



GURUNANK COLLEGE OF PHARMACY
Mauza Nari, Kh. No. 81/1, Kamgar Nagar, Nari, Nagpur - 440026
Accredited by NAAC & Gold Ranking in AICTE-CII Survey
UNDER THE AEGIS OF
THE SIKH EDUCATION SOCIETY, BEZONBAGH, NAGPUR - 440004

CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES FOR STUDENTS

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1. PROLOGUE

Gurunanak College of Pharmacy is a college in the name of Gurunanakdevji where teachers, students, and staff members follow the general principle of worshipping knowledge and values with utmost sincerity, dedication, and discipline. To maintain this glorious tradition, all the students of the college must abide by the following code of conduct.

This Code is to pioneer and administer a student discipline process and provide a system that promotes student growth through individual and collective responsibility. All students are requested to be well conversant with this Code, which can be also reviewed on the official website of the College.

2. ADMINISTRATION/JURISDICTION

The College shall have the power over the conduct of the students associated /enrolled with the College and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the College campus or in connection with the College-related activities and functions.

College may also exercise jurisdiction over conduct that occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations as if the conduct has occurred on campus which shall include:

- Any violations of the Sexual Harassment Policy of the College against other students of the College.
- Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the College;
- Possession or use of weapons, explosives, or destructive devices off-campus
- Manufacture, sale, or distribution of prohibited drugs, alcohol, etc.
- Conduct that has a negative impact or constitutes a nuisance to the community.
- The College, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated herein above, College shall consider the seriousness of the alleged offense, the risk of harm involved, and the type of offense cognizable or non-cognizable.

3. CONDUCT AND ETHICS

This Code shall apply to all kinds of conduct of students that occur in the college premises including in university-sponsored activities, functions hosted by other recognized student organizations, and any off-campus conduct that has or may have serious consequences or adverse impact on the College's interests or reputation.

1. The students must abide by the Rules and Responsibilities mentioned to them from time to time which includes
 - i. He/she shall be regular and must complete his/her studies in the Institute.
 - ii. In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from college, the student shall be required to clear pending dues and if a student had joined on a scholarship, the said grant shall be revoked.
2. College believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
3. The various forms of misconduct that students should not indulge include:
 - i. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
 - ii. Intentionally damaging or destroying College property or property of other students and/or faculty members.
 - iii. Any disruptive activity in a classroom or an event sponsored by the College.
4. Unable to produce the identity card, issued by College, or refusing to produce it on demand by campus security guards.
5. Participating in the following activities is punishable including:
 - i. Organizing meetings and processions without permission from the College.
 - ii. Accepting membership of religious or terrorist groups banned by the Institute/Government of India.
 - iii. Unauthorized possession, carrying, or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.

- iv. Unauthorized possession or use of harmful chemicals and banned drugs.
 - v. Smoking on the campus of the College.
 - vi. Possessing, Consuming, distributing, selling alcohol, habit-forming drugs and narcotics in the Institute, and/or throwing empty bottles on the campus of the College.
 - vii. Parking a vehicle in a no-parking zone or area earmarked for parking another type of vehicle.
 - viii. Rash driving on the campus may cause any inconvenience to others.
 - ix. Not disclosing a pre-existing health condition, either physical or psychological, which may cause hindrance to the academic progress.
 - x. Theft or unauthorized access to other resources.
 - xi. Misbehavior at the time of student body elections or during any activity of the Institute.
 - xii. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
6. Students are expected not to interact, on behalf of the College, with media representatives or invite media persons onto the campus without the permission of the College authorities.
 7. Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.
 8. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
 9. Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals on social media or indulge in any such related activities having grave ramifications on the reputation of the College.
 10. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of College property or facilities, etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

4. BREACH OF CODE OF CONDUCT:

If there is a case against a student for a possible breach of code of conduct, then the Disciplinary committee will take a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student.

