

HI-TECH COLLEGE OF PHARMACY CHANDRAPUR

(Approved by All India Council for Technical Education (AICTE), New Delhi, Pharmacy Council of India, and Affiliated to Gondwana University, Recognized by Govt. of Maharashtra)



CODE OF CONDUCT

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❖ **About College:**

Hi-Tech College of Pharmacy (HTCOP) was established in the year 2009 by Honorable Prashant Morey. HTCOP is committed to providing value-based quality education maintaining pace with changing technology to produce competent and skilled professionals ready to accept global challenges.

The college is affiliated with Gondwana University and approved by Pharmacy Council of India (PCI), New Delhi, All India Council for Technical Education (AICTE), New Delhi, and State Government, Maharashtra.

❖ **Vision:**

To provide the quality education in the field of Pharmaceutical sciences for the betterment of the healthcare system.

❖ **Mission:**

To promote Pharmaceutical knowledge and practical skill through excellence and innovation in teaching.

❖ **Program Specific Outcomes (PSO)**

PSO 1: To impart the theoretical and practical knowledge among the students in the various fields of pharmaceutical science viz, Pharmaceutics, Pharmaceutical Chemistry, Pharmacology, Pharmacognosy and Pharmaceutical Jurisprudence and Ethics.

PSO 2: To promote the development of communication skills and leadership qualities among the students.

PSO 3: To upgrade the practical skill of the students through industrial training and research to meet the challenges of the pharmaceutical field.

PSO 4: To make aware the students with the fundamental regulatory aspects of pharmaceutical science.

PSO 5: To become competent to counsel the patients leading to physical and social well-being and work as a team member of the healthcare system.

❖ **RULES AND REGULATIONS:**

- Ragging/Annoyance/Harassment/Bullying in any form is banned on the college campus.
- The attendance of Students must be regular in theory and practical classes.
- Failing to comply with 80% compulsory attendance, students shall not be granted promotion to the next term.
- Wearing of college I-Card is compulsory on college premises; otherwise, disciplinary action shall be followed.
- Students should park their vehicles only in the specified parking zone allotted to them.
- It is mandatory to keep Mobile phones on the 'Switch off mode' or 'Silent mode' on the college premises.
- Students should report into the classroom in complete college uniform and presentable attire.
- The use of the internet for the purpose other than academic-related activities is banned on the college campus.
- Smoking and use of tobacco/alcohol/drugs are strictly prohibited on the college campus.
- Students are advised to read the notice board daily on regular basis.
- Students are strictly prohibited to use plastic bags on campus.
- Students should use dustbins to dispose of waste materials.
- Students are strictly instructed to turn off: water taps and switches of electric appliances after use.
- Any damage to the college property shall be penalized.
- In any event, if the college property is damaged or suffers a financial loss by a student's misbehavior then the concerned student will have to compensate for the loss.
- Writing on classroom walls, desks, benches, doors, toilet walls, or pasting of posters on the walls is strictly prohibited.
- Students should not create any disturbance in the academic, administrative, Sports, social or other activities either on the college campus or outside in the community.

Code of Conduct

- Students should not behave in any manner which may harm the dignity of any individual in the college.
- College restricts to distribute, display or publish any unauthorized material, which may be in the form of a poster, notice, signature campaign, electronic or Internet posting.
- Possessing, distributing, or using forbidden materials like alcoholic drinks, narcotic drugs, obscene videos, and pictures in print or electronic form is strictly not allowed.
- Any act of theft of either college property or belongings of staff or students will invite serious disciplinary action.
- Any type of misconduct during industrial visits and educational tours arranged by the college will be dealt with serious disciplinary action.

CODE OF CONDUCT OF STUDENT

❖ **PREAMBLE:**

The Student Code of Conduct is established to foster and protect the core vision and missions of the college and to promote the scholarly and civic development of the students in a safe and secure learning environment. However, the establishment and maintenance of a community with the freedom to teach and to learn to depend on maintaining an appropriate sense of order that allows for the pursuit of these objectives. To excel in these objectives, Rules and regulations are necessary to mark the boundaries.

This Handbook indicates the standard procedures and practices of the Hi-Tech College of Pharmacy, Chandrapur for all students enrolling with the college for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Conduct. The college's endeavor using enforcing this Code is to forge and administer a student discipline process that is equal, meticulous, successful, and efficient; and providing a system that promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the College.

❖ **JURISDICTION:**

- The college shall have the authority over the conduct of the students associated/enrolled with the college and to take knowledge of all acts of misconduct including incidents of ragging or otherwise which are taking place on the college campus or in connection with the college-related activities and functions.
- College may also exercise jurisdiction over conduct that occurs off-campus violating the ideal student conduct and discipline as if the conduct has occurred on campus which shall include
 - A. Any violations of the Sexual Harassment Policy of the college against other students of the college.

- B. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the college.
- C. Control or use of weapons, explosives, or destructive devices off-campus.
- D. Sale or distribution of prohibited drugs, alcohol, Narcotic Drugs etc.
- E. Conduct that has a negative impact or constitutes a bother to members of the surrounding off-campus community.

The College, while determining whether or not to exercise such off-campus jurisdiction in situations computed hereinabove, the college shall consider the seriousness of the unproven offense, the risk of harm involved, whether the victim(s) are members of the campus community and or whether the off-campus conducts is part of a series of actions, which occurred both on, and off-campus.

❖ **ETHICS AND CONDUCT**

This Code shall apply to all kinds of conduct of students that occur on the College premises including in University-sponsored activities, functions hosted by other recognized student organizations, and any off-campus conduct that has or may have serious consequences or adverse impact on the college interests or reputation.

❖ **PRAYER**

At the beginning of the morning session, all must stand and pray devoutly. They shall stand respectfully for the National Anthem.

This applies to guests and visitors also.

