

CODE OF CONDUCT

Preamble

The Code of Conduct for Goel Institute of Pharmacy and Sciences (GIPS) serves as a comprehensive framework to uphold the highest standards of academic excellence, professional behavior, and ethical conduct. This document is designed to guide all stakeholders, including students, faculty, staff, and visitors, in maintaining a positive and inclusive environment that supports personal and institutional growth. By adhering to this Code, every member contributes to the institute's mission of fostering innovation, research, and professionalism in pharmacy education.

General Principles

1. Integrity and Ethics

Integrity and ethics are the cornerstones of our institutional culture. All members are expected to act with honesty, fairness, and transparency in their academic, professional, and personal endeavors. Any form of dishonesty, such as plagiarism, cheating, or fraud, is strictly prohibited.

2. Respect and Inclusivity

GIPS celebrates diversity and inclusivity, ensuring a safe and welcoming environment for individuals from all backgrounds. Members are expected to treat each other with respect, valuing differences in opinions, cultures, and identities.

3. Commitment to Excellence

The pursuit of excellence is encouraged in all aspects of academic and professional life. Members are urged to continuously improve their skills, knowledge, and contributions to the institute and society.

4. Accountability and Responsibility

Every individual is accountable for their actions and decisions. This includes adherence to institutional policies, fulfillment of responsibilities, and proactive participation in initiatives that promote the institute's values.

5. Professional Behavior

Professionalism is a key expectation for all members. This includes maintaining decorum, respecting institutional property, and representing the institute positively within and outside the campus.

CODE FOR STUDENTS

Academic Integrity

1. Attend all academic sessions, including lectures, laboratory work, and seminars, regularly and punctually.
2. Complete and submit academic assignments, projects, and examinations with honesty and originality, refraining from any form of malpractice.
3. Participate actively in academic discussions, research activities, and co-curricular programs to enhance learning and personal development.
4. Use institutional resources, such as libraries and laboratories, responsibly and ethically.
5. Cite all sources accurately and appropriately in academic work to avoid plagiarism.
6. Seek clarification from instructors when in doubt about assignment requirements or academic expectations.

Behavioral Expectations

1. Maintain discipline and decorum within the campus premises and during off-campus events.
2. Show respect towards faculty, staff, peers, and visitors, promoting a culture of mutual respect and cooperation.
3. Comply with the institute's dress code and grooming standards, reflecting professionalism and respect for the academic environment.
4. Practice responsible use of social media and avoid sharing false or defamatory content that may harm the institute's reputation.
5. Foster a sense of teamwork and collaboration by actively supporting peers in group projects and activities.
6. Respect the privacy and boundaries of others, including refraining from unauthorized photography or recording.

Prohibited Conduct

1. Possession, consumption, or distribution of drugs, alcohol, or tobacco products on campus is strictly forbidden.

2. Harassment, bullying, discrimination, or any form of misconduct towards others, whether verbal, physical, or online, will result in disciplinary action.
3. Acts of vandalism, theft, or misuse of institutional property are prohibited.
4. Any activities that disrupt the academic environment or violate local, state, or national laws will not be tolerated.
5. Bringing weapons or hazardous materials onto campus is strictly prohibited.
6. Engaging in unauthorized protests, strikes, or disruptions that interfere with the institute's operations is not allowed.
7. Unauthorized use of institutional branding or representation without prior approval is forbidden.

Co-Curricular and Extra-Curricular Engagement

1. Actively participate in institute-organized cultural, sports, and technical events to foster holistic development.
2. Adhere to event guidelines and maintain discipline during all co-curricular and extracurricular activities.
3. Represent the institute with integrity and professionalism during external competitions or events.

CODE FOR FACULTY

Teaching and Mentorship

1. Deliver educational content with dedication, clarity, and impartiality, ensuring equal opportunities for all students to learn and grow.
2. Foster critical thinking, creativity, and problem-solving skills among students by employing innovative teaching methodologies.
3. Provide timely feedback on academic performance and be accessible for mentorship and guidance.
4. Encourage academic honesty and discourage any form of malpractice in student assessments.
5. Recognize and address diverse learning needs, tailoring teaching strategies to support students with different abilities and backgrounds.
6. Promote a culture of lifelong learning and curiosity by inspiring students to pursue knowledge beyond the curriculum.

