



**Bhartiya Jain Sanghatana's
Arts, Science and Commerce College,
Wagholi, Pune - 412207**

Hand Book CODE OF CONDUCT

OUR VISION

“ Exploring Youth Capabilities For Social Service”

OUR MISSION

“ Persuasion Of Studies In Arts, Science & Commerce With
Vocational Training Based On The Concept Of Earn-As-You
Learn Principles And Plethora Of Extracurricular Activities
To Ensure All Round Growth ”



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CODE OF CONDUCT

(With reference to Maharashtra public university Act 2016)

1. STUDENT

1. Student must attend lectures, practical, tutorials, examination, etc.
2. Employed students will not be given any concession in matters of attendance and examination
3. Use of identity card mandatory on campus as well as while representing college off campus
4. The conduct of students in the classes and in the premises of the college shall be such as it should cause no disturbance to teachers students or other classes
5. No Society or Association shall be formed in the college enter no person should be invited in the college campus nor should any notice Circular/Poster/Banner in the college premises be displayed without the specific permission of the principal
6. All programs organized on the college premises must be held in presence of teaching staff members and with the prior permission of the Principal
7. No stealing, misusing, destroying, defacing or damaging college property
8. Students involved in mal-practices at the College/Board/University Examination will not be admitted to the college
9. Smoking, spitting and littering is strictly prohibited in the college premises
10. If for any reason, the behavior of a student in the college is found detrimental to the best interest of the college, the principal may ask the student to leave the college and the decision will be final binding on the student

11. Use of a mobile phone is strictly prohibited in examination
12. Students must not loiter on the college premises while the classes are at work Boys if found loitering near girl's common room are liable for punishment
13. Students must not attend classes other than their own without permission of the authority concerned
14. Students shall do nothing inside or outside the college that will interface with the discipline of the college or tarnish the image of the college
15. Students are not allowed to communicate any information about college matters to press
16. Matters are not covered above will be decided at the discretion of the principal
17. Students should refrain from political connection in admission and administration
18. Acts of misbehavior, misconduct, indiscipline or violation of the rules of discipline mentioned above liable for one or more punishment as stated below:
 - Warning to the students
 - A letter to parents
 - Imposition of a fine
 - Denial of gymkhana, library, laboratory, N.C.C., N.S.S., students aid or any other facility for specified period or for the whole term/year
 - Cancellation of terms
 - Refusal of admission in the term or academic year
 - Cancellation of admission
 - Expulsion from college for a specified period
 - Rustication

RAGGING

1. Ragging of any kind is strictly prohibited. Anyone including in ragging will be dealt with Zero Tolerance and will be expelled as this has been prescribed as a minimum punishment by the Supreme Court of India
2. The Supreme Court has categorically mentioned that harassing fresher students, physically and mentally will be booked by the police, expelled from the college and also denied future admission
3. If anyone tries to rag any student the same should be reported immediately to the principal
2. **Teacher (According to the Maharashtra Public Universities Act, 2016)**

THE TEACHER AND THEIR RESPONSIBILITIES

1. Teachers should adhere to a responsible pattern of conduct and demeanor expected of him/her by his/her peers and the community.
2. Manage his/her private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research, writing and decent conduct.
4. Express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
6. Perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relation to the educational responsibilities of the College or Recognized Institution and the University such as : assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
8. Participate in extension, co-curricular and extracurricular activities including community service.

TEACHERS AND THE STUDENTS:

1. Deal justly and impartially with students regardless of their religion, caste, sex, political. Economic. Social and physical status.
2. Identify aptitude and capabilities of students and Encourage them to improve their attainments, develop their personalities and at the same time contribute to community welfare.
3. Inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
4. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
5. Help students to develop an understanding of our national heritage and national goals, and Refrain from inciting students against other students, colleagues or administration.

TEACHERS AND COLLEAGUES:

1. Teacher should Speak respectfully of other teachers and render assistance for professional betterment,
2. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
3. Refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavor,
4. Strive at any cost to remove and wash out the local tensions and controversies and disputes.
5. Teachers should be in union and unity of the colleagues.

TEACHERS AND AUTHORITIES:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedure 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.
2. Not undertake any other employment and commitment including private tutitions and coaching classes;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

- 4.
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession:
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made; and
8. 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 EMPLOYEES:

1. The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
2. The teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

TEACHERS AND GUARDIANS:

1. The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

TEACHERS AND SOCIETY:

3. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
4. Work to improve education in the community and strengthen the community's moral and intellectual life.
5. Be aware of social and economic problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
6. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
7. Refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity

8. among different communities, relations or linguistic groups but actively work for National Integration.

