



BENGAL SCHOOL OF TECHNOLOGY

(A College of Pharmacy)

(Courses offered: D.Pharm, B. Pharm, M. Pharm (Pharmaceutics), M. Pharm (Pharmacology)

Affiliated to MAKAUT and WBSCT&VE&SD

Accredited by NAAC, Accredited by NBA for B. Pharm

Sugandha, Delhi Road, Near Chinsurah Railway Station, Hooghly-712 102, West Bengal

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CODE OF CONDUCT

CODE OF CONDUCT FOR STUDENTS:

1. Every Student is expected to exhibit exemplary conduct both in & outside the College.
2. The Students should come to the College with the College uniform and follow proper dress code on all working days.
3. Every student shall wear the Apron and take all safety measures while working in the Laboratory during the respective practical class.
4. Every student shall follow the instructions of the faculty for the smooth conduct of classes and examinations
5. The College timings are from 9.45 A.M.to 5.00 P.M on all working days.
6. Student(s) without Identity Card issued by the College will not be allowed to enter in College premises.
7. Students should follow the instructions of the Mentors/ faculty/authority meticulously without any excuse of what so ever nature.
8. RAGGING in any form is strictly prohibited in the College premises. Action as deemed fit will be instituted against the student(s) involved in Ragging. Say No to Ragging.
9. In order to curb the menace of Ragging, every student and his/her parent must submit an affidavit in the prescribed format at the time of joining the Institution that he/she will not indulge in any such activity which may be construed as an act of Ragging
10. Use of mobile phone and such other electronic gadgets inside the College premises is strictly prohibited.
11. Each Student has to take care of his/her own belongings such as Books, Mobile set, Calculator, Laptop, Money, Gold or any other valuable personal articles .The College will not be held responsible for the loss/damage/theft/displacement of their belongings.

12. Students should follow the rules and regulations of the College Library as may be notified from time to time and maintain absolute discipline in the Library & Reading room.
13. Students are required to move silently inside the campus and shall maintain absolute discipline.
14. Smoking, Chewing of tobacco/ other nicotine products, consumption of alcoholic beverages, and such other items of intoxication are strictly prohibited inside the College premises.
15. Any in-disciplinary activity including defacing/damaging of the College property shall be viewed very seriously and disciplinary action as deemed fit shall be instituted.
16. Students should pay the fees to the college on or before the due date, as may be notified from time to time. Late fees shall be charged after the due date.
17. Irregularity in attendance, persistent idleness or negligence, indifference towards the work assigned, causing disturbance to the class or the office or the Library or the Indoor and outdoor games and annual sports or cultural programs, misbehavior of any kind during the meetings or during curricular /extracurricular activities, misbehavior with the teacher, staff ,college authorities, examining authority, authorities of the affiliating bodies/statutory councils,/littering in the campus,/using mobile phones in the academic arena ,inciting/instigating others to get involved in any form of misconduct of what so ever in nature, and any such activity which is considered as unbecoming of a student of the Institution shall be viewed very seriously . Necessary disciplinary action as may be deemed fit shall be instituted.
18. Eve teasing is strictly prohibited.
19. Students of B.Pharm and M.Pharm must abide by the rules and regulations prescribed by the Maulana Abul Kalam Azad University of Technology (MAKAUT) West Bengal, and the all concerned statutory authorities, which are in force and/or as may be notified from time to time.
20. Students of D.Pharm must abide by the rules and regulations prescribed by the West Bengal State Council of Technical & Vocational Education and Skill Development and the concerned statutory authorities, which are in force, and as may be notified from time to time.

21. Every student is required to put up at least 80% of attendance in each subject both in the Theory & the Practical subject separately, to obtain eligibility to appear at the end semester examination.
22. Eligible students applying for any of the scholarship from the Government as may be applicable, need to put up at least 80% of attendance in each Theory & Practical subjects separately, apart from complying the other relevant criteria pertinent to the said scholarship.
23. Appearing at all the CAs & PCAs is mandatory. If any of the students remain absent in the CAs & PCAs will not be promoted to the next higher semester.
24. Probable list of detention will be available with the Mentors for reference.
25. Parents are advised to contact the respective Mentors to enquire about the academic and other activities of the ward at periodic intervals and verify the status of the attendance of the ward for doing the needful.

CODE OF CONDUCT FOR THE HOSTLERS:

1. Students staying in the Hostel should behave in such a manner that the atmosphere in the hostel remains calm and quiet and conducive to undisturbed studies.
2. Student's actions should lead to the cultural and moral development of the inmates.
3. Students should take utmost care to keep their room and hostel premises neat and clean.
4. Students suffering from contagious disease, injury or sickness should immediately report the matter to the Hostel superintendent.
5. Students should not play indoor games in hostel rooms.
6. Students should not loiter in the veranda, passages and disturb others. Perfect and pin drop silence should be observed.
7. Making noises in the hostel is strictly prohibited.
8. RAGGING in any form is strictly prohibited in the Hostel. Action as deemed fit will be instituted against the student(s) involved in Ragging
9. Smoking or alcoholic drinks are strictly prohibited in the hostel.
10. Students should not bring or use crackers, and such other explosive devises.
11. Students should not play Radio, Transistor, Record player or any other Musical instruments in the hostel premises.

