



AISSMS

COLLEGE OF PHARMACY

IMPARTING EXCELLENCE IN EDUCATION & RESEARCH



Approved by AICTE & PCI New Delhi, Recognized by the Government of Maharashtra,
2F,12B recognition by UGC, Affiliated to Savitribai Phule Pune University
Accredited by NAAC with A Grade

INDEX AY 2020-2021

Details of activity organized

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Activity/Event/Topic Name: - Celebration Of Independence Day

Start Day and Date: - **15thAug 2020**

Time: - 10am

End Day and Date: - **15thAug 2020**

Time: - 11.30am

Organized for (student class/staff): -All students and staff

No of Participants: 450

Staff: 51

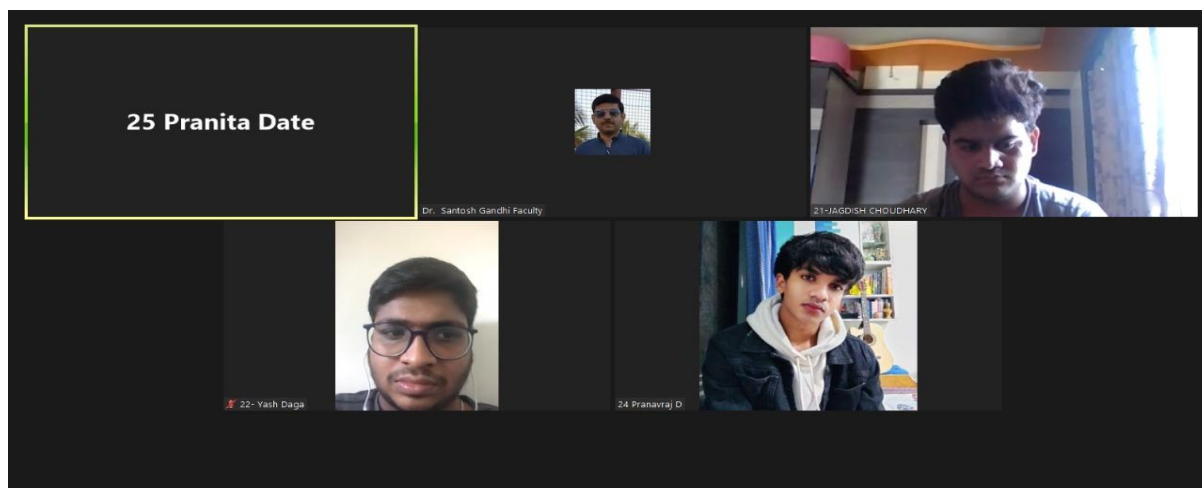
Coordinator Names: Mr.Rahul Padalkar (NSS Programme Officer), Mr. Pradeep Sonawane,

Names of the resource persons: not applicable

Expenditure Details (if any): NA

Description of Activity:

NSS unit participated in the celebration of Independence Day through online mode. Students delivered speeches about freedom fight and meaning of independence.



Dr. Ashwini Madgulkar

Principal

Mr. Rahul Padalkar Mr. Pradeep Sonawane

NSS Program Officer NSS Committee Member

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Activity/Event/Topic Name: - Mahatma Gandhi And Lal Bahadur Shastri Jayanti

Start Day and Date: - 02/10/2020

Time: - 10am

End Day and Date: - 02/10/2020

Time: - 11.30am

Organized for (student class/staff): -All students and staff

No of Participants: 450

Staff: 51

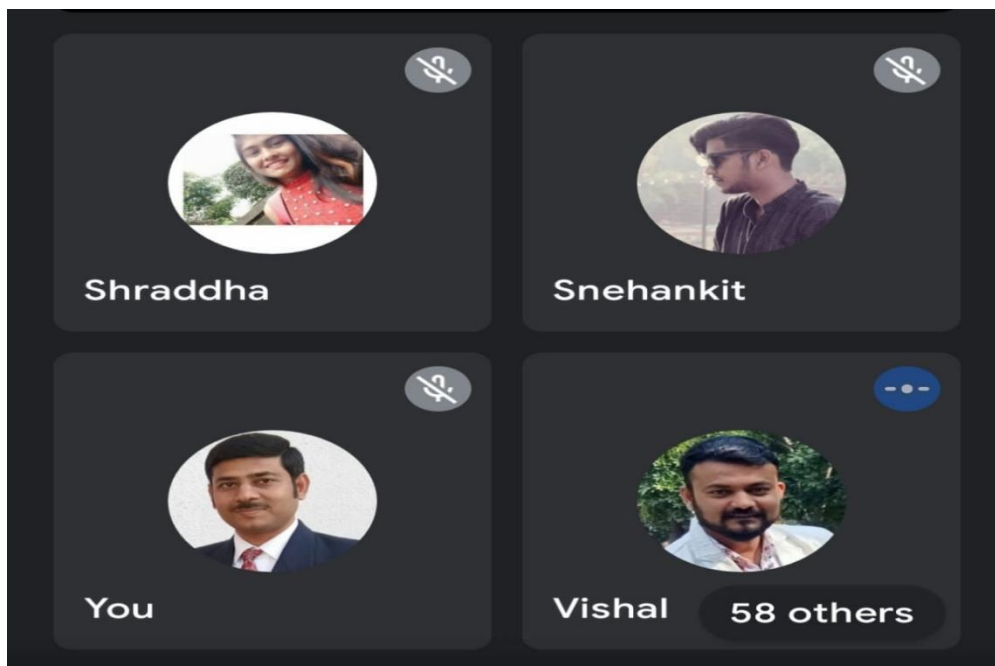
Coordinator Names: Mr.Rahul Padalkar (NSS Programme Officer), Mr. Pradeep Sonawane,

Names of the resource persons: not applicable

Expenditure Details (if any): NA

Description of Activity:

Birth anniversaries of Mahatma Gandhi and former Prime Minister of India Lal Bahadur Shastri were jointly celebrated on 2nd October 2020 through online mode. Importance of principles of truth and non violence that Mahatam Gandhi adopted throughout his life in context with today's time were discussed. Students also delivered speeches about contribution of Lal Bahadur Shastri in development of India.

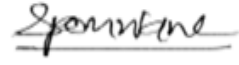




Dr. Ashwini Madgulkar
Principal



Mr. Rahul Padalkar **Mr. Pradeep Sonawane**
NSS Program Officer **NSS Committee Member**



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Activity/Event/Topic Name: - Republic Day Celebration

Start Day and Date: - 26/01/2021

Time: - 10am

End Day and Date: - 26/01/2021

Time: - 11.30am

Organized for (student class/staff): -All students and staff

No of Participants: 450

Staff: 51

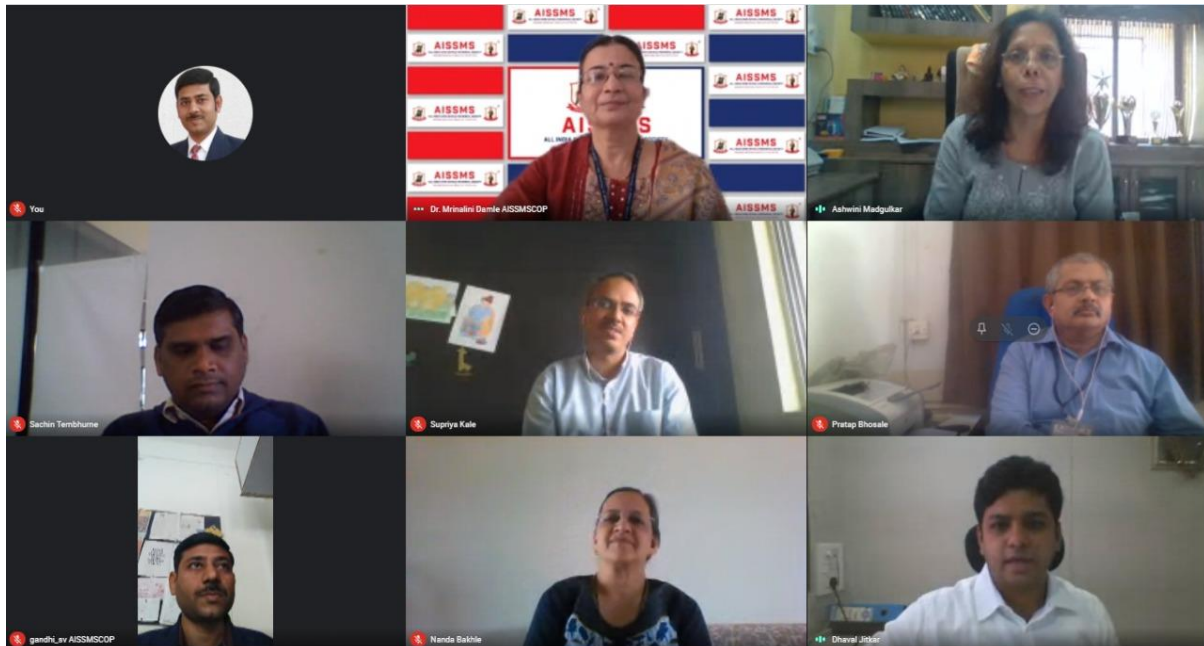
Coordinator Names: Dr.Rahul Padalkar (NSS Programme Officer), Mr. Pradeep Sonawane,

