

P.S.G.V.P.M's College of Pharmacy,

Shahada Dist. Nandurbar

Affiliated to,

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon



Rules of Service, Appointment and Code of  
Conduct

## PART-I

### SERVICE RULES

#### CHAPTER 1-SERVICE RECORDS

##### 1.1. SERVICE CONDITIONS FOR THE STAFF:

1.1.1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

1.1.2. Every member of the staff shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officer under whom he/she shall, from time to time, be placed. He/She shall discharge all duties pertaining to the office and perform in such a manner which may be required of him/her or which are necessary to be done in his/her capacity as aforesaid.

1.1.3. Every member of the staff shall devote his/her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned/ involved in any trade, business or canvassing/private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Chairman or his nominee.

1.1.4. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without addition remuneration of honorarium as prescribed by the college, from time to time.

1.1.5. Any staff member, on appointment, except on contract, shall be on probation for a period of one year.

1.1.6. All the teaching staff shall be paid AICTE scale of pay and other allowances as per College norms. In addition, contribution shall be made by the management towards the employee provident fund, at a rate fixed by the Government of Maharashtra, on the lary. Gratuity as per the Government of Maharashtra rules will be given to all teaching and non-teaching staff who have completed 5 years of service in the institution. This will be paid to the staff only at the time of retirement / resignation. However, in case of death, minimum five years of service is not required, as per the Government norms.

1.1.7. Staff attendance should be signed every day, 15 minutes before the commencement of regular class hours, and at the end of the working hours for the day unless they are on duty outside the campus, or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.

1.1.8. Staff should be available in the college premises during the entire period of office hours, on all working days.



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1.1.9. If a staff member on any kind of leave has to be out of station, he/she should intimate the Principal/Designated Authority his/her exact out station address and phone numbers in his/her leave application.

1.1.10. No member of the staff shall apply; during the period of his/her service in this institution, for study or training, except with the prior permission of the management and such application should be routed through the Principal/Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than two such applications in an academic year, but reserves the right to refuse the forwarding of such applications in case there is any bond for the employee for a particular period of service in the college.

1.1.11. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.

1.1.12. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Chairman has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Chairman.

1.1.13. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

1.1.14. In any meeting or assembly, decorum should be maintained and difference of opinion, if any shall be expressed politely in diplomatic words without hurting the feelings of others.

1.1.15. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 21 days from the date of drawal of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.

1.1.16. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

1.1.17. All members of the staff shall be governed by general rules / norms also practiced by college. from time to time.

## **1.2 TERMINATION OF SERVICE**

1.2.1. A member of the staff shall have his/her service terminated by giving one month notice or one month basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months notice or three months salary must be given.

1.2.2. The Chairman shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:



  
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- a. Serious misconduct and willful negligence of duty;
- b. Gross insubordination;
- c. Physical or mental unfitness; and
- d. Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 1.2.1 will not be applicable and the staff member will not be eligible for any terminal benefit.

## **CHAPTER 2- METHOD OF RECRUITMENT**

### **2.1. APPOINTMENT OF TEACHERS:**

- a. All posts of the teachers shall be widely advertised with particulars of minimum and other qualifications, if any, and emoluments. Reasonable time shall be allowed to applicants, to submit their applications.
- b. The date of the meeting of the Selection Committee shall be so fixed as to allow the notice for interview; in consultation with the Head of the Department/Principal of the College, Head of the Recognized Institution, shall be supplied to each member, so as to reach him seven days before the date of the meeting.
- c. The quorum to constitute a meeting of the Selection Committee shall be four members of whom, one being an expert nominated by the University.
- d. The Selection Committee shall interview and adjudge the merits of each candidate in accordance with the qualifications advertised, and report to the Competent Authority the names arranged in order of merits giving reasons for the order of preference. If no person is selected a report to that effect be made. The Committee may recommend only one name if others are not found suitable.
- e. The Competent Authority, with the approval of the Vice-Chancellor, shall appoint from amongst the persons so recommended the number of persons required to fill in the posts. Provided that where the Appointing Authority proposes to make an appointment otherwise than in accordance with the order of merit arranged by the Selection Committee, it shall record its reasons in writing and refer back to the matter to the Selection Committee for reconsideration within fifteen days from the date of report. There after the decision of the Competent Authority, if approved by the Vice-Chancellor, shall be final.

