

# ADITYA

## COLLEGE OF PHARMACY

Approved by AICTE & PCI - NEW DELHI, Affiliated to JNTUK KAKINADA  
(Formerly known as Sri Sai Aditya Institute of Pharmaceutical Sciences & Research)

Ph: 99498 76664

Email: office@acop.edu.in

Website: www.acop.edu.in

### 1. ABOUT ETHICS COMMITTEE

Institutional mechanisms offer assistance in addressing the issues related to ethics which arise and ensure sound decision making aspects from different viewpoints that includes participant's values, concerns and interests.

#### OBJECTIVE:

To ensure and maintain integrity and accountability for conducting ethical values in the study, assignment, research, project work and proper conduct and professionalism for guidance of future pharmacists.

#### ROLES & RESPONSIBILITIES:

1. To monitor out for compliance with the institution's code of ethics by the faculty, staff, and students.
2. Offering initiatives that uphold moral and ethical principles to all students, faculty, and staff
3. Establishing a framework to guarantee the ethics code.
4. Examining the disciplinary measures and providing the appropriate advice for effective problem-solving.
5. Taking the necessary steps in response to student or staff-created disobedience practises.



Ethics Committee Co-ordinator

Convener  
Ethical Committee  
Aditya College of Pharmacy  
SURAMPALEM



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### STANDARD OPERATING PROCEDURE

1. The members of the Ethics committee formed the guidelines of Ethics under the control of the Principal by Governing body.
2. Scrutinize the moral breaks and opposing against Ethical violation.
3. Promulgate the Code of Ethics and design a handbook on Code of Ethics and conduct alongside standard procedures with students, teachers and non- teaching staff.
4. To strengthen the Code of Ethics and students handbooks on Code of Ethics and conduct at the side of standard procedures.
5. Create mindfulness on Ethics and Moral practices:
6. Display different icons in classrooms, labs and college premises.
7. Display Anti-ragging boards in different parts of the college.
8. Study and explore the information of various departments in the college with respect to moral breach of students, faculty and non-teaching staff and improve the code of morals to check the corresponding.

Ethics Committee Co-ordinator

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## Draft Committee Members- Conveying order for the year 2023-24

S. No	Name of the Faculty	Designation	Role	Signature
1.	Dr. K Ravi Shankar	Principal	Chairman	
2.	Ms. K. Gnaneshwari	Assistant Professor	Co-ordinator	
3.	S Tirumala Devi	Assistant Professor	Member	
4.	N Satish [203H1R0032]	Student	Member	
5.	Ishwaryambica Pooja [203H1T0020]	Student	Member	
6.	K. S. L Gayatri Devi [213H1R0099]	Student	Member	

Ethics Committee Co-ordinator



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Date: 07-06-2023

## CIRCULAR

The meeting for Code of Conduct Committee will be conducted on 10-06-2023 at 2 PM in Principal's chamber. All the members of the Ethics Committee are informed to attend the meeting without fail.

### Code of Conduct implementation committee

S. No	Name of the Faculty	Role	Signature
1.	Dr. K Ravi Shankar	Chairman	
2.	Ms. K. Gnaneshwari	Co-ordinator	
3.	S Tirumala Devi	Member	
4.	N Satish [203H1R0032]	Member	
5.	Ishwaryambica Pooja [203H1T0020]	Member	
6.	K. S. L Gayatri Devi [213H1R0099]	Member	

### Agenda:

1. To examine ethical transgressions and responses throughout the preceding academic years
2. To talk about modifications in code of ethics and handbook on code of conduct along with standard procedures.
3. To review and approve the modifications for Code of Ethics and Conduct of Handbook.
4. To collect all the information about the ethical breaches and responses against it.

Ethics Committee Member

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## MINUTES OF MEETING

Date: 10-06-2023

Time period: 02:00 – 03:00 PM.

Venue: Principals Chamber,

Aditya College of Pharmacy.

### Agenda of the meeting:

1. To examine ethical transgressions and responses throughout the preceding academic years
2. To talk about modifications in code of ethics and handbook on code of conduct along with standard procedures.
3. To review and approve the modifications for Code of Ethics and Conduct of Handbook.
4. To collect all the information about the ethical breaches and responses against it.

### Resolutions of the meeting:

1. The members of the ethical committee discussed the previous academic year transgressions and counteraction taken against those ethical breaches.
2. The decision regarding resolving handbook on Code of Conduct was executed.
3. It was resolved to gather the details regarding the practices on ethics and to generate notices on display boards regarding quotations on ethics and anti-ragging.
4. Resolution was being carried out in implementing programs regarding Ethics that could be beneficial for both students and staff.

