



SANTHIRAM COLLEGE OF PHARMACY

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

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 the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Options:

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


Ans: Any of 4 or All of the above

Upload:

- Code of ethics policy document
- 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 the claims.

Any other relevant information

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 standards of 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.
4. 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.
7. Students are not allowed to form individual groups collect funds within the campus or outside and organize the events without proper principal permission.
8. 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 chudidhar and pants.
2. Cover Chudidhar 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.

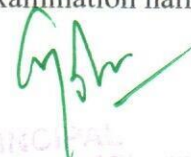
Students should report any incidents such as high flames, breakages, leakage of gases or any volatile components including minor injuries like cuts, burns or dizziness during performance of the experiment.

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.
4. 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.


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8. Students should not carry any material scientific calculators, mobile phones or electronic gadgets into the Hall.
9. Warning bell will be given ten minutes before the 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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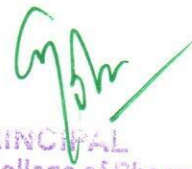


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Code of Conduct for Staff:

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 shall prepare relevant and adequate teaching notes for his/her work in advance 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 shall mark and evaluate all written/practical exercises promptly and carefully.
7. It may be required to work beyond the required time in certain circumstances to be determined by the head or college.
8. Any negligence on the part of a faculty, which causes unacceptable loss, damage or injury, shall be a breach of contract of service.
9. Faculty to be actively involved in approved co-curricular activities in the institutions
10. Faculty shall deliberately isolate or ignore any student.
11. No faculty may leave the college during college hours without the permission of the head of the institution.
12. A teacher leaving the college for duty elsewhere shall inform his head of his whereabouts to Facilitate his recall in an emergency.


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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

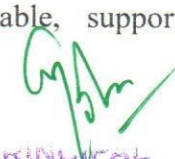
- Strive for continuous improvement in professional performance, contributing to the institution's academic and operational goals.
- Participate actively in training, workshops, and professional development programs to enhance skills and knowledge.

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.Madhusudhana Chetty	Convener	
2.	Dr.K.Suresh Kumar	Member	
3.	Dr. P.Praveen Kumar	Member	
3	Dr. K. Ravi Kumar	Member	
3.	Mr.M.V.Ramana	Member	
4.	Mr.D.Maheswara Reddy	Member	
5.	Dr. C. Bhargav Reddy	Member	
6.	Mr. G.Venkateswarlu	Member	

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 (2) Programme organized – Code of Conduct



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Ref: SRCP/Principal/ Office/HR/Jul/2023

Date: 20/07/2023

CIRCULAR

It is proposed to conduct "Code of Conduct Awareness Program" for newly recruited teaching and non-teaching staff for the year 2023-24

Date: 21/07/2023

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 2023 – June 2024)

S.No	Name	Designation	Department
1	Mr.N.Yalla Subbaiah	Asso.prof	Ph. Chemistry
2	Mr.R.Nageswar Rao	Asso.prof	Ph. Analysis
3	Ms.Dr.B.Lavanya	Asst.prof	Pharm.D
4	Ms.Dr.G.Madhuri	Asst.prof	Pharm.D
5	Mr.Dr.C.Sai Chaithanya	Asst.prof	Pharm.D
6	Mr.KRANTHI KUMAR	Lab Technician	Ph.Chemistry
7	R.Jaheer Ahammad	Lab Technician	Ph.Ceutics
8	M Sudha Mani	Lab Technician	Pharmacognosy
9	K Dharani	Lab Technician	Industrial Pharmacy
10	A Lakshmi Sujatha	Lab Technician	Ph. Chemistry
11	D Shiva	DEO	Exam Section
12	L Chandra Sekhar	Lab Technician	Ph. Microbiology
13	M Thikka Swami	Lab Technician	Ph. Analysis PG

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Date: 22/07/2023

Code of conduct – Awareness Programme AY: 2023-24

Target audience: Newly Recruited teaching & Non-Teaching faculty

Date: 21/07/2023

Speakers/ Coordinators: Dr. S.V.Suresh Kumar

Number of participants: 13

Venue: Mini seminar Hall, SRCP

REPORT

Training Program on code of conduct for teaching staff and non-teaching was conducted on 21.07.2023 between from 03.30pm to 05.00pm at Santhiram College of Pharmacy at mini seminar hall around 13 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: 24/06/2024

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:** 26/06/2024
- **Time:** 02.20PM
- **Venue:** Mini seminar Hall, SRCP
- **Participants:** Faculty Members and II B.Pharm Section B 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: **27/06/2024**

