



GIET SCHOOL OF PHARMACY

(SPONSORED BY SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, RAJAHMUNDRY – 533 294, E.G. District, (A.P.)

NAACA* ACCREDITED Tel : 0883 – 2484444, 6577444, Fax: 0883 – 2484444, 2484739.

7.1.10 CODE OF CONDUCT

Code of Conduct for Students

1.1 Introduction:

All students enrolled in courses or programs at the College of Computer Science and Information Technology are subject to the Student Code of Conduct.

Everyone on campus who participates in academic or social events sponsored or managed by the College is subject to the Code. Discipline against a student may result from engaging in prohibited behavior. Students are informed of the rules and regulations through publications such as college prospectuses, catalogs, leaflets, pamphlets, admission requirements, enrollment contracts, and posted notices.

The Principal will deal with any academic rules violations as defined by this Code. The Principal, in his or her sole discretion, may expel or suspend the student from the College immediately; this suspension is irrevocable.

1.2 Goals:

The Code adheres to the College's mission and vision.

The Code's objectives are to:

- Institutionalize expectations for all students' behavior and academic performance.
- Ensure the security and safety of the students.
- Foster among the students a sense of human values, ethical awareness, and social responsiveness.
- Create guidelines for appropriate student conduct and interactions with college personnel.



GIET SCHOOL OF PHARMACY

(SPONSORED BY SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, RAJAHMUNDRY – 533 294, E.G. District, (A.P.)

NAACA⁺ ACCREDITED Tel : 0883 – 2484444, 6577444, Fax: 0883 – 2484444, 2484739.

1.3 Laws and Procedures:

The college's rules and regulations for students are as follows:

Admission: Admission will be granted solely on the basis of merit.

Dress code: No student will be allowed to remain on campus without a college uniform and an identity card. Identity cards must always be produced when requested.

Attendance: Since attendance is required to be at least 75%, students will stay in the room. Parents will be notified and precautions will be taken if attendance falls below 75%.

No student from one class may sneak into another class for any reason.

Sexual or gender-based misconduct Abuse or harassment that is motivated by sex, gender, caste, religion, race, ethnicity, color, national origin, handicap, age, sexual orientation, or political or religious beliefs is included.

1.4 Disciplinary Code:

i) It is forbidden to illegally possess, use, or distribute alcohol on college property. It is also forbidden to possess, use, or bring alcohol into the college while intoxicated. Students who are caught using drugs or alcohol will be expelled. Smoking is absolutely forbidden on campus.

ii) Students shouldn't stand or sit on the stairs.

iii) Students are not permitted to pinch anywhere on campus.

iv) It is against the law for students to tape money, write, draw, or paint on the boards, walls, desks, or anywhere else on campus.

v) Students who use foul language or act rudely toward faculty, administrative staff, or other non-teaching staff will be kicked out of the college.



GIET SCHOOL OF PHARMACY

(SPONSORED BY SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, RAJAHMUNDRY – 533 294, E.G. District, (A.P.)

NAACA* ACCREDITED Tel : 0883 – 2484444, 6577444, Fax: 0883 – 2484444, 2484739.

- vi) It is forbidden to use cell phones in class, and it is also forbidden to have lengthy or unnecessary conversations anywhere on campus.
- vii) Theft of college property or staff members' personal belongings, whether it be an attempted or actual theft, will not be tolerated.
- viii) The students must maintain the campus' cleanliness and order.
- ix) The students should abide by all rules and regulations, as they may be updated periodically.
- x) During class time, complete silence must be maintained in the room and when moving from the classroom to the lab, library, auditorium, and anywhere else on campus. No student should leave the classroom without the lecturer's approval during the lecture.
- xi) Students are advised to read notices posted on the notice board regularly and not to disobey the instructions. They should also inform their parents or guardians of the notification.
- xii) According to the University Act and any applicable College rules, cheating in exams is prohibited.

1.5 Anti-Ragging: -

Ragging is outright forbidden on college campuses. Ragging-related students will be expelled from the college. The college has established an anti-ragging committee in accordance with UGC regulations.

1.6 Authority

The college's principal will address any issues or concerns with the Code of Conduct. The principal has the final say in all the Code of Conduct matters and any disputes therein.



GIET SCHOOL OF PHARMACY

(SPONSORED BY SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, RAJAHMUNDRY – 533 294, E.G. District, (A.P.)

