



JKK MUNIRAJAH INSTITUTE OF HEALTH SCIENCES COLLEGE OF PHARMACY

(Approved by Tamil Nadu Govt. & Pharmacy Council of India - New Delhi, Affiliated to The Tamil Nadu Dr. M.G.R Medical University, Chennai)
Thookanaickenpalayam, Gobichettipalayam (TK), Erode (DT) - 638506, Tamil Nadu.

CODE OF CONDUCT STUDENTS AND TEACHERS

Pharmacists are health professionals who assist individuals in making the best use of medications. This Code, prepared and supported by pharmacists, is intended to state publicly the principles that form the fundamental basis of the roles and responsibilities of pharmacists. These principles, based on moral obligations and virtues, are established to guide pharmacists in relationships with patients, health professionals, and society.

CODE OF CONDUCT COMMITTEE MEMBERS

1. DR. S. SELVARAJ - In Charge
2. Mr. S. KANNAN - Members,
3. DR. J. PRIYA - Members,
4. DR. K. ABHENAYA - Members,
5. Mrs. M. REVATHI - Members,
6. Mr. K. GOBINATH - Members,
7. DR. I. BALAJI - Members
8. Mrs. K. AMUDHAVALLI - Members,
9. Dr. S. YOGA KRISHNAN - Members,
10. Dr. S. NAVANEETHA KRISHNAN - Members,

CODE OF CONDUCT FOR STUDENTS

THE FOLLOWING POINTS ARE ADDRESS TO THE STUDENTS: -

DRESS CODE

1. All students are strictly instructed to be more punctual and be present in the class/Lab (or as applicable), at least 10 minutes before the start of the regular classes.
2. All the male students are mandatory to wear the uniform shirt & pant with the black shoe (Saturday exempted under normal conditions); shirt should be neatly tucked in; wearing of ear studs & bangles are strictly not permitted in college premises. Tailoring / Pattern alterations of provided Uniforms is not permitted. All the female students have to wear the uniform with black cut shoes (except Saturday). On Saturdays, wearing formal pant and shirt (male) and salwar kameez / churidar with dupatta (female) is permissible. Jeans & T-shirts / short chudi/ frock and leggings are strictly prohibited for both male and female students on any academic day. Students should not wear tight, transparent or revealing clothes, Sleeveless clothes, round neck T- Shirts with slogans.
3. All the students must wear their ID card provided, during the entire stay in the college at every occasion unless otherwise indicated.



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RULES & REGULATIONS FOR STUDENTS IN THE LABORATORY

1. Students should wear white apron & Black shoes.
2. Students should maintain observation book, record (as suggested by the staff member) their own calculators, Rubber gloves, Napkin, etc for practical classes.
3. Students should complete the record work of the experiment and submit it in the next class without fail only after the verification of observation by the concerned staff member

ANTI-RAGGING COMMITTEE

This committee shall be headed by student's affairs advisors, and can have as its members, the Principal, Faculty Advisors and Student Counsellors.

STUDENT GRIEVANCE PROCEDURE

Any student of the institute aggrieved by any acts of sexual harassment, misconduct or nagging as defined and summarized here in above can approach the Student Grievance Redressal Cell at the Institute.

RULES & REGULATIONS REGARDING INTERNAL/SEMESTER/YEAR EXAMINATIONS

1. Student should maintain silence in the examination hall.
2. Students should carry identity card for internal examination and hall ticket and identity card for semester/year examinations.
3. They should write their proper register number in the space provided only.
4. Carrying mobile phones and smart watch during examinations is strictly prohibited. Any malpractice noticed in the exam halls will be debarred from the examination for 3 years.
5. The students must be entered in the examination hall before 30 minutes of the commencement of examination.

PROHIBITED CONDUCT UNDER THE CODE INCLUDES BUT IS NOT LIMITED TO

1. Assaulting, Harassing, Intimidating or Threatening another individual or group.
2. Endangering the health or safety of others, stealing, misusing, destroying, defacing or damaging campus property or property belonging to someone else, disrupting campus activities, using campus facilities, equipment, services or the campus, supplying false information to the campus or forging, altering or misusing any Campus document or records.
3. Using, possessing or distributing illegal drugs, violating provincial liquor laws or Campus alcohol policies, Hazing, Encouraging, aiding or conspiring in any prohibited conduct.



