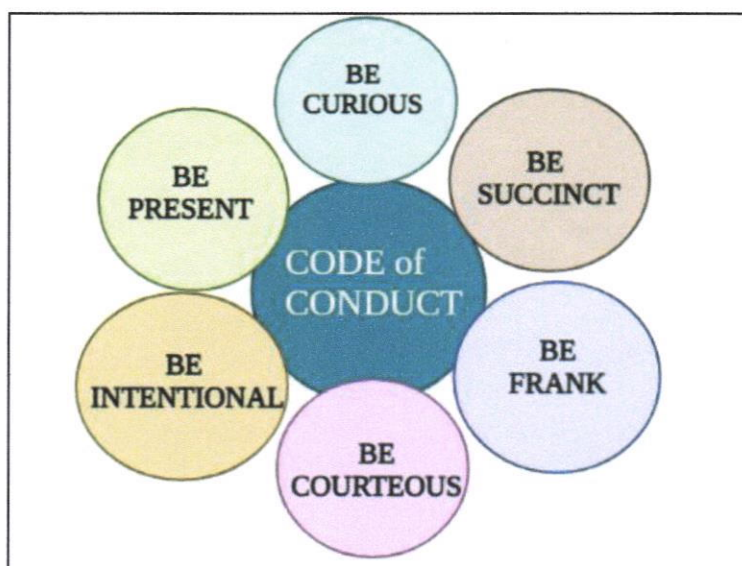
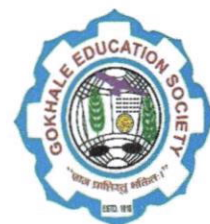




Gokhale Education Society's
Sir Dr. M. S. Gosavi College of
Pharmaceutical Education and Research,

Prin. T. A. Kulkarni Vidyanagar, College Road, Nashik-
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***CODE OF CONDUCT FOR STUDENTS,
FACULTY MEMBERS, ADMINISTRATIVE
STAFF AND OTHER STAFF POLICIES***



A. Code of Conduct for Students

- ✓ Students should follow academic schedule strictly.
- ✓ According to university policy, a student must have at least an 80% attendance to be allowed to take the exam.
- ✓ The student is recommended to make proper use of the facilities offered by the college.
- ✓ Students are expected to keep the campus clean.
- ✓ It is advised that students take part in all of the college's programmes and events.
- ✓ Ragging is absolutely forbidden.
- ✓ Mobile devices are not permitted in the classroom or library.
- ✓ Students should safeguard college property.
- ✓ The student should not miss class without authorization.

B. Code of Conduct for Faculty Members

- ✓ The Faculty member should uphold the position's dignity and decorum.
- ✓ A Faculty member should carry out their responsibility honestly.
- ✓ The Faculty member should actively participate in extracurricular and co-curricular activities with the students.
- ✓ The assigned subjects' lesson plans should be prepared by the Faculty member.
- ✓ Faculty members should request leaves in advance.
- ✓ Faculty members should seek to improve the institution.
- ✓ Faculty members should be accessible to students for advice during working hours.
- ✓ A Faculty member should attend all the scheduled events without fail.
- ✓ A Faculty member should be loyal with the profession and not to adapt a practice of trade or business, either directly or indirectly.

C. Code of Conduct for Non-Teaching Staff

✓ Administrative Staff

- ✓ The admission and examination of students should be handled by administrative employees.
- ✓ The administrative team should be knowledgeable with electronic administration.
- ✓ Administrative employees should treat parents and guardians with respect and consideration.
- ✓ The administrative personnel should establish pleasant and cooperative relationships with the faculty.
- ✓ Administrative staff should follow the correct procedures for all professional operations.
- ✓ Administrative personnel should abstain from unethical behaviour.
- ✓ Without prior authorization, administrative workers should not miss work.
- ✓ Administrative workers shouldn't work in any trade or industry, either directly or indirectly.

