

CODE OF CONDUCT



PARSHURAM RAICHAND HIGH SCHOOL SOCIETY'S

**Art's Commerce and Science College
Dharangaon, Dist- Jalgaon.**

AFFILIATED TO
KAVAYITRI BAHINABAI CHAUDHARI NORTH MAHARASHTRA
UNIVERSITY, JALGAON Website:- accollegedharangaon.in

Sr. No.	Content
I	Academic Conduct
	1. Academic Conduct
	2. General Discipline
	3. Responsible Use of Social Media
	4. Participation in the College Activities
	5. Notices and Communication
	6. Penalties for In-disciplinary Action
	7. Protocol of arranging Events/ Programmes
	8. Grievance Redressal Mechanism
	Women Grievance Redressal Cell (Internal Complaints Committee)
	UGC Regulation on Curbing the Menace of Ragging in Higher
	Educational Institutions
	9. Students' Council
	10. College Library
	11. Computer/Internet Area Usage
II	Institutional Code of Conduct for Employees
	1. Responsibilities of Employees
	2. Code of Professional Ethics for Teachers
III	Institutional Code of Conduct for The Principal
IV	Institutional Code of Conduct for The Governing Body

P.R. High School Society's Arts, Commerce and Science College, Dharangaon has prepared the following guidelines for the students in order to help them to conduct themselves courteously and in accordance with the highest standards of mannerly behaviour. Students studying at P.R. High School Society's Arts, Commerce and Science College, Dharangaon are required to abide by all rules and regulations as prescribed in the Hand Book as well as those may be prescribed from time to time.

I. Institutional Code of Conduct for Students

1 Academic Conduct

1.1 Admission Process

- > Students shall seek admission in the college on the basis of merit in the qualifying examinations according to the rules and regulations prescribed by Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon
- > The admissions are open to all eligible candidates irrespective of caste, class, creed, gender and nationality.

1.2 College Timings

- > The main entrance gate of the college will open at 7.00 a.m. for the students on all working days for regular classes.
- > Classes and Practicals will be held from 7.30 a.m. to 02:30 p.m.

1.3 Punctuality

- > Students are required to be punctual for their classes, practicals and tests. No student can remain absent from the class except with the prior permission of the HOD/ concerned teacher.

1.4 Dress Code

- > All UG and PG students are required to wear neat and clean college uniform, college I-card and keep the college I-card with them for any purpose of visit to the college.

1.5 Attendance

- > To maintain high standard of academics students should attend every lecture, practical. Minimum 75% attendance in theory and practical for each subject is compulsory.

Students having less than 75% attendance shall not be allowed to appear in semester examination.

- > No student will enter or leave the classroom when the session is on without the permission of the teacher.
- > Attendance will be marked at the beginning of each period by the teacher engaging the class. Late-comers may be given or refused attendance for the period, or marked late, at the discretion of the teacher concerned.

1.6 Leave

- > Student requiring leave for a particular period may be granted such leave by the teacher concerned.
- > Duty leave for physical education activities will be granted only to students representing the college or university in various sports events. Such students should submit their leave applications duly recommended by the Director of Physical Education. NSS volunteers and NCC cadets are also eligible for such leave.
- > Benefit of attendance may be granted to students attending University College
- > Union co- curricular activities by treating them as present for the days of absence, on production of participation/attendance certificates, within one week from competent authorities and endorsed by the concerned teacher. This benefit shall be considered for internal assessment also.

1.7 Conduct inside the Laboratory

- > Students are required to attend the practical in respective laboratory on time.
- > It is mandatory for all students to maintain silence at all times in the laboratory.
- > All Laboratory equipments/ chemicals should be handled carefully.
- > Any breakage or malfunctioning of equipment should be reported immediately to the concerned Faculty/Laboratory Attendant.
- > In case of any damage caused to equipment/machinery/appliances, the one will be charged on the concerned student.
- > Students should adhere to the instructions given by the faculty/laboratory attendant during the practical classes and from time to time.
- > The Practical data must be maintained in the form of practical record duly signed by the concerned teacher and needed to submit at the time of practical examination.

1.8 Academic Offences Examination related misconduct

> Students engaging in any form of activities such as cheating, copying, assisting others, or receiving any form of assistance during examinations will be subject to disciplinary action.

Proxy signatures

> Signing in by proxy during classroom attendance, practical records or elsewhere by students amounts to falsification of signature and will be treated as a criminal offense. Students involved in such sham will be answerable to prosecution.

