



**Shree Jain Vidya Prasarak Mandal's**  
**Sangavi Keshri Arts & Commerce College**

**(Affiliated to Savitribai Phule Pune University)**  
**Opposite Finolex Company, Chinchwad, Tal :-Haveli,**  
**District – Pune 411019**



**Code of Conduct Handbook**

## About us

Sangavi Keshri Arts & Commerce College, Chinchwad has established in 1971. The College sprawls in its own building enjoying a beautiful natural setting and a scenic campus. It is well known college in PCMC area. Our college offers education opportunity to the students of PCMC industrial area who want pursue their education along with part time employment. The College offers full-fledged degree courses in faculties' viz. Arts & Commerce. Keeping in mind the modern trends, we had started fully fledged B.B.A, B.B.A. (CA) courses. The college has earned prestige and fame for its academic excellence, punctuality, high standard of discipline and administration, progressive outlook and urge to serve the society. The College has well-equipped library, enriched with a variety of reference books, journals, magazines and newspapers etc.

Apart from various curricular activities, the college provides facilities for extra-curricular activities like Student Council, NSS, Sports, Earn and Learn Scheme, Personality development programs, Competitive Exam Cell and Forum Activities in every faculty. In both curricular as well as extra-curricular activities, our students have excelled and brought laurels to the college. The credit goes to the dedicated work of the faculties and students. Our team is a blend of young and enthusiastic staff regularly contributing to social and cultural activities along with their academic work.

During the last 50 years, the college has shown substantial progress in terms of better facilities and various openings in the traditional and modern degree courses. The college also offers reinforcement and guidance facilities with enhanced computer and language skills as well as making students aware of various career options. The College has good ambience helping in overall development of students. The management gives overwhelming support for the development of the college.

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## CHAPTER-I: INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

### 1.1 DISCIPLINE

- The student shall abide and follow the rules and regulations of the Institute.
- The student should follow the academic calendar/schedule/time table as per the instructions of College authority.
- Any act of indiscipline or misconduct by any student will attract disciplinary action.
- Damage to Institute & campus possessions due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall be only utilize the waste bins for disposing waste materials in classrooms and offices to make the college campus free from plastic and other trash.
- Students must have to park their vehicles in parking zone only. Any student found intentionally breaking the rules will be punished. Students are strictly forbidden to bring and park four wheeler ie cars on the campus of the institute.
- No person shall be invited to address or entertain the students of the college and its campus without the prior written permission of the college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, dissolute or political expressions and activities within the Campus and hostels.

Disciplinary action will be initiated against students indulging into teasing, molestation, ragging, harassment, bullying and untoward incidents and violation of rules and regulation of college.

- All Academic tours or Industrial visits shall be accompanied by the concern faculty members after obtaining that required undertaking from the Parents / Guardian of the students' and with the written approval of the college management.
- Unauthorized entry of outsiders into the campus is strictly prohibited. Students shall not bring outsiders in the College or campus without prior permission of the concerned authorities.

- Any case of criminal activity or violation of law and order on the College Campus will be reported to the police for necessary action by law.

## **1.2 I-CARD**

Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his / her Identity Card and Library Card for Home Lending, from the Library at the beginning of the academic year.

- I-Card will be made available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
- The student should collect his / her Identity Card within 15 days from the date of admission.
- The student should carry identity card with him / her regularly and the identity card should be produced as and when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader will be refused the use of the Home Lending facility.
- If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.

## **1.3 HUMAN VALUES**

- Be conscientiously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
- Believe in loving, sharing and caring.

## **1.4 MOBILE PHONE**

- The student should switch off their mobile phones while in the classroom, library etc. as per the notification time to time.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

## 1.5 RAGGING

An Action to be taken against students those who are indulging and abetting in ragging activity, as per the directions of **Hon. Supreme Court of India.**

THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999  
(As modified up to the 29th August 2012)

- Cancellation of admission and also debarred from taking admission in any institution in India.
  - Suspension from attending classes.
  - Withholding/Withdrawing scholarship / fellowship and other benefits.
  - Debarring, Withholding results.
  - Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc. Suspension / expulsion from the institution.
  - Collective punishment if larger numbers of students are involved in the act of Ragging.
  - An FIR filed without any exception with local police station.

## 1.6 ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance. If the student is found irregular in attendance, disciplinary action will be taken
- The student coming late shall not be allowed to enter the class.
- The student must report about their sickness to the Institute.
- On no account will students be permitted to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be effect to the overall performance and results of the student.
- Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
- The student should complete all the Practical's and Term – work such as Journals, Assignments and Projects regularly as required.

## **1.7 EXAMINATION**

- Candidates must appear at the examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of Savitribai Phule Pune University, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All equipment brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students should follow the rules of university ordinance No. 257 dated on 5th October 2017 published by university examination department.

## **1.8 GENERAL**

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in the Library/Reading Room.

## **1.9 CODE OF CONDUCT FOR PROJECT**

Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.



## CHAPTER-II - INSTITUTIONAL CODE OF CONDUCT FOR STAFF

### 2.1 DISCIPLINE

- Entire staff of the Institute is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- Entire the staff members should follow the rules and regulations of the Institution as prevalent from time to time.
- Entire staff shall dedicate their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular polite in their approach.
- Staff must attend all functions of the college as per the instructions of coordinators and Head of the respective departments.
- Staff must abstain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:  
Gender/sexuality/age/marital status, pregnancy or likelihood of pregnancy physical features, disability or impairment (physical disability or medical status)
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should retain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to disclose, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.

