



**CODE OF CONDUCT**

**CODE OF PROFESSIONAL ETHICS**

**HUMAN RIGHTS AND MORAL VALUES**

**All INDIA SHRI SHIVAJI MEMORIAL SOCIETY's**  
**COLLEGE OF PHARMACY,**  
**KENNEDY ROAD, NEAR PUNE RTO, PUNE - 411001**

## **INDEX**

<b>1.1 GENERAL RULES</b>	<b>3</b>
<b>1.2 CODE OF CONDUCT FOR STUDENTS</b>	<b>4</b>
<b>1.3. HOSTEL DISCIPLINE RULES FOR STUDENTS</b>	<b>4</b>
<b>1.4 CODE OF CONDUCT FOR STAFF (Teaching and Nonteaching)</b>	<b>5</b>
<b>1.5. FACULTY DUTIES</b>	<b>6</b>
<b>1.6. CODE OF CONDUCT FOR PRINCIPAL</b>	<b>7</b>
<b>1.7. CODE OF PROFESSIONAL ETHICS</b>	<b>9</b>
<b>1.8. UNIVERSAL DECLARATION OF HUMAN RIGHTS</b>	<b>12</b>
<b>1.9 FACULTY (Teaching and Nonteaching) RIGHTS AND OBLIGATIONS</b>	<b>19</b>
<b>1.10. UNIVERSAL/MORAL VALUES OF LIFE</b>	<b>20</b>

# **RULES OF DISCIPLINE AND CODE OF CONDUCT**

## **1.1 GENERAL RULES**

- Ragging/harassment in any form is banned in the campus.
- Student must be regular in attendance for theory and practical classes. In case the attendance falling short of 75% for theory and practical, term will not be granted.
- Students must put-on college I-Card every day, failing to do so will invite disciplinary action.
- Students should come to the class room in decent and presentable attire.
- Mobile phones should be switched off during lecture hour and on 'Silent mode' in the college premises.
- Student should park their vehicles in the student parking space only.
- Use of internet for the purpose other than academic related activities is banned.
- Students should read the notice board every day.
- Smoking and use of alcohol/drugs strictly prohibited within the campus.
- Students shall not cause damage of property or financial loss to the college.
- In the event the college suffers any damage or loss, financial or otherwise, the concerned student will be liable for compensation of such loss.
- Writing on class room walls, desk, benches, door, toilet wall or pasting of posters on the wall are strictly banned.
- Students should not creating disturbance in the academic, administrative, sporting, social or other activities of the College whether on College campus or elsewhere in community.
- Students should not have indecent behavior with staff and or students that is harmful to the dignity of any individual.
- Distributing, displaying or publishing unauthorized print or non print matter in the form of poster, notice, signature campaign, electronic or Internet posting or any other publication either on College premises or computer networks should be avoided
- Possessing, distributing or using forbidden materials like alcoholic drinks, narcotic drugs, obscene videos, pictures, and photographs in print or electronic form is banned

- Any act of theft either college property or staff and students belongings will invite serious disciplinary action.
- Any type of misconduct during industrial visits and educational tours arranged by the college will invite serious disciplinary action.

## **1.2. CODE OF CONDUCT FOR STUDENTS**

1. Regularity: Attend the college regularly. Attend the lectures, practical sessions and class test regularly.
2. Punctuality: Be on time for college, theory and practical sessions.
3. Study: Complete class work, assignments and journals regularly.
4. Examination: Do not use unfair means for examination.
5. Intimation: In case of absentees inform to your class teacher.
6. Behavior: Be honest, behave politely and treat others with respect.
7. Interference: Behave in a manner that will not interfere with the right of others.
8. Respect: Be respectful to others while under jurisdiction of the college and while participating in college sponsored activities.
9. Faith: Show fairness, courtesy and good faith towards others.
10. Credit: Give credit where it is due. Accept as well as give honest and fair comments.
11. Care: Utilize amenities provided by the college with care.
12. Report: Report to appropriate college authorities in any hazardous illegal situations in the college.

## **1.3. HOSTEL DISCIPLINE RULES FOR STUDENTS**

### ***1.3.1 Rules of General Discipline***

1. The student should behave in such a manner that the atmosphere in the hostel remains clam and conducive to studies and leading to the cultural and moral development of the inmates.
2. Students should take utmost care to keep their room and hostel premises neat and clean.
3. Student suffering from contagious disease, injury or sickness should immediately report the matter to the Rector and seek help from the authorized hospital.