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PROHIBITED CONDUCT UNDER THE CODE INCLUDES BUT IS NOT LIMITED TO

1. Indication of warning or reprimand, probation, during which certain conditions must be fulfilled and good behaviour must be demonstrated, payment or compensation for any loss, damage or injury caused by the conduct, issuance of an apology made publicly or privately, Loss of certain privileges.
2. Restriction or prohibition of access to use of campus facilities, services, activities or programs. Fines or loss of fees, relocation or exclusion from residence suspension or expulsion.

GENERAL RULES FOR STUDENTS

1. The students should report loss of ID card to the Principal within a working day, if it is lost/unusable.
2. No student is allowed to go outside the campus without the permission of the Principal during college hours.
3. Every student should have a minimum 85% attendance to be eligible to take up the sessional and University exams, in theory as well as in practical.
4. Students requiring leave for a whole day must apply for it in writing to the Principal through the class teacher in advance and All unapproved leave should be attested with Parent / Guardian / Warden, then all concerned teachers and finally to be submitted to the Principal.
5. Students will be monitored by faculty members in various capacities like mentor, Subject teacher, class teacher, course coordinator and principal.
6. Various scholarship schemes available, academic notifications, intimations, instructions etc will be passed to students through WhatsApp group or SMS suitably. No separate communication will be given.
7. Befitting absence messages will be intimated to parents as decided by the subject teacher / class teacher / course coordinator / Principal.
8. Mobile phones are banned in Academic areas. It should remain in switched off mode. Outside the class / lab and beyond the academic hours mobile can be used. For all emergencies, calls can be attended at the office or through the class teacher. Defaulter's mobile phone will be confiscated.
9. Ragging is strictly prohibited in the college premises. If anybody is found indulged in such kind of activities, strict action will be taken to curb the menace, including action through police or debarring the candidates.
10. Securing minimum attendance, sufficient internal marks and completion of academic requirements in practice are mandatory to appear for sessional and university examinations.



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CODE OF CONDUCT FOR TEACHERS

The profession of teaching is highly esteemed and holds a significant position in the process of nation-building. In a developing country like ours, educators play a pivotal role in shaping the character and future of students. Moreover, the moral integrity of teachers leaves a lasting impact on society as a whole. These factors are anticipated to contribute significantly to the development of our nation. To align with national and social goals, it is crucial for all faculty members to adhere to specific rules and regulations, displaying exemplary conduct. This ensures that students regard their teachers as positive role models. The definitive code for this institution encompasses the following principles:

1. All appointments shall ordinarily be made on probation for a period of ONE year in the case of teaching staff and non-teaching staff. The staff member is treated as "Regular" on completion of ONE year.
2. A staff member is permitted to leave the institution only during the month of July/Aug every year with proper NOTICE in advance of three months and will not be not relieved during the middle of the academic year / semester excluding the summer vacation. It paves way for difficulty in completion of academic curriculum and examinations including practical and theory examinations. Three months' notice is to be served or three months salary needs to be paid in due of such notice. A staff member is permitted to leave the institution for the purpose of Marriage, government job, foreign opportunity with proper notice period of 3 months.
3. All employees must follow the DRESS CODE of the college presenting a smart and decent appearance to project professionalism.
4. Staff are deserving of yearly increments usually viewed only in January (paid during Feb), after the satisfactory completion of PROBATIONARY period of service in the institution. The increments are given on the credentials found in the performance appraisal (may be reviewed by a committee or as the case may be decided by the principal).
5. All the employees whose salary is less than Rs.15000/- after one year of satisfactory service shall be governed by the compulsory contributory provident fund scheme (CCPF) as per the prevailing norms. However, the employee contributory provident fund scheme is continued to the employees who have already opted for the scheme earlier.
6. If the performance is well below the threshold value or breached the terms and conditions defined in the code of conduct or else any outside employment like involving in consultancy for private/self-owned institution or coaching in other private agencies without the permission of Principal is undertaken, the following actions for sufficient and good reasons would be imposed.