✓ Library staff:

- ✓ The core of a librarian's job is to carry out his responsibilities in accordance with society's known expectations in general and the demands of his library's patrons in particular.
- ✓ Library staff are expected to closely adhere to the library schedule.
- ✓ A librarian should take a proactive role in the development of policy for his library's operation and service program.
- ✓ In an effort to build collective professional competencies, librarians should collaborate with one another.
- ✓ Librarians should make every effort to contribute to the development of the culture relating to publications and publishing that is responsive to the needs and viewpoints of the college.

Laboratory support staff:

- ✓ All individuals, regardless of their age, gender identity, race, sexual orientation, religion, culture, academic record, personal background, disability status,

economic status, or mental health status, shall be treated with equal respect and recognition.

- ✓ Prepares adequate quantity and quality of chemicals for experiments in a timely manner.
- ✓ Prepares, issues and replaces laboratory equipment.
- ✓ Installs, maintains, and issues student drawers.
- ✓ Responds to technical questions, questions related to stock solutions, and use of equipment to staff and teaching assistants.
- ✓ Maintains supplies and equipment inventories; orders supplies and equipment for laboratory; keeps stockroom organized.
- ✓ Maintains teaching equipment and instruments to ensure accuracy and efficient performance.
- ✓ Serves as safety officer for teaching laboratory; stays in lab to oversee safety during scheduled teaching time.
- ✓ Plans support of laboratory experiments, ensuring adherence to protocols and safety regulations; assists in troubleshooting and correcting experimental errors.
- ✓ Develops quality standards and programs; maintains quality of stockroom, safety, and environmental regulations, and other applicable requirements.
- ✓ Maintains student breakage card records and submits list of charges and refunds each semester.
- ✓ Performs miscellaneous job-related duties as assigned.

Store keeper:

- ✓ Receive the materials supplied by the vendor as per the purchase order placed by the Purchase Department.
- ✓ Check the materials thoroughly for quality, quantity, specification condition, condition etc.
- ✓ Categories the materials categorywise and stock in the appropriate locations.
- ✓ Take appropriate action for care and preservation of the materials.
- ✓ Periodical stock verification and ensure correctness of stock at all times.

- ✓ Take safety measure for the safely by store house, materials and men working in store.
- ✓ Maintain the neat and tidiness of store house.
- ✓ Issue materials to the departments as per the indents.
- ✓ Issue materials to departments as per the schedule.
- ✓ Pass the bills of the materials received from vendor and send it to Accounts department for payment.
- ✓ Carry out periodical condemnation board for the unserviceable materials.
- ✓ Take action for disposal of scraps materials as per the procedure.
- ✓ Maintain all the documents up to data.
- ✓ Generate reports and submit to concerted authorities.
- ✓ Attend audit by the auditors.

Code of Conduct for Unskilled Staff


- ✓ The institution's sanitation should be prioritized by unskilled workers.
- ✓ Unskilled workers ought to treat students, instructors, parents, and office staff with courtesy and compassion.
- ✓ Unskilled workers should establish pleasant and cooperative relationships with faculty members.
- ✓ Unskilled workers shouldn't participate in unethical behavior.
- ✓ Unskilled workers shouldn't miss work without prior authorization.

Unskilled workers shouldn't participate in any trades or businesses, either directly or indirect

D. Code of Conduct for Principal

- ✓ The Principal is responsible for ensuring the caliber of instruction and academic pursuits.
- ✓ The Principal should conduct HOD's meeting at regular intervals to know the state of affairs - both academic and non-academic and various other committees.
- ✓ The Principal should develop a strategy and plan to carry out the college's vision and mission.
- ✓ The Principal should establish many committees at the college level and designate coordinators.
- ✓ The Principal should effectively look into the financial matters.
- ✓ The Principal needs to encourage teachers to participate in various trainings to increase their knowledge.
- ✓ The Principal should promote the brand building of the Institution by adopting new technologies.
- ✓ The Principal should involve in annual budget for conducting various events in the campus.




Principal
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