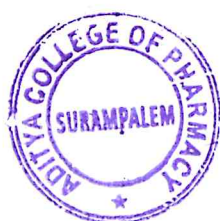


HANDBOOK ON CODE OF CONDUCT FOR STUDENTS



Sanjay
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Aditya College of Pharmacy
SURAMPALEM-533 437



ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)



(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in

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.

CODE OF CONDUCT FOR STUDENTS

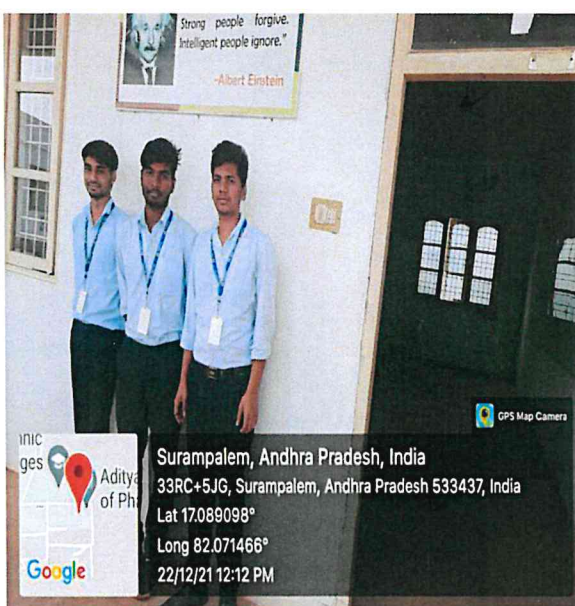
- Students should come to college in the proper dress code.
- Students should be regular and punctual in the college.
- Students should maintain discipline in the college.
- Students should have at least 75% of attendance, if not then the students are not eligible to appear for the examination.
- Students are advised to utilize college facilities properly and judiciously and protect property of the college.
- Student should maintain cleanliness in the campus.
- Student is advised to participate in all the programmes and activities conducted by the college.
- Ragging is crime and is strictly prohibited in the campus and off the campus.
- Student should not involve in any kind of illegal and anti-national activities.
- Students are not allowed to use mobiles in the classroom and library.

Students of Aditya College of Pharmacy are expected to reach the college on time and be punctual for the classes. The main gate of the college campus closes at specified time. Students should have more than 75% attendance. Attendance of students are entered manually and digitally in the college automation package. If any students are absent for a day, then after the first hour of class the parents of the said students are intimated via text messages on the registered phone number of the parents. No students are allowed to leave college campus before the scheduled closing hours. During working hours between 9:30 and 4:15, all the students have to be in their respective classrooms or laboratory or library. Students must attend the college in the college uniform only and must carry college ID card all the time in class, college premises and college bus. In case of lost ID cards, the students must immediately apply for the duplicate ID card. Use of Cell Phones are prohibited in the College Campus. If any student is found to be using cell phones, then the same is confiscated. Political activities by the students are not permitted in the college campus. Smoking and consumption of alcoholic drinks by students or staffs are strictly prohibited in the college premises and any person found indulging in such activities are asked to quit the college. Ragging, teasing, harassment of the fellow students by any student is immediately brought to the notice of college administration and anti-ragging committee and strict legal action are



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taken against such students. Students are advised to read notices, circulars and instructions displayed on the notice board regularly regarding fees, exams, etc.



DRESS CODE FOR STUDENTS



USAGE OF MOBILE IS PROHIBITED IN CAMPUS



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**HANDBOOK
ON CODE OF
CONDUCT
FOR
TEACHING
STAFF**

CODE OF CONDUCT FOR TEACHERS

- Teacher should prepare teaching plan of the allotted subjects well in advance.
- Teacher should report to class on time.
- Teacher should perform his or her duty honestly.
- Teacher should focus on proper explanation of the subject matter.
- Teacher should maintain dignity and decorum of his/her post.
- Teacher should actively involve with the students in co-curricular and extracurricular activities.
- Teacher should inculcate discipline among students.
- Teacher should work towards betterment of the college.
- Teachers should do student counselling on regular basis.
- Teacher should be available for consultation to students for doubt clarification on subject related matters.
- Teacher should not indulge in favouritism and casteism.
- Teacher should take leaves with prior intimation to the principal and management in the prescribed leave form after doing their work adjustments with other teachers.
- Teachers should not be involved in any other trade or business.

ADITYA COLLEGE OF PHARMACY CASUAL LEAVE FORM

Name of the Staff Member..... Emp.ID.....

Designation.....Dept.....Date(s) applied for.....