### 2.2 LEAVE

Staff shall get casual leave, medical leave, earned leave and vacations as per Rules and guidelines of SPPU and Central Office of Shree Jain Vidya Prasarak Mandal.

## **CHAPTER III: CODE OF CONDUCT FOR TEACHING-STAFF**

### **3.1 DISCIPLINE**

- The Faculty Member should report regularly to the college at least 10 minutes before the commencement of college timing.
- The work plan of teaching staff should ensure, in the most dynamic manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

### **3.2 LEAVE**

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 with appropriate alternate arrangements suggested.

### **3.3 CONTINUOUS ASSESSMENT**

- Once the subject is allotted concern staff they should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the coordinators and Head of the departments or student counselor and inform him / her about the habitual absentees, slow learner student, distasteful behavior etc.
- Every Faculty Member should maintain his/her/their academic record book etc.

### **3.3.1 CLASSROOM TEACHING**

- The staff should engage the full 45 minutes lecture and should not leave the class early.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts / questions etc.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students and they should make available themselves for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by:
  - engaging students in their learning
  - working to achieve high level outcomes for all students
  - maintaining records to manage, monitor, assess and improve student learning
  - using research and student achievement data to inform professional practice
  - engaging in reflective practice and developing their professional knowledge and teaching skills
  - supporting the personal and professional development of others
  - providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
  - assisting in developing and mentoring less experienced staff members
  - accepting responsibility for their own professional learning and development

### **3.3.2 LIBRARY**

- The staff should involve themselves in enhancing their own knowledge by reading and upgrade the library.
- The staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students.

### **3.3.3 TEST / ASSIGNMENTS / MID-TERM / MOCK / VIVA**

- In problem oriented subject, regular tutorials have to be conducted.
- The tutorial problems to be provided to the students a week prior to the actual class.
- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

### **3.3.4 APPRAISAL REPORT**

- All the staff members need to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference time to time, after obtaining necessary permission from the Head of the Department and Principal.
- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extracurricular activities.
- In addition to the teaching, the Faculty Member should take additional responsibilities as and when assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

## **CHAPTER IV: CODE OF CONDUCT FOR SUPPORTING NON TEACHING STAFF**

### **4.1 ADMINISTRATIVE STAFF**

- Confidential report of the department should be part of administrative file of that employee and should be kept confidential by staff members working with the said Department.
- Staff should take additional responsibilities if required as assigned by the Principal.

### **4.2 ACCOUNTANT**

- The Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- 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.

### **4.3 STUDENT SECTION**

- Student section should ensure the eligibility of the students and prepare related documents to submit them to Savitribai Phule Pune University within prescribed time limit.
- Ensure the student document verification by Savitribai Phule Pune University within time limit
- Submit the student Prorates, eligibility and student insurance to Savitribai Phule Pune University
- Ensure timely submission of examination forms to Savitribai Phule Pune University
- Ensure caste certificate/caste validity from concern divisional office
- Provide all necessary student data to prepare various committee reports

### **4.4 LIBRARIAN**

- Librarian should maintain books journals, periodicals etc. and other record properly.
- Librarian should maintain attendance register.
- Librarian should encourage students to maximize use of text books as well as reference books.
- Librarian should ensure the cleanliness of library and books.

#### **4.5.1 CLERK**

- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain college level/department level all document files and necessary papers files, records etc.

### **4.6 PEON**

- Peon should report the college half an hour before the college time.
- Peon should maintain regularly and properly cleanliness of laboratories, class and staff rooms etc.
- Peon should do all the work assigned 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 HEAD OF DEPARTMENT

- The work load (teaching and departmental) of all the staff should be fixed 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 40 hours a week, of which teaching-contact hours should be at least as follows:
  - Head of Department/ Professor 8 hours / week
  - Associate Professor 12 hours / week
  - Assistant Professor 16 hours/week.
- 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 of the Faculty Member's interests/choices.
- The Head of the Department should arrange the weekly 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 and publish research papers in reputed International / Indian Journals / Conferences.
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
- The Head of the Department should write confidential report for all staff members of his/her department and submit it to the Principal.

## CHAPTER VI: CODE OF CONDUCT FOR PRINCIPAL

- The Principal should observe and monitor the administration of the academic programs 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 should periodically review this Code of Conduct.
  - As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
  - Meets or exceeds Institute standards and any weaknesses
  - Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The Principal is responsible for the development of academic programs of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required time to time regularly.



- 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 programs are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programs to the various committees and Management.

## CHAPTER VII: CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

- There shall be a separate College Development Committee comprising of the following members, namely :-
  - Chairperson of the management or his nominee
  - Secretary of the management or his nominee
  - One Head of department, to be nominated by the Principal
  - Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be a woman
  - One non-teaching employee, elected by regular non-teaching staff from amongst themselves
  - 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
  - Coordinator, Internal Quality Assurance Committee of the college
  - President and Secretary of the College Students' Council
  - Principal of the college - Member - Secretary.
- The College Development Committee shall meet at least four times in a year.
- Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
- The College Development Committee shall-

Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities

- decide about the overall teaching programs or academic calendar of the college
- recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- take review of the self-financing courses in the college, if any, and make recommendations for their improvement
- make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- make specific recommendations to the management to foster academic

#### Collaborations to strengthen teaching and research

- make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
  - make specific recommendations regarding the improvement in teaching and suitable training programs for the employees of the college
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- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
  - Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
  - Make recommendations regarding the students' and employees' welfare activities in the college
  - Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
  - Frame suitable admissions procedure for different programs by following the statutory norms

- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc
- Recommend the distribution of different prizes, medals and awards to the students.
- 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 college and the university.
- Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

## CHAPTER VIII: PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.