#### **Major steps in appointment are as follows:**

- Approval of Teaching Posts by K.B.C. North Maharashtra University, Jalgaon.
- Advertisement for filling teaching positions in leading Newspapers.
- Scrutiny of applications received before last date mentioned in the advertisement.
- Selection committee is constituted by the K.B.C. North Maharashtra University, Jalgaon.
- Fixing of schedule for conducting interview Intimation to candidates regarding date.



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- and time of interview Reporting of candidate and verification of certificates.
- Interview conducted by Selection Committee constituted by K.B.C. North Maharashtra University, Jalgaon.
- Submission of selection committee recommendations to K.B.C. North Maharashtra University-Jalgaon for approval.
- Issue Appointment letter to the selected candidate.
- Joining by selected candidate and inclusion of the candidate in regular muster roll.

**B. Filling in of Temporary Vacancy (Adhoc Appointment at institute level through local selection committee):**

Where vacancy of a teacher is to be filled in temporarily, the Appointing Authority on the recommendation of the Principal/ Head of the Constituent/Affiliated College/Recognized Institution shall fill in the temporary vacancy.

If the vacancy exceeds a period of a term but does not exceed more than a year the vacancy will be filled in by the Appointing Authority on the recommendations of the Local Selection Committee.

**Major steps in appointment are as follows:**

- Advertisement of teaching positions in leading Newspapers Scrutiny of applications received before last date mentioned in the advertisement.
- Fixing of schedule for conduct of interview Intimation to candidates regarding date and time of interview.
- Reporting of candidate and verification of certificates Interview by local selection committee.
- Submission of local selection committee recommendations to K.B.C. North Maharashtra University, Jalgaon for approval (for one academic year).
- Issue appointment letter to the selected candidate.

**C. Reservation of Posts:**

The College shall reserve the posts out of the total number of posts to be filled in by selection, for the members of the reserved categories as Scheduled Castes; Scheduled Tribes, Denotified Tribe and Nomedic Tribes.

**CHAPTER 3-LEAVE RULES**

**3.1. LEAVE RULES:**

3.1.1. Leave shall not be claimed as a matter of right.

3.1.2. A member of the staff shall not normally or on any pretense absent himself/herself from his/her duties without prior permission of his/her superior.

3.1.3. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.



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3.1.4. In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.

3.1.5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

### **3.2. CASUAL LEAVE (CL):**

3.2.1. All employees are eligible for 12 days of casual leave per year @ 1 day per month during the Academic Year from 1<sup>st</sup> June to 31<sup>st</sup> May,

3.2.2. Probation period staff members are allowed to take leave after completion of the respective months only.

3.2.3. At a time not more than 4 days including holidays shall be granted. Carryover of lapsed CL is not permissible.

3.2.4. Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.

3.2.5. If the number of permissions for short absence exceeds 2 in a month, it shall be considered as a half day CL for 3 permissions and one day CL for 5 permissions.

### **3.3. VACATION LEAVE (VL) FOR TEACHING STAFF**

3.3.1. These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Principal/Designated Authority.

3.3.2. The total number of VL days for members of faculty is limited to 60 (Sixty), for a continuous service of 12 months in the institution.

3.3.3. These 60 days can be availed for a maximum of 20 days in the winter vacation months of November or December. The balance 40 days can be availed in the summer vacation period in the months of May, June or July.

3.3.4. However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the institution.

3.3.5. A staff member becomes eligible for VL only after rendering a continuous service of one full academic year as on 31<sup>st</sup> June. i.e. from 1<sup>st</sup> July of a calendar year to 31<sup>st</sup> June of the following academic year.

3.3.6. However, in special/ deserving cases, VL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total service of one year can be obtained.



