

CODE OF CONDUCT

Definitions

1. The term “College” means Pulla Reddy Institute of Pharmacy, Domadugu- 502 313.
2. The term “Parent University” means JNTUH.
3. The term “Principal” means the Head of the Institute.
4. The term “Student” means all persons admitted regular courses at the College.
5. The term “Staff member” means any person a regular Professor, Associate Professor, Assistant Professor.
6. The term “Administrative staff” includes any person employed by the College, performing assigned administrative or professional responsibilities.
7. The term “College Campus” includes all land, buildings, facilities, and other property in the possession of or owned, used and controlled by the College (including adjacent streets and sidewalks).
8. The term “Organization” means any number of persons who have complied with the formal requirements for Pulla Reddy Institute of Pharmacy.

Code of Conduct for Principal

1. To monitor the functioning of the academic and administrative staff and to see that they fulfill all their prescribed responsibilities.
2. To monitor the conduct of both administrative and academic staff in terms of their regularity, discipline, and conduct.
3. To supervise the discipline and conduct of students, which includes monitoring their attendance and to maintain the dignity and decorum of the Institution.
4. To monitor the pedagogy that needs to adhere to the prescribed curricula and as per the teaching/Institutional methodology suggested by the University/PCI/ Management.
5. To examine the procedures in the administrative office regarding admission, fee collection, attendance, recruitment, payment of salaries, purchases and procurements, accounts and audit and any such other matter related to the administration of the Institution.
6. To take stock of all liaison activities with governmental, corporate and other academic bodies/ Institutions.
7. To monitor the liaison of activities with departments within the Institution and most importantly with the management.
8. To facilitate the conduct of meetings on behalf of the institution which include the meetings of staff, Deans, HoDs, Coordinators, Institution Academic Council, and the Governing Body.
9. To inspect and approve the procurement and purchase of necessary infrastructure like furniture & fittings, lab equipments, books and any such other requirements for the Institution as per the prescribed procedures.
10. To scrutinize the auditing and inspections of the Institution conducted by the regulatory bodies such as University/ PCI.
11. To manage the infrastructure of the Institution with the assistance of the staff concerned and care for the life and property of all those connected with the Institution.
12. To sustain the cordial relations with all the stakeholders i.e. the staff, students, and parents and with all those connected to the Institution both directly and indirectly.
13. Focusing on the value proposition for the Institution in general and for the departments, in particular.
14. Establishing a vivacious working and learning cultural ecosystem at the Institution.
15. Accommodating the necessary infrastructure, and most importantly the library, laboratory with good ambience.

16. Developing a strong association with industry, research and consultancy establishments and signing Memorandums of Understanding (MOU) with reputed government entities, corporate and universities with an aim at improving specific strengths of the Institution.
17. Contributing to various governmental and non-governmental agencies resources from the side of the Institution so as to gain long term association and commitment from these bodies.
18. To take up research, publications, consultancy & training and establish appropriate academic credentials of international standard and gain acceptability among all the members of faculty with the leadership qualities.
19. To set high standards of discipline, commitment, and involvement in work patterns.
20. To inspire all the colleagues towards the achievement of the goals of the organization and leading them from the forefront.

Code of Conduct for Vice Principal

1. Reporting only to the Principal and assisting him in all the designated functions related to the Principal. Also, the Vice Principal will delegate the duties and special assignments assigned to him by the Principal.
2. The Vice Principal may also report to the Management (Chairman/ Director) of the Institution as per the directions and guidelines from the Principal in upholding the academic fervor and prospects of the Institution.
3. The Vice Principal will also represent the Head of the Institution to preside or be part of any functions or events that are held both inside the premises and outside the Institution.

Code of Conduct for Heads of the Departments (HODs)

The Heads of the Departments are responsible for plan, design, monitor, lead and control the activities of the department to ensure the achievement of highest standards.

They are responsible for:

1. Actively assisting the Principal to ensuring the ethical practices, maintaining teaching standards, and promoting healthy human relations among faculty and students in the department.
2. Involve in recruitment, selection process and orientation of new faculty and affirmative actions towards giving awareness on their roles and duties.
3. Advising and contributing to curriculum development and guidance for the faculty to follow systems and procedures.
4. Coordinating and monitoring examination moderations, marking schemes, and assessments.
5. Preparing budget requirement subject-specific teaching tools and equipment, including laboratory equipment.
6. Leading regular department meetings and maintaining minutes of the meeting.
7. Encouraging faculty for their competency development through participating in conferences, faculty development programmes and many other activities which result in career growth.
8. Facilitating faculty towards their research development, sharing research ideas and suggesting funding sources.
9. Involving faculty to take accountability in department administrative affairs.
10. Monitoring and advising faculty on a continuous basis in the areas of teaching, research and consultancy with adequate recommendations for their department improvement.
11. Initiating innovative decisions to introduce new practices for student development with the help of faculty members.
12. Providing information among the faculty and the other administration related affairs.
13. HODs are accountable to share the right information about institution policies to faculty and students.
14. Self-competency development to be a role model for faculty and students.
15. Address departmental issues to ensure peaceful operational practices within the department.
16. Protecting faculty rights and privileges in front of institutional authorities.
17. Motivate collaborative teamwork among faculty, students to meet their responsibilities for better department effectiveness.
18. Coordinate with administrative staff to handle department budget, programs, organize guest lectures and many activities.

