

# ADITYA PHARMACY COLLEGE

Aditya Nagar, ADB Road, Surampalem — 533437

Ref : APC/Ethics/2018- 2019/CO

## ABOUT ETHICS COMMITTEE

To be a centre of excellence in Education and Technology committed towards Scientific and Socio-Economic advancement of the country following legal rules, moral standards and ethical norms.

## OBJECTIVE

To maintain proper responsible conduct of study, project work, assignment, research, promotion of academic reliability and anticipation of misconduct including plagiarism in academic writings among students, teachers and faculty.

## FUNCTIONS

To impart advanced knowledge in Engineering and Technology. To transform young minds towards professional competence by inculcating values and develop skills. To promote research in collaboration with research organizations. To ensure continuous value addition and strengthen association with industry, and alumni to enhance knowledge on current technologies. To promote next generation technocracy and nurture entrepreneurial culture for social-economic growth.

## ROLES AND RESPONSIBILITIES

Conduct orientation programs to enhance ethical, human values for teaching, non-teaching staff and students. To monitor staff and students follow guidelines of code of conduct issued by the college. Frame the policy for Ethics for the institute. Report the gaps of Ethics Policy or nonfulfillment of ethical practices among students, faculty and staff to the head of the institute for taking required actions. Take necessary actions on disobedience of ethical practices in students, faculty and staff. Recommend remedial actions on report of non-adherence to the Policy.



Ethics committee co-ordinator

  
PRINCIPAL

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SURAMPALAM 533 437

  
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## STANDARD OPERATING PROCEDURE

1. Convener and Constituting-members for the Ethics Committee formed under the control of the Principal by Governing Body.
2. Review the moral breaks and countering against ethical breaches.
3. Deliberate required remedial activities to enhance the Code of Ethics (CoE) and Students' Handbook on Code of Ethics and Conduct alongside Standard Procedures (HCoE).
4. Put forward Code of Ethics (CoE) and Handbook on Code of Ethics and Conduct alongside Standard Procedures (I-ICoE) for the new scholastic year.
5. Disseminate the Code of Ethics (CoE) and design a Handbook on Code of Ethics and Conduct alongside Standard Procedures (HCoE) with the students, teaching, and non-teaching staff.
6. Create mindfulness on morals/ethics and moral practices by
7. Display different public and worldwide icons' moral and influential citations inside the class rooms, labs, and college premises.
8. Display Anti-Ragging boards in different parts in College.
9. Study and investigate the information of various departments in the college with respect to the moral breach of students, faculty, and nonteaching staff and improve the code of morals to check the equivalent.



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## ETHICS COMMITTEE-CONVEYING ORDER AY 2018-2019

The principal is pleased to constitute the college Ethics Committee with the following members for the academic year 2018-2019 to make necessary arrangements.

S. No	Name of the Faculty	Designation	Role
1	Dr. K. Divakar	Principal	Chairman
2	Dr. V. Ravi shankar	Professor	Coordinator- 1
3	Dr. D. Sathis Kumar	Professor	Coordinator-2
4	S. Nageswararao	Associate Professor	Member
5	M. Vinay Kumar	Associate Professor	Member
6	A. Tirupathi Rao	Associate Professor	Member
7	K. Bhavani	Assistant Professor	Member
8	K. Pydi Raju	Assistant Professor	Member
9	B. Sujiya	Assistant Professor	Member
10	A. Varun Kumar (173G1R0002)	Student	Member
11	Challa Sai Krishna (173G1R0006)	Student	Member
12	K.S.S. Chandrasekhar (173G1R0024)	Student	Member



*K. Divakar*  
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# ADITYA PHARMACY COLLEGE

Aditya Nagar, ADB Road, Surampalem — 533437

Ref: APC/Ethics/2018-2019/circular

03-10-2019

## CIRCULAR

All the members of the ethics committee are hereby informed that the meeting of the ethics committee will be held on 08/10/2019 at 2:30 PM in the principal chamber. So, all the members are requested to attend the meeting without fail.

### Agenda:

1. To review ethical breaches and the counteraction for the previous academic year.
2. To discuss modifications in Code of Ethics (CoE) and Handbook on Code of Conduct along with Standard Procedures (HCoC).
3. To review and approve the modifications in CoE and HCoC
4. To plan distribution methods for CoE and HCoC.
5. To collect all information about ethical breaches and counteraction against it.