❖ **DRESS CODE & IDCARD**

As per the guidelines of the Hi-Tech College of Pharmacy, Chandrapur the student's dress befit the institute that they represent and reflect the stature and the class. Wearing of uniform may also be made mandatory during an examination. Students not adhering to the dress code will not be allowed to attend classes and will forfeit attendance for the classes missed. For repeated violations even after 3 warnings, students will have to appear and explain their behavior to the Principal.

The following will be the dress code to be followed by the students:

Monday to Saturday: Uniform prescribed by the College

For Boys: White Checks Shirts and Blue pants (Low waist jeans are not allowed)

For Girls: White Checks Shirts and Blue pants (Low waist jeans are not allowed)

Thursday: Formals or any civil dress

❖ **Wearing the Identity card is compulsory.**

The ID card is a symbol of belonging to a premier institution and also a means of identification in the event of accidents, medical and other emergencies. Every student of the institute must have an identity card. He / She should always wear it in person while on campus and should produce it whenever called upon to do so by the concerned authorities.

❖ **Any student found without Id- Card maybe barred from entering the campus.**

Exchange/ transfer of ID card are strictly prohibited and will call for action by authority. A student is required to collect his/her I. Card within 15 days from the cut-off date of all admissions. The loss of an I-card should be reported immediately to the coordinator with an application. On non-uniform days students should be decently attired and well-groomed. Improper indecent attire will call for action by authority. Students not adhering to the dress code will not be allowed to attend classes.

❖ **ATTENDANCE**

- i. Every student must attend at least 75% (For CBS) & 80 % (For CBCS) of the total number of lectures conducted in the class by the faculty as per PCI Rules. The student will not be eligible to appear for internal end semester exams if he/she fails to put in the required attendance. The concession in attendance is meant to take care of medical leave and leave on personal grounds including the demise of an immediate family member etc. Students are expected to fill in the leave form and submit the same to the office.
- ii. On no account will students be allowed to remain absent for any continuous assessment conducted by the college. The student will be entirely responsible for such absence. Absence from classes and assessments will be detrimental to the overall performance and final grades of the student.
- iii. No student should leave without the prior permission (written) of the concerned authority. Students will also have to take prior permission to remain absent from any activity of College.

- iv. The students should be punctual in attendance and must be in his/her seat at the commencement of lectures.
- v. Attendance for Guest lectures, Workshops and Seminars is compulsory.
 - a. Students are required to strictly observe the uniform code prescribed and wearing the identity cards is compulsory.
 - b. Students should be punctual in attendance and must be in his/her seat at the commencement of seminars and workshops.
 - c. Students are expected to maintain the decorum in the institution and interact meaningfully with the faculty.

❖ LEAVE RULES

Leave on medical grounds

1. The student should report about the sickness to the Guardian Faculty Member/Class Teacher on the telephone or through Leave application.
2. A leave application on medical grounds should be submitted along with a certificate from Registered Medical Practitioner on the day of rejoining the college.

❖ STUDENT COMMUNICATION

Any changes affecting the students (class schedule/examination/program etc.) will be communicated to the students via Notice board or any other officially communicated mode of communication. The students must keep themselves abreast of any changes in timetable details and other relevant announcements.

It is the responsibility of students to update themselves with these communications made from time to time, irrespective of whether they are attending or not attending sessions.

❖ USE OF SOCIAL MEDIA

- i. Students should preferably interact on what's app group created by the class teacher for the class. Only content about academics/co-curricular/extracurricular/administration or other meaningful information should be shared.
- ii. Students must not send offensive remarks/spasm on social media.
- iii. Respect and honor proprietary information, content, and confidentiality, when

disagreeing with other's opinions, keep it appropriate, polite and respectful.

❖ LIBRARY RULES

- ❖ Students should use their library cards and I-Card. The students should not lend their library cards and I-Card to others. If they do, they will have to suffer the losses incurred process of loss, damage, fines, etc.
- ❖ The students should keep their bags in the baggage section and not in the reading room.
- ❖ Students and faculty members should preserve their belongings or valuables. In case of loss, he/she would be solely responsible.
- ❖ The Library issue Book must be returned on or before the last date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
- ❖ Reference books, journals, and newspapers are not issued out of the library, but users can utilize this facility within the reference section.
- ❖ If the books are lost, then the student shall replace the books of the same edition or latest edition or pay the current value of the book after getting permission from the librarian.
- ❖ Loss of library card should be reported to the librarian. The duplicate card may be issued against formal application and fine.
- ❖ Do not display any circulars/notices on the library notice board without taking prior permission from the librarian.
- ❖ Smoking, spitting, eating, loud conversation, and similar objectionable practice are forbidden in or near the library or anywhere else within the campus.
- ❖ Library users are expected to maintain silence at all times in the library. Use of mobile phone is strictly prohibited.
- ❖ Do not write or scribble on any furniture or wall of the library. Any student found doing so will be penalized.
- ❖ The schedule of Books issue will be as under:

Library Working Hours:-

09.30 am to 06.00 pm

Lunchtime: -01.00 pm to 01.30pm

- ❖ For B. Pharm. & D. Pharm. students: three books can be issued for seven days.
- ❖ Reference books will be available only in the reading room and issued on the student card. Students are not allowed to take a reference book outside.
- ❖ The first five toppers of every class are entitled to get additional five books for a complete year.
- ❖ For renewal purpose: student will have to be present in person along with the book
- ❖ The renewal of the book will be done only once.
- ❖ For those students who are appearing for competitive exams (GATE/TOEFL/MBA/GRE etc): two books can be issued.
- ❖ If books are not returned or renewed within the specific date, a fine per day will be collected from the student.
- ❖ Mishandling, tearing of books, or underlining with pen or pencil will not be tolerated.
- ❖ Readers shall not write or mark (by underlining, putting brackets, etc.) on the reading materials or the Library, the property or furniture of the library is to be handle with almost care. In such a case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.
- ❖ Important notices and information regarding the library, as well as changes, will be notified from time to time on the Library Notice Boards
- ❖ Each student shall obtain a No dues certificate from the library after returning all the books issued, surrendering the borrower's cards, and after paying outstanding dues, if any, before leaving the institution.
- ❖ All borrowers should obey the above-mentioned rules.