- a) **WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- b) **RESTRICTIONS -** Restricting access to various facilities on the campus for a specified period.
- c) **SUSPENSION-** A student may be suspended for a specified period which will entail prohibition on participating in student-related activities, classes, programs, etc. Additionally, the student will be forbidden to use various College facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
- d) **EXPULSION -** Expulsion of a student from the College permanently. Indicating prohibition from entering the Institute premises or participating in any student-related activities or campus residences etc.

5. ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty, responsibility, and awareness relating to ethical standards for the conduct of research.

The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged and insists that there should not be any plagiarism. Academic integrity is essential for the success of the Institute, violations of academic integrity constitute a serious offense.

5.1. Scope and Purpose

This Policy on academic integrity, which forms an integral part of the Code, applies to all staff and students at the Institute and are required to adhere to the said policy. The purpose of the Policy is two-fold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.

Failure to uphold these principles of academic integrity threatens both the reputation of the College and the value of the degrees awarded to its students. Every member, therefore, bears a responsibility for ensuring that the highest standards of academic integrity are upheld. The principles of academic integrity require that a student:

1. Properly acknowledges and cites the use of the ideas, results, material, or words of others.
2. Properly acknowledges all contributors to a given piece of work.
3. Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
4. Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
5. To ethically treat all other students, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.
6. Violations of this policy include, but are not limited to:
7. Plagiarism means the use of material, ideas, figures, code, or data as one's own, without appropriately acknowledging the source. This may involve the submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:
8. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication, or the internet.
9. Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.

10. Taking material from class notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers, or thesis without proper attribution.
11. Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
12. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
13. Paraphrasing or changing an author's words or style without citation.

Cheating

Cheating includes, but is not limited to:

- Copying during examinations, and copying of homework assignments, term papers, theses, or manuscripts.
- Allowing or facilitating copying, writing a report, or taking the examination for someone else.
- Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- Creating sources or citations that do not exist
- Altering previously evaluated and re-submitting the work for re-evaluation
- Signing another student's name on an assignment, report, research paper, thesis, or attendance sheet

5.2. Conflict of Interest:

A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding, and consultancy. It is necessary to protect actual professional independence, objectivity, and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer-reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- Use proper methodology for experiments and computational work. Accurately describe and compile data.
- Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny if required, and the changes made should be clearly described.
- Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry-picking”).
- Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. The date should be indicated on each page.
- Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts, and thesis.
- Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

5.3. Individual and Collective Responsibility:

The responsibility varies with the role one plays.

Before submitting a thesis (M. Pharm. or Ph.D.) to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the thesis is original work. A web check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct on time.

Faculty roles: Faculty members should ensure that proper methods are followed for experiments, computations, and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

Institutional roles: A breach of academic integrity is a serious offense with long-lasting consequences for both the individual and the institute, and this can lead to various sanctions. In the case of a student, the first violation of academic breach will lead to a warning and/or an "F" course grade. A repeat offense, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the Department Chairperson. Upon receipt of reports of scientific misconduct, the Director may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.

6. ANTI-RAGGING

The College has a coherent and effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed given the directions issued by the Hon'ble Supreme Court of India and the subsequent letter

addressed to the Registrar of R. T. M. Nagpur University by the Secretary of University Grants Commission, New Delhi to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested to follow the same. Ragging constitutes one or more of the following acts:

- any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness any student;
- indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment to adversely affect the physique or psyche of such a student;
- any act by a senior student that prevents disrupts, or disturbs the regular academic activity of any student;
- exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- any act of financial extortion or forceful expenditure burden put on a student by other students;
- any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority by a student over any other student.

6.1. ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee shall examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. Details of the same are available on our website:<http://www.gncp.edu.in/Antiragging%20Cell.php>

A student if found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding results/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation processes.
- d) Debarring from undertaking any collaborative work attending conferences/symposia /meetings to present his/her research work.
- e) Cancellation of admission or Expulsion from the institution.
- f) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- g) If need be, given the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decisions, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and the nature and gravity of the incident of ragging.

