

Date: 10/03/2026

**Nootan Pharmacy College,
Sankalchand Patel University,
Visnagar (Guj)**

**Hand Book of Code of Conduct for
Students, Principal, Teachers, Head of the Department,
Administrative and Supporting staff**

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A code of conduct is a set of rules outlining the norms, responsibilities and practices for an individual and committees for the smooth conduct in the organizations. It is expected that students and staff members strictly adhere to the rules and regulations spelled out in this document failing which the action shall be taken as per the procedure laid down by SPU and in this book. The University management committee reserves the right to change/modify the rules and regulations as and when necessary and apply their discretion in specific cases. The rules and regulations included in this book are applicable for students, Principal, Teaching staff, official staff and supporting staff.

1.0. Code of conduct for students:

A student is one who has been admitted and enrolled in the College/University as per the procedure laid down by the statutory bodies and SPU University, Visnagar. Students need to follow the code of conduct as mentioned below:

- 1.1. Each student shall conduct himself in a manner consistent with the mission of the College/University.
- 1.2. A students need to attend theory and Practical's as per the guidelines of College/University/Regulatory bodies.
- 1.3. A students should come in the College/University in proper dress code during College/University timing.
- 1.4. If the students remain absent due to any health issue then the medical leave shall be granted only if the valid medical leave application duly signed by parent has been submitted to constituent College/University office within two days of illness. The students shall also submit the medical certificate of the RMP holding the minimum qualification of MBBS.
- 1.5. Absenteeism of the students may be considered for the participation in the co-curricular and extra-curricular activities organized by the other College/University/NGO, if prior permission from the Principal/Dean has been obtained.
- 1.6. A student needs to comply with the rules and regulations of examination and day to day assessment as per academic time table and examination time table and must undergo training in hospital/industry as specified by University/College/Regulatory bodies during the course of study.
- 1.7. A student staying at hostel is required to follow the rules and regulations of the hostel.
- 1.8. Disciplinary action shall be taken by the appropriate committee for the act in-discipline, dishonesty, copying, plagiarism and activities prohibited in the College/University and campus as mentioned in sr. no.1.9

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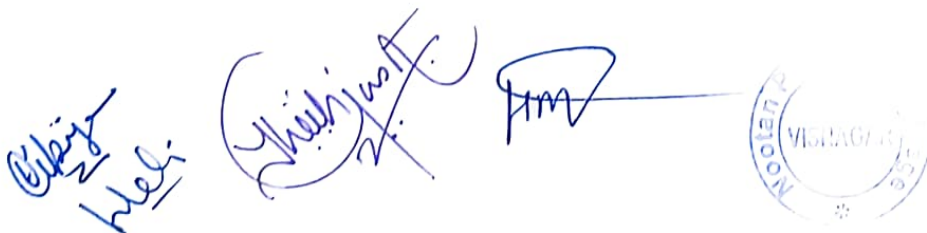
1.9. The students should prohibit the activities mentioned below:

- Furnishing false information to the College/University and/or giving false testimony or other evidence at a College/University authority or disciplinary committee.
- Misuse, abuse or unauthorized use of College/University property (fire extinguisher, equipment, furniture, ICT enabled equipments, civil work etc) and damages to it.
- Engaging in conduct that interferes with or disrupts any College/University teaching, research, administrative, disciplinary, welfare activity on or off the campus
- Engaging in conduct of ragging (physical and /or mental) of other students and spoiling the academic and conducive atmosphere of College/University by the way of dangerous, harmful, or degrading acts.
- Possession of or making use of College/University or laboratory or library keys for an unauthorized purpose.
- Possession, use and sale of substances in the College/University or campus such as alcoholic beverages, tobacco products, narcotic substances as per the NDPS Act-1985.
- Possession or use of any firearms, ammunition, or weapon on College/University property
- Any forgery, alteration, or misuse of College/University documents, forms, records or identification, cards.
- Any illegitimate or unauthorized use of resources and facilities of College/University without permission of the authority.
- Sexual Misconduct by Violating rules regulation as published by regulatory bodies from time to time.

1.10. Requesting appeal by the student for the actions taken:

Written appeal request must be filed by the students wishing to appeal the decision of faculty In-charges or committee member within the two days of decision notice during College/University hours. The necessary action shall be taken by the Grievance redressed committee after investigation. The grounds for the appeal are:

- Action imposed was too harsh.
- An error that significantly prejudiced the rights of the defendant. Significant new information discovered after the action.
- In-sufficient evidence to support the decision.

