



Alard Charitable Trust's
Alard College of Pharmacy
Alard Knowledge Park: S.No.50, Marunje
Near Rajiv Gandhi IT Park, Phase II, Pune- 411057

CODE OF CONDUCT



CODE OF CONDUCT FOR STUDENTS

1. Preamble

This code of conduct aims to uphold the core values of Alard Institutions which are honesty, discipline, truthfulness, respect for each other, respect for culture, freedom of expression and freedom of speech. It also aims at providing a system wherein students can develop to become responsible citizens with honorable professional ethics.

2. Jurisdiction of Code of Ethics

- a. In-Campus: The College shall have the jurisdiction over the conduct of students enrolled with the college and to take cognizance of all acts of misconduct or indiscipline with respect to the code of conduct taking place within the campus and thus hampering the image and functioning of the college.
- b. Off-Campus: The college shall have the jurisdiction over the conduct of the students off-campus wherein the student is found violating the code of conduct laid down in this policy like Violation of Sexual Harassment Policy, Physical Assault, Threats of violence, Possession of weapons/explosives/destructive devices off campus, Manufacture, sale or distribution of prohibited drugs, alcohol etc and conduct that bears negative impact on the community surrounding the campus.

3. Ethics and Conduct

- a. He/She should be regular in attendance and complete the designated syllabus.
- b. If a student is required to discontinue his/her studies due to legitimate reasons, a prior approval from the Principal is necessary. It requires the student to clear any fees pending in accounts/hostel/mess and submit the "no dues certificate" to the principal for approval.
- c. The student is required to demonstrate professionalism in all dealings on campus with regards to behavior with any and all employees of the college on-campus and off-campus.



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- d. Any act of discrimination regarding gender, caste, creed, race, religion, color, language, disability, sexual orientation shall not be tolerated and demand disciplinary action by the college.
- e. Intentionally damaging the property of the college or any person(Students/Faculty) is liable for disciplinary action.
- f. Any disruptive action by the student in the class room shall call for immediate disciplinary action.
- g. Smoking on campus is strictly prohibited
- h. Engaging in disruptive activities like creating unreasonable noise, creating chaos, participating in a riot are prohibited.
- i. Use of Mobile phones is strictly prohibited in campus.
- j. Students should not record lectures in classroom or videos of students and activities to post on social media.
- k. Students should not post derogatory posts in social media that damage the image of the college.
- l. Theft or abuse of infrastructural facilities including but not limiting to computers, fans, taps, sanitary facilities, smart boards, benches, instruments, and equipments is punishable.

4. Breach of Code of Conduct:

If there is a case against a student for breach of code of conduct, then the case WILL be referred to the in-charge of the code of conduct committee for investigation. The student will be called to ascertain the misconduct and suitable disciplinary action will be ordered by the Principal based on the recommendation of the committee. The Disciplinary actions suggested could be the following:

1. **Warning:** This would indicate that the student has violated the code of conduct and since it is first offence, a warning is issued and further acts of misconduct shall result in severe disciplinary action.
2. **Restrictions and Suspensions:** Student can be restricted from attending internal examinations as disciplinary action.



3. **Community Service:** The student will be required to serve the community within the college for a specified period of time as suggested by the committee.
4. **Monetary Penalty:** In case of misconduct related to damage to property in campus or infrastructure, the student is liable to be penalized by paying fine to recover the damage.
5. **Withholding the grade Card:** The marks sheet of the student can be withheld until compliance is met with, in case of non-compliance to disciplinary action.
6. **Expulsion:** The student will be expelled from the college permanently and a termination order will be issued in case of serious violations.

Appeal: The student has the right to appeal to the principal regarding the decision or severity of the disciplinary action of the committee. However, the principal may either suggest the committee to reconsider the decision and re-evaluate the case or go ahead with the disciplinary action, as deemed fit.

5. Academic Integrity:

The quality policy of the college is to impart quality education and foster an environment of research. Hence it is necessary to maintain academic integrity and inculcate in the student a sense of professional ethics and honesty. The following codes of conduct aim to do so:

a. With regards to Examination:

- The student must refrain from cheating by copying during examinations, submission of assignments, tests and thesis.
- The student must refrain from helping or supporting in cheating during evaluations or assessments.
- The students are required to clear their dues and obtain a “ No Dues Certificate” before applying for the Hall-Ticket for examinations.
- The students must carry Hall-ticket compulsorily to the exam, failing which they may be denied entry to the exam hall.

b. With Regards to Academic Research :



- Plagiarism in ideas, concepts, methodology, academic writing are not permitted in academic research.
- Submitting a downloaded document as assignment or thesis for fulfillment of course requirement will amount to plagiarism.
- Incorporating graphs, tables, data, photographs, diagrams from reference resources without acknowledging the author by giving credits will also amount to plagiarism.
- A Plagiarism check report should be compulsorily submitted to the Institutional Ethics committee prior to submitting research work for publication.
- Any conflict of interest arising during publication of research work should be informed to the Institutional Ethics Committee for resolution.