❖ **COMPUTER LAB**

- i. Internet connectivity in the computer lab for e-mailing, chatting, browsing, or downloading for personal use during working hours will be considered as misconduct and punitive measures including monetary or another penalty will be invoked if found guilty.
- ii. The computer lab has extremely delicate equipment and is a restricted area where entry

is granted with permission from the authorities. Any damage caused due to negligent or unprofessional behavior will result in punitive action as decided by the institute.

- iii. The students without an identity card will not be allowed to enter the lab.
- iv. The students are not allowed to move, attach, detach the hardware equipment (printer, cable, monitor, mouse, etc) or carry any belongings of the lab outside it.

❖ **CURRICULAR ACTIVITIES**

- i. Students are encouraged to take an active part in games, debates, and such other co-curricular activities, as they are essential for the development of the students.
- ii. Any student allowed to represent the institute in any activity will not do anything, which will affect the prestige and reputation of the college. Malpractices will be dealt with strictly and as per HTCOP rules and regulations.
- iii. Any advance taken by a student towards any co-curricular, extra-curricular activity should be settled with the account section or with faculty-in-charge within four days from the completion of the activities. To substantiate the expenses proper receipts must support the statement.
- iv. Students will not be granted attendance for practice sessions.

❖ **RAGGING:**

Ragging is prohibited in the college. Anyone found indulging in ragging in any form within or outside the campus, shall be instantly expelled from the institute.

❖ **Anti-Ragging Measures**

- i. Government/University Grants Commission (UGC), guidelines notified vide no.F.1-16/2007 (CPP-II) dated 17-06-2009 on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the University Grants Commission Act,1956) are strictly implemented at HTCOP, Chandrapur.
- ii. In addition to the above, those students who indulge in the acts of ragging shall attract the punishments as applicable, which include any one or combination thereof: Expulsion from the institution, suspension from the classes, Fine with a public apology withholding of scholarship or other benefits extended to those involved in ragging, Debarring from representation in events such as cultural or sports, or any other representation in events for which the student(s) may have been selected withholding examination results entering the ragging incident on the Transfer Certificate/Migration Certificate of the

students, which may adversely affect their career.

- iii. The student is required to submit an anti-ragging affidavit as per the AICTE notification.
- iv. An anti-ragging committee/squad is constituted every academic year as per the regulatory guidelines to keep vigil over ragging and promptly deal with the incidents of ragging brought to its notice.
- v. Students are encouraged to report any ragging act witnessed or experienced by them to the members of the anti-ragging committee or squad, guardian faculty members, class teacher, or any staff member with whom the student may feel comfortable. The college ensures the confidentiality of such a disclosure by the student.

❖ **SEXUAL HARASSMENT**

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

❖ **Student Grievance Procedures**

The college has constituted the Grievance Redressal Cell/Internal Complaint Committee as per regulatory guidelines to address the student's complaints. Any student of the College aggrieved by any acts of sexual harassment, misconduct, or ragging as defined and summarized hereinabove can approach the Grievance Redressal Cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 15 days from the day of the alleged violation. The Cell shall take perception of the grievance and enforce this Code in cases of any sexual harassment complaints.

❖ **STUDENT PARTICIPATION IN GOVERNANCE**

The Code laid down herein intends that the standard of student involvement in governance in both administrative and academic areas is essential and it is fundamental that Students must be, at all occasions, be encouraged to put forth their views and advice, for informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students at all levels. Therefore, all students who are a part of the College

and who are going to be enrolled in the College are advised to uphold the policy and inform the College of any violations individually and collectively to improve the quality and effectiveness of this Code.

❖ **PAYMENT OF FEES**

- i. Students are required to pay the fees on or before the date specified by the HTCOP.
- ii. Failure to make fee payments by students on time will invite appropriate penalties as the Institution may prescribe which also includes the cancellation of admission of the defaulting student.
- iii. The fees for the entire course/program will be paid by the student who intends to discontinue for any reason whatsoever and at any time during the course following DTE rules and regulations.

❖ **VEHICLE DRIVING AND PARKING**

- i. To ensure pedestrian-friendly roads there are restrictions on driving of vehicles and parking. Driving the vehicles beyond the parking lot is not permitted.
- ii. Students should park the vehicles in an allotted parking lot. Parking is at the owner's risk, College will not be responsible for any loss or damage to their vehicles.
- iii. Any student commuting by personal vehicle should keep their driving license with him and must wear a helmet during driving.
- iv. The concerned student will be held responsible for any violation of rules even if the vehicle is not driven by the student.

❖ **PROHIBITIONS**

The following are banned inside the campus

- ✓ Smoking
- ✓ Use of alcohol and other intoxicant materials
- ✓ Use of plastics
- ✓ To make use of megaphones and loudspeakers on the campus

❖ **DISCIPLINE**

Follow discipline in college. Be polite, sincere, regular, and disciplined.

Any act of indiscipline/ insubordination or misbehavior by any student will attract severe penalties/punishment.

- ✓ Use of mobile phones in an academic block of the institute is strictly prohibited. Violation of the rule will result in confiscation of the mobile handset & sim card.
- ✓ Loud/impolite talk/use of unparliamentarily language which offends the listener would be dealt with seriously.
- ✓ Damage to institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- ✓ No society or association of the students will be started without the written permission of the concerned authority.
- ✓ Instigating or abetting collective insubordination will be viewed very seriously.
- ✓ No person shall be invited to address or entertain the students of the college, without the previous written permission of authorities.
- ✓ Consumption or possession of alcohol, drugs, tobacco and being under their influence while on campus or at functions is strictly prohibited.
- ✓ Theft, gambling, sexual harassment, physical fights/ bouts with each other, smoking on campus, indecent behavior in public places will be dealt with severely by the Head of the institute. Any other offense not included in this list will be dealt with on a case-to-case basis by the Head of the institute.

