

DYP

**DR. D. Y. PATIL
COLLEGE OF
PHARMACY**



Dr. D. Y. Patil Pratishthan's

Dr. D. Y. Patil College of Pharmacy,

Dr D. Y. Patil Educational Complex, Sector -29, Pradhikaran, Akurdi, Pune-411044

HANDBOOK OF CODE OF CONDUCT



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**Dr. D. Y. Patil Pratishthan's
Dr. D. Y. Patil College of Pharmacy,
Akurdi, Pune-411044**

VISION

To Impart Quality Education to the Students and Mould them into Proactive Multifaceted Pharmacists.

MISSION

To Establish a Center of Academic Excellence and Research in Pharmacy Education and thereby Produce Professionally Competent and Ethically Sound Pharmacists to Cater the Needs of the Global Society.

PROGRAM EDUCATIONAL OBJECTIVES (PEOS)

After graduation students will

PEO 1: Reflect critical thinking and problem-solving skills through their pharmaceutical knowledge, expertise and competency in industry, higher studies and research.

PEO 2: Practice ethics and values in their profession

PEO 3: Contribute effectively in various fields of social healthcare system.

PEO 4: Inculcate leadership and entrepreneurship capabilities through effective communications, appropriate time management and self-upgradation.



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About the Institute-

Dr. D. Y. Patil Pratishthan's, Dr. D. Y. Patil College of Pharmacy, Akurdi, Pune, established in 1999 at lush green campus of Dr. D. Y. Patil Pratishthan's, Dr. D. Y. Patil Educational Complex, Akurdi, Pune. The aim of the College is to spread Pharmacy education to deserving students and thereby render social services. Within a short span, this centrally located college has emerged as center of academic excellence in the field of Pharmacy, with the help of the state of the art infrastructure and experienced faculty. Currently, it offers under graduate course D. Pharm (Intake 60), B. Pharm. (Intake- 100) and post graduate courses (M. Pharm.) in Pharmaceutics (Intake 15), Pharmaceutical Quality Assurance Techniques (Intake 15), Pharmacology (Intake 09) and Pharmaceutical Chemistry (Intake 06). The college also offer Pharm. D (Intake 30). The College is approved by All India Council for Technical Education (AICTE) New Delhi, Pharmacy Council of India (PCI) New Delhi, recognised by Directorate of Technical Education (DTE) Maharashtra State and is affiliated to Savitribai Phule Pune University. The students are trained not only for curriculum related topics but also exposed to soft skills, communication skills and personality development trainings. In addition, periodic visit to the pharmaceutical companies and interaction with the pharmaceutical stalwarts from academia as well as industry is arranged to groom them as per the current professional demand.

Awards and Recognitions-

- Dr. D. Y. Patil College of Pharmacy Akurdi Pune (DYPCOP) accredited with NAAC "A+" grade (CGPA 3.29)
- DYPCOP received "Best Pharmacy College Award by Navbharat Education Award 2024"
- DYPCOP accredited by the National Board of Accreditation (NBA) for the B. Pharm
- DYPCOP received "Best College Award-2022" by Savitribai Phule Pune University.

PHARMACISTS OATH

All the students as well as faculty must need to follow the code of conduct at the vicinity of their work areas like college premises, laboratories, common areas, etc. Everyone follows the Pharmacists Oath in order to maintain the Professional Code at the institute.

I swear by the code of Ethics of Pharmacy Council of India in relation to the community
and shall act as an integral part of health care team.

I shall uphold the laws and standards governing my profession.

I shall strive to perfect and enlarge my knowledge to contribute to the advancement of
pharmacy and the public health.

I shall follow the system which I consider best for pharmaceutical care and counseling of
patients.

I shall Endeavour to discover and manufacture drugs of quality to alleviate sufferings of
humanity.

I shall hold in confidence the knowledge gained about the patients in connection with my
professional practice and never divulge unless compelled to do so by the law.

I shall associate with organizations having their objectives for betterment of the
Profession of Pharmacy and make contribution to carry out the work of those
organizations.

While I continue to keep this oath unviolated, may it be granted to me to enjoy life and
the practice of pharmacy respected by all, at all times!

Should I trespass and violate this oath may the reverse be my lot!



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Pharmacy Council of India, New Delhi. Recognized by : Government of Maharashtra

Affiliated to Savitribai Phule Pune University, Pune

Dr. Sanjay D. Patil
President

Padmashree Dr. D. Y. Patil
Founder

Shri. Satej D. Patil
Vce-President & Chairman

Dr. N. S. Vyawahare
Principal

Ref. No. : DYPCOP/
Date :