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3.3.7. In case a staff member, after availing VL as per para 3.3.7 does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of Pay (LOP) and proportionate salary will be deducted from any payment due to him/her or will be recovered from the said staff member.

3.3.8. Any unused part of VL cannot be carried over to the next academic year.

3.3.9. While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

#### **3.4. LEAVE WITH LOSS OF PAY**

3.4.1. Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If the quantum of LOP is more than 10 days in an year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Management/Principal/Designated Authority shall be final in such cases.

3.4.2. If any staff member absent from duty without prior or later per mission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in Service.

3.4.3. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break-in-Service.

3.4.4. Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing VL/EL in the semester in which the second break in service occurs.

#### **3.5. OUT-STATION DUTY (OD) or DUTY LEAVE (DL)**

3.5.1. OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc. as approved by the Principal/Designated Authority. When staff members go for examination work for Universities other than Kavayitri Bahinabai Chaudhari North Maharashtra University, OD will not be granted.

3.5.2. Number of days on OD for Exam duty is limited to 16 for a year at the rate of 8 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.

3.5.3. In addition to the above a faculty member is eligible for 12 days OD to participate in Conferences, Seminars, Workshops, etc., including paper presentation.

3.5.4. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, any emergency work in the college.



  
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## **CHAPTER 4: MEDICAL FACILITIES**

4.1. First aid is available into the college. The patient is taken, when needed to the nearby Govt. General Hospital or Private Hospital at Shahada / Nandurbar for treatment.

## **CHAPTER 5: CONDUCT & DISCIPLINE**

### **5.1. DISCIPLINE**

5.1.1. The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

5.1.2. An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention/ conviction by an order of the Chairman and shall remain under suspension until further orders.

5.1.3. An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

## **CHAPTER 6- APPEALS AND REVIEW**

6.1 The staff members of the College are welcome to submit their appeals or grievances if any to the PRINCIPAL/CHAIRMAN for review and redress

### **PART-II**

## **THE DUTIES AND RESPONSIBILITIES OF TEACHING FACULTY**

### **CHAPTER 8: GENERAL**

8.1. The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.

8.2. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

8.3. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.



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8.4. Faculty Members should attempt to publish text books, research papers in reputed International/ Indian Journals/Conferences.

8.5. The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he/she is interested in or assigned to him/her from time to time.

8.6. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

## **CHAPTER 9: DEPARTMENT**

9.1 The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.

9.2 The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests

9.3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD/ Principal in academic, co-curricular or extra-curricular activities.

9.4. Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.

9.5. Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master attendance Register maintained in the Department as soon as the classes/laboratory hours are over.

9. 6. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab/invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

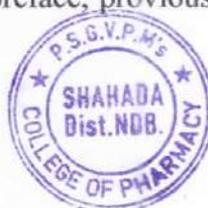
9.7. The Faculty Member should make himself/herself presentable. The Faculty Member should show no partiality to any segment/ individual student.

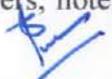
9.8. The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

## **CHAPTER 10: CLASS ROOM TEACHING**

10.1. Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.

10.2 The Faculty Member should get the lesson plan and course file-approved by HOD and Principal The course file consists of preface, previous year university question papers, notes,



  
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hand outs OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feed back analysis report etc.

10.3. The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be

10.4. The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.

10.5. The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings

10.6. The Faculty Member should engage the full 60 minutes and should not leave the class early.

10.7. The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 40 minutes and In the last 3 minutes conclude and say what we will see in the next class.

10.8. The Faculty of Member should cultivate to include humour in the lecture, to break the monotony.

10.9. The Faculty of Member should practice/rebcarse the lecture well before going to the class.

10. 10. The Faculty Member should make use of OHP. Models etc., as teaching aids.

10. 11. The Faculty Member should encourage students asking doubts/questions.

10.12. The Faculty Member should get the feedback from students and act adjust the teaching appropriately.

10.13. The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes

10.14. In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.

10.15. The Faculty Member shall give possible 2-mark questions with answers for each unit.

10.16. The Faculty Member should sign in the class log book every day after he/she finishes the lecture.

10.17. The Faculty Member should interact with the class coordinator or counselor and inform him/her about the habitual absentees, academically backward student, objectionable behavior etc.



