



St. JOSEPH'S

COLLEGE OF PHARMACY
INTERNAL QUALITY ASSURANCE CELL



SJCP

CODE OF CONDUCT

St. Joseph's College of Pharmacy
Dharmagiri College Campus, Cherthala-688 524, Kerala, India



SJCP- Code of Conduct

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1. Overview

The code of conduct stands as a cornerstone of the College's success and reputation, underscoring the significance of adhering to it.

This code delineates the expected standards of behavior applicable within and, under specific circumstances, beyond the College premises.

During the execution of one's duties, encountering challenging situations are inevitable. In such instances, the code serves as a guide, providing clarity on expectations and recommending optimal approaches.

All Staff members bear the responsibility of familiarizing themselves with and upholding the standards outlined in the code at all times. Breaching these standards may lead to disciplinary measures. The code pertains not only to conduct within the workplace but also encompasses relevant off-campus behaviour .

Certain types of misconduct are categorized as totally unacceptable, unethical and gross misconduct, which can invite highest disciplinary action .

The primary aim of this code is to ensure the reasonable exercise of freedom without detriment to the College, its students, or staff, rather than to impose limitations.

2. VISION AND MISSION

I. Vision

Inspired by Jesus Christ the Divine Healer, Medical Sisters of St. Joseph (MSJ) is deeply committed to mould quality professionals with character and competence to touch the humanity with a compassionate heart and bring about wholeness.

II. Mission

As catholic health care providers deep rooted in gospel values, MSJ Educational mission aims at striving to continue the healing mission of Jesus Christ through creating committed, compassionate, skillful and integrated professionals who are responsible to build up a healthy family, society and nation.

III. Our Core Values

SJCP: S- Service J- Justice C- Compassion P- Proficiency

IV. Our Motto

Love Serves

3. CODE OF CONDUCT FOR PRINCIPAL

- Demonstrate integrity, dignity, decorum, and effectiveness consistently across all levels.
- Employ unbiased methods for decision-making when interacting with employees and learners.
- Practice tolerance when addressing sensitive issues among students and subordinates.
- Ensure the same justice to faculty members and students from diverse socio economic backgrounds.
- Encourage active involvement of faculty members in institutional matters.

4. CODE OF CONDUCT FOR FACULTY MEMBERS

A. Professional Commitment

- Allocate working hours for gaining knowledge, updating knowledge and deliver contents in an effective way.
- Avoid engaging in external engagements that could hinder the quality of teaching-learning process.
- Strive consistently for professional development, especially by actively participating in knowledge updating activities and staying updated in one's field of expertise.
- Cultivate an environment that encourages collaborative support among colleagues.

B. Commitment to Colleagues

- Interact with peers on an equal footing, regardless of their status.
- Avoid inappropriate confrontations in the professional environment.
- Show respect for and give due consideration to the professional perspectives and recommendations of other colleagues.
- Engage actively in professional organizations and contribute towards achieving their respective objectives that warrant such collective efforts.

C. Institutional Commitment

- Attend duties punctually and consistently. Unless assigned duties elsewhere, teachers are expected to be available on campus from 9:00 a.m. to 4:00 p.m.

- Teachers are permitted to depart from the campus only with prior approval from the Principal during their designated working hours.
- It is expected that teachers attend all student programs to maintain discipline and support academic pursuits.

D. Commitment To Students

Teachers should make themselves available to students, particularly on weekdays, to the greatest extent possible.

- Teachers should demonstrate dedication to job excellence, etiquette, and achievements in their interactions with students.
- Aid students in their Physical, Social, Intellectual, Emotional, and Moral Development.
- Teachers should uphold human dignity and advocate for gender and religious equality .
- Assist students in embracing constitutional and democratic values.
- Foster a sense of patriotism among students.
- Guide students in discerning between right and wrong, as well as injustice.
- Educate students on respecting both private and public property.
- Support students in practicing tolerance by encouraging them to understand the perspectives of others.
- Refrain from engaging in activities that could negatively influence students.
- Never exploit students for personal gain.
- Encourage students' curiosity and spirit of inquiry.
- Advocate for a balance between academic studies and participation in co-curricular activities.
- Promote and cultivate anti-drug (say no to drugs) attitudes in students.