Names of the resource persons: not applicable

Expenditure Details (if any): NA

Description of Activity:

Republic Day was celebrated through online mode on 26th January 2021. On republic day country marks and celebrates the date on which the Constitution of India came into effect on 26, January 1950, replacing the Government of India Act as the governing document of India and thus, turning the nation into a newly formed republic. The day also marks the transition of India from an autonomous Commonwealth realm with British Monarch as nominal head of the Indian Dominion, to a fully sovereign republic in the Commonwealth of Nations with the President of India as the nominal head of the Indian Union. Students delivered speeches about importance of a republic state.

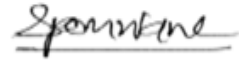




Dr. Ashwini Madgulkar
Principal



Mr. Rahul Padalkar **Mr. Pradeep Sonawane**
NSS Program Officer **NSS Committee Member**



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CODE OF CONDUCT, PROFESSIONAL ETHICS HUMAN RIGHTS AND MORAL VALUES



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CODE OF CONDUCT

CODE OF PROFESSIONAL ETHICS

HUMAN RIGHTS AND MORAL VALUES

WEF 2012-2013

(Latest Amendment – 15/06/2020)

ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S
COLLEGE OF PHARMACY,
KENNEDY ROAD, NEAR PUNE RTO, PUNE - 411001

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PHARMACISTS' OATH

A young prospective pharmacist should feel no hesitation in assuming the following Pharmacists' Oath:

"I promise to do all I can to protect and improve the physical and moral well-being of society, healding the health and safety of my community above other considerations. I shall uphold the laws and standards governing my profession avoiding all forms of misrepresentation, and I shall safeguard the distribution of medical and potent substanes.

Knowledge gained about patients I shall hold in confidence and never divulge unless compelled to do so by law.

I shall strive to perfect and enlarge my knowledge the better to contribute to the advancement of pharmacy and the public health.

I furthermore promise to maintain my honour and credit in all transactions and by my conduct never to bring discredit to myself or my profession nor todo anything to diminish the trust reposed in my professional brethren.

May I prosper and live long in favour as I keep and hold to this my Oath but should I violate these Sacred promises may the reverse be my lot".

1.1 GENERAL RULES

- Ragging/harassment in any form is banned on the campus.
- Students must be regular in attendance for theory and practical classes as per Pharmacy Council of India and Savitribai Phule Pune University norms.
- Students must wear the 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.
- Students should park their vehicles in the student parking space only.
- Use of internet for purposes other than academic related activities is banned.
- Students should read the notice board every day.
- Smoking and use of alcohol/drugs is strictly prohibited within the campus.
- Students shall not cause damage of property or financial loss to the college.
- In the event of the college suffering any damage or loss, financial or otherwise, the concerned student will be liable for compensation of such loss.
- Writing on class room walls, desks, benches, doors, toilet wall or pasting of posterson the wall are strictly banned.
- Students should not create any disturbance in the academic, administrative, sporting and 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 printed or other 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 (Follow Social Media Guidelines for Staff and Students which are available on College website www.aissmscop.com)

- 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 of 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: When absent, inform concerned staff and 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 calm and conducive to studies, leading to the cultural and moral development of the students.
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 be present for flag hoisting on 15th August and 26th January.
6. Vehicles, if any, of the students have to be parked only at the designated parking place and at their own risk
7. Students should not loiter in the veranda, passages or 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 should 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 STUDENTS DURING EXAMINATION

1. Examination is the culmination of the learning endeavors of the students.
2. They are supposed to appear in examinations with their full preparation and utmost probity.
3. They should not indulge in any sort of copying or any other malpractice to improve their result.

4. Copying or facilitating others in any such activity is punishable.
5. The use of malpractice in examination may lead to strict punishment as provided in rules.
6. They should appear in examination with proper decorum and any attempt to create indiscipline or making loud noise may lead to punishment.
7. They have to strictly follow the rules, regulations and norms of the affiliating university and the college.
8. Students should keep their belongings and mobiles (in off position) **outside the class room, before entering the exam hall.**
9. Should report in the exam hall **30 mins before** start of the examination
10. Students should **display** ID cards and Hall tickets on the table. Students without the same will **not be allowed** to attend the exam and **no application** will be entertained.
11. **Writing pads** are not allowed
12. Students found with **mobile or any electronic gadget** will be debarred from the exam.
13. Students should **Check** their respective benches and area around for any **papers , chits** etc
14. Any student found **bearing** any kind of chits, papers etc in pouches, wallets or pockets would be **debarred from exam.**
15. **Sharing of any stationary items is strictly prohibited.**
16. There should be **no writing work on question paper except the seat no.**
17. Students should **check** the Answer books and supplement properly before writing. Once a **section number** is allotted on main answer book and supplement, it will not be changed.
18. **Attaching correct barcode sticker and the hollow craft sticker is the responsibility of the respective students**
19. **Incomplete information** on answer books and supplement will be considered invalid.
20. Section wise submission of answer paper is **sole responsibility of the students.**
21. Students will not be allowed to leave the exam hall, **half an hour before** the completion time of paper, and will not get supplement **15 mins** before the completion time of paper.
22. After completion of paper students **should leave immediately and silently** the college premises.
23. Students not abiding the above rules would be **liable for a stern action.**

1.5. CODE OF CONDUCT FOR STUDENTS DURING INDUSTRIAL TRAINING/ INTERNSHIP PROGRAM

While doing **Industrial Training/ Internship Program** at your site, you are representing not just yourself, but the college and your fellow students, both current and future. Your conduct during in plant training will have far reaching implications for you. You are governed by the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment. The students should follow below Code of Conduct during Industrial Training/ Internship Program within the framework of the industry visited or where Internship is assigned. Students violating these standards may be held accountable and will be liable for disciplinary action as decided by the committee for monitoring adherence to code of conduct.

Behavior:

- Engage in positive, good, legal behavior
- Assaulting, harassing, intimidating, bullying, or threatening another individual or group due to their religion, sexual orientation, politics, ethnicity, etc during the sessions is not allowed
- Working under the influence of alcohol or other drugs is not permitted.
- Making false accusations against internship/industrial training, its staff or any other intern/trainee from the program is not permitted.

Communication and Appearance:

- Must address all questions regarding the internship/industrial training, to placement incharge.
- Any change of the duration in the internship/industrial training must be conveyed and approved by placement incharge.
- Comply with the company's schedule, tasks and meetings on time and with excellent quality.

- Be in constant contact and communication with your supervisor and other coworkers. Reply to emails/messages in less than 24 hours.
- Inform the company by email if late or will miss work due to health or personal reasons.
- Speak with supervisor in regard to any concerns such as workload, task assignments, schedules, and general company policy.
- Inform supervisor immediately regarding any concerns including but not limited to sexual harassment, discrimination, excessive overtime, etc. Schedules and Attendance:
- Be flexible in regards to any adaptations to internship schedule based on the needs of supervisor and company.
- Dress appropriately during internship/industrial training or for any meetings

Work Ethics:

- Maintain the confidentiality of work-related projects and personnel, as well as all information obtained on any clients, members, customers, patients, employees, and products or services associated with the internship/industrial training site.
- Be fair, considerate, honest, and cooperative when working with co-workers, clients/customers.
- No plagiarism in the delivered work/project.
- Familiarize yourself with and adhere to relevant organization procedures and functions.
- Give your best effort, follow through on commitments, and meet internship obligations.
- Take responsibility for decisions and actions taken while at the internship program.
- Keep a positive attitude and open mind, accept constructive criticism, and strive to improve performance and acquire new skills.
- Communicate work information to your team and supervisor.
- Be observant of how other employees organize their ideas, respond to ideas and ask questions.
- Assert yourself and your ideas in an appropriate and tactful manner.
- Refrain from conducting personal business during work hours (emails, calls, visits, etc).

