



# JEYPORE COLLEGE OF PHARMACY



(Under the patronage of Banagiri Development Trust)  
Approved by Government of Odisha, Pharmacy Council of India, New Delhi  
& Affiliated to Biju Patnaik University of Technology

Ref No.:

7.1.9

Date:

## HUMAN VALUES AND PROFESSIONAL ETHICS



**JEYPORE COLLEGE OF PHARMACY**  
(Under the patronage of Banagiri Development Trust)  
Approved by Government of Odisha, Pharmacy Council of India, New Delhi  
& Affiliated to BPUT & Odisha University of Health Sciences

Ref. No.: JCP/19C/2023 Date: 23/9/2023

**Code of Conduct Committee**

**Composition:**

1. Chairperson: [Dr. Prithwiraj Mohapatra], [Principal]

**2. Members:**

[Dr. Sangram Keshari Panda], [Vice-Principal]

1. [Dr. Saroj Kumar Sahu], [Professor]

2. [Mr. Santosh Kumar Panda], [Professor]

3. [Dr. S.K.M.D Akhatar Ali], [Professor]

3. Secretary: [Dr. Sangram Keshari Panda], [Vice-Principal]

**Terms of Reference:**

1. To formulate and review the Code of Conduct for the institution.

2. To ensure that the Code of Conduct is communicated to all stakeholders.

3. To monitor and enforce compliance with the Code of Conduct.

4. To investigate and address any complaints or breaches of the Code of Conduct.

5. To provide guidance and support to stakeholders on matters related to the Code of Conduct.

**Functions:**

1. Developing and reviewing policies and procedures related to the Code of Conduct.

2. Conducting workshops and training programs to promote awareness and understanding of the Code of Conduct.

3. Providing counseling and support to stakeholders on matters related to the Code of Conduct.

4. Investigating and addressing complaints or breaches of the Code of Conduct.

5. Reviewing and updating the Code of Conduct as necessary.

**Meeting Frequency:**

The Code of Conduct Committee shall meet at least once a quarter, or as necessary, to discuss and address matters related to the Code of Conduct.

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FIG-1 COMMITTEE



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## JCP CODE OF CONDUCT

### A CODE OF CONDUCT FOR STUDENTS

A code of conduct for students in Jeypore College of Pharmacy, like any educational institution, typically outlines the expected behavior, responsibilities, and ethical standards that students are expected to adhere to. While I can't provide the exact code of conduct for Jeypore College of Pharmacy, here's a general outline of what such a code might include:

#### 1. Academic Integrity:

- Uphold honesty and integrity in all academic endeavors.
- Avoid plagiarism, cheating, or any form of academic dishonesty.
- Respect intellectual property rights and give proper credit to sources.

#### 2. Respect and Civility:

- Treat all members of the college community with respect, dignity, and courtesy.
- Avoid disruptive behavior that interferes with the learning environment or infringes upon the rights of others.
- Respect differences in opinions, backgrounds, and beliefs.

#### 3. Attendance and Punctuality:

- Attend all classes, labs, and academic activities regularly and punctually.
- Notify instructors in advance for any unavoidable absences or tardiness.

#### 4. Professionalism:

- Dress appropriately for academic and professional settings.
- Behave in a manner that reflects positively on oneself and the college.

#### 5. Health and Safety:

- Adhere to all health and safety protocols and regulations.
- Report any unsafe conditions or incidents to the appropriate authorities.

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## 6. Use of College Resources:

- Use college resources, facilities, and equipment responsibly and for their intended purposes.
- Respect the property of the college and fellow students.

## 7. Social Responsibility:

- Engage in community service and activities that contribute positively to society.
- Avoid involvement in activities that may harm oneself or others, including substance abuse.

## 8. Conflict Resolution:

- Resolve conflicts and disagreements in a constructive and respectful manner.
- Seek assistance from faculty, staff, or appropriate authorities when needed.

## 9. \*\*Privacy and Confidentiality\*\*:

- Respect the privacy and confidentiality of others, including personal information and academic records.

## 10. \*\*Compliance with College Policies\*\*:

- Familiarize oneself with and adhere to all college policies and regulations.
- Accept responsibility for one's actions and the consequences of violating college policies.

It's essential for students to review and understand their college's specific code of conduct, as it may include additional guidelines or regulations tailored to the institution's values and expectations.

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## A CODE OF CONDUCT FOR FACULTY

