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7.1.10 (0) Code of Conduct

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7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.5M

- 1. The Code of Conduct is displayed on thewebsite
- 2. There is a committee to monitor adherence to the Code of Conduct
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and otherstaff
- 4. Annual awareness programmes on Code of Conduct areorganized

Options:

- A. All of theabove
- B. Any 3 of theabove
- C. Any 2 of theabove
- D. Any 1 of theabove
- E. None of theabove

Ans: Any of 4 or All of theabove

Upload:

- Code of ethics policydocument
- Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of theclaims.

Any other relevantinformation

SRCP had prescribed code of conduct for staff and students to pledge in maintenance of good standards quality of education, peace and behavior. The code of conduct is laid down to guide the students and teachers for effective means of promoting ethical values and maintenance of high standardsof competence and good behavior for welfare of the college and society. Every Year orientation Programme will be conducted and all the HOD s and staff share their experiences to the new joiners and how to adapt the institute policies and regulations. Chief guest will be invited on the same day to encourage the new comers and built up the good behavior and confidence among them.

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Code of conduct for students

- 1. Attend the classes and labs regularly without fail.
- 2. Mobile Phones are strictly prohibited in the college
- 3. Students should wear ID cards within the campus and produce them as and when required.
- Campus is under surveillance, violence to the rules if any will be punished as per the college norms.
- 5. Ragging is Prohibited
- 6. College strictly prohibits the consumption of alcohol, drugs and smoking in the college premises.
- Students are not allowed to form individual groups collect funds within the campus or outside and organize the events without proper principal permission.
- Show due respect and courtesy to the teachers, administrative officers and employees of the institute.
- 9. Pay due attention and courtesy to the visitors of the institute.
- 10. Show good behavior to your neighboring students and juniors
- 11. Do not Damage or pinch the institute property or belongings of the fellow students.
- 12. Do not make an attempt to violate the rules and regulation of the institution.
- 13. Students should come to the college in the prescribed dress code.

Dress code for boys:

- 1. Prescribed uniform of shirt and pant with neatly tucked in.
- 2. Black or brown colour leather shoes
- 3. Tonsure the hair, beard neatly and professional and do not color the hair.
- 4. Wear ID card in the campus.

Dress code for Girls:

- 1. Prescribed uniform chudidar and pants.
- 2. Cover Chudidar tops with Coat
- 3. Don't wear sleeveless and shoulder cutless.
- 4. Wear ID Card

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Code of conduct for students in laboratory:

Wear Aprons before entry into the lab. Aprons should cover the Shoulder and knee portions to prevent damage while performing the experiment. Aprons should be clean and neat condition Follow the Lab guidelines and carry the essential requirements to perform the experiment in the Lab Students should be active mature and responsible manner while handling Chemicals and equipment's. Negligence may lead to injury.

All the students to enter the names in the Log registers maintained in the respective lab.

Students must follow verbal and written instructions carefully.

Students should report any incidents such as high flames, breakages, leakage of gases or any volatile components including minor injuries like cuts, burns or dizzinessduring performance of the experiment.

Students must carefully during the handling of glassware and equipment's before each use and inform immediately defective if any.

Pharm.D Students in Hospital rounds should wear ID Cards and Apron utilize the opportunity in collecting the information from the patient.Be Polite Kind and Patient friendly during discussion and utilize the complete time for collecting the information and presentation of the cases.

Code of conduct during Exams:

- 1. The student should have 75% of attendance in theory and practical of the respective subjects.
- 2. Student must appear for all Internal and university Examinations.
- 3. In case student not appearing for the examination due to medical problems should be notified to the examination branch and principal with supporting documents and evidences.
- Students should notice the scheduled time table of examination carefully and check regularly the changes made if any in the given scheduled timetables.
- 5. Students must present one hour before at the examination center and examination hall 30 minutes before the time of examination.
- 6. Students must not enter the Examination hall after the half an hour commencement of the exam.
- 7. Students should obey the given instructions by the supervisor in the examination hall.
- 8. Students should not carry any material scientific calculators, mobile phones or electronic gadgets

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into the Hall.

Warning bell will be given ten minutes beforethe completion of exam and last bell to handover the Booklets without any delay.

Rules for Parking:

- 1. All vehicles should be parked in the Parking area provided by the institute.
- 2. All vehicles should be properly locked and parked in sequential manner.
- 3. Institute is not responsible for vehicle parked outside of the parking area.