Reason for Leave.....Contact Phone No

Class Work Adjustment:

Class	Date	Period	Name of the Staff Member	Signature

Signature of the Staff Member :

Signature of the HOD :

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Leave application form for Teachers



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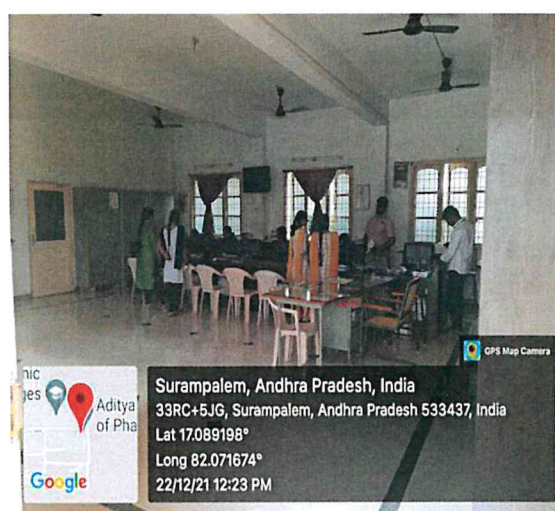
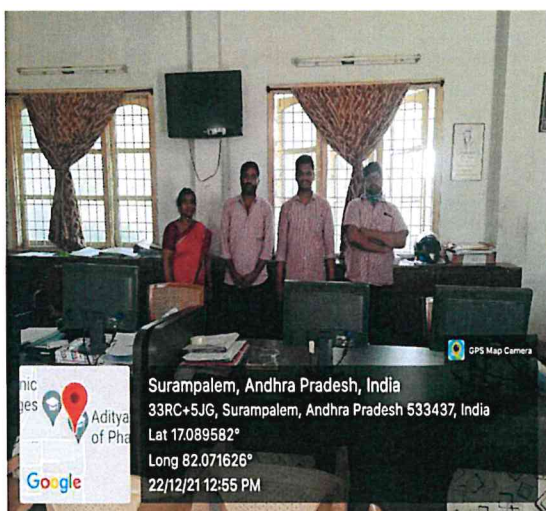
**HANDBOOK
ON CODE OF
CONDUCT
FOR
PRINCIPAL &
NON-
TEACHING
STAFF**

CODE OF CONDUCT FOR THE PRINCIPAL

- The Principal should ensure quality education and other academic activities in the college.
- The Principal should have vision and mission of the college and should have a concrete plan to achieve it.
- The Principal should constitute various college level committees with co-ordinators for each.
- The Principal should conduct meetings of teaching and non-teaching staffs on regular basis.
- The Principal should monitor financial matters involving fees, salaries, funds, etc.
- The Principal should motivate teachers to enhance their knowledge by attending various training module, workshops, seminars, etc. Principal should motivate the teachers for scientific publications in journals
- The Principal should ensure that the directions issued by JNTUK and the college management are strictly complied.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Administrative staff should be regular and punctual.
- Administrative staff should maintain proper dress code.
- Administrative staff should be well versed in computers and e-administration.
- Administrative staff should be involved in student's admission, examination and other activities.
- Administrative staff should behave politely and compassionately with the students, parents/guardians and other staffs.
- Administrative staff should not get involved in unethical and illegal practices and activities.
- Administrative staff should have co-operative and friendly rapport with faculty members.
- Administrative staffs should take leaves with prior intimation to the principal and management in the prescribed leave form after doing their work adjustments with other staffs.
- Administrative staff should not be involved in any other trade or business.



DRESS CODE FOR ADMINISTRATIVE STAFFS



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DRESS CODE FOR LABORATORY ASSISTANTS

<h2 style="margin: 0;">ADITYA COLLEGE OF PHARMACY</h2> <p style="margin: 0; font-size: small;">Approved by AICTE & PCI, Affiliated to JNTUK Aditya Nagar, ADB Road, Surampalem, E.g.Dist-533 437</p> <h3 style="margin: 0;">C.L.APPLICATION FORM</h3>													
Employee ID		Date:											
Name of the Staff	:	<u>Alternate Arrangement</u>											
Designation	:	Name	:										
Date (s) of Leave	:	Desig.	:										
Reason of Leave	:	Dept.	:										
Phone No.	:	Sign	:										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center; padding: 5px;">For Office use only</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">No. of Leaves in credit</td> <td style="width: 20%;"></td> </tr> <tr> <td style="padding: 5px;">No. of Leaves applied</td> <td></td> </tr> <tr> <td style="padding: 5px;">Loss of pay</td> <td></td> </tr> <tr> <td style="padding: 5px;">Balance of Leaves</td> <td></td> </tr> </tbody> </table>		For Office use only		No. of Leaves in credit		No. of Leaves applied		Loss of pay		Balance of Leaves		Sign. of Employee	
For Office use only													
No. of Leaves in credit													
No. of Leaves applied													
Loss of pay													
Balance of Leaves													
SIGNATURE OF ADMINISTRATIVE OFFICER		SIGNATURE OF PRINCIPAL											
Note: This application should be got approved in advance. If any employee absents, it will not be considered as leave and attracts 1 1/2 day Loss of Pay													

