



Shirpur Education Society's

R.C. Patel

Institute of Pharmaceutical Education and Research, Shirpur

[NBA Accredited – 6Yrs , 3rd Cycle]; NAAC Accredited; NiRF Ranking- Ranked in Top 50 institutes from last four cycles; CII- Platinum]

Code of Conduct

**PROFESSIONAL ETHICS, MORAL
VALUES AND HUMAN RIGHTS**



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CODE OF CONDUCT

1.1 RULES AND REGULATIONS

- Ragging/Annoyance/Harassment/Bulling in any form is banned in the college campus.
- The attendance of Students must be regular in theory and practical classes.
- Failing to comply 80% mandatory attendance, students shall not be granted promotion to the next term.
- Wearing of college I-Card is compulsory in 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/ 'Silent mode' in the college premises.
- Students should report into the class room in complete college uniform and in presentable attire.
- Use of internet for the purpose other than academic related activities is banned in the college campus.
- Smoking and use of alcohol/drugs is strictly prohibited in the college campus.
- Students are advised to read the notice board on daily basis.
- Students are strictly prohibited to use plastic bags in the campus.
- Students should use dustbin to dispose waste materials.
- Students are strictly instructed to turn off: taps and 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 student's misbehaviour, the concerned student will be liable for compensation.
- Writing on class room walls, desks, benches, doors, toilet walls or pasting of posters on the wall are strictly prohibited.
- Students should not create any disturbance in the academic, administrative, sports, social or other activities either in the college campus or outside in community.

- 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 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 student 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.

1.2. CODE OF CONDUCT FOR LIBRARY:



All students should enter their names & sign in the “**Student Visitor Register**” while entering the library. Faculty members and visitors should make an entry in staff register.



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.



All students must use their library card & student card in order to avail the library facilities.



Issued books must be submitted on or before of submission dates.



Do not display any circulars/notices on library notice board without taking prior permission from the librarian.



Do not write / 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: - 07.30 am to 07.30 pm

Lunch time: - 12.30 pm to 01.00 pm



Reference books will be available only in reading room and issued on the student card. Students are not allowed to take a reference book outside.



For B. Pharm & D. Pharm students: two books can be issued for five days.



For M. Pharm students: maximum five books can be issued for ten days.



For the faculty members: fifteen books can be issued for fifteen days.



For renewal purpose: student will have to be present in person along with the book.



The renewal of book will be done only once.



If particular book is not available, student can reserve that book through OPAC system.



Those students who are appearing for competitive exam (GATE/TOEFL/MBA/GRE etc): two books can be issued.



Journals / Periodicals cannot be taken outside the Library.



If books are not returned or renewed within the specific date, fine per day will be collected from student.



Some reference books (Except Pharmacopoeia & Govt. Publications) can be issued on an overnight or weekend basis to M. Pharm. students and faculty members.



If library book is lost by the borrower, he/she will have to pay twice the amount of the original cost of book or replace the book.



Mishandling, tearing of books or underlining with pen or pencil will not be tolerated.



All Journals / Periodicals should be kept in their respective place after use.



Students are not supposed to remove the newspaper from newspaper stands.



Do not enter into the stack room without prior permission.



All borrowers should obey the above-mentioned rules.

1.3. CODE OF CONDUCT FOR STUDENTS:

- ✚ Regularity: Attend the college regularly. Attend lectures, practical sessions and appear for the class test regularly.
- ✚ Punctuality: Be on time to college for theory and practical sessions.
- ✚ Study: Complete class work, assignments and journals regularly.
- ✚ Examination: Do not follow unfair practices in examination.
- ✚ Intimation: In case of absentees inform to your class teacher.
- ✚ Behavior: Be honest and polite and treat others with respect.
- ✚ Interference: Behave in a manner that will not interfere with the dignity of others.
- ✚ Respect: Be respectful and maintain the decorum in college premises while participating in college activities.
- ✚ Faith: Show fairness, courtesy and good faith towards others.
- ✚ Credit: Give credit where it is due.
- ✚ Care: Utilize amenities provided by the college with care.
- ✚ Report: Report to appropriate college authorities in any emergency or unlawful situations in the college.