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Code of Conduct for Staff:

- 1. Faculty once appointed should be abided to the rules and regulations of the Institution
- 2. Faculty should maintain proper records of the assigned work and should exhibit as and when required.
- 3. Faculty shallpreparerelevantandadequateteachingnotesforhis/herworkinadvance and should be submitted to the academic section after completion of the semester or year.
- 4. Log register to be maintained by the faculty and should be certified by the concerned HODs and Principal at the end of week.
- 5. Practical requirements to make ready one week in advance and procure the required chemicals through Indent registers.
- 6. Attendance to be entered in register and in E-CAP portal once after completion of the class. He /She shallmarkandevaluateallwritten/practicalexercisespromptlyandcarefully.
- 7. It mayberequiredtoworkbeyondtherequiredtimeincertaincircumstancestobe determinedbythe headorcollege.
- 8. Anynegligenceonthepartofafaculty, which causes unacceptable loss, damage or injury, shall beabreachofcontractofservice.
- 9. Faculty to be actively involved in approved co-curricular activities in the institutions
- 10. Faculty shall deliberately isolateor ignoreany student.
- 11. No faculty may leave the college during college hours without the permission of theheadoftheinstitution
- 12. AteacherleavingthecollegefordutyelsewhereshallinformhisheadofhiswhereaboutstoFacilitateh is recall inanemergency.

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Code of Conduct of administrators:

At Santhiram College of Pharmacy, we uphold the highest standards of integrity, professionalism, and ethical responsibility. The following Code of Conduct establishes the principles and behaviors expected from all administrators to ensure the institution's mission of academic excellence and holistic student development is fulfilled.

1. Leadership and Integrity

- Administrators must lead by example, demonstrating ethical behavior, honesty, and fairness in all actions.
- Decisions should prioritize the welfare of students, staff, and the institution while maintaining transparency and accountability.
- Uphold confidentiality and protect sensitive information related to the institution and individuals.

2. Compliance with Policies and Laws

- Ensure strict adherence to institutional policies, government regulations, and statutory requirements.
- Promote and support the implementation of anti-discrimination, anti-harassment, and anti-ragging policies.

3. Academic Excellence and Student Welfare

- Foster an environment that encourages academic innovation, critical thinking, and professional growth.
- Support initiatives that enhance students' educational experiences, mental health, and overall well-being.
- · Address student grievances promptly and fairly, ensuring a harassment-free campus.

4. Professional Conduct

- Treat all faculty, staff, students, and stakeholders with respect, promoting a culture of inclusivity and diversity.
- Avoid conflicts of interest, and disclose any relationships or situations that may compromise impartiality.
- Engage in constructive communication and collaboration with all members of the college community.

5. Financial Stewardship

- Ensure responsible and transparent management of institutional resources and funds.
- Prevent misuse of funds and prioritize expenditures that align with the college's vision and objectives.

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6. Accountability and Responsibility

- Accept responsibility for decisions and their outcomes, learning from mistakes to improve future performance.
- Regularly review and assess institutional processes and policies to enhance operational efficiency.

7. Commitment to Continuous Improvement

- Participate in professional development activities to stay updated with the latest trends in education and administration.
- Encourage faculty and staff to pursue growth opportunities and recognize their contributions to the institution.

8. Ethical Use of Technology

- Promote the ethical and responsible use of technology for educational and administrative purposes.
- Safeguard institutional data and ensure cybersecurity protocols are followed diligently.

9. Community Engagement

- Represent the college positively in all public interactions and maintain a professional demeanor at all times.
- Foster collaborations and partnerships with external organizations for mutual growth and benefit.

10. Commitment to the Mission and Vision

- Uphold and actively work toward achieving the mission and vision of Santhiram College of Pharmacy.
- Ensure that every action aligns with the institution's core values of excellence, integrity, and service to society.

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Code of Conduct of other staff:

The staff of Santhiram College of Pharmacy plays a pivotal role in creating an environment that nurtures academic excellence, professional integrity, and holistic development. This Code of Conduct outlines the ethical principles and behavioral standards expected from all staff members to maintain the institution's reputation and values.

1. Professional Integrity and Responsibility

- Perform duties with honesty, diligence, and dedication, always prioritizing the institution's objectives.
- Exhibit ethical behavior and uphold the values of fairness, respect, and transparency in all interactions.
- Refrain from any activities that may compromise personal or professional integrity.

2. Respect for Diversity and Inclusivity

- Treat students, colleagues, and stakeholders with dignity and respect, regardless of their background, beliefs, or affiliations.
- Foster a culture of inclusivity and discourage any form of discrimination or harassment.

3. Commitment to Excellence

- Strive for continuous improvement in professional performance, contributing to the institution's academic and operational goals.
- Participate actively in training, workshops, and professional development programs to enhance skills and knowledge.