❖ **APPEALS AND REDRESSAL**

Every aggrieved student has a right to appeal. Such appeals will be made in writing to the Principal.

❖ EXAMINATION

- ✓ Students are required to strictly observe the dress code prescribed and carrying Identity cards is compulsory. Students will be sent back if this is not adhered to.
- ✓ Students are required to carry the required stationery for writing examinations.
- ✓ Mobile phones should not be carried to the examination hall.
- ✓ Students are expected to carry Hall tickets during an examination.
- ✓ Students should not resort to any unfair practices.
- ✓ All the students shall comply with the examination rules as prescribed by the Hi-Tech College of Pharmacy which shall be informed from time to time.

❖ BUS RULES FOR STUDENTS

Students can avail of the college bus transport facility subject to the availability of seats. The bus routes are drawn up the parents should consult the college transport In-charge for necessary details. Please go through the following bus rules.

- ✓ All students using the college bus are expected to be on the right side of the bus stop at least five minutes before the arrival time of the bus.
- ✓ Students should stay away from the main road until the bus arrives.
- ✓ No students should come near the entry door of the bus until it has halted completely.
- ✓ All students must occupy the available seats immediately after boarding their bus.
- ✓ When a bus is in motion, students must not move around in the bus and no part of their body should be outside the bus.
- ✓ No student should be allowed to eat on the bus.

❖ GENERAL RULES

- ✓ Complete the manual within the given time frame. Be punctual.

- ✓ Always enter the lab with a clean & neat apron.
- ✓ Follow the lab requirement for the respective lab as instructed by the respective subject teacher.
- ✓ Attend the class regularly.
- ✓ Regularly go through the notice board of generals, office, Exam, Library for any notice.
- ✓ Interact with the respective subject teacher, HOD in case of any problem.
- ✓ Follow the timings of a bus or as and when instructed.
- ✓ Be always in a clean uniform and well dressed.
- ✓ Intimation: In case of absentees inform your class teacher.
- ✓ Respect: Be respectful and maintain the decorum in college premises while participating in college activities.
- ✓ Be an active student member & be reprehensive in various committees as and when needed.
- ✓ Avoid unnecessary use of a mobile phone on college premises. Mobile phones are prohibited in classrooms, laboratories, and libraries.
- ✓ Participate in seminar/ conference/ project/ competition/quiz within and outside the college.
- ✓ Participate in university activities.
- ✓ Attend the tutorials/quizzes/ assignments or any academic work assigned by respective subject teachers.

CODE OF CONDUCT OF TEACHERS

❖ **INTRODUCTION:**

Education is a social process, the form, and content of education of any age. The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, and peace, and the principles enunciated in the Preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals. Higher education should strive for academic excellence, and progress in arts and science. Education, research, and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavors on societal needs.

❖ **PREAMBLE:**

- Recognizing that every child has a fundamental right to receive an education of good quality;
- Recognizing that education should be directed to the all-round development of human personality;
- Realizing the need for developing faith in the guiding principles of our polity viz. Democracy, social justice, and secularism;
- Recognizing the need to promote through education, our rich cultural heritage, national consciousness, international understanding, and world peace;
- Recognizing that teacher's, being part and parcel of the social milieu, share the needs and aspirations of the people;
- Recognizing the need to organize teaching as a profession for which expert knowledge, specialized skills, and dedication are pre-requisites;
- Realizing that the community's respect and support for the teaching community are

dependent on the quality of teaching and teacher's proper attitudes towards the teaching profession.

- Realizing the need for self-direction and self-discipline among members of the teaching community.

CODE OF CONDUCT FOR PRINCIPAL

- The principal is a Head of Pharmacy is responsible to the Director for all academic, financial, and administrative activities of the institute.
- The principal should make all decisions 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
- Review current academic programmed, collaborative programmed, and Human resources management of the institute.
- Committed to timely submission to regulatory bodies like AICTE, PCI, University, and DTE as per the notification. Development and implementation of the strategic plan for the short-term and long-term development of the institute and sustainable quality improvement.
- As per the rules and regulations, a necessary sanction of leave for an 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.
- The principal should empower all staff members and students to reach their maximum potential.
- Plan and facilitate guidance, counseling, and other student services at the institute level.
- Maintaining support services, academic facilities, etc.
- Discuss and approve financial estimates, annual reports, accounts, and audit reports from time to time. Maintain necessary records of the institute in stipulated formats.
- Demonstrate care and commitment to academic excellence and plan to organize faculty and supporting staff development programs.
- Promote interactions with all stake-holders; facilitate student placements and student development programs.

- To facilitate industry interactions.
- To plan and implement the activities to take care of hygiene, safety, and housekeeping in the institute.
- Take teaching load prescribed as per the norms issued time to time by the state government.
- Evaluation of the performance of staff through performance appraisal system every year
- To lead the accreditation activities of an institute for various quality standards.

THE CODE OF PROFESSIONAL ETHICS

❖ **Role and responsibilities of Teachers:**

The teacher plays a very important role in the development of morals in students. They should have the knowledge and abilities to organize activities that promote good values. Every teacher must accept this responsibility of helping students to develop values. It has become essential to impart training in moral, social, environmental, and spiritual values under education. A teacher has to be his or her criticizer. Teachers should not do anything against the dignity and respect of humankind. Be a good human being, Citizen, and Teacher.

The profession further requires that the teachers should be calm, patient, and communicative by temperament and amiable indisposition.

