

# **POLICY DOCUMENT FOR K.G.R.L.COLLEGE OF PHARMACY**

---

## ***TABLE OF CONTENTS***

---

1. Introduction
  - 1.1 Mission Statement
  - 1.2 Vision Statement
  - 1.3 Core Values
2. Governance and Administration
  - 2.1 Organizational Structure
  - 2.2 Roles and Responsibilities
3. Academic Policies
  - 3.1 Admissions Policy
  - 3.2 Attendance Requirements
  - 3.3 Academic Integrity
  - 3.4 Examination and Grading System
4. Code of Conduct
  - 4.1 Student Code of Conduct
  - 4.2 Faculty and Staff Code of Conduct
  - 4.3 Code of Conduct for Administrative Staff
5. Research and Development
  - 5.1 Research Ethics Policy
  - 5.2 Intellectual Property Rights
6. Student Support Services
  - 6.1 Counseling Services
  - 6.3 Career Guidance
7. Campus Facilities and Resources
  - 7.1 Library Policy

- 7.2 Laboratory Usage Policy
- 7.3 IT and Digital Resources Policy
- 8. Safety and Security
  - 8.1 Emergency Procedures
  - 8.2 Anti-Ragging Policy
  - 8.3 Health and Safety Guidelines
- 9. Community Engagement and Outreach
  - 9.1 Community Service Programs
  - 9.2 Collaboration with Industry
- 10. Grievance Redressal Mechanisms
  - 10.1 Student Grievance Policy
  - 10.2 Faculty and Staff Grievance Policy
- 11. Anti-Discrimination and Equal Opportunity
  - 11.1 Policy Statement
  - 11.2 Implementation Guidelines
- 12. Environmental Sustainability
  - 12.1 Green Campus Initiatives
  - 12.2 Waste Management Policy
- 13. Alumni Relations
  - 13.1 Alumni Association Guidelines
  - 13.2 Mentorship Programs
- 14. Financial Policies
  - 14.1 Fee Structure
  - 14.2 Refund Policies
- 15. Policy Review and Revision
  - 15.1 Review Process
  - 15.2 Record Keeping
- 16. Contact Information

---

# 1. INTRODUCTION

---

## 1.1 Mission Statement

- To support up with exclusive requirements of pharmaceutical education training through great framework and learning course.
- To provide the learning equipments along with understanding of moral qualities and ethical values.
- To stimulate the academic environment for promotion of quality of teaching, learning and research in higher educations.
- To teach the students beyond the level of class room teaching by conducting skill improvisation workshops and certificate programs with credits.

## 1.2 Vision Statement

- To make it a center of excellence ensuring high quality and value based pharmacy education.
- To implement the educational plan in order to give most extreme openness to concerning the most recent advancement in the innovation within the drug technology.
- To ensure great educational studies to give all the students at reasonable expense.
- To design transformative education and experience for students focused on deep disciplinary knowledge leadership communication and inter personal skills and problem solving and well being.

## 1.3 Core Values

- Integrity
- Inclusivity
- Academic Excellence
- Innovation
- Social Responsibility

---

## 2. GOVERNANCE AND ADMINISTRATION

---

### 2.1 Organizational Structure

The organizational structure ensures efficient governance and administration. It consists of:

- **Board of Governors:** Responsible for strategic planning, approval of policies, and financial oversight.
- **Principal/Director:** Manages daily operations, academic policies, and overall administration.
- **Heads of Departments:** Oversee departmental activities, curriculum implementation, and faculty performance.
- **Faculty Members:** Deliver quality education and contribute to research and development.

### 2.2 Roles and Responsibilities

- **Board of Governors:** Sets the vision and mission, approves budgets, and reviews performance.
- **Principal:** Implements policies, ensures compliance with regulatory standards, and manages resources effectively.
- **Heads of Departments:** Monitor teaching standards, mentor faculty, and address student concerns.
- **Administrative Staff:** Handle admissions, examinations, and campus facilities management.

---

## 3. ACADEMIC POLICIES

---

### [3.1 Admissions Policy](#)

- Admissions are merit-based, following criteria set by governing bodies.
- Special reservations are available for underprivileged and differently-abled candidates.
- Admission deadlines and procedures are clearly communicated via the college website and official notices.
- The admission committee ensures transparency in the selection process, reviewing all applications meticulously.

