ESTD : 2005

EAMCET CODE : SDIP

SREE DATTHA INSTITUTE OF PHARMACY

(Approved by P.C.I., Approved by AICTE, New Delhi, Affiliated to JNTUH, College Code : U2, Hyderabad, Telangana)

Sagar Road, Sheriguda (V), Ibrahimpatnam (M), R.R. Dist. - 501 510.

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Date : 19/12/2020.

To
The Coordinator
National Assessment and Accreditation Council
Bangalore-560072

Dear Sir/ Madam,

Sub: DVV Clarification – 7.1.9

DVV Clarification 7.1.9	The attached document does not contain Codes especially for students. These are HR policies. The HEI must make its own Code of Conduct, signed by the principal and provide the same on its website. URL /link to the website may be provided for direct access for the following. College Code of Conduct for students College Code of Conduct for teachers College Code of Conduct for staff.
HEI Input/ Justification	Code of Conduct for Teaching Staff, Class Teacher, Office Staff, At tenders, Students signed by the Principal is enclosed here with for ready reference and kind perusal. URL link of the website: http://sreedattha.ac.in/uploads/7.1.9.pdf

SREE DATTHA INSTITUTE OF PHARMACY Sheriguda

19/12/2020

Dr. S A SREENIVAS
M. Pharm, Ph. D
PRINCIPAL
Sree Dattha Institute of Pharmacy
Sheriguda. V, Ibrahimpatnam .M, R.R .Dist -501 510.

7.1.9

Code of Conduct

Faculties

All the faculty members in the college are actively involved in decision-making process based on their positions. In every Department the Committees responsibilities are given to Faculty members like Research and Development Cell, Academic Audit committee, Placement Cell, Anti-ragging Committee, Consultancy Cell, College Day celebration Committee, Technical Exhibition Committee, Examinations Committee, Cultural festival Committee, and many other committees that are established for the smooth conduction of events.

Role and Responsibilities of the Teacher:

1. Prepare and submit the complete lesson plan to HOD for every semester/year and cover the syllabus as per the lesson plan.
2. Sign in the staff attendance register at 9.15 A.M on every working day unless he/she is on leave.
3. Suggest the list of books which are to be referred by the students for the subject being taught.
4. Mark attendance in the classroom itself and write the academic diary in the attendance register in time.
5. Prepare and submit the internal question papers in-time.
6. Correct the answer scripts within the stipulated period and submit the marks award sheets to the HOD.
7. Submit the attendance register and academic diary to the HOD at the end of every week.
8. Consolidate and post the attendance in the master register on the last working day of every month.
9. Ensure that the students submit lab records of the previous experiment when they come to the next class and evaluate on the same day.
10. Engage the class work of the colleague who has assigned his/her class in the leave letter.
11. Act as "Mentor" for the group of students who are allotted to him/her by the Head of the Department and be responsible for the proper conduct of the Students.
12. Involve in the examination work of the Institution as examinations are part and parcel of legitimate duty of staff member.
13. All the Correspondence through the office of the Head of the Department.
14. Assist the HOD in exigencies and in developmental works.

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15. Be available in the Department during the working hours for consultation for the students.
16. Observe the dress code.
17. Wear ID card as long as you stay in the Institution campus.
18. Do not carry Mobile Phones to the class room / examination hall for any reason.
19. Follow the guidelines / instructions given by the principal from time to time

Role and Responsibilities of the Class – Teachers

1. Instruct all the students to attend the classes and examinations regularly and to follow the dress code.
2. Collect the list of absentee students (Period wise) and submit it to the HOD daily.
3. Submit the list of students absent for the internal tests to the HOD.
4. Prepare consolidated attendance on or before 3rd of every month and submit the same to the Head immediately.
5. Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HOD.
6. Result analysis must be done after the announcement of results by the university/ Institution and also update student record regularly after knowing supplementary results in the current Semester.
7. Motivate the students to attend the seminars and conferences.
8. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.

