

**STUDENTS CODE BOOK****1. Attendance ordinance:**

- University of Mumbai attendance ordinance (O.6086): Every learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfils at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practical, tutorials etc. wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s. Further it is mandatory for every learner to have min 50% attendance for each course & average attendance must be 75%.
- A learner is required to submit the reasons/justification of absentee to the discipline committee/class teacher/mentor.

2. Discipline & Disciplinary measures:

- A learner is expected to behave in discipline on the campus, failing to do so will be punished with disciplinary measure.
- A learner must wear ID Card on the campus every time.
- A learner must not damage college property. Writing or Drawing anything on walls or benches of classroom/laboratories is punishable measure.
- A learner is not allowed to eat inside classrooms and laboratories.
- A learner should abide by all the rules and regulations of the college as notified from time to time.
- A learner must not touch any equipment/apparatus without permission of authority.
- A learner should not use mobile phone during lectures and practicals. Using mobile phones in punishable measure.
- A learner should avoid frequent usage of mobile phones in the campus.

3. Dress & on campus behaviour

- A learner should wear neat and clean dress, Shorts and 3/4th dress are not allowed in the campus.
- A learner should wear neat clean lab coat, cap, mask before entering the laboratory.
- A learner should not be involved in any kind of quarrels or fights in the campus.



4. Examination ordinance

- Passing % is 40.
- A learner will be promoted to next higher even semester (II, IV, VI, VIII) irrespective of any number of failure in any number of failures.
- A learner is allowed to keep term with failures in 2 Theory subjects and 1 Practical subject to next semester.
- As per Examination ordinance of University of Mumbai.
- A learner is not allowed to any kind of copy during examination, if found guilty, the learner is abiding by the decision of unfair means enquiry committee.
- A learner must report to examination hall 10 minutes prior to the actual examination time.

5. Student grievance redressal cell

- A learner can communicate to their respective mentor for any kind grievance they are facing.
- A learner can report to students' grievance redressal cell for any kind grievance on the campus.

6. Anti-ragging cell

- A learner should be aware that ragging is strictly prohibited in the campus and should report to Anti-ragging cell in case of such incidence.

7. Library policy

- A learner will be issued a library card and one can issue two books at a time from the library. The books should be returned on time in good condition.
- A learner should not write anything inside books and make any kind of damage.
- A learner can sit and read reference books in the library. One should not discuss/talk with other students while sitting inside the library.

8. Behaviour code

- A learner is expected to behave decently on campus.
- A learner should not get engaged in any kinds of conflicts or quarrels in campus.



MAHARASHTRA EDUCATIONAL SOCIETY'S

H.K.COLLEGE OF PHARMACY

PRATIKSHA NAGAR OSHIWARA, JOGESHWARI (W), MUMBAI 400102

Affiliated to Mumbai University, Approved by A.I.C.T.E. , P.C. I., D.T.E. & Govt. of Maharashtra
& Certified by ISO 9001:2008

University Code: 738

A.I.C.T.E Approval No. 06/07/MS/PHARM/2008/007

D.T.E Code No. PH3234

9. Mentoring

- A learner would be allotted a mentor and mentor would be tracking attendance and academic performance. A learner can communicate to respective mentor for all matters concerned to seek help.

10. Health/Fitness Proforma

- A learner must submit duly filled medical form to the authorities. The learner should be transparent about the illness, treatment.

11. Authentic Information

- A learner must provide his and parent/guardian's correct contact details like address, mobile/phone number and email address. A learner should communicate to the office if there is any change in the contact details.

STUDENT COPY



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NAAC Accredited Grade 'A'



CODE OF CONDUCT/ETHICS FOR STAFF (TEACHING/NON-TEACHING)

The Management shall have the right to introduce measures to improve efficiency and productivity, such as changes in workflow, work planning, work systems, procedures, automation, computerization, conduct rules, cutting down unnecessary and avoidable work as the management considers necessary.

The Management shall at its sole discretion may allot work/duties and transfer employee from one department to another, from one job to another, from one place to another according to the exigencies of Colleges' work, provided his salary and benefits are not adversely affected. The need for officiating will be decided by the Management depending on the nature and/or exigencies of work. The employee shall accept jobs entrusted to him/her by their superiors.