S.No	Course-Year / Sem	Hall Ticket No.	Name of the student	Signature
1	II-II-(B)	22HC1R0056	MANAVA SUJANA PRIYA	Priya
2	II-II-(B)	22HC1R0057	MIDDE SAI DEEPTHI	Sai
3	II-II-(B)	22HC1R0058	MINUGA RAJU	M. Raju
4	II-II-(B)	22HC1R0059	MODREKSHA PAVAN NAIK	Modreksha
5	II-II-(B)	22HC1R0060	MOUGAL MUBEENA KOUSAR	M. Mubeena
6	II-II-(B)	22HC1R0061	MULLA AYESHA FARHEEN	M. Farheen
7	II-II-(B)	22HC1R0062	NAKKA VINEELA	Vineela
8	II-II-(B)	22HC1R0063	NERAVATI MANOJ KUMAR	Manoj
9	II-II-(B)	22HC1R0064	OBULAMPALLE NAVEEN KUMAR	Naveen
10	II-II-(B)	22HC1R0065	PABBATHI DIVYA ANJEL	P. Anjel
11	II-II-(B)	22HC1R0066	PJAYANTH THANUSH	Thanush
12	II-II-(B)	22HC1R0067	PANDUGAYALA SRUTHI	Sruthi
13	II-II-(B)	22HC1R0068	P V MADHU SAGAR SIMHA	Madhu Sagar
14	II-II-(B)	22HC1R0069	PASUPULA SAI JAHNAVI	Sai Jahnavi
15	II-II-(B)	22HC1R0070	PATHAN SAIFULLA ALAM	Saifulla
16	II-II-(B)	22HC1R0071	PATIL PALLAVI	P. Pallavi
17	II-II-(B)	22HC1R0072	P CHIREDDYGARI AKHILA	Akhila
18	II-II-(B)	22HC1R0073	PEDDAYANUMULA USHASRI	Ushasri
19	II-II-(B)	22HC1R0074	PENUJUVI JAHNAVI	Jahnavi
20	II-II-(B)	22HC1R0075	PERAPOGU MAHIMA KUMARI	Mahima
21	II-II-(B)	22HC1R0076	PERUMALLA JAYANTH KUMAR	P. Jayanth
22	II-II-(B)	22HC1R0077	PINJARI KHAJA VALI	Vali
23	II-II-(B)	22HC1R0078	POLEBOYINA UMADEVI	P. Umadevi
24	II-II-(B)	22HC1R0079	PORUMAMILLA VASAVI	Vasavi
25	II-II-(B)	22HC1R0080	POTHURAJU SRAVANI	P. Sravani
26	II-II-(B)	22HC1R0081	PUDURU MANI	P. Mani
27	II-II-(B)	22HC1R0082	PUSALA HARIKA NAGA DURGA	Durga
28	II-II-(B)	22HC1R0083	RAJAGARI ARAVIND BABU	Aravind

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29	II-II-(B)	22HC1R0084	RAYANKULA KAVITHA	Kul
30	II-II-(B)	22HC1R0085	REBBA JAYA LAKSHMI DEVI	Devil
31	II-II-(B)	22HC1R0086	SALE HARIKA SREE	Hari
32	II-II-(B)	22HC1R0087	SHAIK ARSHIYA	Aashiya
33	II-II-(B)	22HC1R0088	SHAIK FAHIMOON	Fahimoon
34	II-II-(B)	22HC1R0089	SHAIK MAHAMMED ASHRAF	Ashraf
35	II-II-(B)	22HC1R0090	SHAIK MUHAMMAD RAFI	Rafi
36	II-II-(B)	22HC1R0091	SHAIK MUJAMMIN SHARIKA	Sharika
37	II-II-(B)	22HC1R0092	SHAIK MULLA NOORULLA	Noorulla
38	II-II-(B)	22HC1R0093	SINGANAMALA FATHIMA AFRAN	Fathima
39	II-II-(B)	22HC1R0094	SYED DAULATH RAKSHAAN	Rakshaan
40	II-II-(B)	22HC1R0095	TAPPETA ESWAR	Eswar
41	II-II-(B)	22HC1R0096	TENE MALAVIKA	malavika
42	II-II-(B)	22HC1R0097	THOTA MANASA	Manasa
43	II-II-(B)	22HC1R0098	T GANDUMEKALA SUNITHA	sunitha
44	II-II-(B)	22HC1R0099	UMMADISETTY LOKESH	lokesh
45	II-II-(B)	22HC1R00A0	V R RANJANI	Ranjani
46	II-II-(B)	22HC1R00A1	VADDE BHAVANI	Bhavani
47	II-II-(B)	22HC1R00A2	VANKE SRAVANI	Sravani
48	II-II-(B)	22HC1R00A3	VENGOTI VAISHNAVI	VAISHNAVI
49	II-II-(B)	22HC1R00A4	Y VEDHANTH	vedhant
50	II-II-(B)	22HC1R00A5	YATHAPU YASWANTH REDDY	Yaswanth
51	II-II-(B)	22HC1R00A6	YERASI MAHATHI	Bhavana
52	II-II-(B)	22HC1R00A7	YERNAGU BHUVANA	Bhuvana
53	II-II-(B)	22HC1R00A8	YERRAM MAHENDRA DEVI	Devil
54	II-II-(B)	22HC1R00A9	YERRAM NANDINI	Nandini
55	II-II-(B)	21HC1R0048	KUNTOLLA SAI RAM	Sai Ram
56	II-II-(B)	222HC5R0001	EPURI ASHRITHA	Ashritha


