



Abhinav Education Society's College of Pharmacy (B.Pharm)

Narhe, Pune 411041



Hand book of Code of Conduct

Code of Conduct





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JOB RESPONSIBILITIES OF ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR

- ❖ Teaching and ensuring attendance of students as per University norms.
- ❖ Planning and implementation of instructions received from Head/principal.
- ❖ Student's assessment and evaluation.
- ❖ Developing resource material for teaching and learning.
- ❖ Co-curricular and extra-curricular activities.
- ❖ Students counseling/ mentoring scheme implementation
- ❖ Liaison with parents and community.
- ❖ Publication of research papers, at least one in a semester.
- ❖ Participate at least in one seminar/conference /workshop in an academic year.
- ❖ Participation in departmental administration.(Lab Management)
- ❖ Contribute to the activities sustaining accreditation of the institute.
- ❖ Examination work pertaining to College University such as organizing supervision and assessment etc.
- ❖ Arrangement of remedial classes.
- ❖ Upgrading of qualifications.
- ❖ Writing of books & monographs.
- ❖ Any other duties assigned by the Management and Principal from time to time.

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JOB RESPONSIBILITIES OF LAB. INSTRUCTOR.

1. To draw the lab schedules for the students and display on the board.
2. To record and maintain their attendance of the students.
3. To ensure discipline of the students in the laboratory.
4. To assist students in practical's in the laboratory.
5. To conduct lab examination as and when required.
6. To assist the system administrator to maintain the network and the computers.
7. To maintain database of marks of various exams and assist faculty member in compilation & submission of term work, preparation of marks lists.
8. To assist the faculty member in conducting lab sessions of their students.
9. To maintain the dead stock /consumable/semi consumable registers of respective laboratories.
10. To maintain the continuous assessment records of students in respective term work.
11. Maintenance of all instruments/equipments in the respective laboratories.
12. To carry out any other duties assigned by the faculty member/Professor/Head/Principal.
13. To take care of day to day cleanliness & see that the laboratories are kept in presentable form experiment setup and staking the instruments at their proper stacking places.
14. To check at least once in a week working of instruments & equipments under laboratory

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JOB RESPONSIBILITIES OF PLACEMENT OFFICER.

1. Prepare a data bank of potential industries for placements and keep updating.
2. Initiate correspondence with industries and organize recruitment process for placements.
3. Grooming the students for placements by organizing soft skill trainings.
4. Counseling of students regarding emerging areas of job opportunities.
5. Organize talks by experts to motivate students to seek job opportunities in emerging areas.
6. Arrange student's career counseling guidance programs and Mock interviews.
7. Any other duties assigned by the Principal from time to time.

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JOB RESPONSIBILITIES OF LIBRARIAN

1. To prepare and issue of Library cards to students and staff.
2. To follow up return of books issued to students and staff members.
3. To receive requisitions and issue and receive books from students, staffs following complete procedure.
4. To receive international journals & magazines and highlight important articles, news.
5. To update and maintain files of paper cuttings.
6. To see that library is in a presentable and tidy condition at all the time.
7. To attend to problems of the staff members, if any, and redress the same promptly.
8. To maintain the day wise records of visits of students /staff faculty members in library.
9. Display of cuttings of news papers on education /social matters on notice boards.
10. To Compile requirement of books & submit to the principal for further procurement.
11. To take care of library automation & update the same from time to time.
12. To carry out 100% annual verification prepare list of book which one outdated & damaged beyond use.
13. To regularly under take binding of books which are damaged.

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JOB RESPONSIBILITIES OF EXAMINATION OFFICER

1. To organize all works related to university examinations such as preparation of supervision chart, appointments of senior super visors in consultation with principal.
2. Correspondence with university regarding university examinations, results of students, students complaints regarding examinations.
3. To give notice to students regarding the filling of university examination forms, revaluation & verification forms of students & submission to university.
4. To obtain results of students and its distribution.
5. To send requirement of examination stationary to University & maintaining its up to date records.
6. To arrange for online examinations as per schedule & instructions of university.
7. To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
8. To see the day to day notification/circular on university website & bring the contents to the notice of students/faculty /principal from University.
9. To send the proposed practical examinations dates to university & get final time table of practical or oral examinations.
- 10.To submit term work /oral practical marks to university in a time bound manner.
- 11.To make a arrangement of classrooms for University examinations.
- 12.To receive the examination stationery from university & keep in the exam department.