4. Students should not play indoor games in hostel rooms which will cause damage to property and disturbance to others.
5. Students will have to remain present for flag hoisting on 15<sup>th</sup> August and 26<sup>th</sup> January.
6. Vehicles, if any, of the students will have to be parked only at the parking place at their own risk in hostel premises.
7. Student should not loiter in the veranda, passages and disturb others, perfect silence should be observed. Shouting in the hostel is strictly prohibited.
8. Smoking and alcoholic drinks are strictly prohibited in the hostel.
9. Students shall not bring or use crackers, hand bombs or any explosive articles in the hostel premises that may cause noise pollution, disturbance or danger to life/property or both.
10. Students should not play radio, transistor, record player or any other musical instruments in the hostel premises.
11. The students will have to make entry in the register kept at the entrance of the hostel while going out or coming in.
12. Students shall behave politely and properly with the Rector/ staff member of the hostel.

### ***1.3.2 Applicable punishments***

1. Suspension and restriction. The duration of suspension or restriction shall be dependent on the gravity of breach of regulations. It shall be decided by the chairman of discipline committee.
2. Intentional or deliberate damage caused to property; the recovery cost shall be twice the cost of replacement/repair.
3. Inadvertent damage caused to property; the recovery cost shall be of replacement/repair.
4. Written warning asking apologies and undertaking.
5. Expulsion from hostel.

### **1.4. CODE OF CONDUCT FOR STAFF (Teaching and Nonteaching)**

1. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
2. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities.

3. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
4. Every employee shall endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.
5. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
6. An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
7. Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the Colleges affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the Colleges staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
8. An employee of the College shall not, without the prior permission of the Secretary, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.
9. No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Secretary.

### **1.5. FACULTY DUTIES (Teaching)**

1. Faculty members are expected to conduct classes in appropriate manner as required by the course assigned.

2. They should inform students of course objectives, requirements, and schedules and deal with student papers and examinations in a timely manner.
3. Faculty members are expected to hold office hours for consultation on course work and advising students.
4. A faculty member who need to be absent from a class due to illness or other due cause should try to make arrangements for alternative instruction and inform the head of the department to arrange for timely notification of students.
5. Faculty members are expected to take up other responsibilities as required.
6. Faculty members are expected to participate in the decision-making, curriculum development, and assessment processes of the department and the college.
7. Although faculty members have a primary responsibility to their own department, they are also members of a larger collegian community and should make every effort to work cooperatively with members of other departments and with the administrators of the college respecting appropriate deadlines established by various committee in-charges.

In order to assist faculty members in the performance of their duties, the college provides the facilities and services listed below.

1. Office space, Teaching aids (OHP, LCD and Smart Board etc)
2. Computer services
3. Identification cards
4. Official stationery
5. Postage for official correspondence
6. Library- BCL, JAYKAR
7. Timing flexibility for PG, Ph.D. students & research work.

## **1.6. CODE OF CONDUCT FOR PRINCIPAL**

Principals of highly effective colleges are well-respected leaders not afraid to serve their teachers and students. They lead by example but avoid intruding on their teachers' unique teaching methods. They listen to their students' ideas and set a cooperative tone. However, they have the courage to make unpopular decisions when warranted. A principal's influence is far-reaching, as

proven by a study published. For this reason, principals are held to high ethical standards and are required to adhere to a strict code of conduct.

### **Make Ethical Decisions**

Principal should make all their decisions based on the best interests of the students.

Principal should never put their interests above the greater good of the college they serve.

Be fair in their disciplinary actions for both staff and students.

Follow due process and respect the rights of all human beings.

### **Honors Commitments**

Principal must stand by their word.

They need to honor all aspects of their employment contract.

### **Maintains Professional Boundaries**

Principal must refrain from inappropriate conduct and relationships with students and staff.

### **Objective Leadership**

Principal should empower all staff members and students to reach their maximum potential. This is done by allowing teachers to practice reasonable educational freedom without interference. This also means allowing students to be creative in their educational pursuits by honoring their commitments to their own culture and heritage.

### **Honesty**

Principal must apply active and passive honesty.

Principal must never withhold vital information that should be made public.

Principal must also timely report acts of alleged abuse to the proper authorities.



## **1.7. CODE OF PROFESSIONAL ETHICS**

### **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.

#### **- Teachers should**

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.
8. Participate in extension, co-curricular and extra-curricular activities including community service.

#### **-TEACHERS AND THE STUDENTS**

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 student's scientific outlook and respect for physical labor 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 imbibe ethics, human values and sense of social responsibilities among students.
10. Refrain from inciting students against other student, colleagues or administration.

#### **-TEACHERS AND COLLEAGUES**

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 endeavor.

#### **- TEACHERS AND NON-TEACHING STAFF**

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

### **- TEACHERS AND GUARDIANS**

1. Try to see through teacher's 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.

### **- TEACHERS AND SOCIETY**

1. Recognize that education is a public service and strive to keep the public informed of the educational programs 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.