1.4 HOSTEL DISCIPLINE RULES FOR STUDENTS:

- ✚ Student should behave in such a manner that the atmosphere in the hostel remains clam and conducive to studies.
- ✚ Student's actions should lead to the cultural and moral development of the inmates.
- ✚ Students should take utmost care to keep their room and hostel premises neat and clean.
- ✚ Student suffering from contagious disease, injury or sickness should immediately report the matter to the rector and seek help from the authorized hospital.
- ✚ Students should not play indoor games in hostel rooms which will cause damage to property and disturbance to others.

- ✚ Attendance of students is compulsory for flag hoisting on 15th August and 26th January.
- ✚ Vehicles (if any) of students should be parked only at the parking place at their own risk in hostel premises.
- ✚ Student should not loiter in the veranda, passages and disturb others, perfect silence should be observed. Making noises in the hostel is strictly prohibited.
- ✚ Smoking or alcoholic drinks are strictly prohibited in the hostel.
- ✚ Students should not bring or use crackers, hand bombs or any explosive materials in the hostel premises that may cause noise pollution, disturbance or danger to life/property or both.
- ✚ Students should not play radio, transistor, record player or any other musical instruments in the hostel premises.
- ✚ The students will have to make entry into the register kept at the entrance of the hostel while going out or coming in.
- ✚ Students shall behave politely and properly with the rector/ staff member of the hostel.
- ✚ The duration of suspension or restriction shall be dependent on the gravity of breach of regulations. It shall be decided by the chairman of discipline committee.
- ✚ Intentional or inadvertent damage caused to property; the recovery cost shall be twice the cost of replacement/repair.
- ✚ In case of any damage to college property, students will be summoned with written warning asking apologies and undertakings
- ✚ Expulsion from hostel can be summoned for any misbehavior.

1.5 CODE OF CONDUCT FOR STAFF (Teaching and Non-teaching)

- ✚ Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
- ✚ Every employee shall abide by and comply with the rules and regulations of the institution and all orders and directions of his/her superior authorities.
- ✚ Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- ✚ Every employee shall endeavor to promote the interest of the college and shall not act in any manner prejudicial thereto.
- ✚ No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
- ✚ An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- ✚ Obligation to maintain secrecy: Every employee shall maintain the utmost secrecy regarding the colleges affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the colleges staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- ✚ An employee of the college shall not, without the prior permission of the Secretary, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.
- ✚ No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the secretary.

1.6 FACULTY DUTIES (Teaching)

- ✚ Faculty members are expected to conduct classes in appropriate manner as required by the course assigned.
- ✚ They should inform students of course objectives, requirements, and schedules and deal with student papers and examinations in time.
- ✚ Faculty members are expected to hold office hours for consultation on course work and advising students.
- ✚ A faculty member, who needs to be absent from a class due to illness or any other reason should try to make arrangements for alternative instruction and inform the head of the department to arrange for timely notification of students.
- ✚ Faculty members are expected to also take up other responsibilities as required.
- ✚ Faculty members are expected to participate in the decision-making, curriculum development, and assessment processes of the department and the college.
- ✚ Although faculty members have a primary responsibility to their own department, they are also members of a larger collegian community and should make every effort to work co-operatively with members of other departments and with the administrators of the college respecting appropriate deadlines established by various committee in-charges.

In order to assist faculty members in the performance of their duties, the college provides the facilities and services listed below.

1. Office space, Teaching aids (OHP, LCD and Smart Board etc)
2. Computer services
3. Identification cards
4. Official stationery
5. Postage for official correspondence
6. Library- BCL, JAYKAR, photocoping facility.
7. Timing flexibility for PG, Ph.D. students & research work.

