

PKM Educational Trust®

R R College of Pharmacy

Affiliated to Rajiv Gandhi University Of Health Sciences, Bangalore, Approved by AICTE,
New Delhi & Govt of Karnataka



Code of Ethics/Conduct/Values HandBook

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1. About the College:

RR college of pharmacy, setup with a mission of imparting education to all sections of the society, was established in the year 2005 to render highest standards of academic achievement with moral and social commitments. Converting the idea of providing high quality education combined with excellent infrastructure into a reality in Indian context. RR college of pharmacy have proved the capability of placing students after completing their course in prestigious organizations and industries across the country and abroad after their graduation from RRCOP, Industries like Micro labs, KAPL, Mylan, Ranbaxy, Dr Reddy's, Himalaya, Astra Zeneca, Sun Pharma, Sami – Sabinsa Group, Anglo-French, Apollo, Jagadale Industries, Medreich. Generating a synergistic relationship with the industry with a long-term view where the college and the industry could have a mutual beneficial relationship, it aims a rigorous, relevant and rewarding education with a special emphasis on practical and technical inputs.

VISION:

“Creating competent pharmacy professionals to positively impact healthcare of the society”

MISSION

In pursuance of its vision, RR College of Pharmacy aims to excel in the field of pharmacy education and research by:

- Providing conducive academic environment of higher standard that encourages interactive learning builds research abilities and provides opportunities for active professional network.
- Maintaining quality education through competent faculty members, skilled support staff and state-of-the-art infrastructure.
- Inculcating the values and commitment towards better healthcare of the society.

General responsibilities of teaching staff/supporting staff:

- A Teacher or an Educator is a person who helps others to acquire knowledge, competences or values. Formal teaching tasks include preparing notes according to the course curriculum, giving lectures, and assessing the student's progress about the subjects taught. A teacher's role includes formal teaching in the classroom, accompanying students for Industrial visits, supervising exams, and to be a part in co-curricular activities.
- Mentoring is a continuous process of informal transmission of knowledge and the psychosocial

support perceived by the recipient as relevant to studies or career development. Proper and timely mentoring can help student enhance self-confidence and set challenges to take higher goals, take risks and achieve at higher levels. We at Institute practice mentoring among students and faculties. Every mentor is assigned a small group of students, mentees all of whom would be looked after by the mentor, who in case of need may approach to mentoring coordinator assigned to him.

- Supervision is a process of facilitating the growth of a student in learning techniques, primarily by giving the student feedback about classroom sessions and helping the student make use of the feedback in order to be more effective in learning and grasping the knowledge. Supervising is a continuous process being done in class or through assessments in Institute's exam. The faculties are encouraged to take up active supervising roles during the academic year and facilitate students to sail through their academic sessions.
- Educational research uses the scientific method to collect scientific data that can provide a definite answer about best practices in teaching. The purpose of educational research is to develop new knowledge about the teaching-learning situation to improve educational practice. The faculty members are encouraged and motivated to undergo research activities to develop and come-up with newer teaching-learning methods and pedagogies, which in turn will benefit students to step into real life and practical industrial surroundings.

2. Code of conduct:

1. Every employee, always, maintains integrity, be devoted to the duty assigned and be honest and impartial in his/her official dealings. An employee shall, always be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. She/he shall exhibit utmost loyalty and shall always act in the interests of the institution.
2. Every employee shall endeavor to remain clean and keep one's operational area tidy.
3. Criticism of Institution without offering constructive remedies will attract disciplinary action.
4. Unauthorized communication of information is regarded as misconduct and will attract disciplinary action. No employee in ordinary course of his/her duties, give any information of the Institution to any outsiders.
5. Conduct of any business, lending and borrowing money is not allowed in Institute campus.
6. Consumption of intoxicating drinks and drugs in the campus or entering the campus in any state of intoxication or under the influence of any drug will attract dismissal.

7. Failure to carry out the legitimate orders of a superior will result in a show cause notice being issued. Any failure to render a satisfactory explanation shall lead to imposition of penalty that range from a warning, at the very least to the dismissal from service when the disobedience is serious.
8. Regularity of attendance and punctuality is expected of all employees. An employee may communicate inability to arrive on time or attend work by telephone or by sending a written note to the superior or assistant so that alternate arrangements can be made. Habitual irregularity or neglect of punctuality shall attract disciplinary action.
9. All employees shall desist from damaging or misusing institutional property and material.
10. Criticism of one's colleagues, senior or junior, will constitute misconduct.

DONTS FOR EMPLOYEES

1. Knowingly or willfully neglect his/her duty.
2. Propagate through his/her teaching lessons or otherwise, a communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activities.
3. Discriminate against any students on the grounds of religion, caste, creed, language, gender, place of origin, social and cultural background, or any relationship.
4. Indulge in or encourage any form of malpractices connected with examination or other activities of the Institution.
5. Give room for sustained neglect in correcting class work or home work done by the students.
6. While being present in the Institution, absent himself/herself except with prior permission of the Head of the Institution from the class which he/she is required to attend.
7. Remain absent from the Institution without leave or prior permission of the Head of the Institution, provided that such absence without leave or without prior permission of the Head of the Institution is due to beyond the control of the teacher (serious emergencies). It shall not be deemed breach of the code of conduct, if on return to duty; the teacher has applied for and obtained, post-facto necessary sanction for the leave.
8. Accept any job of a remunerative or any non-remunerative character from any source other than the Institution or give private tuition to any student or other person or engage him/her in any business unless permitted by the Head of the Institution.
9. Prepare or publish any book or books, articles in press and media whether directly or indirectly without the permission of the Head of the Institution.

