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**AVANTHI INSTITUTE OF
PHARMACEUTICAL SCIENCES**
(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Hayathnagar (M), R.R. Dist. Near Ramoji Filmcity, Hyderabad.

Date: _____

Gunthapally (v), AbdullapurMett(M), Near Ramoji film city, R.R Dist



HUMAN RESOURCES POLICY HAND BOOK

RESPONSE:

The vision and mission of Avanthi Institute of Pharmaceutical Sciences (AIPS) is the right blend of vision of our parent body & suggestions received from the faculty and industry associates.

AIPS's moto is to nurture good values amongst student community thereby developing professional Pharmacists and responsible citizens.

AIPS believes in holistic development of the students, so as the aspiring students become inspiring pharmacists of future. The onus is to develop Globally Competent Pharmacists by give them the skill sets that would help them to excel in their career. Our mission is to develop Professional Pharmacist who will fulfill the Industrial and Community needs as well as shoulder the responsibility of reducing the suffering of mankind by providing Pharmaceutical care.

The Vision and Mission Statements of AIPS are as follows

Mission and vision of the institution:

Our Vision

“To develop highly skilled professionals with ethics and human values ”

Our Mission

We are committed to provide a positive and professional learning environment where all students are inspired to strive for excellence in order to achieve their potential as dignified and competent pharmacist, technology innovators, managers and leaders in a global society through a cohesive network for the parents, students, college staff and industry.

Short term goals of the institute:

- To attain consistently high educational standards. Continuously work towards upgrading the standards of pedagogy by encouraging academically useful research by the faculty.
- To Train students at the graduate level into professionals to fulfill the requirements of the industry in students.
- To inculcate entrepreneurial abilities in the students.
- Cultivate close ties with the industry to pass the benefits of their knowledge and Experience to the research work of the institute.

Long term goals:

- To be center of academic excellence.

- To inculcate the research culture and strength it by applying for research grants from various funding agency to enhance the quality of research.
- Develop the college as a center of socially useful research in the area of Pharmacy to enable us to do our bit towards the society.
- To further strengthen industry institute interaction for collaborative research consultancy and competency of students.
- To ensure quality education through In Process Quality Control (IPQC).
- To ensure efficient teaching methods and consistent evaluation process.
- To shape pharmacy graduates equipped with knowledge and skill to cater to the health-care needs of the society.
- To provide conducive academic environment to the students and to inculcate disciplined and methodical work culture among the students.
- To create state of art facilities to upgrade the technical skills of the students.
- To provide conducive environment for holistic development of students.
- To organize and assist in the health-care programs to fulfill society's needs.

Courses Offered

The College offers the following courses, extending over a period of four years, leading to Bachelor Degree in Pharmacy and also a six year Doctor of Pharmacy leading to Pharm-D Two years leading course M.Pharm (Pharmaceutics) and M.Pharm (PA&QA)

Bachelor in Pharmacy:

B.Pharmacy : 100

Doctor of Pharmacy

Pharm-D : 30

M.Pharmacy

M.Pharm (Pharmaceutics) : 18

M.Pharm (PA&QA) : 18

STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES

Ethics and Conduct:

- 1.1 This Code shall apply to all kinds of conduct of students that occurs on the Institute 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 Institute's Interests or reputation.
- 1.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that.
 - a) He/she shall be regular and must complete his/her studies in the Institute.
 - b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the Deans
 - c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the Institute on a scholarship, the said grant shall be revoked.
- 1.3 Institute believes in promoting a safe and efficient climate by enforcing behavioural Standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- 1.4 All students must deter from indulging in any and all forms of misconduct including Partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include.
- 1.5 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- 1.6 Intentionally damaging or destroying Institute property or property of other students and/or faculty members
- 1.7 Any disruptive activity in a class room or in an event sponsored by the Institute.
- 1.8 Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards.
- 1.9 Participating in activities including:

- 1.9.1 Organizing meetings and processions without permission from the Institute.
- 1.9.2 Accepting membership of religious or terrorist groups banned by the Institute/Government of India
- 1.9.3 Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or Potential weapons, fireworks, contrary to law or policy.
- 1.9.4 Unauthorized possession or use of harmful chemicals and banned drugs
- 1.9.5 Smoking on the campus of the Institute
- 1.9.6 Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute
- 1.9.7 Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- 1.9.8 Rash driving on the campus that may cause any inconvenience to others
- 1.9.9 Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- 1.9.10 Theft or unauthorized access to others resources
- 1.9.11 Misbehavior at the time of student body elections or during any activity of the Institute.
- 1.9.12 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.
- 1.9 Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
- 1.10 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- 1.11 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- 1.12 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.

1.14. 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 Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

1.15. Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises.

1.16. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

1.17 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

2. If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

2.1 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.

2.2 RESTRICTIONS -Reprimanding and restricting access to various facilities on the campus for a specified period of time.

2.3 COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

2.4 EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student related activities or campus residences etc.

2.5 MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

2.6 SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc.

Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

2.7 Ineligibility to reapply for admission to the Institute for a period of three years, and

2.8 Withholding the grade card or certificate for the courses studied or work carried out 5

APPEAL: If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Director. The Director may decide on one of the following:

3.1 accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

3.2 Refer the case back to the committee for reconsideration. In any case the Director's decision is final and binding in all the cases where there is a possible misconduct by a student.