1. **Teaching Excellence:**
  - Strive for high standards of teaching and academic excellence.
  - Provide students with a supportive and stimulating learning environment.
  - Continuously update knowledge and teaching methodologies to enhance student learning outcomes.
2. **Professionalism and Integrity:**
  - Conduct oneself with honesty, integrity, and transparency in all professional interactions.
  - Adhere to ethical standards and academic integrity principles.
  - Avoid conflicts of interest and maintain objectivity in decision-making processes.
3. **Respect and Collegiality:**
  - Treat students, colleagues, staff, and all members of the college community with respect, dignity, and courtesy.
  - Foster a culture of inclusivity, diversity, and mutual respect.
  - Collaborate with colleagues in a spirit of collegiality and cooperation.
4. **Mentorship and Guidance:**
  - Provide mentorship and guidance to students to support their academic, professional, and personal development.
  - Serve as positive role models and inspire students to achieve their full potential.
  - Be accessible and approachable to students for academic support and advice.
5. **Research and Scholarship:**
  - Conduct research and scholarly activities with integrity and in accordance with ethical guidelines.
  - Promote a culture of research excellence and innovation within the college.
  - Encourage and support students' involvement in research and scholarly endeavors.
6. **Professional Development:**
  - Engage in continuous professional development activities to enhance teaching effectiveness, scholarly productivity, and professional growth.
  - Participate in relevant workshops, conferences, and seminars to stay current in one's field of expertise.
  - Seek opportunities for interdisciplinary collaboration and academic networking.
7. **Adherence to Policies and Regulations:**
  - Familiarize oneself with and comply with all college policies, procedures, and regulations.

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- Uphold academic freedom while respecting institutional guidelines and standards.
  - Report any violations of policies or unethical behavior to the appropriate authorities.
8. **Confidentiality and Privacy:**
- Respect the confidentiality of student records, personal information, and academic matters.
  - Safeguard sensitive information and use it only for legitimate academic or administrative purposes.
9. **Community Engagement and Service:**
- Engage in service activities that contribute to the college, local community, and profession.
  - Participate in outreach programs, professional associations, and community service initiatives.
10. **Health and Safety:**
- Prioritize the health, safety, and well-being of students and colleagues in all academic and research activities.
  - Adhere to health and safety protocols and regulations to ensure a safe learning and working environment.

It's crucial for faculty members to familiarize themselves with the specific code of conduct established by Jeypore College of Pharmacy and actively uphold its principles and standards in their professional roles.

## A CODE OF CONDUCT FOR NON-TEACHING STAFF AND ADMINISTRATIVE STAFF

A code of conduct for non-teaching and administrative staff at Jeypore College of Pharmacy would outline expectations for professionalism, ethical behavior, and responsibilities within their roles. While specific details may vary, here's a generalized outline of what such a code might include:

1. **Professionalism and Integrity:**
  - Conduct oneself with honesty, integrity, and transparency in all professional interactions.
  - Uphold high ethical standards and adhere to the college's policies and regulations.
  - Demonstrate professionalism in demeanor, appearance, and communication.
2. **Respect and Collegiality:**

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- Treat students, faculty, colleagues, and visitors with respect, dignity, and courtesy.
  - Foster a positive and inclusive work environment by valuing diversity and promoting mutual respect.
  - Collaborate effectively with colleagues and support teamwork and cooperation.
3. **Confidentiality and Privacy:**
- Respect the confidentiality of sensitive information, including student records, personnel matters, and institutional data.
  - Handle confidential information with discretion and only share it with authorized individuals or entities.
  - Maintain the privacy of personal and sensitive information in accordance with legal and institutional guidelines.
4. **Customer Service and Professionalism:**
- Provide excellent customer service to students, faculty, staff, and visitors by being responsive, helpful, and courteous.
  - Address inquiries, concerns, and requests in a timely and efficient manner.
  - Represent the college in a positive light and strive to enhance its reputation through exemplary service.
5. **Adherence to Policies and Procedures:**
- Familiarize oneself with and adhere to all college policies, procedures, and guidelines relevant to one's role.
  - Seek clarification or guidance from appropriate authorities when unsure about policy interpretation or implementation.
  - Report any violations of policies or unethical behavior to the relevant department or administrative office.
6. **Professional Development:**
- Pursue opportunities for professional development and training to enhance skills, knowledge, and job performance.
  - Stay informed about industry trends, best practices, and technological advancements relevant to one's position.
  - Share acquired knowledge and skills with colleagues to promote continuous improvement and growth within the team.
7. **Health and Safety:**
- Prioritize the health, safety, and well-being of students, staff, and visitors in all activities and operations.
  - Adhere to health and safety protocols, procedures, and regulations to maintain a safe work environment.
  - Report any safety hazards, incidents, or concerns to the appropriate authorities promptly.
8. **Efficiency and Effectiveness:**
- Perform job duties with diligence, efficiency, and attention to detail.

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- Seek ways to improve processes, streamline workflows, and optimize resource utilization.
  - Strive for excellence in job performance and contribute to the overall efficiency and effectiveness of the college's operations.
9. **Conflict Resolution:**
- Resolve conflicts or disagreements with colleagues or stakeholders in a professional, constructive manner.
  - Listen actively, communicate respectfully, and seek mutually acceptable solutions to conflicts.
  - Seek assistance from supervisors or designated mediators when necessary to facilitate conflict resolution.
10. **Commitment to the College's Mission and Goals:**
- Align one's actions and decisions with the college's mission, vision, and strategic objectives.
  - Support institutional initiatives, programs, and events that contribute to the college's success and fulfillment of its mission.
  - Demonstrate dedication and loyalty to the college's mission and values in all aspects of one's work.

Non-teaching and administrative staff members play a crucial role in supporting the overall functioning and success of Jeypore College of Pharmacy. Upholding a code of conduct helps ensure that all staff members contribute positively to the college community and uphold its values and standards.

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