### [3.2 Attendance Requirements](#)

- A minimum attendance of 75% is mandatory for all courses.
- Attendance shortfall can be condoned only under exceptional circumstances, subject to approval by the Principal.
- Students must regularly monitor their attendance records through the online portal.

### [3.3 Academic Integrity](#)

- Plagiarism, cheating, and other unethical practices are prohibited.
- Cases of academic misconduct are reviewed by the Academic Integrity Committee, which may recommend penalties ranging from warnings to expulsion.
- Faculty members are responsible for promoting a culture of honesty by educating students about proper research practices.

### [3.4 Examination and Grading System](#)

- Examinations include internal assessments, mid-semester tests, and final exams.
- Provisions for re-evaluation, supplementary exams, and grade improvement are available under defined rules.
- Transparent evaluation criteria are communicated to students before examinations.

---

# 4. CODE OF CONDUCT

---

## 4.1 STUDENT CODE OF CONDUCT

The K.G.R.L.College of Pharmacy, in its endeavor for nation-building, gives top priority to the character building of the students. Healthcare providers are held to the highest standard of ethical conduct and must possess exceptional character, honesty, and integrity.

*The purpose of this Code of Conduct is to:*

1. Guide students in demonstrating exemplary academic behavior and personal ethics.
2. Foster a culture of professionalism, integrity, and lifelong ethical principles.
3. Create an environment of mutual trust and respect conducive to learning.
4. Promote awareness of the moral, ethical, and legal responsibilities of the pharmacy profession.

In order to achieve these objectives, guidelines on ethics and codes of conduct have been introduced and well received by students and teachers.

---

### 1. General Responsibilities

**1.1 Respect for the Institution:** Students must uphold the reputation and values of the institution by behaving responsibly on and off campus.

**1.2 Compliance with Rules:** Students are required to follow all institutional policies, rules, and regulations, as well as applicable laws.

**1.3 Integrity:** Honesty and integrity must be maintained in academic work, communication, and interactions with peers, faculty, and staff.

**1.4 Respect for Diversity:** Students must respect differences in gender, religion, ethnicity, cultural background, opinions, and abilities.

**1.5 Environmental Responsibility:** Students should contribute to maintaining a clean and sustainable campus environment.

**1.6 National Spirit and Social Responsibility:** National spirit, social responsibility, human values, and equality shall be the prime objectives of any actions undertaken by students.

## 2. Academic Conduct

2.1 **Honesty:** Cheating, plagiarism, and other forms of academic dishonesty are strictly prohibited.

2.2 **Attendance:** Regular attendance and punctuality in classes, examinations, and other academic activities are mandatory. Attendance will be marked in each period by the respective teacher handling the class.

2.3 **Commitment to Learning:** Students should actively engage in their education, complete assignments on time, and seek clarification when needed.

2.4 **Respect for Faculty:** Students must show courtesy and respect towards faculty members and adhere to their instructions. During class hours, students cannot leave the classroom without the teacher's permission.

2.5 **Leave of Absence:** Applications for long leave, supported by medical certificates if applicable, must be addressed to the principal only.

2.6 **Punctuality:** Latecomers cannot demand admission or attendance. Absence without leave from any class, test, or examination shall be considered an act of indiscipline.

---

## 3. Behavioral Expectations

3.1 **Harassment and Bullying:** Any form of harassment, bullying, or discrimination is strictly prohibited.

3.2 **Substance Abuse:** The possession, distribution, or use of illegal substances or alcohol on campus is forbidden.

3.3 **Campus Property:** Students must respect and care for campus facilities, equipment, and resources. Vandalism or theft will not be tolerated. Damage fees will be collected for any damage caused knowingly or unknowingly.

3.4 **Dress Code:** Every student should adhere to the college's dress code, wear their identity cards, and arrive on time.

3.5 **Noise and Conduct:** Students should avoid making noise that disturbs others. Misbehavior during classes will lead to disciplinary action, including expulsion from the class for the period.

3.6 **Prohibited Activities:** Anti-social activities, possession of hallucinogenic drugs, and ragging in any form are strictly forbidden and will result in severe disciplinary measures, including dismissal.