Coordinator-Ethics committee



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### Copy to:

1. Members of ethics committee
2. Administration section-office



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# ADITYA PHARMACY COLLEGE

Aditya Nagar, ADB Road, Surampalem — 533437

Ref: APC/Ethics/2018-2019/Minutes of meeting

08-10-2019

## MINUTES OF THE MEETING

Date of meeting	Venue	Duration	Reference
08-10-2019	Principal chamber, Aditya Pharmacy College	2:30 PM to 4:00 PM	APC/Ethics/2018-2019/circular


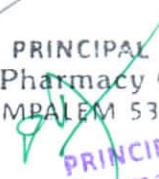
### Meeting agenda:

- To review ethical breaches and the counteraction for the previous academic year.
- To discuss modifications in Code of Ethics (CoE) and Handbook on Code of Ethics and Conduct along with standard Procedures (HCoC).
- To review and approve the modifications in CoE and HCoC.
- To collect all information about ethical breaches and counteraction against it. Minutes and

### Resolutions:

- The members of the committee discussed the previous academic year ethical breaches and the counteraction for the ethical breaches by following CoE were discussed.
- It is resolved that no modification in CoE is suggested, so current CoE and HCoC will be continued for the new academic year.
- It is resolved to circulate CoE and HCoC with the students, faculties and nonteaching staffs.
- It is resolved to conduct one day workshop on ethical practices.
- The members of the committee resolved that all the necessary information regarding the ethical breaches and counteraction against ethical breaches should be collected and analysed by the convener
- It is resolved to collect all the necessary information regarding ethical practices and create display boards on ethical quotations and anti-ragging.



  
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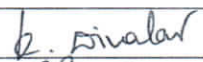




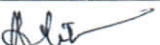

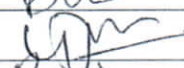


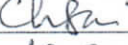

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Aditya Nagar, ADB Road, Surampalem — 533437

Ref: APC/Ethics/2018-2019/Minutes of meeting


08-10-2019

The following members were present at the meeting


S. No	Name of the Faculty	Designation	Signature
1	Dr. K. Divakar	Principal	
2	Dr. V. Ravi shankar	Professor	
3	Dr. D. Sathis Kumar	Professor	
4	S. Nageswararao	Associate Professor	
5	M. Vinay Kumar	Associate Professor	
6	A. Tirupathi Rao	Associate Professor	
7	K. Bhavani	Assistant Professor	
8	K. Pydi Raju	Assistant Professor	
9	B. Sujiya	Assistant Professor	
10	A. Varun Kumar (173G1R0002)	Student	
11	Challa Sai Krishna (173G1R0006)	Student	
12	K.S.S. Chandrasekhar (173G1R0024)	Student	

  
Coordinator-Ethics committee



  
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### LIST OF PROGRAMMES

SL.NO	DATE	NAME OF THE PROGRAMME	RESOURCE PROGRAMME
1	10/9/2018	Awareness programme for non-teaching staff on Importance of Organizational Behavior	Dr.Sanjay Kumar
2	12/09/2018	Orientation programme for teaching staff on How to develop as a Best Teacher	K.Venkateswarulu
3	14/09/2018	A programme for students on Code of Ethics Pledge	Dr. D.Sathis kumar



  
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### Report: Awareness programme for Non-Teaching Staff on Importance of Organizational Behavior

Resource person: Dr. Sanjay Kumar


Venue: Seminar hall: Aditya Pharmacy College

Date: 10/9/2018

No. of Non-teaching staff: 11

Ethics committee conducted an awareness programme on Importance of Organizational behavior for Non - teaching staff with the permission of principal. Dr. Sanjay Kumar was invited as a resource person who is working as Professor in Residential College. The speaker discussed the importance of Organizational responsibilities to survive in any organization. The speaker gave some procedural tips for all Non - Teaching Faculty members to get success in their respective domains. The programme was concluded with vote of thanks by the committee coordinator Dr. D. Sathis Kumar

Sign-Ethics committee coordinator

  
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## Report: Orientation programme for teaching staff on How to develop as a Best Teacher

Resource person: Dr. K.Venkateswarulu


Venue: Seminar hall: Aditya Pharmacy College

Date: 12/09/2018

No.of Staff: 18

Ethics committee conducted an Orientation programme for staff on How to develop as a Best Teacher with the permission of principal. To enhance the Teaching and Communication Skills in teaching staff. Dr. K.Venkateswarulu was invited as a resource person who is working as Associate professor -Pharmaceutics Department in Aditya College of Pharmacy. The speaker intoned the main characteristics of a teacher. The resource person gave some important tips to be a Best Teacher for all faculty members and he also gives important suggestions to get success in their profession. The programme was concluded with vote of thanks by the committee coordinator Dr.D.Sathis kumar.

Sign-Ethics committee coordinator

  
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## Report: A programme for students on Code of Ethics Pledge

Resource person: Dr. D.Sathis kumar

Venue: Seminar hall: Aditya Pharmacy College

Date: 14/09/2018


No.of Students: 80

Ethics pledge. Number of Participants: 80 Students of Aditya Pharmacy College conducted code of Ethics Pledge as a part of Academics and ethics committee responsibilities. The Program was hosted on offline Platform. The pledge was taken by the students. The main theme of this event is to generate academic alertness about liable conduct of research, learning, and role of pharmacist in his profession. It was coordinated by Dr. D. Sathis Kumar, Ethic committee coordinator under the guidance of Dr. K. Divakar, Principal.

Sign-Ethics committee coordinator

  
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