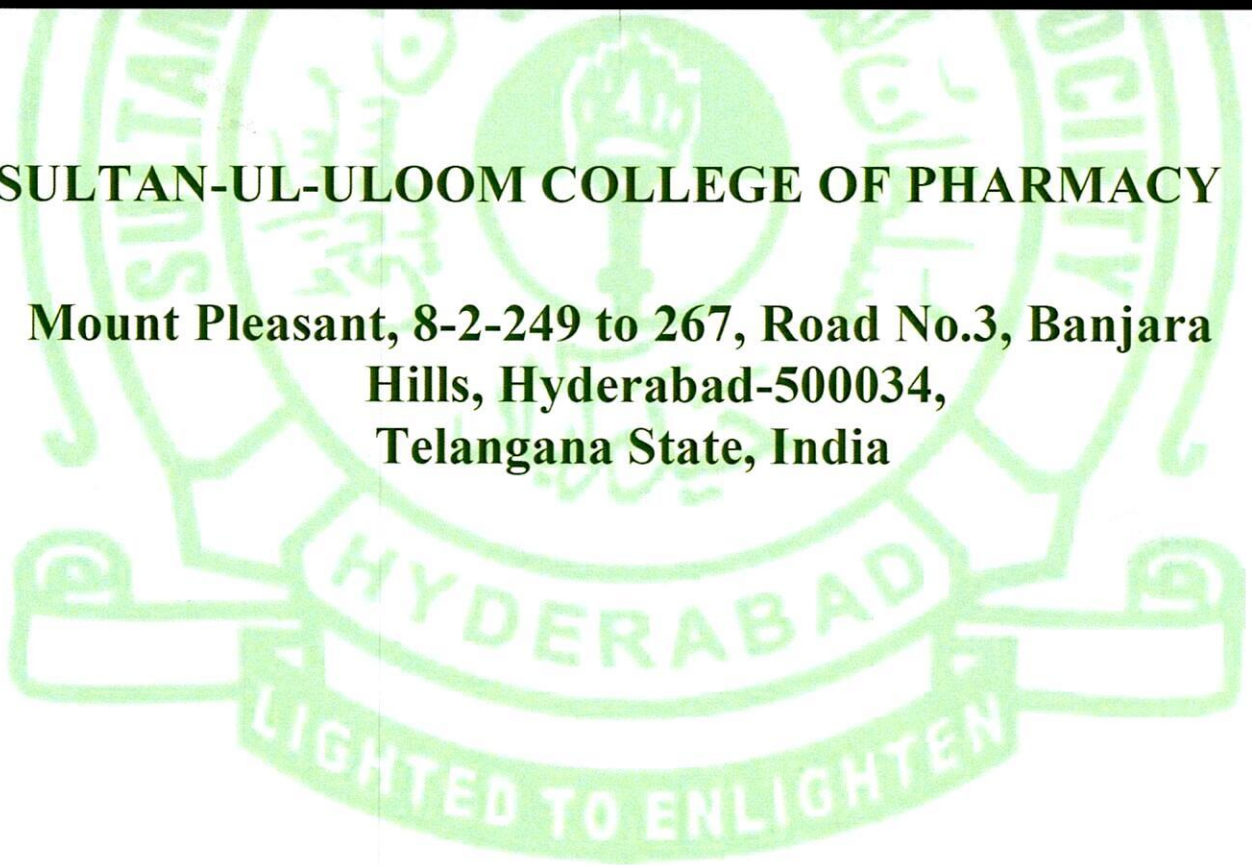




## **SULTAN-UL-ULOOM COLLEGE OF PHARMACY**

**Mount Pleasant, 8-2-249 to 267, Road No.3, Banjara  
Hills, Hyderabad-500034,  
Telangana State, India**



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## **VISION**

Sultan-ul-Uloom College of Pharmacy aspires to emerge as an internationally acclaimed institute of excellence imparting holistic pharmacy education along with innovative research, industry interface and patient care with a humane touch.

## **MISSION**

Our mission is to be an institute of academic excellence in nurturing outstanding pharmacists by

- Ensuring high standards in imparting quality pharmacy education effectively integrating critical thinking, problem solving, team spirit and leadership skills.
- Promoting the academic, entrepreneurial and career growth of the students with ethical values and social commitment for sustainable development.
- Quenching intellectual thirst and fostering scientific temper for cutting edge research in pharmaceutical and clinical sciences that translates into health care and caters to the needs of the society at large.
- Building a collaborative environment with pharmaceutical industries, academic, clinical and research organizations that values and rewards innovation, productivity and life-long learning.