3.7 **Gender Relations:** The College expects students to foster healthy and decent relationships both on and off-campus. Behavior contrary to this spirit is deemed unlawful and punishable.

---

#### 4. Digital Conduct

**4.1 Responsible Use of Technology:** Students must use institutional technology, including the internet and email, responsibly and ethically.

**4.2 Cyber bullying:** Cyber bullying, online harassment or misuse of social media is strictly prohibited.

**4.3 Academic Use:** Use institutional digital platforms solely for academic and institution-related activities.

---

#### 5. Health and Safety

**5.1 Personal Safety:** Students must prioritize their safety and report any suspicious activities or threats to the appropriate authorities.

**5.2 Emergency Procedures:** Familiarize yourself with campus emergency procedures and comply during drills or actual emergencies.

**5.3 Mental Well-being:** Seek help when needed and support peers by promoting mental health awareness.

**5.4 Prohibited Items:** The possession of weapons, explosives, or any hazardous materials is strictly forbidden.

**5.5 Transportation Rules:** Bikes and scooters must be parked only in designated areas.

---

#### 6. Disciplinary Actions

**6.1 Investigation Process:** Allegations of misconduct will be thoroughly investigated by the disciplinary committee.

**6.2 Consequences:** Depending on the severity of the violation, disciplinary actions may include warnings, suspension, expulsion, or other appropriate measures.

**6.3 Right to Appeal:** Students have the right to appeal disciplinary decisions following the institution's appeal process.

#### 7. Additional Guidelines

**7.1 Participation in Extracurricular Activities:** Students are encouraged to engage in extracurricular activities while maintaining their academic commitments.



**7.2 Community Engagement:** Students should participate in community service and contribute positively to society.

**7.3 Use of Institutional Name:** Students must obtain prior approval before using the institution's name, logo, or other branding elements for external purposes.

**7.4 Visitor Policy:** Visitors are not allowed to meet students in classrooms. Students are responsible for the conduct of their guests on campus and must adhere to visitor policies.

**7.5 Property Responsibility:** Students must take care of their belongings. The institution will not be responsible for any loss.

---

## 8. Acknowledgment

All students are required to read, understand, and sign the acknowledgment form confirming their commitment to this Code of Conduct. Failure to adhere to these guidelines may result in disciplinary action.

---

This Code of Conduct is subject to periodic review and updates. Students will be informed of any changes via official communication channels. For queries or further clarification, please contact the Student Affairs Office.

## 4.2 FACULTY CODE OF CONDUCT

- ✓ Every employee must and should abide by conduct and discipline rules of the College and comply with and obey all the orders as per the directions of the management from time-to-time with utmost care towards promoting interests of the organization where the staff is engaged by showing sincere courtesy and care in all the activities.
- ✓ No employee shall engage himself/herself in other activities such as Business or engaging in part-time jobs in other organizations whether on contract or honorary without prior written permission of the management. However, an employee with a specific permission of the organization may undertake the work of a social, charitable nature or artistic subject provided such work does not interfere with his official duties.

- ✓ Every employee must and should maintain confidentiality with regards to the activities of the Institution and its Rules and Regulations and shall not divulge directly or indirectly any information of confidential nature either to a member of the public or the Institution staff without the permission of the management.
- ✓ An employee shall not absent himself/herself or abscond from the duties without obtaining to permission of the organization. In case of un-avoidable situations, if any, a letter or message should be sent on the following working day giving the genuine reasons for the absence.

#### DRESS CODE & DECORUM

- ✓ Faculty members are required to be dressed in formals on all days.
- ✓ Male faculty shall come in Shirt tuck in and black/brown leather shoes.
- ✓ Slippers are not permitted.
- ✓ The Identity card issued must be worn at all times visibly within the campus.
- ✓ Cell- phones must not be taken to class in any case and within campus it should be used in silent mode.
- ✓ Faculty to maintain highest standards of decorum in interacting with others and be an example to the students.

#### DEPARTMENTAL RESPONSIBILITIES

1. Faculty must report to the Principal/HOD upon arrival in the college for confirmation of day's plan and to Accommodate any changes; schedule other assignments, if any
2. Faculty to meet Principal/HOD before leaving for the day of submission of daily report, attendance registers, teaching dairies, and for other assignment/reallocations, if any.
3. Faculty must be at the classroom 5 minutes before the commencement of the class and should leave the class only after the next teacher comes. Faculty must take the subject attendance before commencement of each class.
4. Faculty to ensure student conduct code of dress, cell phone use, and late entry.

