

Matoshri Education Society's

# **MATOSHRI COLLEGE OF PHARMACY**

**Eklahare, Near Odhagaon, Aurangabad Highway, Tal. & Dist. Nashik,**

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## **CODE OF CONDUCT**

**Matoshri College of Pharmacy** accepts responsibility and pledges to seek at all times to maintain the highest standard of competence and good behaviour. To this end, Pharmacy College finds it necessary to codify certain norms that help it to achieve high standard of competence and good behaviour. This Code of Conduct has been drawn up for the guidance of the Teachers of Pharmacy college including those engaged in administration, teaching and other supporting services in the performance of their duties. The rules and regulations in this Code should not be regarded merely as a catalogue of offences and penalties or negatively as constituting restraint on member's freedom. They are meant to ensure that the conditions for effective teaching and learning are created and maintained in the college as well as to inspire public confidence in teachers. Code constitutes rules for regulating the conduct of teachers and other supporting staff both inside and outside the classroom; it has been reviewed to follow modern trends to incorporate college-related gender-based violence.

#### **FOR GOVERNING BODY**

The governing body shall ordinarily meet twice in a year. One meeting at least before starting new financial year

The objects of the Body shall be

1. To promote, organize and control activities in the college
2. To monitor academic and administrative activity.
3. To finalize budget before the next financial year.
4. To approve expenses done in the current year

#### **FOR PRINCIPAL**

1. Principal being Head of the institute is responsible for all academic, financial and administrative activities of the institute.
2. Review of current academic programmes, collaborative programmes and Human resources management of the institute.
3. Admission authority for the institute to implement admission process as prescribed by state government/DTE.
4. Development and implementation of strategic plan for short term and long term development of the institute and sustainable quality improvement.
5. Plan and facilitate guidance, counselling and other student's services at institute level.

6. Maintaining support services, academic facilities etc.
7. Discuss and approve financial estimates, annual reports, accounts and audit reports time to time. Maintain necessary records of the institute in stipulated formats.
8. Demonstrate care and commitment to academic excellence and plan to organize faculty and supporting staff development programs.
9. Promote interactions with all stake-holders; facilitate student's placements and students development programs.
10. To facilitate industry interactions.
11. To plan and implement the activities to take care of hygiene, safety and housekeeping in the institute.
12. Evaluate the performance of faculty and supporting staff.
13. To lead the accreditation activities of institute for various quality standards.

**FOR PROFESSOR /HOD**

1. Evaluations of tutorials, assignments, journals, answer papers.
2. Interaction with industry and providing campus placement for the outgoing students of college.
3. Continuing education activities for professional development.
4. Student's counseling and providing support and guidance to the students. Interaction with other institutions, Universities, national and international levels.
5. Organizing lectures, seminars, workshops, conferences at national and international level for all the pharmacy professionals.
6. Fellowship of professionalsbodies.
7. Collaborationwith industries to provide placements to the students.
8. Review of academic activities of the department periodically.
9. Provide guidance to the lab technicians for the proper maintenance of lab records.
10. To provide guidance for academic activities and also the exam department for maintenance of the records and timely execution of the related activities and also display of the concerned internal or external notices and circulars on notice board.
11. Providing guidance to the teaching staff members for the proper maintenance of student records regarding their regular attendance, marksheets, and also mentoring the students.

12. To provide guidance for completing all the documentation and organize for accreditation and the approvals from related regulatory bodies and make presentations for the visiting expert teams.
13. Organize alumni meets and HR meets in association with training and placement cell.
14. To undertake and implement projects and get benefitted from various funding agencies for the development of the department/institution.
15. Execution of any other responsibility delegated by the higher authority.
16. Providing guidance and leadership to both undergraduate and postgraduate in relevant field of specialization.
17. Publishing papers in national and international journals and also indulge in research activities and provide research guidance.
18. Teaching, including laboratory development & writing of books & monographs.

**FOR ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR**

1. Teaching and maintaining records of students as per University norms.
2. Planning and implementation of instructions received from Head/principal.
3. Student's assessment and evaluation on the basis of their performance.
4. Developing resource material for effective teaching and learning process.
5. Extension of services to the industry and community.
6. Continuing education activities for professional development.
7. Implementing Co-curricular and extra-curricular activities.
8. Implementation of Students counseling/mentoring scheme.
9. Indulge in Research& Development activities and work on industrial problems.
10. Maintain coordination and communication with parents regarding students attendance and performance.
11. Publication of research papers, review articles and writing of books & monographs every year.
12. Active Participation in seminars/conferences/workshops either national or international in every academic year.
13. Participation in departmental administration especially lab Management.
14. Membership of relevant professional bodies.

