



ज्ञानगंगा घरोघरी

VISHAL JUNNAR SEVA MANDAL'S

VISHAL INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH

Dr. S. L. Jadhav
Principal

Ale, Tal. Junnar, Dist. Pune-412411 | Contact No. : 9892376014 | E-mail : vjsm.principal@gmail.com | Website: www.viperale.com

P.C.I. Inst. Code : PCI-2620 | D.T.E. Inst. Code : 6361 | University I.D. No. : CPHP012670

7.1.10

Code of ethics policy document



Vishal Institute of Pharmaceutical Education and Research has been actively involved in the field of education and works to convey human values through high-quality education. A standard must be established in order to raise awareness and sensitize people to the accepted norms of behavior in the workplace. This will give employees and students a standard for socially acceptable behavior in the workplace. The college has constituted Discipline & Code of Conduct Committee to establish a calm, orderly and safe environment for learning and formulated the code of conduct i.e., the set of rules & responsibilities for the students and employees. This set of rules will help to develop self-control, set of discipline & overall development by creating effective teaching-learning atmosphere.

The goal is

- To create a paper outlining an ethical policy.
- To give instructions to the different committees involved in maintaining the respect and dignity of the educational profession.
- To assist in accomplishing the college's vision, mission, and objectives.
- To maintain and impose strict discipline within the college campus.
- To develop norms to normalize the behaviour of students.
- To maintain the activities of college joint venture regarding disciplinary act.
- To encourage Good and Healthy Professional Practices.
- To develop unity and integrity among students.

The following committee was established by the college to ensure that the code of conduct is followed in order to preserve discipline, dignity, and the efficient operation of institutional activity.





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Committee Code of Conduct

Academic Year 2023-2024

Sr.no	Name of Staff	Designation	Role
1	Dr.S.L.Jadhav	Principal	Chairman
2	Mr A.A.Sonawane	Faculty member (Examination)	Member
3	Dr S.S.Kadam	Senior Faculty member	Member
4	Mr J.J.Dumbre	Office Representative	Member
5	Dr.S.S Kolhe	Faculty member	Member
6	Dr M.V.Gadhawe	Academic Coordinator	Member Secretary




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CONDUCT RULES

CODE OF CONDUCT:

All the employees shall be governed by the following rules:

DO'S

An employee at all times, shall

- Maintain absolute integrity and devotion to duty.
- Attend the college regularly and punctually.
- Engage classes, both theory and practicals, punctually and effectively.
- Correct the assignments and laboratory records systematically.
- Be meticulous in submitting the question papers and marks of the internal tests.
- Warn the students concerned for their irregular attendance and poor performance in the internal tests.
- Be honest, impartial in dealings and courteous with others.
- Abide by the rules and regulations of the Institution & the Society.
- Promote dignity and discipline among staff and students.
- Utilize devices & mechanisms to improve academic standards.
- Acquire professional competence and enhance interpersonal competence among staff and students.
- Facilitate teamwork and reinforce the feeling of oneness.
- Cooperate with the administration in complying with the imposed restrictions.
- Behave like a true academician.





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DON'TS

- Discriminate against any person on the ground of caste, creed, language, place of origin, social and cultural background.
- Indulge in or encourage any form of 'malpractice' connected with examination or any other activity,
- Leave the campus, while on duty in the institute, without prior permission of the Head of the Institution.
- Remain absent from the institution, without leave or without the prior permission of the Head of the Institution,
- Undertake private tuition, either to students of VIPER or other colleges.
- Prepare or publish any books commonly known as Keys. However writing University level text books comes outside this purview.
- Enter into any monetary transactions with any student or parent.
- Cause or incite any other person to cause, any damage to institution property,
- Indulge in any violence or any conduct which involves moral turpitude, Organize or attend any meeting without permission.
- Pass comments on the students' religious, regional, personal or cultural sentiments
- Be a member of a political party or shall take part in politics
- An employee who commits an offence or dereliction of duty or does an act detrimental to the interest of the college is liable for consequences.

DISCIPLINE :

- Any teacher who is violating the code of conduct will be subjected to appropriate disciplinary action.




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- If a teacher commits an act of misconduct or misbehavior, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry whenever the code of conduct is violated. If the Principal is satisfied with the facts on such enquiry, he shall proceed with the disciplinary process, depending upon the severity of such violation.
- He shall proceed with issuing a show cause notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his / her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action.




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FACULTY & STAFF RESPONSIBILITY :

The workload will be allotted to the faculty members as per AICTE, PCI & SPPU norms.

Teachers have to perform a variety of tasks which include

- Academic Teaching & Laboratory Instructions. Development of Laboratory, Curriculum and Resource Material. Evaluation of students in the college and university exams. Participation in the curricular and co-curricular activities Self development through upgrading qualification, knowledge and skills.
- R & D and Consultancy R & D activities including guidance. Promotion of Industry Institute interaction.
- Administration Academic and administrative management. Design and development of new programs & promotional activities. Mobilizing resources for the institution.
- Extension Guiding the students in overall character development. Extension services by interacting with society & community. Providing technical support in areas of social relevance.

TEACHING SCHEDULE :

All the staff members, will plan their teaching schedule, for the whole semester as per the syllabus prescribed by the university before the semester commences and lectures will be delivered as per schedule.