Code of Conduct/Ethics

11.1 GENERAL:

- Staff is expected to lead by example and ensure that they are upholding the college philosophy.
- Staff members are expected to adhere to the dress code policy.
- Staff should strive towards excellence and maintain highest standard of professionalism, mannerism, speech, appearance etc.
- Habitual late coming and negligence of duty will neither be acceptable nor permitted.
- Usage of mobile phones during teaching hours is not allowed. If there is an urgent call to be made or attended, permission can be taken from the respective Reporting Officer. Specially assigned staff whose position requires them to contact outside world are exempted from this.
- Smoking / gambling/spitting/ tobacco chewing /consumption of alcohol is not allowed inside the College premises.
- Taking private tuitions of college students is not permitted. Non-Teaching staff including support staff shall not take any part time jobs or take any assignment without the prior permission of the Principal in writing.
- All Teaching and Non- Teaching staff, including support staff, shall not take any membership of any political parties, unions, etc without the prior permission of the Principal.
- Teaching and Non-Teaching staff shall follow the guidelines issued to them from time-to-time.
- Asking for or accepting any contribution/money with the intention of raising of funds of any kind or making any collection whether in cash or in kind, is not allowed, except as sanctioned by any law for the time being in force, or without the previous sanction of the Principal.
- Propagating hatred through teaching lessons or otherwise communal or sectarian outlook or instigating or allowing any student to indulge in communal or sectarian activities is strictly not allowed.
- Refrain from talking about any issue or matter regarding college or having strong reactions in front of children.
- Embezzlement of funds or misappropriation of college property or theft or fraud strictly prohibited.
- Mutilation / distortion of college records and property or using it for personal means strictly prohibited.
- Possession of weapons, explosives, and other objectionable material in college premises is strictly prohibited.
- Indulging in any form of malpractice connected with college activities or examination strictly prohibited.
- Must take utmost caution in handling confidential material and ensure that such information is not accessed by unauthorized persons.
- Be impartial in your dealings with others.
- Must set good examples and be role model by doing the right thing in the right manner at right time.

- Practicing, or inciting any student to practice, casteism, communalism or untouchability is not permitted.
- Causing, or inciting any other person to cause, any damage to college property is strictly not permitted.
- Behaving or encouraging or inciting any student, teacher or other employee to behave, in a rowdy or disorderly manner in the college premises is not permitted.
- Being guilty of, or encouraging violence, or any conduct which involves moral turpitude, is not permitted.
- Being guilty of misbehavior or cruelty towards any parent, guardian, students, teacher, or other employees of the college is neither expected nor allowed.
- Organizing or attending any meeting during the college hours, is not permitted, except where he is required, or permitted by the head of the college to do so.
- Abide by the rules and regulations of the college and also show due respect to the constituted college authority.
- Practice of sexual harassment, physical or verbal in any form, indecent or objectionable sexual advances are liable to severe disciplinary action.
- Maintain a work environment free of sexual harassment, whether physical, verbal, or psychological.
- Be punctual in attendance and in respect of his class-work and also for any other work connected with the duties assigned to him by the head of the college;
- The breach of any condition specified in above mentioned or as mentioned in succeeding rule(s) shall be deemed to be a breach of the Code of Conduct.

11.2 TOWARDS COLLEAGUES:

- Refrain from any kind of criticism and gossip about their colleagues within or out of college.
- Do not discriminate on the basis of person's marital, social, religious or financial status.
- Policy matters and procedures regarding service rules and selection for a Unit Head / Co-ordinator's post are drawn on a need basis. The selection procedure and service rules are democratic. Respect this process and seek whole picture when in doubt instead of raising it with your colleagues.
- Do not air out loose comments that can create doubt, panic, rumour or disturb the institutional process.

11.3 TOWARDS CHILDREN:

- Use of corporal punishment like slapping, pinching, pushing, and pulling in any form or to any degree will not be accepted under any circumstances.
- The Staff is to always ensure the safety and wellbeing of students.
- Sharing information about a child with other members of staff must be done only in professional forum for a facilitating educational and administrative processes.
- Sustained neglect in correcting class work and homework is detrimental for student learning.
- By word or action, no child should be hurt emotionally, mentally, and physically.
- No child should be criticized for not being able to cope up with the classwork or any other college related activity.
- The staff should report to the management immediately if they witness any kind of sexual/physical abuse of a child. The staff should also have the full courage to intervene and stop any person who is trying to abuse the child sexually/physically.
- No child should be left out of any college/group activity. Every child deserves a right to express himself/herself. If the teacher witnesses some kind of groupism in the class where a child is excluded deliberately by other children, she/he has to intervene and sort out matters and make the child feel emotionally secure.
- The child's personal life and family matters should not be discussed in a derogatory manner.
- The staff should refrain from any kind of discrimination against any student on the grounds of caste, creed language, accent, place of origin, social and cultural background, class, clothes, physical appearance.

