



Jaihind Comprehensive Educational Institute's

JAIHIND COLLEGE OF PHARMACY (D. & B. Pharmacy)

Affiliated to DBATU, Lonere and MSBTE Mumbai.

PCI-4620, DTE CODE-6980, MSBTE-2153



Late Tatyasaheb Gunjal
Founder

INDEX

Sr. No	Particulars	Page No
1	General Code of Conduct for Students	02
2	Code of Conduct for Students in Laboratory	03
3	Code of Conduct for Administrator	05
4	Code of Conduct for Teaching Staff	06
5	Code of Conduct for Non-Teaching Staff	10



२०२२-२३

यशस्वी वाटचाल, उच्चंग भरासी...

Gat. No. 657 & 660(2) A/P- Vadgaon Sahani, Tal-Junnar Dist-Pune (412 401)

Approved by- PCI and Government of Maharashtra

+91 9766000214 / +91 9960662727



www.jaihind.edu.in/pharmacy



jaihindpharmacypune@gmail.com



Jaihind Comprehensive Educational Institute's

JAIHIND COLLEGE OF PHARMACY (D. & B. Pharmacy)

Affiliated to DBATU, Lonere and MSBTE Mumbai.

PCI-4620, DTE CODE-6980, MSBTE-2153



Late Tatyasaheb Gunjal
Founder

General Code of Conduct for Students

- Our institute's rules and regulations are designed to guide students in expected behaviors, teaching them to respect themselves and others.
- Students must strictly follow the instructions given by the Principal and teachers.
- Students must carry their identity cards at all times and present them upon request by college authorities.
- Regular and punctual attendance in classes and practical sessions is mandatory. Assignments must be submitted on time to avoid disciplinary actions.
- The college expects 100% attendance for both theory and practical sessions. A relaxation of up to 10% may be granted on valid grounds with prior permission from the principal. However, attendance must not fall below 80% for theory and practical's, or students will be barred from university exams.
- Students with less than 80% attendance in theory or practical sessions will not be allowed to appear for sessional exams. Attendance is calculated from the opening date of the college, and no excuses will be accepted.
- Attendance for all sessional exams in theory and practical is compulsory.
- Ragging in any form, inside or outside the college and hostels, is strictly prohibited. Offenders will be expelled immediately.
- Students must regularly read notices displayed on the notice board; the college is not responsible for any loss due to negligence in reading notices.
- Smoking, chewing gum, gutkha, or pan is strictly prohibited on the premises.
- The use of electronic communication devices like mobile phones is prohibited in the college.
- Students must not engage in activities that could damage college property. Such actions will be seriously dealt with, including cost recovery for damages.



२०२२-२३

यशस्वी वाटचाल, उच्चंग भरासी...

Gat. No. 657 & 660(2) A/P- Vadgaon Sahani, Tal-Junnar Dist-Pune (412 401)

Approved by- PCI and Government of Maharashtra

+91 9766000214 / +91 9960662727



www.jaihind.edu.in/pharmacy



jaihindpharmacypune@gmail.com



Jaihind Comprehensive Educational Institute's

JAIHIND COLLEGE OF PHARMACY (D. & B. Pharmacy)

Affiliated to DBATU, Lonere and MSBTE Mumbai.

PCI-4620, DTE CODE-6980, MSBTE-2153



Late Tatyasaheb Gunjal
Founder

- Students must adhere to all rules and regulations set by the college. Violations will result in disciplinary actions, potentially leading to dismissal.
- The notice board and the institutional website are the only authorized communication channels with students and others.