1.6. CODE OF CONDUCT FOR STUDENTS DURING EDUCATIONAL TOUR

1. Excursion agreement

- Student participant agrees to conduct him or herself in a manner that represents their Institute student code of conduct.
- Student participant agrees that any violation of the established rules of student conduct may result in cancellation of the student's right to remain on the tour.
- Student participant agrees to complete their medical consent form and return it to the staff incharge prior to departure.
- Student participant agrees to complete the common application prior to departure.
- Student participant agrees to not leave the tour or hotel at any time for any reason or invite other students to join the tour. Doing so will make the student subject to disciplinary action by the staff incharge during education tour.
- Student agrees not to possess or consume alcoholic beverages or illegal substances during this activity.

2. Luggage

- Student participant agrees to bring carry-on luggage for this trip or assume the extra fees assessed during travelling.

3. Hotel agreement

- Student participant agrees to pay any charge imposed by the hotel for keeping other guests awake at night due to loud music or noise emanating from the student's hotel room or for accessing WiFi, movies, video games, or making long distance telephone calls.
- Student participant agrees to carefully check each hotel room prior to departure. Personal items such as cell phones, wallets, etc. left behind in a hotel room will be shipped to the student's home address at their expense.

4. Dress wear

- Student participant agrees to wear appropriate clothing at all times (e.g., no sagging pants, daisy duke shorts, etc).
- Student participant agrees that no hats or headphones will be worn during any admissions presentations.

5. Meals and Dietary Restrictions

- Student participant agrees to inform Educational Student Tours of any dietary restrictions at least two weeks prior to departure date.

6. Being on time

- Student participant agrees to be on the bus at the designated time every morning and to adhere to the scheduled time as outlined in the tour itinerary.
- Please note that further rules of conduct may apply on specific trips and any supervising member staff will expect their instructions to be followed. Where this is the case, these rules will be made clear to students, staff and parents as necessary.

Sanctions:

Any pupil who is found or considered to have broken any of these rules or who has behaved in any other way that threatens the successful running of a visit will be subject to one or more of the following sanctions:

- Loss of privileges for a period of time.
- Isolation from other students and/or close supervision for a period of time.
- Immediate repatriation.
- Temporary or permanent ban from future college visits.

Student - I have read and understood the Responsibilities and Expectations during educational tour. I acknowledge the need for sensible behaviour during educational tour and agree to abide by these rules.

Parent/guardian - Parents are required to accept responsibility for any damage or costs incurred by their son/daughter due to his/her conduct and actions, whether intentional or not. Any claims made by a third party against a student or the institute, as a result of his/her actions, must be met by the student's parents/ guardians. A serious breach of this Code of Conduct or the event of other serious issues may ultimately result in the need for a student (and potentially a supervising member of staff) to be immediately repatriated or returned home by or at the expense of his/her parents/guardians.

Student Name _____

Student Signature _____

Date _____

Parent's/Guardian Name _____

Signature _____

Date _____

RULES/CIRCULAR NO.

- UGC Circular - www.ugc.ac.in/pdfnews/6877477_final-Guidelines.pdf
- https://www.ugc.ac.in/pdfnews/4006064_Safety-of-Students-Guidelines.pdf
- AICTE Circular AICTE/Acad/Student Safety/2015 dated 31/07/2015

1.7. CODE OF CONDUCT FOR VIRTUAL LEARNING

There are many changes in this new semester, especially the virtual teaching-learning process that you need to adapt to. The college expects you to display utmost regard for the rules and regulations of the institution and maintain a high standard of online academic discipline. We are committed to our academic duty of providing high-quality education to students even if it is through a virtual platform. Therefore, we expect your complete cooperation to make this online teaching-learning process successful. Although your classroom will be a virtual one, we expect the same standards of behavior as we do on campus. We have prepared a code of conduct to help you understand the online etiquette that you are supposed to follow. Go through the guidelines given below before attending online classes and keep them in mind at all times.

- Attend every class as per the time mentioned in the schedule by clicking on the Google Meet/MS Team/Zoom link provided by the respective subject teacher. Wait till the teacher lets you in. You are supposed to join the online class 5 minutes before the scheduled time. A maximum grace period of 5 minutes is allowed after the class starts. Do not waste the teacher's time by attempting to enter the class after that.
- When the class is on, you are supposed to keep your video off and microphone muted so that there is no interference in the class proceedings. Use headphones to ensure that you can hear the teacher properly. Switch on your microphone when the teacher asks you to speak.

- Select a profile picture that is appropriate for attending an online class. A simple headshot is recommended. Refrain from switching on any virtual background.
- You may be asked to switch on your video any time so dress appropriately and be properly groomed.
- The formal environment of the online class requires you to use appropriate language. Use complete sentences while communicating with the teacher through the chat box or by using unmute audio option. Avoid using abbreviations, emoticons, slang, etc. If any student is found using obscene, disrespectful, threatening language while communicating, strict disciplinary action will be taken by the college authority.
- Do not share the joining link of any online class with students of other colleges or friends. Misusing or distributing the study materials uploaded in the Google classrooms will be treated as academic misconduct. Copying information from online sources or other students for the assignments given in class is considered plagiarism and is strictly prohibited.
- Attendance is a crucial component of the online learning process. Follow the instructions given by the teacher so that your attendance is recorded properly. You are supposed to attend a class for the entire duration mentioned in the routine to get the attendance.
- Visit the college website regularly to check the virtual notice board for updates. Join the Whatsapp groups and Google classrooms created for all your subjects according to the instructions provided by the respective departments. All important information, notifications, and announcements will be conveyed to you through these platforms. You are responsible for staying informed and tracking important updates from the college and your teachers. You are not permitted to violate this code of conduct or cause disruption in the online class proceedings. Any inappropriate behaviour will be reported to the disciplinary committee and strict action will be taken against the student/students involved as per the regulations of the committee.

We look forward to engaging with you in the online teaching-learning process and help you achieve your academic goals through the digital platform in these changing times. This is the time to show resilience and move forward with determination and a positive attitude. We believe that your support and cooperation will help us in making your online academic journey worthwhile.

1.8. FACULTY DUTIES (Teaching and Support Staff)

1. Faculty members are expected to conduct Classes/Lab Work 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 needs 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- Institutional Memberships
7. Timing flexibility for PG, Ph.D. students & research work.

1.9. CODE OF CONDUCT FOR STAFF (Teaching and Non-Teaching)

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 in force in any area in which he may happen to be for the time being relating to intoxicating drink or drugs. An employee should not 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 College's 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 College's 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.

1.10 CODE OF CONDUCT FOR STAFF DURING EXAMINATION

1. Report to exam section **15 min** prior to start of exam. Exam Section will not remind /call the supervisor. **Use of mobiles or carrying any reading/reference material during supervision is strictly prohibited.**
2. Fill in the details of attendance report completely and correctly. **Do not pass**
3. After distributing answer sheets instruct students to fill in all details completely and correctly and then only sign the main answer sheets.
4. For distribution of supplements, the supervisor **needs to give the supplement** to the student and not pass it.
5. Last 10 minutes no supplements should be given. It is the responsibility of the Supervisor to check if each student has written the **total no of answer sheets** (main answer + supplement)
6. Submit answer sheets properly arranged roll number wise and counted
7. Entries in the register are the **sole responsibility of the** supervisor.
8. If **in case of emergency or genuine and official reason** any adjustments made by the supervisor (with due permission of principal madam) should be informed well in advance to the exam section and signed by the respective staff on the supervision sheet.
9. Strict action will be taken for violation of above mentioned rules.

1.11. 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

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

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

They should be fair in their disciplinary actions for both staff and students.

They should follow due process and respect the rights of all human beings.

Honors Commitments

Principals must stand by their word.

They need to honor all aspects of their employment contract.

Maintains Professional Boundaries

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

Objective Leadership

Principals 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

Principals must apply active and passive honesty.

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

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

1.12. FACULTY- 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/provide justice to the accuser and fair opportunity to the accused to clarify and provide explanation

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.