NAACA* ACCREDITED Tel : 0883 – 2484444, 6577444, Fax: 0883 – 2484444, 2484739.

1.7 Discipline:

The following sanctions may be imposed singly or in combination.

The College retains the right to enact additional penalties or disciplinary measures not covered by this manual.

- a) Through consensus, issues of disputes involving students or teaching/non-teaching staff are settled amicably.
- b) Disciplinary Notice or Warning: Students who violate the Code will receive a written warning or notice of disciplinary action that may be taken against them.
- c) If a student does not pay the fines for any damage or recovery after the notice period has expired, the money is recovered from the student or parent before a TC is issued.
- d) Failure to attend college consistently or attendance of less than 75% will result in a fine.
- e) A student who has engaged in serious misconduct may have their admission revoked.

1.10 Appeal:

The principal will consider student requests to reconsider the decision to cancel the admission or impose a penalty.

GIET SCHOOL OF PHARMACY

(SPONSORED BY SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, RAJAHMUNDRY – 533 294, E.G. District, (A.P.)

NAACA* ACCREDITED Tel : 0883 – 2484444, 6577444, Fax: 0883 – 2484444, 2484739.

Code of Conduct for Teachers

1.1 Introduction:

The code of conduct for faculty typically covers conduct-related issues like hiring, training, instructing, learning, evaluating, relationships with students, supporting staff, parents, management, duties and responsibilities, moral & professional ethics, human values, outside services, devotion, dedication, and integrity of the teacher towards the College.

1.2 Duties of the Teachers:

- a) By taking advantage of all opportunities to attend and participate in academic programs, such as Seminars, Orientation, Refresher Courses, In-Service Programme, etc., the Teacher shall devote his/her time and energy to developing and improving his/her academic and professional competence. The management must provide the teacher with as many opportunities as they can.
- b) The teacher will carry out his academic responsibilities, including the planning of lectures, examples, assessments, and advice for research, tutorials, university, college, and recognized institution exams, to encourage students to pursue learning.
- c) The teacher must engage the classes on time and regularly, impart the lessons and instructions that the Principal may occasionally assign, and must not typically miss work without prior approval or leave being granted.
- d) The teacher must adhere to the management's directives and the provisions of the current and amended versions of the University Act, Statutes, Ordinances, Regulations, and Rules.
- e) In addition to the duties of teaching and related activities, the teacher is expected to participate in extracurricular and co-curricular activities sponsored by the college, as well as administrative

GIET SCHOOL OF PHARMACY

(SPONSORED BY SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, RAJAHMUNDRY – 533 294, E.G. District, (A.P.)

NAACA⁺ ACCREDITED Tel : 0883 – 2484444, 6577444, Fax: 0883 – 2484444, 2484739.



and supervisory tasks, record-keeping, and self-reporting, as well as any other responsibilities assigned to him or her by the principal that are appropriate for a teacher of that status.

f) A teacher shall assist the College administration in upholding discipline and encouraging good student behavior.

1.3 Code of Conduct:

1) The teacher is required to carry out all tasks faithfully and not shirk responsibility. The teacher would have engaged in improper behavior if any of the following occurred:

a) Failure to carry out academic responsibilities, such as lecturing, demonstrating, evaluating, invigilating, etc.

b) Extreme partiality in student evaluations, willful over- or under-scoring, or attempts at victimization on any grounds.

c) Instigating or inciting pupils against other pupils, teachers, or the administration. This does not affect his freedom to discuss his disagreements with certain guiding principles in classes or other settings where students are present.

d) Raising issues of race, sex, creed, or religion in his interactions with students and colleagues and attempting to use the aforementioned factors to better his prospects.

2) The teacher is required to carry out all tasks faithfully and not shirk responsibility. However, The Teacher must

i) strictly abide by any intoxicating beverage or drug law in effect in any area where he may be at the time



GIET SCHOOL OF PHARMACY

(SPONSORED BY SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, RAJAHMUNDRY – 533 294, E.G. District, (A.P.)

NAACA⁺ ACCREDITED Tel : 0883 – 2484444, 6577444, Fax: 0883 – 2484444, 2484739.