Code of Conduct For Students In Laboratory

- Always behave responsibly in the laboratory.
- Maintain a clean lab area to minimize accidents.
- Follow all instructions carefully; ask your teacher if you need clarification.
- Do not touch any equipment, chemicals, or materials until instructed.
- Only conduct experiments authorized by your teacher, following all given instructions.
- Avoid touching your face and body while handling chemicals or equipment; wash your hands after experiments.
- Monitor your experiments at all times; do not wander, distract, or interfere with others.
- Wear a lab coat during experiments. Wear safety goggles whenever chemicals, heat, or glassware are in use.
- Dress appropriately: tie back long hair, secure loose clothing and jewelry.
- Report all accidents or injuries to the teacher immediately.
- Treat all chemicals as dangerous; do not taste or smell them, and use bulbs for pipetting.
- Do not remove any chemicals or equipment from the lab without permission.
- Inspect glassware before use; do not use damaged or dirty items.
- Use the analytical balance carefully, avoiding hygroscopic substances on butter paper.
- Ask for help if you do not understand how to use any equipment.
- Do not immerse hot glassware in cold water to prevent shattering.
- Never look directly into a heated container.
- Use fume hoods for activities involving unpleasant or hazardous vapors, reactive reagents, or flammable materials



२०२२-२३

यशस्वी वाटचाल, उत्तुंग भवारी...

Gat. No. 657 & 660(2) A/P- Vadgaon Sahani, Tal-Junnar Dist-Pune (412 401)

Approved by- PCI and Government of Maharashtra

+91 9766000214 / +91 9960662727



www.jaihind.edu.in/pharmacy



jaihindpharmacypune@gmail.com



Jaihind Comprehensive Educational Institute's

JAIHIND COLLEGE OF PHARMACY (D. & B. Pharmacy)

Affiliated to DBATU, Lonere and MSBTE Mumbai.

PCI-4620, DTE CODE-6980, MSBTE-2153



Late Tatyasaheb Gunjal
Founder

- Never leave flames unattended, and avoid open flames when volatiles are present outside the fume hood.
- Never work alone; always have supervision.
- Read labels carefully to ensure the correct chemical is being used and check for toxicity/hazards.
- Treat all organic solvents, such as dichloromethane, carbon tetrachloride, and chloroform, with caution. Minimize contact with methanol, which is toxic and can cause blindness.
- Obtain guidance before using highly reactive metals like sodium, potassium, and flammable magnesium.
- Minimize contact with toxic heavy metal compounds and carcinogenic chromates and dichromates.
- Open ether bottles under a fume hood with the sash lowered.
- When diluting concentrated liquids with water, always add the concentrate to water, not the reverse.
- Do not use drying ovens for flammable substances; use them only for non-flammable solids.
- Report equipment failures to the teacher and do not attempt repairs without guidance.
- Do not eat, drink, or chew gum in the lab; do not use lab glassware for food or drinks.
- Ensure all equipment is clean at the end of the practical session, and properly store reagent bottles. Clean and dry your lab bench.
- Label any stored reaction mixtures or products with contents, date, experimenter's name, and associated hazards.
- Record your lab work in a journal and submit it for your lecturer's signature.



२०२२-२३

यशस्वी वाटचाल, उच्चंग भरारी...

Gat. No. 657 & 660(2) A/P- Vadgaon Sahani, Tal-Junnar Dist-Pune (412 401)

Approved by- PCI and Government of Maharashtra

+91 9766000214 / +91 9960662727



www.jaihind.edu.in/pharmacy



jaihindpharmacypune@gmail.com



Jaihind Comprehensive Educational Institute's

JAIHIND COLLEGE OF PHARMACY (D. & B. Pharmacy)

Affiliated to DBATU, Lonere and MSBTE Mumbai.

PCI-4620, DTE CODE-6980, MSBTE-2153



Late Tatyasaheb Gunjal
Founder

Code of Conduct for Administrators

- Administrators hold primary responsibility for all aspects of benchmark determination, including development, determination, dissemination, operation, and governance.
- Administrators must ensure transparency in all institutional operations and maintain trust in the internal management committee responsible for overall operations.
- Administrators must provide unbiased judgments on institutional matters.
- Administrators should accurately represent their qualifications and positions during academic activities.
- Administrators must exemplify exemplary behavior in all aspects.
- Administrators' actions should reflect adherence to a code of conduct, demonstrating true representation of the profession.
- Integrity must be evident in administrators' interactions with peers, colleagues, subordinates, and the public, both within and outside the workplace.
- Administrators should lead with integrity, approach performance appraisals candidly, honestly, and provide forthright feedback to employees.
- Administrators must honestly communicate employees' strengths and weaknesses, offering guidance through training and development based on performance goals.
- Administrators must follow principles of non-discrimination and fair judgment in recruitment processes.
- Administrators should ensure the welfare of both staff and students.



