The People's Education Society's

JAMKHED MAHAVIDYALAYA, JAMKHED

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Criteria 7 - Institutional Values and Best Practices

HAND BOOK OF CODE OF CONDUCT

(Code of Conduct, Professional Ethics for the Students, Principal Teaching Staff & Non-Teaching Staff)

Committees monitoring implementation of Code of Conduct in the Campus

1. **Code of conduct relating to policy documents**
   ❖ **Academic Planning Committee**
   ❖ **Students Grievance Cell**

2. **SOP / Minutes of Meetings**
   ❖ **Discipline Committee**
   ❖ **Internal Compliance Committee**
   ❖ **Unfair Means Committee**

Introduction –

The reputation of the institute depends on the academic performance as well as on behavior of the students; Institute has formulated code of conduct to improve overall development of students and teachers by creating effective teaching learning atmosphere.

The purpose of this code of conduct is to make the students, teachers, various college departments and Committees familiar about the rules and regulations of the college and to progress towards the achievement of the mission and vision of the college.

Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the Jamkhed Mahavidyalaya campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.

"SELF DISCIPLINE IS THE BEST DISCIPLINE"

Chapter 1 - Code of conduct for students

1.1 Discipline

- The students must observe and strictly follow the disciplinary rules and regulations of the college.

- Students should follow the Academic calendar as per instructions of Head of department.

- Any act of indiscipline or misbehavior by any students will attract severe punishment.

- Damage to the campus property due to negligence / lack of care would attract punishment and compensation for loss caused.

- Students shall use only Dustbins to dispose any waste.

- Plastic is ban in college campus.

- Students should park the vehicles in parking stand only.

- In consideration of environmental and pollution issues, College have made policy not to enter automobiles in college campus on every Saturday, students must use Bicycles or e vehicles on Saturday to come into college campus.

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 year.

- Student should carry identity card with him/her regularly and the identity card should be produced when demanded by the authorized persons of the College.

- If student has lost library card or |-card, it should be reported immediately to the HOD and the librarian with an application.

1.3 MOBILE PHONE

- The student should switch off/ silent their mobile phones while in the Classroom. Laboratory, Library etc. as per notification.

- 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 student's risk.

1.4 RAGGING

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING ANDABETTING IN Ragging as per the Directions of Hon'ble Supreme Court of India, MAHARASHTRA ACT NO. XXXII] OF 1999, THE MAHARASHTRAPROHIBITION OF RAGGING ACT. 1999. (As modified up to the 29" August 2012)

- Cancellation of admission and also debarring from taking admission in any institution in India.

- Withholding/ Withdrawing scholarship / fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.

- Withholding results.

- Debarring from representing the college in any regional. National or international meet, tournament, youth festival etc.

- Collective punishment if larger numbers of students are involved in the act of ragging.

- Filing of FIR without any exception with local police station.

1.5 ATTENDENCE

- 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.

- Student must report about the sickness to the college and sick leave.

- 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.

- Student should complete all the practical and term-work such as journals, assignments and projects.

1.6 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, it will not be returned under any circumstances.

- 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 only pen, pencil and specifically permitted. Non-programmable calculators to an examination.

1.7 GENERAL

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.

- Students are expected to spend their free time in the Library/Reading Room.

CHAPTER 2 - CODE OF CONDUCT FOR TEACHING-STAFF

2.1 DISCIPLINE

- The Faculty Member should report to the college at least 15 minutes before the commencement of college timing.

- The work plan of teaching staff should ensure in the most productive manner. Their role, job and tasks assigned to them by the Department/ College.

- All the staff members should follow the rules and regulations of the College prevalent from time to time.

- All staff shall devote their time and their best efforts for the progress of the College.

- Staff should contribute to the vision, mission and goals of college through engagement of working hours.

- Staff must be positive, punctual, sincere and regular in their approach

- Staff must attend functions of the college as per the instructions of coordinators and head of the respective departments.

- Staff must refrain 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 or disability.

- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional Goals.

- The faculty member should show no partiality to any segment / individual student.

2.2 LEAVES

- Whenever a faculty member intends to take leave. He/she should get the leave sanctioned in advance and with proper alternate arrangements made for class, laboratory, invigilation or any other assignments. In case of emergency, the HOD of the next senior faculty must be informed with appropriate alternate arrangements suggested.

2.3 CONTINUOUS ASSESSMENT

- Once the subject is allotted, the staff should prepare lecture wise lesson plan.

- The staff should get the lesson plan and course file - approved by HOD and the Principal. The course file should be maintained as per the prescribed format.

- The faculty member must strive to prepare himself/herself academically to meet 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 interact with the coordinators and head of the departments or students, counselor and inform him/her about the habitual absentees, slow learning ,objectionable behavior etc.

- Every faculty member should maintain academic record book.

2.4 CLASSROOM TEACHING

- The staff should engage the full minutes of lecture and should not leave the class early.

- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.

- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further. They should also author and co-author 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 extra- curricular activities.

- In addition to the teaching. the faculty member should take additional responsibilities as assigned by HOD/Principal in academic. Co-curricular or extra-curricular activities.

2.5 LABORATORY

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.

