



**AMRUTVAHINI**<sup>®</sup>  
Since 1978

**Amrutvahini Sheti & Shikshan Sanstha's**  
**Amrutvahini College of**  
**Pharmacy,**  
**Amrutnagar, P.O. Sangamner**

**(An Autonomous College)**



**CODE OF CONDUCT FOR STAFF AND  
STUDENTS**

# **Code of Conduct for Staff**

## **1. Professional Integrity**

- Faculty shall uphold the highest standards of professional ethics and integrity in all academic and administrative dealings.
- Avoid plagiarism and unethical research practices.
- Maintain confidentiality regarding institutional and student information.

## **2. Teaching and Academic Responsibilities**

- Plan and deliver lectures as per the approved curriculum with clear objectives and updated knowledge.
- Use innovative and effective teaching methods, including ICT tools where applicable.
- Maintain proper records of attendance, internal assessments, and academic progress of students.
- Prepare and evaluate assignments, quizzes, and examinations impartially.

## **3. Student Interaction and Mentorship**

- Treat students with respect, fairness, and without discrimination.
- Encourage critical thinking, curiosity, and a spirit of inquiry.
- Provide academic guidance, mentorship, and support for students' personal and professional development.
- Avoid any form of harassment, exploitation, or favoritism.

## **4. Research and Development**

- Engage in continuous research and contribute to the advancement of pharmaceutical sciences.
- Promote research ethics and collaborate with peers for academic excellence.
- Publish research findings in reputed, peer-reviewed journals.
- Seek funding through government or industry-sponsored projects where possible.

## **5. Institutional Commitment**

- Abide by the policies, rules, and regulations of the college and the affiliating/university body (if any).
- Participate actively in administrative, co-curricular, and extracurricular activities of the institution.
- Avoid actions that bring disrepute to the college.
- Contribute to institutional development through committee work, outreach programs, and strategic planning.

## **6. Professional Development**

- Engage in faculty development programs, workshops, and conferences to update skills and knowledge.
- Pursue higher qualifications or certifications that enhance teaching or research competency.

## **7. Conflict of Interest and Ethics**

- Disclose any potential conflicts of interest in research, consultancy, or evaluation.
- Avoid accepting gifts or favors from students or vendors that could influence professional decisions.

## **8. Dress Code and Punctuality**

- Maintain professional appearance and decorum at all times within campus premises.
- Be punctual and regular in attending classes, meetings, and other responsibilities.

## **9. Discipline and Conduct**

- Avoid the use of alcohol, tobacco, or any other intoxicants within the college premises.
- Do not engage in political or religious propaganda inside the college.
- Uphold the values of teamwork, collaboration, and discipline.

## **10. Use of Technology and Social Media**

- Use institutional resources responsibly and ethically.
- Maintain decorum on digital platforms, especially while representing the college.
- Avoid posting derogatory or unverified information related to students, staff, or the institution.

## **Declaration**

**All faculty members are expected to read, understand, and adhere to this code of conduct. Violation/ Malpractice of any provision by any staff may invite disciplinary action as per college norms and applicable legal provisions.**

## **Code of conduct for students**

All the students of the institute shall strictly follow the below mentioned rules and regulations:

1. Ragging is strictly prohibited within / outside campus. Defaulters will be dealt as per Maharashtra Anti- Ragging Act, 1999.
2. Students shall fill up enrolment form / eligibility form as per the schedule notified after completion of admission process
3. Students should sign anti-ragging affidavit/Online process as per UGC guidelines
4. Student shall collect identity card and library cards.
5. 80% attendance for both theory and practical classes separately shall be mandatory to appear for sessional (Internal) and University end semester examinations. If mandatory attendance requirement is not achieved, the student will be detained from sessional and end semester examination.
6. In case of leave (less than 5 days), students should get the leave sanctioned from mentor and class teacher. If more than 5 days leave, students need to get it sanctioned by Principal. The leaves will be considered in remaining of 20% attendance. Prescribed format of leave application should be used.
7. In case of medical leave, application with medical certificate needs to be submitted.
8. In case of confide reason, the college authority should be informed well in advance about probable absentee with a mandatory condition to maintaining minimum 80% attendance.
9. Every student shall carry valid college I-Card in the college and campus premises.
10. No student shall come late or leave earlier without prior permission and must follow the time table. No late entries shall be entertained. For permitted early leave student should also complete gate pass formalities in consultation with mentor.
11. Every student will have one allotted class teacher and mentor to address academic / personal problems.
12. Students should issue practical journal from the stores.
13. In lab hours, students should be in lab coat and cap along with their lab record book.
14. Unless Journal is completed for the earlier exercise he/she will not be allowed in the practical laboratory for the next practical.
15. Students with certified journals will only be eligible for practical examination.

16. The use of mobiles is strictly prohibited in the laboratories, classrooms, library and corridors. In case of emergency, use of mobiles, by permission of college's teaching/non-teaching staff, in the common room is allowed.
17. The students should be in college uniform. The Uniform should be stitched in professional way.
18. Students are advised to see the academic, examination and account notice board and official WhatsApp group daily.
19. Discarding papers and similar materials in the campus or corridor is strictly prohibited.
20. Students are neither allowed to sit on the steps, fence walls or loiter in the corridors. Loud talking near and around the library, staff room and passage shall be punishable.
21. Monthly student performance record including academic performance and attendance report will be communicated to parents in parent meetings.  
Daily absentee messages will be communicated to parents.
22. Students should maintain discipline and decorum in the classrooms, laboratories, and library and within the institute premises. Any kind of misbehavior in the college campus will not be entertained
23. Students should not damage college property.
24. Student should not be involved in anti-national/social/racial activity.