7. PREVENTION OF SEXUAL HARASSMENT

The College's Policy on prevention and prohibition of sexual harassment at workplace, 2016 to the students which can be accessed and reviewed by the students at <http://gncp.edu.in/Gendercell.php>

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

8. STUDENT GRIEVANCE PROCEDURE

Any student of College aggrieved by any acts of sexual harassment, misconduct, or ragging as defined and summarized herein above can approach the Student Grievance Redressal cell. Further, any student who is aware of any violations must report the same to the Cell. Details of the same are on our website: <http://gncp.edu.in/GRIEVANCE%20REDRESSAL%20CELL.php>

The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. The facility of filing online complaints is also available in the Vmedulife software.

9. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute. The Code, policies, and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students at all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code appended policies.

All the students must follow the general guidelines regarding conduct and behavior while on the premises and undergoing college activities.

1. The identity card should be available with the students at all times during their presence on the campus.
2. Students should make optimum utilization of their time and resources available in the college for upgrading the academics as well as all-round development of personality.
3. Dress code should be strictly followed. Wearing Aprons in the laboratories is a must.

4. Obey the instructions of security persons while parking the vehicles. Vehicles with valid R.T.O. papers and driving licenses are parked on the Campus. Over speeding of vehicles, pressure horns are not allowed. Co-operate with the security personnel for security checks.
5. When any period is off, utilize the time sensibly. Do not disturb the other classes which are going on.
6. Do not use the mobile phone in the classroom as well as in the labs for non-academic work. Either switch off the mobile or keep it in silent mode. Keep the mobile in the bag when you are in the classroom or lab. Violation of this will lead to confiscation of the mobile phone.
7. Maintain proper discipline not only in the classroom but also in the entire college premises including the canteen and playground.
8. Maintain proper discipline and decency when you are in the other college for the placement process or for participating in co-curricular/extracurricular activities or for any other reasons.
9. Shouting, blowing the whistle, or making noise in any form on the campus is strictly prohibited. The student should keep their voices low while moving in the corridors of the college buildings.
10. Use of abusive/filthy language, unparliamentary words, and unethical, immoral gestures is strictly prohibited. If any student is caught using such language/gesture he will be immediately suspended.
11. Maintain decency while talking/sitting/moving/interacting with colleagues (boys as well as girls). All the time, you should not forget that you are on the college premises.
12. During industrial tours strictly follow the guidelines given by RTMNU, HOD, and tour in charge.
13. Writing slogans, comments, etc on the furniture, walls, and clothes of students is not allowed.
14. Holi (Dhulivandan) celebration on the college premises is prohibited.
15. Burning of fire-crackers in the college premises is a serious offense. Violation of this rule may invite rustication/expulsion of all the students who are directly or indirectly involved in this act.

16. Taking out a rally and bringing sandal bands to the college premises is prohibited.
17. Arranging parties outside the college which may deteriorate/spoil the college name and fame is not allowed. Violation of this can result in rustication or expulsion from the college.
18. Students are required to show due regard to the property of the college. Any student found guilty of defacing or damaging property like doors, windows, furniture, pieces of equipment, fixtures, books, buildings, vehicles, etc of the college or hostel shall be liable for panel action and expulsion from the college.
19. Misuse of electronic/internet media (SMS, MMS, email, social network sites, etc) is a crime. If any student is found involved directly or indirectly in such activity will be expelled from the college.
20. Ragging of the students is a crime. Any student found involved in this act will be punished as per the law.
21. Smoking, chewing of tobacco, consumption of alcohol, and use of drugs are strictly prohibited.
22. It is the responsibility of the students to respect the staff of the institution and express this in action and behavior. If any student is caught violating any of the codes of conduct, he/she will be punished. The punishment may be up to rustication or expulsion from the college.
23. A visit by accompanying outsiders is prohibited.
24. Gifting the chemicals/samples to the outside students and doing their research work is prohibited.
25. Issuing library books to outside students/staff is prohibited.
26. Activities disturbing the peace and harmony of the nearby residential area are not allowed.