



KARNATAKA COLLEGE OF PHARMACY

BANGALORE-560064

HAND BOOK OF CODE OF CONDUCT

(Code of Conduct, Professional Ethics for the Administrative staff,
Director/Principal, Students, Teaching Staff, Non Teaching Staff &
Hostelites)

Karnataka College of Pharmacy was founded in the year 2004 by Prof Basavaraj Ramnal to be the leading academic center for innovative interdisciplinary research and excellence in pharmacy education, patient care, service to the community in India. Further enhance its position of international pre-eminence especially in pharmaceutical research and education. The Institution has reached premier educational status in short duration.

Our guiding principles are

Professional: Promote values, integrity, responsibility and leadership and provide the tools for decision-making in practice and research.

Excellence: Strive for excellence in all we do.

Advancement: Advance in value innovation, provide resources, infrastructure and knowledge to promote discover.

Collaboration: Explore creative partnerships to advance education, research and practice both locally and globally.

Ethics: Promote good ethical practices.

We are affiliated to RGUHS and offer D.Pharm, B.Pharm, M.Pharm (Pharmaceutics, Industrial Pharmacy, Pharmaceutical Analysis & Pharmacology), Pharm D courses and Ph.D Program.

A. CODE OF CONDUCT FOR STUDENTS

1. Students must attend classes regularly.
2. 80% attendance is compulsory for all the subjects (Both Theory Practicals). Students with less than 80% attendance will not be eligible to appear for the End Semester/Year Examination. If a candidate represents the institution/State/Nation in Sports/NCC/NSS/Cultural or any officially sponsored activities he /she may be permitted to claim attendance for actual number of days participated, based on the authentic certificate of participation and recommendation of the Principal/Director.
3. During free time, they are advised to make use of the facilities like library, indoor games, or seek academic assistance from teachers.
4. No student should be found loitering in the quadrangle.
5. I.D. Cards must be produced whenever asked for by any of the college authorities.
6. Visitors (parents, friends, etc) may contact the college office for any assistance. Such visitors shall not go to the classrooms for any purpose or be found in the quadrangle unauthorized. The authorities reserve the right of interrogating or taking suitable action against such persons.
7. Students should take their work seriously and respect fellow classmates and teachers and maintain utmost discipline to keep up the dignity and fair name of the institution.
8. No student is permitted to act indecently or involve in any unruly activity with his or her fellow students.
9. If a student is found indulging in any act of indifference he/she may be terminated from the college.
10. Students are allowed to meet the Principal between 1.30 pm to 2.00 pm.
11. **RAGGING IS STRICTLY PROHIBITED. STUDENTS FOUND INDULGING IN RAGGING WILL BE EXPELLED FROM THE COLLEGE.**
12. In case there are occasions for any complaint students may feel free to express the same with the authorities directly in person. They are not to seek help on such matters from their fellow classmates or senior students.
13. Students are strictly warned not to meddle with electrical installations or carelessly handle instruments supplied for work. Life is precious and so must be guarded.
14. Scribbling on walls, desks, or defacing the building is reprehensible and will attract punishment.
15. Vehicle parking in front of the main gate is prohibited. The Scooter stand must be used to park vehicles to avoid unnecessary problems.
16. Students should attend the practical laboratories when scheduled without fail.
17. Students are advised to look into the notice board regularly for important announcements.
18. Use of Mobile Phone in the College is strictly prohibited. It will be confiscated if anyone is found to possess it.

19. Attending functions like Independence Day, Republic Day, Gandhi Jayanthi, College Day, Seminars, Conferences etc., and other functions of the College is mandatory.

20. In all matters the decision of the Principal/Director is final & binding.

21. Abide to the college/hospital timing

B. CODE OF CONDUCT FOR HOSTELITES

1. All hostelites should ensure that the common areas in the hostel complex or common areas around the floor of the hostel always remain vacant and not obstructed or hindered in any manner.