Research and Ethical Conduct

1. Conduct research with integrity, adhering to ethical guidelines and avoiding plagiarism or data manipulation.

2. Publish research findings in credible journals and ensure proper acknowledgment of contributors and funding sources.
3. Mentor students and colleagues in research activities, fostering a collaborative and inquisitive academic culture.
4. Ensure compliance with safety protocols and ethical standards in laboratory and fieldwork.
5. Seek external funding and grants to support innovative research projects and enhance institutional capabilities.
6. Actively participate in interdisciplinary research initiatives, contributing to the advancement of knowledge across fields.

Institutional Contribution

1. Actively participate in institutional committees, events, and initiatives to support the institute's mission and vision.
2. Collaborate with peers and external stakeholders to enhance the quality of education and research at GIPS.
3. Support and implement institutional policies and encourage student adherence to the Code of Conduct.
4. Serve as role models in professional behavior, demonstrating ethical conduct and respect for institutional values.
5. Engage in community outreach programs, representing the institution and fostering its reputation within society.
6. Contribute to the development and revision of academic programs, ensuring they remain relevant and impactful.
7. Promote and uphold a safe, inclusive, and supportive environment for students and colleagues.

CODE FOR ADMINISTRATIVE AND SUPPORT STAFF

Professional Conduct

1. Perform duties with diligence, accuracy, and a commitment to quality service.
2. Maintain confidentiality of institutional records and sensitive information.
3. Provide courteous and efficient support to faculty, students, and visitors, ensuring a positive and productive environment.
4. Exhibit professionalism in communication, both verbal and written, with all stakeholders.
5. Continuously seek opportunities for professional development and skill enhancement to improve service delivery.

6. Handle complaints, grievances, and feedback in a constructive and solution-oriented manner.
7. Demonstrate adaptability and resilience when facing workplace challenges or changes.
8. Uphold ethical standards and discourage any form of misconduct among colleagues.

Workplace Ethics

1. Promote a collaborative and respectful workplace culture by fostering teamwork and mutual respect.
2. Refrain from engaging in favoritism, discrimination, or any unethical practices in the workplace.
3. Adhere to institutional policies, including attendance, punctuality, and use of institutional resources responsibly.
4. Act with integrity and transparency in all interactions and decision-making processes.
5. Respect diversity and inclusion by valuing contributions from individuals of all backgrounds.
6. Avoid conflicts of interest and disclose any potential issues that may affect impartiality or judgment.
7. Uphold the institution's reputation by demonstrating ethical behavior both inside and outside the workplace.
8. Encourage open dialogue and constructive feedback to improve workplace relations and performance.

Service Excellence

1. Strive for excellence in all tasks and responsibilities, ensuring timely and accurate completion of assignments.
2. Take proactive steps to understand and meet the needs of faculty, students, and visitors.
3. Regularly assess and improve processes to enhance service quality and efficiency.
4. Embrace innovative approaches to problem-solving and operational challenges.
5. Respond promptly to inquiries and requests, maintaining a helpful and approachable demeanor.
6. Ensure that facilities and resources are well-maintained and readily available to those in need.
7. Deliver consistent and reliable service that aligns with institutional values and goals.

Accountability and Responsibility

1. Accept responsibility for personal actions and decisions, learning from mistakes to foster growth.

2. Ensure proper documentation and record-keeping to uphold transparency and accountability.
3. Follow up on assigned tasks and projects to guarantee completion within deadlines.
4. Safeguard institutional assets, including equipment, finances, and information systems, against misuse or damage.
5. Monitor and manage workloads effectively, ensuring that priorities are addressed without compromising quality.
6. Support colleagues by sharing knowledge, resources, and assistance when needed.

Safety and Compliance

1. Adhere to safety protocols and guidelines to ensure a secure environment for all.
2. Report hazards, incidents, or violations promptly to the appropriate authorities.
3. Participate in mandatory training sessions to stay updated on safety and compliance requirements.
4. Encourage a culture of safety by promoting awareness and preventive measures among colleagues and visitors.
5. Maintain a clean and organized work environment to minimize risks and enhance safety.

Community Engagement

1. Represent the institution positively in external interactions and community engagements.
2. Support institutional events, activities, and initiatives that contribute to the college's mission and vision.
3. Foster relationships with community partners and stakeholders to enhance institutional impact and visibility.
4. Advocate for sustainability and environmentally responsible practices within the institution and community.
5. Volunteer for community service projects that align with the institution's values and social responsibilities.

CODE FOR VISITORS

Conduct on Campus

1. Visitors are expected to respect the rules and regulations of the institute during their stay on campus.
2. Avoid engaging in disruptive behavior or activities that may interfere with academic or administrative operations.
3. Obtain necessary permissions for accessing restricted areas or participating in collaborative projects.

