

ADITYA

COLLEGE OF PHARMACY

Approved by AICTE & PCI – NEW DELHI, Affiliated to JNTUK KAKINADA
(Formerly known as Sri Sai Aditya Institute of Pharmaceutical Science & Research)

Ph: 99498 76664
Email: office@acop.edu.in
Website: www.acop.edu.in



CODE OF CONDUCT

(For Staff, Administration & Students)



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PRINCIPAL
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Aditya College of Pharmacy
SURAMPALEM-533437

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ABOUT THE COLLEGE

Aditya College of Pharmacy [ACOP] was established in 2006 by Founder and Chairman, N.Sesha Reddy under Sarojini Educational Society who is the pioneer in educational institutions of Andhra Pradesh.

The campus is located at Surampalem, East Godavari District of Andhra Pradesh. The institute is affiliated to JNTUK, approved by AICTE and recognized by PCI, New Delhi.

Aditya College of Pharmacy facilitate to access well equipped laboratories and technologies available in the institute.

It creates an environment that opens up new worlds of opportunity. From the day of its inception, the college is producing highly qualified human resources who are academically superior and ethically strong.

It offers B.Pharmacy, Pharm D & M. Pharmacy courses in Pharmaceutical technology, Pharmacology, Pharmaceutical Analysis & Quality assurance.

Achieving academic excellence by providing globally acceptable technical education by forecasting technology through




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Vision & Mission of Aditya College of Pharmacy:

Vision: To induce higher planes of learning by imparting technical education with

- International standards
- Applied research
- Creative ability
- Value based instruction and to emerge as a premier institute.

Mission: Achieving academic excellence by providing globally acceptable technical education by forecasting technology through

- Innovative Research and Development
- Industry Institute Interaction
- Empowered Manpower




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CODE OF CONDUCT FOR STUDENTS

- Students should come to college in the proper dress code.
- Students should be regular and punctual in the college.
- Students should maintain discipline in the college.
- Students should have at least 75% of attendance, if not then the students are not eligible to appear for the examination.
- Students are advised to utilize college facilities properly and judiciously and protect property of the college.
- Student should maintain cleanliness in the campus.
- Student is advised to participate in all the programmes and activities conducted by the college.
- Ragging is crime and is strictly prohibited in the campus and off the campus.
- Student should not involve in any kind of illegal and anti-national activities.
- Students are not allowed to use mobiles in the classroom and library.

Students of Aditya College of Pharmacy are expected to reach the college on time and be punctual for the classes. The main gate of the college campus closes at specified time. Students should have more than 75% attendance. Attendance of students are entered manually and digitally in the college automation package. If any students are absent for a day, then after the first hour of class the parents of the said students are intimated via text messages on the registered phone number of the parents. No students are allowed to leave college campus before the scheduled closing hours. During working hours between 9:30 and 4:15, all the students have to be in their respective classrooms or laboratory or library. Students must attend the college in the college uniform only and must carry college ID card all the time in class, college premises and college bus. In case of lost ID cards, the students must immediately apply for the duplicate ID card. Use of Cell Phones are prohibited in the College Campus. If any student is found to be using cell phones, then the same is confiscated. Political activities by the students are not permitted in the college campus. Smoking and consumption of alcoholic drinks by students or staffs are strictly prohibited in the college premises and any person found indulging in such activities are asked to quit the college. Ragging, teasing, harassment of the fellow students by any student is immediately brought to the notice of college administration and anti-ragging committee and strict legal action are taken against such students. Students are advised to read notices, circulars and instructions displayed on the notice board regularly regarding fees, exams, etc.




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CODE OF CONDUCT FOR TEACHERS

- Teacher should prepare teaching plan of the allotted subjects well in advance.
- Teacher should report to class on time.
- Teacher should perform his or her duty honestly.
- Teacher should focus on proper explanation of the subject matter.
- Teacher should maintain dignity and decorum of his/her post.
- Teacher should actively involve with the students in co-curricular and extracurricular activities.
- Teacher should inculcate discipline among students.
- Teacher should work towards betterment of the college.
- Teachers should do student counselling on regular basis.
- Teacher should be available for consultation to students for doubt clarification on subject related matters.
- Teacher should not indulge in favouritism and casteism.
- Teacher should take leaves with prior intimation to the principal and management.
- Teachers should not be involved in any other trade or business.



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CODE OF CONDUCT FOR THE PRINCIPAL

- The Principal should ensure quality education and other academic activities in the college.
- The Principal should have vision and mission of the college and should have a concrete plan to achieve it.
- The Principal should constitute various college level committees with co-ordinators for each.
- The Principal should conduct meetings of teaching and non-teaching staffs on regular basis.
- The Principal should monitor financial matters involving fees, salaries, funds, etc.
- The Principal should motivate teachers to enhance their knowledge by attending various training module, workshops, seminars, etc. Principal should motivate the teachers for scientific publications in journals
- The Principal should ensure that the directions issued by JNTUK and the college management are strictly complied.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Administrative staff should be regular and punctual.
- Administrative staff should maintain proper dress code.
- Administrative staff should be well versed in computers and e-administration.
- Administrative staff should be involved in student's admission, examination and other activities.
- Administrative staff should behave politely and compassionately with the students, parents/guardians and other staffs.
- Administrative staff should not get involved in unethical and illegal practices and activities.
- Administrative staff should have co-operative and friendly rapport with faculty members.
- Administrative staff should take leave with prior permission.
- Administrative staff should not be involved in any other trade or business.



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