Role and Responsibilities of Technical staff

1. Sign in the attendance register at 9.15 AM on everyday unless and otherwise he/she is on leave.
2. Be available in the lab during working hours and also extra lab hours.
3. Ensure that the equipment and lab is clean and in good condition
4. Report about any non-functioning equipment to the HOD in time through lab in- charge.
5. Switch-off fans and lights and lock the doors while moving out of lab, even for a short period.
6. Close the windows and lock the doors in the evening while leaving the campus for the day.
7. Assist the Lab in-charge teaching staff during stock verification at the end of academic year.

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8. Assist faculty in-charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.
9. Any other work given by HOD from time to time.
10. Observe the dress code and wear ID card.
11. Follow the guidelines / instructions given by the principal from time to time.

Role and Responsibilities of Office staff:

"Office Staff" means the employee of Academic, Administration, and Accounts Section.

1. Sign in the attendance register at 9.15 AM on every working day unless and other wise he/she is on leave.
2. Shall perform their duties with sincerity and maintain confidentiality.
3. Be conversant with the rules and regulations and the relevant procedures involved related to their works.
4. Perform as a team and do the assigned as well as any additional work as and when the in-charge allots.
5. Pre-plan the day's/week's work and perform the duties assigned from time to time in a systematic way and create a courteous atmosphere. All are expected to improve/update their skills in filing, drafting, most essentially computer operation.
6. Inform well in advance about leave of absence and make alternative arrangement to the works assigned and give full co-operation to all other sections with proper dignity and decorum.
7. Deal with reasonable concern towards student's enquiries and ensure all possible help and deal politely while talking on telephone.
8. Observe the dress code and wear ID card while in the Institution.
9. Follow the guidelines / instructions given by the Principal from time to time.
10. Seek the permission (Max One Hour and Three Permissions in a month) whenever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal

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Attenders

1. All Attenders should be available in the Institution by 8.30 am or as per the departmental requirements and leave the premises fifteen minutes after the Heads of various sections leave the departments.
2. They should be present with neat appearance.
3. They should take the keys from principal's office after signing in the register.
4. They are responsible for the cleanliness of the rooms/labs/premises of the concerned departments.
5. They should ensure proper locking of the rooms/labs/premises and close windows as well as switch off lights/fans, close water taps and deposit the keys in the principal's office.
6. They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously.
7. They should give respect to the superiors and extend full cooperation to other Attenders.
8. They should not allow any unauthorized persons to enter the departments/office without proper verification.
9. They should perform any additional duties assigned from time to time.
10. They are expected to respect visitors, parents, staff and students.

Controller of Examinations:

1. Coordinating the works of all the three additional controller of examinations & Diploma section
2. Getting the panel of examiners list approval from Chief Controller of Examinations
3. Liaisoning with the JNTUH
4. Results committee meeting – Requesting University to nominate a member
5. Detained list and promotion list – preparation of nominal rolls
6. Any other related works

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Students

Responsibilities of Students

1. Familiarize and adhere to this Code and any amendment brought to this Code.
2. Behave and conduct themselves in the institute campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees, women and elders.
3. Follow decent dressing manners, without any obscenity.
4. Foster and maintain vibrant academic, intellectual, cultural and social atmosphere which is consistent with the vision of the institute.
5. Access all educational opportunities and benefits available at the institute and make good use of them to prosper academically and develop scientific temper.
6. Follow Institutional rules and directions from college/hostel authorities for ensuring the safety, health and well-being of students in the college/campus/hostels
7. Refrain from all activities deemed under the purview of 'ragging' which is a criminal offence.
8. Abstain from the use/possession of alcohol, tobacco, narcotic substances or any other intoxicants in the campus and hostels
9. Respect the laws of the country, human rights, cultural and social values nurtured and followed by all sections and to conduct in a responsible and dignified manner at all times.
10. Report any violation of this Code to the functionaries.

Behavior of the Student.