SERVICE CODE OF CONDUCT & LEAVE RULES

FOR TEACHER

1. The teacher appointed in the college will be on probation for one year from the date of joining subject to the approval of her/his qualifications by the SPPU University.
2. On completion of one year, the management may extend, if necessary, the probation for one more year after reviewing the performance of the teacher and his/her commitment to the vision, mission and goals of the institution.
3. During the probationary period if the teacher wants to leave the service at the end of an academic year he/she should give one month notice or one month pay in lieu of the notice.
4. If a teacher wants to leave the service after the completion of probationary period at the end of an academic year he/she shall give three months' notice or three months' pay in lieu of notice.
5. Any teacher who wants to leave the service in the middle of an academic year shall pay three months' salary.
6. The Teacher agrees to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.
7. The Teacher undertakes to fully abide by the leave rules and the code of conduct, copies of which have been inked to him/her and to which he/she is fully submitted as an integral part of the contract of employment with the College.
8. The teacher undertakes not to carry on any other trade, business, or activity which goes against the contract of employment with the college, He/she shall not accept any work outside the Institution without the permission of the Principal of the College, conduct any trade, business or like activity, raise/receive any money / donation without in any way tarnishing the name and goodwill of the college.
9. The Teacher shall actively associate, involve, participate herself in all the College activities and programmes irrespective of the Department, he/she belongs to. He/She shall motivate his/her students likewise to actively involve, associate and participate in the various programmes and activities of the college.

10. The Teacher shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
11. The Teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
12. The Teacher shall not directly apply for or seek another job except through the permission of the Parental body authority of the college.
13. The Teacher shall report to the management, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
14. The Teacher shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Management in writing, for any particular fund raising programme.
15. The Teacher shall not hold any money collected on behalf of the Institution for more than 24 hours. The teacher shall settle the advance taken from Institution within 7 days of completion of the programme.
16. The Teacher shall abide by the code of conduct and leave rules enclosed with terms and conditions laid by State government of Maharashtra and SPPU University.

CODE OF CONDUCT

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Principal.
2. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
4. No teacher shall absent himself/herself from duties at any time without prior permission from Principal / Vice Principal of the college.
5. No teacher shall associate with any political party or take part in any other organizational actively, which is not inline with the duties and ethics of the teaching profession.
6. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.

7. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
8. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
9. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emu

I. CASUAL LEAVE

- The total number of casual leave allowed to employees in an academic year is 15/12 days as per the SPPU rules
- Casual leave can be combined with any other leave or notified holidays/authorized holidays
- Casual leave taken along with any other leave or notified holidays shall not exceed 5 days at a time
- The period of absence under casual leave will be treated as “ON DUTY” for all purposes
- Application for casual leave must contain the purpose for which the leave is requested/availed
- Application for causal leave must invariably be submitted and the sanction obtained before availing the leave. If however, due to unavoidable circumstances, it is not possible, the leave application must be submitted immediately after rejoining the duty.
- The sanctioning authority has the discretion to refuse or postpone leave of any kind on grounds of exigencies of service
- The number of days of casual leave remaining unavailed, under casual leave at the end of the calendar year will lapse and cannot be carried over to the next calendar year.

II MATERNITY LEAVE

Every confirmed female teaching staff will be eligible for maternity leave of a maximum of 60 days during her entire period of service for any one of the first two babies. Maternity leave under this category must be supported by adequate documentary evidence to the satisfaction

of the management. The leave is subject to the discretion of the management and exigencies of service and` cannot be claimed / allowed as a matter of right. If the academic exigencies of the College warrant an appointment of a substitute teaching faculty, the management shall have the discretion to sanction the leave either on loss of pay or on half pay and allowances. The evaluation of exigency will be at the sole discretion of the management.

ROLES AND RESPONSIBILITY

1. ROLES OF PRINCIPAL

Subject to the supervision and general control of the Principal as an administrative and academic Head of the College shall be responsible for:

- (a) Academic growth of the College.
- (b) Participation in the teaching work, research, and training programs of the College.
- (c) Assisting in planning and implementation of academic programs such as orientation courses, seminars, in service and other training programs organized by the College, for academic competence of the Faculty Members.
- (d) Admission of students and maintenance of discipline of the College.
- (e) Management of University Department Library/College Libraries, Laboratory, Gymkhana and Hostels, if any.
- (f) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- (g) Observance of provisions of Accounts Code.
- (h) Correspondence relating to the administration of the College.
- (i) Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records.
- (j) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
- (k) Supervision of College and University Examinations, setting of question papers, for the College and University Examinations, Moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- (l) Assessing reports of teachers and maintenance of Service Books.
- (m) Any other work relating to the College as may be assigned to him by the Competent Authority from time to time.

