

HAND BOOK OF “A CODE OF CONDUCT”

Rules and Regulations

**IN HIGHER EDUCATION
OF
S.S.V.P.Sanstha's
L.K.Dr.P.R.Ghogrey Science College, Dhule**

This document has been prepared by the Principal, S. S.V.P.Sanstha's L.K.Dr.P.R.Ghogrey Science College, Dhule, in the light of the guidelines of KBC North Maharashtra University Jalgaon and S. S.V.P.Sanstha, Dhule

STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT

- Student must carry his/her identity card while being present on the College Premises.
- Student must maintain the general cleanliness within the classrooms, laboratories and the campus.
- Any act of student which obstructs administrative, teaching, research activity of the college is strictly prohibited.
- Smoking, chewing any form of tobacco products or consumption of liquor or any other intoxicating products is strictly prohibited in college campus and hostel campus.
- Spitting and loitering are strictly prohibited inside the college and hostel campus .College will take severe punishment/disciplinary action against such activities.
- Use of Cell phones is strictly prohibited during class hour except online internal college examinations and University examinations.
- Every students should handle the college properties with care. Attempted or actual theft of and/or damage to property of the College will be considered as a punishable act.
- Anti-national, antisocial, communal, immoral expressions and activities within the college Campus and hostel are strongly prohibited as well as punishable.
- A student should maintain the attendance in the Lectures of every subject as directed by University and 100% overall performance.
- Students are required to check the Notice Board and also website of the college for important announcements.
- Student should not conduct any act by means of spoken words , written or an act which has the leads to teasing a fresher or any other student. Such act is considered as ranging and ragging is Criminal offence
- Student should not indulging in indiscipline activities toward fresher that cause hardship, physical or psychological harm or raise fear to any other student.
- Student should not conduct act which leads to sexual abuse, sexual assaults, forcing obscene , gestures that cause harm to body or any kind of danger to health of person.

- Student should not conduct act by means of social media, public insults to any other student.

Punishment for Violation of Rules and Regulations:

If any student found guilty of any of the acts of indiscipline or misconduct and violation of Rules and Regulation of the college, the competent authority may impose any of the following punishments according nature of guilty, misconduct.

- a) Student will be debar from appearing university examination.
- b) Internal marks of student will be deducted.
- c) Student will be expulse from the college and or hostel.
- d) The result of student will be withhold
- e) In case of ragging, guilty student will fine up to Rs. 20,000. (as per Supreme Court order/rules)
- f) FIR will be lodged against guilty student with the Police.

TEACHERS' HANDBOOK ON CODE OF ETHICS AND CONDUCT

- Teachers shall exercise integrity, fairness, through their professional commitments, responsibilities and actions.
- Teacher shall respect the privacy/confidentiality of information obtained through interaction with students, unless there is a legitimate concern for the wellbeing of an individual.
- Teacher shall undertake teaching assignments as per decision taken in department meeting as per consent of all staff members and Head of the department. Teacher shall carry out the teaching work assigned in a regular and punctual manner, to best of his/her ability to benefit students for improved performance in academic growth.
- Teachers shall make use of all ICT infrastructure built in the institution as per topic/concept/subject of discussion.
- Teachers must report in time to duty as per the working hours prescribed and should be available in the campus unless they are assigned duties elsewhere. Teachers must always wear their identity badge during working hours.
- Teachers shall do supervision of college and university exams as per requirements and as per duty assigned. Teacher shall undertake internal assessment, semester-end assessment as per allotted by Head of the department/Principal.
- A teacher shall not make use of the resources and/or facilities of the department/college/university/governing body for personal, commercial, political or religious purposes.
- A teacher shall not be involved in the conduct/participate in private coaching classes directly or indirectly.
- A teacher shall not indulge in or resort to directly or indirectly, any malpractice or unfair means in teaching, examination and administration.
- A teacher shall furnish correct information to the best of his/her knowledge regarding his/her qualification, experience, age etc. in respect to his/her appointment/promotion.
- A teacher shall perform his academic duties and work related to examinations as assigned by the authority.
- She/ He shall not misuse the facilities or forum of the College / University.
- A teacher shall not refuse to carry out the academic and administrative decisions taken by the Principal / governing body.

- Teacher should abide by the deadlines and submit correct information with knowledge of competent authority as and when required by University/ Joint Director/ any other body.
- Teacher shall seek prior written permission from the Principal while availing Casual Leave (CL) or Duty Leave (DL). If any leave has been planned beforehand, then HOD/Principal should be informed well in advance by filling the forms.

If any teaching staff found guilty of any of the acts of indiscipline or misconduct and violation of Rules and Regulation of the college, the competent authority may takes following action according nature of guilty, misconduct.

- a) Show Cause Notice will be issued to concern teacher.
- b) Memo will be issued against concern teacher.
- c) Enquiry Committee will investigate the matter.
- d) Teacher will be transfer to other college
- e) Teacher if found guilty will be suspended
- f) Teacher if found guilty will be terminated.

CODE OF ETHICS AND CONDUCT

For

Non-Teaching Staff

- Every staff members employed in the college shall discharge his/her duties efficiently as per the rules and regulations laid by S. S. V.P. Sanstha, Dhule, Government of Maharashtra and Government of India.
- Staff members should be punctual and discipline towards their work.
- Staff members should maintain the confidentiality with respect to student and staff records and other sensitive matters.
- Staff members should cooperate with students, colleagues & superiors.
- Staff members should respect for the opinions of others.
- Staff members should follow all norms and job details assigned by the Management and Principal with full dedication.

If any Non -teaching staff found guilty of any of the acts of indiscipline or misconduct and violation of Rules and Regulation of the college, the competent authority may takes following action according nature of guilty, misconduct.

- a) Show Cause Notice will be issued to concern staff member.
- b) Memo will be issued against concern staff member.
- c) Enquiry Committee will investigate the matter.
- d) Staff member will be transfer to other college
- e) Staff member if found guilty will be suspended
- f) Staff member if found guilty will be terminated.