Code of Conduct for Class Coordinators

1. Sending SMS to the parents of the student who is absent.
2. Speaking to the parent of the student who is absent.
3. Checking the correctness of mobile numbers of parents.
4. Sending the register post letters every month to the parent of the student whose cumulative attendance is less than 75%.
5. Sending the normal post letters every month to the parent of the student whose cumulative attendance is greater than 75%.
6. Taking signature of student whose cumulative attendance is less than 75% in consolidated attendance sheet and getting them counseled by the HOD concerned.
7. Ensuring undertaking from the students whose cumulative attendance is less than 75% and files the same in the respective folder of the student.
8. Maintaining of monthly generation of cumulative attendance sheet.
9. Getting the cumulative attendance sheet displayed in notice board.
10. Forwarding monthly cumulative attendance sheet to Exam Cell.
11. Registration of students in the start of semester and taking the undertaking of fee reimbursement (for applicable students only).
12. Follow up of students who are irregular.
13. Calling of parents of irregular students to the Institution and get the student counseled in front of parent. Take undertakings in respect of attendance and fees reimbursement (if applicable) from the parents and students.
14. Sending message to the student/ parent regarding postpone of examinations/ bandh/ holiday declared at very short notice.
15. Make a WhatsApp group and share important academic information in the group. Also, subject handlers are to be added in this group for the effective dissemination of information.
16. Any other work as assigned by the HOD concerned/ the Vice Principal / the Principal.

Code of Conduct for Faculty

1. Faculty of the Institution shall be devoted to his/ her duty and shall maintain absolute integrity, honesty, discipline, impartiality and a sense of propriety.
2. Faculty of the Institution shall not behave in a manner which is unbecoming of such a faculty or which is derogatory to the prestige of the Institution.
3. Faculty of the Institution shall not act in a manner which will place his/ her official position under any kind of embarrassment.
4. Faculty must deal with the students, parents and colleagues in a courteous manner.
5. Faculty of the Institution shall not, in his/ her official dealings with the public and students, adopt dilatory tactics or willfully cause delays in disposal of work assigned to him /her.
6. Faculty of the Institution shall not participate in any strike or similar activities including absence from duty without permission, hunger strike, etc; against the Institution.
7. Faculty of the Institution while on duty shall not be in the state of intoxication or inebriated condition under the influence of cigarette smoking/ drinks/ drugs..
8. Obey all the orders, duties assigned by the academic In-charge, Head of the Department, Principal, Vice Principal and Secretary from time to time.
9. Strictly adhere to the college timings.
10. Do not sit in canteen for a long time and involve in unnecessary gossip.
11. Wear ID card all the time and also insist the students to follow the same.
12. Always apply Leave in advance with proper alternate arrangements.
13. Engage Theory and Lab classes as per the time-table and strictly adhere to the timings.
14. Avoid dictation of content from the textbook or from power point presentation during the classes; make sure of explanation of the topic with suitable examples. Make use of Technology of digital classroom for power point presentation, any other source of videos or audios for better explanation and understanding of the topic.
15. Follow the medium of instruction which is English in the class or laboratory.
16. Before commencement of class ensure that the students occupy front benches uniformly and have proper control of class.
17. Maintain proper student-faculty and faculty-faculty relationship.
18. Attendance must be taken at the beginning of the class and post it in Institution Automation Software immediately after the class and forward the same to Examination Branch of the Institution at the end of month.
19. Avoid overwriting/ modifications of Attendance Registers while marking the attendance. 'Please do not apply whitener in the Attendance Registers'

