

Code of Conduct for Faculty members

1. **Highest Priority in the college:** To maintain discipline and to create conducive environment at any cost. They are supposed to follow the rules and regulations of the organization leading to the overall professional growth of the institute.
 2. **PCI**
 3. **AICTE**
 4. **Dr. AKTU**
 5. **BTE**
- Visit the official websites of these governing bodies on daily basis for circular/ordinance or any other information which is useful to the college. For each circular/ordinance proper documentation should be there.
(Same should be reported to Director Sir)
6. **Staff Documentation:** Proper documentation should be there for each student as well as staff members with minimum 06 photographs. In case of the faculty members with all Educational documents, Research/Review articles, Conferences, Workshops, Seminars, Symposia, FDP, extra curriculum activities, etc. all relevant documents should be updated on regular basis.
 7. **Mentor-Mentee System:** 01 faculty member should be assigned as a mentor of the 15-20 students. He/She will be in contact on the regular basis with their parents. All the details/status of the students should be with him/her. In short, he/she has to take whole sole responsibility of their mentees.
 8. **Mentor Form:** All details (Name, address, contact number of the students as well as their parents, performance in college, Sessional/Semester Marks, Attendance etc.) of the students should be there in the form. Whatever conversation (telephonic/by post etc.) with the students/Parents should be noted down on regularly basis. (Enclosure attached).
 9. **Mentor-Mentee Interaction:** On regular basis healthy Mentor-Mentee interaction should be there. Try to keep always each student in motivated state. Each Student as well as parents contact number should be in your phone contact list. Prepare a Whatsapp group of your mentee and as well as whole class for sharing official information.
 10. **Attendance:** Ensure Student attendance on priority basis. Class teacher should be report students attendance weekly to the Director Sir.
 11. **Use of Mobile Phone:** Minimum use of mobile phone in the college campus. It is advised to use mobile phone in their cabin only. No earphone/headphone should be allowed to use in the college campus.

- 12. Discharging the duties as Lab In-charge:** They should take proper care of the assigned laboratory. It should always be ensured that all instruments are in working condition. If any instrument is not working, immediately it should be reported to H.O.D. in writing (in all cases receiving should be kept with us), after 07 days, report the matter to Director Sir in writing. Still if the problem is not solved then matter should be reported to Executive Director Sir after 15 days in writing.
- 13. Stock Registers:** Should be weekly checked whether the stock register is maintained properly or not. If any problem is found, should be sorted out to maintain the stock registers ready for inspection purpose.
- 14. Manuals:** Prepare and submit respective subject lab manuals to the Director office before starting of the new Semester/Year.
- 15. Timely execution of Classes/Practicals:** It is advised to be on time during classes/practical. In classes, evaluation system on daily basis should be followed.
- 16. Study Materials to the students:** It is expected to provide the compiled notes and relevant study material to the students after completion of the topic.
- 17. Course File:** Faculty members are supposed to submit the course file of the respective subject at the beginning of every academic semester.
- 18. Number of Practicals:** The practicals should be planned in reasonable number as per the specifications of the syllabus in each programme.
- 19. Completion of Syllabus:** It should be ensured that 1/3rd syllabus is completed before I sessional examination. Timely completion of the Theory / Practical syllabus is the prime responsibility of the faculty members.
- 20. Class test:** Minimum 05 class tests are compulsory in each semester. It is suggested to conduct surprise tests also.
- 21. Time table In-charge:** As per Academic calendar, time table should be prepared and displayed before the commencement of each academic session. All the records (Assigned subjects with workload) should be kept ready to comply the Inspection requirements also.
- 22. Examination Cell:** Sessional exams should be conducted as per the Academic calendar. All the records should be maintained to comply the Inspection requirements.

23. Conferences/Seminar/FDP etc.: Each faculty member is expected to present Research work in oral/poster form in the Conferences/Seminar/Symposium etc. and also to attend FDP programmes whenever possible to strengthen their academic track record.

24. Constitution of the Committee:

- i. Anti-ragging Committee
- ii. Women cell
- iii. Discipline Committee
- iv. Cultural Committee
- v. Sports Committee
- vi. Academic monitoring committee
- vii. Proctorial board
- viii. Hostel committee
- ix. Student welfare committee
- x. Industrial/Hospital training
- xi. Placement cell
- xii. Grievance cell
- xiii. Attendance/Mentor

Faculty members are supposed to play their active role.

Meeting with Director should be conducted to report any important matter.

(Director)

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