२०२२-२३

यशस्वी वाटचाल, उत्तुंग भराती...

Gat. No. 657 & 660(2) A/P- Vadgaon Sahani, Tal-Junnar Dist-Pune (412 401)

Approved by- PCI and Government of Maharashtra

+91 9766000214 / +91 9960662727

www.jaihind.edu.in/pharmacy

jaihindpharmacypune@gmail.com



Jaihind Comprehensive Educational Institute's

JAIHIND COLLEGE OF PHARMACY (D. & B. Pharmacy)

Affiliated to DBATU, Lonere and MSBTE Mumbai.

PCI-4620, DTE CODE-6980, MSBTE-2153



Late Tatyasaheb Gunjal
Founder

- Administrators should respect the rights of colleagues and students while performing their duties.
- Administrators should prioritize the interests of the institute above personal interests.

Code of Conduct for Teaching Staff

Teaching staff must adhere to the Institute's code of conduct, which may be updated periodically. All decisions by the Management/Principal must be respected and followed.

- Every member of the teaching staff being an educator is bound to give good example to the students in and outside the Institute. He / She must be clean and tidy, modest and sincere and above all patient and polite in speech and behavior.
- Every member of the teaching staff should be keenly interested in the all-round development of the students, without undue interference, and shall foster in them a spirit of respect, docility and gratitude towards authority, as well as love and respect for each other and the Institute in general.
- Every member of the teaching staff shall maintain a high standard of discipline and train the students in honesty, good manners, polite speech and behavior by giving a personal example.
- All members of the teaching staff shall be punctual for his/her duties and they shall sign the attendance register before starting their work.
- Teaching staff who remains habitually absent or is unpunctual in attending the duties shall be liable for disciplinary action.



२०२२-२३

यशस्वी वाटचाल, उच्चुंग भरारी...

Gat. No. 657 & 660(2) A/P- Vadgaon Sahani, Tal-Junnar Dist-Pune (412 401)

Approved by- PCI and Government of Maharashtra

+91 9766000214 / +91 9960662727



www.jaihind.edu.in/pharmacy



jaihindpharmacypune@gmail.com



Jaihind Comprehensive Educational Institute's

JAIHIND COLLEGE OF PHARMACY (D. & B. Pharmacy)

Affiliated to DBATU, Lonere and MSBTE Mumbai.

PCI-4620, DTE CODE-6980, MSBTE-2153



Late Tatyasaheb Gunjal
Founder

- All the members of the teaching staff shall be present in their respective place of work at exact time and shall not leave the premises during duty hours without the prior permission of the Competent Authority.
- The members of the teaching staff shall not carry out of the Institute documents, tools, equipment and materials belonging to the Institute, or should not handover to the students or any unauthorized persons without prior permission of the Management / Principal / Competent Authority.
- The behavior of the faculties with male and female students and with co-employees shall be modest.
- Teaching staff shall not use any harmful drugs/intoxicating drinks within the institute premises or be under the influence of any intoxicating drinks or drugs during the course of his/her duty.
- Teaching staff shall not refuse to accept, receive or take delivery of notice, or letters or any communication from the Management / Principal / Competent Authority and shall not refuse an order of transfer from one job to another, or from one department of the Institute to another department.
- Discussing irrelevant topics with the students or criticizing any decision of the Principal or any other authority in front of the students, either inside or outside the classroom or in any way instigating the students will be treated as breach of code of conduct.
- Teaching staff shall not use any indecent language or make false allegations against said authorities or speak in an abusive manner to students or co-employees.
- Possessing firearms, other weapons or any other articles causing danger or threat in the premises detrimental to the security of the institution or persons, and intimidating other employees by threat, pressures or other means with a view to preventing them from attending their duties and obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution will be treated as breach of code of conduct



२०२२-२३

यशस्वी वाटचाल, उत्तुंग भवारी...

