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St. James' College of Pharmaceutical Sciences

St. James' Hospital Trust

St. James' Medical Academy

River Bank, G. H. Road, Chalakudy - 680 307, Thrissur, Kerala, India.

CODE OF CONDUCT FOR EMPLOYEES

1. Employee will be on probation for an initial period of two years from the date of joining. The period of probation is liable to be extended further and you will continue to be on probation until confirmed in writing. During the period of probation, if your work, health, conducts or efficiency is found not satisfactory, your service is liable to be terminated at any time without notice.
2. Duties and responsibilities will be separately intimated to you.
3. Employee service is liable for termination with one-month notice or salary in lieu of notice on either side after confirmation.
4. Each employee shall submit the following documents at the time of joining. Self attested copies of certificates in proof of age, qualification, experience etc. (you shall produce the originals for verification)
5. Retirement age shall be 55 year if you are continued in service till then.
6. Employee shall not engage or involve in any other service or take up any employment or business either honorary or for remuneration during the period of your service with us.
7. Employee shall not involve in any matter or conduct yourself in any manner, which may tarnish the image and reputation of the institution or its authorities.
8. Employee are liable to be transferred to any other institution, which is under our ownership or control.
9. Employee shall abide by the rules and regulations of this institution regarding conduct, behavior, discipline etc.
10. Violation of clauses 7,8,9 or any misconduct will render you liable for dismissal from service without any notice.

11. The reposting channel of the employee shall be decided from time to time.

12. College and Clinical Hours • Monday — Friday: 9 am to 4.30 pm

Saturday: 8.30 am to 1.30 pm

Library Timings • Monday - Saturday: 9 am to 4.30 pm

Office Timings • Monday — Saturday: 9 am to 4.30 pm

13. Dress Code for Staffs

- a) Every male teaching faculty is expected to wear full or half sleeve shirt to be tucked inside the pant along with lab coat. Should wear half shoes or shoes with socks.
- b) Every female teaching staff is expected to wear saree and blouse (light coloured) along with white lab coat. It is required to put up hair and to wear sandals or half shoes.
- c) Every male office staff is demanded to wear shirt to be tucked inside the pant with half shoes or shoes with socks.
- d) Every female office staff is demanded to wear saree and blouse (light coloured) with sandals or half shoes. It is expected to wear minimum ornaments.
- e) Every female library staff is demanded to wear saree and blouse (light coloured) with sandals or half shoes. It is expected to wear minimum ornaments.
- f) Every female laboratory staff is demanded to wear churidar without side slit and lab coat. It is expected to wear sandals or half shoes and minimum ornaments.
- g) Every female housekeeping staff is demanded to wear uniform churidar without side slit along with sandals or half shoes. It is required to wear minimum ornaments.
- h) Every staff (teaching and nonteaching) is stipulated to wear college ID card with in the college premises.

14. Staff leave Policy

- a. All the teaching and non-teaching staff can avail one casual leave and one sick leave each month.
- b. The staffs should collect the leave form along duty alteration form from the office and fill the form, get sign from their Head of the department. In the absence of HOD the staff should get sign from the HOD in charge and submit to the Dean Academics atleast on previous day before 12.00pm.
- c. In case of emergency, the staff should inform HOD/in charge and can ask any other staff who is considered as 'alternator' to collect the duty alteration form and fill it and submit to the Dean academics before 9.00am.



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CODE OF CONDUCT FOR STUDENTS

- Students must come in complete neat uniform every day. On Saturday's students are permitted to wear neat colour churidar only.
- ID Card must be worn while in campus.
- Girls must put up their hair neatly. In clinics and labs Clinics
- Nails should be cut short and are not allowed to use nail polish.
- Students are not permitted to wear fancy ear rings, rings, bangles, short chains and anklets while on clinical posting.

Student Evaluation

- Periodic written examination will be conducted throughout the year (minimum 2).
- Marks of evaluation by other methods like assignments, seminars, projects etc will be added to the internal marks.
- Continuous periodical evaluation during the clinical area is considered for the internal marks.
- Minimum pass marks shall be 50% in each of the theory and practical papers separately for internal examinations.
- A candidate must have minimum 80% attendance in both theory and practical separately in each subject for appearing the university examinations.