### **- TEACHERS AND AUTHORITIES**

Teacher should:

1. Discharge their responsibilities according to the existing rules and adhere to procedures and method consistent with their profession in initiating their steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental of the professional interest.
2. Refrain from undertaking and 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 office orders 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 office orders.

5. Co-operate with 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.
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable responsibilities of academic schedule.

## **1.8. UNIVERSAL DECLARATION OF HUMAN RIGHTS**

### **Preamble**

Whereas recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world,

Whereas disregard and contempt for human rights have resulted in barbarous acts which have outraged the conscience of mankind, and the advent of a world in which human beings shall enjoy freedom of speech and belief and freedom from fear and want has been proclaimed as the highest aspiration of the common people,

Whereas it is essential, if man is not to be compelled to have recourse, as a last resort, to rebellion against tyranny and oppression, that human rights should be protected by the rule of law,

Whereas it is essential to promote the development of friendly relations between nations,

Whereas the peoples of the United Nations have in the Charter reaffirmed their faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women and have determined to promote social progress and better standards of life in larger freedom,

Whereas Member States have pledged themselves to achieve, in cooperation with the United Nations, the promotion of universal respect for and observance of human rights and fundamental freedoms,

Whereas a common understanding of these rights and freedoms is of the greatest importance for the full realization of this pledge,

Now, therefore,

The General Assembly,

Proclaims this Universal Declaration of Human Rights as a common standard of achievement for all peoples and all nations, to the end that every individual and every organ of society, keeping this Declaration constantly in mind, shall strive by teaching and education to promote respect for these rights and freedoms and by progressive measures, national and international, to secure their universal and effective recognition and observance, both among the peoples of Member States themselves and among the peoples of territories under their jurisdiction.

### **Article I**

All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.

### **Article 2**

Everyone is entitled to all the rights and freedoms set forth in this Declaration, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.

Furthermore, no distinction shall be made on the basis of the political, jurisdictional or international status of the country or territory to which a person belongs, whether it be independent, trust, non-self-governing or under any other limitation of sovereignty.

### **Article 3**

Everyone has the right to life, liberty and security of person.

### **Article 4**

No one shall be held in slavery or servitude; slavery and the slave trade shall be prohibited in all their forms.

### **Article 5**

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

### **Article 6**

Everyone has the right to recognition everywhere as a person before the law.

#### **Article 7**

All are equal before the law and are entitled without any discrimination to equal protection of the law. All are entitled to equal protection against any discrimination in violation of this Declaration and against any incitement to such discrimination.

#### **Article 8**

Everyone has the right to an effective remedy by the competent national tribunals for acts violating the fundamental rights granted him by the constitution or by law.

#### **Article 9**

No one shall be subjected to arbitrary arrest, detention or exile.

#### **Article 10**

Everyone is entitled in full equality to a fair and public hearing by an independent and impartial tribunal, in the determination of his rights and obligations and of any criminal charge against him.

#### **Article 11**

1. Everyone charged with a penal offence has the right to be presumed innocent until proved guilty according to law in a public trial at which he has had all the guarantees necessary for his defence.
2. No one shall be held guilty of any penal offence on account of any act or omission which did not constitute a penal offence, under national or international law, at the time when it was committed. Nor shall a heavier penalty be imposed than the one that was applicable at the time the penal offence was committed.

#### **Article 12**

No one shall be subjected to arbitrary interference with his privacy, family, home or correspondence, nor to attacks upon his honour and reputation. Everyone has the right to the protection of the law against such interference or attacks.

### **Article 13**

1. Everyone has the right to freedom of movement and residence within the borders of each State.
2. Everyone has the right to leave any country, including his own, and to return to his country.

### **Article 14**

1. Everyone has the right to seek and to enjoy in other countries asylum from persecution.
2. This right may not be invoked in the case of prosecutions genuinely arising from non-political crimes or from acts contrary to the purposes and principles of the United Nations.

### **Article 15**

1. Everyone has the right to a nationality.
2. No one shall be arbitrarily deprived of his nationality nor denied the right to change his nationality.

### **Article 16**

1. Men and women of full age, without any limitation due to race, nationality or religion, have the right to marry and to found a family. They are entitled to equal rights as to marriage, during marriage and at its dissolution.
2. Marriage shall be entered into only with the free and full consent of the intending spouses.
3. The family is the natural and fundamental group unit of society and is entitled to protection by society and the State.

### **Article 17**

1. Everyone has the right to own property alone as well as in association with others.
2. No one shall be arbitrarily deprived of his property.

**Article 18**

Everyone has the right to freedom of thought, conscience and religion; this right includes freedom to change his religion or belief, and freedom, either alone or in community with others and in public or private, to manifest his religion or belief in teaching, practice, worship and observance.

**Article 19**

Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.

**Article 20**

1. Everyone has the right to freedom of peaceful assembly and association.
2. No one may be compelled to belong to an association.

