



NAAC ACCREDITED (B++ GRADE)
SHRI CHHATRAPATI SAMBHAJI SHIKSHAN SANSTHA'S

SITABAI THITE COLLEGE OF PHARMACY

Approved by, PCI, DTE,

Affiliated to Savitribai Phule Pune University (ID No. PU/PN/Pharma/174/2001)



Dr. Rajendra N. Thite
MA (Sociology, Indology),
MBA, Ph.D.
President

Dhananjay N. Thite
B.E. (Computer)
Secretary

Dwarkadas Baheti
M.Pharm, Ph.D.
Principal

Late Bapusaheb Thite
Ex. State Home Minister (Mah.)
Ex. Member of Parliament (Baramati)
Founder President

7.1.10. – CODE OF CONDUCT



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CODE OF CONDUCT

Code of Conduct for Students:

- Every student must carry his/her identity card for entering in the college campus and attending classes.
- Every student must wear the prescribed uniform in the college campus.
- Students are expected to maintain cleanliness and prescribed covid protocol both inside and outside the classroom.
- Every student is expected to adhere to the rules of the institution.
- No ragging activity will be allowed in the campus.
- Tobacco products and intoxicants are strictly prohibited in and around the campus.
- No student can resort to Spitting and loitering in the campus.
- Students are advised to use the library facilities as much as possible.
- No student can resort to any activity that can damage property of the institution.
- Students are strictly prohibited from indulging in anti-social, communal, immoral and any political activity within the campus.
- Students must attend the classes regularly.
- Students are advised to go through notice board and institutional website regularly for important announcement.

Code of conduct for teachers:

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the

teachers should be calm, patient, and communicative by temperament and amiable in disposition.

(i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community.

(ii) Manage their private affairs in a manner consistent with the dignity of the profession.

(iii) Seek to make professional growth continuous through study and research.

(iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;

(v) Maintain active membership of professional organizations and strive to improve education and profession through them.

(v) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.

(vi) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in

appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation, and evaluation; and

(vii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

(i) Respect the right and dignity of the student in expressing his/her opinion.

(ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social, and physical characteristics.

(iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.

(iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

(v) Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism, and peace.

(vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

(vii) Pay attention to only the attainment of the student in the assessment of merit.

(viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.

(ix) Aid students to develop an understanding of our national heritage and national goals; and

(x) Refrain from inciting students against other students, colleagues, or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

(i) Treat other members of the profession in the same manner as they themselves wish to be treated.

(ii) Speak respectfully of other teachers and render assistance for professional betterment.

(iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and

(iv) Refrain from allowing considerations of caste, creed, religion, race, or sex in their professional endeavour

IV. TEACHERS AND AUTHORITIES:

Teachers should:

(i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.

(ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

(iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.

(v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

(vi) Should adhere to the conditions of contract.

(vii) Give and expect due notice before a change of position is made; and

viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff

VI. TEACHERS AND GUARDIANS:

Teachers should:

- (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY:

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life.
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country.
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

http://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018

Code of Conduct for Administrator:

- 1.The principal should possess effective leadership qualities for handling of all academic and administrative activities of the College.
2. The principal should pursue a distinct policy and plan to uphold and arrive at the vision and mission of the institute.
3. The principal would maintain co-ordination with different stake holders of the College
4. The Principal would provide guidance and direction to all the stake holders for the upliftment of the institute.

5. The Principal should monitor the proper and effective functioning of all academic programmes and other such activities.

1. The principal should make all efforts possible to induct latest technology wherever required for functioning of various administrative and academic activities.

2. The principal should adhere to the guidelines of PCI/Affiliating University/Other concerned authorities.

3. The principal should make all possible efforts to accredit the institution on time.

4. The principal should maintain the service books of the employees in order.

5. The principal should offer full co-operation in conducting different activities inside and outside the campus including social, cultural, sports, and so on.

6. The principal should encourage teaching and non-teaching staff for their professional development.

The Professional Ethics & Code of Conduct for Non-Teaching Staff:

1. The Non-teaching staff of the college shall discharge his/her duties efficiently to match the academic and administrative norms laid down by the institution and other concerned authorities.

2. The non-teaching staff of the college shall maintain their professional skills and discharge duties sincerely.

3. The Non-teaching staff should attend their duties punctually.

4. The Non-Teaching Staff should respect the right and dignity of students and assist them unconditionally wherever necessary.

5. The Non-Teaching Staff should deal with the students impartially irrespective of caste religion community and socio-political background.

6. The Non-Teaching Staff should assist the authority and the other stake holder in effective functioning and betterment of the institution.

7. The Non-Teaching Staff should avoid them in indulging any anti-institutional, groupism, and communal activities.

8. No employee shall remain absent in duty without prior permission of the principal or grant of leave.

9. The employees are expected to be punctual and careful as well in availing professional opportunities.




Principal
PRINCIPAL
Stabal Thite College of Pharmacy
Shirur (Ghodnadi), Dist. Pune