hostel authorities about the rules to be followed while permitting the students to go outside, including their native places.
10. To take enough precautions so that, the teaching staff cannot leave the services in the middle of the semester/year. To go round the class rooms to ensure that the class work is being conducted effectively.
11. To go through the letters found, if any in the suggestion box and act them, if required.
12. To conduct Governing Body and Academic Meetings
13. To get the annual budget sanctioned for conducting various events in the campus, keeping in mind the number of events desirable per year as per NBA/NAAC guidelines.
14. To decide the requirements of furniture, lab equipment, staff, additional space, etc., and enlightening the management about the requirement and getting the budget sanctioned.
15. To conduct Fresher's day, College day, Republic day, Independence Day and other functions.
16. To get the budget sanctioned for books and journals.
17. Attesting the academic registers and diaries maintained by teaching staff.
18. To instruct the teaching staff through a schedule to conduct annual stock verification of lab equipment.
19. To monitor the activities of the examination section
20. To promote the brand building of the Institution by adopting new technologies.

Roles and Responsibilities of HOD:

1. Allocation of the subjects to the faculty members well in advance before commencement of the semester/year
2. Collect lesson plans from teaching staff before commencement of class work and ensure that the information provided is in accordance with the format.
3. Make sure that the time tables are prepared as per the guidelines given by the Principal and inform the fellow members and students at least one day before the commencement of the class work.
4. Interact with students (Section wise) of their branch once in a fortnight; identify the problems and solutions in consultation with the principal.
5. Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
6. Convene departmental staff meeting once in a week/month on the day allotted and record the minutes of meeting.

7. Guide the faculty members improve their performance based on the feedback and also monitor whether the faculty members improving from year/semester to year/semester.
8. Route all the correspondence through the office of the principal.
9. Inform the concern authorities of any important events taking place in the department from time to time.
10. Follow the guidelines/instruction given by the principal from time to time.
11. Preparation of departmental budget and monitoring its utilization
12. Monitoring coverage of the syllabus to ensure that the coverage is Steady and smooth using the mechanism of class review committees
13. Ensuring that the department Laboratories and libraries are academically adequate used optionally kept clean and efficiently
14. Encouraging and facilitating the faculty to publish research papers case studies article etc
15. Encouraging faculty to attend national International seminar and conferences FDP, STTP and workshop
16. Encouraging and facilitating younger faculty towards higher educational studies and their overall growth
17. Arranging field visits or industrial training and guest lecture of eminent personalities
18. Conducting International National seminar conference workshops in the department

CODE OF CONDUCT FOR TEACHING STAFF

Being teacher by profession, the employee assumes the obligation to conduct him/herself at all times in accordance with the highest standards of the teaching profession aiming at quality and excellence in the work and conduct, with no undesirable habits, thus winning the respect from students, colleagues and all internal and external stake holders.

They have to set themselves as a role model and not impart subjective knowledge but help students develop their moral, mental and physical wellbeing along with overall personality.

They must be a lifelong learner and promote the same in the students.

Responsibility and accountability

1. Prepare and submit the complete lesson plan and lesson notes for units of syllabus in advance to HOD beginning of every semester/year and cover the syllabus as per the lesson.
2. Sign in the staff attendance register at 7.15 a.m. on every working day unless He/She is on leave.
3. Prepare good notes by referring to number of standard text books and university question papers. Numerical problems in the class before asking the students to solve.

4. Go to class in time at least 5 minutes before commencement of class and engage effectively and wind time. Clean the board before leaving the class. Contents must be delivered in English only.
5. Suggest the list of books which are to be referred by the students for the subject being to be taught.
6. Mark attendance in the class room itself and write the academic dairy in the attendance register in time.
7. Prepare and submit the internal question papers in examination section in time and maintain confidentiality regarding the question papers.
8. Correct the answer scripts as per the key unbiasedly and post the marks in time after verification by the students the master registers available in the Examination room and submit the scripts to the examination department in stipulated period along with marks and award sheet written with his/he.
9. Submit the attendance register and academic file duly signed by to the HOD at the end of every semester.
10. Ensure the students and submit the lab records of the previous experiment when they come to the next class.
11. Not apply any type of leave frequently unless it is essential. Alternate arrangements with the teachers' same class is mandatory for all types of leave.
12. Engage the class of colleague who has assigned his/her class in the leave letter.
13. Act as "Mentor" for the group of students who are allotted to him/her by the head of the department responsible for the proper conduct of the student.
14. Involve in the examination work of the college as examinations are part and parcel of legitimate duty of member. Alternative arrangements are to be made for exams duty in case of emergency only. Faculty advised to retain from making alternative arrangements regularly.
15. Route all correspondence through the office of the head of the department.
16. Assist the HOD in exigencies and in developmental works.
17. Be available in the department during the working hours for consultation by the students.
18. Seek the permission whenever he/she intends to come or go early by applying in the prescribed letter signed by the concerned HOD's and the principal.
19. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoe, in case of female; attend the college with formal dress saree.
20. Wear ID card as long as you stay in the college campus.
21. Not to carry mobile phones to the classroom examination hall for any reason.
22. Follow the guidelines /instructions given by the principal from time to time.