Leave application form for Administrative Staffs and Laboratory Assistant



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 SURAMPALEM-533 437

CODE OF CONDUCT FOR UNSKILLED EMPLOYEES

- Unskilled employees should be regular and punctual to their job.
- Unskilled employees should maintain proper dress code.
- Unskilled employees should give importance to cleanliness of the college.
- Unskilled employees should have good manners and behave politely with students, teachers, parents and administrative staff.
- Unskilled employees should not be involved in unethical and illegal practices and activities.
- Unskilled employees should take leave with prior permission.
- Unskilled employees should not be involved in any other trade or business.



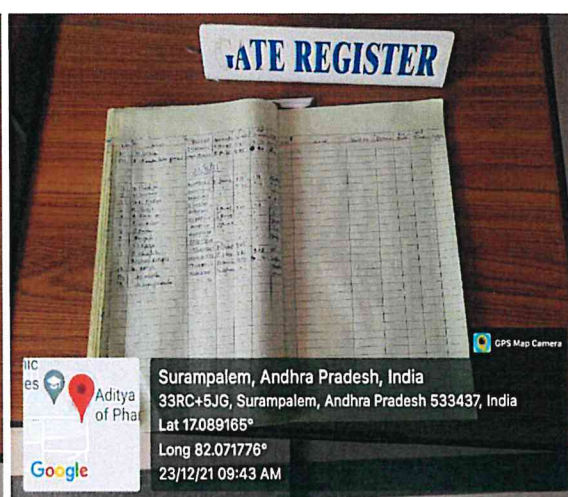
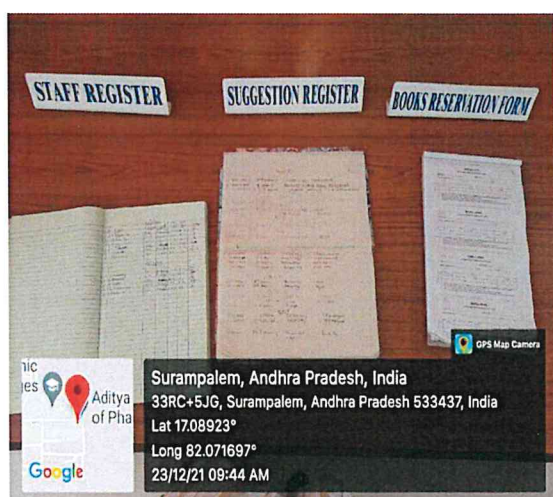
DRESS CODE FOR UNSKILLED EMPLOYEES



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CODE OF CONDUCT IN LIBRARY FOR STUDENTS & STAFFS

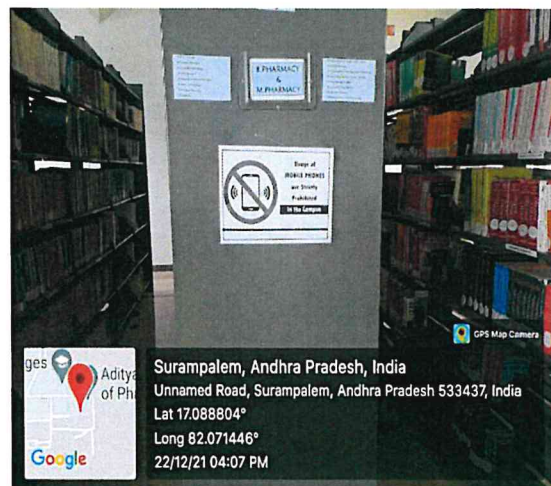
- Strict silence is enjoined inside the library, as it is necessary for quiet study
- Students should carry their identity cards to the library.
- Students should scan their ID card at Entrance of the library.
- The users are instructed to sign in the log book after entering and before leaving the library.
- Books are issued/returned from 8.30 a.m. to 5.30 p.m. on all working days.
- Students should maintain proper dress code.
- The users are advised not to carry bags, printed material etc. into the library.
- The users are permitted to carry only white paper and note book into the library.
- Library resources are to be borrowed in person.
- Users are advised not to misplace books on the rack from their original position
- Before borrowing and accepting the books, the borrower has to make sure that the material is in sound condition
- Textbooks are given on loan to students for a period of 15 days and to staff for one semester.
- Absence and illness are not acceptable excuses for exemption from paying overdue charges.
- If the borrowed book is damaged or lost, the student shall be liable to replace the book or pay double the value of the book immediately, along with the fine payable.
- Reference books and current periodicals are not to be issued on loan.
- Do not open other than educational URLs in Digital Library if so, fine will be levied up to Rs.1,000/-
- Sleeping/Using cell phones/Indulging in discussions/Any other activity detrimental to academic pursuits is strictly prohibited.