5. Faculty to conduct internals, correct answer sheets, declare marks and compile the marks each month as per the session plan without fail and every mid exam and semester wise exam result analysis should be submitted to the HOD/Principal.
6. Faculty will ensure to spend the non-teaching days of the semester fruitfully in writing articles, studying Emerging issues and presents the same in a special seminar to be held for the same. This is necessary for the enhancement of intellectual resources within the institution. Institution shall sponsor faculty who write articles for FDPs.
7. Faculty members are required to prepare the subject plan in advance that they desire to take up in the next Semester in consultation with the Principal/HOD. Having decided once, changes are not advised.
8. Faculty need to use the LCD projector/OH projector in the class rooms as far as possible.
9. Faculty are required to be available for any other assignment either academic or administrative (Like Results analysis, special classes, management meets, FDPs, MDPs, AICTE/AU Inspection work, PCI, ISO, Admissions, NAAC or any other internal or external institutional work) which may be given from time to time by The Principal/HOD/Management.
10. Principal/HOD to co-ordinate all departmental activities to ensure smooth conduct, execution and Completion on academics.
11. The HOD of the department should review the progress of coverage of syllabus at the end of every month and inform the principal. If the schedule is not completed, he/she should discuss with the lecturer concerned and plan for the completion of the backlog in the succeeding month.
12. The lecturer has the primary duty to disseminate the knowledge in his/her subject to all the students.
13. The lecturer should inform the students the schedule of coverage of syllabus.
14. The Lecturer concerned should also plan the seminars, tutorials and assignments and such other academic activities.
15. Along with the lecturer method, the lecturer should also motivate the students and enliven the process of Learning by adopting other methods of instruction like group discussions, question-answer sessions.

### **4.3 CODE OF CONDUCT FOR ADMINISTRATIVE STAFF**

The administrative staff at our institution plays a pivotal role in ensuring smooth operations and contributing to the institution's vision and mission. The following guidelines outline the expected standards of professionalism, ethics, and behavior:

1. **Professional Ethics and Conduct:**

- ✓ Uphold high standards of honesty, punctuality, and professional ethics in all activities.
- ✓ Act with integrity, self-discipline, and fairness, fostering a positive and collaborative work environment.

2. **Institutional Alignment:**

- ✓ Work in alignment with the institution's policies and practices to fulfill its vision and mission.
- ✓ Respect and adhere to the hierarchy within the administration while following established protocols.

3. **Awareness of Duties and Responsibilities:**

- ✓ Understand the duties, responsibilities, and limitations of the assigned role.
- ✓ Evaluate the requirements of teaching staff, students, and general administration to ensure efficient support.

4. **Communication and Collaboration:**

- ✓ Exhibit tactful communication skills with colleagues, students, and external agencies.
- ✓ Maintain politeness and cooperation in both verbal and non-verbal interactions.

5. **Confidentiality and Integrity:**

- ✓ Safeguard the confidentiality of examinations and institutional policies unless authorized by the institution.
- ✓ Avoid activities such as divulging official secrets, tampering with records, or misusing college resources.

6. **Professional Development:**

- ✓ Actively participate in training programs, workshops, and skill development activities to enhance professional capabilities.

7. **Time Management and Accountability:**

- ✓ Avoid procrastination and adopt a "zero-pending files" approach to office tasks.
- ✓ Set clear timelines for student-related processes and display procedural requirements transparently.

8. **Eco-Friendly Practices:**

- ✓ Utilize e-resources judiciously and embrace paperless practices to support environmental sustainability.

9. **Behavior and Conduct:**

- ✓ Maintain dignity, courtesy, and professionalism in speech and behavior at all times.
- ✓ Abstain from any form of addiction or party politics during office hours.

10. **Attendance and Availability:**

- ✓ Be present during designated work hours and avoid unauthorized absences.
- ✓ Ensure full-time availability to address institutional needs as directed.

11. **Student and Administrative Support:**

- ✓ Facilitate smooth admission processes, examination management, and administrative tasks.
- ✓ Work diligently to promote the welfare of students and uphold the college's reputation.