1.13 CODE OF PHARMACEUTICAL ETHICS (PHARMACY PROFESSION):

(As adopted by Pharmacy Council of India)

CHAPTER I

General Introduction

The profession of pharmacy is noble in its ideals and pious in its character. Apart from being a career for earning livelihood it has inherent in it the attitude of service and sacrifice in the interests of the suffering humanity. In handling, selling, distributing, compounding and dispensing medical substances including poisons and potent drugs a pharmacist is, in collaboration with medical men and others, charged with the onerous responsibility of safeguarding the health of people. As such he has to uphold the interests of his patrons above all things. The lofty ideals set up by Charaka, the ancient Philosopher Physician and Pharmacist in

his enunciation: “Even if your own life be in danger you should not betray or neglect the interests of your patients” should be fondly cherished by all Pharmacists.

Government restricts the practice of Pharmacy to those who qualify under regulatory requirements and grant them privileges necessarily denied to others. In return Government expects the Pharmacist to recognize his responsibilities and to fulfill his professional obligations honourably and with due regard for the well being of Society.

Standards of professional conduct for pharmacy are necessary in the public interest to ensure an efficient pharmaceutical service. Every pharmacist should not only be willing to play his part in giving such a service but should also avoid any act or omission which would prejudice the giving of the services or impair confidence in any respect for pharmacists as a body.

The nature of pharmaceutical practice is such that its demands may be beyond the capacity of the individual to carry out or to carry out as quickly or as efficiently as the needs of the public require. There should, therefore at all times, be a readiness to assist colleagues with information or advice.

A Pharmacist must, above all be a good citizen and must uphold and defend the laws of the state and the Nation.

CHAPTER II

Pharmacist in Relation to Job Scope of Pharmaceutical Service:

When premises are registered under statutory requirements and opened as a pharmacy, a reasonably comprehensive pharmaceutical service should be provided. This involves the supply of commonly required medicines of this nature without undue delay. It also involves willingness to furnish emergency supplies at all times.

Conduct of the Pharmacy:

The conditions in a pharmacy should be such as to preclude avoidable risk or error or of accidental contamination in the preparation, dispensing and supply of medicines. The appearance of the premises should reflect the professional character of the pharmacy. It should be clear to the public that the practice of pharmacy is carried out in the establishment. Signs, notices, descriptions, wording on business, stationary and related indications, should be restrained in size, design and terms. Descriptions, which denote or imply pharmaceutical

qualifications, should be limited to those of which the use is restricted by law and should not draw invidious distinction between pharmacists. A notice stating that dispensing under (Employees State Insurance Scheme) E.S.I.S. or any other such other scheme sponsored by Government is carried out may be exhibited at the premises. In every pharmacy there should be a pharmacist in personal control of the pharmacy who will be regarded as primarily responsible for the observance of proper standards of conduct in connection with it. Any obstruction of the pharmacist in the execution of his duty in the respect by the owner will be regarded as a failure on the part of the owner to observe the standards in question.

Handling of Prescriptions:

When a prescription is presented for dispensing, it should be received by a pharmacist without any discussion or comment over it regarding the merits and demerits of its therapeutic efficiency. The Pharmacist should not even show any physiognomic expression of alarm or astonishment upon the receipt of a prescription; as such things may cause anxiety in patients or their agents and may even shake their faith in their physician. Any question on a prescription should be answered with caution and care; it should neither offend a patron nor should it disclose any information, which might have been intentionally, withheld from him.

It is not within the privilege of a Pharmacist to add, omit or substitute any ingredient or alter the composition of a prescription without the consent of the prescriber, unless the change is emergent or is demanded purely by the technique of the pharmaceutical art and does not cause any alteration in the therapeutic action of the recipe. In case of any obvious error in it due to any omission, incompatibility or overdosage, the prescription should be referred back to the prescriber for correction or approval of the change suggested. While such an act is imperative in the best interest of the patient, in no case should it be done in a manner, which may jeopardize the reputation of the prescriber concerned.

In matter of refilling prescriptions a pharmacist should solely be guided by the instructions of a prescriber and he should advise patients to use medicines or remedies strictly in accordance with the intention of the physician as noted on the prescription.

Handling of Drugs:

All possible care should be taken to dispense a prescription correctly by weighing and measuring all ingredients in correct proportions by the help of scale and measures: visual estimations must be avoided. Further, a Pharmacist should always use drugs and medicinal preparations of standard quality available. He should never fill his prescriptions with spurious, sub-standard and unethical preparations.

A Pharmacist should be very judicious in dealing with drugs and medicinal preparations known to be poisonous or to be used for addiction or any other abusive purposes. Such drugs and preparations should not be supplied to any one if there is reason to suppose that it is required for such purpose.

Apprentice Pharmacist:

While in-charge of a dispensary, drugstore or hospital pharmacy where apprentice pharmacists are admitted for practical training, a pharmacist should see that the trainees are given full facilities for their work so that on the completion of their training they have acquired sufficient technique and skill to make themselves dependable pharmacists. No certificate or credentials should be granted unless the above criterion is attained and the recipient has proved himself worthy of the same.

CHAPTER III**Pharmacist in Relation To His Trade Price Structure:**

Prices charged from customers should be fair and in keeping with the quality and quantity of commodity supplied and the labour and skill required in making it ready for use, so as to ensure an adequate remuneration to the pharmacist taking into consideration his knowledge, skill, the time consumed and the great responsibility involved, but at the same time without unduly taxing the purchaser.

Fair Trade Practice:

No attempt should be made to capture the business of a contemporary by cut-throat competition, that is, by offering any sort of prizes or gifts or any kind of allurements to patronizers or by knowingly charging lower prices for medical commodities than those charged by a fellow

pharmacist if they be reasonable. In case any order or prescription genuinely intended to be served by some dispensary is brought by mistake to another, the latter should be refuse to accept it and should direct the customer to the right place. Labels, trademarks and other signs and symbols of contemporaries should not be imitated or copied.

Purchase of Drugs:

Drugs should always be purchased from genuine and reputable sources and a pharmacist should always be on his guard not to aid or abet, directly or indirectly the manufacture, possession, distribution and sale of spurious or sub-standard drugs.

Hawking of Drugs:

Hawking of drugs and medicinals should not be encouraged nor should any attempt be made to solicit orders for such substances from door to door. 'Self-service' method of operating pharmacies and drug-stores should not be used as this practice may lead to the distribution of therapeutic substances without an expert supervision and thus would encourage self-medication, which is highly undesirable.

Advertising and Displays:

No display material either on the premises, in the press or elsewhere should be used by a pharmacist in connection with the sale to the public of medicines or medical appliances which is undignified in style or which contains: –

- (a) Any wording design or illustration reflecting unfavourably on pharmacist collectively or upon any group or individual.
- (b) A disparaging reference, direct or by implication to other suppliers, products, remedies or treatments.
- (c) Misleading, or exaggerated statements or claims.
- (d) The word "Cure" in reference to an ailment or symptoms of ill-health.
- (e) A guarantee of therapeutic efficacy.
- (f) An appeal to fear,
- (g) An offer to refund money paid.
- (h) A prize, competition or similar scheme.

- (i) Any reference to a medical practitioner or a hospital or the use of the terms "Doctor" or "Dr." or "Nurse" in connection with the name of a preparation not already established.
- (j) A reference to sexual weakness, premature ageing or loss of virility.
- (k) A reference to complaints of sexual nature in terms which lack the reticence proper to the subject.

No article or preparation advertised to the public by means of display material of a kind mentioned above should be exhibited in a pharmacy if it is known or could reasonably be known that the article or preparation is so advertised.

Contraceptive preparations and appliances or their illustrations should not be exhibited except a notice approved by regulations or bearing the words "Family Planning Requisites". Under no circumstances should lustful obscene and indecent publications of any kind or description be sold or distributed. As this practice is highly detrimental to the moral welfare of the Nation.

CHAPTER IV

Pharmacist In Relation To Medical Profession Limitation Of professional Activity:

Whereas it is expected that medical practitioners in general would not take to the practice of pharmacy by owning drugstores, as this ultimately leads to coded prescriptions and monopolistic practices detrimental to the pharmaceutical profession and also to the interest of patients, it should be made a general rule that pharmacists under no circumstances take to medical practice, that is to diagnosing diseases and prescribing remedies therefore even if requested by patrons to do so. In cases of accidents and emergencies a pharmacist may, however, render First Aid to the victim.