1. Student activities should supplement the harmonious function of the institute and all activities of students should be oriented in this direction. Activities that may adversely affect the harmonious function of the institute would not be permitted.
2. Students are encouraged to spend their free time in the Library/Reading Room. Clustering in the verandahs or crowding in front of the offices or the Campus roads are to be avoided.
3. "Sree Dattha Institutions" Campus is a "Smoking Free Campus".
4. Silence shall be maintained in the designated premises of the institute.
5. Students should avoid usage of mobile phones in the class room, Library, Computer Centre, Examination Halls, etc. They may use such gadgets judiciously in permitted

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6. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
7. Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus and hostels.
8. Students are expected to exhibit highest order of self esteem and self respect and are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the Campus and hostels.
9. Politically based organizations or outfits are not allowed in the Campus as per order of the Humble High Court of Kerala. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
10. Students shall exhibit highest order of decency not to deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.
11. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders (except parents or family members) to the institute or hostels.
12. Students shall not bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc within the Campus or hostels. The possession, distribution or exhibitions of obscene items are prohibited within the Campus or on any property owned/managed by the institute.
13. Students need to obtain prior permission from the college authorities to exhibit any type of banners, flags, boards etc. inside the campus, hostels, gates, buildings or on the compound walls
14. Students need to obtain written permission from college authorities to collect money from other students or faculty or any staff within the campus or hostels.
15. The institute being a holy place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, dharna, gherao, burning in effigy or indulge in anything which may harm the peaceful atmosphere of the institution and shall abstain from violence in the Campus and hostels and even outside.
16. Engaging in gherao, keeping under captivity or illegally confining any official of the institute is prohibited

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17. Students can park their vehicle in the dedicated space exclusively reserved for them. No two-wheeler riding is permitted into/inside the campus.
18. Students shall leave the classroom only when the session is over with the permission ofthe teacher.
19. Students charged with criminal offence or under suspension can enter the institute Campus and college hostels only with the permission of the competent authority.
20. Any case of criminal activity or violation of law and order in the institute Campus and hostels will be reported to the police.
21. Students may use the waste bins for dispensing waste materials within the Campus including classrooms, hostels and offices.
22. Students are to follow all the rules and regulations as directed by the University while appearing for any examination.
23. Students are expected not to involve in any conduct which leads to lowering of the esteem of the institution.

Roles and Responsibilities of Administrative officer:

1. Maintenance of principal's office as per principal's direction.
2. Student's admission related works.
3. All kinds of scholarships and related work.
4. Helping the principal in conducting Governing Body / Academic Council Meetings.
5. Recording the resolutions of the Governing Body / Academic Council Meeting and dispatching the same to the members.
6. Assist the principal for JNTU affiliation works.
7. Assist the principal for AICTE / NBA / NAAC related works.
8. Maintenance and purchase stationary for the stores.
9. Maintenance of leave record of Teaching & Non-Teaching staff.
10. Preparation and submission of number of days for salary to be paid, to the account section, for the preparation of salary bills.
11. Maintaining the personal files of staff members.
12. Maintaining the budget files.

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13. Maintenance of student's files & records and issue of original certificates to staff &students as directed by the principal from time to time except salary certificate.
14. Consult the principal on any other issue which needs principal's directions and intervention.

Counseling in-charges: Academic Guidance/Counseling/ Monitoring services to be provided to students:

1. Advise the Students to prepare for competitive exams
2. Encourage the students to participate in curricular and Co- curricular activities.
3. Advise the students to become members of professional bodies like ISTE, IEEE, and IEE etc.
4. Motivate the students to improve their communication skills and guide them to participate at National/International Conferences organized by the institution and other institutions.
5. Assist the students to finalize their goal and motivate them to reach the goal. Also suggest the various ways and means to strike their targeted goal.
6. Motivate the students to attend the seminar classes without fail.
7. Instruct the students to attend the internal / external exams without fail.
8. Motivate the students to present papers in Conferences / Seminars at regional /national level.

Student representative:

1. Report common problems of students to HOD through class teacher in- charge.
2. Collect the names of students for association activities as per schedule given by HOD and submit the same to the HOD.
3. Inform the Head if any class is not engaged.
4. Fill the class attendance sheet and submit to the class teacher daily.
5. Communicate any information given by Head/class teacher to the Students.
6. Guide the students to submit any letter to the principal through the respective HOD.