12. **Commitment to Excellence:**

- ✓ Strive for continuous improvement and efficiency in all responsibilities.
- ✓ Avoid personal distractions, such as social networking, during work hours.

13. **Adherence to Institutional Directives:**

- ✓ Follow all orders and instructions issued by the authority constructively, contributing to the institution's development.
- ✓ Foster a harmonious work environment and support the academic and administrative goals of the college.

By adhering to these principles, the administrative staff ensures a professional, ethical, and student-centric atmosphere that aligns with the institution's mission and values.

---

## 5. RESEARCH AND DEVELOPMENT

---

### [5.1 Research Ethics Policy](#)

- Researchers must adhere to ethical guidelines, ensuring integrity and accuracy.
- Approval from the Institutional Ethics Committee is required for projects involving human or animal subjects.
- Collaboration with external institutions is encouraged, provided it aligns with the college's ethical standards.

### [5.2 Intellectual Property Rights](#)

- The institution retains ownership of research funded by its resources.
- Collaborators must sign agreements specifying IP rights and revenue sharing.
- Faculty and students are encouraged to patent innovative projects and publish their findings in reputed journals.

---

## 6. STUDENT SUPPORT SERVICES

---

### [6.1 Counseling Services](#)

- Professional counselors or Mentors are available to address academic, personal, and emotional challenges.
- Confidentiality is maintained unless disclosure is required by law.
- Group counseling sessions are held to promote stress management and peer interaction.

### [6.2 Career Guidance](#)

- Regular workshops and seminars on career planning are organized.
  - The Placement Cell assists students in securing internships and job placements.
  - Alumni are invited to mentor students through interactive sessions and career advice.
-

# 7. CAMPUS FACILITIES AND RESOURCES

---

## 7.1 Library Policy

- The library operates from 8 AM to 6 PM on all working days.
- Students must carry their ID cards to access library resources.
- A digital library platform is available for accessing e-books and journals.

## 7.2 Laboratory Usage Policy

- Students must follow safety protocols while working in the laboratories.
- Lab equipment should be used responsibly and returned in good condition.
- Any accidents or damages must be immediately reported to the lab supervisor.

## 7.3 IT and Digital Resources Policy

- The campus provides high-speed internet connectivity for academic use.
- Students and staff must adhere to the Acceptable Use Policy for digital resources.

---

# 8. SAFETY AND SECURITY

---

## 8.1 Emergency Procedures

- Periodic fire drills are conducted to ensure preparedness.
- Students, faculty, and staff must familiarize themselves with emergency protocols.

## 8.2 Anti-Ragging Policy

- Ragging in any form is strictly prohibited within the college premises.
- An Anti-Ragging Committee is constituted to monitor and address related issues.
- Students found guilty of ragging face disciplinary action, including suspension/ expulsion.
- Awareness programs are conducted regularly to educate students about the consequences of ragging.
- Complaints can be reported anonymously through a designated online portal or drop box.

### 8.3 Health and Safety Guidelines

- The campus has a first-aid center with trained medical staff available during working hours.
- Students must report any health-related concerns immediately to the administration.
- Regular health check-up camps are organized in collaboration with healthcare providers.
- Smoking, alcohol, and substance abuse are strictly prohibited within the campus.
- Safety measures, including CCTV surveillance and security personnel, are in place to ensure campus security.

---

## 9. COMMUNITY ENGAGEMENT AND OUTREACH

---

### 9.1 Community Service Programs

- The college encourages students to participate in community service initiatives, such as health camps and awareness drives.
- Partnerships with NGOs and local government bodies facilitate impactful community programs.
- Participation in these programs is recognized and rewarded through certificates and academic credits.
- Annual reports on community service activities are shared on the college website and notice boards.

### 9.2 Collaboration with Industry

- Collaboration with pharmaceutical companies and healthcare institutions is promoted through internships, workshops, and joint projects.
- Industry experts are invited for guest lecturers to share practical insights.
- Memorandums of Understanding (MoUs) are signed with leading organizations to facilitate knowledge exchange and research.
- Feedback from industry partners helps in curriculum updates to meet evolving professional demands.