15. Participating in the activities sustaining accreditation of the institute and also maintaining relevant documents as per related governing bodies and furnish when needed.
16. Contribution in placement activities.
17. Assistance in examination work related to affiliated University like supervisions, assessment etc.
18. Arrangement of tutorial and remedial classes and planning additional activities for slow learners.
19. In association with the professors and HOD of respective department, preparation of research project proposals for generation of resources from various funding agencies.
20. Execution of any other responsibility delegated by the higher authority.

**FOR EXAMINATION OFFICER**

1. To organize all works related to university examinations such as preparation of supervision chart, appointments of senior supervisors in consultation with principal.
2. To coordinate with university regarding university examinations, results of students, students complaints regarding examinations.
3. To organize the filling of examination forms, revaluation & verification forms of students & submission to university of Pune.
4. To obtain results of students and its distribution.
5. To send requirement of examination stationary to Pune University & maintaining its up to date records.
6. To arrange for online examinations as per schedule & instructions of university.
7. To maintain the records of all passed out students of the institute in a separate register also in a soft copy.
8. To see the day to day notification/circular on university website & bring the contents to the notice of students/faculty /principal from University.
9. To send the program of proposed practical examinations dates to university & get final programme of practical/oral examinations.
10. To submit internal theory and practical sessional marks / External practical marks to Pune University within the stipulated time.

11. To organize arrangement of furniture and numbering of examination seats for University of Pune examinations.
12. To receive the examination stationary from University of Pune & keep in the strong room.
13. The seal of the strong room must be opened before Vice Principal (Admin.)& CEO
14. Any other duties assigned by the Principal from time to time.

#### **FOR PLACEMENT OFFICER**

1. Preparation and maintenance of data sheet of potential industries for placements and keep them updated.
2. Initiate correspondence with industries and organize campus drives for placements.
3. Organize HR meet to strengthen harmonious relationship with corporate world.
4. Carry out printing of placement Brochures/soft copies of information regarding student's placements.
5. Obtain feedback from industries regarding strength and weaknesses of students who have been placed finally.
6. Obtain feedback from industries regarding performance of placed students and obtain inputs additional training/grooming of current students at least for their year.
7. Grooming the students for placements by organizing programmes on soft skill development, personality development, aptitude etc.
8. Counseling of students regarding emerging areas of job opportunities.
9. Arrange expert lectures to motivate and inspire students to seek the opportunities in the various growing fields.
10. Give feedback to the teaching staff about strength & weaknesses of students so as to enable them to initiate appropriate grooming activities to improve their further performance.
11. To establish the close rapport with placement/consultancies /R& D/training & establishment of linkages under guidance of Principal by maintaining regular visits.
12. Execution of any other related work assigned by the higher authority.

#### **FOR LABORATORY ASSISTANT**

1. To prepare the lab schedules for the students and display on the display board.
2. To record and maintain their attendance of the students.
3. To ensure discipline of the students in the laboratory.

4. To assist students in practical's in the laboratory.
5. To maintain database of marks of various exams and assist faculty member in compilation & submission of term work, preparation of marks lists.
6. To assist the faculty member in conducting lab sessions of their students.
7. To maintain the dead stock /consumable/semi consumable registers of respective laboratories.
8. Maintenance of all instruments/equipments in the respective laboratories.
9. To carry out any other duties assigned by the faculty member/Professor/Head/Principal.
10. To take care of day to day cleanliness & see that the laboratories are kept in presentable form
11. Experiment setup and maintaining the instruments at their proper places.
12. To check at least once in a week working of instruments & equipments under laboratory.
13. To prepare the requirement of consumables for the lab & place indent for the same.

#### **FOR LIBRARIAN**

1. Preparation and issuing of Library cards to students and staff.
2. To issue books to the students as per their demand and library rules.
3. To ensure the issued books are submitted on time and fine charged in case of lost books to students and as well as staff members.
4. To maintain library records issue and return books register, log book etc up to date.
5. To display new arrivals by photocopy of the cover page of the books and journals
6. To receive international journals & magazines and highlight important articles, news items pertaining to management education/institutes etc. and put up to the Principal for information.
7. To maintain and keep updated the files of newspaper cuttings related to the institute and also other important information.
8. Display of cutting of newspapers on education or social matter or any other relevant important information.
9. To compile back volumes of journals and old books and arrange for building and stacking.
10. To ensure cleanliness in the library at all the times.
11. To attend the library related problems of the students and staff members, if any and try to resolve it promptly.

12. To compile requirements of books & periodicals periodically from the staff members & submit to the principal for further proceedings.
13. To allocate login id passwords of NDL to the students and staff members to take NDL advantage.
14. To encourage students to use e-journals and books effectively.
15. To carry out annual verification of all the books and the journals to sort out the damaged ones and also to identify non referred books and make a report to the section HOD.
16. To make available all the updated library records for internal and external inspection.
17. Execution of any other related work assigned by the higher authority.