Gat. No. 657 & 660(2) A/P- Vadgaon Sahani, Tal-Junnar Dist-Pune (412 401)

Approved by- PCI and Government of Maharashtra

+91 9766000214 / +91 9960662727



www.jaihind.edu.in/pharmacy



jaihindpharmacypune@gmail.com



Jaihind Comprehensive Educational Institute's

JAIHIND COLLEGE OF PHARMACY (D. & B. Pharmacy)

Affiliated to DBATU, Lonere and MSBTE Mumbai.

PCI-4620, DTE CODE-6980, MSBTE-2153



Late Tatyasaheb Gunjal
Founder

- Insubordination or disobedience, whether alone or in combination with others of any order of a superior authority or instigating others to insubordination or disobedience will be treated as breach of code of conduct.
- Tampering with the records of the Institute, falsification, defacement or destruction of any records of the Institute including those pertaining to the students or employees or attempt to do so will be treated as breach of code of conduct.
- When teaching staff is called upon by the Principal to take allied subjects or any other subject pertained to the course to another batch of students or whenever his / her help is required in absence of another staff he/she must be willing to accept the task given by the Principal.
- In addition to ordinary Institute work, teaching staff will be required to participate in co-curricular activities and to be cheerfully available to help everyone and to take extra assignments that the head of the institution find it necessary to give.
- Teaching staff shall report for duty when leave has been refused or when leave has been cancelled.
- The teaching staff shall maintain absolute integrity, and show devotion to duty, and shall not do anything which is unbecoming of an employee of the Institute. He / She shall ensure the integrity and devotion to duty of all employees under his/her control and authority for the time being.
- Faculties shall extend utmost courtesy and attention to all persons/students with whom he/she has to deal in the sphere of his/her duties. He / She shall strive hard to promote the interest of the institute.
- Faculties, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Institute or outsider, to whom he/she is not authorized to communicate such document or information or to make any use thereof



२०२२-२३

यशस्वी वाटचाल, उत्तुंग भराती...

Gat. No. 657 & 660(2) A/P- Vadgaon Sahani, Tal-Junnar Dist-Pune (412 401)

Approved by- PCI and Government of Maharashtra

+91 9766000214 / +91 9960662727

www.jaihind.edu.in/pharmacy

jaihindpharmacypune@gmail.com



Jaihind Comprehensive Educational Institute's

JAIHIND COLLEGE OF PHARMACY (D. & B. Pharmacy)

Affiliated to DBATU, Lonere and MSBTE Mumbai.

PCI-4620, DTE CODE-6980, MSBTE-2153



Late Tatyasaheb Gunjal
Founder

- Faculties shall not contribute to the Press any matter connected with the Institute without obtaining the prior sanction of the Management/Principal/Competent Authority or without such sanction make use of any document, paper or information, which may have come in his/her possession in his/her official capacity. He/She shall also not try to obtain unauthorized any information, document, paper which may not come in his/her official capacity, in order to make any use thereof. No employee shall act as the spokesperson of the Institute without prior sanction from the Management/Principal.
- Faculties shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Management/Principal/Competent Authority to be prejudicial to the academic and administrative interests of the Institute.
- The teaching staff without the express sanction of the Management/Principal/Competent Authority, shall not ask for or accept contribution, or otherwise associate himself with the raising of funds or other collection in cash or kind for his own benefit or otherwise.
- Teaching staff shall not accept or permit any member of his/her family or any person action on his/her behalf to accept any gift in cash or kind for his/her own benefits from any person including another employee or student or parent for a work to be done in connection with the business of the Institute.
- Teaching staff shall avoid accepting lavish hospitality or frequent hospitality from any student/parent/supplier of the Institute.
- The teaching staff shall not, by writing, speech or deed or otherwise indulge in any activity which is likely-to incite or create a feeling of hatred or ill-will between different communities on religious, social, regional, communal or other grounds.
- A teacher shall perform his / her academic duties and work related to examinations as assigned. No extra remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the Institute other than that is prescribed by the University.