Ethics Committee Co-ordinator

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## LIST OF PROGRAMS CONDUCTED

S.NO	Name of the Program	Resource Person	Date
1.	Responsibility and accountability on Code of conduct	Dr. K. Ravi Shankar	11-07-2023
2.	Code of Morality and conduct for faculty members	Dr. K. Ravi Shankar	21-07-2023
3.	Essential practices on Student Orientation Program	Dr. N Divya	12-09-2023

Ethics Committee Co-ordinator

**Chairman**  
Ethical Committee  
Aditya College of Pharmacy  
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Date: 10-07-2023,

Surampalem.

## CIRCULAR

The students and staff members of Ethics Committee are here by informed to attend a meeting on "Responsibility and accountability on Code of conduct" by the chairperson of Ethics Committee- Aditya College of Pharmacy which will be undertaken on 11-07-2023 at Principal's Chamber. So all the members are requested to attend the meeting without fail.

Ethics Committee Co-ordinator

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## Responsibility and accountability on Code of conduct

**Resource person:** Dr. K. Ravi Shankar,

Principal and Professor,

Department of Pharmacology.

**Venue:** Principal's Chamber- Aditya college of Pharmacy.

**Date:** 11-07-2023

Aditya College of Pharmacy, organized a meeting for discussing the undertakings of Ethics Committee to the students and staff members on the topic "Responsibility and accountability on Code of conduct", on 11<sup>th</sup> of July, 2023 at Principal's chamber.

The aim of the meeting was to discuss the responsibilities of Code of Conduct and how obedience could be helpful for achieving successful running of the institutions. These were demonstrated by narrating various experiences, talking about the conflict situations and highlighting the importance of adhering to the Professional Code of Conduct and Ethics.

**Meeting on Responsibility and accountability on Code of conduct**



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Date: 19-07-2023,

Surampalem.

## CIRCULAR

All the faculty members of Aditya College of pharmacy are here by intimated to attend a meeting on “**Code of Morality and Conduct**” which will be undertaken by the Principal and Chairperson of Ethics Committee on 21-07-2023 at the Board room. So all the faculty are requested to attend the meeting without fail.

Ethics Committee Co-ordinator

**Convener  
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## Code of Morality and Conduct

**Resource person:** Dr. K. Ravi Shankar

Professor and Principal

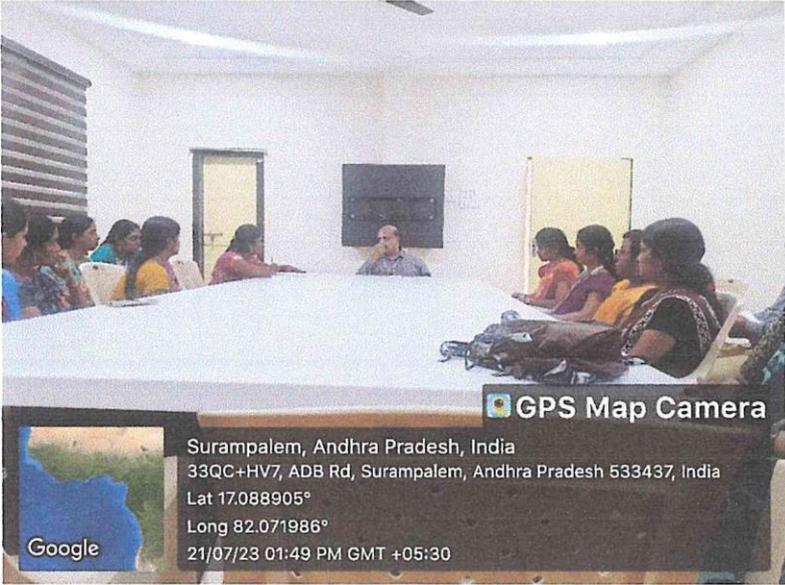
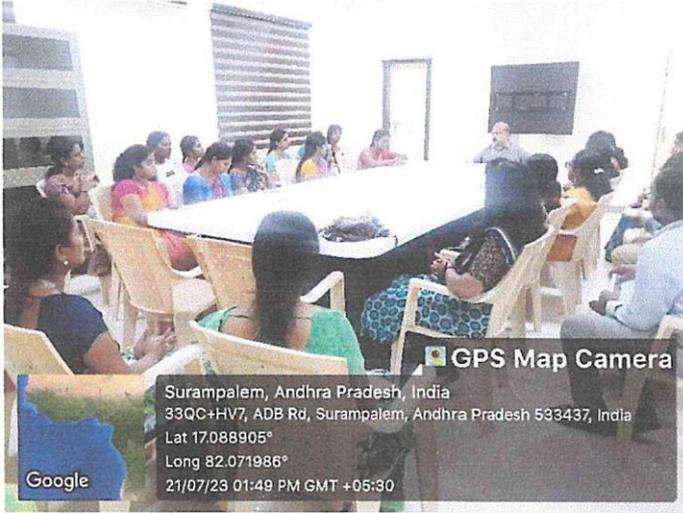
Department of Pharmacology- Aditya College of Pharmacy

**Venue:** Board Room- Aditya college of Pharmacy.

**Date:** 21-07-2023

The Ethics committee members and other staff of Aditya College of Pharmacy gathered at the Principal's chamber to attend a program on Code of Morality and Conduct. Dr. K Ravi Shankar, Principal and Chairperson of Code of Conduct discussed the main aim and objective of the program which stated to support the employees in building a positive culture by preventing workplace bullying, abuse and hostile work environment. The speech was later continued explaining the principles and values of the college. It went on in detail discussing about workplace interaction, health, safety, security by listing down the rules and regulations keeping in place. The session ended by brief discussion related to protect the college assets as well.