Teachers should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Explain the course objectives, tasks, expectations, and procedures at all stages.
- Refer to the latest books and journals and keep updating the knowledge.
- Take up Research Projects and contribute articles to important professional journals.
- See to make continuous professional growth through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conference, workshops, refresher courses, faculty development programs, etc. towards the

contribution of knowledge;

- Maintain active membership of professional organizations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation, and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities including community service.

❖ **Teachers and Students:**

Teachers should:

- Establish personal contact with each student. Understand their aspirations, capabilities, problem, strength, and weaknesses.
- Treat each student with love and affection.
- Give time to the students whenever they come for discussion or clarification of doubts without any remuneration or reward;
- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social, and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism, and peace;

- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Aid students to develop an understanding of our national heritage and national goals.
- Refrain from inciting students against other students, colleagues, or administration to be just and fair in the evaluation of answer papers; do not assist the student's in examination halls.
- Do not encourage students to organize strikes or agitations.
- Make all possible efforts to improve the attendance of students in their respective classes and sports and other extracurricular activities.
- Instill among students, habits of cleanliness, and be responsible for discipline.
- Refrain from subjecting any student to fear, anxiety, physical punishment, trauma and mental, emotional harassment, and unnecessary comparisons.
- Acclimatize teaching according to the individual needs of the students.

❖ **Teachers and Profession:**

The Teachers should,

- Maintain the dignity of the profession by personal conduct.
- Release their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- Plan and prepare to teach well and teach efficiently.
- Take responsibility to completely and satisfactorily teach the subject allotted.
- Be punctual, regular and be present in the college for the entire working hours.
- Absence from duty only after applying for leave and getting it sanctioned.
- Be strict and above doubt in admission, evaluation, and promotion of students.

- Devote maximum time to the professional duties.
- Work for the betterment of the organization and not for personal benefits.
- Persuade parents regarding regular attendance of their wards.
- Establish contacts with parents of absent students; enquire into the causes of absence or irregular attendance.
- Be accountable for the maintenance of class attendance registers and other records of students.
- Should maintain daily work diaries.
- All heads of departments should supervise, coordinate and control the work of their respective department. All heads of departments should report to the principal, when and where required and if any case of misconduct is observed among subordinates or students.

❖ **Teachers and Colleagues:**

Teachers should:

- Treat other members of the profession in the same manner as they wish to be treated;
- Speak respectfully of other teachers and render assistance for professional betterment;
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- Refrain from allowing considerations of caste, creed, religion, race, or sex in their professional endeavor.

❖ **Teachers and College:**

Teachers should:

- Understand the vision, mission, values, rules, and regulations of the college and follow them properly.
- Include the name of the college in their publications and patents.
- Refrain from using college facilities for outside work without permission.

- Be responsible for the safety and maintenance of the infrastructure, buildings, furniture, fixtures, instruments, and equipment.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- As a responsible registered Pharmacist, refrain from using your registration number and license elsewhere for business or related purposes.
- Work smoothly with colleagues, principals, and management and maintain a cheerful and peaceful working environment.
- Be honest, dedicated, and loyal to your work and workplace.

❖ **Teachers and Non-Teaching Staff:**

- Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational Institution;
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

❖ **Teachers and Society:**

Teachers should:

- Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship, participate in community activities, and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote a feeling of hatred or enmity among different communities, religions, or linguistic groups but actively work for National Integration.
- Carry out the duties of being a citizen of India, participate in Community, State, and

National activities and programs and strive for National integration.

- Avoid group politics. Avoid backbiting, spreading rumors, etc. talk less and talk to the point and in a simple manner.
- Be adaptable and control anger and use proper language responsibly. Show acceptance towards one and all.
- Be prepared for events/ meetings/ over timings whenever required.

Dress Code

A fundamental principle is that teachers' appearance and dress must be following the standards appropriate to their duties, at all times both within the workplace and when representing the college.

Observance of the Code

All teaching staff should take upon themselves the moral responsibilities to safeguard all clauses of this code by ensuring their observance by the teachers. They should accept the responsibility to evolve a suitable mechanism for its enforcement.

• LEAVE RULES:

The rules, regulations, and the conditions for leave rules are well defined by the college.

Leave rules are as follows:

1. Right to leave

- i. No employee can claim to leave as a right and the leave sanctioning authority can decline or cancel any kind of leave.
- ii. Authority for leave sanctioning cannot change the kind of leave due and applied for.
- iii. Leave shall not be granted to employees under suspension.

2. Leave commencement and termination

- i. Leave as a rule begins from the date on which leave is availed of and ends on the day preceding the date on which duty is resumed.

- ii. Sundays and all holidays or any vacation can be prefixed as well as suffixed to any leave, subject to any limit of absence on leave approved under any type of leave.

3. Rejoining of duty on return from Medical Leave

An employee who has been on medical leave shall produce a medical certificate before resuming duty.

4. Rejoining duty before the expiration of a leave

With the permission of the authority, who has granted leave, any employee on any type of leave can rejoin the duty before the expiration of the period of leave granted to him/her.

5. General Rules

- i. Employees should always apply for leave and get it sanctioned before it is taken, except in the cases of any emergency and for suitable reasons.
- ii. Any absence from the duty after the expiry of leave may demand disciplinary action.
- iii. Absence without leave will comprise an interruption in service.

Types of Leave

The following categories of leave shall be permissible to the employees of the college

I -Casual Leave (CL)

- 1) Total casual leave granted to an employee shall not exceed ten days in an academic year.
- 2) Casual leave cannot be carried over to the next to leave year.
- 3) It shall not be granted in continuation of other categories of leave, but it can be combined in any manner with Sundays or other holidays.
- 4) C.L. will be sanctioned only when a proper alternative arrangement is made for theory and practical.
- 5) Casual Leave rules for the temporary employee/probationer will be the same as those

of permanent employees but in the case of a newly appointed employee who has not served the college for at least one year, CL will be approved in proportion to their service at the rate of one day for every completed month of service.