२०२२-२३

यशस्वी वाटचाल, उत्तुंग भरासी...

Gat. No. 657 & 660(2) A/P- Vadgaon Sahani, Tal-Junnar Dist-Pune (412 401)

Approved by- PCI and Government of Maharashtra

+91 9766000214 / +91 9960662727

www.jaihind.edu.in/pharmacy

jaihindpharmacypune@gmail.com



Jaihind Comprehensive Educational Institute's

JAIHIND COLLEGE OF PHARMACY (D. & B. Pharmacy)

Affiliated to DBATU, Lonere and MSBTE Mumbai.

PCI-4620, DTE CODE-6980, MSBTE-2153



Late Tatyasaheb Gunjal
Founder

- A teacher shall have freedom of thought and expression. He / She shall not misuse the facilities or forum of the Institute while exercising the freedom of academic thought or work.
- A teacher shall not refuse to carry out the academic and administrative decisions taken by the Management/Principal/Competent authority.
- A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize students on any grounds.
- A teacher shall not conduct/participate in private coaching classes directly or indirectly. He / She shall also not accept private tuitions.
- A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examination/administration.

Code of Conduct for Non-Teaching Staff

- Non-teaching staff shall be subjected to the code of conduct as laid down by the Institute as given below and as it may be modified from time to time. In all matters concerning the entire administration and general running of the Institute, the decisions of the Management/Principal of the Institute should be respected and loyally carried out.
- Every member of the non-teaching staff must be clean and tidy, modest and sincere and above all patient and polite in speech and behavior.
- Every member of the non-teaching staff should be keenly interested in the all-round development of the institute, without undue interference.
- All members of the non-teaching staff shall be punctual for his/her duties and they shall sign the attendance register before starting their work.
- Non-teaching staff who remains habitually absent or is unpunctual in attending the duties shall be liable for disciplinary action



२०२२-२३

यशस्वी वाटचाल, उत्तुंग भवारी...

Gat. No. 657 & 660(2) A/P- Vadgaon Sahani, Tal-Junnar Dist-Pune (412 401)

Approved by- PCI and Government of Maharashtra

+91 9766000214 / +91 9960662727

www.jaihind.edu.in/pharmacy

jaihindpharmacypune@gmail.com



Jaihind Comprehensive Educational Institute's

JAIHIND COLLEGE OF PHARMACY (D. & B. Pharmacy)

Affiliated to DBATU, Lonere and MSBTE Mumbai.

PCI-4620, DTE CODE-6980, MSBTE-2153



Late Tatyasaheb Gunjal
Founder

- All the members of the non-teaching staff shall be present in their respective place of work at exact time and shall not leave the premises during duty hours without the prior permission of the Competent Authority.
- The members of the non-teaching staff shall not carry out of the Institute documents, tools, equipment's and materials belonging to the Institute, or should not handover to the students or any unauthorized persons without prior permission of the Management/Principal.
- The behavior of the non-teaching staff with male and female co-employees shall be modest.
- Non-teaching staff shall communicate change in address if any during vacation, leave period or shifting of residence to the Principal/Admin office in writing.
- Non-teaching staff shall not use any harmful drugs/intoxicating drinks within the institute premises or be under the influence of any intoxicating drinks or drugs during the course of his/her duty.
- Non-teaching staff shall not refuse to accept, receive or take delivery of notice, or letters or any communication from the Management/Principal/Competent Authority and shall not refuse an order of transfer from on job to another, or from one department of the Institute to another department.
- Discussing irrelevant topics with the colleagues or criticizing any decision of the Principal or any other authority in front of the other staff, will be treated as breach of code of conduct.
- Non-teaching staff shall not use any indecent language or make false allegations against said authorities or speak in an abusive manner to students or co-employees.
- Possessing firearms, other weapons or any other articles causing danger or threat in the premises detrimental to the security of the institution or persons, and intimidating other employees by threat, pressures or other means with a view to preventing them from attending their duties and obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution will be treated as breach of code of conduct.



२०२२-२३

यशस्वी वाटचाल, उच्चिंग भवारी...

