

MSMGVBS

Central India College of Pharmacy

Lonara, Nagpur

**CODE OF CONDUCT
HANDBOOK**

For

Students, Principal,
Administrative Staff, HOD,
Librarian, Teaching and
Non-Teaching Staff

RULES AND RESPONSIBILITIES FOR STUDENTS

1. Admissions to all the courses will be on merit basis of qualifying examination. (MHTCET/NEET Score)
2. For entry into the campus students should be wearing proper uniform and identity card. It is mandatory for all throughout the course duration.
3. Any students found discriminating other students on the basis of caste, religion, race, ethnicity, colour, sex, gender, physical disability, age, sexual orientation and political or religious beliefs is prohibited. Any abuse verbally, socially or physically is prohibited via any means.
4. Students must attend theory and practical in their allotted classrooms and laboratories only. At any condition, they will not be allowed to enter other classrooms and laboratories where students of other classes are engaged.
5. Students who are found to be consuming or possessing liquor will be dismissed from the college. Unlawful possession or consumption of Tobacco in any form is prohibited. Smoking as well as using drugs is also strictly prohibited into the campus. Even prompting other students in this regard is punishable offense. Under no circumstances will such activities be tolerated.
6. Students are not allowed to stick posters, draw sketches or mark anything on walls, buildings or trees in college and campus premises.
7. The conduct of the students inside and outside the campus should be such that it will raise their own image and image of the Institute in the society. Students using foul language/misbehaving with teaching staff, non-teaching staff, stakeholders or any other students may face strict disciplinary action.
8. Use of Mobile phone is prohibited in classrooms and laboratories.
9. Students must take all official notices seriously. They must read notice board regularly and inform parents/guardians also whenever necessary.
10. Proper silence and discipline to be maintained in classrooms, laboratories, library, hostel and auditorium/seminar hall.

11. Any form of malpractice in examination will be prohibited under University Act and norms laid down by the College from time to time.
12. Misuse of Resources- In case of damage to college property, equipment or books, students must bear the cost of material.
13. Anti-Ragging- According to the Maharashtra Prohibition of Ragging Act, 1999, UGC notification, direction of Supreme Court of India and the recommendation of Raghavan Committee, measures are taken to prevent ragging. Ragging is strictly prohibited inside the college campus. Students involved in ragging will be dismissed from the college. As per UGC Regulations, college has formed Anti-ragging Committee.
14. Attendance- Minimum attendance of 75% is compulsory in each subject. Theory as well as practical attendance will be counted separately. Student having attendance below 75% will not be allowed to attend examinations as per university regulations. A student must take prior written permission of Guardian teacher and Principal in case he/ she is unable to attend the lectures and/or practical.
15. Mentor-Mentee System- Each student will be allotted a mentor/guardian teacher after admission. He/she can express personal or academic problems to the mentor.
16. Every student should focus on cleanliness. Throwing waste papers and other stationary etc are punishable. Strict fine and other action may be initiated in this regard.




PRINCIPAL
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PRINCIPAL AND ADMINISTRATIVE STAFF

Duties and Responsibilities

1. Monitoring and control of all activities in the institution related to academics, finance and administration.
2. To follow rules, regulations and duties governed by the DBATU, MSBTE, PCI and Government of Maharashtra.
3. To plan and organize at least two meetings annually with management council and proper implementation of decisions taken in the meetings at institute level.
4. Preparation of budget for forthcoming year and implementation of it according to necessity of the institution.
5. Judicial allocation of budget and resources to all departments.
6. To check the proposal prepared for different grants, continuation of approval and variation of intake or addition of new courses.
7. To get affiliation for all existing courses from the affiliating body by submitting the proposal in time to DBATU and PCI.
8. Maintaining and updating documentation for all the portals and regulating bodies including FRA, NIRF, AISHE, MAHADBT etc.
9. Constitution of Program committee and IQAC. Implementation and execution of suggestions from it for development of students and institution.
10. Maintenance of strict discipline in college by implementation and execution of committees like antidiscrimination cell, internal complaint committee, anti-ragging committee etc.
11. Follow up of all proposals pending with various departments, government offices, university etc.
12. Perspective planning of resources required for the college. Submission of proposal in terms of requirements with regards to new faculties, furniture, books, chemicals or equipment's to management.
13. Ensuring proper infrastructure and documentation required for applying to accreditation and other certifications.