**Article 21**

1. Everyone has the right to take part in the government of his country, directly or through freely chosen representatives.
2. Everyone has the right to equal access to public service in his country.
3. The will of the people shall be the basis of the authority of government; this will shall be expressed in periodic and genuine elections which shall be by universal and equal suffrage and shall be held by secret vote or by equivalent free voting procedures.

**Article 22**

Everyone, as a member of society, has the right to social security and is entitled to realization, through national effort and international co-operation and in accordance with the organization and resources of each State, of the economic, social and cultural rights indispensable for his dignity and the free development of his personality.



### **Article 23**

1. Everyone has the right to work, to free choice of employment, to just and favourable conditions of work and to protection against unemployment.
2. Everyone, without any discrimination, has the right to equal pay for equal work.
3. Everyone who works has the right to just and favourable remuneration ensuring for himself and his family an existence worthy of human dignity, and supplemented, if necessary, by other means of social protection.
4. Everyone has the right to form and to join trade unions for the protection of his interests.

### **Article 24**

Everyone has the right to rest and leisure, including reasonable limitation of working hours and periodic holidays with pay.

### **Article 25**

1. Everyone has the right to a standard of living adequate for the health and well-being of himself and of his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or other lack of livelihood in circumstances beyond his control.
2. Motherhood and childhood are entitled to special care and assistance. All children, whether born in or out of wedlock, shall enjoy the same social protection.

### **Article 26**

1. Everyone has the right to education. Education shall be free, at least in the elementary and fundamental stages. Elementary education shall be compulsory. Technical and professional education shall be made generally available and higher education shall be equally accessible to all on the basis of merit.
2. Education shall be directed to the full development of the human personality and to the strengthening of respect for human rights and fundamental freedoms. It shall promote understanding, tolerance and friendship among all nations, racial or religious groups, and shall further the activities of the United Nations for the maintenance of peace.
3. Parents have a prior right to choose the kind of education that shall be given to their children.

**Article 27**

1. Everyone has the right freely to participate in the cultural life of the community, to enjoy the arts and to share in scientific advancement and its benefits.
2. Everyone has the right to the protection of the moral and material interests resulting from any scientific, literary or artistic production of which he is the author.

**Article 28**

Everyone is entitled to a social and international order in which the rights and freedoms set forth in this Declaration can be fully realized.

**Article 29**

1. Everyone has duties to the community in which alone the free and full development of his personality is possible.
2. In the exercise of his rights and freedoms, everyone shall be subject only to such limitations as are determined by law solely for the purpose of securing due recognition and respect for the rights and freedoms of others and of meeting the just requirements of morality, public order and the general welfare in a democratic society.
3. These rights and freedoms may in no case be exercised contrary to the purposes and principles of the United Nations.

**Article 30**

Nothing in this Declaration may be interpreted as implying for any State, group or person any right to engage in any activity or to perform any act aimed at the destruction of any of the rights and freedoms set forth herein.

## **1.9 FACULTY (Teaching and Nonteaching) RIGHTS AND OBLIGATIONS**

### **1. Expression**

Employees have the right to express themselves within their work areas as long as the Expression does not disrupt the vision, mission and objectives of the Institute.

### **2. Professional development**

Employees have the right to seek training and additional work-related skills. The college will pursue training and staff development strategies within its resources.

### **3. Problem Resolution**

Employees have access to problem resolution in procedures. Procedures for such disputes are contained in various appropriate policy documents available.

### **4. Safety**

Employees have the right to a safe and healthy workplace and to be informed of any hazardous working conditions.

### **5. Civility**

Employees have the right to be treated with civility by all authorities, colleagues and subordinates. The College will pursue available strategies within its resources for reducing tensions that may cause incivility.

### **6. Freedom from violence**

Employees have the right to be protected from violent behavior. Violent behavior toward faculty, staff, students, or visitors to the College is neither condoned nor acceptable. Such behavior may provide immediate grounds for dismissal for cause and legal action.

## **7. Freedom from sexual harassment**

The employee has the right to work without sexual harassment. The College has a responsibility to educate its staff about the procedures used to protect accused and accuser.

## **8. Freedom from discrimination**

The employee has the right to be treated without bias. The College has the responsibility to treat with equal concern and fairness all persons without regard to their race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, or any other criterion specified by central, state or local laws.

### **1.10. UNIVERSAL/MORAL VALUES OF LIFE**

**Moral values** are **important** in life because: **Moral values** reflect an individual's character and spirituality. They help in building good relationships in personal as well as professional lives. They can help in eradicating problems like dishonesty, violence, cheating and jealousy from one's life.

**It would serve society well if the following seven moral values were followed:**

- Unconditional Love and Kindness
- Honesty
- Hard Work
- Respect for Others
- Co-operation
- Compassion
- Forgiveness