Programme Coordinator


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SANTHIRAM COLLEGE OF PHARMACY

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NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

Date: 27/06/2024

PROGRAMME REPORT INTERNATIONAL DAY AGAINST DRUG ABUSE AND ILLICIT TRAFFICKING

Date: 26/06/2024 2.20PM

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 II 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:

1. **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.
2. **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:
 - o The dangers of substance abuse
 - o Strategies for prevention and rehabilitation
 - o The role of education in drug abuse prevention
4. **Interactive Session:** A lively interaction between students and faculty highlighted the importance of peer support and early intervention in preventing drug addiction.
5. **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.

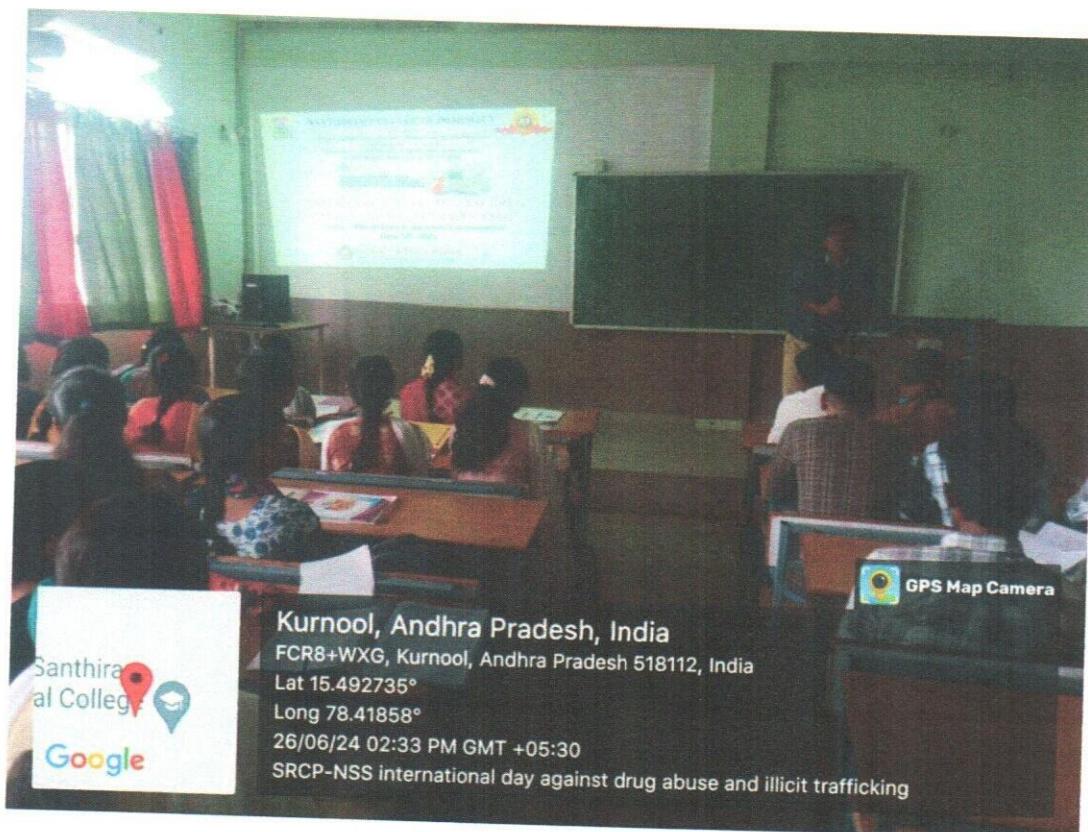
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SRCP-NSS international day against drug abuse and illicit trafficking

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