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- A. Withholding of increments or promotion
- B. Reduction to a lower rank in seniority or lower post or lower stage in time scale.
- C. Removal from the service, the Principal shall be a competent authority to impose any of the above aspects and an appeal against orders can be made in the Executive Committee which includes Management, whose decision will be final.
7. At the time of Inception, at the concerned academic and administrative ambience, stocks pertaining to the position of the staff should be verified and at the time of relieving the stock should be handed over to the immediate superior or to the person as assigned by the Principal/Management without any deviation or compensation to be done on reconciliation.
8. Staff are not permitted to use mobile phone calls in the academic area and no staff is permitted to loiter or move around the unconcerned departments/area during the working hours. Similarly, staff should not get engaged in gossiping with fellow colleagues during the academic hours of their entire tenure of stay in the institution.
9. Staff are motivated to be fully focused on the purpose of their assignment and never get involved in any manner of anti-institutional activities or formation of a specific group for any unauthorized activity directly or indirectly. If such activities are observed directly or indirectly, it will pave a way for initiation of disciplinary action at the discretion of the Principal/Management.
10. Staff are strictly advised to maintain confidentiality of the works assigned and or the data of the institution in any aspect he/she comes across during the entire tenure of the stay in this institution.
11. All the employees of the college shall be governed by the leave rules that are framed as following or as in the practice at any point in time during the entire service period.
- A. All the employees are entitled to avail 12 days of Casual Leave (CL) per annum. The CL can be availed with proper alternate arrangement approved by the Head of the Institution. Staff are privileged to avail a maximum of 2 CL per month. The accumulated CL should not exceed 3 days at a stretch excluding the public holidays (CL Cannot be clubbed with any other leave viz.. Compensatory Leave (CPL). Violation will attract Loss of Pay (LOP).
- B. Those who work on Sundays or any other Government holidays upon specific instruction from Principal or Management can avail Compensatory Leave (CPL) approved by Head of the Institution during the year and the same should not be clubbed together with any other leave.
- C. If No CL or Compensatory leave is availed by staff, the same will be honoured suitably once in a year by the Head of the Institution as per the policy of the Management.
- D. No CL or Compensatory off can be carried over to next year.



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E. Each employee is entitled for 3 days of Special leave (EL/ML) in a calendar year after the completion of probationary period. All teaching and administrative staff can earn 3 days of SL for a full academic year of service and can accumulate. The accumulated SL in the case of all categories of employees are only up to a maximum of 30 days during the entire service. The SL can be utilized with prior and proper approval from the Head of the Institution and the minimum that can be used is 3 days and a maximum of 9 days. The balance can be brought forward to the subsequent years. The non-teaching and lower grade staff are not eligible for SL.

F. Teaching staff are eligible to avail 15 days of vacation leave (Summer & Winter) only as a SPELL duly approved by the Head of the Institution and non-teaching staff (Lab attenders, assistants, drivers, cleaners, and bookkeepers etc or as decided by Principal) are ineligible to avail such vacations.

G. Unlimited ON DUTY leave can be availed for all needs of the institution as decided by the Principal with proper alternate arrangement. Theory or Practical Exam assignments / Inspection / valuation / observer / examiner / Research / Board or University meeting will be granted for its merit by the discretion of the Principal. Attendance certificate or suitable authoritative original document must be substantiated, as directed by the Principal according to the Management Policy.

H. Regular Staff are encouraged to involve in research activities for the Institutional credit and with the approval of Principal, staff pursuing Ph. D, can also avail 3 days of "ON DUTY" leave per month either to write or to meet research supervisor after the due submission of notarised BOND.

I. Any other leave will be treated as Absence and such leave will be treated as "Break of Service" and the same will be reflected in all existing privileges as decided by the Principal according to the Management Policy.