

Shrishakti Shaikshanik Sanstha's

DIVINE COLLEGE OF PHARMACY

(Approved by AICTE, New Delhi, DTE and Govt. of Maharashtra and Affiliated Savitribai Phule Pune University)


Address: Nampur Road, Satana, Dist-Nashik-423301 Phone: (02555) 226009

Email: divinecop15@gmail.com Web: www.shrishakti.org.in

Details of Monitoring Committee, Composition, Meeting and Various programs conducted on code of conduct

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Divine College of Pharmacy,
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a. Constitution of Committee and details of the meeting

Date: 01/07/2023

Constitution of Committee to monitor adherence to The Code of Conduct

Sr	Name of the member	Designation	Role
1	Dr. Dhananjay M. Patil	Principal	Chairman
2	Dr. Chandrashekhar D. Patil	Assistant Prof.	Secretary
3	Mr. Ganesh B. Sonawane	Assistant Prof.	Faculty Member
4	Mr. Shivraj P. Jadhav	Assistant Prof.	Faculty Member
5	Mr. Yogesh P. Sharma	Assistant Prof.	Faculty Member
6	Mr. Vijayraj N. Sonawane	Assistant Prof.	Faculty Member
7	Mr. Khemchand R. Surana	Assistant Prof.	Faculty Member




Principal
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Office Circular

The members of the committee for adherence to The Code of Conduct are here by inform that the meeting is scheduled on 03/07/2023 in meeting hall at 2:00 p.m. to discuss the following agenda

Agenda

1. Call to Order
2. Welcome Address by the Chairperson
3. Introduction of Attendees

Purpose of the Meeting

1. Brief Overview of The Code of Conduct
2. Importance of establishing the Policy on The Code of Conduct

Discussion Points

- a. Key Components of the Code of Conduct:
- b. Professional Ethics and Behavior
- c. Academic Integrity and Discipline
- d. Guidelines for Faculty, Staff, and Students
- e. Dress Code and Decorum
- f. Responsibilities and Accountability of Stakeholders
- g. Mechanisms for Implementation and Monitoring

Draft Policy Outline

1. Presentation of Policy Draft
2. Review and Suggestions for Modifications if any

Any other point / issue related to The Code of Conduct with the permission of chair if any.

Adjournment

- Closing Remarks by the Chairperson



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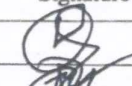

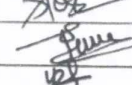
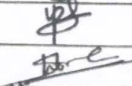
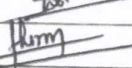


All are requested to remain present for the meeting at scheduled time.




Secretary



PRINCIPAL
Divine College of Pharmacy
Nampur Road, Satana Dist.Nashik-423301

Sr	Name of the member	Role	Signature
1	Dr. Dhananjay M. Patil	Chairman	
2	Dr. Chandrashekhar D. Patil	Secretary	
3	Mr. Ganesh B. Sonawane	Faculty Member	
4	Mr. Shivraj P. Jadhav	Faculty Member	
5	Mr. Yogesh P. Sharma	Faculty Member	
6	Mr. Vijayraj N. Sonawane	Faculty Member	
7	Mr. Khemchand R. Surana	Faculty Member	



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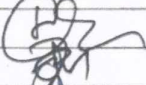
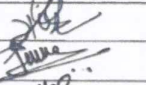
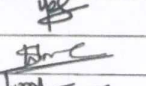
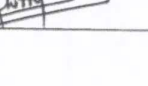
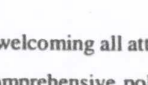
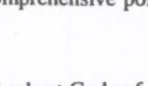
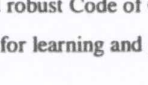
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Minutes of the Meeting held on 03/07/2023

Discussion on Policy of Code of Conduct

The meeting of the committee for adherence to The Code of Conduct of Divine College of Pharmacy, Satana, was held on 03/07/2023 at 2.00 pm to discuss points as per agenda.

Following members were present:

Sr	Name of the member	Role	Signature
1	Dr. Dhananjay M. Patil	Chairman	
2	Dr. Chandrashekhar D. Patil	Secretary	
3	Mr. Ganesh B. Sonawane	Faculty Member	
4	Mr. Shivraj P. Jadhav	Faculty Member	
5	Mr. Yogesh P. Sharma	Faculty Member	
6	Mr. Vijayraj N. Sonawane	Faculty Member	
7	Mr. Khemchand R. Surana	Faculty Member	

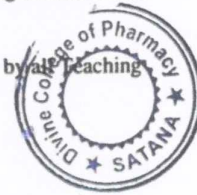
Secretary Dr. Chandrakant D. Patil welcomes all members


The meeting commenced at 2.00 pm, with Dr. Dhananjay M. Patil welcoming all attendees and stating the objective of the meeting: to discuss and establish a comprehensive policy for the Code of Conduct at Divine College of Pharmacy.