6. Anti Ragging:

The college has constituted an Anti-Ragging Committee that overlooks the function of the campus to prevent ragging in any form. It is comprised of the Principal as chairman and members from faculty and student community. The committee also has an appointed anti ragging squad that keeps a vigil at hostels, campus, canteen, Gym, Sports Ground etc to curb incidences of ragging. The squad patrols the potential areas and reports to the committee chairman.

6.1 One or More of the following acts would comprise of ragging:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;



- e. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f. Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g. Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

6.2. Any student found guilty of ragging will attract one or more of the following punishments, as suggested by the Anti-Ragging Committee:

- a) Suspension from attending classes.
- b) Debarring from appearing in internal assessment exams.
- d) Withholding results and Grade Card.
- e) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution
- i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

7. Policy against sexual harassment

The college has very strict reservations on sexual harassment. Students misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or



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degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

- Any student or faculty of the college aggrieved by any acts of sexual harassment or misconduct can approach the Student Grievance Redressal Committee and register their complaint. Further, any student who is aware of any violations must report the same to the Cell.
- The Student Grievance Cell is headed by the Principal as chairman, along with teaching faculty, non-teaching faculty and students as members.
- Said grievance must be in writing and should be made within 60 days from the day of the alleged violation.
- Keeping in view the intensity and severity of the offense, the disciplinary action will be meted out which could amount to suspension/ expulsion from the college.

CODE OF CONDUCT FOR TEACHING AND NON- TEACHING FACULTY

- They should abide by the rules stated under academic guidelines for teaching faculty.
- They should wear uniform and display their Identification cards.
- They should maintain punctuality with respect to reporting time to college and conduct of classes.
- They need to make an entry in the gate-out pass whenever they wish to leave the campus during office hours.
- They are required to strictly abide by the rules stated under the HR policies.
- Faculty is required to deposit copies of their documents related to academic performance, work experience, Research experience etc to the admin department and update it regularly.
- They should work diligently to accomplish the vision, mission and strategic plan of the college and maintain the quality policy of the institution.



I. DUTIES OF PRINCIPAL

- a. Administration of day to day functioning of the college.
- b. Monitor timely conduct of lectures and practicals as per syllabus by Teaching and Non-Teaching staff..
- c. Participation in the teaching work, research, and training programmes of the College.
- d. Monitoring the planning and implementation of academic programmes such as orientation courses, seminars, in service and other training programmes organised by the University /College/Department, for academic competence of the Faculty Members.
- e. Admission of students and maintenance of discipline of the University Department/College.
- f. Management of functioning of the of College Library, Laboratories, Store –Rooms, Seminar Halls, Board Room, Canteen and Hostels.
- g. Monitor presentation of Receipts, expenditures to accountant, and maintenance of accounts of the college and submission of quarterly statement of accounts to the Management. Observance of provisions of Accounts Code.
- h. Maintain Correspondence relating to the administration of the University Department/ College.
- i. Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records.
- j. Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
- k. Supervision of College and University Examinations, setting of question papers, for the University Department/ College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.



- I. Assessing reports of teachers, maintenance of Service Books and assessing working of Admin Department.

II. GUIDELINES TO TEACHERS

a. Practical Class Guidelines:

1. **Conduct of tutorials in Practicals:** Last half an hour in the practicals should be dedicated to theory tutorials. Questions related to the theory portion covered in the present week should be given as tutorial test portion in the next week practical. Preference should be given to questions previously appeared in the exam question papers of last 5 yrs. Tutorial book of 100 pages should be maintained in the lab for this purpose.
2. **Maintenance of Observation Book:** A 100 pgs book should be maintained strictly to record all observations and data of practicals duly signed by teacher in charge. Marks should be awarded in practicals based on these observations and viva conducted in every practical.
3. **Marks Awarded for Co-curricular activities:** Marks for co- curricular activities like seminars/ poster presentations/ paper presentations/ guest lecture attendance/ campus drives participation will be awarded marks in the journal as per the Rubrics provided by the academic monitoring committee.
4. **Attendance of 100% is compulsory in practicals.**
5. **Practicals in which student was absent should not be written in journal.** However, student is permitted to write if he repeats the experiment at a later date and should be written at the end with the actual date of performance of experiment.

b. Theory Class Guidelines:

1. All theory classes should start on-time and students who are late beyond 5 mns should not be allowed into class.
2. Names of students absent continuously for more than two days should be notified to their respective mentors for further action.



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3. Every theory class should start with a statement of objectives of the topic to be covered in that class, written on the board. The class should end with a re-confirming statement to the students that the objectives stated earlier have been successfully covered.
4. Attendance taken should be updated with the Academic Monitoring committee in-charge for regular updates.
5. Lecture PPT's should be uploaded on the LAN network in the computer lab of college wherever applicable.

c. Mentoring Guidelines:

1. Mentoring file should be up-to-date with the following information
 - a. Content Page
 - b. Student List
 - c. Student Profile
 - d. Students Marks record
 - e. Leave Applications
 - f. Student Counseling forms filled with explanatory details.
 - g. Parent call report
 - h. Consolidated Mentoring Report
2. Notify parents periodically about their wards attendance and academic performance.

d. Teaching Plan and Lesson Plan Guidelines:

1. Include reference books along with page number for every topic in the syllabus.
2. Mention the topics of assignment along with submission dead-lines in the teaching plan.
3. Mention the questions from the previous Question paper appeared in exam for the topic in the teaching plan.
4. Mention the innovative teaching method used in the teaching Plan.
5. Document the hard copy of teaching plan (Excel / Word format) and Lesson plan in the academic file.