No pharmacist should recommend particular medical practitioner unless specifically asked to do so.

Clandstine Arrangements:

No pharmacist should enter into any secret arrangements or contract with a physician to offer him any commission or any advantage of any description in return for his favour of patronage by recommending his dispensary or drugstore or even his self to patients.

Liaison with public:

Being a liaison between medical profession and people, a pharmacist should always keep himself abreast with the modern developments in pharmacy and other allied sciences by regularly reading books, journals, magazines and other periodicals, so that on the one hand he may be in a position to advise the physician on pharmaceutical matters like those of colours, flavours, vehicles and newer forms of administration of medicines, on the other he may be able to educate the people for maintaining healthy and sanitary conditions of living.

Thus a pharmacist can contribute his share in the nation-building activities of the country. A pharmacist should at all times endeavour to promote knowledge and contribute his quota in the advancement of learning.

A pharmacist should never disclose any information which he has acquired during his professional activities to any third party or person unless required by law to do so. He should never betray the confidence which his patrons repose in him or which he has won by virtue of his eminent character and conduct.

CHAPTER V**Pharmacist in Relation To his Profession Professional Vigilance:**

It is not only sufficient for a pharmacist to be law-abiding and to deter from doing things derogatory to Society and his profession, but it should be his bounden duty to make others also fulfil the provisions of the pharmaceutical and other laws and regulations. He should not be afraid of bringing or causing a miscreant to be brought to book, may be a member of his own profession. Whereas it is obligatory for a pharmacist to extend help and cooperation to a fellow member in his legitimate needs, scientific, technical or otherwise, he is to be, at the same time, vigilant to weed the undesirable out of the profession and thus help to maintain its fair name and traditions.

Law-abiding Citizens:

A pharmacist engaged in profession has to be an enlightened citizen endowed with a fair knowledge of the land and he should strive to countenance and defend them. He should be particularly conversant with the enactments pertaining to food, drug, pharmacy, health, sanitation

and the like and endeavour to abide by them in every phase of his life. A pharmacist is a unit whole and his life cannot be divided into compartments.

Relationship with professional Organisations:

In order to inculcate a corporate life in his own professional colleagues, a pharmacist should join and advance the cause of all such organisations, the aims and objects of which are conducive to scientific moral and cultural well-being of pharmacists and at the same time are in no way contrary to the code of pharmaceutical ethics.

Decorum and Propriety:

A pharmacist should always refrain from doing all such acts and deeds which are not in consonance with the decorum and propriety of pharmaceutical profession or which are likely to bring discredit or upgrade to the profession or to himself.

1.14. CODE OF PROFESSIONAL ETHICS (TEACHING PROFESSION)

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 students a 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 responsibility.
10. Refrain from inciting students against other students, 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
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 ensure, 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 of 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 methods consistent with their profession in initiating 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 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 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 of leave except on unavoidable grounds and as far as practicable responsibilities of academic schedule.

1.15. CODES OF ETHICS FOR STUDENTS: BEST VALUES AND RESPONSIBILITIES

INTRODUCTION

The Code of Student Conduct has been formulated to provide a clear statement of the College expectations of students in respect of academic matters and personal behaviour.

It addresses the interdependent duties, rights and responsibilities of faculty members and educational partners. Moreover, it seeks to encourage continued reflection and thoughtful response to ethical issues. It does not seek definitive answers to all ethical questions or situations. Rather, it seeks to outline the guiding principles to ethical conduct and to identify major issues.

1. Code of Ethics for students – Core values

This section aims to presents broad values and ethical principles, based on our analysis of 10 ethical codes from different universities all around the world. Indeed, we noticed that even if Codes of Ethics for students may differ from an institution to another, there are 7 values that seem universal.

a) Integrity

Integrity is defined as, “Adherence to moral and ethical principles; soundness of moral character; honesty.” Having integrity means being totally honest and truthful in every part of your life. By making the commitment to become a totally honest person, you will be doing more to ensure your success and happiness in life than anything else you can ever do.

Students with integrity will work hard to earn their degrees in a fair and honest way by putting in the hours to study and complete assignments. When a student intentionally cheats through college/university, this integrity is compromised and the value of the degree and the morals of the individual are diminished. This lack of credibility then follows you into the workforce and can impact your professional goals. Nobody wants a doctor who cheated to get his medical degree to perform a life or death surgery on them or a bad engineer to build bridges.

In fact, many studies have found that people who engage in academically dishonest practices in school are significantly more likely to be dishonest, cheat, or even commit crimes like fraud or stealing in the workplace.

b) Respect

Respect could be defined as “a feeling or understanding that someone or something is important, serious, etc., and should be treated in an appropriate way”. Being respectful towards people is a key aspect in life in order to form and maintain positive relationships in order to become successful. If you treat them with kindness, they will be kind back. One way to show respect towards other people to treat others the way you would want to be treated.

c) Open-mindedness

Being open-minded means you have a willingness to listen to other ideas and opinions and consider the possibility that you are wrong or may change your own perspective.

Open-mindedness can advance mutual understanding, which accommodates the ideal of students working constructively and cohesively toward achieving common goals, despite intense disagreement.

d) Discipline

The word “Discipline” comes from the word “Disciple” meaning a learner. Discipline means learning to obey certain rules. Without it, there will be complete chaos and disorder everywhere in our society. There are some rules that control our activities. If we do not respect these rules, our life will be like a car without the driver.

The ability for an individual to have self-restraint allows them to behave in a consistently stringent and controlled manner. A lack of this ability can have disastrous results. Do you think a company is going to tolerate a person who is consistently late to work or who procrastinates in doing their work? It is evident how these behaviors will weaken the image of a business.

e) Tolerance

Tolerance can be seen as the willingness to accept feelings, habits, or beliefs that are different from your own. Tolerance means how to see the world from the perspective of others, not just your perspective.

Tolerance plays an important role in our everyday life in our society. Never before have we had so many opportunities to connect and communicate with different cultures and languages.

Our society has become increasingly multicultural, enriched by the aspirations of migrants, transnationals, displaced peoples,... Tensions arising from religious, cultural and linguistic difference are increasing, but tolerance an effective and sustainable way of ensuring our young people understand diversity and that's why this value is so present in codes of ethical student conduct.

f) Team spirit

Team spirit can be defined as when the members of a group want the team to succeed. Team spirit improves the ability of individuals to work together and boosts morale.

In an academic context, this is an opportunity to make friends and talk with others. Each student can benefit on a personal level from teamwork. A team of students must actively listen to each other, articulate ideas and use genuinely constructive criticism to be effective.

g) Sense of responsibility

Responsibility is one of the traits of our character which means that a person is able to respond for his actions, is able to take some duties and to face certain consequences of the actions that may occur.

People are not born with a sense of responsibility, it is something every person should cultivate in them, it should become a part of one's personality. Responsible people can be trusted, and this benefits both the person and the people counting on the responsible person.

All these values are the reason why an Ethical Code of Conduct is relevant for any academic institution. To make sure that every student is aware of what he can and what he cannot do, Students are expected to adhere to and practice the Code of Ethics on an academic level.

2. Student responsibilities towards the members of the college

The code of ethical students defines the rights and students' responsibilities. These rights and responsibilities are at the root of the relationship between members of the college community, and students. It has been formulated to provide a clear statement of the college expectations of students in respect of academic matters and personal behavior. Students have responsibilities towards professors, college employees and other students.

To establish a perfect harmony between teachers and students the college should recognize and value the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct. This is how the code adapts to the diversity of students.

a) Responsibilities towards professors

In order to establish a perfect cohesion within the college, students have obligations towards their professors. Same rules are found in most university codes of conduct.

Meet deadlines

It is important that students return their assignments on time so that the teacher respects his program and does not penalize students.

Do not be late

Punctuality is a principle that is generally written into the rules of the Codes.

b) Responsibilities towards other students

The notions of civism, respect and, even more, politeness may seem obsolete and even archaic in our time when individualism sometimes makes us forget the existence of others. Collaboration, mutual aid and harmonious relations are very important values that students should share.

Do not steal the colleagues' material

Fraud and plagiarism on other Students

Discrimination of other students

c) Responsibilities towards College employees

All codes generally state that employees must be respected.

Students have to treat all employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity maintain a cooperative and collaborative approach to inter-personal relationships.

They have to act honestly and ethically in their dealings with University employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students and respect the privacy of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students.

1.16. 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 1

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.