Roles and Responsibilities of a Class Teacher:

1. Instruct all the students to attend the classes regularly and to follow the dress code.
2. Collect the list of students absent for the internal tests and reported to the HOD.
3. Submit the list of students absent for the internal tests and reported to the HOD.
4. Prepare consolidated attendance on or before 3 of every month (whenever class work is conducted in that particular month) and also list of students who have got less than 75% of attendance in aggregate. Submit the list to the head immediately.

5. Prepare the list of students who have secure less than 60% of marks in mid exam (subject wise) and submit it to the HOD.
6. Result analysis must be done after the announcement of the results by the university or by college and also update student record regularly after knowing supplementary exam results in current semester.
7. Motivate the students to attend seminars without fail.
8. Instruct the students to attend the internal/external exams without fail.
9. Motivate the students to present papers in conferences/seminars at regional/ national level.
10. Inform the subject teachers of their class to post mid exam marks in master register with in stipulated time after the completion of mid test.
11. Communicate the attendance particulars and internal marks of the students to the concern to time to time as directed by the HOD.
12. Seek the permission (max 1 hour and three permissions in a month) whenever she/he intense to come late or to go early by applying the prescribed letter signed by concerned HOD and principal.

Dean Academics

- The Dean Academics will act in consultation with principal director for academic development of the college with the help of different quality measures
- Review and approval of the academic event calendars
- Review and approval of faculty requirements for the program
- Review and approve the time tables of various courses
- To co-ordinate with Principal/Director, Deans, Head of Department, Faculties, Students, Parents for appropriate information and activities
- Recommend the disciplinary actions for faculty staff and students to Principal or Director
- Review the academic process by supervising attendance of lectures, verification of files, student interaction and faculty interaction
- Act as a channel of communication between students, instructors, departments and Academic council/BOS
- Review and approve appropriate action plans for examination section to receive process and maintain all records related to the academic program registration of students examinations grade and award of degrees and prices
- Assist the principal in design development and implementation of institutional academic policies in line with integrity of different quality management system
- Design and suggest the academic calendar for academic programs
- Propose design and suggests activities for the improvement in quality of teaching learning process academic strategy and systems
- Support ensure the standardization of academic processes to define quality management system of organization
- Perform monitoring of academic disciplines at a student reporting conduction of classes and laboratories

- Monitoring of the execution of teaching learning process through review of student attendance syllabus coverage tutorial and assignments practical it cetera
- Perform the monitoring and assessment of performance of faculty staff and students and council them for improvement of academic process
- Review and monitoring of examination conduction
- Ensure the quality of course content delivery through surprise visits to classes and laboratories
- Perform analysis of student performance internal and University exams and present to principal and management
- Ensure proper utilization of academic infrastructure and other academic support unit
- Create awareness and support faculty and staff for the implementation of academic policies
- Organize the academic review meeting for monitoring the academic progress in terms of teaching learning Research and placement details
- Motivate staff and the students towards the achievement of excellence in academic process
- Organize the faculty development programs to develop the faculty and staff a state-of-the-art teaching learning methodologies
- Supervise the inter institute collaborative UG/PG/PhD program in consultation with concerned stakeholders
- Any other work assigned by principal or director time to time

Dean examinations

- Prepare draught ordinances regulations and rules relating to different course of studies syllabus and examinations for approval by the appropriate authority
- Coordination of paper setting work
- Framing of financial norms for examination related matters
- Prepare budget for examination cell
- Arrange for the preparation of academic calendars
- Arrange for conduct of examinations evaluation and declaration of results
- Arrange for issuing grade cards to the candidates of different examinations
- Enforce disciplinary action against the candidates for violation of prescribed rules in the examination halls
- To take disciplinary action where necessary again the candidates, paper setters, examiners, moderators or any other persons connected with examinations and found guilty of malpractices in relation to the examinations
- Deal with matter of connected with three forms of examinations and academic planning
- Be responsible for safe custody of all important examination registers and records concerning the examinations
- The member secretary of examination committee

