



SAMSKRUTI COLLEGE OF PHARMACY



(Sponsored by St. VINCENT EDUCATIONAL SOCIETY)

Regd. No. 5782/2000 (Approved by AICTE, PCI, New Delhi and Affiliated to JNTU, Hyderabad)

Kondapur Village, Ghatkesar Mandal, Medchal District (Old R.R. Dist) - 501 301.

Cell: 9701368996,

CODE OF ETHICS POLICY

Samskruti College of Pharmacy is one of the constituent colleges in the Samskruti Group of Institutions under St. Vincent Educational Society established in the year 2000. Samskruti Group of Institutions is having Engineering and Polytechnic colleges within its campus. Samskruti College of Pharmacy was established in the 2006 with B.Pharmacy course. The number of courses were increased over the years and presently the college is offering four courses namely B.Pharmacy, Pharm.D, Pharm.D (PB) and six specializations under the M.Pharmacy course. The college has made a policy and guidelines for the conduct of its students and staff working under different departments and named as 'The Code of Ethics Policy' (CEP) which aims at outlining the fundamental character ethic to be practiced at all levels in the institution.

OBJECTIVES

The following are the objectives intended to be achieved by the institution through the Code of Ethics Policy (CEP):

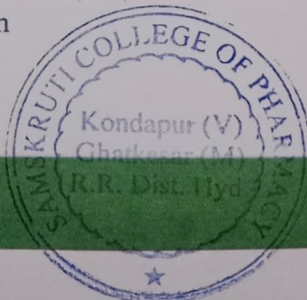
1. To ensure proper student conduct at all times in the campus.
2. To ensure dignified and cultured behaviour of faculty members at all times befitting the noble teaching profession.
3. To ensure fair and honest work ethic among students and eliminate plagiarism.
4. To ensure peaceful and constructive learning environment in the institution free from harassment.

DEFINITION:

- The Code of Ethics Policy (CEP) at Samskruti College of Pharmacy (SCOP) is designed to build the right character required of a professional education system at all levels beginning with administration, faculty and students.
- As such, the CEP focuses on the following FOUR major areas:
 1. Administrators code of conduct
 2. Faculty code of conduct
 3. Support staff code of conduct
 4. Students code of conduct
- The CEP outlines the broad and specific issues that need to be addressed in each of the above areas from THREE different perspectives namely:
 1. Code of conduct
 2. Disciplinary committee (DC)
 3. Disciplinary action

Principal

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POLICY:

Administrators code of conduct

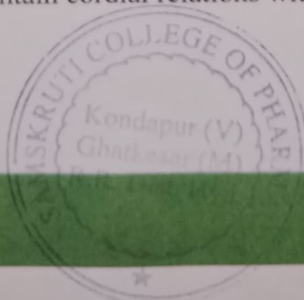
- The management of the institution shall offer a free and fair environment for the development of faculty and students.
- Institution shall create an environment of participative management.
- Institution shall provide autonomy to faculty for execution of their academic responsibilities and also empower faculty with authority through deep delegation for decision-making according to the nature of the task and the competence of the faculty.
- Grievances of the faculty, if any, shall be brought to the notice and discussed with the head of the department who shall in-turn put up the same to the Principal for redressal.
- Should a faculty member not be satisfied with the response from the head of the department, they may approach the Principal directly for redressal of their grievance.
- Student grievance redressal is addressed through a separate process but ultimately converges to the above.
- The institution shall provide a free and fair environment for all faculty members/students to express their views and concerns and build in them confidence and faith in the openness of the system.
- The institution believes in equity and justice for all and shall not encourage any form of caste or gender based discrimination or harassment either in recruitment or in treatment of employees and students.
- Encourage outstanding teaching, research and other professional activities.
- Refrain the students from engaging in behaviour on college premises that is inconsistent with their role as college leaders.

Faculty code of conduct

- Always be punctual in attending to duties in the college.
- Treat all students with respect and dignity and be just and impartial to all irrespective of caste, creed, sex, status, religion, language and place of birth.
- Acknowledge and respect the uniqueness, individuality and specific needs of pupils or students and promote their holistic development.
- Refrain from accepting remuneration for coaching or tutoring his or her own students except for remedial teaching under an approved scheme.
- Seek to establish and maintain cordial relations with parents or guardians.