II- Duty Leave

- i. Duty leave can be granted to an employee for attending workshops/Training programs/conferences/seminars etc. in a calendar year. Duty leave can be granted only for academic purposes.

Duty leave can also be granted for university work or examination and to inspect other institutions if asked for by any official body.

- ii. Duty leave can be combined with any regular leave but not with Casual Leave.
- iii. To give special lectures/guest lectures with an honorarium, the faculty member must take leave at credit. No Duty leave is acceptable.

III -Earned Leave (EL)

- i. All the permanent staff members are entitled to Earned leave.
- ii. Teaching staff/ Non-teaching Staff and Administrative Staff of departments shall be entitled to Earned Leave of 10 days in a calendar year.
- iii. Employees who work at college during vacation are entitled to 1 day EL for every 2 days of vacation duty.
- iv. The leave at the credit of staff at the end up of the previous half-year shall be carried over to the next half year, subject to the condition that the leave so carried forward does not exceed 240 days.
- v. Staff who have not completed one-year continuous service shall be entitled to Earned Leave at the rate of one day leave per completed duty of one month.

IV- Compensatory Leave

Any staff who has worked during the General Holiday (Sunday / Declared Holidays by the State Government/National Holidays) shall be entitled to Compensatory Leave equivalent to every completed day of work during the General Holiday; subject to the approval of the sanctioning authority.

- i. If the University Examinations are scheduled on Government holidays and general holidays, no compensatory leave will be granted for every three days of work done.

- ii. Compensatory leave will not be permissible to any member of staff who has held classes/lectures/seminars etc., on holiday days as it is considered to be a work of completion of the academic responsibilities delegated to them which he/she should have normally been completed during the regular working days.

V-Leave without Pay(LWP)

Leave without Pay (LWP) shall always be without salary and may be approved when no other kind of leave is permissible, or when other leaves being permissible, the concerned employee has specifically applied in writing for the grant of (LWP).

- i. Leave without pay may be granted to an employee in special circumstances when no other leave is by rule permissible, an employee on leave without pay (leave without pay) is not entitled to any leave salary.
- ii. Leave without pay shall always be without pay and allowances. LWP shall not count for increment except in the following cases.
- iii. Leave taken on the ground of medical certificates.
- iv. Cases where the Sanctioning authority is satisfied that the leave was taken due to reasons beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the staff has no other kind of leave to his credit;
- v. Leave taken for pursuing higher studies; and
- vi. Leave granted for accepting an invitation to a teaching post or fellowship or research-cum-teaching post or on a project for technical or academic work of importance.

VI- Maternity Leave

- i. Maternity Leave can be granted to a female employee with less than two surviving children, for a period of up to 4-5 months from the date of its commencement. It can be extended up to 6 months on special/ medical grounds.
- ii. Maternity Leave can be combined with leave of any other kind except Casual Leave.
- iii. Maternity Leave will not be debited to the leave account.

- iv. Any leave may be sanctioned up to one year in continuation of Maternity leave.
- v. For the period of maternity leave, leave salary equal to last pay drawn is permissible.
- vi. Only staffs that had completed the probation period of their service at the college are eligible for the Maternity Leave.

VII -Sabbatical Leave / Academic Leave:

The Sabbatical Leave/ Academic Leave is a special facility for the teaching staff to allow them to update their knowledge, skill, and experience so that they will be of greater use to the college on their rejoining.

VIII-Study Leave:

At the discretion of the sanctioning authorities (Management and Principal), study leaves not exceeding three years may be granted to staff, if it is considered beneficial to the college, university. The conditions, payment of allowances, if any, will be decided by the sanctioning authorities.

VIX- Medical ground leave:

- i. Ten medical leaves per year can be granted to the employees. It can be accumulated up to 180 days.
- ii. The employee who has been granted medical leave, He/ She will be required to be produced a medical certificate of fitness before resuming duties in such a manner and from a medical officer/ registered medical practitioner.

CODE OF CONDUCT OF ADMINISTRATIVE STAFF & SUPPORTING STAFF

❖ **Office Staff:**

- Office staff should report to the duty at least 15mins in advance of the college timing. Do not indulge in the activities prohibited by college and make the atmosphere conducive for the student.
- Office staff should not misbehave with students, parents, and staff.
- 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 the meeting from time to time.

❖ **Library staff:**

- Timely reporting in the college. Keeping the library atmosphere conducive for study.
- Record keeping of libraries such as library accession registers and usage registers.
- Before proceeding with any leave, prior permission should be obtained from the Principal.
- Do not indulge or encourage the student in the activities prohibited by the college.
- Assisting the student and staff in the library for reference work and ICT-enabled services of the library.

❖ **Laboratory staff:**

- Laboratory staff should report for duty at least 15 minutes in advance of the college timing.
- Before proceeding with any leave, prior permission should be obtained from HOD and the Principal.
- Laboratory staff should keep the laboratory clean and neat and maintain a stock register for all the articles, equipment, chemicals, etc.
- Any loss or damage to any article in the laboratory or classroom 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 otherwise required the staff shall not leave the college premises. If required prior permission shall be taken.

❖ **Support staff:**

- Commence work on time.
- Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department.
- Maintain a supportive environment while performing their assigned duties.
- Respect confidentiality in all matters.
- Understand the job scope, practices, and procedures relating to their position.
- Ensure accuracy and thoroughness in the performance of their assigned duties.
- Meet targets regarding work to be performed to the best of their ability.
- Manage time effectively.
- Be well-organized.

- Demonstrate ability to solve a problem within the scope of their position.
- Demonstrate ability to work independently when appropriate.
- Show initiative.
- Notify their in-charge if they are unable to come to work.
- Submit leave application to the in-charge if want to avail vacation.