- The staff shall not enter into any monetary transactions with any student / parent, nor accept any gifts from them, nor shall he/she exploit his influence for personal ends.

11.4 TOWARDS PARENTS:

- Parents should be treated with dignity and respect in words, actions and body language. Their queries should be answered with patience and understanding.
- The staff must refrain from any kind of criticism or derogatory remarks about the parents.
- The staff must bring to the management's notice if there is some kind of unreasonable demand on the parent's part, instead of arguing with the parents.
- If parents come with a query, do acknowledge and if not clear, please ask senior authorities and get back to the Parent.
- Be specific in giving any word of advice to the parents about the child. The Parent must be taken into confidence before giving any such advice.
- Meeting with parents during college hours to be avoided. If need be, give prior appointment and then meet the parents after the children have left for the day.
- Unless urgent, staff should not attend phone calls made by parents during college hours, unless there is an exceptional problem.
- Staff should avoid discussing college matters with parents in a social setting.

11.5 FOR STAFF MEMBERS WHO ARE ALSO PARENTS:

- Be respectful to your child's teacher.
- Respect your colleague's professional expertise in his/her subject areas.
- Please attend your child's Open days/PTM/Report card days at the time allotted to you.
- Do not ask questions about your child's progress/performance to the teachers in corridors, lunch room, or during class hours. Reserve them for the PTMs and open days.
- If your child comes to you with a complaint during college hours, please ask him/her to go to his/her class teacher.
- If you have some genuine concerns and issues with your child's teacher(s), please address it to the Management.

11.6 TOWARDS COLLEGE INFRASTRUCTURE:

- Make best use of College Infrastructure and facilities for enrichment of teaching learning process and not for any personal gains/benefits.
- The internet facility is provided to update one's knowledge and keep abreast with the current development in the educational field. It should be used only for these purposes and not for any other personal requirements.
- Net surfing for personal accounts, banned sites etc is strictly not allowed and they should adhere to the IT policy Document.
- The staff is responsible for their computer login & email password and needs to be careful of the same. The same must not be shared with anyone for any reason.
- Printing of personal documents from college IT infrastructure is not allowed.
- Switching off electrical appliances and computer monitors when not in use.

11.7 MISCONDUCT

Without prejudice to the generality of the term 'misconduct' the following acts of omission and commission shall be treated as misconduct.

1. Wilful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior.
2. Going on strike or abetting, inciting, instigating, or acting in furtherance thereof.
3. Wilful slowing down in performance of work, or abetment or instigation thereof.
4. Theft, fraud or dishonest in connection with the colleges' business or property or the theft or property of another employee within the premises of the establishment.

