



Shahajirao Patil Vikas Pratishthan's  
**S B PATIL COLLEGE OF PHARMACY**

Gat No. 58, Village-Vangali, Pune Solapur Highway -Indapur, Dist- Pune 413106

Approved by PCI New Delhi, Govt.of Maharashtra, DTE.

Affiliated to DBATU, Lonere, MSBTE, Mumbai.

Mobile Phone –(Office)7410002238

Email- [sbppharmacy1@gmail.com](mailto:sbppharmacy1@gmail.com)

DTE CODE – 16110

(Principal)9404999209

Website-[www.sbpcop.org.in](http://www.sbpcop.org.in)

MSBTE CODE – 22467

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**Code of Conduct for Students**

1. College timings of S B Patil College of Pharmacy is from 9.00 a.m.to 4.00 p.m.
2. College Identity Card is compulsory. Student will not allow to enter in college premises without Identity card.
3. As per the rules of the Dr.Babasaheb Ambedkar Technological University MINIMUM 80% OF ATTENDANCE FOR THEORY LECTURES & PRACTICALS SEPARATELY is compulsory for each subject.
4. Attendance will be strictly monitored. Student not complying 80 % attendance till sessional exam and at the end of the year/semester will not be allowed to appear for sessional exam and finally for University exam.
5. Student will not remain absent, except for any serious reason. Student remaining absent will have to take prior written permission/ produce leave note/ medical certificate/ phone call by parents giving satisfactory reasons.
6. RAGGING IS STRICTLY PROHIBITED IN COLLEGE PREMISES. IF FOUND GUILTY STRICT ACTION WILL BE TAKEN.
7. Student must show exemplary conduct both in & outside the college.
8. MOBILE USE IS NOT ALLOWED IN COLLEGE PREMISES OR IT SHOULD BE SWITCHED OFF DURING COLLEGE HOURS. If usage of mobile phones found, mobile will be collected by staff in his custody and necessary action will be taken.
9. Student has to take care of his/her belongings and college will not be responsible for books, money, mobile, articles that are lost.
10. Attendance for all subjects will be displayed. Defaulter's parent has to communicate class teachers.
11. Student should carry respective subject journal, record book, practical continuous assessment book for each practical. Student(s) should complete the journals in the respective laboratory, reading rooms or common rooms only, immediately after completion of the experiment. Journal completion in Library or elsewhere is strictly prohibited.
12. Student should complete both theory and practical continuous assessment as per the time table/schedule given by exam section and/or subject incharge.
13. If any student remains absent for the Sessional practical examination (without prior permission of the practical In-charge) then he/she will not be permitted to reappear for the same.
14. Students should wear uniforms (dress code) on all working days on Wednesday & Saturday wear uniform as given T-shirt and Black Pant.



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15. Student should not gather and chat during academic session unnecessarily in corridor. They should be present in their respective class or laboratory or library.
  16. Students participating in various activities during college hours should take permission from class teacher.
  17. ANY MISBEHAVIOR BY STUDENT WITH OTHER STUDENTS OR COLLEGE STAFF WILL NOT BE TOLERATED AND IS LIABLE FOR PUNISHMENT LIKE FINE, SUSPENSION FOR FEW DAYS OR EVEN PERMANENT RUSTICATION FROM COLLEGE.
  18. Chewing of tobacco/ other nicotine products is to be avoided in college premises.



  
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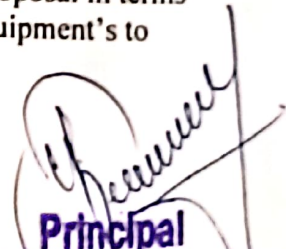
MSBTE CODE – 22467

**PRINCIPAL AND ADMINISTRATIVE STAFF**

**Duties and Responsibilities**

1. Monitoring and control of all activities in the institution related to academics, finance and administration.
2. To follow rules, regulations and duties governed by the DBATU-Lonere, PCI and Government of Maharashtra.
3. To plan and organize at least two meetings annually with management council and proper implementation of decisions taken in the meetings at institute level.
4. Preparation of budget for forthcoming year and implementation of it according to necessity of the institution.
5. Judicial allocation of budget and resources to all departments.
6. To check the proposal prepared for different grants, continuation of approval and variation of intake or addition of new courses.
7. To get affiliation for existing courses from the affiliating body by submitting the proposal in time to DBATU and PCI.
8. Maintaining and updating documentation for all the portals and regulating bodies including FRA, ARA,DTE,CET-Cell,NIRF, AISHE, MAHADBT etc.
9. Constitution of Program committee and IQAC. Implementation and execution of suggestions from it for development of students and institution.
10. Maintenance of strict discipline in college by implementation and execution of committees like antidiscrimination cell, internal complaint committee, antiragging committee etc.
11. Follow up of all proposals pending with various departments, government offices, university etc.
12. Perspective planning of resources required for the college. Submission of proposal in terms of requirements with regards to new faculties, furniture, books, chemicals or equipment's to management.



  
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13. Ensuring proper infrastructure and documentation required for applying to accreditation and other certifications.

14. To design strategy and policy regarding training, placement and entrepreneurship development of the students.

15. To designate suitable staff members as HOD and Incharge for other portfolios.

16. Encouraging students and staff to participate in FDP, seminar, workshops, expo, exhibitions and conferences.

17. To sanction various types of leaves as per government and college norms.

18. Creating environment of safety and security for all staff and students.

19. Organising different programs in the institution to increase social touch of the institute and overall development of students.