2. No commercial or any other activity shall be permitted in the hostels in the covered or open areas of the premises.

3. It is prohibited to throw garbage, trash or any other things outside the hostel through the windows/balconies. All such waste materials shall be dropped separately in the dustbins kept at the corners of all the wings of the hostels. The housekeeping staff engaged by the hostel collects garbage every day and dispose the same.

4. Playing of Football, Cricket and such other games which may cause damage to glass panels and properties, damage to vehicles and which may cause injury to any person is strictly prohibited in common or covered areas inside the premises.

5. The hostelites of one block should not enter into the premises of other hostel block without prior permission of the Warden/Secretary. In case of students residing in International Hostel, boys entering the ground and First Floor are prohibited. Likewise the girls entering the second, third and fourth floor is prohibited.

6. Hostelites are required to avoid singing aloud, shouting and making any type of noise likely to distract the attention of those who may be at their books or the neighbors or visitors.

7. Protection of the hostel property is also the responsibility of the inmates. The hostelites are responsible to safeguard the materials of gymnasium, news papers and periodicals, sports goods, Water purifiers, coolers, telephones, computer equipment, T.V. or any other property of the hostel.

8. The Hostelites are not permitted to convene meetings to attempt signature campaigns of any sort in the hostel.

9. Every room is provided with internet connectivity, unauthorized access to internet will lead to seizure of their computer/laptops.

10. Hostelites should strictly observe the normal rules of morality, conduct and behavior in their daily life and should not indulge in any activity unbecoming of students of this hostel. Violation of the rules & regulations will be informed to their parents, Secretary, respective H.O.D.s & the Principal.

C. CODE OF CONDUCT FOR TEACHING STAFF

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.

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. 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 counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. Pay attention to only the attainment of the student in the assessment of merit.

8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

1. 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;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

Teachers should:

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

VI. TEACHERS AND GUARDIANS

Teachers should:

1. 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:

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. 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

D. CODE OF CONDUCT FOR OTHER STAFF

1. Every one of 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 PCI/RGUHS/University/College /Management from time to time.
2. Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3. Must join/attend the duty punctually every day.
4. 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 counselling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
5. Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
6. Speak respectfully and Behave with polite to the everyone of the college.(The Principal, teachers, Students ,visitors, parents etc.)
7. Deal justly and impartially with students regardless of their religion, caste, and political, economic, social and physical characteristics;
8. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

9. Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
10. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
11. Should adhere the Professional Ethics and Code of Conduct of the institution.
12. Every employee should apply their knowledge and experience for overall development of the office work of the college.
13. Every employee should behave and perform fair and committed to the best interest of the college.
14. Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
15. Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
16. Every employee possesses his/her identity as a Employee of the college/Institution in the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
17. Any employee should not indulge in any organised anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
18. Avoid conflicts between their professional work and personal interest.
19. No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
20. No one shall ordinarily remain absent from work without prior permission of the Principal or grant of leave.
21. Shall be reported to the Principal, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
22. Should adopt a humane approach in dealing with students who are physically challenged.
23. Be punctual & careful in availing professional opportunities for career development
24. No one shall meet/approach directly to any member of the Management/ Governing Body of Karnataka Education Trust, Bangalore for their personal or any issue or matter. He/She should put/forward their issue/matter through the Principal to the Management/ Governing Body of the Karnataka Education Trust, Bangalore, in written form.
25. Every employee should respect the functional superiority of those set in authority over him/her by the Management/Principal.
26. No one of the non-teaching staff of the college shall leave headquarter without permission of the Principal.