1.17. 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

1.18. Committee for Monitoring Adherence to the Code of Conduct:

Code of Conduct establishes the principles and commitments of professional ethics that the AISSMS College of Pharmacy, its employees, students and all stake holders must respect and comply with when carrying out their activities. In order to ensure compliance with and understanding of the Code of Conduct, resolve any incidents or doubts regarding its interpretation, and ensure that it is applied fairly in the event of complaints, the Monitoring Committee has been created.

The Monitoring Committee has been assigned the following functions:

1. Amendment and release of Draft, as and when required. Timely update on college website
2. Promoting the dissemination, knowledge of the code of conduct as well as professional ethics among staff, students and stake holders
3. Ensuring adherence to the code of conduct in association with various monitoring committees.
4. Defining the cases in which the scope of the code of conduct can be extended to third parties that are to have business or trade relations or with the AISSMS College of Pharmacy, Pune.
5. Conducting meetings, preparing a report on its actions and making the recommendations it deems appropriate to the authorities.
6. If any of the members of the Code of Conduct Monitoring Committee has a conflict of interest in dealing with a specific matter, said member must be removed from all formalities related to the matter in question.

Committee Members:

Dr. Ashwini R. Madgulkar - Chairperson

Office Superintendent - Member

Dr. Mrinalini C. Damle - Member

Dr. Santosh V. Gandhi - Member

Dr. Reshma N. Mirajkar - Member

Mr. Pradip P. Sonawane – Member

Student Representative (B. Pharm) – Member

Student Representative (M. Pharm) – Member

1.19. DISCIPLINARY MEASURES FOR STUDENTS/STAFF:

Disciplinary Measures that may be imposed under the Code include

For Students:

1. Verbal Warning
2. Written Warning
3. Ask for an Apology Letter
4. Intentional or deliberate damage caused to property; the recovery cost shall be of replacement/repair.
5. Any other action in concern with higher authorities and Management as per government rules and regulations prevailing at that time

For Staff:

1. Verbal Warning
2. Written Warning
3. Ask for an Apology Letter
4. Issue of Memorandum
5. Any other action in concern with higher authorities and Management as per government rules and regulations prevailing at that time

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Dr. Ashwini R Madgulkar

Principal
AISSMS College of Pharmacy
Pune-1



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CODE OF CONDUCT : Activity Report



AISSMS

COLLEGE OF PHARMACY

IMPARTING EXCELLENCE IN EDUCATION & RESEARCH



Approved by AICTE & PCI New Delhi, Recognized by the Government of Maharashtra.
2F, 12B recognition by UGC, Affiliated to Savitribai Phule Pune University
Accredited by NAAC with A Grade

REPORT ON EXPERT LECTURE/DEMO/TRAINING/INTERACTIVE SESSION/WORKSHOP/SEMINAR/WEBINAR/ACTIVITY ORGANIZED

Activity/Event/Topic Name: - Code of Conduct Awareness Program for Teaching Staff

Day and Date: - 24 Nov 2020

Time: - 3.30 PM to 4.30 PM (Online)

Organized for (student class/staff): - *Staff* of AISSMS College of Pharmacy, Pune

No of Participants: 24

Students: NA

Staff: 24

Coordinator(s) Name:

Dr. Santosh V. Gandhi, Professor, Dept. of Pharmaceutical Chemistry

Expenditure Details (if any): Nil

Description of Activity (Details, Attendance, Any other relevant information):

As a part of regular awareness activity staff members were made aware about code of conduct document available on college website under Home Page/About Us/Code of Conduct. The staff was informed about amendments in code of conduct implemented from 15/06/2020. The new guidelines which included Code of Conduct for Virtual Learning related to students, Code of Professional Ethics (Teaching and Pharmacy Profession). Also staff was made aware about Committee for Monitoring Adherence to Code of Conduct and Disciplinary Measures for Students/Staff

Committee Members:

Dr. Ashwini R. Madgulkar - Chairperson

Office Superintendent - Member

Dr. Mrinalini C. Damle - Member

Dr. Santosh V. Gandhi - Member

Dr. Reshma N. Mirajkar - Member

Mr. Pradip P. Sonawane - Member

Student Representative (B. Pharm) - Member

Student Representative (M. Pharm) - Member

(Dr. Ashwini R. Madgulkar)

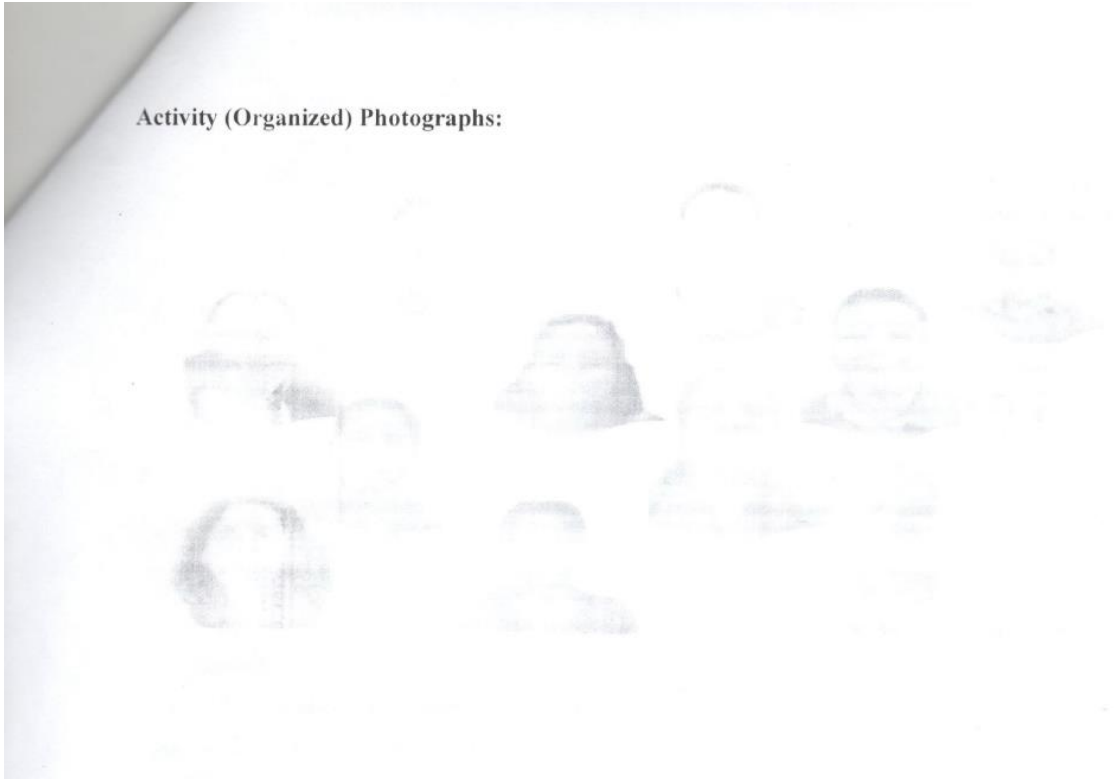
Principal

AISSMS College of Pharmacy
Pune-1

(Co-ordinator(s) Name and sign)

(Dr. Santosh V. Gandhi)

Activity (Organized) Photographs:





AISSMS

COLLEGE OF PHARMACY

IMPARTING EXCELLENCE IN EDUCATION & RESEARCH



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2F,12B recognition by UGC, Affiliated to Savitribai Phule Pune University
Accredited by NAAC with A Grade

Online examination Guidelines

Event: Online examination Guidelines

Start Day and Date: 21/09/2020

Time: 11.30p.m.