5. Taking or giving bribes or any illegal gratification.
6. Habitual absence without permission, or absence without leave or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation.
7. Late attendance on more than three occasions within a month.
8. Abstaining from duty for more than 10 days without prior sanction of leave or staying beyond the sanctioned leave without permission.
9. Obtaining or attempting to obtain leave of absence on false pretension.
10. Habitual breach of any Standing Order guidelines/code of conduct or any law applicable to the college or any rules made there under.
11. Engaging in trade within the premises of the college.
12. Drunkenness, riotous, disorderly, or indecent behaviour on the premises of the college.
13. Commission of any act subversive of discipline or good behaviour on the premises of the college.
14. Habitual neglect of work, or gross or habitual negligence.
15. Wilful damage to work in process or to any property of the college.
16. Holding meeting inside the premises of the college without the previous permission of the Director/Principal.
17. Disclosing to any unauthorized person any information in regard to the processes of the college which may come into the possession of the staff in the course of his work.
18. Gambling within the premises of the college
19. Smoking or spitting on the premises of the college.
20. Failure to observe safety instructions notified by the Management or interference with any safety device or equipment installed within the college.
21. Distributing or exhibiting within the premises of the college handbills, pamphlets, posters, and such other things or causing to be displayed by means of signs or writing or other visible representation on any matter without previous sanction of the Principal.
22. Refusal to accept a charge-sheet, order or other communication served by the management either in person, by post or through courier. in accordance with the Rules
23. Breach of the terms and conditions of service laid down by or under these rules.
24. Violation of the Code of Conduct.
25. Moral turpitude shall include the following acts namely:
 - Immodest or immoral behaviour with a female or male student or employee.
 - Any other act of similar nature.
 - Conviction by any court of law in India, of any offence, involving moral turpitude.
26. Wilful negligence of duty shall include the following acts, namely:
 - Dereliction in, or failure to discharge any of the duties prescribed by Management and or Principal.
 - Habitual absence from duty without previous permission.
 - Any other act of similar nature.
27. Incompetence includes the following acts namely:
 - Failure to keep up academic progress and upto date knowledge in spite of repeated instructions in that regard.
 - Failure to properly complete the teaching of the syllabus determined for the stipulated periods.
 - Any other act of similar nature.
28. Manifestation of temper, in any manner, while dealing with students, staff, parents, outsiders and the Management is liable to be treated as an act of serious misconduct.
29. Refusal to work on holidays or on off days when required to do so, refusal to work overtime, in the exigencies of College work notwithstanding any statutory provisions.
30. Refusing to undergo training as and when required by the management.
31. Writing of anonymous or pseudonymous letters criticizing employees/Employer.
32. Reading magazine, novels and other non-professional literature/material during working hours.
33. Loitering, idling or wasting time during working hours staying within the premises of the Employer after authorised hours of work without permission.
34. Interfering in the work of other employees and/or the management.
35. Unauthorized use of any of the employer's facility/equipment or any other thing for personal use
36. Giving false information regarding one's name, father's name, Date of Birth, qualification, details of previous service/salary particulars, address, etc. at the time of securing employment or thereafter.

37. Hiding away or attempt to hide away any articles, documents or materials of the Employer.
38. Assumption of authority in matters, which are the prerogative of the Employer.
39. Falsifying or refusing to give testimony when an accident, misconduct or other matters are being investigated.
40. Doing private or personal work within the work premises without the previous permission of the management.
41. Photo or otherwise copying and taking the extracts of official documents with a view to keeping/storing them at home or maintain files at home will be considered breach of trust.
42. Breach of trust i.e., act of omission by which the employee will be losing confidence of the employer.
43. Any act which is pre-judicial or detrimental to the interests of Organisation or the Management of the College.
44. Any act subversive of discipline and efficiency, and any act involving moral turpitude omitted within the premises of the Employer, and outside if the same has bearing on the services of the employee.
45. Using abusive language or slogans against any superior officer or any officer of the Employer within the premises of the College.
46. Not disclosing/intimating to the employer any infectious or sexual/skin/any other disease/contagious disease from which the employee is suffering.
47. Habitual breach of any rules or instruction for the maintenance and running of any department, or the maintenance of the cleanliness of any portion of the college.
48. Carrying Employer's goods, files or office documents to the house/home or any other place outside the work premises without prior permission in writing of the Employer.
49. Unauthorised use of any of the Employer's facility/equipment or any other thing for personal use.
50. Leaking any information or question papers or results as they are confidential.
51. Giving false information regarding one's name, father's name, date of birth, qualification, details of previous service/salary particulars, address, etc., at the time of securing employment or thereafter.
52. Assaulting, abusing, or intimidating any employee of the Employer either within the premises or at any other place.
53. Carrying on directly or indirectly or benami transactions in the office premises: (a) Money-lending business and/or (b) Other private business without the written permission of the Management or having private financial dealings with persons or firms etc., having business relations with the Employer for the sale and purchase of any materials, equipment or supply of labour, if any, or for any other purpose.
54. Refusal to work on a job or a mission, which does not call for any additional skill or experience and can be done by the employee/officer without adversely affecting his service conditions.
55. Hiding away or attempt to hide away any articles, documents, or materials of the Employer.
56. Obtaining or attempting to obtain leave of absence on false pretension.
57. Attempting to obtain any benefit under false pretext or by making false statements.
58. Refusal to act in any position offered by the Management.
59. Bringing inside the work premises, possession or use of alcoholic drinks, narcotic drugs, within the Employer's premises or reporting for work while under the influence of alcoholic drinks, drugs, or narcotics
60. Entering or remaining in the work premises after the permissible/ authorised hours of duty.
61. Publication of any articles relating to the work of the Employer without obtaining prior written permission of the Employer.
62. Refusal to act on the accepted terms and conditions of service.
63. Handling or attempting to handle any machine, equipment, apparatus or vehicle not entrusted to the charge of the employee.
64. Approaching higher authorities for personal promotion or favours or gains directly or through other people.
65. Abuse of authority, threats, use of harassment or pressure to obtain illicit favours.
66. Breach of confidentiality or a loss of confidence by any act against the interests of the College.
67. No actions linking Management with activities of other NGO, international organisation or local authorities can be decided without the prior agreement.
68. Deliberate disturbance to the proper functioning of the association.