E.CODE OF CONDUCT FOR HEAD OF THE DEPARTMENTS

1. To prepare Annual Departmental Academic Calendar at commencement of the session, and one copy of it should be submitted to the principal and organize the planned events accordingly.
2. To prepare the Semester wise/ annual Time Table of the faculty/ Department.
3. To guide/direct the faculties of the department to prepare annual/semester wise/subject wise teaching plan and keep one copy of this plan with departmental file & submit one hard copy to the Principal.
4. To manage the classess/Lectures & keep watching for smooth conducting.
5. Organise/take student feedback of the teaching faculties and at the end of the every semester/year, for the knowing their difficulties, grievances or any teaching/learning problems, performance of the subject teacher. Find out remedies/solutions after analyzing the feedback forms of the students.
6. Every departmental meeting should be organize under the (Ex-officio) chairmanship of the Principal, for planning/deciding the programs/activities (For Why, How, Where, for whom, by whom, etc.).
7. Any program or any activity should not be organized/ arranged by any department of the college, without permission/consent of the Principal.
8. Submit reports of completed and not completed syllabus reports and unit tests reports, time to time to the principal in written form.
9. To maintain the updated minutes book of the Departmental Meetings. And submit it to the Principal time to time.
10. Each year, every teaching department of the college should establish "Students' Study Circle" of the students, by the students, for the students by constituting their Students' executive body; at the beginning of the session, inspire them to conduct/organize the departmental programs/activities.
11. Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
12. Organize group discussion, debate competition, Subject Seminars by using Power Point Presentation for the students.
13. Use ICT adds maximum for teaching learning process.
14. Find out and make list of Slow learners & Fast learners. Organize extra classes/remedial classes for slow learners & Provide more guidance to the fast learners, Keep all documental records of these additional classes also in academic dairy.
15. Organize "Industrial/Environmental study Tour" for the students. & after tour make evolution/output/benefit report of the tour & produce it to the Principal and also keep one hard copy of it with departmental document file.
16. Organise guest lectures on various subjects for the students, with kind permission of the Principal.
17. Organise student centric programs in first session as well as second session for their overall development by using innovative ideas. There are expected minimum two programs in first session and other two programs in

second session should be performed by the every teaching department, apart from indicated programs by the college, in College Annual Calendar, for each session.

18. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.

19. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.

20. Provide the subject notes/question papers/study material etc. to the students.

21. Redress the grievance of the students at department level & Counsel them need fully.

22. All department faculties should submit the month wise reports of the organized programs/activities/events to the Principal at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before or up to dt. 31st March of each year.

23. If any directed or planned Program/activity/event could not be organised/conducted due to any reason/s. Then Head of the concerning teaching department must submit the cause/s of it, in 'written form' with name & duly signed to the Principal.

24. The HOD faculty encourage every teacher to fill regularly the academic dairy, record his/her daily lectures/daily performance & other necessary information/etc. & inform them to summit it to the Principal Office for month wise reviewing & assigning by the principal, at last date of the every month in working hours.

F. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1.Look after student's admission and examination. Administrative staff should be well versed in e- administration.

2.Should behave politely and compassionately with parents/guardians.

3.Develop co-operative and friendly relationship with faculty members.

4.Administrative staff should perform all professional activities through proper channels.

5.Staff should not involve in unethical practices.

6.Not remain absent from duties without prior permission.

7.Administrative staff should not engage directly or indirectly in any trade or business.

G. CODE OF CONDUCT FOR DIRECTOR / PRINCIPAL

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
2. Chalk out a policy and plan to execute vision and mission.
3. Keep the co-ordination in all college works.
4. Provide guidance, leadership, direction to the all stakeholders.
5. Oversee and monitor the administration of the academic programs and general administration of the college.
6. To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
7. Observance and implementation of directives issued by Government,/ PCI / RGUHS/ Director of Education / Higher Education / University and other concerned authorities.
8. Maintain Assessment Reports of the teaching and non teaching staff of the college.
9. Compel the teaching and non teaching staff to follow the code of conduct of the institution.
10. Assessing reports/Academic dairy /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.
11. Assessing the academic syllabus/ course of the students.
12. To assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
13. Assessing reports of members of the non-teaching staff, maintenance of their Service Books.
14. A service book shall be maintained by the administrative officer / head clerk or any other officer duly authorized by him.
15. To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
16. To encourage at overall physical and cultural development of students fraternity through various extracurricular activities.
17. To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
18. To encourage teaching and non teaching staff for their professional development.

Note:- (Besides above Code conduct/Directions/guidelines, If any further information as per requirement will be time to time communicated to the concerning Teacher/faculty/Head of the teaching department/other staffs by the Principal.)