20. Attendance registers should always be kept ready for inspection by the Principal/ the HOD/ Academic In-charge.
21. Faculty is required to get their Attendance registers duly verified and signed by their respective HOD every fort night. The safe custody of the attendance register is the sole responsibility of the faculty
22. If a student is falling shortage of attendance or is continuously absent, he/ she should be warned. And if this continuous, further it should be brought to the notice of his/ her parents/ guardian, the Academic In-charge, HOD concerned and the Principal.
23. Do not mark absent/ send out any student for want of disciplinary action. If the student is creating problem and disturbing the class, the same may be brought to the HOD concerned.
24. Conduct the assignment in the class before the mid examination. Please do not give them questions to write the assignment at home.
25. Ensure that the students to complete the records every week and verify the same every week and award marks/ grade based on the performance only.
26. Prepare viva-voce questions of concern laboratory and make them available to the students. Ask the viva-voce questions to the students every week in the laboratory.
27. Please check your official mail (form College/ University) every day and go through the circulars and take prompt action.
28. Prepare and maintain Course File of the subject handling.
29. Prepare Lecture Schedule, Tutorial Sheets and Assignments, make it available to the students in advance and submit a copy of the same in HOD.
30. Review the coverage of Syllabus periodically and complete all the units before scheduled Mid/ University Examinations. In case of any difficulty in completion of syllabus, please approach the HOD for the arrangement of additional classes.
31. Attend all Department Association meets and encourage student participation in the Association meets and also, encourage the students to participate in the club activities.
32. Should feel responsible and actively involved in the development of the Department and Institution.
33. It is your duty to observe the students in the campus for any act of indiscipline irrespective of their department and please bring it to the notice of the HOD concerned.
34. Upload latest information of the department and post assignments, tutorial sheets, viva-voce questions, objective questions, circulars, notices *etc.*, in student's WhatsApp groups/ Institution website (www.prip.ac.in) for sharing the information among staff and students.
35. All the correspondence of staff and students must be routed through proper channel only.

36. Encourage and suggest students regarding higher studies and motivate them to write exams like GPAT, TOEFL, GRE, CAT *etc.*
37. Avoid use of mobile phones during the class and lab hours and instruct the students to do the same. USING MOBILES INSIDE THE CLASS ROOM IS STRICTLY PROHIBITED.
38. Become a member of Professional bodies like Indian Pharmaceutical Association (IPA), Indian Pharmacy Graduates Association (IPGA), Indian Hospital Pharmacists' Association (IHPA) and Association of Pharmaceutical Teachers of India (APTI) to improve job satisfaction among pharmacists.
39. The faculty is expected to publish at least one research article in an academic year in the national or international conferences/ journals in their respective domain.
40. The sanction of On-Duty (OD) will be at the discretion of the HOD/ the Principal.
41. Faculty members should submit a soft copy of Question Bank to the HOD consisting of at least 6 unique questions from each unit of the concerned subject.
42. Invigilation duties must be carried out with utmost care and responsibility, Avoid late reporting, carelessness and casual approach towards Invigilation duty. CARRYING OF MOBILES TO THE EXAMINATION HALL IS STRICTLY PROHIBITED.
43. Evaluation must be fair, impartial and unbiased.
44. The project guide is completely responsible for the execution of the project carried out in-house or outside and at least one paper should be published at the level of national conference of both UG & PG.
45. Do not encourage unethical practices. Please help the Institution in maintaining congenial environment for learning.
46. Please complete assessment of course outcomes (COs) for the Theory & Laboratory courses engaged by an individual and submit the same to the HOD by the end of the semester.

Code of Conduct for Students

1. The Institution gives utmost priority for discipline and every student is bound to follow the rules and regulations of the Institution and maintain strict discipline.
2. 75% class attendance is mandatory for all students, failing which students shall not be allowed to appear in Mid examinations and End Semester Examination.
3. Every student shall conduct himself/ herself in such a way to cause no disturbance to the working of the classes or to fellow students.
4. Students are not permitted to use mobile phones inside the college campus. However, mobile phone is permitted to use only for attending online tests, quizzes etc., conducted by faculty coordinator.
5. Students are not allowed to misuse the WI-FI facility of the Institution as the service has only been provided for academic purpose. Browsing is not allowed during class hours.
6. No one will be allowed to listen to music from any device inside the Institutional Campus.
7. Furniture in the classrooms should not be moved or displaced or damaged.
8. Students are advised to switch off fans and lights when they leave the classroom.
9. No students shall remain in the college canteen during class hours.
10. No students shall remain in the sick room unless he/ she is getting prior written permission from class coordinator.
11. No functions/ programmes/ birthday celebrations in the college campus/ classroom without prior permission of the Principal.
12. Without gate pass, no students shall be allowed to go out of Institution during the class hours.
13. Ragging is strictly banned in the campus as per the instructions of honorable Supreme Court.
14. Students must keep the Campus clean.
15. Any student who damages the reputation of the college in any way is liable to be expelled.
16. Students shall not be in the state of intoxication or inebriated condition under the influence of cigarette smoking/ drinks/ drugs.