1.7 CODE OF PROFESSIONAL ETHICS

TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes “the obligation to conduct himself / herself in accordance with in accordance with the ideologies of the profession”. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

- 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;
- ✚ Seek to make professional growth continuous through study and research;
- ✚ Express free and frank opinion by participation at professional meetings, seminars, conferences 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, seminar and research 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 the conduct of university and college examinations, including supervision, invigilation and evaluation.
- ✚ Participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND GUARDIANS:

Try to see through teacher's bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary

and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

1. Co-operate with authorities for the betterment of the institution, keeping in view the interest and conformity with dignity of the profession.
2. Should adhere to the conditions of contract.
3. Give and expect due notice before a change of position is made.
4. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable responsibilities of academic schedule.

1.8 FACULTY (Teaching and Nonteaching) RIGHTS AND OBLIGATIONS

1. Expression

Employees have the right to express themselves within their work areas as long as the expression does not disrupt the vision, mission and objectives of the Institute.

2. Professional development

Employees have the right to seek training for additional work-related skills. The college will pursue training and staff development strategies within its resources.

3. Problem resolution

Employees have access to problem resolution in procedures. Procedures for such disputes are contained in various appropriate policy documents available.

4. Safety

Employees have the right to a safe and healthy workplace and should inform the concerned authorities of any hazardous working conditions.

5. Civility

Employees have the right to be treated with civility by all authorities, colleagues and subordinates.

The College will pursue available strategies within its resources for reducing tensions that may cause incivility.

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6. Freedom from violence

Employees have the right to be protected from violent behavior. Violent behavior toward faculty, staff, students, or visitors to the College is neither condoned nor acceptable. Such behavior may provide immediate grounds for dismissal for cause and legal action.

7. Freedom from sexual harassment

The employee has the right to work without sexual harassment. The College has a responsibility to educate its staff.

8. Freedom from discrimination

The employee has the right to be treated without bias. The College has the responsibility to treat with equal concern and fairness all persons without regard to their race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, or any other criterion specified by central, state or local laws.

2. 0 CODE OF ETHICS IN RESEARCH AND PLAGIARISM POLICY:

Preamble:

R. C. Patel Institute of Pharmaceutical Education and Research (RCPIPER) emphasizes on the quality research and innovation in the field of Pharmaceutical Sciences. The College is routinely involved in research activities including consultancy services. To ensure ethical research ambience for the faculty and students, RCPIPER has adopted this policy to emphasize and promote research. One of the objectives of RCPIPER is to promote research amongst the students and faculty members.

□ Objectives of Policy:

1. To inculcate & promote research culture amongst the faculty and students.
2. To promote ethical practices in research amongst faculty and students.

CODE OF ETHICS IN RESEARCH:

A. **Responsibilities of researchers:** Researchers should include following key values in their research:

- 1. Social responsibilities:** Researchers form a broad community and are responsible for 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 for 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 conducive research environment are as follows:
 - a. **Fairness of specific agreement and transduction:** This refers to fairness of specific agreement and transduction between the individuals and their representatives involved in research.

Fairness of distribution: This refers to distribution benefits for 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. The researcher should contribute for the upliftment of academically under privileged students by offering their assistance, information and mentorship.

c. Fairness of contribution requested: This refers to selection of human participants for research, ethical community guidelines for human volunteers & animals and Health and Hazard Safety guidelines for biologicals 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 conduct of research in ethical way. All researchers' 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.

- a. Do not cause harm
- b. 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.

4. Respect for the individuals: This refers to autonomy of an individual for his action unless such actions are clearly detrimental to others to show lack of respect for 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 immature and unaccountable person requires that such person should be protected when they are immature or unaccountable.

5. Professionalism: Professional standards are the part of responsibilities for individual researchers. Following professional responsibilities should be adopted by the researchers.

a. **Integrity:** Every researcher should be able to rely on truth and objectivity of reports of other scientists.

b. **Quality:** Researchers are responsible for a quality, accuracy, reliability of their own research or research done under supervision. The research should be limited to academics and technical, financial excellence of his research area. Highest quality standards should be applied for planning, implementation and reporting of research.

c. **Accountability:** Individual researcher shall be responsible for originality of the work and reporting the research. The disclosure of the research shall be as per contract, if any prior to the research.