---

# 10. GRIEVANCE REDRESSAL MECHANISMS

---

## *10.1 Student Grievance Policy*

- A Student Grievance Redressal Cell addresses academic, administrative, and personal grievances.
- Complaints can be submitted via an online or in person to the designated committee.
- The cell resolves grievances within a stipulated time frame, ensuring transparency.
- Anonymous feedback is also considered to maintain an inclusive environment.

## *10.2 Faculty and Staff Grievance Policy*

- Faculty and staff grievances are addressed by a dedicated Grievance Committee.
- Issues related to work environment, policies, or interpersonal conflicts are resolved amicably.
- The committee ensures confidentiality and fairness in all proceedings.
- Regular feedback is taken to improve workplace satisfaction and address concerns proactively.

---

# 11. ANTI-DISCRIMINATION AND EQUAL OPPORTUNITY

---

## *11.1 Policy Statement*

- K.G.R.P is committed to providing an inclusive environment free from discrimination based on race, gender, religion, caste, or disability.
- Equal opportunities are ensured for all students, faculty, and staff in admissions, recruitment, and promotions.

## *11.2 Implementation Guidelines*

- Awareness programs on anti-discrimination policies are conducted periodically.
- A dedicated Equal Opportunity Cell monitors the implementation of policies.
- Complaints of discrimination are promptly addressed through a confidential process.

---

# 12. ENVIRONMENTAL SUSTAINABILITY

---

## 12.1 Green Campus Initiatives

- The college promotes eco-friendly practices such as tree plantation drives, water conservation, and the use of renewable energy.
- Solar panels and rainwater harvesting systems are installed to reduce environmental impact.
- Awareness campaigns on environmental sustainability are conducted regularly.
- Students are encouraged to participate in environmental clubs and activities.

## 12.2 Waste Management Policy

- A structured waste segregation system is implemented across the campus.
- Biodegradable and non-biodegradable waste is managed through composting and recycling.
- Hazardous waste, including chemicals from laboratories, is disposed of following safety regulations.
- Regular audits are conducted to monitor waste management practices.

---

# 13. ALUMNI RELATIONS

---

## 13.1 Alumni Association Guidelines (K.G.R.P.A.A)

- The Alumni Association fosters a lifelong relationship between the college and its alumni.
- Regular alumni meets and networking events are organized to strengthen ties.
- Alumni are encouraged to contribute to the development of the institution through mentorship and donations.
- A dedicated portal is maintained for alumni to update their contact information and access resources.

### 13.2 Mentorship Programs

- Alumni are invited to mentor current students on career and personal development.
- Regular mentorship sessions and webinars are organized to facilitate knowledge sharing.
- Feedback from mentees helps in improving the effectiveness of the programs.
- Outstanding mentors are recognized and honored during annual events.

---

## 14. FINANCIAL POLICIES

---

### 14.1 Fee Structure

- The fee structure is determined based on regulatory guidelines and is reviewed annually.
- Detailed information about tuition fees, hostel fees, and other charges is provided in the admission brochure and website.
- Payment deadlines are clearly communicated, and late payments may attract penalties.

### 14.2 Refund Policies

- Refund requests are processed as per institutional guidelines and regulatory norms.
- Refunds for admission cancellations are subject to timelines and deductions as specified in the policy.
- Exceptional cases, such as medical emergencies, are considered on a case-by-case basis.

---

## 15. POLICY REVIEW AND REVISION

---

### 15.1 Review Process

- Policies are reviewed periodically by a designated Policy Review Committee.
- Inputs from students, faculty, and stakeholders are considered during the review process.
- Revised policies are communicated through official channels and updated on the website.

### 15.2 Record Keeping

- A complete record of all policy reviews and revisions is maintained for accountability and transparency.
- This includes documentation of review dates, the nature of changes, and approval details. Records are securely stored and easily accessible for reference.

---

## 16. CONTACT INFORMATION

---

Address :	KGRL College of Pharmacy
Phone :	9948567925 - 9985485166
Fax :	08816 - 238828
Website :	<a href="http://www.kgrlpharmacy.com">www.kgrlpharmacy.com</a>
E-mail :	<a href="mailto:kgrlpharmacy2007@gmail.com">kgrlpharmacy2007@gmail.com</a> , <a href="mailto:kgrpharmacy@yahoo.in">kgrpharmacy@yahoo.in</a>