The Chairperson highlighted the importance of having a clear and robust Code of Conduct to maintain professionalism, integrity, and a conducive environment for learning and growth.

Key Components Discussed:

1. Professional Ethics and Behavior to be followed by Teaching faculties, Non-teaching staff and students.
2. Academic Integrity and Discipline and guidelines followed by all Teaching faculties, Non-teaching staff and students.




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3. Dress Code for Teaching faculties, Non-teaching staff and students.
4. Responsibilities and Accountability of Stakeholders
5. Mechanisms for Implementation and Monitoring of The Code of Conduct policy.


Feedback from Attendees:

1. Faculty members suggested including specific examples of acceptable and unacceptable behaviour.
2. Students emphasized the need for clear grievance redressal mechanisms.
3. Administrative staff requested periodic workshops for awareness and compliance.

Conclusion

The Chairperson summarised the key points discussed and expressed gratitude to all attendees for their valuable input. The meeting was adjourned at 2.45 pm.




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Programs Conducted on Code on Code of Conduct

b. Code of Conduct discussion with parents and students while parent teacher meet




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c. Pledge Taking Ceremony on Code of Conduct

Date: 19/08/2023



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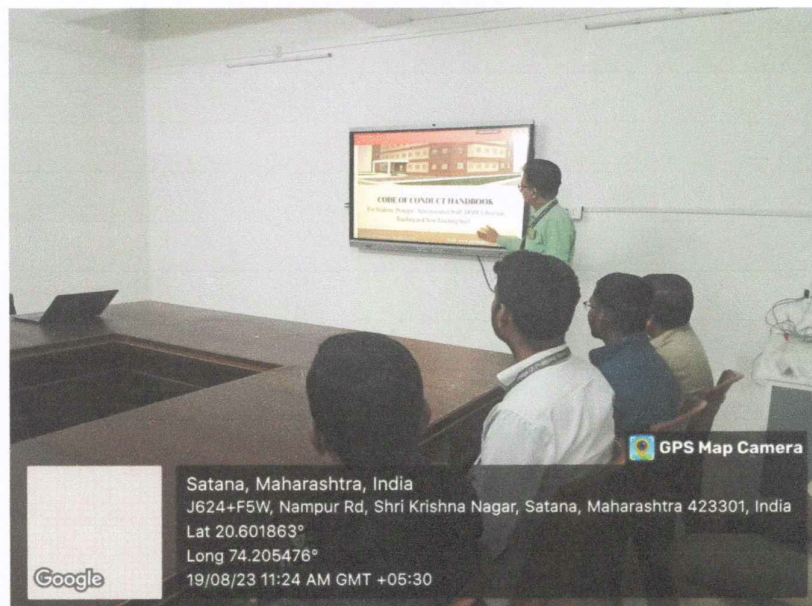
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d. Interactive Awareness Sessions on Code of Conduct with faculty

Date: 19/08/2023



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e. Orientation program regarding code of conduct with first year students and parents




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Divine College of Pharmacy,
Divine Campus, Nampur Road,
Satana, Dist. – Nashik
Maharashtra (India)
Satana – 423301

Internal Quality Assurance Cell



CODE OF CONDUCT HANDBOOK

For Students, Principal, Administrative Staff, HOD, Librarian,
Teaching and Non-Teaching Staff

Email: divinecop15@gmail.com

Web: www.divinepharmacy.in



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Maharashtra (India)

Satana – 423301

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CODE OF CONDUCT

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RULES AND RESPONSIBILITIES FOR STUDENTS