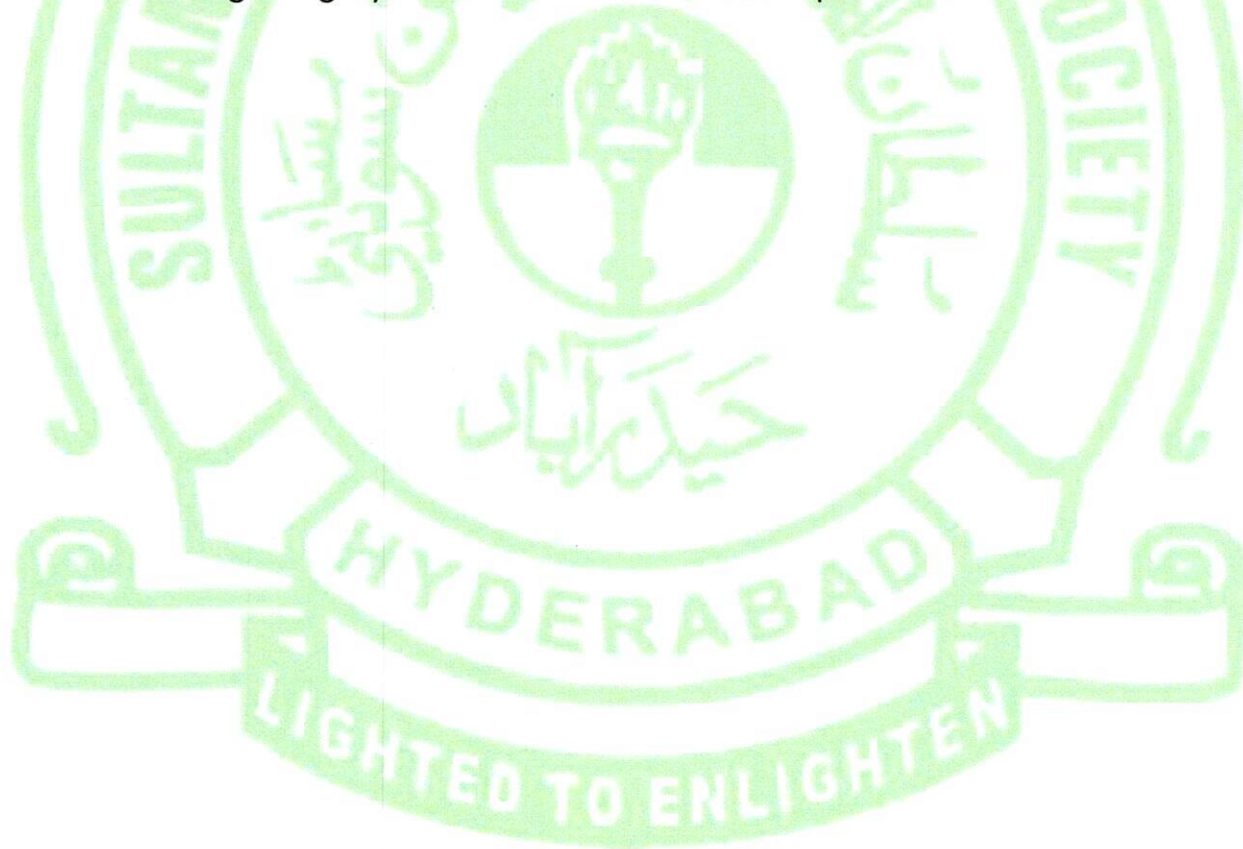
## **Programme Education Objectives**

The Programme Educational Objectives (PEOs) can be summarised into the following five points:

- **PEO I. Academic Excellence:** Graduates of this program shall gain profound knowledge in various disciplines viz., applied mathematics & sciences, anatomy, physiology, pharmacology, pharmaceutics, pharmaceutical chemistry, pharmaceutical analysis, phytochemistry, biotechnology and regulatory affairs to cater to the requirements of pharmaceutical industries, hospital & community pharmacy, clinical research organizations, medical transcription and data management companies.
- **PEO II. Core Competence:** Graduates to be developed into highly competent individuals with practical skills by igniting scientific temper

and promoting intellectual quest to gear ahead towards competitive examinations and diverse careers in the field of pharmaceutical sciences through the process of continuous learning.

- **PEO III. Personality Development and Professionalism:** To inculcate discipline, professionalism, team spirit, communication skills, social and ethical commitment in the graduates in order to adorn leadership roles facilitating improvement in healthcare sector with a distinct professional identity, business acumen, global recognition and sustainable development.
- **PEO IV. Collaboration:** To benefit graduates through industry – institute interface and collaboration works with other academic, clinical and research organizations resulting in confidence building, knowledge advancement and entrepreneurial competencies.
- **PEO V. Regulatory Affairs:** Graduates to be trained in current acts and regulations governing good manufacturing practices, good laboratory practices, good clinical practices and environmental safety, thereby enhancing integrity and ethical values in their profession.



**About the Institute -**

- **Sultan-ul-Uloom College of Pharmacy was established in the year 1997 under the aegis of Sultan-ul-Uloom Education Society.**
- **Approved by Pharmacy Council of India (PCI), All India Council of Technical Education (AICTE), and affiliated to Jawaharlal Nehru Technological University, Hyderabad (JNTUH).**
- **B. Pharm program is accredited by National Board of Accreditation (NBA)**
- **Recognized by the University Grants Commission (UGC) under section 2(f) & 12(B) of the UGC Act, 1956.**
- **8 University Gold Medallists.**
- The focus has been on quality education and continuous improvement.

The institution has continued to exhibit strong academic performance through efforts of qualified faculty, trained supporting staff, need based capital investment on sophisticated lab equipment and above all the unflinching support by the Management of Sultan-ul-Uloom Education Society.