4. Adherence to Institutional Policies

- Comply with all rules, regulations, and policies established by the institution and governing bodies.
- Support anti-ragging, anti-harassment, and other safety initiatives to create a secure campus environment.
- Maintain confidentiality of institutional and personal information, ensuring the protection of privacy.

5. Student-Centric Approach

- Act as role models for students, guiding them in their academic, personal, and professional journeys.
- Address student grievances promptly, fairly, and compassionately, maintaining their trust and confidence.
- Promote a positive learning environment by being approachable, supportive, and encouraging.

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6. Ethical Use of Resources

- Use institutional resources, including time, technology, and infrastructure, responsibly and efficiently.
- Avoid any misuse of college property or facilities for personal benefit.

7. Collaboration and Teamwork

- Work collaboratively with colleagues and departments to achieve common goals.
- Communicate openly and constructively, respecting differing viewpoints and ideas.
- Resolve conflicts amicably and professionally, prioritizing the welfare of the institution.

8. Commitment to Punctuality and Discipline

- Be punctual and regular in attendance, adhering to the work schedules and deadlines.
- Ensure timely completion of assigned tasks with a focus on quality and efficiency.
- Follow dress codes and maintain a professional appearance, reflecting the values of the institution.

9. Ethical Practices in Teaching and Administration

- Avoid favoritism, bias, or unethical behavior in teaching, assessments, and administrative duties.
- Provide constructive feedback and fair evaluations to students, fostering their growth and confidence.

10. Community Engagement and Representation

- Represent the institution positively in all professional and public forums.
- Actively participate in outreach and community development programs organized by the college.

11. Commitment to the Institution's Mission and Vision

- Align personal actions and goals with the institution's mission of excellence, integrity, and service to society.
- Support initiatives that promote innovation, research, and societal welfare.

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7.1.10 (1) Code of Conduct committee

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7.1.10(1). Their committee to monitor adherence to the code of conduct institution.

To ensure strict adherence to the Code of Conduct, a dedicated committee has been established. This committee is responsible for monitoring compliance, addressing violations, and promoting ethical standards within the institution.

S.No.	Name of the Member	Designation	Sign.
1.	Dr.C.MadhusudhanaChetty	Convener	Jon /
2.	Dr.K.Suresh Kumar	Member	Evenerano
3.	Dr.P.Praveen Kumar	Member	D. Praven Lune
3	Dr. K.Ravi Kumar	Member	Pos
3.	Mr.M.V.Ramana	Member	9
4.	Mr.D.Maheswara Reddy	Member	and Leading
5.	Dr. C. Bhargav Reddy	Member	C. Bhargar
6.	Mr.G. Venkateswarlu	Member	Box

Roles and Responsibilities of the Committee

1. Monitoring and Compliance:

- Ensure that all staff and administrators follow the Code of Conduct.
- Conduct regular reviews and audits to evaluate adherence.

2. Addressing Violations:

- Investigate reported breaches of the Code of Conduct.
- Recommend corrective actions or disciplinary measures when necessary.

3. Awareness and Guidance:

- Conduct workshops, seminars, or meetings to educate staff and students about the Code of Conduct.
- Provide guidance to individuals regarding ethical dilemmas or concerns.

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4. Reporting and Accountability:

- Submit periodic reports to the management about adherence and compliance.
- Maintain records of all reported violations and resolutions.

5. Promoting a Positive Environment:

- Encourage ethical behavior and a culture of integrity across the campus.
- Foster open communication to address concerns proactively.

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7.1.10 (3) Programme organized – Code of Conduct

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Ref: SRCP/Principal/ Office/HR/Jul/2022

12/07/2022

Date:

CIRCULAR

It is proposed to conduct "Code of Conduct Awareness Program" for newly recruited teaching and non-teaching staff for the year 2022-23

Date: 14/07/2022

Time: 3.30PM to 5.00PM

Venue: Mini seminar Hall, SRCP

Enclosed teaching staff is instructed to attend the Programme without fail. The heads of department under whom they are working are requested to facilitate the individuals to attend the Programme.