- The staff should involve themselves in demonstration models. charts and innovative methods of teaching for better and improved interaction with students.

2.6 TEST/ASSIGNMENTS/MID-TERM/MOCK PRACTICAL

- In problem oriented subject, regular tutorials have to be conducted.

- The tutorial problems are 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.

2.7 APPRAISAL REPORT

- All the staff members are required 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 seminars/workshops/conference, after obtaining necessary permission from the head by attending of the Department and Principal.

CHAPTER 03 - CODE OF CONDUCT FOR NON-TEACHING STAFF

3.1 ADMINISTRATIVE STAFF

- Confidential report of the department should be part of personal file of that employ and should be kept confidential by staff members working with the department.

- Staff should take additional responsibilities, if required, as assigned by the principal.

3.2 ACCOUNTANT

Accountant should:

- Prepare, examine, and analyze accounting records, financial Statements and other financial reports.

- Prepare account, taxes and tax returns, ensuring compliance with payment, reporting other tax requirements.

- Establish tables of accounts, and assign entries to proper accounts.

- Report to the principal regarding the financial status of the college at regular intervals.

- Assess accuracy, completeness, and conformance to reporting standards.

- Provide all the necessary account statements and documents for various committees of the institute.

- Provide all necessary accounting documents and financial statements for yearly account audits.

3.3 STUDENT SECTION

Student section should:

- Ensure the eligibility of the students and prepare related documents to submit them to the university, within prescribed time limit.

- Ensure the student document verification by the university, within time limit.

- Submit the student Pro data, eligibility and student insurance to the university.

- Ensure timely submission of examination forms to the university.

- Ensure caste certificate/caste validity from concern divisional office.

- Provide all necessary student data to prepare various committee reports.

3.4 LAB ASSISTANT

- Lab assistant should help the lab in-charge to carry out the lab related work.

- Lab assistant should maintain attendance register.

- Lab assistant should keep the setup ready before conduct of the practical.

- Lab assistant should ensure the cleanliness of laboratories.

3.5 LAB ATTENDANT

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

3.6 CLERK

- Clerk should maintain service book of all the staff of college.

- Clerk should maintain college/department level document and files.

3.7 PEON

- Peon should report to the college half an hour before the college time.

- Peon should maintain cleanliness of laboratories, class and staff rooms.

- 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 IV - CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

- The work load (teaching and departmental) of all the staff should be fixed by the head of the department.

- Head of the department should ensure that the work load of the teacher should not be less than 20 hours a week, of which, teaching-contact hours should be at least as follows:

  - Head of Department/ Professor- 18 hours / week.
  - Associate Professor 18 hours / week.
  - Assistant Professor 20 hours/week.

- Head of the department should be responsible for academic planning, academic audit of the department and implementation of academic policies approved by the principal.

- The teaching workload should be allotted by the HOD after taking into account interests/choices of the faculty members.

- Head of the department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.

- Head of the department should encourage faculty members to update their knowledge by attending Seminars/ Workshops and Conferences.

- Head of the department should encourage faculty members to author text book and publish research papers in reputed International / Indian Journals / Conferences.

- Head of the department should arrange for feedback responses from the students, parents on quality-related department processes.

CHAPTER V - CODE OF CONDUCT FOR PRINCIPAL

- Principal should oversee and monitor the administration of the academic programmes and general administration of the college to ensure efficiency and effectiveness in the overall administrative tasks and assignments.

- Principal should plan the budgetary provisions and go through the financial audited statements of the college.

- Principal has authority to take all the necessary actions as and when required to maintain discipline in the college.

- Principal should form various college level committees which are necessary for the development of the college.

- Principal should encourage faculty members to update their knowledge by attending seminars/workshops/conference.

- Principal should encourage faculty members to author text books and publish research papers in reputed International/Indian Journals/Magazines and Periodicals.

- Principal should periodically review this Code of Conduct in a view:

  - That Code of Conduct conforms to applicable laws.
  - Meets or exceed institute standards and any weaknesses.
  - That policy revealed through monitoring, auditing, and reporting systems are eliminated or corrected.

- Principal is responsible for the development of academic programmes of the college.

- Principal should convene meetings of any of the authorities, bodies or committee as and when required.

- Principal should ensure that, directions issued by the management are strictly complied with or, as the case may be, implemented.

CHAPTER V - 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 teachers amongst themselves out of whom at least one shall be a woman.

- One non-teaching employee, elected by regular non-teaching staff 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 Cell 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 the academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities.

  - Decide about the overall teaching programmes 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. recommendations for their improvement. :

- Make specific recommend to the college to encourage and strengthen research culture, consultancy and extension activities in the college.

- Prepare the annual financial estimates (budgets)and financial statements of the college and recommend the same to the management for approval.

- 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 programmes 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.

- Perform other such duties and exercise other such powers as may be entrusted by the management and the university.

CHAPTER VII - PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on thecollege premises and at offsite locations such as workshop, seminar and social eventor at any other place where the staff are representing the college.

- Avoid any activities that would involve stakeholders, in any practice, that is not incompliance with the Code of Conduct of the College.

- Staff must respect the person, privacy of students and other staff members of the college.

- 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.

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