**Meeting on Code of Morality and Conduct**



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Date: 11-09-2023,

Surampalem.

## CIRCULAR

All the students of I B.pharmacy and PharmD of Aditya College of pharmacy are here by intimated to attend **One day Student Orientation Program-Essential Practices** at the seminar hall which will be undertaken by the Principal and Chairperson of Ethics Committee on 12-09-2023. So all the students are requested to attend the program without fail.

Ethics Committee Co-ordinator

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## One day Student Orientation Program

**Resource person:** Dr. N. Divya,

Professor and Principal,

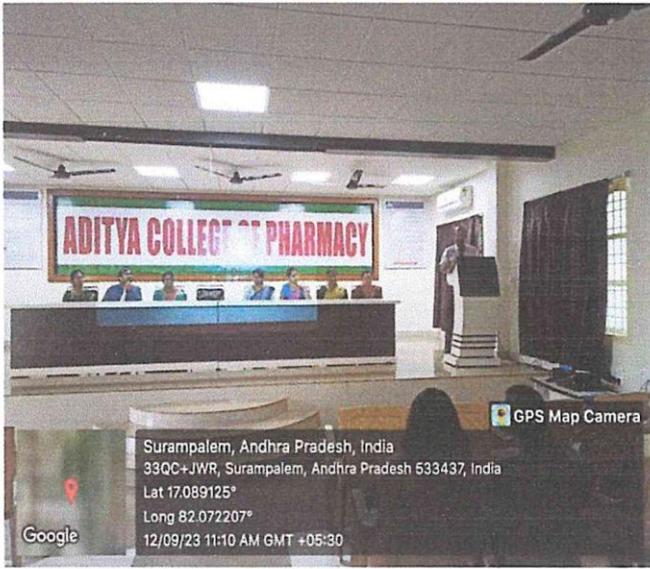
Department of Pharmacology- Aditya College of Pharmacy.

**Venue:** Seminar hall- Aditya college of Pharmacy.

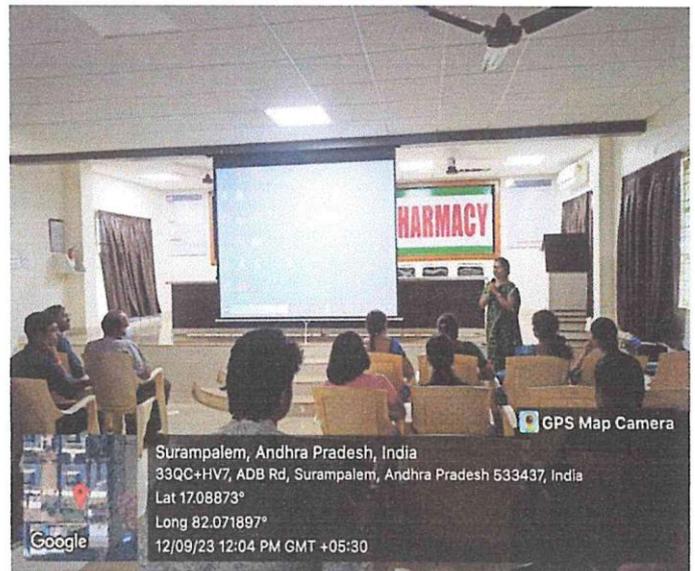
**Date:** 12-09-2023.

On September 12<sup>th</sup> 2023, the members of the Ethics Committee convened an orientation workshop for the inaugural students of both B.Pharmacy and PharmD to teach students well about the system of college and its moral guidelines. The Ethics Committee Co-ordinator, addressed the gathering and spoke a few words about the concept of Code of Conduct and invited the Principal and Chairperson of the Ethics Committee Dr. K Ravishankar to occupy the meeting. The seminar's core objective was to ensure continuity in consecutive semesters by following up after induction. The norms of the institute was been described briefly like their manner within the campus, practices of dress code, curriculum requirements and other policies.

In his address to the group, the principal also stated that in addition to equipping students for careers that reward well, the main objective of higher education is to develop citizens who are capable of enhancing themselves, society, and the environment. The speaker continued by emphasizing the significance of attendance as it pertains to the conduct code. A grasp related to the academic regulations and possible grades of bagging highest percentage was supposed at the end of the orientation program.



Speech by Chairperson of Ethics Committee



Addressing by Ethics Committee Coordinator



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