- Deal with matters of recognition of degrees and examination of other University institutions or boards
- Perform such other duties as may be allotted by the principal or board of management for academic council from time to time

Dean Research and Development

- Dean R&D should promote research environment in the institute for objectivity in research and development
- Motivate faculty to write research papers in reputed journals
- To help faculty in research paper writing and submission
- To assist investigators in research proposal preparation and submission
- To motivate faculty to write research projects to government and non government funding agencies
- To provide guidance to faculty for unresolved issues related to research
- Monitor effective utilization of funds received from external funding agencies
- To maintain records of research publications, funded research projects, consultancy projects, and patents
- To formulate policies for funded research projects consultancy projects and patents
- Monitoring of existing PG and PhD programs
- Any other work assigned by the head of institute

Dean Student Development

- Maintaining ragging free campus by forming anti-ragging cell
- To act as proctor of the institute
- To ensure discipline among the students in and outside the institute
- Organization of extracurricular activities
- Organization of various competitions
- Organizing students counseling and other related activities
- Liaison with parents or guardians about the progress and problems of students
- To supervise the working of mess and hostel staff
- Maintaining record of all competitive exams presentations project exhibition
- Organization of various social enrichment activities through NSS as well as earn and learn scheme
- Any other work assigned by the director

Dean Entrepreneurship Development Cell

- To organize talk shows of successful entrepreneurs
- To organize expert lectures of Government and private officials consultants and other relevant agencies from the field of entrepreneurship

- To organize Idea hunt competition in the campus for collecting normative business ideas
- To collect initiate develop and preserve entrepreneurial database for the purpose of usage by budding entrepreneurs
- To perform survey based research work for identify innovative entrepreneurial opportunities
- To assist budding entrepreneurs for preparing detailed project report
- To guide budding entrepreneurs towards information connection regulatory approvals bank loan and all other supporting facilities
- To organize entrepreneurial skill development programs for students
- To provide institute level faculty training facilitation from the field of entrepreneurship development
- To conduct in house training program from the field of entrepreneurship development studies
- Develop preliminary entrepreneurial database comprising books, magazines, autobiographies reference material and other relevant material either in soft or hard format
- To organize regular discussion and talk shows with government officials entrepreneurs and Consultants
- To visit relevant industrial exhibition and trade fairs (information gathering)
- To motivate budding entrepreneurs by providing them the details of Governmental initiatives towards entrepreneurship movement like Make In India, Startup India, Stand Up India, Skill India, Digital India etc.
- To perform from time to time responsibilities been assigned from honorable director or head of the institution in the line with the portfolio assigned

Dean Quality Assurance

- To ensure that the process needed for the quality management system are established implemented and maintained
- Development of quality benchmark for various academic and administrative activities of the institute
- To carry out detailed satisfaction survey students for exploring the level of quality for academic and other services
- To take all such steps in consultation with authorities for nurturing the quality for academic and administrative processes
- To reconstitute the IQAC (Internal Quality Assurance Cell) and recommended new institutional coordinator to the director for facilitating the portfolio
- To conduct internal and external audits that is academic and administrative audit green audit energy audit fire and safety
- Promotion of development of innovations related to quality improvement

- To report to the top level management on the performance of the quality management system and any need for improvement
- Documentation of various programs/activities of the institute leading to quality improvement
- Preparation of Annual Quality Assurance Report as per guidelines and parameters of NAAC Bangalore

Dean Training and Placement

- Developing the students to meet the Industries requirement process
- To motivate students to develop technical knowledge and soft skills in terms of career planning, goal setting
- To motivate students Aspire for higher studies and guiding them
- To take competitive exams such as cat Gate TOEFL, GRE, IELTS, UPSC etc
- Aiming to place the maximum number of students through campus and off campus interviews conducted by the top companies
- To assist students to develop/ clarify their academic and career interest and their short and long term goals through individual counseling and group sessions
- Maintaining and regularly updating the database of students. Maintaining database of companies and establishing strategy links for campus recruitments
- Gathering information about job fairs and all relevant recruitment advertisements
- Coordinating with companies to learn about their requirements and recruitment procedures
- Identifying the needs and Expectations of the companies to assist them in recruiting most suitable candidates
- Organizing pre-placement training/ workshop/ seminars for students
- Arranging periodic meetings with human resources department of Companies and training and placement officer to promote recruitments
- To assist students for industrial training at the end of the fourth and sixth semester
- To provide resources and activities to facilitate the career planning process
- To act as a link between students, alumni and employment community
- To assist students in obtaining placement in reputed companies
- Highlighting articles on departmental notice boards regarding competitive and industrial career opportunities
- Inform students about the available job opportunities in government sectors and off campus drive
- Arranging motivational talks
- Conducting psychometric test
- Conducting expectation management workshop
- Keeping in view the industry requirements, the training curriculum is designed
- Responsible for all the activities relating to the students placement