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10:18. The Faculty Member should always aim for 100% pass results in his/her subjects and work accordingly.

10. 19. The Faculty member should regularly visit library and read the latest journals/magazines in his/her specialty and keep oneself abreast of latest advancements.

10.20. The Faculty Member should make himself herself available for doubt clearance.

10.21. The Faculty Member should motivate the students and bring out the creativity/originality in the students.

## **CHAPTER 11: LABORATORY**

11.1. The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

11.2. Whenever possible, additional experiments to clarify or enlighten the students must be given.

11.3 The lab observations/records must be corrected then and there or at least by next class.

## **CHAPTER 12: TEST/EXAM**

12.1. While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.

12.2. During invigilation, the Faculty Member should be continuously moving around. He/She should not sit in a place for a prolonged time. He/ She should watch closely so that nobody does any malpractice in the exam/test.

12.3. Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of cycle test/Model Examination).

12.4 The test papers must be corrected within three days from the date of examination and marks submitted to the HOD for forwarding to ACO/Principal with remarks.

12.5: The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

## **CHAPTER 13: STUDENT-FACULTY REPORT**



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13.1. The Faculty Member should have a good control of students.

13.2. As soon as the Faculty Member enters the class, He/She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late-comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the Mentor, Principal.

13.3. The Faculty Member should act with tact and deal with insubordination by students maturely.

13.4. The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

### **PART - III**

#### **CHAPTER 1-PAY SCALE Pay Scale as per AICTE Norms**



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## CODE OF CONDUCT

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## CODE OF CONDUCT - STUDENTS

### Student must

#### Do's-

- ✦ Wear the duly authenticated college Identity card provided by the college , in campus and produce the same whenever demanded by appropriate authorities for the purpose of verification or other-wise.
- ✦ attend all the academic, co-curricular and extracurricular activities regularly as per the time tables and notifications.
- ✦ maintain at least stipulated 80% attendance as per the University norms and college notification.
- ✦ follow the proper procedure for availing any type of leave
- ✦ check and carefully note the communications in all notices displayed regularly on the noticeboards.
- ✦ comply with student charter displayed in the college premises.
- ✦ comply with the rules and regulations of college and University elections
- ✦ give standing ovation whenever national anthem and is played on the campus and off the campus and maintain dignity of the National flag.
- ✦ pay college and university fees within the stipulated timeline and follow the proper process for the same.
- ✦ attend all the meetings organized by various mandatory committees of the college where ever you have representation.
- ✦ follow all the safety instructions in the college as notified.
- ✦ follow the written procedure for cancellation or transfer of admission to and from the college.
- ✦ place written application in the college proforma for obtaining any kind of certificates, fee structure and original documents and other relevant documents.
- ✦ follow proper procedure for issue, use and disposal of consumables in the laboratory.
- ✦ clear dues of breakage, library fine and submit duly filled no dues/clearance form as and when notified.
- ✦ follow the ethical practices for handling of animals as per the rules of IAEC of college and of government.



  
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- ✦ submit the photocopies of documents like Adhar card, PAN card and bank details and photographs , pharmacist registration for routine administrative procedures within the stipulated time.
- ✦ restrict use of internet facility of college for academic and research purposes only
- ✦ behave decently with teachers, staff and with fellow students and must maintain dignity of individual.