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2.0. Code of conduct for Principal/Dean:

Principal/Dean is the Chief academic and executive head of the College. He is responsible for overall development of College.

- 2.1. Principal should take all decision based on the interest of students and should be fair in his disciplinary action for teachers and students. He should respect the rights of all human beings.
- 2.2. Principal should honor all aspects of employment contract and must stand by their words and abides by laws.
- 2.3. He must carry himself with highest integrity and avoid careless decision that result in violation of the laws.
- 2.4. As per the rules and regulations, necessary sanction of leave for employee must be granted provided there is no academic loss of the students or no important official assignment will underway during the period of leave.
- 2.5. Principal should empower all staff members and students to reach their maximum potential.
- 2.6. Principal must communicate the information and circular received from the statutory bodies in the interest of students and staff.
- 2.7. Conduct the meeting with staff and students for the benefit and discussion of the College/University and inculcate confidence and devotion in every member of the College/University.
- 2.8. Committed to timely submission to regulatory bodies as per the notification.
- 2.9. Monitoring and improving Quality of education, Admissions, Faculty development.
- 2.10. Assisting in fund raising activities from University, Government, UGC, Alumni, Other support agencies like AICTE, ICMR, DST.
- 2.11. Conducting and reviewing of meeting with heads and other governing committee from time to time.
- 2.12. Plan and provide necessary facilities through effective monitoring and procurement
- 2.13. Define quality policy, objectives and sets new goals for the institute.
- 2.14. Supervision and motivation of all personnel, teaching and non-teaching staff.

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- 2.15. Evaluation of performance of staff through performance appraisal system every year.

3.0. Code of conduct for Head of the department (HOD):

- 3.1. Departmental administration with respect to overall smooth functioning of the department.
- 3.2. Ensure the departmental availability of all the resources (Chemicals, instruments etc) and also safety measures, neatness and cleanliness in the department and housekeeping activity
- 3.3. To carry out resource generation activities like collaborative research, consultancies.
- 3.4. Plan and execute academic activities of the department in coordination with academic in-charge.
- 3.5. Maintain discipline in the department and monitoring practicals of the teachers.
- 3.6. Ensuring equipments and instruments are working properly.
- 3.7. Recording keeping Dead stock, consumable, Semi-consumable records, log books are maintained and updated.
- 3.8. Recommendation of Leave applications of departmental non-teaching staff for the approval of the Principal.
- 3.9. Conducting the departmental meeting as per the meeting calendar and undertaking the discussion such as Status of the syllabus completion, journal and tutorial evaluation, conducting, co-curricular activities, laboratory inventory maintenance.

4.0. Code of conduct for teaching staff:

It is expected to know and follow the code of conduct by the teacher.

- 4.1. Reporting to the College/University at least 15 minutes before the College/University timing by biometric and muster signing. Also give the biometric attendance while leaving after College/University hours
- 4.2. Faculty members are responsible for presenting syllabi with information about all coursework, including projects, examinations and other assignments. At the first class meeting, faculty members should remind students of the standards of behavior and conduct to which students are expected to adhere.

Signature
HOD

Signature
Principal

Signature



- 4.3. All type of leave (CL, SL, DL, EL or any other leave) are permissible as per rules and regulations of SPU but prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Head without undue delay. None of the leave shall be considered as matter of right.
- 4.4. It is the responsibility of faculty and students alike to maintain the academic integrity of the College/University in all respects. Work towards developing and promoting good human relations and qualities.
- 4.5. Do not indulge or encourage any form of malpractice connected with examinations or activities prohibited by College/University.
- 4.6. Teacher should not involve himself/ herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution.
- 4.7. Teachers should attend the College/University neatly dressed and teachers must always wear their identity badges while inside the College/University premises. Cell phones are not allowed to be used during lectures.
- 4.8. Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
- 4.9. Any instructions issued by the authority by way of Circulars from time to time must be complied and no teacher shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
- 4.10. Teachers are encouraged to conduct research on their topic of interest and they should also encourage student for the research and creative activities.
- 4.11. Teachers are expected to attend department meetings and other meeting of committee and participate proactively in the proceedings.
- 4.12. Teachers are expected to take up extra classes for students as per the need to complete the curriculum
- 4.13. It is the joint responsibility of all teaching and non teaching staff to take care of property of College/University. Any loss or damage to their property (like, tables, chairs, lab equipments, chemicals, and electrical appliances) must be immediately reported to the Principal.
- 4.14. Offer advice and give helpful criticism as the need arises and avoid open confrontation of whatever nature.
- 4.15. Keep all records accurate and up to date (such as attendance record, daily academic record and other records) from time to time.
- 4.16. The meeting of deadlines must be given priority and thoroughness in the preparation of required documents is crucial.
- 4.17. Professional growth is absolutely necessary and must be given priority.

