



KONKAN GYANPEETH

RAHUL DHARKAR COLLEGE OF PHARMACY & RESEARCH INSTITUTE, KARJAT

(Approved by AICTE & P.C.I. (New Delhi), D.T.E. (Govt. of Maharashtra) and Affiliated to Mumbai University)

- Konkan Gyanpeeth Shaikshnik Sankul, Vengaoon Road, Dahivali - Parade,
Post- Tiwari, Tal- Karjat, Dist- Raigad 410201 (Maharashtra) INDIA.

Tel: 220315, 220312, 9970070562

Fax: (02148)220303

E-mail: p.kgrdcp@gmail.com

Website: www.kgrdcp.com

Smt. Anupama Dharkar Wangdi
Chariperson

Capt. Sariputta Wangdi
Vice Chairman

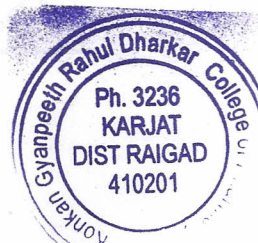
Shri. P. V. Shringapure
Secretary & CEO

Shri Z. A. Dabhiya
Treasurer

Dr. M. K. Kale
Principal

Sr. No.	Code of conduct for the Governing Body/ Management
1.	Decisions and resolutions made by the Governing Body, Executive Body and institute is obligatory.
2.	The members of Governing Body shall maintain their character, transparency, mannerisms and good image.
3.	No property of institute will be used for personal benefits.
4.	The members of the Governing Body can obtain service from the institute employee as and when required in the interest of the college.
5.	Any member of Governing Body will not express non-satisfaction with any decision made by the Executive Body, it will be discussed or expressed in the meeting only, one must respect majority taking the decisions.
6.	Any member of Governing Body needs any primary information from Institute; he/she will communicate to the Principal and will not have any oral or written communication with the employee or should not be made public.
7.	If any misbehavior and action by the employee defames the Institute, it will be communicated to the principal orally or in writing.
8.	All shall mind that no person is greater than Institute.
9.	The Governing Body will receive all communication in writing only from the Principal, in the same way the Governing Body will reciprocate their decision through principal.
10.	Respect other member's opinion and give them a chance to express, if necessary permit to register contradictory opinion.
11.	Finance should be managed with top priority to salary of employee. All fees be kept as FDs in the nationalized bank. Principal to manage the expenditure with in the actual proposed budget.

Mr. Pradeepchandra V. Shringarpure
CEO & Secretary



Dr. M. K. Kale
Principal



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Sr. No.	Code of conduct for Principal
1	Academic growth of the college.
2	Participation in the teaching, research and training programmes of the college.
3	Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University. Institute for academic competence of the Faculty Member.
4	Admission of students, maintenance of disciplines of the Institute.
5	Receipts, expenditure and maintenance of true and correct accounts.
6	The overall administration of the Institute.
7	Correspondence relating to the administration of the Institute.
8	Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, students welfare activities of the Institute and Recognized Institution and maintenance of records.
9	Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
10	Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/ recognized Institution.
11	Overall supervision of the University Examinations.
12	Observance of provisions of Accounts code.
13	Maintenance of Self -Assessment Reports of teachers and their service Books.
14	Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.