Gat. No. 657 & 660(2) A/P- Vadgaon Sahani, Tal-Junnar Dist-Pune (412 401)

Approved by- PCI and Government of Maharashtra

+91 9766000214 / +91 9960662727

www.jaihind.edu.in/pharmacy

jaihindpharmacypune@gmail.com



Jaihind Comprehensive Educational Institute's

JAIHIND COLLEGE OF PHARMACY (D. & B. Pharmacy)

Affiliated to DBATU, Lonere and MSBTE Mumbai.

PCI-4620, DTE CODE-6980, MSBTE-2153



Late Tatyasaheb Gunjal
Founder

- Insubordination or disobedience, whether alone or in combination with others of any order of a superior authority or instigating others to insubordination or disobedience will be treated as breach of code of conduct.
- Tampering with the records of the Institute, falsification, defacement or destruction of any records of the Institute including those pertaining to the students or employees or attempt to do so will be treated as breach of code of conduct.
- In addition to ordinary Institute work, non-teaching staff will be required to cooperate in co-curricular activities and to be cheerfully available to help everyone and to take extra assignments that the head of the institution find it necessary to give.
- Non-teaching staff shall report for duty when leave has been refused or when leave has been cancelled.
- The non-teaching staff shall at all time maintain absolute integrity, and show devotion to duty, and shall not do anything which is unbecoming of an employee of the Institute. He / She shall ensure the integrity and devotion to duty of all employees under his/her control and authority for the time being.
- Non-teaching staff shall extend utmost courtesy and attention to all persons/students with whom he/she has to deal in the sphere of his/her duties. He / She shall strive hard to promote the interest of the institute.
- Non-teaching staff, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Institute or outsider, to whom he/she is not authorized to communicate such document or information, or to make any use thereof.
- Non-teaching staff shall not contribute to the Press any matter connected with the Institute without obtaining the prior sanction of the Management/Principal/Competent Authority or without such sanction make use of any document paper or information which may have come



२०२२-२३

यशस्वी वाटचाल, उत्तुंग भराती...

Gat. No. 657 & 660(2) A/P- Vadgaon Sahani, Tal-Junnar Dist-Pune (412 401)

Approved by- PCI and Government of Maharashtra

+91 9766000214 / +91 9960662727



www.jaihind.edu.in/pharmacy



jaihindpharmacypune@gmail.com



Jaihind Comprehensive Educational Institute's

JAIHIND COLLEGE OF PHARMACY (D. & B. Pharmacy)

Affiliated to DBATU, Lonere and MSBTE Mumbai.

PCI-4620, DTE CODE-6980, MSBTE-2153



Late Tatyasaheb Gunjal
Founder

in his/her possession in his/her official capacity. He/She shall also not try to obtain unauthorized any information, document, paper which may not come in his/her official capacity, in order to make any use thereof. No employee shall act as the spokesperson of the Institute without prior sanction from the Management/Principal.

- The non-teaching staff without the express sanction of the Management/Principal, shall not ask for or accept contribution, or otherwise associate himself with the raising of funds or other collection in cash or kind for his own benefit or otherwise.
- Non-teaching staff shall not accept or permit any member of his/her family or any person action on his/her behalf to accept any gift in cash or kind for his/her own benefits from any person including another employee or student or parent for a work to be done in connection with the business of the Institute.
- Non-teaching staff shall avoid accepting lavish hospitality or frequent hospitality from any student/parent/supplier of the Institute.
- The non-teaching staff shall not, by writing, speech or deed or otherwise indulge in any activity which is likely-to incite or create a feeling of hatred or ill-will between different communities on religious, social, regional, communal or other grounds.



२०२२-२३

यशस्वी वाटचाल, उच्चंग भरायी...

Gat. No. 657 & 660(2) A/P- Vadgaon Sahani, Tal-Junnar Dist-Pune (412 401)

Approved by- PCI and Government of Maharashtra

+91 9766000214 / +91 9960662727



www.jaihind.edu.in/pharmacy



jaihindpharmacypune@gmail.com