Organized for: B. Pharm students

No of Participants: 85

Staff: 03

An Online presentation by Reshma Mirajkar along with was organized on Zoom

Coordinator Name: Reshma Mirajkar (CEO exam section), exam section members Mrs Vidya wable and Mr. Pradeep Sonawane

Description of Activity:

All the B. Pharm students were made aware about the rules and regulations related to appear for online examination of Savitribai Phule Pune University to be held n October 2020 hey were also told about the ethics to be followed during the conduct of the examination online . The manual regarding the guidelines were shared by SPPU and students were shown the same

Committee Members:

Dr. Ashwini R. Madgulkar - Chairperson

Office Superidentent –Member

Dr. Mrinalini C. Damle –Member

Dr. Santosh V.Gandhi –Member

Mrs. Reshma N.Mirajkar–Member

Mr. Pradeep P. Sonawane–Member

Student representative (B. Pharm) –Member

Student representative (M. Pharm) –Member

(Dr. Ashwini R. Madgulkar)

Principal
AISSMS College of Pharmacy
Pune-1

Reshma Mirajkar
(Reshma Mirajkar)
(Coordinator Name and Sign)

Online examination guidelines

Orientation of Students for Online Examinations

Before Online Examination	During Online Examination	After Online Examination
<ul style="list-style-type: none"> Log in to the system Check the system status Check the system status Check the system status Check the system status 	<ul style="list-style-type: none"> Check the system status Check the system status Check the system status Check the system status Check the system status 	<ul style="list-style-type: none"> Check the system status Check the system status Check the system status Check the system status Check the system status

Schedule of activities

- On-line examinations for the backlog students: 1st October to 3rd October, 2020
- On-line examinations for the regular students: 10th October to 30th October, 2020
- There will be 60 questions for each on-line examination.
- Total Duration: One Hour
- For specially abled students examination duration is -One Hour and Twenty Minutes. Permission is granted to take Assistant.
- Fifty correct answers will get selected automatically after the evaluation.

Tips for students appearing on-line exam

- Get comfortable with computer
 - If you are among the ones who know the basics of a computer, but do not use it frequently then it is very important for you to spend some time on a computer while you are heading towards the exam. This will help you get hold of the mouse and clicking at the right place, in the right way. As a result, you would not be wasting your time wandering your cursor to get off the right intended place on the screen. This would in turn be a time-consuming activity.
- Always hit the page get fully loaded while answering the questions
 - We are so accustomed to the fast-paced lifestyle, that most of us left behind. But, while giving an exam, you really need it. Allow the page to get fully loaded while putting questions, otherwise some questions might not get loaded. You will not be able to view

Tips for students appearing on-line exam

- Take online test series
 - It is recommended that you should take the online test series before you attempt your actual exam. This will help you in many ways. It will give you a realistic environment of giving the actual exam. Also, you will learn to manage your time so that you finish your exam well in time and also have some extra time in which you can re-check your marked answers. Finally, it will offer you great practice for the exam.
- Read exam instructions carefully
 - You must always utilize the minutes to read the instructions carefully as it will tell you about the different symbols and their significances. Also, how many times you can re-attempt a question or whether you can answer the questions regardless of their frequency. All such details can be easily handled if you are thorough with the

Tips for students appearing on-line exam

- Click 'save' after every answer
 - You must save every answer after attempting and marking the correct option. It might be possible that the computer might not save it automatically, so the question might remain unanswered in that case. If you make any changes to your marked answer, then also save it again after the modifications.
- Contact your instructor, if you accidentally quit the exam
 - In case of accidentally quitting your exam, you must immediately inform and take help from the instructor. If the exam is being given at home, you must contact the instructor immediately.

Tips for students appearing on-line exam

- Do not panic in case of technical glitch
 - Technical glitches can happen to anyone, anytime, no matter how important your work may be. So you should always be calm and rather than panicking, go and seek help about what went wrong. Because your panicking will not help you, right actions will.
- Have a strategy any strategy
 - Always prepare a strategy for attempting the exam. It is like before embarking on a journey, you have the destination enlisted according to your priority. Which section you are going to attempt first or what to keep for last, it should all be well prepared. That will save you a lot of time that you spend in choosing the sections and

Tips for students appearing on-line exam

- Set the deadline for each question
 - In online exams, there will not be any examiner scanning over your head about the left time. As a result, the time-out at the top right will corner will make you panic every moment, but all this can be avoided if you set a time limit for each question. By doing so, you will not have the pressure of running short of time. Instead, you can make do something well in time and even save some time for revision. It gives you a bit of planning beforehand, but it helps you in great manner. Time management is a decided crucial for success.
- Spend some time to re-check your answers
 - There are chances that you may have mistakenly clicked on the wrong option even when you know the right one. What to do in such case? This issue can be easily solved only if you have reserved time for revision. Therefore, you must always have 10-15 minutes reserved for re-checking your marked answers, so that there will be no harm done.

- Test your own E- Mock test will be conducted by S.P.U
- Check your computer
- Study the class material
- Plan your time
- Carve out a quiet test-taking spot with minimal distraction

- Passing criteria same
- Syllabus will be given to students
- Students can switch gadgets
- No reevaluation and photocopy
- Performance improvement of those who cannot appear in November

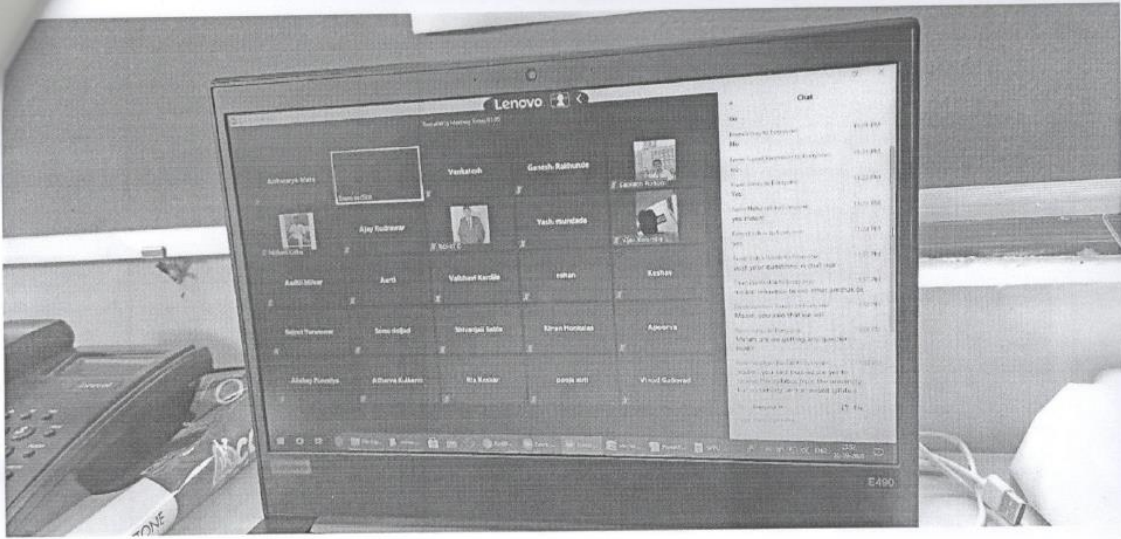
Exam April May
[2020SPPU User Manual PG.pdf](#)