#### Don'ts

- ✦ not indulge in any act of ragging as per the **Maharashtra prohibition of ragging Act 1999 and clauses 3, 7 and 9.1 of UGC on curbing of the Menace of ragging in the higher educational institution 2009.**
- ✦ not indulge in any act of sexual harassment as per the **provisions of University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.**
- ✦ not make any racial, abusive remarks on fellow students, teachers and staff
- ✦ not unnecessarily wander in the institute premises skipping any academic commitment.
- ✦ not indulge in any of the activities of off-campus associations without permission of the college authority.
- ✦ not indulge in any act of plagiarism as notified by University.
- ✦ not consume any substance with potential of abuse and/or addiction.
- ✦ not spit in the premises and put all the waste materials in the dustbins provided for the same.
- ✦ not organise and/or participate in tours, visits without authorisation.
- ✦ not indulge in notorious, criminal activities as a individual or as a part of group.
- ✦ not carry any expensive gadgets, jewellery and other valuables to the college.
- ✦ not indulge in any professional malpractice using registration certificate of the Pharmacy council.
- ✦ not do intentional damage to any of the college and campus property.



  
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- ✦ not throw leftovers of food or coffee/ tea containers, chckolates , chips wrappers in the classrooms orcorridor.
- ✦ not organize or participate in any unauthorised cultural or political functions in the collegepremises
- ✦ Not write on walls, doors, trees, toilets, desks or paste any unauthorized posters in the collegepremises.
- ✦ Not possess any forbidden materials such as , alcoholic drinks, narcotic substances, obscene videos, pictures, photographs either for personnel use or fordistribution

#### **Rules for Parking**

- ✦ Park vehicles in the areas allotted by the campusauthorities.
- ✦ Make use of vehicle horn only whenessential



  
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## RULES FOR RESIDENTS OF COLLEGE HOSTELS

### Students seeking admissions to college hostels must

- ✦ intimate the need for hostel accommodation at the time of admission to first year as well as in the subsequent academic years.
- ✦ follow the written procedure for cancellation of hostel accommodation.
- ✦ pay the prescribed hostel fees as notified and clear the dues before leaving the hostel.
- ✦ follow the rules for night out stay, visiting hours for guest or parents.
- ✦ use lockers within the room for storing documents, money and other valuables.
- ✦ report immediately to rector in case of theft and health issue
- ✦ not organize or participate in any unauthorised cultural or political functions in the hostel
- ✦ maintain room clean, neat and conducive for studies and causing nuisance to other inmates .
- ✦ not waste food , water and electricity
- ✦ report immediately to the rector in case of injury, contagious infections or sickness and seek help from the authorized hospital.
- ✦ Park vehicles as per allotted areas and at their own risk in hostel premises.
- ✦ Student should not loiter in the veranda, passages and disturb others, perfect silence should be observed. Shouting in the hostel is strictly prohibited.
- ✦ Smoking and alcoholic drinks are strictly prohibited in the hostel.
- ✦ Students shall not bring or use crackers, hand bombs or any explosive articles in the hostel
- ✦ premises that may cause noise pollution, disturbance or danger to life/property or both.
- ✦ Students should not play radio, transistor, record player or any other musical instruments in the hostel premises.
- ✦ The students will have to make entry in the register kept at the entrance of the hostel while going out or coming in.
- ✦ Students shall behave politely and properly with the Rector/ staff member of the hostel.



  
**PRINCIPAL**  
S.G.V.P.Mandaf's, College of Pharmacy  
SHAHADA-425409, Dist.NANDURBAHAR

## EXAMINATION INSTRUCTIONS FOR STUDENTS

- ✦ Check the examination date sheet carefully. Make sure you know the correct date, time and block of your exams.
- ✦ Arrive at least 30 minutes before the start of examination. As you enter show your Student ID card.
- ✦ **College uniform is compulsory for examination.**
- ✦ **You are not allowed to bring your mobile phones to the Examination Centre.**
- ✦ Bring your Student Admit Card and ID card both during the examination. You will not be allowed to enter the examination hall without these.
- ✦ Place your Student ID card on your desk next to your admit card.
- ✦ Listen carefully to instructions. Students are required to comply with the instructions of invigilators at all times.
- ✦ Do not bring any unauthorized material (e.g. written notes, notes in dictionaries, paper, and sticky tape eraser etc.). Avoid taking Pencil cases and glasses cases to your desks.
- ✦ Answer sheets may be given to you 15 minutes prior to start of examination, so that you can check any discrepancy in the answer sheet. Read the instructions written on front sheet of your answer sheet and fill the data carefully. Do not write name, roll no. etc on the other pages of answer sheet except the front page.
- ✦ Normally, you are required to answer questions using blue or black ink. Make sure you bring some spare pens with you.
- ✦ You are not allowed to borrow any material especially calculator or log books etc from each other.
- ✦ You are not allowed to leave the examination rooms in the first halftime.
- ✦ No candidate should be allowed to enter the examination centre 30 mins after the start of examination.
- ✦ Ensure that you use the washroom before arriving for your exam as you will not be permitted to leave during the exam time.
- ✦ Stop writing immediately when the invigilator says it is the end of the examination.
- ✦ Leave the examination hall quickly and quietly. Remember to take all your belongings with you.
- ✦ You must remain silent until after you have exited the building.
- ✦ No supplementary answer book/continuation sheet will be provided.