- The multidimensional efforts provide a strong momentum for a secure future in the competitive educational sector.
- The teaching and non-teaching associates have demonstrated teamwork in carrying innovations to upgrade the standard of quality improvement in the areas of Pharmacy Education.

#### **Awards and Recognitions**

- **NAAC Accredited** with 'A' Grade with CGPA 3.252.
- **Re-accredited (B. Pharm.) by NBA** for the period of 03 years effective from 1<sup>st</sup> July 2022.
- Recognised in the band "PROMISING" under the college/Institutes in Atal Ranking Institutions on Innovation Achievements (ARIIA) 2021
- Certificate of Accreditation-graded as A+ for the academic year 2022-2023 in Phase I of National Rural Institutions Sustainability Grading(NRISG)
- Certificate of appreciation for support and participation in TSRTC Health Screening Program held from April 18<sup>th</sup> to June 9<sup>th</sup> 2024
- **Permanent Affiliation (B. Pharm, Pharm D, Pharm D PB, M.Pharm-All Branches):**  
Jawaharlal Nehru Technological University
- **Recognized Under Section 2(f) and 12(B):** UGC, New Delhi.
- **National Service Scheme (NSS) Unit:** Approved by Jawaharlal Nehru Technological University-Hyderabad for 07 Consecutive years for social contribution.

## PHARMACISTS OATH

All the students as well as faculties must need to follow the code of conduct at the vicinity of their work areas like college premises, laboratories, common areas, etc. Everyone follows the **Pharmacists Oath** in order to maintain the professional code at the institute.

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*I swear by the code of Ethics of Pharmacy Council of India in relation with the community and shall acts as an integral part of health care team.*

*I shall uphold the laws and standards governing my profession.*

*I shall strive to perfect and enlarge my knowledge to contribute to the advancement of pharmacy and public health.*

*I shall follow the system which I consider best for pharmaceutical care and counselling of patients.*

*I shall endeavour to discover and manufacture drugs of quality to alleviate sufferings of humanity.*

*I shall hold in confidence the knowledge gained about the patients in connection with my professional practice and never divulge unless compelled to do so by the law.*

*I shall associate with organisations having their objectives for betterment of the Profession of Pharmacy and make contribution to carry out the work of those organisations.*

*While I continue to keep this oath unviolated, may it be granted to me to enjoy life and the practice of pharmacy respected by all, at all times!*

*Should I trespass and violate this oath, may the reverse be my lot!*

## **General Code of Conduct For Students -**

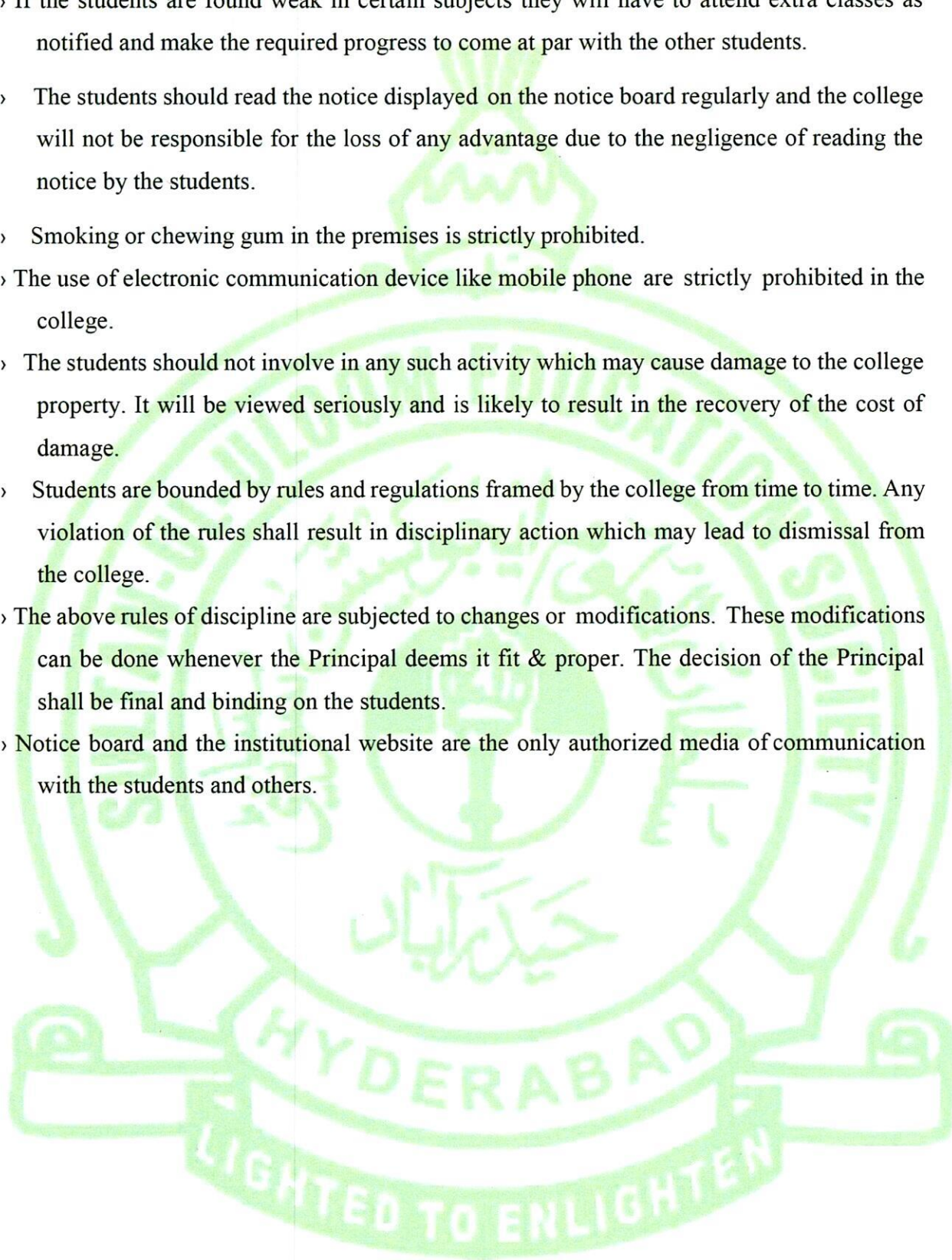
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Rule and regulations at our institutes are set to provide students with guidelines of expected behaviour. These guidelines are set not only to teach student to respect themselves, but also to respect others. When a student misbehaves or acts inappropriately, redirection, distraction and/or firm limit setting is used in the first hand. Calming downtime is used if the misbehaviour continues. We practice a positive approach to discipline.