Encl. Staff list

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Code of Conduct Awareness Program – (July 2022 – June 2023)

S.No	Name	Designation	Department	
1	Dr.A.V.Badarinath	Professor	Pharmaceutics	
2	Dr.S.V.Suresh Kumar	Professor	Pharmacognosy	
3	Dr.ShaikMuneer	Professor	Ph. Chemistry	
4	Mrs.M.Manorama	Asst.prof	Ph. Analysis	
5	Miss.M.Swapna	Asst.prof	Pharm.D	
6	Mr. S.BabuBasha	Asst.prof	Ph. Analysis	
7	Ms. C. Thimmamma	Laboratory	Pharmaceutics	

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Date: 15/07/2022

Code of conduct - Awareness Programme AY: 2022-23

Target audience: Newly Recruited teaching & Non-Teaching faculty

Date: 14/07/2022

Speakers/ Coordinators: Dr. SivaSanker Reddy .L

Number of participants:07

Venue: Mini seminar Hall, SRCP

REPORT

Training Program on code of conduct for teaching staff and non-teaching was conducted on 14.06.2022 between from 03.30pm to 05.00pm at Santhiram College of Pharmacy at mini seminar hall around 07 staff has attended the program. Code of conduct training is one of the essential elements of a comprehensive ethics and compliance program which ensures the knowledge of organization's mission. Core values, behavioral expectation foster a healthy work culture in employees.

HR department has conducted this program under the guidance of principal, SRCP where the employees were given a full tour of the vision, mission of the institute along with the duty timings, rules/etiquette to be followed during the work hours. Apart from what is expected from the employees along with the details of committees available for ensuring the proper conduct within the institute and process of addressing the deviation if any.

Program was more of interactive one with active participation of the participants and resource person clarified the doubts and welcomed the newly joined employees.

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Date: 24/06/2023

CIRCULAR

Subject: International Day Against Drug Abuse and Illicit Trafficking

Dear Students and Staff.

We are pleased to announce that our college will be organizing a special program to observe the **International Day Against Drug Abuse and Illicit Trafficking**. This day aims to raise awareness about the global drug problem and foster a drug-free society.

Details of the Program:

Date: 26/06/2023

Time: 03.20PM

· Venue: Mini seminar Hall, SRCP

· Participants: Faculty Members and II B. Pharm Section A Students

Program Highlights:

- 1. Awareness Lecture by Experts
- 2. Student Presentations on Drug Abuse Prevention
- 3. Interactive Session: Role of Youth in Combating Drug Abuse
- 4. Pledge for a Drug-Free Society

All II B.Pharm students and staff are requested to attend and actively participate in the event to make it a success.

Programme coordinator

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ATTENDANCE STATEMENT

Name of the activity: International Day Against Drug Abuse and Illicit Trafficking Date: 26/06/2023

S.No	Course- Year / Sem	Hall Ticket No.	Name of the student	Signature
1	II-II-(A)	21HC1R0001	ALVAKONDA VAMSI	A. isani
2	II-II-(A)	21HC1R0002	AMBATI PRAVALLIKA	PRUBLERA
3	II-II-(A)	21HC1R0003	ARJIGARI CHIRANJEEVI	0-1
4	H-H-(A)	21HC1R0004	ASHAPOGU SUKANYA	A-Salcanya
5	II-II-(A)	21HC1R0005	AVULA SUMANTH	Sam
6	II-II-(A)	21HC1R0006	AVULA SURYA PRAKASH	bet percession
7	И-П-(∧)	- 21HC1R0007	BALLARI SATWIKA	Saturita
8	П-П-(А)	21HC1R0008	BASIPOGU ANIL KUMAR	B. Aulteno
9	П-П-(∆)	21HC1R0009	BATHULA HARI KRISHNA	Doni levie
10	II-II-(A)	2111C1R0010	BATTURI LIKHITHA	B. likhitha
11	II-II-(A)	21HC1R0011	BESTA ANIL KUMAR	Anthuran
12	II-II-(A)	21HC1R0012	B SURYA SRINIVASA REDDY	Srinival Re
13	H-H-(A)	21HC1R0013	BIDUGU PRAVEEN KUMAR	Kumor
14	П-П-(А)	21HC1R0014	B PAVITHRA BHARGAVI	Day toron
15	II-II-(A)	21HC1R0015	B PRASANNA KUMARI	Pecuanie.
16	II-II-(A)	21HC1R0016	BOGOLU CHAMUNDESWARI	Charman
17	II-II-(A)	21HC1R0017	BOMIREDDY AKASH REDDY	Afri
18	II-II-(A)	21HC1R0018	BOMMI REDDY SUPRAJA	B: Supraja
19	II-II-(A)	21HC1R0019	CHAKALI KETHANA	10.000
20	II-II-(A)	21HC1R0020	CHALLA AKHILA	colkhila.
21	II-II-(A)	21HC1R0021	CHALLA SRINIVASA REDDY	Synivala.
22	H-H-(A)	21HC1R0022	CHELIKA NIKITHA	Nikitha.c
23	H-H-(A)	21HC1R0023	CHILAKALA SHASIKALA	Arother 1
24	H-H-(A)	21HC1R0024	C VAMSINADHA REDDY	Varminash
25	H-H-(A)	21HC1R0025	CHITREDDY DEEPIKA	C. Dec pika
26	H-H-(A)	21HC1R0026	DANDE PRAVEEN KUMAR	Aweer Kut
27	H-H-(A)	2111C1R0027	DAŠU CHANDANAPRIYA	Parusa.
28	II-II-(A)	21HC1R0028	DUDEKULA LALEEF	dalla