  
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## INSTRUCTIONS FOR JUNIOR SUPERVISORS

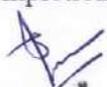
- ✚ Report to the College Exam Department 30 minutes before the start of the examination on the day you have been assigned the duty of Junior Supervisor.
- ✚ Collect answer books, supplementary, attendance report and block reports from stationary supervisor and check the stationary.
- ✚ You must reach exam hall before 15 minutes of starting of exam and instruct the students to occupy their seats with respect to their examination numbers.
- ✚ Instruct the students not to indulge in unfair means else liable to be punished as per SPPU rules.
- ✚ Instruct student that any type of printed material / hand written material, mobile phone, pager, or programmable calculator are not to be kept during examination time.
- ✚ Instruct student to check the Bench carefully before seating in examination.
- ✚ Distribute answer books if two sections are there in question papers, give two answer books) to students 10 minutes before the examination time.
- ✚ Instruct the students to fill in the required details on main answer books without mistake.
- ✚ Distribute Question Paper as per time given in time table.
- ✚ Check hall tickets of the students, and sign hall ticket with respect to subject of examination.
- ✚ If you find any student without examination hall ticket, immediately inform the Senior Supervisor on duty for your respective block.
- ✚ Verify the detail entered by the students in answer book and then sign in marked place. The details you need to check are: Candidate Examination Number (Both in digits and words), Name of the Examination, Subject, Question paper No., Section, Date and Time. Section number must be in Roman letter.
- ✚ Do not allow any student to leave the examination hall before 30 minutes after commencement of examination.
- ✚ Do not allow any student to enter the examination hall after 30 minutes of commencement of examination.



  
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- ✦ Fill in the details in all reports including answer book number and examination number allotted to students.
- ✦ Take signature of students in attendance report.
- ✦ In case of unfair means (copy case), immediately inform the Senior Supervisor on duty for your respective block. Get their statement also and it is to be submitted to Centre coordinator.
- ✦ Rejoin your duty within 15 to 20 minutes during the time of reliving.
- ✦ On demand give supplementary to students, sign in supplementary at the marked place and instruct to the student to fill the required detail in the supplementary.
- ✦ Distribute the hollow stickers to the students before 15 minutes of the end of examination hours on the basis of Main Answer books + supplementary used by the student and instruct to paste on answer book where examination number appears.
- ✦ Instruct the students to use thread to tie the supplementary with main answer book before 10 minutes of the end of examination.
- ✦ Do not allow any student to leave the examination hall in last ten minutes of examination.
- ✦ Collect and separate the main answer books for section I and II and check the details filled in by students.
- ✦ Take signature for verification of details by your External and Internal Senior supervisor.
- ✦ Mention the details of present numbers, absent numbers and unfair means numbers in Junior Supervisor report.
- ✦ Count answer book for both the sections and verify that it is equal to the number of students present in the block.
- ✦ Submit the answer books in office to concern senior supervisor.
- ✦ Always take care that students do not leave examination hall without submitting answer book. If it happens then it will be the sole responsibility of the supervisor and the UFM case is to be registered as well as FIR is to be filed against the student.
- ✦ It is the responsibility of the junior supervisor to submit all answer books of the examinees along with reports to institute office immediately after completion of the examination.