**FOR OFFICE SUPERINTENDENT**

1. Examine Admission & Eligibility documents and registers of admission.
2. Maintain personal files of staff and faculty updated.
3. Maintaining P.F. accounts of all the staff members as the case may be.
4. Maintain attendance register of staff members and send to the Principal for daily supervision.
5. Maintain records of all types of leaves including compensatory off and ensure that the same isavailed in the subsequent week/Month.
6. To make notices and circulars related to disciplinary action wherever necessary on instructions of principal.
7. To provide guidance or assistance to Accounts, exam or any other section whenever needed.
8. Provide assistance during campus drives and also admission process.
9. To keep records of all correspondence& put up the same to Principal/HOD & section heads.
10. Liaisioning with University, PCI and AICTE.
11. To maintain all the files duly numbered updated in all respects in a systematic format as per the requirements of regulatory body.
12. To ensure discipline & healthy relations are maintained among the staff of the Institute.
13. To receive parents/Visitors/students respectfully& delightful manner so that all feel good and& sortout problems and issues in concern with HOD/section heads.



14. To listen and provide support in regard of students' grievances related to administration, personal problems if any and try to sort out the same in time bound manner & take efforts to keep students always contained and happy.
15. To take care of biometric requirements and maintain the records of the same.
16. To maintain attendance register of teaching and non-teaching staff & put up the same for daily supervision to the principal cabin.
17. Follow any other duties assigned by the principal from time to time.

#### **FOR ACCOUNTANT**

1. To maintain account records pertaining to construction work.
2. To prepare documents for submission of six monthly and annual audit.
3. To prepare budget estimate of the college under guidance of Principal & vice Principal & HOD/section head stake periodical review of the same.
4. To keep up to date all the requirements & records for submission to “**Shikshan Shulka Samiti**”.
5. To verify bills for payment.
6. To prepare and check the monthly pay sheet.
7. To check the cash book daily.
8. To file E-TDS returns.
9. To maintain all statutory books of accounts such as dead stock registers, ledgers, consumable register, register of fixture and fittings, printing and attest the same every month. To hold custody of receipt books and vouchers.
10. To prepare all the records as required by the statutory auditors and present the same regularly to the statutory auditors.
11. To maintain all the files and records pertaining to Accounts Section.
12. To receive record of fees collection from bank counter & maintain its records.
13. To notify & collect dues from students & ensure that all fees are collected in same academic year under guidance of Principal.
14. Reconciliation of bank statement and fees received.
15. Verifying bills for payment.
16. Maintaining register for advance and ensure timely settlement of the advances.
17. Maintaining all the files duly numbered updated in all respects.

18. Preparing of monthly paysheet and payment to parties.
19. Settlement of journey claims and advances.
20. To prepare TDS statement and submit to Chartered Accountant.
21. To type all the letters pertaining to section and at the time of emergency typing other work assigned by office superintendent.
22. To maintain Fees Collection register.
23. To maintain cash book and attest the same by Accountant daily and Principal once in a week.
24. To ensure writing of ledger by the cashier.
25. To receive record of fee collection from bank counter & maintain record.
26. Any other duties assigned by the Principal from time to time.

**FOR CLERK (ADMISSIONS)**

1. Maintain all the original documents in individual folders neatly i.e. 10th Mark sheet, 12th Marksheet, Graduation marksheet, Passing Certificate, Degree Certificate, Transfer Certificate, Migration Certificate, Caste Certificate, Caste Validity certificate (if the students are from reserved category) of each student of MCOP. The original documents shall be returned to the students on completion of the course ensuring that all dues have been cleared by the student. No original documents shall be retained beyond two academic years without valid reasons except L.C/T.C. and sequencing of documents.
2. To obtain eligibility forms of MCOP students along with the Xerox copies of necessary certificates and timely submission of the same to the camp organized by University of Pune for the purpose of verification.
3. Maintaining of the files and registers pertaining to the section duly numbered and updated in all respects. To maintain all the current and back volumes of files neatly, labelled and numbered.
4. To receive scholarship forms for Economical Backward Class students and the students belonging to SC, ST, NT, VJ, DT, OBC and SBC, submit the same to the Social Welfare department along with caste validity and other documents complete in all respect in the time limit prescribed by Directorate of Technical Education and Social Welfare department under the supervision of Principal.