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CODE OF CONDUCT FOR STUDENTS

A) IN COLLEGE PREMISES

- 1) Students are required to wear their Identity card when they enter the college premises and produce it as and when asked for.
- 2) Students are required to be properly attired and groomed in keeping with the dignity and decorum of the educational institutional culture and values.
- 3) Students are required to communicate in a decent and acceptable tone and language with peers, non-teaching and teaching staff.
- 4) Students are advised to exercise self-restraint while using their mobiles and modulate and moderate their voice volume while making or receiving calls.
- 5) Students are required to enter and leave the college premises in a peaceful manner and avoid overcrowding or group gathering at all times.
- 6) Students are advised to actively participate in co-curricular, extra-curricular activities for their holistic development. Students interested in sport activities, curricular and extra-curricular activities are required to read the details displayed on the notice board and register to participate.
- 7) Students are advised to behave in a decent manner while in college premises as the entire premises is under CCTV surveillance.

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- 8) The college has constituted an Anti-ragging cell as per the directives of the University. Ragging is a serious offence attracting disciplinary action.
- 9) Students are required to read all notices displayed prominently on website and in college premises and keep themselves informed of the various activities and examination dates.
- 10) At the time of admission, students are required to provide their correct current address, contact no (mobile) and their email id so that the student data base can be updated. Any subsequent change of address or contact details are required to be communicated.
- 11) Consumption of intoxicants, smoking is strictly prohibited.

B) IN LIBRARY

- 1) Students are required to register themselves at the Entrance desk.
- 2) Students are required to maintain silence in the library. No talking/ discussing is allowed.
- 3) Students are required to comply with all the rules and regulations and follow the instructions given by the librarian /library staff from time to time-Access the internet facility made available to students after obtaining permission and as per instructions of library staff
- 4) Students are required to keep their mobile on silent mode while in library so as to not disturb the other library users.
- 5) Take good care of books issued to you. Handle with care and return them in a good condition. Do not mutilate the book or tear away pages from the book.

C) IN CLASSROOM/ PRACTICAL LABS

- 1) Students are required to follow the class timetable and attend lectures/ practical as per the time table.
- 2) Students are required to be present in the classroom /labs on time for the lectures/ practical.

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- 3) Students must note the minimum attendance required as per the University Ordinance and ensure adequate attendance during the academic year.
- 3) Students are expected to submit all assignments and get their journals/ projects certified by the Teacher-in –charge
- 4) Student are expected to carefully listen and follow the instructions given by the teacher- in charge while performing practicals and handling chemicals, acids and other inflammable / hazardous solutions. It is the duty of the student to know the safety procedure and follow the safety norms.
- 5) Students must be properly attired and adhere to the dress code for conducting practical / experiments in the lab. They are also required to wear the lab- coat, have their own dissection box and other required materials for performing the experiment in the lab.
- 6) In the classroom, students are required to actively participate in discussions on topics of academic interest and attend all lectures.
- 7) Students are required to record their attendance for each lecture separately and ensure that the attendance is adequate and above satisfactory levels for each semester separately.
- 8) Save electricity by switching off fans and tube lights when not in use. While exiting the classroom, switch off all the fans and tube lights and conserve electricity.
- 9) Protect all college property from damage. No scribbling on walls, carving on benches or destroying college furniture. Handle test tubes, glass and other fragile lab equipments , chemicals and acids safely and with care so as to minimize damages due to mishandling/ breakage .
- 10) Discipline is to be maintained in the classroom in the absence of teacher in classroom .Donot disturb the other classes.

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13) Computers made available in computer lab are to be used for academic purposes only.

14) Students are advised to know about disaster management procedures and safety measures to deal with emergencies like fire, flood, any lab accidents etc



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