- › The students should strictly obey the instructions given by the Principal and Teacher from time to time.
- › The students should carry an identity card with them regularly and it should be produced if demanded by authority of the college.
- › Students should be regular and punctual in attending the classes and practical's. The students are required to submit their assignments in the time failing which they shall be subjected to disciplinary action.
- › The college expects 100% attendance for the theory & practical sessions. Some relaxation is possible to extend of 10% on valid grounds and with prior permission of the principal. However, in no case, the attendance should be less than 75% separately for theory and practicals otherwise they shall be detained from appearing for university exams.
- › The students will not be allowed to appear for I / II / III sessional examinations if they fail to maintain 75% attendance in each theory & practical separately. This attendance will be calculated from day one i.e. opening date of the college. No excuses of any sort will be entertained.
- › The attendance for all three sessional of theory & practical's conducted by the college is compulsory.
- › Ragging in any form within or outside the college and hostels is totally banned. When brought to the notice, defaulter will be summarily expelled from the college.
- › Internal evaluation of the subject, may not be permitted to appear for the University examination.



- › If the students are found weak in certain subjects they will have to attend extra classes as notified and make the required progress to come at par with the other students.
- › The students should read the notice displayed on the notice board regularly and the college will not be responsible for the loss of any advantage due to the negligence of reading the notice by the students.
- › Smoking or chewing gum in the premises is strictly prohibited.
- › The use of electronic communication device like mobile phone are strictly prohibited in the college.
- › The students should not involve in any such activity which may cause damage to the college property. It will be viewed seriously and is likely to result in the recovery of the cost of damage.
- › Students are bounded by rules and regulations framed by the college from time to time. Any violation of the rules shall result in disciplinary action which may lead to dismissal from the college.
- › The above rules of discipline are subjected to changes or modifications. These modifications can be done whenever the Principal deems it fit & proper. The decision of the Principal shall be final and binding on the students.
- › Notice board and the institutional website are the only authorized media of communication with the students and others.



## **Code of Conduct For Students In Laboratory -**

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1. Conduct yourself in a responsible manner at all times in the Laboratory.
2. Neatness in the laboratory is imperative. It is not only essential to successful work, but also effective in the reduction of accidents.
3. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask your teacher before proceeding with the activity.
4. When first entering a laboratory, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Perform only those experiments authorized by your teacher. Carefully follow all instructions, both written and oral. Unauthorized experiments are not allowed.
6. Always work in a well-ventilated area.
7. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times.
8. Keep hands away from face, eyes, mouth, and body while using chemicals or lab equipment. Wash your hands with soap and water after performing all experiments.
9. Experiments must be personally monitored at all times. Do not wander around the room, distract other students, startle other students or interfere with the laboratory experiments of others.
10. Any time chemicals, heat, or glassware are used, students should wear safety goggles.
11. Contact lenses may not be worn in the laboratory.
12. Dress properly during a laboratory activity. Long hair, dangling jewellery, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back, and dangling jewellery and baggy clothing must be secured.
13. Lab coat should be worn during laboratory experiments.
14. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc) to the teacher immediately, no matter how trivial it seems. Do not panic.