6. Discrimination: Discrimination may be based upon services, benefits, opportunities, facilities of RCPIPER 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 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). RCPIPER believes in creating conducive environment for research that regards work performance and research success. Discrimination on any of one or more grounds having negative impact should be avoided at all cost of researchers.

7. Abusing supervisory authority: Abusing supervisory authority is a serious issue, which includes conditional or apparently conditional benefit opportunities or facilities on basis of performance not related to the academic achievement or work performance of the person being supervised. Such abuse of authority can take place even if it is not in benefiting supervising concern and such exploitation should be refrained. Person with supervisory authority over individuals who are closely related to them or person with

whom they are close relationship are more liable to cause conflict of interest and are advice to relinquish the academic and work supervision of such person.

8. **Sexual harassment:** Sexual harassment in any form should be refrained and should be reported to the internal complaint committee of the institute.

B. Research obligations:

1. **Environment:** Considering authority, duties of researchers, there should be conducive environment maintained by the researchers. The researchers should avoid following to maintain ethics in research:

- a. **Conflict of interest:** should be avoided of what so ever form they may be e.g- with 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 agreement should be acknowledged and should be as per the contract either with institute or funding agency.

- c. **Scientific obligation:** all scientific help in any form should be properly acknowledged.

- e. **Equipment:** equipment shall be assets of the college and actual infrastructure of 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, equipments mishandled purposefully by the researcher shall also be considered as misconduct.

2. **Misconduct in research:** misconduct in research can be framed under Piracy &Plagiarism

- a. **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 by research advisory committee.

- b. **Plagiarism:** this shall be dealt as per plagiarism guidelines mentioned below in this document.

PLAGIARISM POLICY:

The Policy is framed as per University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations - 2016

Duties of RCPIPER

The Institute has established the mechanism as prescribed in these regulations to enhance awareness about responsible conduct of research and academic activities, promotion of integrity and deterrence from plagiarism.

Awareness Programmes and Trainings:

- a. RCPIPER instructs students, faculty and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules and regulations governing the source.
- b. RCPIPER conducts sensitization seminars, awareness programmes every semester on responsible conduct of research, project work, assignment, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty and other members of academic staff.

Curbing Plagiarism

- a. RCPIPER uses “Plagiarism Check X” software to implement the technology based mechanism so as to ensure that documents such as thesis, dissertation, reports, publications or any other such documents are free of plagiarism at the time of their submission.
- b. Every student submitting a thesis, dissertation, reports or any other such documents to the Institute shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- c. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the Principal and Supervisors.

- d. Similarity checks for exclusion from Plagiarism: The similarity checks for plagiarism shall exclude the following:
1. All quoted work either falling under public domain or reproduced with all necessary permission and/or attribution.
 2. All references, bibliography, table of content, preface and acknowledgements.
 3. All small similarities of minor nature.
 4. All generic terms, laws, standard symbols and standards equations.
- e. Zero Tolerance Policy in core area: The core work carried out by the student, faculty, staff and researcher shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism. In case Plagiarism is established in the core work claimed then Research Advisory Committee shall take up the case for hearing. The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations.
- f. Levels of Plagiarism in non-core areas: As per University, a limit of 24% of plagiarism is being followed in the no- core areas and complete document.
- g. Detection/Reporting/Handling of Plagiarism: If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the competent/designated authority of the Institute. Upon receipt of such a complaint or allegation the Institute shall refer the case to the Research Advisory Committee.

The authorities of Institute can also take suo moto notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the Institute on the basis of findings of an examiner.

The penalties imposed by the Research Advisory Committee shall be imposed and resubmission of Plagiarism free document shall be implemented.

This policy has been approved by RCPIPER's Research Advisory Committee in its meeting dated 01/08/2016.