12. The students will have to make entry into the register kept at the entrance of the hostel at the time of going out or coming in.
13. Students shall behave politely and properly with the Hostel/Canteen staff.
14. Any act of indiscipline or misconduct shall be viewed seriously and disciplinary action as deemed fit shall be instituted.
15. Students staying in the Hostel should strictly follow the Instructions of the Hostel Superintendants/Officer-In-Charge Hostels/ authority concerned as may be intimated from time to time.
16. Allotment of Hostel accommodation to the students shall be made as per the institutional guidelines and to the discretion of the authority. Students opting for the Hostel accommodation have to stay in the hostel for a minimum period of a Semester (Six months approximately) and can vacate only with a prior intimation of three months
17. Students residing in the Hostel need to pay the requisite fees/charges as may be notified from time to time on or before the scheduled date.
18. Student residing in the hostel has to take care of his/her own belongings such as Books, Mobile set, Calculator, Laptop, Money, Gold or any other valuable personal articles .The Hostel/College will not be held responsible for the loss/damage/theft/displacement of their belongings.
19. Student residing in the hostel, should take with them their valuable belongings, while going home during vacation/holidays. The Hostel/College will not be held responsible for the loss/damage/theft/displacement of their belongings.
20. No visitors shall be allowed in to the Hostel.

CODE OF CONDUCT FOR STAFF (TEACHING AND NON-TEACHING):

1. Every staff shall follow the Vision, Mission, PEO and other objectives of the Institution meticulously.
2. Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational Institution.
3. Every employee shall abide by and comply with the rules and regulations of the Institution and all Office Orders, Circulars, Notices, Communications and directions of the college authorities.
4. Every employee shall extend utmost courtesy and attention to all persons including the students with whom he/she is to deal with during the course of his/her duties.
5. Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.
6. Every faculty member with Pharmacy qualification needs to register in the respective State Pharmacy Council as a Registered Pharmacist.
7. Every faculty with Pharmacist Registration number need to submit an affidavit in the prescribed format as prescribed by PCI ,declaring that he/she has not/will not use his/her Pharmacist Registration Certificate issued by the State Pharmacy Council, during the tenure of his/her employment with Bengal School of Technology, along with the declaration that he/she will render himself/herself liable to action for cancellation of his/her Pharmacist Registration u/s 36(1)(ii) of the Pharmacy Act 1948 and shall be debarred from the Institution on account of infamous conduct.
8. No employee shall engage directly or indirectly in any trade or business, including imparting private tuitions to the students of this College or undertake any other employment, during the course of his/her service in this Institution.
9. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
10. Smoking, Chewing of tobacco/ other nicotine products, consumption of alcoholic beverages, and such other items of intoxication are strictly prohibited inside the College premises.
11. Every employee shall maintain the utmost secrecy regarding the affairs of College and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.

12. Faculty members are expected to conduct classes in an appropriate manner as required by the course assigned with proper TLP pedagogy, Lesson plan with desired emphasis on BTL and such other parameters of best Practices with an innovative approach for desired skill development with a commitment to generate competent human resources to meet the dynamic challenges of the healthcare sector in the global village.
13. Faculty members need to conduct examinations and carryout evaluation in an unbiased manner.
14. Staff members need to ensure proper work adjustments while availing any type of Leave.
15. Faculty members are expected to support the administration in completing the assigned work meticulously for the best interest of the growth and development of the Institution through the approach of Good Institutional Governance.
16. Faculty members need to actively involve themselves in the productive Research work of high standard.
17. Faculty members are required to apply for research grant to the various funding agencies.
18. Faculty members need to explore the possibilities for collaborative research work, with Pharmaceutical Industry / Research Institutions/Universities/Organizations of standing repute.
19. Faculty members are required to publish research papers in reputed International journals with high impact factor. The name of this Institution need to be mentioned in the research papers.
20. Faculty members need to aim to file Patents of the research findings.
21. Faculty members need to promote the causes for an effective Industry-Institute -Interaction
22. Faculty members need to generate academic and research ambience to attract Industry/research organizations for a tie up with a Memorandum of Understanding for a win-win situation.
23. Faculty members need to underscore the importance of effective Mentor-Mentee-Monitoring-Mechanism and other Best Practices as a part of Institutional Governance
24. Besides discharging the normal duties of teaching, every faculty member have to perform the administrative and other co-curricular/ extracurricular/other works of the Institution as may be assigned by the CEO/Management/Principal/Examining authority/statutory body etc, from time to time and as and when required.

25. Staff members shall not divulge any information regarding the matters related to the Institute and shall not involve him/her in any activity which is construed as detrimental to the interest of the Institution.
26. The Institute shall be free to terminate the services of any staff at any time without any notice and compensation in lieu thereof, in the event of disobedience, insubordination, misconduct, inefficiency, non performance of the duty to the satisfaction of the authority, physical or mental disability, unsound mind, breach of Rules and regulations of the Institution/Examining authority/Statutory body, and such other activities as may be found detrimental to the growth & development of the Institution.
27. Staff members need to adopt Good Laboratory Practices, Good Documentation Practices, Good Library Practices, Good Office Practices, and Good Inventory Practices as may be applicable for the respective staff, for the larger interest of the Institution.
28. Staff members need to abide by the orders, code of conduct, rules and regulations of the Institution/Affiliating bodies/Statutory Councils and other bodies which are in force or may be notified from time to time.
29. Each faculty is expected to adopt the Code of Ethics for a Pharmacist as may be notified by the PCI.
30. Staff members should not get involved in any such activity which is considered as unbecoming of an employee of this Institution.