E. Community Commitment

Fulfill civic duties and participate responsibly in community initiatives.

- Foster discussions on controversial issues to promote critical thinking within the school
- Promote students' involvement in community service initiatives.

F. Commitment to Women Empowerment

- Strive to improve women's education, with a focus on advocating for girl students development .
- Promote the participation of female students in both intra- and inter-college co-curricular activities.
- Empower female students through awareness courses and workshops to enhance their skills, self-confidence, and knowledge
- Support programs aimed at developing soft skills among female students.

G. Commitment to Environment

- Oversee environmentally conscious campus maintenance activities.
- Adhere to sustainable construction practices and promote recycling and waste management.
- Increase the number of trees planted on campus and nurture them.
- Gain/Make awareness on sustainable development and environmental conservation.
- Safeguard rare species of traditional medicinal plants.

5. CODE OF CONDUCT FOR ADMINISTRATIVE/NON-TEACHING STAFF

- The office employees shall be present from 9:00 a.m. to 4:30 pm during office hours.
- For the efficient administration of the organization, they should operate in an orderly and incorrupt manner.
- Effective communication and interpersonal interaction should be practiced within the organization and outside.
- The visitors of the institution shall be welcomed.
- They should be excellent team players who can collaborate on the completion of tasks on time with distinct departments.
- In charge of cleanliness, maintenance and repair, technical and non-technical employees should always supervise and work towards the adherence of university equipment to quality norms.
- In their dealings with students, they should be kind and emotionally balanced.

6. COMMITMENT AND PUNCTUALITY

- The main duty of all Staff members is to stay committed to the institution's mission and vision while making the greatest possible contributions to its objectives.
- Staff are expected to be on campus at all times during business hours, and they are not permitted to leave for any reason before the designated college working hours have passed.

7. CODE OF CONDUCT FOR STUDENTS

- Every student must have his / her valid Identity Card in the college premises and must wear it all the way until he / she is in college premises or representing the college anywhere else.
 - The Identity Card must be worn for inspection whenever requested by the authorities involved.
 - Should support for maintaining a clean and tidy campus.
 - Students who fail to keep the minimum attendance situation due to genuine health issues or any other reason considered correct by the Principal should apply to the Principal in writing for leave of absence before or within 2 days from the date of commencement of such leave, failing which they will be handled as defaulters.
 - Students must adhere to the uniform requirements if any, of the management.
 - Students should not carry out any activity damaging the image of the college and the society.
- **Students should have 80% attendance to make them eligible for the University examinations in each theory and practicals.

8. CODE OF CONDUCT FOR SUPPORT STAFF

Any task assigned by the Principal, department head, or any other College Official will be willingly taken on and completed effectively on time/schedule.

- Verify that College services like photocopying and printing and such provisions are utilized exclusively for educational purposes.
- Please use the college's computers efficiently.
- The assistance of support personnel is required for the administration of exams.
- Maintain a clean, orderly, and eco-friendly campus.
- Properly oversee general facilities and maintain the maintenance schedule.

9. CODE OF CONDUCT FOR HOD's / ACADEMIC ADMINISTRATORS

- The Head of the Department (HoD) is tasked with ensuring that the Departmental Academic Calendar is submitted to the IQAC in a timely manner.
- Upon approval of the academic calendar by the IQAC and budget allocation, the HoD must ensure that programs are scheduled in accordance with the approved academic calendar.

- The Head of Department (HoD) is responsible for ensuring the smooth operation of their department.
- Teachers are not permitted to take leave without the HoD's authorization. If the HoDs require leave, they must obtain approval from the Principal.