5. To receive applications for Minority scholarship (Central and State Govt.) and submit the same to Directorate of Technical Education, Maharashtra complete in all respect in the time limit prescribed by Directorate of Technical Education under the supervision of Principal.
6. To prepare merit list of all the students admitted to first year category wise as required by Directorate of Technical Education, Maharashtra and submit the same to Directorate of Technical Education, Maharashtra for their approval in a time bound manner.
7. To take regular follow up of approval of sanction" to the ESC Scholarship, Scholarship from Social Welfare department and Minority Scholarship from Directorate of Technical Education till the sanctions are received and report the status to the Principal regularly. "
8. To issue 'No Dues Certificate' to students promptly whenever they approach the section.
9. To issue Transfer Certificate to students whenever they approach promptly ensuring that 'No Dues Certificate' are receivable from the students.
10. While interacting with students, past students, faculty and staff, he shall always behave courteously and extend all the assistance willingly.
11. Any other duties assigned by the Principal and Vice Principal from time to time.
12. To maintain all files pertaining to the office of the Principal.
13. To receive and circulate all correspondence pertaining to the office of the Principal.
14. To keep inward and outward register of correspondence of the office of the Principal.
15. To do secretarial work of the principal.
16. To receive email of the principal's office and promptly action the same.
17. To maintain record of Local Managing Committee, Governing Body, and Academic Advisory Body and such other committees constituted by the Principal.
18. Checking website of AICTE, DTE and University of Pune., maintaining personal files and attendance registers of teaching and non teaching staff, maintaining service books and roaster, leave records of staff.
19. Issue of advertisement for recruitment of teaching and non teaching staff concerning with O.S. and Principal.
20. Issue of advertisement for recruitment of teaching and non teaching staff. Getting approval from PRES/University in concern with OS & Principal.
21. Arrangement of staff selection committee meetings.
22. Preparing proposals for approval of staff by University of Pune.

23. Completion of attendance of faculty and non-teaching staff and forwarding the same to accounts section for preparation of payment.
24. Any other duties assigned by the Principal from time to time.

**FOR SYSTEM ADMINISTRATOR**

1. To maintain the internet connection and computers.
2. To generate and provide login and passwords to students and staff for system login.
3. To attend the complaints received from students and staff regarding computer or the connection and provide required assistance.
4. To maintain peripherals like printers, scanners etc. in serviceable condition all the time.
5. To assist the management in procurement of hardware's and software's.
6. To ensure back up of critical information regularly and at specific intervals.
7. To maintain discipline in the lab and the server room and maintain the lab records.
8. To maintain internet connectivity and ensure no misuse of connection.
9. To assist faculty member in conducting lab sessions of their students.
10. Execution of any other responsibility delegated by the higher authority.

**FOR STUDENTS**

1. Students are required to maintain high standard of decorum in the institute campus.
2. Students are expected to be observed in a decent dress code in college hours.
3. Students must reach their lecture halls 5 minutes before the scheduled time.
4. Students must wear their Identity cards in the campus.
5. Mobile phones are not allowed in the classes and labs.
6. Students are allowed to use the facility of library, internet and canteen during free hours only.
7. Students must use standard books for study.
8. Students should keep themselves updated by the information on notice boards and e-mails.
9. Students can see the answer sheets of internal exams. In case of any doubt related to evaluation or any other query, respective faculty member can be approached.
10. Students should avoid misuse of dusters, chalks and white board markers.
11. Institute property like furniture's, computers, lab equipments books etc. should be properly used.

12. Students should obey all the rules and regulations laid by the institution.

### **HOSTEL RULES**

1. All resident of hostel have to compulsorily abide to the rules of hostel.
2. Every resident has to be present for attendance.
3. No resident is allowed to stay in the hostel during academic hours. Exemption only in the case of an emergency or prior permission from hostel warden.
4. Residents should strictly stick to the time failing which they should speak to their parents and shall be admitted only with the permission.
5. If any resident has to go to the town for any work, he must fill out the Gate pass form and make an entry in the register.
6. In case of any medical issue, resident should communicate to the warden.
7. No female person should be allowed inside the Boy's hostel and male person in girl's hostel premises.
8. Visitors may meet the resident student outside the gate of resident hostel up to 7:00 pm with the permission of the warden.
9. Consumption of tobacco, cigarette, alcohol etc, is strictly prohibited.
10. Complaints regarding mess/electrical/carpentry/plumbing jobs should be noted in complaints register available in hostel office.
11. Fans and lights must be switched off when residents leave their rooms. Fine is to be paid if found lights and fans on in locked room.
12. The room of any resident in hostel can be inspected at any time by warden or any authorized member.
13. All students should cooperate to maintain decorum of hostel.
14. Modification or addition to hostel rules may be made from time to time which shall be communicated as and when necessary.

### **UNIVERSAL/MORAL VALUES OF LIFE**

Moral values are important in life because: Moral values reflect an individual's character and Spirituality. They help in building good relationships in personal as well as professional lives. They can help in eradicating problems like dishonesty, violence, cheating and jealousy from one's life. It would serve society well if the following seven moral values were followed:

- Unconditional Love and Kindness

- Honesty
- Hard Work
- Respect for Others
- Co-operation
- Compassion
- Forgiveness