III. CLASS –TEACHER DUTIES.

1. Create database of students with name, mobile number, Parents contact number, E-mail I.D and Adhaar card number and photocopy of Adhaar card.
2. Notify the Academic calendar to the students at the commencement of the academic session.
3. Students should be notified about the existence of a formal Exam- related grievance redressal system in college and its procedure.
4. Conduct Student Core –committee election in class with guidance from academic in-charge.

IV. H.O.D DUTIES

1. Maintain a Department files with the following documents
 - a. Faculty data-base file with updated resumes.
 - b. Department work load
 - c. Time-table (PG and UG)
 - d. Academic Department Research Plan (Student Research and Grants)
 - e. Lab time-table for each lab of the department
 - f. Chemicals Requirement List
 - g. Equipment and Instruments List
 - h. ISCA time-table(PG and UG)
 - i. Academic Planner
 - j. Teaching planners (hard copies) of your department.
2. Submit monthly academic report to Principal at start of every month.
3. Maintenance of Department Museum.
4. Periodic checks of documents maintained in labs by the lab in-charge.
5. Submit one proposal for state level/ national level seminar to BOS as required by the College.
6. Submit internal workshop proposal to scientific research committee.
7. Arrange for training programme for technicians.
8. Motivate faculty to conduct research, apply for research grants and publish papers in indexed journals.



9. Check of equipment and instrument for maintenance periodically.
10. Check for in-time course completion of subjects in your department.

V. DUTIES OF PROFESSOR/ ASSOC.PROFESSOR

1. Complete teaching lecture/practicals as per syllabus of subjects allotted.
2. Design and develop curricula for students taking up innovative approaches.
3. Deliver a range of programs of teaching for students.
4. Ensure teaching within the quality assurance framework of the college.
5. Perform student admissions and assessments.
6. Set, mark and assess examinations and works.
7. Develop, implement and coordinate college research strategy.
8. Supervise student projects and ensure field trips if necessary.
9. Promote and develop team spirit amongst department faculty.
10. Ensure teaching design and methods are in compliance with the educational standards and regulations of the regulatory/ accreditation bodies.

VI. DUTIES OF ASST.PROFESSOR

1. Complete teaching lecture/practicals as per syllabus of subjects allotted
2. Develop and implement innovative instructional methods.
3. Guide, lead and mentor students in research projects.
4. Evaluate, monitor and mentor student academic progress.
5. Create, innovate and implement career-enhancement programs and activities.
6. Supervise and support Lab-Technicians
7. Participate in departmental and college activities.
8. Serve and support functional activities of departmental committees.
9. Assess, review and evaluate student activities and progress.
10. Assist and support senior professors/assoc professors in their day-to-day tasks and functions.



VII. DUTIES OF LAB TECHNICIANS.

- The maintenance of cleanliness of their lab.
- Issue and return of chemicals and glassware to and from students.
- Maintenance of up-to-date stock register, issue register, job register, indent register, history cards and log books in the lab.
- Prepare list of chemicals and glassware required at the start of semester.
- Prepare and maintain all standard solutions on the reagent racks.
- Raise repair orders whenever required and obtain quotations for repair work and procurement of chemicals, equipments and instruments.

VIII. DUTIES OF LIBRARIAN

- Maintain and update the inventory of the books, journals, e-books, e-journals in the library using autolib software.
- Arrange for the list of books/ journals required by every department at the start of an academic year.
- Procure quotations from wholesale book vendors for the books requirements.
- Maintain the footprint register of the library.
- Arrange for binding of periodicals and books wherever necessary.
- Arrange for book exhibitions for sale of books at discounted rate at the campus.
- Arrange membership of National/University libraries as required.
- Set up OPAC facility for reference of students and staff.
- Provide training to students for use of OPAC system and Digital Library.



IX. DUTIES OF STORE IN-CHARGE

- To maintain inventory of chemicals, glassware's, equipment, instruments and stationary.
- To arrange for quotations of chemicals, glassware's, equipment, instruments and stationary as per requirement.
- To generate Purchase Orders for the approved quotations.
- To arrange for Annual Maintenance Contracts for equipments and instruments.
- To arrange for refilling and maintenance of fire extinguishers and fire safety drill in college.
- To conduct stock audits at the end of each year
- To carry out additional responsibilities as allotted.
- To procure uniforms/ID Cards of staff and students.

X. DUTIES OF HOUSE-KEEPING STAFF

- To maintain cleanliness of the college with respect to classrooms, HOD cabins, faculty cabins, corridors, laboratories, seminar hall, girl's common room, boys common room, toilets and common access areas.
- To follow the cleaning schedule as allotted to them by the house-keeping in-charge.