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29	П-П-(А)	21HC1R0029	EESARI MANOJ KUMAR	Kunas
30	II-II-(A)	21HC1R0030	GADDAM SAINADH REDDY	Sains
31	II-II-(A)	21HC1R0031	GAJA HAREESHA	housely
32	П-П-(А)	21HC1R0032	GARRE ANISHA	Cn-Anisla
33	II-II-(A)	21HC1R0033	GOLLA GANGA LAKSHMI	Laleshoni
34	II-II-(A)	21HC1R0034	GUDIPATI ARAVIND	(a. Arryini)
35	II-II-(A)	21HC1R0035	GULLAKUNTLA MAHITHA	Mahitha
36	11-11-(A)	21HC1R0036	GUTTI DHANUSHA	Dhenes Ves
37	11-11-(A)	21HC1R0037	GUVVALA AKSHAYA	Atdaya
38	H-H-(A)	21HC1R0038	HOTEL INDHU	M. Willer
39	11-11-(A)	21HC1R0039	IRUVINTY DEEPIKA	Decoipa T
40	II-II-(A)	- 21HC1R0040	JANGAMREDDY ANKI REDDY	Anki
41	II-11-(A)	21HC1R0041	KALINGIRI GEETHA DEVI	Devi
42	II-II-(A)	21HC1R0042	KAMMARI SHIRISHA	Shiriha
43	11-11-(A)	21HC1R0043	K C MALLIKA	K.C. mallika
44	II-II-(A)	21HC1R0044	KARUR MEHANAZ BHANU	matthen
45	II-II-(A)	21HC1R0045	KASHAPOGU CHANDU	chandy
46	II-II-(A)	21HC1R0046	KOVURU SANGEETHA	Swanth
47	11-11-(A)	21HC1R0047	KUMMARI SUSMITHA RENUKA	Renka
48	H-H-(A)	21HC1R0049	KURUVA JAYANTHI	Tayanthi
49	II-II-(A)	21HC1R0050	LAKKE AJAY	C. May
50	II-II-(A)	21HC1R0051	MADDIKATLA VYSHNAVI	Vikhanavi
51	И-П-(А)	21HC1R0052	MADDIMANI SILPA	RA- Cilpa

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SANTHIRAM COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi - Affiliated to JNTUA, Anantapur NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

Date: 27/06/2023

PROGRAMME REPORT INTERNATIONAL DAY AGAINST DRUG ABUSE AND ILLICIT TRAFFICKING

Date: 26/06/2023 3.20PM

Venue: Mini Seminar Hall, SRCP

Santhiram College of Pharmacy organized a meaningful program on the occasion of the **International Day against Drug Abuse and Illicit Trafficking**, with active participation from the staff and Il B.Pharm students. The event aimed to create awareness about the detrimental effects of drug abuse and promote collective responsibility in combating this global issue.

Program Highlights:

- Inauguration: The event commenced with a welcome address by Mr.K. Sampath Kumar, followed by an inspirational message from Dr. C. Madhudhana Chetty, emphasizing the importance of youth in building a drug-free society.
- Awareness Lecture: An informative lecture was delivered by Mr. D. Maheswara Reddy, focusing on the physical, mental, and social consequences of drug abuse and the legal framework addressing drug trafficking.
- 3. Student Presentations: II B.Pharm students presented thought-provoking presentations on topics such as:
 - The dangers of substance abuse
 - Strategies for prevention and rehabilitation
 - o The role of education in drug abuse prevention
- Interactive Session: A lively interaction between students and faculty highlighted the importance of peer support and early intervention in preventing drug addiction.
- Pledge Ceremony: All attendees took a solemn pledge to stay drug-free and encourage others to do the same.

Conclusion: The event concluded with a vote of thanks by Mr.K. Sampath Kumar, expressing gratitude to the organizers, speakers, and participants for their enthusiasm and commitment. The program successfully instilled a sense of responsibility among students and staff to combat the menace of drug abuse.

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