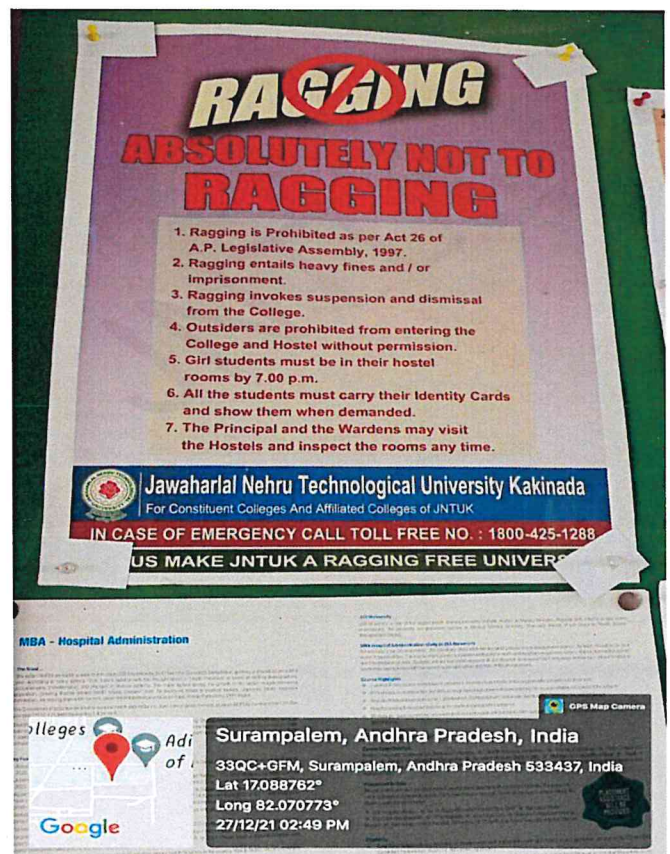
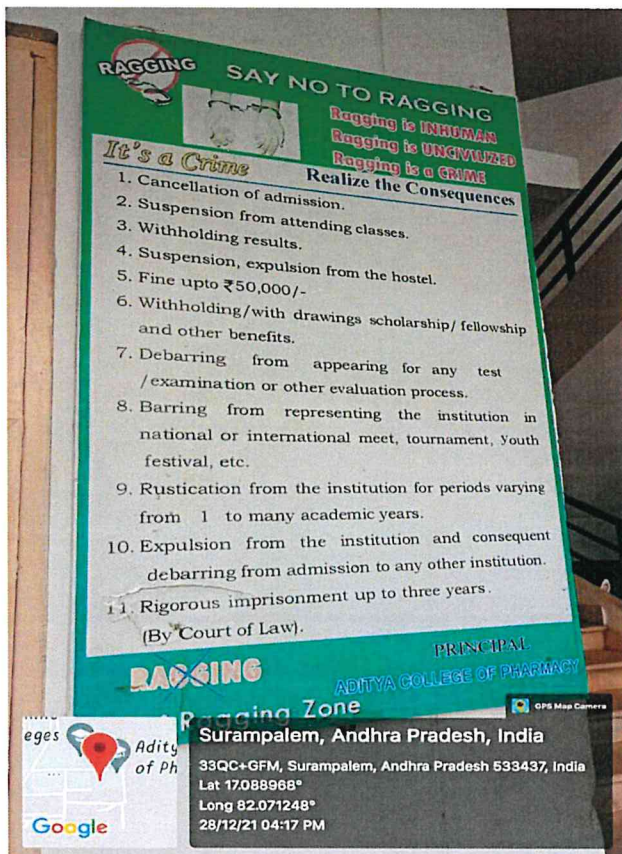
LOG BOOKS FOR STUDENTS AND STAFFS FOR LIBRARY



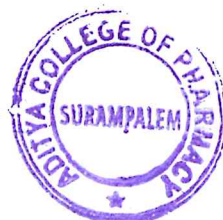
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USE OF MOBILES NOT ALLOWED IN LIBRARY



Notices related to Ragging within the college premises



Santhana

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