4. Dress appropriately and maintain decorum that aligns with the values of the institution.
5. Comply with all safety and security measures implemented on campus.
6. Refrain from using mobile phones or other electronic devices in areas where silence is required.
7. Dispose of waste responsibly to maintain cleanliness and environmental sustainability on campus.
8. Use designated parking areas and follow traffic guidelines to ensure smooth vehicular movement.
9. Show respect towards staff, students, and other visitors, fostering a harmonious campus environment.
10. Abide by instructions provided by security personnel or administrative staff at all times.

Prohibited Activities

1. Smoking, consuming alcohol, or engaging in unlawful activities on campus is strictly prohibited.
2. Any act of damage to property or behavior that undermines the institute's principles will result in necessary action.
3. The use of abusive language, harassment, or any form of violence will not be tolerated.
4. Unauthorized distribution or display of promotional materials or solicitation is prohibited.
5. Carrying weapons, explosives, or hazardous materials onto campus is strictly forbidden.
6. Engaging in activities that compromise the safety, security, or reputation of the institution is prohibited.
7. Littering or polluting the campus environment is not allowed.
8. Unauthorized recording or photography of individuals or institutional activities is prohibited.
9. Tampering with fire safety equipment, alarms, or other emergency systems is strictly forbidden.
10. Any behavior that disrupts the academic or professional activities of the institution will be met with disciplinary action.

RESEARCH ETHICS

Ethical Guidelines

1. Ensure all research activities comply with ethical standards, including obtaining informed consent from participants and maintaining confidentiality.
2. Avoid any form of research misconduct, such as fabrication, falsification, or plagiarism.
3. Properly acknowledge all contributors, funding agencies, and sources in research publications and presentations.

4. Respect the rights, welfare, and dignity of all research participants, ensuring no harm is caused during research activities.
5. Seek approval from an Institutional Review Board (IRB) or equivalent ethics committee before commencing research involving human or animal subjects.
6. Maintain accurate and transparent records of research activities and results for accountability and reproducibility.
7. Uphold honesty and integrity in collaborative research, ensuring equitable sharing of data, resources, and credit.

Use of Resources

1. Utilize institutional resources, including laboratories, equipment, and funding, responsibly and for authorized purposes only.
2. Follow safety protocols and ethical practices in the disposal of hazardous materials and waste generated during research activities.
3. Minimize resource wastage by implementing sustainable practices in research operations.
4. Report any misuse or theft of resources to the appropriate authorities immediately.

GRIEVANCE REDRESSAL MECHANISM

Reporting and Resolution

1. A Grievance Redressal Committee will be established to address complaints from students, faculty, and staff in a confidential and impartial manner.
2. Grievances can be reported through multiple channels, including emails, or in-person meetings.
3. The committee will ensure prompt investigation and resolution of grievances, maintaining transparency and fairness.
4. Regular training sessions will be conducted to educate stakeholders about the grievance redressal process and their rights.
5. Anonymous grievance reporting mechanisms will be implemented to encourage reporting without fear of retaliation.

Appeal Process

1. Individuals dissatisfied with the resolution can submit a written appeal to a higher authority within the institute.
2. Appeals must clearly state the grounds for reconsideration, and the decision of the appellate body will be final.
3. The appeal process will include a re-evaluation of the grievance by a separate panel to ensure impartiality.

4. Timelines for filing and addressing appeals will be clearly communicated to all stakeholders.
5. Outcomes of appeals will be documented and shared with the concerned parties promptly.

ENFORCEMENT AND DISCIPLINARY MEASURES

Handling Violations

1. Violations of the Code of Conduct will be thoroughly investigated by a designated disciplinary committee.
2. Depending on the severity, disciplinary actions may include verbal or written warnings, monetary fines, suspension, or expulsion (for students) and termination of employment (for staff or faculty).
3. Any criminal activities or violations of the law will be reported to the appropriate authorities for legal action.
4. Repeat offenses will be met with progressively stricter disciplinary actions to deter misconduct.
5. Opportunities for restorative justice or mediation may be provided to resolve conflicts amicably, where appropriate.

Communication of Actions

1. All disciplinary actions will be documented, and the concerned parties will be informed in writing.
2. Efforts will be made to counsel and rehabilitate individuals, where possible, to prevent future violations.
3. Summary reports of disciplinary actions, maintaining confidentiality, will be shared with the institutional leadership for review and accountability.
4. Awareness programs will be conducted to educate the campus community about consequences of violations and the importance of adherence to codes of conduct.