❖ **College Bus Drivers:**

- Every college bus driver shall be thoroughly familiar with all state and local rules and regulations about the operation of a college bus in his/ her charge.
- No college bus driver shall allow a student or other unauthorized person to operate a college bus at any time, nor shall any person except the driver be allowed to seat the driver's seat.
- No college bus driver shall leave the driver's seat without first setting the brakes, shutting off the motor, placing the bus in gear, and removing the ignition key from the lock. The key shall be kept in the driver's possession.
- College bus drivers shall have the primary responsibility for the safety of students while they are boarding the bus, while they are on the bus, and while disembarking the bus.
- College bus drivers shall pick up only the students.
- No student is permitted to leave the bus at other than his or her regular stop, provided that permission is first obtained from college authority.
- College bus drivers, before the commencement of any trip, shall assure that the windshield and rear window of the bus is clean.
- College bus drivers shall be certain that all brakes, lights, stop signs, warning signal lamps, and other safety devices are working properly before starting on any trip and shall assure that the bus is equipped with a first aid kit and a fire extinguisher.

- College bus cleaners shall check the latch, safety lock, and warning system for emergency doors daily.
- No bus shall be in motion with any of the exit doors open or partly open.
- College bus drivers shall immediately report any suspected malfunction or needed repair of the college bus in their charge with permission from the college authority.
- College bus drivers shall observe all driving regulations outlined in the laws of the Maharashtra State relating to the operation of motor vehicles at all times.
- The speed of a college bus shall not be allowed to exceed the legal truck speed or any other applicable posted speed limit.
- When it is necessary to overtake and pass a slow-moving vehicle, school bus drivers shall take reasonable action to assure that no third vehicle is drawing near.
- College bus drivers and cleaners shall yield the right of way to an emergency.
- All changes in the direction of a college bus shall be indicated by the use of electrical directional signals on the bus. A right directional signal shall be used to indicate that the bus is going to pull off the roadway.
- A bus will not wait if students are not present at his/ her respective bus stop.
- The drivers are authorized to stop buses at the designated stop only unless directed by the college authority.
- The list of stops is prepared to keep in view the convenience and safety of the bus commuters and is subject to change.
- When the bus is in motion, students must not move around in the bus not any part of their body should be outside the bus.
- Students will be held responsible for any damage caused by negligence or vandalism.
- The driver's attention must not be distracted for any reason.
- The teachers and students are responsible for maintaining discipline in the bus. Any serious offense must be reported to the Principal.
- A driver should keep all the documents updated (Tax, Insurance, PUC, RC Book, Driver License, etc.). All renewals will be done in time.

CODE OF CONDUCT OF GOVERNING BODY/ MANAGEMENT

- ✓ Decisions and resolutions made by the Governing Body, Executive Body, and institute are obligatory.
- ✓ The members of the Governing Body shall maintain their character, transparency, mannerisms, and good image.
- ✓ No property of the institute will be used for personal benefits.
- ✓ The members of the Governing Body will not express non-satisfaction with any decision made by the Executive Body, it will be discussed or expressed in the meeting only, one must respect the majority taking the decisions.
- ✓ Any member of the Governing Body needs any primary information from Institute; he/ she communicate to the principal and will not have any oral or written communication with the employee or should not be made public.
- ✓ If any misbehavior and action by the employee insult the Institute, it will be communicated to the principal orally or in writing.
- ✓ All shall mind that no person is greater than Institute.
- ✓ The Governing Body will receive all communication in writing only from the principal and the Governing Body will reciprocate their decision through the principal.
- ✓ Respect other member's opinions and give them a chance to express, if necessary permit to register a contradictory opinion.
- ✓ Finance should be managed with top priority to the salary of the employee. All fees are kept as FDs in the nationalized bank. Principals have to manage the expenditure within the actual proposed budget.

Human Values and Professional Ethics

HUMAN VALUES

Human value is defined as “a principle that promotes well-being or prevents harm. The various factors responsible for evolving human values are religious leaders, gurus or saviors’ teachings and practices, need and judgment of fulfilling individual’s need in society. Human values can be assured of a happy and harmonious human society. At Hi-Tech College of Pharmacy, we cultivate and inculcate these values in the students and staff through teaching and conducting the activities. The human values are listed below.

Types of Values:

The five core human values are: (1) Right conduct (2) Peace (3) Truth, (4) Love, and (5) Nonviolence.

RIGHT CONDUCT encompasses the following values such as

(a) **SELF-HELP SKILLS:** Care of possessions, diet, hygiene, modesty, posture, self-reliance, and tidy appearance.

(b) **SOCIAL SKILLS:** Good behavior, good manners, good relationships, helpfulness, no wastage, and a good environment.

(c) **ETHICAL SKILLS:** Code of conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility.

PEACE encompass the following values such as

Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, focus, gratitude, happiness, harmony, humility, inner silence, optimism, patience, reflection, satisfaction, self-acceptance, self-confidence, self-control, self-discipline, self-esteem, self-respect, sense control, tolerance, and understanding.

TRUTH encompasses the following values such as are:

Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity (unity of thought, word, and deed), intuition, justice, optimism, purity, a mission for knowledge, reason, self-analysis, sincerity, a spirit of inquiry, synthesis, trust, truthfulness, and determination.

LOVE includes the following values such as are:

Acceptance, affection, care, compassion, consideration, dedication, devotion, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, thoughtfulness, tolerance and trust

NON-VIOLENCE encompasses the following values such as:

- (a) **PSYCHOLOGICAL:** Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love.
- (b) **SOCIAL:** Appreciation of other cultures and religions, brotherhood, care of the environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

ETHICS

Ethics is the word that refers to the morals, values, and beliefs of the individuals, family, or society. The study on ethics helps to know the people's beliefs, values, and morals, learn the good and bad of them and practice them to maximize their well-being and happiness. It involves the inquiry on the existing situations, form judgments, and resolve the issues. Besides, ethics tells us how to live, to respond to issues, through the duties, rights, responsibilities, and obligations.