69. Making statements (in any manner whatsoever) to the press or other media without prior permission of the Management.
70. Fulfilling a task by other person than the one to whom it has been assigned. In case of absence the employee has no right to bring another person to replace him, except with the prior consent/permission of Management.
71. Any other act of commission or omission, which is against the interest of the Employer or subversive of discipline.
72. Indiscipline or breach of any rules or instructions for the maintenance and or instructions for the running of any department or maintaining its cleanliness.
73. Refusal to give evidence in any enquiry against any other employee, charged with any misconduct.
74. Organising, attending or holding meetings within the boundaries of the premises or in any of the premises owned by the College or in front of the residential premises of the officers or the Employer and in its estate without previous written sanction of the Management.
75. Threatening or intimidating any employee within the premises of the Employer or outside concerning matters relating to the College.
76. Knitting, gossiping within the premises of the College.
77. Sale or canvassing for the sale of tickets of chances in any lotteries or raffles within the premises of the College.
78. Sale or canvassing for the sale of any commodity within the premises of the College.
79. Sale or canvassing for the sales of tickets, coupons or other tokens in connection with any scheme for the sale of any commodity or articles within the premises of the College without previous written sanction of the employer.
80. Sleeping or dozing whilst on duty.
81. Resorting to picketing, hunger strike against any officer whether within the premises of the Employer or outside it relating to in the matters concerning the Management.
82. Lending or borrowing money to or from subordinate employees.
83. Habitual indebtedness.
84. Spreading false rumours or giving false information which tends to disrupt the Employer, or its employees (or spreading among the employees).
85. Speculation in any investment or commodity within the premises of the College.
86. Theft of property belonging to other employees inside the premises of the College.
87. Submission or representation to any authority or publicmen except through proper channel.
88. Misbehaviour during the pendency of disciplinary action instituted against him.
89. Interference, tampering with records, attendance register etc. either pertaining to himself/herself or to any other employee.
90. Unauthorised removal or defacement of notices of the Employer at the notice board.
91. Wilful non-cooperation with fellow employee for proper discharge of duty at any time.
92. Giving interview to press, radio, television without the permission of the Management.
93. Participation in public discussions, debates, and deliver speech in public pertaining to the affairs or business of the establishment without permission from the competent authority of the Employer.
94. Expectorating or otherwise committing nuisance on the premises of the College.
95. Indulging in sexual harassment.
96. Any attempt or threat to assault or attempt to murder/attack or assault or beating or murder of any employees/officers/managers of the Employer or any other person/persons who has/had any connection with the College within or outside the premises of the College.
97. Not disclosing/intimating to the Employer any infectious or sexual/skin/ any other disease/contagious disease from which the employee is suffering.
98. Coming on duty in intoxicated state or drinking liquor or using other intoxicants, charas, bhang, ganja etc. or keeping such things on person inside the premises of the Employer.

99. Habitual production of the Medical Certificate for availing of leave.

100. Having immoral relationship with employee of either sex within the premises of the Employer.

101. Eve-teasing in the premises of the Employer or transport provided by the Employer, if any.

11.8 PUNISHMENT FOR MISCONDUCT

If the Management/Head of the institution is convinced that a staff member/an employee is guilty of committing any misconduct/s, the following punishments (as per the Central/State conduct rules, where the college is located) may be imposed upon him/her :

- (i) Suspension without pay for a period not exceeding one month.
- (ii) Demotion.
- (iii) Reduction in salary.
- (iv) Stoppage of increments.
- (v) Discharge.
- (vi) Dismissal.