15. All chemicals in the laboratory are to be considered dangerous. Do not taste, or smell any chemicals. Never pipette anything by mouth. Bulbs are available for drawing liquids into pipettes.
16. No chemicals, apparatus or equipment may be removed from any laboratory for any reason whatsoever without the teachers knowledge and consent.
17. Examine glassware before each use. Never use chipped, cracked, or dirty glassware.
18. Use analytical balance in the laboratory carefully. Do not weigh hygroscopic substances using butter paper on balance. Hygroscopic substances must be weighed using glass container.
19. If you do not understand how to use a piece of equipment, ask the teacher for help!
20. Do not immerse hot glassware in cold water. The glassware may shatter.
21. Never look into a container that is being heated.
22. Fume hoods must be turned on and used whenever an activity involves production of unpleasant or hazardous vapours, use of air or water reactive, reagents, use of highly corrosive or flammable materials. Work in non-functioning fume hoods is prohibited.
23. Flames (i.e., Bunsen burners) should never be left unattended. No open flames are permitted in the lab when volatiles are being used outside of a fume hood.
24. Never work alone. Unsupervised work is not permitted.
25. Read labels carefully. Be certain that proper chemical is being dispensed. Check the warning labels for toxicity/hazards.
26. Many common organic solvents are under suspicion as potential carcinogenic agents. Among these are dichloromethane, carbon tetrachloride and chloroform. Treat all organic solvents with respect and minimize contact with both the liquid and the vapours. Methanol is very toxic and can cause blindness if ingested. It can be absorbed through the skin and contact should be avoided. If accidental contact occurs, wash thoroughly with soap and water.
27. Sodium and potassium metal react violently with water. Magnesium metal is very flammable. Obtain advice from teacher prior to their use.

28. Compounds of heavy metals, especially lead, arsenic, antimony, bismuth and mercury are very toxic. Chromates and dichromates are capable of producing ulcerous sores, and are carcinogenic. Minimize contact with these substances.
29. Open ether bottles under a fume hood with the sash pulled as low as possible.
30. Considerable heat is often evolved when concentrated liquids are diluted with water. The concentrate is always added to water; never do the reverse. (Example- pour concentrated acid in water).
31. Drying ovens are not approved for flammable substances. Drying ovens are used only for drying non-flammable solids that are wet with/have absorbed water.
32. Report any equipment failure to the teacher. Never attempt to adjust it without guidance.
33. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
34. Make certain that all apparatus/equipment/instrument is clean at the end of the practical. Double check to be sure that reagent bottles are tightly closed and stored in proper place. Leave the lab bench clean and dry.
35. Any reaction mixture or product must be stored until the next practical must be labelled with the contents, the date, the name of the experimenter and a notation indicating any hazards associated with the material.
36. A report on the work done in the laboratory should be entered in the journal and submitted for signature of the lecturer in-charge.

### **Code of Conduct For Administrator -**

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- Administrator shall have primary responsibility for all aspects of the benchmark determination process, including development, determination and dissemination, operation and governance.
- Administrator must keep transparency in all the institutional operations. The Administrator should maintain the clear faith on internal management committee that is accountable for the overall operation.
- Administrator must give unbiased judgement about any kind of institutional matters.
- Administrator shouldn't misrepresent qualifications or misrepresent position when communicating with anyone during academic activities.
- Administrator's behavior must set apart as an example for others in all aspects.
- Administrator's actions must show that he believe in a code of conduct and are a true representative of the profession.
- Illustrations of administrator integrity need to be found during interaction with peers, colleagues and subordinates, as well as the general public, within and outside the workplace.
- Administrator need to lead with integrity approach performance appraisals with candor, honesty and forthrightness in providing feedback to their employees.
- Administrator must be honest with employees about their strengths and weaknesses, and offers guidance in the form of training and development based on employees' performance goals.
- Administrator also needs to follow non-discrimination and fair judgement during recruitment.
- The administrator should ensure welfare of staff and students.
- The administrator should respect the rights of the colleagues and the students while performing his duties.
- The administrator should keep the interest of institute above the personal.

**Code of Conduct for Teaching Staff -**

Teaching staff shall be subjected to the code of conduct as laid down by the Institute as given below and as it may be modified from time to time. In all matters concerning the entire administration and general running of the Institute, the decisions of the Management/Principal of the Institute should be respected and loyally carried out.

- Every member of the teaching staff being an educator is bound to give good example to the students in and outside the Institute. He / She must be clean and tidy, modest and sincere and above all patient and polite in speech and behavior.
- Every member of the teaching staff should be keenly interested in the all-round development of the students, without undue interference, and shall foster in them a spirit of respect, docility and gratitude towards authority, as well as love and respect for each other and the Institute in general.
- Every member of the teaching staff shall maintain a high standard of discipline and train the students in honesty, good manners, polite speech and behavior by giving a personal example.
- All members of the teaching staff shall be punctual for his/her duties and they shall sign the attendance register before starting their work.
- Teaching staff who remains habitually absent or is unpunctual in attending the duties shall be liable for disciplinary action.
- All the members of the teaching staff shall be present in their respective place of work at exact time and shall not leave the premises during duty hours without the prior permission of the Competent Authority.
- The members of the teaching staff shall not carry out of the Institute documents, tools, equipment and materials belonging to the Institute, or should not handover to the students or any unauthorized persons without prior permission of the Management / Principal / Competent Authority.
- The behavior of the faculties with male and female students and with co-employees shall be modest.
- Faculties shall communicate change in address if any during vacation, leave period or shifting of residence to the Principal / Admin office in writing.