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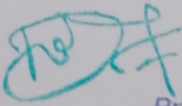
- Work in a collaborative manner with students, guardians, management, other members of staff, relevant professionals and wider school community, as appropriate in seeking to effectively meet the needs of students.
- Faculty should exhibit intellectual honesty and integrity in all their scholarly endeavours.
- Faculty should refrain from lodging unsubstantiated allegations against colleagues or higher authorities.
- Faculty should participate in programs of professional growth like in-service education and training, seminars, symposia, workshops, conferences, self study etc.
- Faculty should avoid conflict between their professional work and private interests which could reasonable be deemed to impact negatively on pupils or students.
- Recognise the management as the prime source of his sustainable development and develop mutual respect and trust through his professional activities and outputs.

Support staff code of conduct

- Make efforts to enhance administrative efficiency.
- Remain familiar with and adhere to college policies relevant to his responsibilities.
- Take necessary and appropriate action to ensure constituents' safety and wellbeing in and around the college community.
- Provide students, faculty, other staff and administration with the tools and assistance they require to perform effectively.
- Act promptly to remedy the deficiencies such as equipment failures or class room problems.
- Prepare all reports, vouchers, bills, invoices, records and other important documents accurately and honestly.
- Safeguard any confidential information.

Student code of Conduct

- He/she must be regular and must complete his/her studies in the college.
- All the students must uphold academic respect to all persons and their rights and property and safety of others etc.
- He/she must carry the identity card issued by the college.
- He/ she should not park a vehicle in a no parking zone.
- He/she is forbidden for smoking on the campus of the college.
- He/she should not indulge in any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region,


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- language, disability, marital or family status, physical or mental disability, gender, identity, etc.
- He/she should not misbehave at the time of student body elections or during any activity of the college.
 - He/she should not indulge in any disruptive activity in a class room or in an event sponsored by the college.
 - Cheating and copying during examinations are forbidden.
 - All the students are informed that ragging is a crime. So they should not involve in any act of ragging such as use of spoken/written word or any act which has the effect of teasing, treating or handling with rudeness on any student.
 - All the students are informed that they should involve in the act of sexual harassment which encompass a range of conduct, including sexual assault, unwanted touching or persistent unwelcome comments, emails or pictures of an insulting or degrading sexual nature etc.
 - Any student of the college aggrieved by any acts of sexual harassment or ragging can approach the student grievance redressal cell at the college.
 - Any violation of the code of ethics by a student will be viewed very seriously. The disciplinary committee (DC) set up by the Principal apart from the Code of Conduct Adherence committee will inquire into and resolve all cases of violation of the code by students.

IMPLEMENTATION

Disciplinary Committee (DC)

- The Disciplinary Committee (DC) is set up by the Principal comprising faculty members drawn from different departments and headed by the Principal or a senior faculty member of the institution.
- The DC shall impartially inquire into any student indiscipline activity or violation of code of conduct as informed or a primary report forwarded to it by the Code of Conduct Adherence committee.
- The detailed inquiry report (made by DC) along with recommendations shall be submitted by the DC to the Principal.

Disciplinary Action

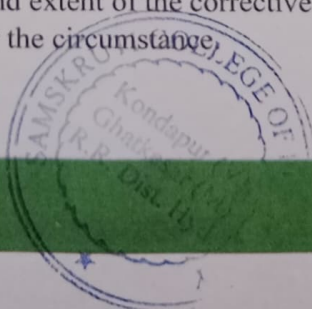
- Depending upon the nature of the indiscipline, the DC shall decide upon the direction of the Principal, the nature and extent of the corrective action and prescribe suitable course of action as deemed fit for the circumstance.

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- As far as possible, the institution believes in correction rather than punishment as the means of redressal of violation of ethics.
- In extreme cases where the nature of violation of the CEP is very grave, the DC may have to terminate the services of the concerned faculty member or rusticate the concerned student from the rolls of the institution.

Principal

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PRINCIPAL

Principal
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