1. Admissions to all the courses will be on a merit basis of the qualifying examination. (MHTCET/NEET Score)
2. For entry into the campus, students should be wearing proper uniforms and identity cards. It is mandatory for all throughout the course duration.
3. Any student found discriminating against other students on the basis of caste, religion, race, ethnicity, colour, sex, gender, physical disability, age, sexual orientation and political or religious beliefs is prohibited. Any abuse verbally, socially or physically is prohibited via any means.
4. Students must attend theory and practical in their allotted classrooms and laboratories only. At any condition, they will not be allowed to enter other classrooms and laboratories where students of other classes are engaged.
5. Students who are found to be consuming or possessing liquor will be dismissed from the college. Unlawful possession or consumption of Tobacco in any form is prohibited. Smoking as well as using drugs is also strictly prohibited on campus. Even prompting other students in this regard is a punishable offense. Under no circumstances will such activities be tolerated.
6. Students are not allowed to stick posters, draw sketches, or mark anything on walls, buildings or trees in college and campus premises.
7. The conduct of the students inside and outside the campus should be such that it will raise their own image and image of the Institute in the society. Students using foul language/misbehaving with teaching staff, non-teaching staff, stakeholders or any other students may face strict disciplinary action.
8. Students must take all official notices seriously. They must read the notice board regularly and inform parents/guardians whenever necessary.
9. Proper silence and discipline are to be maintained in classrooms, laboratories, library, hostel and auditorium/seminar hall.

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10. Any form of malpractice in examination will be prohibited under the University Act and norms laid down by the College from time to time.
11. Misuse of Resources- In case of damage to college property, equipment, or books, students must bear the cost of materials.
12. Anti-Ragging- According to the Maharashtra Prohibition of Ragging Act, 1999, UGC notification, the direction of the Supreme Court of India, and the recommendation of the Raghavan Committee, measures are taken to prevent ragging. Ragging is strictly prohibited inside the college campus. Students involved in ragging will be dismissed from the college. As per UGC Regulations, the college has formed an Anti-ragging Committee.
13. Attendance- Minimum attendance of 80 % is compulsory in each subject. Theory as well as practical attendance will be counted separately. Students having attendance below 80 % will not be allowed to attend examinations as per university regulations. A student must take prior written permission from the Guardian teacher and Principal in case he/ she is unable to attend the lectures and/or practicals.
14. Mentor-Mentee System- Each student will be allotted a mentor/guardian teacher after admission. He/she can express personal or academic problems to the mentor.
15. Every student should focus on cleanliness. Throwing waste papers and other stationary etc. are punishable. Strict fines and other action may be initiated in this regard.

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PRINCIPAL AND ADMINISTRATIVE STAFF


Duties and Responsibilities

1. Monitoring and control of all activities in the institution related to academics, finance and administration.
2. To follow rules, regulations, and duties governed by the SPPU Pune, PCI, and Government of Maharashtra.
3. To plan and organize at least two meetings annually with the management council and proper implementation of decisions taken in the meetings at the institute level.
4. Preparation of budget for the forthcoming year and implementation of it according to the necessity of the institution.
5. Judicial allocation of budget and resources to all departments.
6. To check the proposal prepared for different grants, continuation of approval and variation of intake or addition of new courses.
7. To get affiliation for all existing courses from the affiliating body by submitting the proposal in time to SPPU Pune and PCI.
8. Maintaining and updating documentation for all the portals and regulating bodies including FRA, NIRF, AISHE, MAHADBT, etc.
9. Constitution of Program Committee and IQAC. Implementation and execution of suggestions from it for the development of students and institutions.
10. Maintenance of strict discipline in college by implementation and execution of committees like antidiscrimination cell, internal complaint committee, anti-ragging committee, etc.
11. Follow up on all proposals pending with various departments, government offices, university, etc.

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12. Perspective planning of resources required for the college. Submission of the proposal in terms of requirements with regard to new faculties, furniture, books, chemicals, or equipments to management.
13. Ensuring proper infrastructure and documentation required for applying to accreditation and other certifications.
14. To design strategy and policy regarding training, placement and entrepreneurship development of the students.
15. To designate suitable staff members as HOD and in charge for other portfolios.
16. Encouraging students and staff to participate in FDP, Seminar, Workshops, Expos, Exhibitions, Conferences etc.
17. To sanction various types of leaves as per government and college norms.
18. Creating an environment of safety and security for all staff and students.
19. Organizing different programs in the institution to increase social touch of the institute and overall development of students.
20. To remain unbiased and have a professional approach in all decision-making considering growth of staff and students.
21. Maintaining ethics and honesty in all decisions.
22. To address all the legal issues arising out during the management of college.