- Teaching staff shall not use any harmful drugs/intoxicating drinks within the institute premises or be under the influence of any intoxicating drinks or drugs during the course of his/her duty.
- Teaching staff shall not refuse to accept, receive or take delivery of notice, or letters or any communication from the Management / Principal / Competent Authority and shall not refuse an order of transfer from one job to another, or from one department of the Institute to another department.
- Discussing irrelevant topics with the students or criticizing any decision of the Principal or any other authority in front of the students, either inside or outside the classroom or in any way instigating the students will be treated as breach of code of conduct.
- Teaching staff shall not use any indecent language or make false allegations against said authorities or speak in an abusive manner to students or co-employees.
- Possessing firearms, other weapons or any other articles causing danger or threat in the premises detrimental to the security of the institution or persons, and intimidating other employees by threat, pressures or other means with a view to preventing them from attending their duties and obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution will be treated as breach of code of conduct.
- Insubordination or disobedience, whether alone or in combination with others of any order of a superior authority or instigating others to insubordination or disobedience will be treated as breach of code of conduct.
- Tampering with the records of the Institute, falsification, defacement or destruction of any records of the Institute including those pertaining to the students or employees or attempt to do so will be treated as breach of code of conduct.
- When teaching staff is called upon by the Principal to take allied subjects or any other subject pertained to the course to another batch of students or whenever his / her help is required in absence of another staff he/she must be willing to accept the task given by the Principal.
- In addition to ordinary Institute work, teaching staff will be required to participate in co-curricular activities and to be cheerfully available to help everyone and to take extra assignments that the head of the institution find it necessary to give.
- Teaching staff shall report for duty when leave has been refused or when leave has been

cancelled.

- The teaching staff shall at all time maintain absolute integrity, and show devotion to duty, and shall not do anything which is unbecoming of an employee of the Institute. He / She shall ensure the integrity and devotion to duty of all employees under his/her control and authority for the time being.
- Faculties shall extend utmost courtesy and attention to all persons/students with whom he/she has to deal in the sphere of his/her duties. He / She shall strive hard to promote the interest of the institute.
- Faculties, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Institute or outsider, to whom he/she is not authorized to communicate such document or information, or to make any use thereof.
- Faculties shall not contribute to the Press any matter connected with the Institute without obtaining the prior sanction of the Management/Principal/Competent Authority or without such sanction make use of any document, paper or information, which may have come in his/her possession in his/her official capacity. He/She shall also not try to obtain unauthorized any information, document, paper which may not come in his/her official capacity, in order to make any use thereof. No employee shall act as the spokesperson of the Institute without prior sanction from the Management/Principal.
- Faculties shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Management/Principal/Competent Authority to be prejudicial to the academic and administrative interests of the Institute.
- The teaching staff without the express sanction of the Management/Principal/Competent Authority, shall not ask for or accept contribution, or otherwise associate himself with the raising of funds or other collection in cash or kind for his own benefit or otherwise.
- Teaching staff shall not accept or permit any member of his/her family or any person action on his/her behalf to accept any gift in cash or kind for his/her own benefits from any person including another employee or student or parent for a work to be done in connection with the business of the Institute.
- Teaching staff shall avoid accepting lavish hospitality or frequent hospitality from any student/parent/supplier of the Institute.



- The teaching staff shall not, by writing, speech or deed or otherwise indulge in any activity which is likely-to incite or create a feeling of hatred or ill-will between different communities on religious, social, regional, communal or other grounds.
- A teacher shall perform his / her academic duties and work related to examinations as assigned. No extra remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the Institute other than that is prescribed by the University.
- A teacher shall not discriminate against a student on political grounds for reasons of race, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students / teachers against other students or other teachers, colleagues or administration / Governing Body of the Institute.
- A teacher shall have freedom of thought and expression. He / She shall not misuse the facilities or forum of the Institute while exercising the freedom of academic thought or work.
- A teacher shall not refuse to carry out the academic and administrative decisions taken by the Management/Principal/Competent authority.
- A teacher shall not make use of the resources and/or facilities of the Department/Institute/Governing Body for personal, commercial, political or religious purposes.
- A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize students on any grounds.
- A teacher shall not conduct/participate in private coaching classes directly or indirectly. He / She shall also not accept private tuitions.
- A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examination/administration.
- A teacher shall not furnish incorrect information regarding his/her qualifications, experience, age, etc. In respect of his/her appointment/promotion. Failure to conform to the above mentioned norms shall be construed as misconduct.