- (n) Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff.
- (o) Observance and implementation of directives issued by Government, authority's viz. Director of Education / Higher Education / University and other concerned authorities.
- (p) Safe-guard the interests of teachers/non-teaching staff members and the Management.
- (q) Timely submission of information/returns to different authorities viz. Government/University/University Grants Commission/Management etc. especially regarding Accounts matters.

2. ROLES OF OFFICE

- Office assistants handle organizational and clerical support tasks.
- This may include organizing files, scheduling appointments, writing copy, proofreading, receiving guests and more, depending on the company and its needs
- The role of the **office staff** also includes filing document and performing **office** machine operations.
- Other **duties** and **responsibilities** include stenography, word processing and typing, bookkeeping, and answering of telephones.
- He/she should maintain all the equipment and the supplies in the **office**.

CODE OF CONDUCT FOR NON TEACHING STAFFS

1. Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
2. No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
3. No Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the college authorities in writing shall be abstained.
4. When a staff employed in a college seeks to accept honorary work without detriment to his/her duties prior permission of the principal in writing shall be obtained.
5. Any staff employed in a college when involved in criminal proceedings shall inform the office authority.

6. No staff employed in a college shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
7. No staff employed in a college shall contest or participate in or canvas for any candidate in any election.
8. No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
9. No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
10. No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.

3. ROLES & RESPONSIBILITIES OF INCHARGE

1. Working closely & reporting to the Principal of college.
2. Being a member of the Faculty Teaching and Learning Committee
3. Preparing annual course reports as required by Academic Senate
4. Providing course specific advice to students
5. Providing course promotion and recruitment in conjunction with the Faculty Office
6. Developing criteria for ranking entry for admission
7. Monitoring applications, offers and enrolment numbers and related statistics
8. Considering and approving enrolment and credit cases
9. Considering cross-institutional requests
10. Assisting at Assessors Meetings
11. Considering academic records for potential grandaunts

4. ROLES & RESPONSIBILITIES OF HOD

1. HOD Plans and organizes for the overall development of all Students.
2. Monitors and manages the variety of activity in subject
3. Allows to delegate the work and responsibility of the department
4. Heads can solve the academic problems of the students and Staff of their department
5. Work on innovative ideas and implementation for better teaching methodology.
6. To develop the academic culture
7. To create academic environment around the student, that everyone will learn with the great interest
8. Plan out the program to complete CO, PSO and PO

5. ROLES & RESPONSIBILITIES OF CLASS TEACHER

1. Classify the students in Fast and Slow learners and counsel them as a parent teacher
2. Look after the student development in terms of academic, life skill and generic skills
3. Maintained attendance record and report to Faculty Incharge
4. Create tests, create and reinforce classroom rules,
5. Work with college administration, prepares students for standardized tests, and manage
6. Track student progress and present the information to parents
7. Develop the academic culture in the class

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

3. PREVENTION OF SEXUAL HARASSMENT.

1. No woman shall be subjected to sexual harassment at any workplace.
2. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment-
 - i) implied or explicit promise of preferential treatment in her employment; or
 - ii) implied or explicit threat of detrimental treatment in her employment; or
 - iii) implied or explicit threat about her present or future employment status; or
 - iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - v) humiliating treatment likely to affect her health or safety.

COMPLAINT OF SEXUAL HARASSMENT

1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a Series of incidents, within a period of three months from the date of last incident: Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

2. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

PUNISHMENT FOR FALSE OR MALICIOUS COMPLAINT AND FALSE EVIDENCE

1. Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provide further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

2. Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

LIBRARY RULES

- 1) Every student must bring his/her identity card with him while making entry in the library.
- 2) Every student will get two books. Scholar students will get 3 books on his /her card (65% above)
- 3) Students are allowed to use a book only for a week. If there are extra books available the same book will be reissue.
- 4) Every student should take books on his/her I. card the student's own presence is compulsory for issue books.
- 5) For borrowing books some days are fixed for each faculty. The student should follow these days.
- 6) The student has to pay fine if he/she has not able to return the books on due date. He/she has to Pay Rs.1/- per day per book.
- 7) Use library books very carefully. Don't write anything or paste any picture on the books. Don't tear the pages of books, the student will have to pay compensation if he/she make misuse of the books.
- 8) If a student has lost a book he/she has to pay one and half time of the price of the books as Compensation in the library.
- 9) Student has to fill demand slip if he/she needs any book very urgently.
- 10) Every student should keep the newspaper carefully after his/her reading. Don't tear news-paper.
- 11) Keep silence in reading room.
- 12) Switch off your cell phone in reading room.