Savitribai Phule Pune University, Pune
Online Exam User Manual

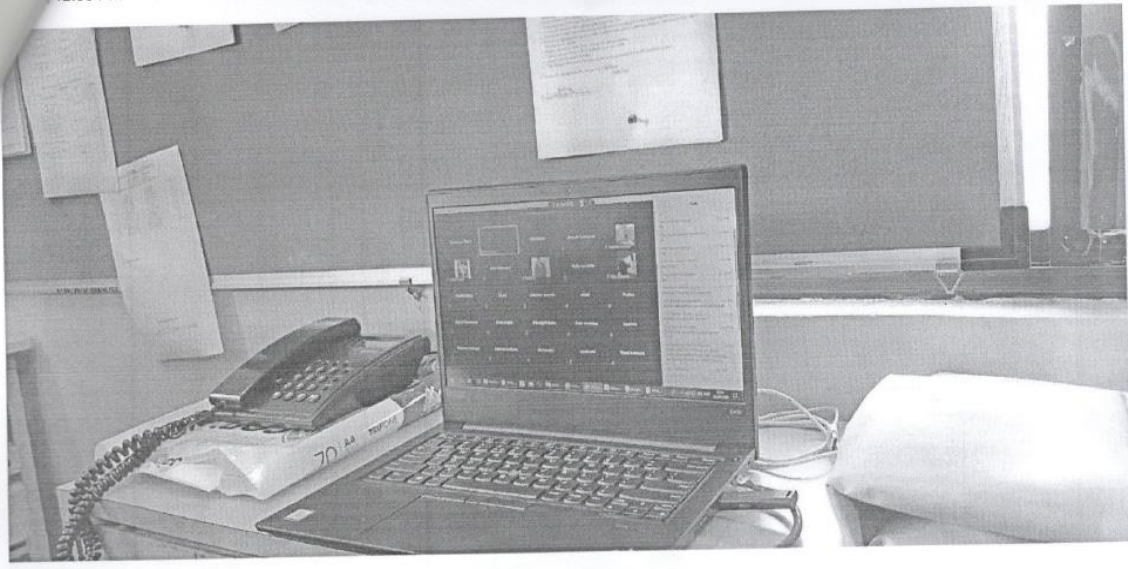
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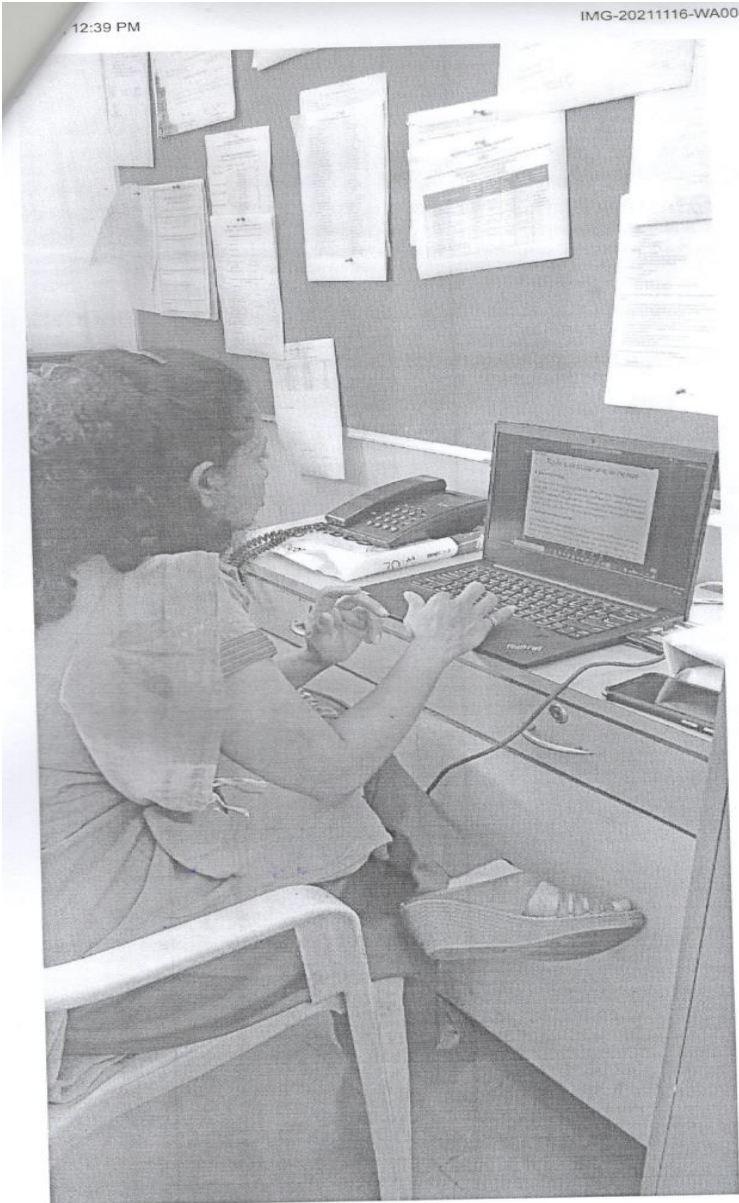
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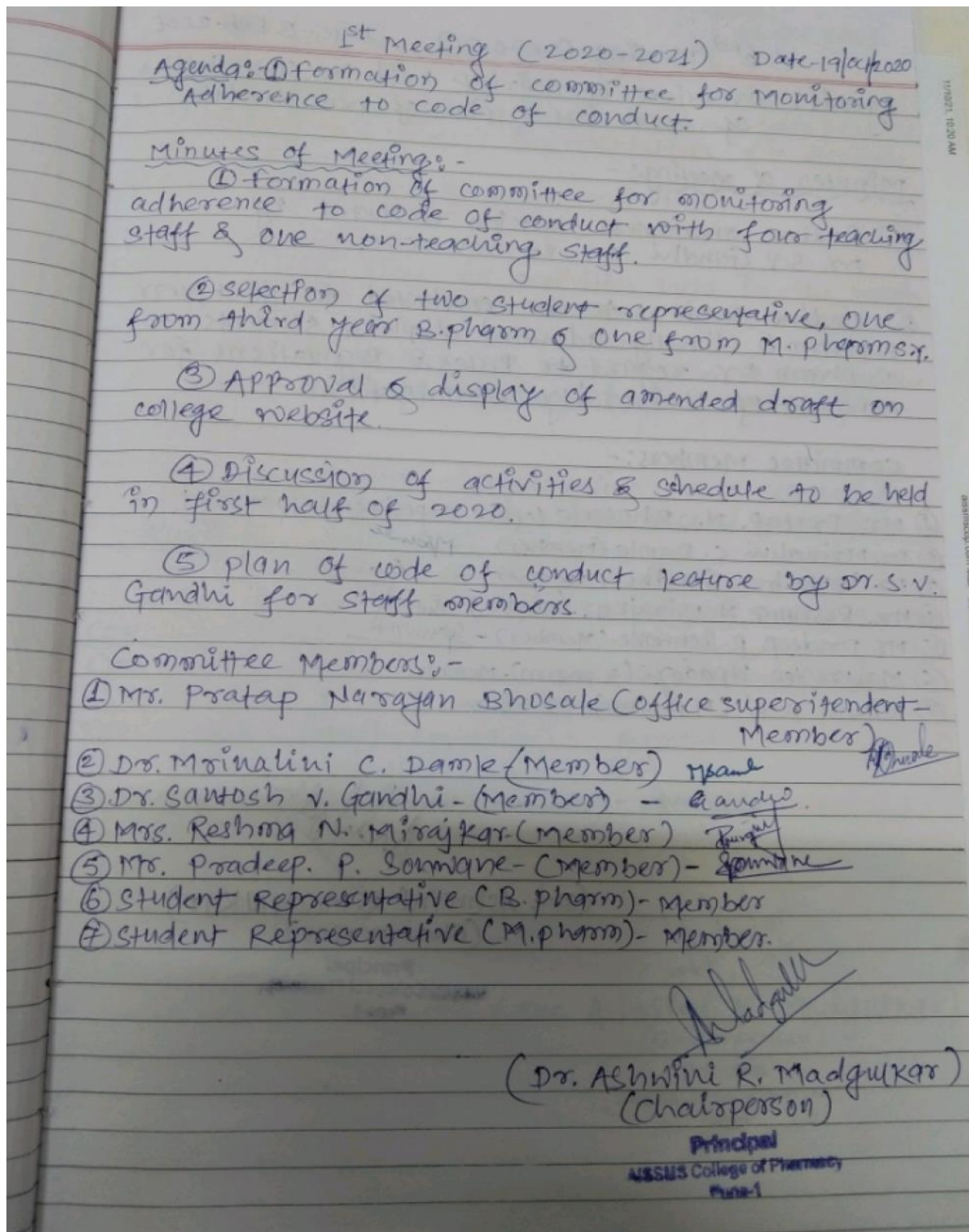
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CODE OF CONDUCT : Meeting Report



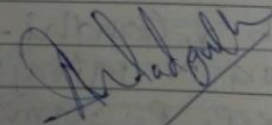
2nd Meeting (2020-21) Date: 3 Feb. 2021
Agenda:- overview of activity held in first half
of 2020-2021 & plan of new schedule.

Minutes of Meeting:-

- ① Online awareness session conducted by Dr. S.V. Gandhi on 24 NOV 2020.
- ② Online session to be conducted for first year B.pharm & directly admitted diploma students to B.pharm 5.Y. regard to Rules & Regulations for conduct of University examination.

Committee members:-

- ① Mr. Pratap. N. Bhosale (office-superintendent)-Member
- ② Dr. Moinalini C. Damle (member) *Member*
- ③ Dr. Santosh V. Gandhi (member) - *Secretary*
- ④ Mrs. Reshma N. Mirajkar (member) *Member*
- ⑤ Mr. Pradeep. P. Sonkawale (member) - *Member*
- ⑥ Maitreyee Upadaye (B.pharm)-Member.
- ⑦ Nikhil Patil (M.pharm)- member.


(Dr. Ashwini R. Madgulkar)
(Chairperson)

Principal
AISSMS College of Pharmacy,
Pune-1



Dr. Ashwini R Madgulkar

Principal
AISSMS College of Pharmacy
Pune-1



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