**Code of Conduct for Non-Teaching Staff –**

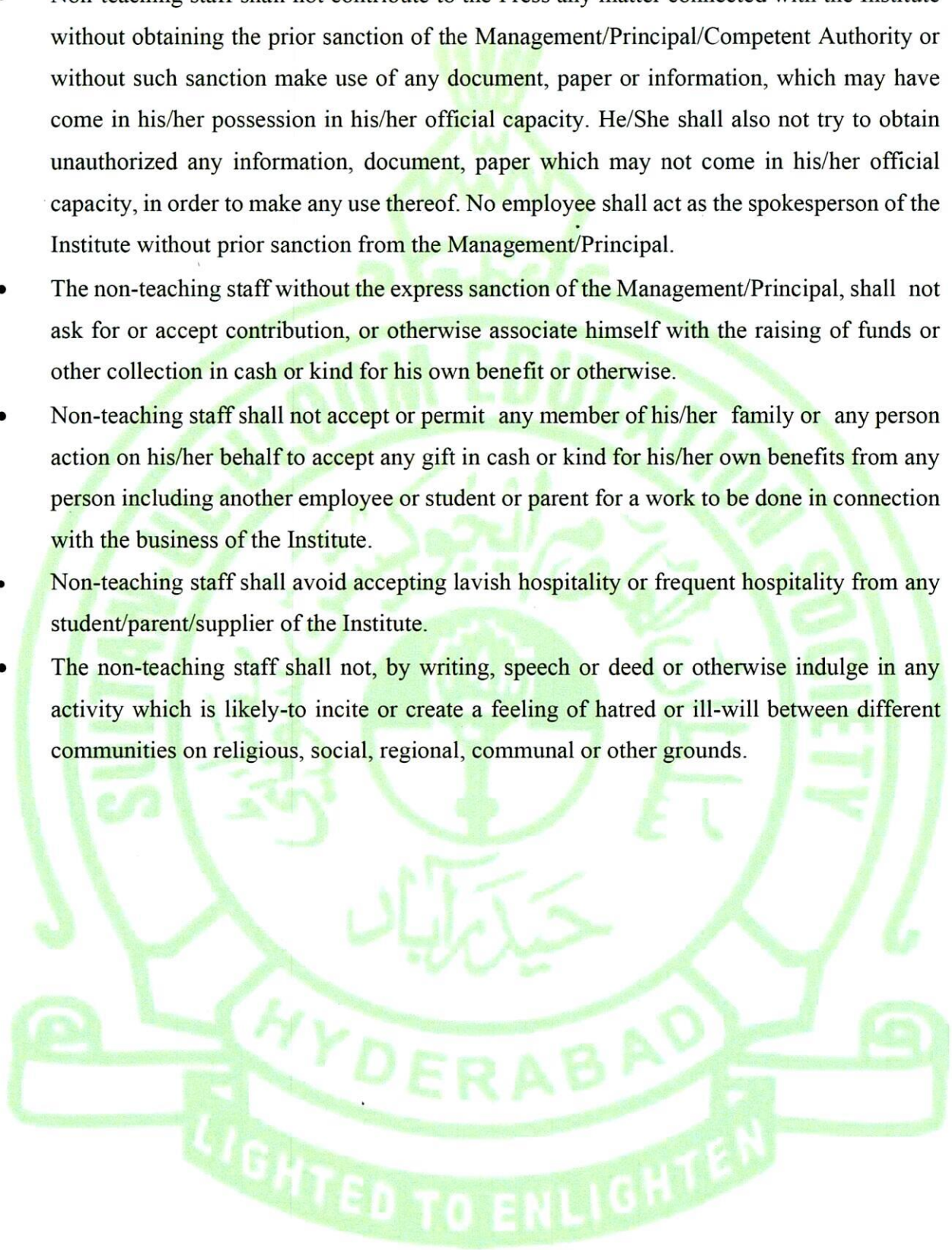
Non-teaching staff shall be subjected to the code of conduct as laid down by the Institute as given below and as it may be modified from time to time. In all matters concerning the entire administration and general running of the Institute, the decisions of the Management/Principal of the Institute should be respected and loyally carried out.

- Every member of the non-teaching staff must be clean and tidy, modest and sincere and above all patient and polite in speech and behavior.
- Every member of the non-teaching staff should be keenly interested in the all-round development of the institute, without undue interference.
- All members of the non-teaching staff shall be punctual for his/her duties and they shall sign the attendance register before starting their work.
- Non-teaching staff who remains habitually absent or is unpunctual in attending the duties shall be liable for disciplinary action.
- All the members of the non-teaching staff shall be present in their respective place of work at exact time and shall not leave the premises during duty hours without the prior permission of the Competent Authority.
- The members of the non-teaching staff shall not carry out of the Institute documents, tools, equipment's and materials belonging to the Institute, or should not handover to the students or any unauthorized persons without prior permission of the Management/Principal.
- The behavior of the non-teaching staff with male and female co-employees shall be modest.
- Non-teaching staff shall communicate change in address if any during vacation, leave period or shifting of residence to the Principal/Admin office in writing.
- Non-teaching staff shall not use any harmful drugs/intoxicating drinks within the institute premises or be under the influence of any intoxicating drinks or drugs during the course of his/her duty.
- Non-teaching staff shall not refuse to accept, receive or take delivery of notice, or letters or any communication from the Management/Principal/Competent Authority and shall not refuse an order of transfer from on job to another, or from one department of the Institute to another department.

- Discussing irrelevant topics with the colleagues or criticizing any decision of the Principal or any other authority in front of the other staff, will be treated as breach of code of conduct.
- Non-teaching staff shall not use any indecent language or make false allegations against said authorities or speak in an abusive manner to students or co-employees.
- Possessing firearms, other weapons or any other articles causing danger or threat in the premises detrimental to the security of the institution or persons, and intimidating other employees by threat, pressures or other means with a view to preventing them from attending their duties and obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution will be treated as breach of code of conduct.
- Insubordination or disobedience, whether alone or in combination with others of any order of a superior authority or instigating others to insubordination or disobedience will be treated as breach of code of conduct.
- Tampering with the records of the Institute, falsification, defacement or destruction of any records of the Institute including those pertaining to the students or employees or attempt to do so will be treated as breach of code of conduct.
- In addition to ordinary Institute work, non-teaching staff will be required to cooperate in co-curricular activities and to be cheerfully available to help everyone and to take extra assignments that the head of the institution find it necessary to give.
- Non-teaching staff shall report for duty when leave has been refused or when leave has been cancelled.
- The non-teaching staff shall at all time maintain absolute integrity, and show devotion to duty, and shall not do anything which is unbecoming of an employee of the Institute. He / She shall ensure the integrity and devotion to duty of all employees under his/her control and authority for the time being.
- Non-teaching staff shall extend utmost courtesy and attention to all persons/students with whom he/she has to deal in the sphere of his/her duties. He / She shall strive hard to promote the interest of the institute.
- Non-teaching staff, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Institute or outsider, to whom he/she