Mr. (Pradeepchandra V. Shringapure)
CEO & Secretary




Dr. M. K. Kale
Principal



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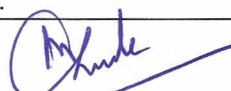
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Sr. No.	Code of conduct for Faculties
1	Publication of papers in National and International journal of indexed/cited//impact factor level/ UGC approved Journal
2	Publication of books /Articles/Chapters
3	Involve in consultancies /PATENTS/Industry-Institute Interactions
4	To submit proposals & work for AICTE/PCI/DST/DBT/ICMR/ AYUSH/CSIR/SERB etc. Sponsored projects or additional funds/Grants/university minor projects/
5	Participation/Organizing Seminars, Conferences, FDP, Avishkar
6	To deliver guest lecture/to chair the sessions, involve in scientific sessions.
7	To conduct /organize exam at university level as examination/Moderation on committee members
8	Few hours dedicated to solve questions from University exams papers of previous year in a class.
9	Very effective Teachers-guardian scheme with regular contacts & Keep them well informed
10	Quality of paper for periodic exams is ensured by: Moderation by examinations and academic heads by checking whether the paper set is within syllabus or not and by checking whether the pattern is same as of University of Mumbai paper
11	Teaching -learning material is to be prepared and provided to students. Use of ICT at the most for effective teaching.
12	Compulsory one topic should be covered on content-beyond-syllabus (Additional topics) for all the subject taught in a particular year and one practical be added.
13	Unit-wise model questions as per University exams papers be made for the subjects as question bank.
14	Submit Attendance on monthly basis on or before 5 th of every month to academic Incharge.
15	Valuation work be completed at the earliest.
16	No. of lectures held Vs supposed to be held should be always equal or more than 100% & Engage class (Theory & Practical's) as per Time table
17	Focus on Industry oriented projects for the students.
18	Personal interview of the students to know the students better and to identify weak and merit students.
19	Improvement of result /result analysis & review should be taken regularly
20	Completion of allocated work with in time limit with responsibility to enhance the quality and thereby development of college
21	Save energy and go green whenever possible in campus.
22	To take leave with prior permission. Make alternative arrangement for leave period.
23	Participation & avail membership in professional society activities like IPA/PSI/IPGA/APTI etc
24	Participation in (Disease/Drug) or social Awareness Programs/ Rallies/Blood donation etc.
25	Prepare Do's & Don't for Laboratories, inform about Precautions & use of hazardous chemicals/drugs/ College display
26	Innovations for museum /display
27	Suggestion for fund raising/ programs/sponsorship etc.
28	Prepare your Practical Scheme, Journal format of the respective Semester and submit requirement in advance.
29	To participate in PMKVY/UBA/Swachhata Abhiyan etc.
30	To participate and celebrate birth/death anniversary of eminent leaders of India
31	To motivate the students to participate in seminar/projects/competition in and outside college.
32	To discipline and motivate the students and strive for their excellence, overall development and better placement or higher education.
33	To supplement cultural, library, exam, placement department etc. activities whenever required.


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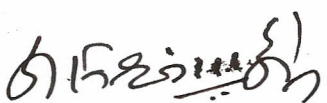
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Treasurer

Dr. M. K. Kale
Principal

Sr. No.	Code of conduct for Students
1	Follow discipline in college. Be polite, sincere, regular & disciplined.
2	Attend the tutorials/ quizzes/ assignments or any academic work assigned by the respective subject teacher.
3	Complete the manual within given time frame. Be punctual.
4	Actively participate in the college curricular, extracurricular, and cultural and sports activities.
5	Participate in seminar/ conference/ project/ competition/ quiz within and outside the college.
6	Participate in university activities.
7	Always enter lab with clean & neat apron. Always be aware of DO's & DON'T's
8	Follow the library rule as per instructions. Silence should be observed. Mobile must be switched off/ silenced in library. Enter with ID & Library Card.
9	Follow the lab requirement for respective lab as per instructed by respective subject teacher.
10	Attend the class regularly.
11	Do not misbehave/misconduct in college.
12	Regularly go through the notice board of General, Office, exam, library, placement for any notice.
13	Interact with respective subject teacher, Mentor, HOD in case of any problem.
14	Be active student member & be representative in various committees as and when needed.
15	Avoid unnecessary use of mobile phone in college premises. Mobiles phones are prohibited in classroom, laboratory and in library.
16	Do not indulge bad practices within college premises.
17	Do not smoke or chew tobacco in college premises.
18	Follow the timings of bus or as and when instructed.
19	Be always in clean uniform & well dressed.
20	Carry identity card in college premised.


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