20. To remain unbiased and have professional approach in all decision-making considering growth of staff and students.

21. Maintaining ethics and honesty in all decisions.

22. To address all the legal issues arising out during the management of college.



  
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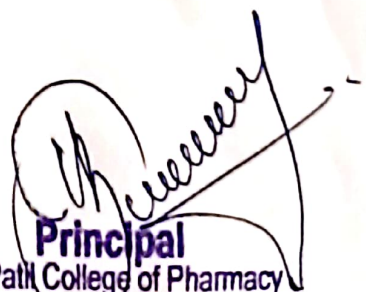
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**HEAD OF THE DEPARTMENT**

**Duties and Responsibilities**

1. Design and implementation of the departmental time table, Individual time table and monitor the same.
2. To lead the teaching curriculum in the institute through various activities like encouraging faculties and students, engaging lectures, promoting research etc.
3. Encourage faculties to participate in seminars, workshop, conferences, faculty development program's etc.
4. Planning and organizing departmental meetings to understand difficulties and solve them.
5. To ensure maintenance of laboratories and equipment's in the department in workable conditions.
6. Ensuring punctual conduction of theory and practical classes
7. To ensure that proper discipline is maintained during practical. Display of Sop's laboratory manners, Do's and Don'ts in laboratories.
8. To ensure Sample availability of all resources like chemicals and equipment in the department
9. To carry out measures that distinguishes department and enhances overall performance by staff members.
10. To carry out timely verification of stocks ensuring judicial use of chemicals.
11. Shall ensure that workplace is safe for all the students.



  
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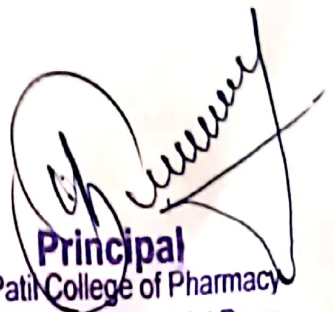
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**TEACHING STAFF**

**Duties and Responsibilities**

1. To carry out all the workload in timely manner.
2. Maintenance of attendance, assignment and other academic records.
3. To commence semester by preparing theory and practical planner of allocated subjects. Ensure its proper implementation during the semester.
4. To carry out work such as setting question paper and assessment of answer sheets.
5. To create environment for fearless exchange of knowledge between students and staff.
6. To design study material, e-content etc. for proper understanding of subject to students.
7. To get involved in research activities and also promote students for it.
8. To encourage students for participation in curricular and extracurricular actives.
9. Maintain absolute integrity and discipline pertaining to the workplace.
10. To strictly conduct all the duties related to examination.
11. Follow duties assigned by Principal and Head of the department.
12. Should be absolutely impartial towards students while executing his/her duties.
13. Mentor the allocated students to achieve their best in academics and career selection.
14. To encourage fast learners and help slow learners to perform to their highest potential.



  
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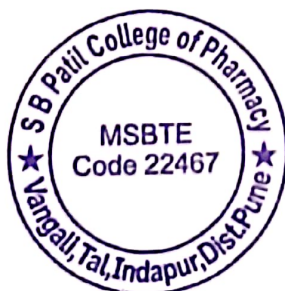
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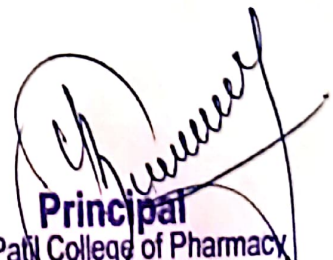
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**LIBRARIAN**

**Duties and Responsibilities**

1. To enrich the book- bank facilities for students.
2. To maintain accession register up-to-date.
3. To prepare and submit annual budget of library.
4. Procurement of new books and journals as per procedure.
5. Displaying journals and periodicals on shelf and issue it.
6. Circulation of catalogues and book information to staff.
7. Display of essential newspaper cuttings.
8. To maintain silence and discipline in reading room.
9. To subscribe NDLI, shodh sindhu, Shodh Sarita and DELNET.
10. Encouraging students and staff to use digital library and language lab facility.
11. Maintenance of all kind of records and library cards.



  
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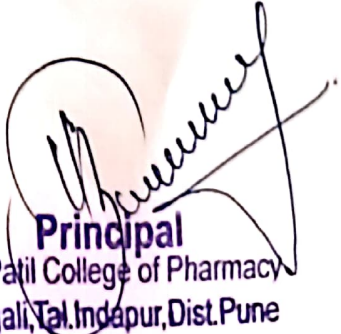
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**NON-TEACHING STAFF**

**Duties and Responsibilities**

1. Follow sharp reporting timings as per the rule.
2. Wear Identity cards and uniform/apron during working hours.
3. Assist teaching and administrative staff in their work whenever necessary.
4. Lab attendants and peons should maintain cleanliness in allocated premises.
5. Lab technicians and Lab attendants must assist teaching staff in conduction of practicals.
6. Lab technicians must get involved in complete practical exercise.
7. Lab technicians must maintain all practical records, stock registers, instrument log books, SOP's etc and submit it to HOD and get their signatures obtained.
8. Lab technicians and Lab attendants must report any damage to the laboratory equipments or property must be reported to the HOD immediately.
9. Lab technicians and Lab attendants must ensure safe handling of chemicals and equipments by the students.
10. Lab technicians and Lab attendants must show courtesy and follow laboratory manners.



  
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