TEACHING PLAN :




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Teaching plans in each subject prepared by the teacher concerned are to be provided to students in the beginning of each semester so that they attend classes prepared in advance. This will help in better understanding of the subject and makes the classes more interactive.

A positive attempt shall be made to give extra knowledge to the student community in addition to the prescribed syllabus. The students shall also be exposed to, seminars by eminent people from industries / institutions and workshops that cover advanced and industry related topics.

Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her. Every employee, at all times, shall maintain integrity, be devoted to his duty and be honest and impartial in his / her official dealings. An employee shall at all times be courteous and polite in his / her dealings with the management, with other members of staff, students and with members of the public. He/She shall exhibit utmost loyalty and shall always act in the interests of the college.

An employee shall be required to observe the scheduled hours of working during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the principal writing through the respective HOD or the principal directly if he happens to be a HOD, the address at which he / she would be available during the period of his / her absence from the head-quarters.

No employee shall be a member of political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.

No employee shall make any statement, publish or write through any media which will effect an adverse criticism of any policy or action of the college or detrimental to the interests of the college.




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No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.

An employee against whom Criminal Proceedings are initiated in a court of law shall immediately inform the competent authority of the college regarding the details thereof.

Whenever, an employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case in writing through proper channel and shall not forward any such advance copies of his / her application to any higher authorities unless the secretary & correspondent has rejected his / her claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.

CODE OF CONDUCT FOR STUDENTS

RULES FOR ACADEMICS AND EXAMINATIONS

- The students should strictly obey the instructions given by the Principal and Teacher from time to time.
- College Identity Card is compulsory and it should be produced if demanded by authority of the college.
- Students should be regular and punctual in attending the classes and practical's. The students are required to submit their assignments in the time failing which they shall be subjected to disciplinary action.
- As per the rules of the SPPU, Pune, **MINIMUM 75% OF ATTENDANCE FOR THEORY LECTURES & PRACTICALS SEPARATELY is compulsory for each subject.**
- Attendance will be strictly monitored. Student not complying 75 % attendance till sessional exam and at the end of the year/semester will not be allowed to appear for sessional exam and finally for University exam.





- Student remaining absent will have to take prior written permission/ produce leave note/ medical certificate/ phone call by parents giving satisfactory reasons.
- **RAGGING IS STRICTLY PROHIBITED IN COLLEGE PREMISES. IF FOUND GUILTY STRICT ACTION WILL BE TAKEN.**
- Student must show exemplary conduct both in & outside the college.
- **MOBILES SHOULD BE SWITCHED OFF DURING COLLEGE HOURS.**
- If usage of mobile phones found, mobile will be collected by staff in his custody and necessary action will be taken.
- Student has to take care of his/her belongings and college will not be responsible for books, money, mobile, articles that are lost.
- Attendance for all subjects will be displayed. Defaulter's parent has to communicate class teachers.
- Student(s) should carry respective subject journal, record book, practical continuous assessment book for each practical. Student(s) should complete the journals in the respective laboratory, reading rooms or common rooms only, immediately after completion of the experiment. Journal completion in Library or elsewhere is strictly prohibited.
- Student/s should complete both theory and practical continuous assessment/assignments as per the time table/schedule given by exam section and/or subject in charge.
- If any student remains absent for the Sessional practical examination (without prior permission of the practical In-charge) then he/she will not be permitted to reappear for the same.
- Students should wear uniforms (dress code) on all working days except on Wednesday
- Student should not gather and chat during academic session unnecessarily in corridor. They should be present in their respective class or laboratory or library.





- Students participating in various activities during college hours should take permission from class teacher.
- **ANY MISBEHAVIOR BY STUDENT WITH OTHER STUDENTS OR COLLEGE STAFF WILL NOT BE TOLERATED AND IS LIABLE FOR PUNISHMENT LIKE FINE, SUSPENSION FOR FEW DAYS OR EVEN PERMANENT RUSTICATION FROM COLLEGE.**
- Chewing of tobacco/ other nicotine products is to be avoided in college premises

RULES FOR PRACTICALS

- Students should behave in a mature and responsible manner at all times in the Laboratory or wherever chemicals are stored or handled. All inappropriate behavior is especially prohibited.
- Students must follow all verbal and written instructions carefully. If you are unsure of the procedure, ask your teacher for help before proceeding.
- Students should not touch any equipment or chemicals unless specifically instructed to do so.
- Students must not eat, drink, apply cosmetics or chew gum in the laboratory.
- Wash hands thoroughly after participating in any laboratory activities.
- Students must perform only those experiments authorized by the teacher. Students must properly dispose of all chemical waste as directed.
- Students should wear appropriate personal apparel at all times in the laboratory and also avoid wearing loose or flammable clothing; long hair should be tied back.
- Students must report any incident (including all spills, breakages or other releases of hazardous materials) to the instructor immediately, no matter how insignificant it may appear.
- Students must never remove chemicals, equipment or supplies from the laboratory area.





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- Students must carefully examine all equipment before each use and report any broken or defective equipment to the teacher immediately

RULES FOR PARKING

- All vehicles should be parked in the parking area provided by the institute.
- A vehicle should be properly locked and parked.
- A vehicle without a lock will not be allowed in the parking.
- The institute will not be held responsible for vehicle held outside parking area of the institute.




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