PROFESSIONAL VALUES

1. Integrity:

Integrity is defined as the unity of thought, word and deed (honesty), and open-mindedness. It includes the capacity to communicate factual information so that others can make well-informed decisions. It

yields the person's 'peace of mind', and hence adds strength consistency in character, decisions, and actions. This paves the way to one's success. It is one of the self-direction virtues. It excites people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself consistently moral and ethical standards.

2. Accountability & Responsibility:

The obligation of an individual or organization to account for its activities, accept responsibility for them and transparently disclose the results. It also includes the responsibility for money or other entrusted property.

3. Loyalty

Loyalty is faithfulness or a devotion to a person, country, group, or cause. Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly interpersonal and only other human beings can be the object of loyalty.

4. Commitment:

Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is a basic requirement for any profession. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large.

5. Attitude:

It is a psychological construct, a mental and emotional entity that inheres in or characterizes a person. They are complex and an acquired state through experiences. Attitudes are the most distinctive and indispensable concept in the present day. Attitude can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude change, consumer behavior, and attitude-behavior relationships. Positive attitude peoples are most successful in their life. One should

develop such an attitude which provides energy and satisfaction in their day to day life.

6. Valuing Time

Time is a rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. The proverbs, 'Time and tide wait for nobody' and 'Procrastination is the thief of time'

CODE OF ETHICS IN RESEARCH:

- A. Responsibilities of researchers: Researchers should include the following key values in their research:
1. Social responsibilities: Researchers from a broad community and are responsible for the enrichment of the community. The researcher should be tuned with local, national, and international community problems and their research should address these issues. They should contribute to the development of prosperous and just communities.
 2. Justice: It refers to fair treatment to all individuals; it is one of the most important objectives of this institute. At least four aspects of justice, which maintain a conducive research environment are as follows:
 - a. Justice of specific agreement and transduction: This refers to the fairness of specific agreement and transduction between the individuals and their representatives involved in the research.
 - b. Fairness of distribution: This refers to distribution benefits for a specific community and its members. e.g. funds allocation from the project to the individual teacher for their funding and result of the research should be aimed at benefiting all parts of society, e.g. Researcher should contribute for the upliftment of academically underprivileged students by offering their assistance, information, and mentorship.
 - c. Fairness of contribution requested: This refers to a selection of human participants for research, ethical community guidelines for human volunteers & animals, and Health and Hazard Safety guidelines for biological should be followed.

- d. Fairness of punishment imposed: This refers to processes and actions dealing with contravention of research ethics or regulation and it should be fair.

Goodwill: This refers to the conduct of research in an ethical way. All involved in research should be protected from harm and efforts should be made to ensure their wellbeing. The principles of goodwill refer to generous or charitable behavior, which may not be compulsory to everybody. It is goodwill and refers to two principles.

- Do not cause harm
- Increased possible benefits and reduce possible harm.

This should be considered especially for projects in pharmacology, where human and animal subjects are involved, also individuals involved in research should avoid harm to each other.

3. Respect for the individuals: This refers to the autonomy of an individual for his action unless such actions are detrimental to others to show a lack of respect for an autonomous person means to disregard person opinions, thoughts, actions and not to grant him the field freedom and to act in terms to withhold information that is essential for making a considerate discussion when there is no compelling reason to do so. Respect for an immature and unaccountable person requires that such person should be protected when they are immature or unaccountable.
4. Professionalism: Professional standards are part of the responsibilities of individual researchers. Following professional responsibilities should be adopted by the researchers
- a. Integrity: Every researcher should be able to rely on the truth and objectivity of reports of other scientists.
 - b. Quality: Researchers are responsible for the quality, accuracy, reliability of their research or research was done under supervision. The research should be limited to academics and technical, financial excellence of his research area. The highest quality standards should be applied for the planning, implementation, and reporting of research.
 - c. Accountability: Individual researchers shall be responsible for the originality of the work and reporting the research. The disclosure of the research shall be as per contract if any before the research.
5. Discrimination: Discrimination may be based upon services, benefits, opportunities,

facilities of HTCOP being withheld for someone on grounds of race, gender, sex, pregnancy, marital status, family status, ethnic or social origin, color, sexual orientation, old age, disability or medical condition, religion, conscience or belief, cultural language, and birth should be avoided at any cost. Discrimination also includes any communication whether oral or written, electronic or non-verbal that promotes a lack of respect or intolerance towards specific individuals or groups. No researcher may directly or indirectly unfairly discriminate against any person or any reason(s). Discrimination on any of one or more grounds having a negative impact should be avoided at all cost for researchers

B. Research obligations:

1. Environment: Considering the authority, duties of researchers, there should be a favorable environment maintained by the researchers. The researchers should avoid the following to maintain ethics in research:
 - a. Conflict of interest: should be avoided of what so ever form they may be e.g. - with a funding source, amongst each other, any contract, identity revealing, etc.
 - b. Confidentiality: should be maintained with the funding agency as per the contract or as per the agreement of individuals.
 - c. Financial obligation: all financial agreements should be acknowledged and should be as per the contract either with the institute or funding agency.

C. Scientific obligation: all scientific help in any form should be properly acknowledged.

D. Equipment: equipment shall be assets of the college and the actual infrastructure of the college can be used by anyone belonging to the college and affiliate and hindrances in granting permission by the in-charge faculty shall be considered as misconduct. Similarly, equipment mishandled purposefully by the researcher shall also be considered as misconduct.

E. Wrongdoing in research: misconduct in research can be framed under Piracy & Plagiarism.

F. Piracy: piracy in any form of the areas of research and or any research instrument shall be treated as misconduct and such cases shall be dealt with by the research committee.