2 General Discipline

> The terms and conditions of admission and the code of conduct are included in the College prospectus issued to the students and are binding on the student.

> Students are expected to conduct themselves at all times, in the classroom and on campus in a manner that enables them to qualify as responsible citizens.

> Students should respect all staff, other students and people on the campus.

> Use of Mobile Phones is strictly prohibited in the Academic Blocks, which includes Classrooms, Laboratories, Library, and the Corridors of Academic Blocks. Violation of the ban would entail seizure of the same with one. Misuse of IT including e-mails and social media is also strictly prohibited.

> Silence shall be maintained in the College Administrative Block. Students should help to keep an atmosphere of learning in the campus of the College.

> Students should keep their vehicles in their allotted places.

> Any student involved in breaking or damaging any college property will be punished severely.

> Any student who is found to exert undue influence on fellow students will be strictly dealt with.

> Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the campus.

> Students should not exhibit any type of banners, boards etc. inside the campus, gates, and compound walls as well as on the walls of the College building.

- > The possession, distribution or exhibition of any intolerable object within the campus is also actionable offence.
- > Consumption of narcotic drugs, tobacco, tobacco products, alcohol etc. is strictly prohibited in the campus and action will be initiated against those who are found to have consumed them.
- > In the matter of internal discipline the decision of the principal shall be final.
- > The Principal shall have power to declare holiday for the College if he is satisfied that peaceful academic functioning of the College cannot be carried on.
- > Students should not throw litter in the campus; rather place them only in the waste bins. This campus is yours and you are duty bound to keep it clean.
- > Students are expected to spend their free hours in the Library/Reading Room.

3 Responsible Use of Social Media

- > Students are expected to post meaningful and respectful messages, comments only on social media.
- > No spam or remarks that are off topic or offensive shall be passed on to social media.
- > Students should respect and honour proprietary information, content, and confidentiality.
- > When disagreeing with other's opinions, keep it appropriate, polite, and respectful.

4 Participation in the College Activities

- > College is having active National Service Scheme, National Cadet Corps, Gender Champions Club and Red Ribbon Club Units. Students can take membership of one or many of them and participate in the activities conducted under the scheme.
- > Similarly, Students should actively participate in the academic and extra-curricular activities such as sports, cultural, co-curricular activities and extension activities and also contribute to the planning, organizing and conducting such activities.

5 Notices and Communication

- > Important notices regarding time table, examinations, various events shall be displayed on college notice boards. No personal communication shall be made to the students regarding these activities and students must read notices regularly.

6 Penalties for In-disciplinary Action

- > Students who are charged in criminal offence or are under suspension will not be allowed to enter the College campus without the permission of the principal.
- > Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or mal-practice in connection with examinations or who, in the opinion of the principal, is likely to have an unwholesome influence on his fellow students, shall be removed from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.

7 Protocol of arranging Events/ Programmes

- > Since our campus is eco-friendly, we strictly follow discipline by which ecofriendliness of our campus is not hampered. Hence, while organizing any programme all stakeholders should take care of eco-friendly practices such as no use of plastic, avoid sound pollution, etc.

8 Grievance Redressal Mechanism

- > There is a Students' Grievance Redressal Cell in the College. In case the students have any grievance or complaint they may approach to the cell presided by the principal. .
- > There is a Women Grievance Redressal Cell (Internal Complaints Committee) to deal with the sexual harassment cases if any, observed in the college.
- > All types of ragging, eve-teasing are strictly prohibited. To deal with any such cases observed, we have Anti-ragging Cell in the college.

Women Grievance Redressal Cell (Internal Complaints Committee)

- > As Per the UGC regulations and The Maharashtra State Commission for women and for Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions, P.R. High School Society's Arts, Commerce and Science College Dharangaon has functional Internal Committee to handle cases against sexual harassment of female students / staff of P.R. High School Society's Arts, Commerce and Science College Dharangaon.

Sexual Harassment constitutes one or more of any of the following acts:

What Constitutes Sexual Harassment?

1. Any unwelcome physical, verbal or non-verbal conduct of sexual nature.
P.R. Highschool Society's Arts, Commerce and Science College Dharandaon.