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HEAD OF THE DEPARTMENT


Duties and Responsibilities

1. Design and implementation of the departmental time table, Individual time table and monitor the same.
2. To lead the teaching curriculum in the institute through various activities like encouraging faculties and students, engaging lectures, promoting research etc.
3. Encourage faculties to participate in seminars, workshop, conferences, faculty development program's etc.
4. Planning and organizing departmental meetings to understand difficulties and solve them.
5. To ensure maintenance of laboratories and equipment's in the department in workable conditions.
6. Ensuring punctual conduction of theory and practical classes
7. To ensure that proper discipline is maintained during practical. Display of Sop's laboratory manners, Do's and Don'ts in laboratories.
8. To ensure ample availability of all resources like chemicals and equipment in the department
9. To carry out measures that distinguishes department and enhances overall performance by staff members.
10. To carry out timely verification of stocks ensuring judicial use of chemicals.
11. Shall ensure that workplace is safe for all the students.

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श्रीशक्ति शािक्षणिक संस्था

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LIBRARIAN


Duties and Responsibilities

1. To enrich the book- bank facilities for students.
2. To maintain accession register up-to-date.
3. To prepare and submit annual budget of library.
4. Procurement of new books and journals as per procedure.
5. Displaying journals and periodicals on shelf and issue it.
6. Circulation of catalogues and book information to staff.
7. Display of essential newspaper cuttings.
8. To maintain silence and discipline in reading room.
9. To subscribe NDLI, shodh sindhu, Shodh Sarita and DELNET.
10. Encouraging students and staff to use digital library and language lab facility.
11. Maintenance of all kind of records and library cards.

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TEACHING STAFF


Duties and Responsibilities

1. To carry out all the workload in timely manner.
2. Maintenance of attendance, assignment and other academic records.
3. To commence semester by preparing theory and practical planner of allocated subjects.
Ensure its proper implementation during the semester.
4. To carry out work such as setting question paper and assessment of answer sheets.
5. To create environment for fearless exchange of knowledge between students and staff.
6. To design study material, e-content etc. for proper understanding of subject to students.
7. To get involved in research activities and also promote students for it.
8. To encourage students for participation in curricular and extracurricular actives.
9. Maintain absolute integrity and discipline pertaining to the workplace.
10. To strictly conduct all the duties related to examination.
11. Follow duties assigned by Principal and Head of the department.
12. Should be absolutely impartial towards students while executing his/her duties.
13. Mentor the allocated students to achieve their best in academics and career selection.
14. To encourage fast learners and help slow learners to perform to their highest potential.

CODE OF CONDUCT

DIVINE COLLEGE OF PHARMACY - SATANA




PRINCIPAL
Divine College of Pharmacy,
Nampur Road Satana Dist. Nashik-423301

Shrishakti Shaikshanik Sanstha's

DIVINE COLLEGE OF PHARMACY

(Approved by AICTE, New Delhi, DTE and Govt. of Maharashtra and Affiliated Savitribai Phule Pune University)

Address: Nampur Road, Satana, Dist-Nashik-423301 Phone: (02555) 226009

Email: divinecop15@gmail.com Web: www.shrishakti.org.in



Shrishakti Shaikshanik Sanstha's

DIVINE COLLEGE OF PHARMACY

Approved by AICTE, New Delhi (1-28525/88211, PCI, New Delhi (32-1286), & Govt. of Maharashtra, DTE (5443) and Affiliated SPPU, Pune (CPN020560 (1523) & MSRTI, Mumbai (1952), AISHE C-55802

Address: Nampur Road, Satana, Dist-Nashik-423301 Phone: (02555) 226009

Email: divinecop15@gmail.com Web: www.divinepharmacy.in




NON-TEACHING STAFF

1. Follow sharp reporting timings as per the rule.
2. Wear Identity cards and uniform/apron during working hours.
3. Assist teaching and administrative staff in their work whenever necessary.
4. Lab attendants and peons should maintain cleanliness in allocated premises.
5. Lab technicians and Lab attendants must assist teaching staff in conduction of practicals.
6. Lab technicians must get involved in complete practical exercises.
7. Lab technicians must maintain all practical records, stock registers, instrument log books, SOP's etc and submit it to HOD and get their signatures obtained.
8. Lab technicians and Lab attendants must report any damage to the laboratory equipments or property must be reported to the HOD immediately.
9. Lab technicians and Lab attendants must ensure safe handling of chemicals and equipments by the students.
10. Lab technicians and Lab attendants must show courtesy and follow laboratory manners.

CODE OF CONDUCT

DIVINE COLLEGE OF PHARMACY - SATANA




PRINCIPAL
Divine College of Pharmacy,
Nampur Road Satana Dist.Nashik-423 30