10. Ask for or accept (except with the previous sanction of the Head of the Institution) any contribution or otherwise associate himself/herself with the raising of any fund or make any other collections, whether in cash or in kind, in pursuance of any subject whatsoever.
11. Engage himself/herself as a selling agent or canvasser for any publishing firm or trader.
12. Enter any monetary transactions with any student or parent nor shall he/she exploit his/her influence for personal matters in such manner that he/she has to incur a debt beyond his/her means to repay.
13. Interfere or indulge in admission or the examination unless assigned a specific duty to be carried out.
14. Cause or incite any other person to cause any damage to Institutions' property.
15. Behave or encourage or incite any student, teacher, or other employee to behave in an unpleasant or disorderly manner in the Institution premises.
16. Be guilty of or encourage, violence or any other conduct which involves moral turpitude.
17. Organize or attend any meeting during the Institution working hours except where s/he is required or permitted by the Head of the Institution to do so.
18. Be guilty of misbehavior or cruelty towards any parent, guardian, student, teacher, or other employee of the Institution.
19. Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent or any person with whom he/she comes into contact by virtue of his/her position in the Institution.

HOURS OF WORK & HOLIDAY

- a) All employees are required to be in the institution concerned and work for a minimum period of 8 hours for six days a week.
- b) The duty hours may be changed as per the requirement of the Institution from time to time and the employees shall attend duty accordingly.

ATTENDANCE

- a) All employees shall mark their attendance by way of the biometric attendance system and in respective attendance register maintained in different Departments or sections.
- b) On arrival for duty, the employee shall finger point the biometric scanner and initial against their names on the appropriate date.

- c) Employees reporting beyond the grace time of the time for reporting to duty are to attend duty after explaining the reason for late coming to the Head of the Institution.
- d) Coming late beyond the grace period or being absent from place of work, will result in deduction of salary.
- e) An employee should work for minimum of 15 days in a month for consideration of pay for Sunday, Saturday, and other intervening holidays of the absence, if not salary will be computed only for the number of days present.

DRESS CODES

Dress Code for Teaching Faculties:

- i) For men : Formals (with formal shoes)
- ii) For women: Sarees, NO jeans pant allowed even on weekends.

Dress Code for Non-teaching Staff: Formal dress, NO jeans pant allowed even on weekends.

MISCONDUCT

The breach of any condition specified in service rules shall be deemed to be an act of misconduct and will be dealt with accordingly. Without prejudice to the general meaning of the term, amongst others the following acts and omissions shall be treated as misconduct in addition to breach of those acts mentioned in the code of Conduct Rules:

1. Theft, fraud, and dishonesty in connection with the property of the Institution.
2. Demanding, accepting, or offering bribe or any illegal gratification whatsoever.
3. Drunkenness, fighting, riotous or disorderly or indecent behavior within the premises of the Institution.
4. Willful insubordination, or disobedience whether individually or in group with other to any lawful and reasonable order of a superior.
5. Sleeping while on duty.
6. False statement made in the application for employment/subsequently.
7. Anywhere within the establishment, causing or threatening to cause mental or physical pain or injury to other employees/students either individually or in collusion with others.
8. Committing any act likely to harm or endanger the Institution property by the act of sabotage.
9. Conviction of any criminal offence including moral turpitude.
10. Refusal to accept any communication charge sheet from the authority of the Institution.
11. Abstaining from appearing before any enquiry authority committee.

12. Refusal to wear uniform provided by Institute to Drivers, Attenders, Helpers and Night watchmen and others.
13. Failure to produce documents/ papers etc., when called for.
14. Habitual neglect of work.
15. Smoking, chewing tobacco/gutka/pan masala/chewing gum any another prohibited material within the Institution.
16. Habitual indiscipline or loitering.
17. Refusal to work on any bonafide assignment
18. Habitual irregularity in attendance.
19. Gambling within the premises of the Institution.
20. Leaving the Institution before time without permission.
21. Habitual absence without leave or overstaying when on leave.
22. Holding of unauthorized meeting in the Institution.
23. Discourteous behavior.
24. Resorting to or abetting sexual harassment.
25. Wearing objectionable dress/ indecent exposure of the body.
26. Attending natures call/spitting in open in the Institution and not maintaining the highest standards of hygiene, sanitation, and cleanliness.
27. Attending duty or visiting institution in an inebriated condition.
28. Employee shall not resort to bad propaganda through posters.
29. Employee shall not give police complaint/go to the court on fellow employee without prior intimation to the Head of the Institutions.
30. Employee shall not interact/communicate with external agencies without the permission of Head of the Institutions.