(ii) refrain from consuming any intoxicating beverage or being under the influence of any intoxicating beverage or drug while performing his duties; and

(iii) take reasonable care to ensure that the performance of his duties at any time is not adversely affected by the influence of any such beverage or drug.

1.3 Librarian:

In addition to the responsibilities listed above for teachers, the librarian also has the following responsibilities:

a) The librarian is responsible for offering users a wide range of services by making a well-organized and properly arranged stock of books, journals, and other pertinent materials accessible to students and faculty members in a convenient and appealing format. These materials must be kept properly indexed, cataloged, and updated.

b) The librarian will offer services related to the reference, documentation, bibliography, and reading and lending facilities.

c) The librarian will always try to bring books, students, and academics together in settings that promote reading for enjoyment, self-discovery, personal development, and piqued intellectual curiosity.

GIET SCHOOL OF PHARMACY

(SPONSORED BY SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, RAJAHMUNDRY – 533 294, E.G. District, (A.P.)

NAACA* ACCREDITED Tel : 0883 – 2484444, 6577444, Fax: 0883 – 2484444, 2484739.

1.4 Code of Professional Ethics:

1) Teachers and their rights:

The Teachers shall enjoy full civic and political rights as provided by the Constitution. The teachers shall have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

2) The Professional Ethics Code:

a) The teachers and their responsibilities:

Any person who chooses to pursue teaching as a career assumes the responsibility to conduct himself in accordance with the standards of the profession. Students and the general public are constantly observing the teacher. The national ideals of education that have already been established and which he should seek to instill in students must be his own ideals, so each teacher must ensure that there is no incompatibility between his precepts and practice. Additionally, the profession demands that teachers have a friendly demeanor, a calm, patient, and communicative temperament. teacher shall

- i) Uphold the kind of moral behavior and demeanor that the community expects of him.
- ii) conduct himself in his private life in a way that upholds the respect due his profession.
- iii) work to ensure ongoing professional development through research and study.
- iv) Participate in professional gatherings, seminars, conferences, etc. and express one's views honestly and freely in order to advance knowledge.
- v) continue to be an active member of professional organizations and work to have them improve your career and education.



GIET SCHOOL OF PHARMACY

(SPONSORED BY SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, RAJAHMUNDRY – 533 294, E.G. District, (A.P.)

NAACA*ACCREDITED Tel : 0883 – 2484444, 6577444, Fax: 0883 – 2484444, 2484739.

vi) cooperate and help carry out tasks related to the College's educational responsibilities, such as helping to evaluate admissions applications, advising and counseling students, and helping to run university and college exams, including supervising, invigilating, and

vii) Participate in extracurricular, co-curricular, and extracurricular activities, such as volunteer work.

b) Teachers and the students:

The teacher must respect the student's right to express his opinions and his sense of dignity.

ii) treat all students fairly and impartially, regardless of their race, religion, caste, or other political, social, or physical characteristics.

iii) treat all students fairly and impartially, regardless of their race, religion, caste, or other physical, political, social, or economic traits.

iv) acknowledge that students differ in their aptitude and capabilities and work to meet their unique needs.

v) Encouraging students to raise their standards, cultivate their personalities, and improve the well-being of the community at the same time.

vi) instill in students a respect for hard work, a scientific outlook, and the ideals of democracy, patriotism, and peace.

vii) Show the students affection and refrain from acting vindictively toward any of them for any reason. vii) Focus solely on the student's performance when determining merit.

viii) make him accessible to the students even outside of scheduled class times, and allow him to assist and counsel students on college property without payment or benefit.



GIET SCHOOL OF PHARMACY

(SPONSORED BY SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, RAJAHMUNDRY – 533 294, E.G. District, (A.P.)

NAACA⁺ ACCREDITED Tel : 0883 – 2484444, 6577444, Fax: 0883 – 2484444, 2484739.