- Coordinates with the industries for providing the vocational training courses to students
- Arranges guest lectures, workshops, seminars, industrial visits and educational Tours for students
- Coordinates with the different industries for on campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations

Responsible for interaction with different industries for conduction of EDPs

CODE OF CONDUCT FOR NON- TEACHING STAFF

The non-teaching staff member will observe discipline of the college and will act accordingly to the instructions given by the Principal/SRES from time to time.

We would request you to maintain complete confidentiality and secrecy of the activities pertaining to the Institute and the Trust.

They will ensure cordial relationships with all the teaching faculties, students and parents.

Roles and Responsibilities of Technical Staff:

1. Sign in the attendance register at 09.45 a.m. on every day unless or otherwise he/she on leave.
2. Be available in the lab during working hours.
3. Ensure that the equipment and lab is in clean and tidy condition,
4. Report about any nonfunctioning equipment to the HOD in time through lab in charge.
5. Switch off fans and lights and lock the doors while moving out of lab even for a short period.
6. Close the windows and lock the doors in the evening while leaving the campus for the day.
7. Be available in the lab when extra lab classes are conducted during holidays.
8. Be thorough with all the experiments conducted in the lab
9. Maintain the maintenance execution register regularly and submit to HOD twice in a month.
10. Be the stock in charge in the respective lab.
11. Assist the lab in charge teaching staff during stock verification at the end of academic year.
12. Assist the faculty in charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.
13. Perform routine maintenance machinery/equipment.
14. Any other work given by HOD from time to time.
15. Observe the dress code in case of male attend the college only with the formal dress tuck in and shoe in case of female attend in college with formal dress (saree)
16. Wear ID card as long as you stay in college campus.
17. Not to carry mobile phones to the class room / exam hall for any reason.

18. Follow the guidelines /instructions given by the principal from time to time.
19. Seek the permission (max 1 hour and three permissions in a month) whenever she/he intends to come late or to go early by applying the prescribed letter signed by concerned HOD and Principal.

Roles and Responsibilities of “Office Staff”:

“Office Staff” means employee of academic, administration and accounts section

1. Sign in the attendance register at 09:45 a.m. on every working days unless and otherwise He/She is on leave.
2. Shall perform their duties with sincerity and maintain confidentiality
3. Be conversant with the rules and regulations and the relevant procedures involved related to their works.
4. Perform as a team and do the assigned as well as any additional work as and when the in-charge allots
5. Pre plan the day’s / week’s works and perform the duties assigned for time to time in a systematic way to create a courteous atmosphere. All are expected to improve/ update their skills in filling, drafting and essentially computer operation.
6. Inform well in advance about leave of absence and make alternative arrangements to the works assigned and give full cooperation to all sections with proper dignity and decorum.
7. Deal with reasonable concern towards student’s enquiries and ensure all possible help and deal politely talking on telephones
8. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes, in case of females; attend the college with formal dress i.e saree.
9. Wear ID card as long as you stay in the college campus.
10. Follow the guidelines/instructions given by the principal from time to time.
11. Seek the permission (max one hour and 3 permissions in a month) whenever He/She intends to come or to go early by applying in the prescribed letter signed by the concerned HOD and the principal.

Roles and Responsibilities of Attenders:

1. All attenders should be available in the college by 9.30AM or as per the departmental requirements and leave the premises 15 min after the Heads of various section leaves the departments
2. They should be present with neat appearance
3. They should take the keys after signing in the register
4. They are responsible for the cleanliness of the classes/labs/premises of the concerned departments
5. They should ensure proper locking of the rooms/labs/premises and close windows as well as switch off lights/fans, close water taps and deposit the keys in the principal’s office.
6. They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously

7. They should give respect to the superiors and extend full cooperation to other attenders
8. They should not allow unauthorized person to enter the departments/office without proper