Discipline

All students must abide by the college rules of conduct and discipline & must bear the following points:

1. Pupils should be punctual and regular. College starts at 9.00 am
2. Mobile phones are strictly prohibited in the campus.
3. Speaking in English is compulsory in the college campus.
4. Impoliteness to staff and indecency in words and act will be strictly handled.

9. Students are not allowed to enter the teacher's cabin without permission or in the absence of any teacher.
10. Students are not allowed to leave the college campus without principal's consent during the college hour.
11. Students shall be responsible for the safe custody of their belongings.
12. Misconduct from the student's part in spite of repeated warnings will call for disciplinary action.
13. Students are expected to bring diary every dayA to college and in clinics.

Parents Co- operation

- Parents are earnestly requested to ensure that their children are regular, punctual and disciplined.
- Only in emergency situations leave is granted. If a student takes leave, she has to fill the leave record in the diary.
- Insist with your children to make a daily time table of study and follow them up with regard to the same.
- After every sessional exam, progress of the student should be discussed with the concerned teacher.
- Regular follow-up of your children with regard to the studies and character is essential.

Certificates & Transcript

- On request principal shall issue the conduct certificate, transcript and fee structure for educational loans.
- Concerned student has to do proof reading before issuing the original transcript and should pay a fees of Rs.1000/

STUDENTS LEAVE RULES

- 80% attendance is compulsory for theory and practical separately for registering to the university exam. Principal can provide 10% attendance if required documents are provided to principal as per university norms.
- Those who want to avail advance leave have to submit the leave letter duly signed by parent/warden, MOS and submit to the office.
- After getting the sign from the course coordinator and Principal, students have to collect the letter back and give back to asst. MOS. In case of emergency leave they have to submit the letter in very next day with parent signature.

- Damage or loss of books on loan shall be reported to the librarian immediately. Borrowers are responsible for any damage or loss of books occurring during loan period.
- Reference books, Magazines, Journals, bound volumes and theses will not be issued on loan.
- If a book borrowed is not returned on the due date, a fine of Rs.5/per day will be levied
- The borrowers are advised to return the documents while proceeding on long leave.
- All library dues should be cleared and no-due certificate should be obtained before leaving the college

College Canteen

The canteen functioning inside the campus offers food items at affordable rate to students, staffs and visitors.

College Bus

Transportation provided to students to and drop Chalakudy on payment mode

Reprographic Centre

A reprographic center attached to the office functioning in the college. Students and staff can take photocopies of study materials and articles on charge basis.

Multimedia room and Auditorium

The college has a fully furnished multimedia room hall with the necessary electronic equipment and there is a spacious and well-ventilated auditorium with adequate seating capacity.

Prayer of a student

O God, from whom all wisdom and knowledge proceed, help me to do my studies well, open my mind to the truth, and wipe out all my prejudices. Make me diligent and constant in the pursuit of learning. Give me an attentive mind, to be keen and alert, so that I can concentrate and grasp my lesson. Give me an eager mind to learn something new every day. O God bless our studies, enlighten our minds, strengthen our memories and direct our will towards what is right. Grant us to seek the truth always and make us truly wise. Amen.

Prayer before examination

O God of wisdom and power, we beseech you, to look kindly upon us, as we are about to face our examination. Enlighten our minds, so as to recall to our memory, all that we have learnt, all that we have grasped, we have made every effort, we have used every talent you have given us. We ask you then for your strength, for your guidance, as we face this tedious task, as we stand imploring your help, we humbly ask you to accept the fruit of our hard work. Amen.

Hostel Rules

(a) Common rules

- No students will be permitted to stay outside with relatives or friends.
- In necessity student representatives can go for outings on Saturday between 4 pm to 6 pm with the prior permission from the warden.

- All students should write their names with signature, time of departure, purpose and time of arrival in the outgoing and incoming registers.

- Relatives and friends are not permitted to visit students during duty hours or class hours.

(c) Sick Students

- In case a student falls sick, she is expected to report to the warden and may be cared for in the sick room.

- In case of illness which need hospitalization the parents will be contacted and they will have to take the responsibility of getting them treated.

(d) Prayer

- All students are expected to attend the common prayer during the allotted time.
- Catholic students should attend the daily Holy Qurbana, Rosary and other common religious activities.

(e) Recreation

- Outdoor and indoor recreational facilities are made available for students and they are expected to utilize them.

- TV programs daily 8.30 pm to 9 pm (News), Sundays after lunch till 4 pm, movies on first and third Saturdays.