DISCIPLINARY ACTION

1. All employees are liable for disciplinary action for disobedience, misconduct, and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the ground on which the disciplinary action is initiated and after a fair opportunity being given to the employee to defend oneself.
2. When the action is deemed by verging on a misconduct on the part of an employee, or is regarded to be detrimental to the interests of RRCP or has contravened this service and conduct

Rules, an authority not below the Head of Department, Administrator, Head of the Institution can issue a notice to the employee to explain in his/her conduct in writing and will be given a chance to explain in person orally.

3. There will be an enquiring committee constituted if the notice issuing authority deems it necessary. The decision of the notice will be considered by the Board of Management and where any penalty is found to be necessary, shall impose such a penalty as deemed necessary.
4. Disciplinary Action ensues upon the report of any violation of code of conduct rules.
5. Upon receipt of a report of any act of an employee that is unbecoming of an employee of the RR Institutions, a chance will be given to the employee to explain or confirm, in writing or orally, whether such an act was perpetrated or not, the reasons why such an act was done and to provide material that would substantiate the employee's contention.
6. If the explanation is sought to be given in writing the employee will have a maximum of seven days to render such explanation, If the explanation is sought to be given orally, the same may be done in three days from the date of being issued a show cause notice/Memo.
7. The authorities competent to conduct a disciplinary enquiry are Administrator, Head of Department and Head of the Institution. If the competent authority feels it necessary to constitute enquiry as a part of procedure for taking disciplinary action, an enquiry committee shall be constituted and consist of members as decided by Head of the Institution.
8. An appeal on a ruling given by disciplinary authority shall be decided by Board of Management or its delegated group of Directors.
9. The committee framed by the Head of Institution shall have the complete power to review and decide on a case and its decision will be final.
10. The discharge of a person appointed on probation during the period of probation or of a person engaged under contract in accordance with the terms of contract or of a person appointed other than under the contract to hold a temporary appointment, does not amount to removal or dismissal within the meaning of this rule.
11. The penalty as stated in clause 11 may be imposed in addition to any other penalty which may be imposed in respect of negligence or breach of orders.
12. Before any of the penalties specified in Rule 10 (b) above is imposed against an employee of the college, it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him by intimating to the employee

concerned, the grounds on which it is proposed to impose the penalty and by directing to show cause, why it should not be imposed.

PENALTIES

- a) The following penalties in order of gravity of the misconduct from the least serious to the most serious shall be applied as the gravity of the misconduct is deemed:
 - i. Warning
 - ii. Reprimand
 - iii. Imposition of Monetary fine
 - iv. Recovery from salary
 - v. Denial of salary for a specified period
 - vi. Denial of next increment or increments
 - vii. Demotion/Reduction in scale of pay
 - viii. Break in service
 - ix. Removal from employment
 - x. Termination of Employment
 - xi. Dismissal
- b) An employee may be kept under suspension by the order of the Head of the Institution.
- c) Suspension shall mean that an employee shall report to his station of duty but be denied the opportunity to discharge any duties until the case against the employee is decided by the disciplinary authority.
- d) An employee under suspension shall be paid only half the normal salary. If guilty of misconduct is confirmed after enquiry, the half salary shall be sustained and if proved innocent of the charge full salary will be restored.
- e) Suspension is not a punishment.

GENERAL CODE OF CONDUCT FOR STUDENTS:

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A six-day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.30 a.m. to 4.40 p.m on weekdays and 9.30 AM to 1.15 PM on Saturdays.

3. All the students are expected to be present in the class well -within time. Late coming will also result in loss of attendance for the corresponding hour.
4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
5. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
6. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
7. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
8. All students shall leave the classes immediately after 4.30 p.m. No students shall wander or gather in verandah, corridor, and staircase etc.
9. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HOD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
10. Students shall come to the college in approved uniforms with formal black shoes. Hawai type rubber or plastic chappals are not permitted. In addition, lady students will have aapron over their shirts. Besides those who are in laboratories shall wear their respective lab-coat.
11. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned HOD and any violation of this will attract a fine and repetition of this could result in suspension from the college.
12. All the students are expected to attend all college functions in college uniform unless otherwise specified.
13. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
14. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of academic values will be referred to the discipline committee.

15. Any dress code violation noticed within the campus will attract a fine and could initiate further disciplinary actions.
16. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
17. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.
18. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the college beyond class hours.
19. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HOD will be treated as a case of indiscipline.
20. All the students are advised to follow the Mobile phone policy and bring to the notice of the authorities' violations if any.
21. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
22. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing gum, pan masala etc. are strictly prohibited.
23. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.
24. Carefully handle the furniture, equipment's, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
25. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
26. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.

27. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
28. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
29. During internal examinations of 1.5Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
30. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.
31. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
32. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
33. Pay fees, mess bills etc. in advance or in time, which will avoid fines.
34. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the College.

All the Do's and Don'ts will be explained to the students while joining the course on the day of orientation program by the head of the institution.