4. 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 and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, a violation of academic integrity constitutes a serious offence.

4.1 Scope and Purpose:

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and are required to adhere to the said policy.

The purpose of the Policy is twofold: To clarify the principles of academic integrity, and

- To provide examples of dishonest conduct and violations of academic integrity.
- NOTE: These examples are only illustrative, NOT exhaustive.

B. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

C. The principles of academic integrity require that a student

- Properly acknowledges and cites use of the ideas, results, material or words of others. Properly acknowledges all contributors to a given piece of work
- 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. Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions. Treats all other students in an ethical manner, respecting their integrity
- Right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

4.2 Violations of this policy include, but are not limited to:

- (i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.
- (ii) Examples of plagiarism include:
 - (a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
 - (b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
 - (c) 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.
 - (d) Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
 - e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
 - f) Paraphrasing or changing an author's words or style without citation.

(iii) Cheating

Cheating includes, but is not limited to:

(a) Copying during examinations, and copying of home

Use proper methodology for experiments and computational work. Accurately describe and compile data.

(b) 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.

(c) 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”).

(d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.

(e) 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.

(f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

4.3. Individual and Collective Responsibility:

The responsibility varies with the role one plays.

a) Student roles: Before submitting a thesis (M PHARM, or PhD) to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web

A) 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 in a timely manner.

b) 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.

c) Institutional roles: A breach of academic integrity is a serious offence 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 offence, 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.

5. ANTI-RAGGING:

The Institute has a coherent and an 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 in view of the directions issued by the Hon'ble Supreme Court of India 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 kindly to

5.1 Ragging constitutes one or more of the following acts:

a) 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;

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 in 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 and appended policies.

TEACHERS' HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES

1. The Teacher's responsibilities to the Pupils in his/her care:

1.1 The teacher shall give foremost consideration to the pupil's well-being.

1.2 The teacher shall direct his/her whole professional effort to assist the pupil to develop his/her whole personality including his/her ability to work.

1.3 The teacher shall foster in his/her pupils honesty, integrity, and consideration for others and shall do nothing, by precept or example, to discredit these qualities.

1.4 The teacher shall act, and shall be seen to act, with justice.

1.5 The teacher shall exercise authority in accordance with the law of the land and with evolving concepts of the pupil's needs and rights.

1.6 The teacher shall recognize that each child is an individual and that children can differ in what is required for the promotion of their education.

1.7 The teacher shall recognize an obligation to assist all pupils under his/her charge to develop their talents suitably and to the fullest extent feasible.

1.8 The teacher shall recognize that s/he should work with parents to promote the welfare of pupils, particularly by consulting

The teacher shall make reasonable effort to protect the pupil from conditions harmful to learning or to health and safety.

1.10 The teacher shall not intentionally expose the pupils to embarrassment or disparagement.

1.11 The teacher shall not use professional relationships with pupils for private advantage.

1.12 The teacher shall not disclose information about pupils obtained in the course of professional service unless such disclosure serves a compelling professional purpose or is required by law.

2. The Teacher's Responsibilities to his/her Colleagues and the Teaching Profession

2.1 The teacher shall respect the professional standing and opinions of his/her colleagues and shall maintain in his/her relations with them the highest standards of professional courtesy.

2.2 The teacher shall be prepared to help in all possible ways junior colleagues and those in training.

2.3 The teacher shall accept the authority of senior professional colleagues while retaining the right to express professional opinion.

2.4 The teacher shall recognize his/her obligation to advance the causes of education and hence the causes of the teaching profession.

2.5 The teacher shall recognize his/her obligation to improve his/ her effectiveness as a teacher in every possible way.

2.6 The teacher shall recognize his/her responsibility for his/her own actions and judgements and s/he shall be prepared to stand by their consequences.

2.7 The teacher shall recognize his/her duty to manifest responsibility, individual initiative and integrity in his/her teaching and other professional actions within guidelines laid down for the profession.

2.8 The teacher shall not knowingly make a false statement concerning the qualifications and competence of a candidate applying for a position.

2.9 The teacher shall not accept gratuity, gift or favour that might impair or appear to influence professional decisions or actions.

CODE OF CONDUCT FOR GOVERNING BODY

Objectives

- 1 To set out an agreed set of ethical principles;
- 2 To promote and maintain confidence and trust in the governing body of The Institute.
- 3 To prevent the development or acceptance of unethical practices;
- 4 To promote the highest legal, management and ethical standards in all the activities of the Institute;
- 5 To promote compliance with best current governance and management practices in all the activities of the institute.

Information

Governing Body members are required to respect the confidentiality of sensitive information held by the institute. This would constitute material such as.

- a. Personal information;
- b. Information received in confidence by the institute;
- c. Any commercially sensitive information or other information sensitive to the reputation of the institute

Members of Governing Body will observe due confidentiality in relation to all discussions and decisions taken at meetings of the governing body.

Governing body members acknowledge the responsibility to be loyal to the institute and to be fully committed to all its activities, with due respect to the tenets of academic freedom, while mindful that the institute itself must at all times take into account the interests of its students and providers of funds including taxpayers.

The governing bodies of the institute place the highest priority on promoting and preserving the health and safety of its employees and students

The institute will provide practical guidance and direction as required on such areas as gifts and entertainment and on other ethical considerations which may arise.