



L. M. College of Pharmacy

Code of conduct for Students, Teaching staff and Nonteaching staff

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1. Preface

The code of conduct for Students, Teachers, & Non-teaching staff should be characterized by integrity. The code of conduct has prepared to know the rules and regulations of the Institute to the Students, Teachers & Non-teaching staff. It is expected that all students teaching, and nonteaching staff should strictly follow the code of conduct mentioned in this document.

2. Code of conduct for Students

- As per UGC directions, ragging in any form is strictly prohibited in the college. Any student found guilty in ragging will be immediately expelled from the college followed by criminal procedures as per the law.
- Students must put on the Identity Card as long as he/she is in the college campus. It is used for permitting the student to participate in various activities and programs of the college.
- Students must attend all lectures and practical regularly.
- Students must enter the class in time.
- Students must not abstain from classes, practical, examinations without prior permission of the concern teacher and Head of the Department.
- As per the norms minimum 75% attendance is compulsory in lecture and practical. Student falling short in attendance will not be allowed to appear in Mid Semester or internal remedial exams.
- For B. Pharm. and M. Pharm students, there will be only one Remedial exam after Mid Semester exam in each semester.
- For Pharm D. students, there will be total three internal exams. Best of two internal exam's marks will be considered as final internal marks. There will be one remedial exam for Pharm D. students.
- For D. Pharm. students, there will be two internal exams (in both theory and Practicals). Average of the two internal exam's marks will be considered as final internal marks. There will also be one remedial exam for D. Pharm. students.
- Students, who do not submit compulsory assignment of the subjects like IPDC or CPDC are likely to lose their term in that subject. Various academic activities assigned by the respective teacher such as laboratory journals, assignments etc. should be completed in the allocated time.

- I-card must be produced by the student whenever demanded by a member of the teaching or non-teaching staff of the college. Students are expected to see the college notice board every day and update herself/himself with the latest happenings.
- Student should first meet their class mentor for any query regarding studies or related problems.
- Students must take proper care of the college property. Strict action would be taken against the student/s damaging college property and will be required to compensate the damage.
- Use of Mobile phone is strictly prohibited in the academic area of the college which includes lecture halls, laboratories and library. Dodgers will be penalized and their mobile will be confiscated.
- Students must not hang around on the college premises while the classes are on.
- Students must park their vehicles only in the places specified for the same, and should not use the vehicles inside the campus beyond the parking areas.
- Students shall do nothing inside or outside the college that meddle with the discipline of the college or taint the reputation of the College.
- Students must abide to the safety norms of working in the laboratories.
- Use of foul language or any act which hurts other students/staff physically/mentally is strictly prohibited. If not followed, disciplinary actions to the level of expulsion may be taken.
- In case of any misconduct by the student, he/she will be asked to represent in front of Institute discipline maintenance committee. The decision of the committee will be considered as final and all will have to abide to it.
- Students must not throw garbage in the premises and should help keep the premises clean.
- Single use plastic in the campus is strictly prohibited.

Violations of code of conduct by students are subject to disciplinary action as decided by the Institute Discipline Committee.

3. Code of conduct for Teaching staff (Faculty members)

All the faculty members are expected to display a good conduct so that the students consider their teachers as their role model. Following are the code of conduct for faculty members:

- All faculty members must maintain high standards of punctuality, honesty and professional ethics.
- The faculty appointed in the Institute will be on probation for two years from the date of joining subject to the approval by the Ahmedabad Education Society.
- On completion of probation period, the management may extend, if necessary, the probation for one more year after reviewing the performance of the faculty and his/her commitment to the institution.
- Each faculty member shall discharge his/her duties efficiently and effectively as per the norms laid down by institute and Management from time to time.
- Each faculty member should report to the college at least 10 minutes before the commencement of Institute timing.
- All faculty members must be enthusiastic in taking up the subjects allotted to them.
- All faculty members should prepare a lesson/teaching plan, notes, academic file well in advance before commencement of the classes.
- Faculty members appointed as counselors should take proper care of his/her group of students by guiding, motivating, counseling and monitoring their attendance and performance.
- Each faculty member should be responsible to conduct regular classes (Theory, Practical and Tutorials). He / She should also take extra classes whenever necessary.
- Each faculty member shall respect the right and dignity of the student in expressing his/her opinion.
- Each faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- Each faculty member should work within the institutional policies and practices so as to satisfy the vision and mission of the institute/society.
- All faculty members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

- Each faculty member is expected to develop fraternal relations with his/her colleagues to have proper interpersonal relationships and to develop team spirit. In particular, he/she should
 - Extend co-operation with his/her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his/her profession.
 - Resist the temptation of harming the teaching community for self-interests.
- Each faculty member should perform all professional activities through proper channel.
- Each faculty members must put on Identity Card in college campus.

4. Code of conduct for Non-teaching staff

- Each staff member employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
- All Staff members should display the highest possible standards of professional behavior.
- All Staff members should be punctual and disciplined towards their work.
- Each Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- Each Staff member should cooperate with students, colleagues and superiors.
- All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
- All the staff members should respect for the rights and opinions of others.
- Each staff member should follow all norms and job details assigned by the Management, Director and Superior from time to time with full dedication.
- All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
- The technical and administrative staff should
 - respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/her duties in imparting education.
 - develop friendly and co-operative relationship with the faculty members

- provide full co-operation and support to the faculty members for the development of laboratory/workshop and in the maintenance/calibration of equipment

→ Each nonteaching staff member should

- perform all professional activities through proper channels.
- not discuss with unauthorized individuals about professional and other information pertaining to the College.
- co-operate whole heartedly with the authorities of the College in the fulfillment of mission and goals of College by performing his/her role in a professional manner.
- avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- follow all norms and job details assigned by the College to the member from time to time with dedication.

Violation of code of conduct by the Teaching and Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Suspension, Termination etc. or any other action determined the Institute Disciplinary Committee and the management.

Approved by:



Dr. M.T. Chhabria

(Principal)