is not authorized to communicate such document or information, or to make any use thereof.

- Non-teaching staff shall not contribute to the Press any matter connected with the Institute without obtaining the prior sanction of the Management/Principal/Competent Authority or without such sanction make use of any document, paper or information, which may have come in his/her possession in his/her official capacity. He/She shall also not try to obtain unauthorized any information, document, paper which may not come in his/her official capacity, in order to make any use thereof. No employee shall act as the spokesperson of the Institute without prior sanction from the Management/Principal.
- The non-teaching staff without the express sanction of the Management/Principal, shall not ask for or accept contribution, or otherwise associate himself with the raising of funds or other collection in cash or kind for his own benefit or otherwise.
- Non-teaching staff shall not accept or permit any member of his/her family or any person action on his/her behalf to accept any gift in cash or kind for his/her own benefits from any person including another employee or student or parent for a work to be done in connection with the business of the Institute.
- Non-teaching staff shall avoid accepting lavish hospitality or frequent hospitality from any student/parent/supplier of the Institute.
- The non-teaching staff shall not, by writing, speech or deed or otherwise indulge in any activity which is likely-to incite or create a feeling of hatred or ill-will between different communities on religious, social, regional, communal or other grounds.



**Code of Conduct for Office Staff –**

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Office staff shall adhere to the following Code of Conduct, which may be modified as per the institution's policies. In all matters related to the administration and operation of the organization, the decisions made by the Management/Principal should be respected and loyally executed.

- Every office staff member is expected to maintain a clean, neat, and professional appearance. Staff should be polite, patient, and respectful in all verbal and non-verbal communication with colleagues and visitors.
- Staff members must demonstrate a strong interest in the progress and all-around development of the institution. Contributions to institutional growth should be made without causing unnecessary disruption.
- All office staff must report to work on time and sign the attendance register. Consistent tardiness or absenteeism without valid reasons will lead to disciplinary action.
- Staff members must remain in their designated areas of work during office hours unless authorized to leave by the appropriate authority.
- Office staff must not remove any institutional property, documents, tools, or materials from the premises without explicit permission from the Management/Principal.
- Staff members should exhibit professional and respectful behavior toward all employees, both male and female, and avoid inappropriate personal interactions.
- Any changes in personal details, such as address or contact information, should be communicated promptly to the Human Resources/Administrative office.
- The use of intoxicating substances, including alcohol or drugs, is strictly prohibited within the office premises. Staff should not report to work under the influence of such substances.
- Staff members are required to accept all official correspondence from the Management, Principal, or Competent Authorities and comply with any transfer orders issued by the institution.
- Staff should refrain from discussing irrelevant topics or criticizing institutional decisions in front of colleagues. Such actions are considered a breach of conduct.
- Using offensive language, making false accusations, or speaking abusively towards colleagues, students, or management is strictly prohibited.
- Staff members must not bring firearms, weapons, or any dangerous items onto the premises. Threatening behavior, intimidation, or obstruction of institutional operations will be treated as a serious breach of conduct.

- Disobedience or insubordination toward superior authority, or encouraging others to be insubordinate, will be treated as a violation of the code of conduct.
- Tampering with, altering, or destroying any official records or documents of the institution is prohibited and will result in disciplinary action.
- In addition to regular duties, office staff are encouraged to assist with co-curricular activities and should be willing to take on additional tasks deemed necessary by the institution's leadership.
- Staff members must return to work after leave has been denied or canceled. Failure to do so may result in disciplinary consequences.
- Staff members are expected to uphold the highest standards of integrity and professionalism, both in their own conduct and in their supervision of other staff members.
- All office staff must treat students, colleagues, and visitors with the utmost respect and courtesy, ensuring that the reputation of the institution is promoted at all times.
- Office staff must not disclose any confidential institutional documents or information to unauthorized persons, either within or outside the organization, unless permitted in the course of official duties.
- Staff are prohibited from sharing institutional matters with the media or press without prior authorization from the Management/Principal.
- Staff members are not allowed to accept gifts, contributions, or any personal benefits in exchange for work-related services. This includes accepting hospitality from students, parents, or suppliers.
- Office staff must not engage in actions, whether through speech, behavior, or written communication, that incite or promote hatred, discrimination, or ill-will based on religion, social, regional, or communal grounds.



  
PRINCIPAL

Sultan-ul-Uloom College of Pharmacy  
Road No: 3, Banjara Hills, Hyderabad-34, T.S