  
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- ✦ In case of leave, you must inform the examination coordinator before two days, with substitute arrangement being made, to the extent possible.
- ✦ In case of any problem during examination hours inform to senior supervisor of the respective block.



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**PRINCIPAL**

M.S.G.V.P.Mandal's, College of Pharmacy  
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**CODE OF CONDUCT FOR STAFF (BOTH TEACHING AND NON-TEACHING STAFF)**

**Do's**

**Every employee must**

- ✦ abide by and comply with the rules and regulations of the college.
- ✦ aspire to promote the interest of the parent governing body in general and of the college in particular.
- ✦ extend utmost courtesy and attention to all persons with whom he/she is dealing with during course of his/her service tenure.
- ✦ maintain the strictest secrecy regarding confidential matters of the college.

**Don'ts**

- ✦ Not engage in any trade, business partnership, and contract by him / herself or through any member of his family, undertake, accept, solicit or seek any outside employment or office without prior written permission from the concerned authorities.
- ✦ not engage No employee of the College shall enter into any, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Secretary.



  
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## DUTIES OF TEACHING STAFF

- ✦ conduct regular classes for all the course assigned, as per the academic timetable.
- ✦ inform students about course objectives
- ✦ be prepared for the class.
- ✦ be punctual in the class, laboratory.
- ✦ make arrangements for alternative instruction and inform the head of the department to arrange for timely notification of students, in case of absenteeism
- ✦ take up other responsibilities as required.
- ✦ participate in the decision-making, curriculum development, and assessment processes of the department and the college.
- ✦ make every effort to work cooperatively with members of other departments and with the administrators of the college respecting appropriate deadlines established by various committee in-charges.
- ✦ use modern tools of teaching to make the lectures more interesting (Audio/ Visual Aids).
- ✦ complete the syllabus in stipulated time.
- ✦ conduct all the examinations as per the scheduled time table and evaluate all the examinations in the stipulated time.



  
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## CODE OF CONDUCT FOR PRINCIPAL

- ✦ Always maintain channels of communication with the management, students, staff and all the stakeholders.
- ✦ Follow all protocols for formal conduct at various in-house functions and in the society.
- ✦ Plans utilization of the resources in optimum manner
- ✦ Must uphold high ethical standards
- ✦ Make decision based on the facts and in the greatest interest of the college and student community.
- ✦ Make proper use of authorities.
- ✦ Do not make misuse of the position and privilege.
- ✦ Do not make discrimination of any sort such as gender, race etc.
- ✦ Honour all the administrative, academic and social commitments
- ✦ Provide healthy work environment.
- ✦ Review overall conduct of academic, research and collaborative activities regularly.
- ✦ Develop and execute strategic plan in compliance with the mission and vision.



  
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## CODE OF CONDUCT FOR GOVERNING BODY

- ✦ Follow norms and standards for establishment and development of academic institution.
- ✦ Establish and uphold high standards and professional ethics in all the areas of business.
- ✦ Due representation to all the stakeholders in policy framing
- ✦ Maintain transparencies in the policy and financial matters.



  
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## CODE OF CONDUCT FOR VISITORS

- ✦ The College campus is under CCTV surveillance
- ✦ Inform your arrival in the Security agencies and make entry in sign in out Book
- ✦ Do not angry with the security Personal's they are assisting you for your Required
- ✦ Park Your vehicle in parking area only
- ✦ Our College campus is environment friendly and therefore do not bring any polythene /carry bag in the campus
- ✦ Smoking/Chewing Tobacco is Strictly Prohibited in the campus area
- ✦ Splitting in the campus punishable offence
- ✦ Litter waste material in the dustbin near to you
- ✦ The use of any form of Camera/I Pad /Mobile Phone is prohibited while on College Campus
- ✦ For necessary official work in college campus are office staff will be available for your health
- ✦ For meeting with Principal/Vice-Principal/Registrar get the permission from Reception Counter
- ✦ In case of any requirement please do not hesitate to dial 02565229168



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**PRINCIPAL**

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