14. To design strategy and policy regarding training, placement and entrepreneurship development of the students.
15. To designate suitable staff members as HOD and Incharge for other portfolios.
16. Encouraging students and staff to participate in FDP, seminar, workshops, expo, exhibitions and conferences.
17. To sanction various types of leaves as per government and college norms.
18. Creating environment of safety and security for all staff and students.
19. Organizing different programs in the institution to increase social touch of the institute and overall development of students.
20. To remain unbiased and have professional approach in all decision-making considering growth of staff and students.
21. Maintaining ethics and honesty in all decisions.
22. To address all the legal issues arising out during the management of college.




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HEAD OF THE DEPARTMENT

Duties and Responsibilities

1. Design and implementation of the departmental time table, Individual time table and monitor the same.
2. To lead the teaching curriculum in the institute through various activities like encouraging faculties and students, engaging lectures, promoting research etc.
3. Encourage faculties to participate in seminars, workshop, conferences, faculty development program's etc.
4. Planning and organizing departmental meetings to understand difficulties and solve them.
5. To ensure maintenance of laboratories and equipment's in the department in workable conditions.
6. Ensuring punctual conduction of theory and practical classes
7. To ensure that proper discipline is maintained during practical. Display of Sop's laboratory manners, Do's and Don'ts in laboratories.
8. To ensure ample availability of all resources like chemicals and equipment in the department
9. To carry out measures that distinguishes department and enhances overall performance by staff members.
10. To carry out timely verification of stocks ensuring judicial use of chemicals.
11. Shall ensure that workplace is safe for all the students.




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LIBRARIAN

Duties and Responsibilities

1. To enrich the book- bank facilities for students.
2. To maintain accession register up-to-date.
3. To prepare and submit annual budget of library.
4. Procurement of new books and journals as per procedure.
5. Displaying journals and periodicals on shelf and issue it.
6. Circulation of catalogues and book information to staff.
7. Display of essential newspaper cuttings.
8. To maintain silence and discipline in reading room.
9. To subscribe NDLI, shodh sindhu, Shodh Sarita and DELNET.
10. Encouraging students and staff to use digital library and language lab facility.
11. Maintenance of all kind of records and library cards.



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TEACHING STAFF

Duties and Responsibilities

1. To carry out all the workload in timely manner.
2. Maintenance of attendance, assignment and other academic records.
3. To commence semester by preparing theory and practical planner of allocated subjects. ensure its proper implementation during the semester.
4. To carry out work such as setting question paper and assessment of answer sheets.
5. To create environment for fearless exchange of knowledge between students and staff.
6. To design study material, e-content etc. for proper understanding of subject to students.
7. To get involved in research activities and also promote students for it.
8. To encourage students for participation in curricular and extracurricular activities.
9. Maintain absolute integrity and discipline pertaining to the workplace.
10. To strictly conduct all the duties related to examination.
11. Follow duties assigned by Principal and Head of the department.
12. Should be absolutely impartial towards students while executing his/her duties.
13. Mentor the allocated students to achieve their best in academics and career selection.
14. To encourage fast learners and help slow learners to perform to their highest potential.




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NON-TEACHING STAFF

Duties and Responsibilities

1. Follow sharp reporting timings as per the rule.
2. Wear Identity cards and uniform/apron during working hours.
3. Assist teaching and administrative staff in their work whenever necessary.
4. Lab attendants and peons should maintain cleanliness in allocated premises.
5. Lab technicians and Lab attendants must assist teaching staff in conduction of practicals.
6. Lab technicians must get involved in complete practical exercise.
7. Lab technicians must maintain all practical records, stock registers, instrument log books, SOP's etc and submit it to HOD and get their signatures obtained.
8. Lab technicians and Lab attendants must report any damage to the laboratory equipments or property must be reported to the HOD immediately.
9. Lab technicians and Lab attendants must ensure safe handling of chemicals and equipments by the students.
10. Lab technicians and Lab attendants must show courtesy and follow laboratory manners.



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