CODE OF CONDUCT FOR STUDENT

1. The student/s shall maintain a clean, tidy and smart appearance at all times.
2. Must wear the College-issued Identity Card (ID) at all times on campus.
3. Shall wear uniforms (dress code) on all prescribed days.
4. Must attend classes, practical and all college activities regularly and punctually.
5. As per the rules of the Pharmacy Council of India (PCI) and SPPU, minimum 75% attendance is compulsory. Failing to attain this percentage without valid justification shall result in the student being ineligible to appear for the Internal as well as University Examinations.
6. Any student who is proceeding on leave shall obtain prior written permission from the concern authority.
7. Shall maintain discipline at all working places in the college and campus.
8. Shall read and comply with all notices displayed on the College notice boards, website, ERP etc.
9. Shall park individual vehicles at designated parking places only.
10. Must conduct themselves appropriately at College events or any public function to maintain the reputation of the college and campus.
11. Ragging is strictly prohibited and any such case shall be dealt with strictly as per prevailing regulations and Laws.
12. Discrimination of any form including gender, caste, community, race, religion, color, region, language, disability, etc. is strictly prohibited.
13. Students are forbidden from damaging College property and if any damage caused shall be recovered from the student/s responsible.
14. Smoking, chewing tobacco or consumption of related stuff are strictly prohibited on campus.
15. The use of mobile phones during lectures and practical unless permitted by the teacher is strictly prohibited.
16. Mobile phones must be kept on 'silent mode' during college working hours.
17. Must positively contribute to maintain the adequate cleanliness and hygiene of the college and campus in accordance with the Green Policy adopted by the college.





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CODE OF CONDUCT FOR FACULTY

1. The faculty/s shall hold complete responsibility of their respective subject/s and inform students about course objectives, requirements, schedules, examinations in a timely manner etc.
2. Shall complete the syllabus on time if not earlier to ensure good performance of the students.
3. Shall act as facilitators cum counsellor offering guidance, encouragement and extend support to ensure an effective and successful implementation of teaching and learning process.
4. Shall maintain required appearance and behavior both inside and outside the college and campus to set an ideal example for students.
5. The Mentor-Mentee (teacher-guardian) system shall be effectively implemented, through active involvement towards monitoring and guiding their assigned group of students.
6. Shall report for duty on time according to the prescribed working hours and remain on campus unless assigned other duties elsewhere by the respective authority.
7. Shall sign the attendance register and punch on biometric system as a part of reporting for duty.
8. Shall adhere to the prescribed leave policy while availing the leave.
9. Shall follow all the instructions released from time to time regarding working on holidays, first and last working days of each semester, Diwali vacation, etc.
10. Shall put in efforts towards content development in the form of writing books, book chapters, publication of research articles in approved journals, publish patents and copyrights, present research work at various symposias etc.
11. Shall work hard to get research grants and consultancy projects from various government, semi government and private funding agencies and sponsors.
12. Shall participate in relevant Faculty Development Programs, Quality Improvement Programs, workshops and conferences in appropriate capacity to gain and share the knowledge as per applicability.
13. Shall complete assigned additional responsibilities in the areas like co-curricular, co-curricular administration, etc.
14. Must comply with any instructions issued by the higher authority through official circulars within given timeframe.
15. The use of mobile phones without valid justification (if any) during conduct of class, invigilation, etc. is strictly prohibited.
16. Shall wear ID cards regularly on the college campus.
17. Shall follow the dress code of the institutions whenever applicable.





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CODE OF CONDUCT FOR STAFF

1. The staff shall take responsibility to complete the assigned task, as per desired quality and timeline.
2. Must maintain absolute integrity while performing their duties.
3. Shall maintain polite behavior while communicating with stakeholders.
4. Shall strictly follow prescribed working hours and sign the attendance register as well as punch biometric system when reporting for duty and exit for the day.
5. Shall be present at their designated work area at the scheduled time and shall not leave the premises during work hours without prior approval from the competent authority.
6. Shall wholeheartedly participate and contribute towards overall development of the college.
7. Shall always accept and follow all official communications from the concern authorities including Management representative.
8. Shall not engage in any antisocial or anti-management activity.
9. Shall refrain from using indecent language, making false allegations or speaking abusively to any category of stakeholders.
10. Shall not smoke, chew tobacco or consume any other prohibited item/s during working hours.
11. Staff are required to maintain the confidentiality of all official documents and information and are prohibited from disclosing them to anybody else without proper authorization
12. Shall assist in any add on activities in addition to regular duties as per the instruction of concern authority.
13. Shall not tamper with or destroy any type of records in the custody.





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CODE OF CONDUCT FOR PRINCIPAL/ ADMINISTRATOR

1. The Principal being the educational leader and mentor shall uphold the highest standards of moral character, behavior and conduct, reflecting as a role model for all stakeholders.
2. Shall ensure that all faculty, staff and students are treated fairly, fostering an environment of respect and impartiality in decision-making to build trust within the college community.
3. Shall take full responsibility for their actions and performance and continually striving to improve, learn demonstrate competence in all relevant professional endeavors.
4. Shall comply with all applicable statutory guidelines/ prevailing laws, policies, etc. for flawless conduct of course.
5. Shall establish adequate relationships with all academic stakeholders to foster respectful, safe, secured environment.
6. Shall appropriately manage all college funds, personnel, resources etc. in consultation with respective management representative for overall growth and development of college.
7. Shall monitor working all employees to ensure the accuracy and precision with sufficient records.
8. Shall ensure clear communication with parents/guardians about information that affects students' well-being, learning or safety, promoting a collaborative approach to student success.
9. Shall put in efforts to create a safe, inclusive and supportive work culture for all stakeholders.
10. Shall promote equal opportunities for overall growth and professional development of all the faculty and staff.