In addition, refrain from inciting students against other students, faculty members, or the administration.

ix) Assist students in developing an understanding of our national heritage and national goals.

c) Teachers and Colleagues:

Teachers must i) treat other members of their profession with the same respect that they expect to receive themselves.

ii) Be considerate of other educators and offer support for their professional development.

iii) Don't make unfounded accusations against coworkers to higher authority.

iv) abstain from allowing caste, creed, religion, race, or sexual orientation to influence their professional behavior.

d) Teachers and authorities:

i) Teachers must fulfill their professional obligations in accordance with current regulations and follow appropriate procedures and methods when seeking to change regulations that are harmful to their professional interests through their institutional bodies and/or professional organizations.

ii) refrain from taking on any additional employment or commitments, such as private coaching or tuition.

iii) assist in the development of institutional policies by accepting various offices and carrying out the duties that may be associated with those offices:

iv) collaborate with the authorities to improve the institutions while keeping their interests in mind and in accordance with the profession's dignity.

v) should abide by the terms of the contract



GIET SCHOOL OF PHARMACY

(SPONSORED BY SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, RAJAHMUNDRY – 533 294, E.G. District, (A.P.)

NAACA⁺ ACCREDITED Tel : 0883 – 2484444, 6577444, Fax: 0883 – 2484444, 2484739.

vi) give and expect due notice before a change of position is made

vii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in mind their particular responsibility for completion of the institution's work.

E) Teachers and non-teaching employees:

i) In every educational institution, teachers should treat non-teaching employees as coworkers and equal partners in a cooperative undertaking.

ii) Teachers should participate in the joint staff council, which represents both teaching and non-teaching staff.

f) Teachers and guardians:

Teachers should make an effort to ensure that institutions stay in touch with the guardians of their students through teacher bodies and organizations, send reports of their performance to the guardians whenever necessary, and meet with the guardians at meetings called for the purpose of stimulating discussion and advancing the institution.

g) Teachers and Society:

The teachers i) must acknowledge that education is a public good and work to inform the public about the educational programs being offered.

ii) work to strengthen the moral and intellectual life of the community and improve education in the area.

iii) Be aware of social issues and engage in activities that will advance society and, by extension, the nation as a whole.



GIET SCHOOL OF PHARMACY

(SPONSORED BY SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, RAJAHMUNDRY – 533 294, E.G. District, (A.P.)

NAACA* ACCREDITED Tel : 0883 – 2484444, 6577444, Fax: 0883 – 2484444, 2484739.

iv) carry out their responsibilities as citizens, members of the community, and holders of public office.

v) actively work toward national integration instead of engaging in, supporting, or subscribing to activities that tend to incite hostility or an enemy among various communities, relationships, or linguistic groups.

Code of Conduct for Principal

1.1 Introduction:

As the institute's head, the principal is solely in charge of attending to and resolving any issues involving the various parties involved in education.

The Code of Conduct offers a clear a description of the professional conduct expectations for the Principal in his or her capacity as Head of College.

1.2 Responsibility of the Principal

The Principal, as the chief executive and academic leader of the college, shall be in charge of:

- 1) The college's academic development, subject to the oversight and general control of the Management.
- 2) Participation in the college's training, teaching, and research programs.
- 3) Assisting in the development and execution of academic programs, such as seminars, in-service training, refresher/orientation courses, and other University/College-sponsored training programs for faculty members' academic competence.
- 4) Student enrollment and upkeep of the college's disciplines.
- 5) Keeping true and accurate accounts and recording receipts and expenditures.
- 6) The general management of the college, recognized institution, and any hostels or libraries they may have.
- 7) Letters pertaining to the college's administration.



GIET SCHOOL OF PHARMACY

(SPONSORED BY SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, RAJAHMUNDRY – 533 294, E.G. District, (A.P.)

NAACA*ACCREDITED Tel : 0883 – 2484444, 6577444, Fax: 0883 – 2484444, 2484739.

- 8) Administration, supervision, and record-keeping for extracurricular, co-curricular, and intramural activities of the college and recognized institutions that support students.
- 9) Adherence to the Act, Statutes, Ordinance, Regulations, Rules, and other Orders thereunder issued from time to time by the University authorities and bodies.
- 10) Exam supervision, question-paper design, answer-paper moderation and evaluation, and any other tasks related to college or other recognized institution exams.
- 11) Oversight of the university examinations as a whole.
- 12) Adherence to the Accounts Code's provisions.
- 13) Upkeep of teachers' service books and self-assessment reports.
- 14) Any other tasks related to the college or a recognized institution that may occasionally be delegated to him by the management of the college.



Dr. M.D.DHANA RAJU
Principal M.Pharm., Ph.D.
GIET SCHOOL OF PHARMACY
NH-16, Chaitanya Knowledge City
RAJAHMUNDRY-533 296 (AP)