



Shree Neminath Jain Brahmacharyashrama's

Karmveer Keshavlalji Harakchandji Abad Arts, Shriman Motilalji
Giridharilalji Lodha Commerce and Shriman P.H.Jain Science
College, Chandwad

Affiliated to S.P. Pune University, Pune

DST FIST Funded College



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Principal's Desk



It gives me immense pleasure to present the Handbook of Code of Conduct which provides standard procedures and practices of the Shri Neminath Jain Brahmacharyashram (Jain Gurukul's) Karmavir Keshavlalji Harakchandji Abad Arts, Shriman Motilalji Giridharilalji Lodha Commerce and Shriman P.H.Jain Science College, Chandwad. Codes of conduct usually depict values and rules to be followed by members of the group or a community and are deliberate to give those members clear guidelines for their behavior. I wish that all the stakeholders will follow the code of conduct and will confirm the accord on the campus which will again definitely lead to the growth of the institute.

Handbook of Code of Conduct indicates the standard procedures and practices for all the students, teaching, non- teaching faculty and all the stakeholders. It is expected that all the concerned stakeholders conduct themselves in a proper and morally acceptable manner and maintain the highest moral standards in all associations and activities with others on behalf of the institute. The purpose of this Code of conduct is to provide guidance to students, teaching and non-teaching and other stakeholders of the college in performing their duties as responsible citizens.





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PRINCIPAL
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CHAPTER I: INSTITUTIONAL CODE OF CONDUCT FOR THE STUDENT

DISCIPLINE

- ❖ Students must attend their lectures, practical and tutorials and appear for tests, internal examinations, semester / term-end, annual examination. They should inform about their performance to their mentor and parents.
- ❖ Students should not loiter around the classrooms and laboratories when the lectures/ practicals are going on .
- ❖ Students should read the notices, timetables of various examinations displayed on various notice boards regularly. It is the sole responsibility of the Students to fill in examination, scholarships and other types of forms within due date. All the information regarding examination forms and time tables of annual/semester examination is displayed on examination portal of website of Savitribai Phule Pune University (www.unipune.ac.in)
- ❖ Uniform and identity cards are compulsory. Identity card must be shown when demanded. The students must carry I cards during annual gathering and all other curricular and extra-curricular activities.
- ❖ Students should note that smoking, spitting, chewing tobacco, consumption of liquor and use of drugs is strictly prohibited on the college campus.
- ❖ Students must follow discipline on the College campus and should not disturb the classroom sessions, practicals and administrative work in any manner whatsoever.
- ❖ A college student's involvement in the act of indiscipline or violation of college rules will be punishable in accordance with the provisions under prevalent laws.
- ❖ Students should take proper care of the College assets, and help in keeping the place clean, neat and tidy. Any damage will be treated as a serious violation of discipline and the cost of the damages will be recovered from the concerned student.
- ❖ Students must switch off their mobiles in classrooms and laboratories or during the academic activities. Use of mobile for leisure is strictly prohibited.
- ❖ If a student desires to remain absent for any genuine reason prior permission of the HOD should be taken.
- ❖ No Society or association shall be formed by the students in the college and no person should be invited to attend and address any meeting without the prior permission of the Principal.
- ❖ Students must keep their vehicles at the vehicle stand only.
- ❖ The Principal has absolute discretion / right to add, amend or modify these rules and in all matters.
- ❖ It is obligatory for all the students to remain present on the occasion of Independence Day, Republic Day, Karmveer  Birth Anniversary and Annual Prize Distribution Day.

I-CARD

- ❖ Each student must carry with him / her college I-card every day while attending lectures, practicals and appearing for various examinations. The student should take his/her Identity Card and Library Card from the Library at the commencement of the year.
- ❖ I-Card will be available a week after the student produces his / her Identity Card size photographs along with admission receipt.
- ❖ The student should collect his/ her I- Card from the library.
- ❖ If a student misplaces/ loses library card or I-card, he/ she should report without delay to the HOD and the librarian with an application.

CAUTIONARY INSTRUCTIONS REGARDING UNIVERSITY EXAMINATIONS

- ❖ Students resorting to unfair means at the time of examinations will be dealt in accordance with the provisions of the Govt. of Maharashtra Act. No. XXXI of 1982 and the Maharashtra University Act, 2016.
- ❖ Students involved in unfair practices can take admission in the college and reappear for the examinations according to rules of the University and recommendations of the committee appointed by the University to look into the cases of unfair practices in the examinations.