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Signature



- 4.18. Be impartial in your decision with members of staff and do not discriminate on grounds of race, colour, creed, or national origin, nor interfere with the free participation of colleagues in the affairs of their association (s).
- 4.19. Plan and execute academic activities of the subject and conduct test tutorials, demonstrations, practical and day to day assessment. Also conduct remedial coaching for the slow learners.
- 4.20. Undertake research projects with post graduate students and organize seminars and guest lecture on the topic related to their subjects for the students.
- 4.21. Developing teaching resource materials and assisting in curriculum development. Conduct the mentoring and student counseling session.
- 4.22. Encourage students to practice respect for other and to be thoughtful and helpful at all times, especially in relation to the aged and the handicapped.
- 4.23. Help students to develop a sense of responsibility, self reliance and independence. Teacher should strive to develop mutual courtesy and respect between teachers and students
- 4.24. Demonstrate patriotism and appreciation of freedom with responsibility and Help students to differentiate right from wrong and justice from injustice.
- 4.25. Help students to understand and appreciate that the development of acceptable attitudes and standards is more important than blind obedience to rules.
- 4.26. Do not support the students for the activities which are prohibited by College/University such as smoke, drink or eating during teaching sessions.
- 4.27. Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.
- 4.28. Undertake to constantly pursue the improvement of learning facilities and opportunities.
- 4.29. Make responsible efforts to protect students from conditions harmful to health and safety and work towards developing and promoting good human relations and qualities.
- 4.30. Do not use the facilities of the College/University to tutor students privately for personal gain.
- 4.31. Do not discriminate on grounds of ability, race, colour or creed. Perform the duties of citizenship, and participate in community activities with due consideration.
- 4.32. Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.

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5.0. Code of conduct for administrative and supporting staff:

5.1. Office staff:

- Office staff should report to the duty at least 15mins in advance of the College/University timing. Do not indulge in the activities prohibited by College/University and make the atmosphere conducive for the student.
- Assist and guide the students during the admission and support activities.
- Prompt official correspondence to regulatory bodies.
- Before proceeding for leave prior sanction must be obtained.
- Prompt display of notices/circular for the staff and students.
- Making the correspondence ICT enable wherever possible and filing the documents as per the system and keeping the records up to date.
- Recording the minutes of meeting from time to time.

5.2. Library staff:

- Timely reporting in the College/University. Keeping the library atmosphere conducive for study.
- Record keeping of library such as library accession register and usage registers.
- Before proceeding for the any leave, prior permission should be obtained from Principal.
- Do no indulge or encourage the student in the activities prohibited by College/University.
- Assisting the student and staff in the library for reference work and ICT enabled services of the library.

5.3. Laboratory staff:

- Laboratory staff should report for duty at least 15 minutes in advance of the College/University timing.
- Laboratory staff must always wear the dress code and identity badge during working hours.
- Before proceeding for the any leave, prior permission should be obtained from HOD and Principal.
- Laboratory staff should keep the laboratory clean and neat and maintain a stock register for all the articles, equipments, chemicals, etc.

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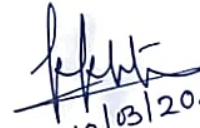


- Any loss or damage to any article in the laboratory or class room should be reported to the Principal and HOD immediately.
- Records of breakage of the glassware or instruments shall be maintained and submitted to the office as per the instructions.
- Obey the instruction of the teacher, HODs and Principal and work accordingly for the benefit of the students and making the academic atmosphere conducive.
- Unless and other wise required the staff shall not leave the College/University premises. If required prior permission shall be taken.









 10/03/2026

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 Sankalchand Patel University