DRESS CODE

- ❖ We believe in inculcating a sense of discipline and belongingness by observing a dress code.
- ❖ Students are expected to wear college uniform regularly.
- ❖ On every Thursday students are allowed to wear formal dress.

MOBILE PHONE

- ❖ The student should switch off their mobile phones while in the classroom, Laboratory, Library etc. as per notification.
- ❖ At the time of examination mobile phone is strictly prohibited in examination hall. The College will not be responsible for loss of mobiles, valuables and other belongings of the students.

RAGGING IS A LEGALLY COGNIZABLE OFFENCE

- ❖ Any act of teasing, man handling, using abusive words, physical or mental torture and such other type of act which creates physical or mental tension to another student or a group of students shall be treated as ragging. Complaint about ragging will be dealt very seriously.
- ❖ Following action will be taken against student / students involved in the act of ragging.
- ❖ Will not be allowed to take any academic benefit.
- ❖ Benefits such as scholarship / fellowships etc will be hold.
- ❖ Will not be allowed to appear for examination.
- ❖ Will be expelled from the college / hostel.
- ❖ Shall not be admitted to any other institute for a period of five years from the date of dismissal.
- ❖ Shall be punished with an imprisonment for a term up to two years and shall also be liable for a fine which may extend to ten thousand rupees.



General Rules of Library

- ❖ The student admitted to the college shall purchase an Identity card from library at Rs.50/- Printed and Bar-coded Identity card will be issued from library after submitting I card from which is included in the prospectus.
- ❖ The student will get books or periodicals only on showing the identify card.
- ❖ Students should see carefully the notices displayed on the notice board of the library.
- ❖ Students must handle the books, newspapers or periodicals with care.
- ❖ Any attempt to damage books or periodicals or any other reading material by defacing, folding or tearing off the pages will be treated as misconduct and strictly dealt with.
- ❖ If the original I - card or Library Card is lost a duplicate will be issued on payment of prescribed fees.
- ❖ Details regarding timings of the library and issue of books for home reading will be notified from time to time on the library notice board.
- ❖ Complete silence and strict discipline must be maintained in the library and reading rooms.
- ❖ References such as dictionaries and encyclopaedias and journals will be issued to students against I-cards. Students are not allowed to take them outside the study room.
- ❖ If any reference is required, student should approach the Librarian or the person on duty.

CHAPTER II: CODE OF CONDUCT FOR THE TEACHING-STAFF

- ❖ The teaching faculty member should be present at least 10 minutes before the commencement of college timing.
- ❖ The work plan of teaching staff should ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by UGC/College.
- ❖ The teachers should abide by the rules and regulations of the State and the Central governments.

LEAVES

- ❖ Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed for the adjustment of the lectures/practicals or any other assigned work..

CLASSROOM TEACHING

- ❖ The faculty should present in classroom at 45 & 60 minutes at UG & PG level respectively.
- ❖ Proper use of Information Communication Technology is necessary for effective teaching-learning.
- ❖ Encourage the student to raise the question about topics taught.
- ❖ The faculty should take care of special student especially slow-learners, divyangjan etc.



CHAPTER III: CODE OF PROFESSIONAL ETHICS FOR THE TEACHERS TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct him/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers Should

- (i) Manage their private affairs in a manner consistent with the dignity of the profession;
- (ii) Seek to make professional growth continuously through study and research;
- (iii) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (iv) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (v) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication, Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (vi) Participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments and develop their personality and at the same time contribute to community welfare;
- (iv) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (v) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vi) Counsel the students without any remuneration/reward.
- (viii) Aid students to develop an understanding of our national heritage and national goals; and
- (ix) Refrain from inciting students against other students, colleagues or administration.

TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

TEACHERS AND AUTHORITIES

Teachers should:

- (I) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (II) Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities;
- (III) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (IV) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (V) Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession;
- (VI) Should adhere to the conditions of contract signed at the time of appointment.
- (VII) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

TEACHERS AND NON-TEACHING STAFF

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and (i) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (i) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (ii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



Chapter Iv: Code of Conduct for Supporting Staff

Administrative Staff

- ❖ Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
- ❖ Staff should take additional responsibilities if required as assigned by Principal.
- ❖ Staff should maintain service book of all teaching and non-teaching staff of the institution.

Accountant

- ❖ Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports time to time.
- ❖ Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
- ❖ Accountant should establish tables of accounts, and assign entries to proper accounts.
- ❖ Accountant should report to the Principal regarding the financial status of the college at regular intervals.
- ❖ Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- ❖ Accountant should provide all the necessary account statements and documents for various committees of the institute.
- ❖ Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

- ❖ Lab attendant should help the lab assistant to carry out the lab related responsibilities.

Clerk

- ❖ Clerk should maintain all documentary records of correspondence with the University, the State Government and all other regulatory bodies.

Peon

- ❖ Peon should report the college half an hour before the college time.
- ❖ Peon should do all the work assign by the Head of the department and other staff members.
- ❖ Peon should not leave the office until and unless the higher authority permits.

Chapter V: Code Of Conduct for the Head Of Department

- ❖ The work load of all the staff should be assigned by the Head of the department.
- ❖ The Head of the department should ensure that the work load of the teacher should not be less than prescribed by UGC/SPPU.

- ❖ The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- ❖ The teaching load should be allotted by the HOD after taking into account the Faculty Members' interests / choices.
- ❖ The Head of the Department should arrange the meetings of the staff to appraise the progress of academic and administrative work.
- ❖ The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- ❖ The Head of the Department should encourage Faculty Members to author text books, reference books and publish research papers in reputed International / Indian Journals / Conferences.
- ❖ The Head of the Department should arrange for feedback responses from all the stakeholders.
- ❖ The HOD should verify the teachers teaching diary on regular basis.



Chapter VI: Code of Conduct for the Principal

- ❖ The Principal should supervise and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- ❖ The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- ❖ The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- ❖ The Principal should form various college level committees which are necessary for the development of the Institute.
- ❖ The Principal should encourage faculty Members to update their knowledge by attending seminars/workshops/conference.
- ❖ The Principal should encourage faculty Members to author text books and publish research papers in reputed International/Indian Journals / Magazines and Periodicals.
- ❖ The Principal should provide leadership, direction and co-ordination within the Institute.
- ❖ The Principal is responsible for the development of academic programmes of the Institute.
- ❖ The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- ❖ The Principal should organize the CDC/IQAC meeting periodically. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- ❖ The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- ❖ The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.



A handwritten signature in blue ink, appearing to be "M. A.", written over a horizontal line.

PRINCIPAL

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Chapter VII: Code of Conduct for the College Development Committee (CDC)

There shall be a separate College Development Committee consisting of the following members, namely:-

1. Chairperson of the management or his nominee ex-officio Chairperson;
2. Secretary of the management or his nominee;
3. One head of department, to be nominated by the principal or the head of the institution;
4. Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman;
5. One non-teaching employee, elected by regular non-teaching staff from amongst themselves;
6. four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;
7. Co-ordinator, Internal Quality Assurance Committee of the college;
8. President and Secretary of the College Students' Council;
9. Principal of the college or head of the institution- Member-Secretary.(Ex-officio secretary)

The College Development Committee shall;

Prepare an overall inclusive development plan of the college concerning academic, administrative and infrastructural growth, and facilitate College to promote excellence in curricular, co-curricular and extra-curricular activities; The College Development Committee shall meet at least four times in a year and recommend to the management of SNJB about introducing new academic programmes and the appointment of additional teaching and administrative posts;;Formulate specific recommendations to the management to promote and strengthen research, consultancy and extension activities in the college; make specific recommendations to the principal to foster academic collaborations to strengthen student exchange, teacher exchange, field projects etc.; Make specific recommendations to the management to augment and encourage the use of information and communication technology in teaching and learning process; make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college; prepare the annual financial estimates and financial statements of the college and forward to the management for approval; make efforts for enriching the students' and employees' welfare facilities in the college, discuss on the Internal Quality Assurance Report submitted by IQAC and approve for submission to NAAC, formulate suitable admissions procedure for various programmes by following the statutory rules and regulation laid down by SPPU and Govt. of Maharashtra, plan for major annual events in the college, such as annual day, sports events, cultural events, various competitions, seminars/conferences etc, to take measures to maintain the discipline, ensure safety and security of the students on the college campus and to take appropriate steps to these effects, consider and make appropriate recommendations on local inquiry reports, Sanstha audit report, Govt. Audit reports, SSR of National Assessment and Accreditation Council, etc, to apply for various funding agencies for fund mobilization, prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of the college, carry out such other duties and exercise such other powers as may be entrusted by the management and the university.



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