2. Demand or request for sexual favours.
3. Making sexually colored remarks/ gestures.
4. Physical contact and advances.
5. Displaying sexually suggestive objects or pictures, cartoons, calendars or posters.
6. Making or using derogatory comments, comments about a person's body or dress, slurs, epithets or sexually suggestive jokes.
7. Written communications of a sexual nature distributed in hard copy or via a computer network, suggestive or obscene letters, notes or invitations.
8. Physical conduct such as unwanted touching, assault, impeding or blocking movements.
9. Being forcibly kissed or hugged.
10. Repeatedly staring at a woman's body parts that make her uncomfortable.
11. Making or threatening retaliation after a negative response to sexual advances or for reporting or threatening to report sexual harassment.
12. Sexually tinted remarks, whistling, staring, sexually slanted and obscene jokes, and jokes causing or likely to cause awkwardness or embarrassment.
13. Subtle innuendos or open taunting regarding perfection, imperfection or characteristics of physical appearance of a person's body or shape.
14. Gender based insults and/or sexist remarks.
15. Displaying pornographic or other sexually offensive or derogatory material.
16. Forcible invitations for dates.
17. Forcible physical touch or physical assault or molestation.
18. Suggesting or implying that failure to accept a request for a date or sexual favours would adversely affect the individual in respect to performance evaluation or promotion.

Conciliation:

- > After a complaint of sexual harassment has been lodged, the first step by committee to resolve the matter is by conciliating between the parties before commencement of the inquiry proceedings. (Monetary settlement can never be a basis of conciliation).
- > Once the settlement has been arrived at the records, the settlement arrived at and thereafter provide copies of the settlement to the aggrieved woman as well as the respondent.
- > Once a settlement has been arrived at, the does not proceed with an inquiry under the POSH Act.

UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions

- > In view of the directions of the Hon'ble Supreme Court dated 08/05/2009, the UGC has notified a comprehensive set of regulations to curb the menace of ragging in higher educational institutions.

What Constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- > Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- > Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- > Asking any student to do any act which such student will not in the ordinary course do and which has the effect or causing in generating a sense of shame, or torment or embracement so as to adversely affect the physique or psyche of such fresher or any other student. .
- > Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- > Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or group of students.
- > Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

- > Any act of physical abuse including all variants of sexual abuse, homosexual assaults, stripping, forced obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- > Any act or abuse by spoken words which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- > Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- > The student(s) of college who is victim can submit complaint related to ragging to the Chairperson of Anti-ragging Cell of the college by different modes.

Provision of Complaint in the Event of Ragging:

- > Submit Hardcopy of complaint in brief and easy to understand language.
- > Debarring from the college immediately and the case will be forwarded to the police under relevant penal code.
- > Suspension from attending classes and academic privileges.
- > Withholding/withdrawing scholarship/fellowship and other benefits.
- > Debarring from appearing in any test/examination or other evaluation process.
- > Withholding results.
- > Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- > Cancellation of admission.
- > Rustication from the institution for periods ranging from one to four semesters.
- > Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- > Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

9 Students' Council

- > It is mentioned in the Maharashtra Public University Act, 2016 that the Director of Students' Development shall conduct elections to the University Students' Council.
- > We strictly follow the instructions of the Govt. of Maharashtra and KBC NMU Jalgaon from time to

- > As per the Maharashtra Public University Act, 2016, there shall be a College Students Council for each conducted college or institution of the University and each affiliated college, to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life. The Councils shall not engage in political activities.

10 College Library

- > The library will remain open from 07.30 a.m. to 5.00 p.m. from Monday to Saturday
- > Library will remain closed on Sunday & Govt. Holiday.
- > Every admitted student is allotted I-card /Record Book for issuing the books from the library. I-cards are issued to all students. I-card/Record Book is mandatory for using the library.
- > Student entering the reading room or the stacks at the reading and reference counters should deposit their identity cards at the Reading Room Counter. Student must sign in the Reading Room Entry Register on entering the Reading Room.
- > Before entering the library, personal articles like books, bags, etc should be kept at the place assigned for the purpose. .
- > Strict Silence should be maintained in and around the Library and Reading Room.
- > Use of the mobile phone is not allowed in the library.
- > Discipline and queue must be maintained in the library.
- > Magazines and News Papers should be kept properly on the stands after using them.
- > All should read the Library Notice Board from time to time for updates.
- > Co-operate the library staff for smooth functioning and library services.
- > If student have any problem regarding library, contact to the Librarian.
- > Only the admitted students and students with valid reason and valid permission from the authority will be allowed to use the library. Outsiders and ex-students without permission are not allowed.
- > Misbehaviour in the library will be punished or penalized according to the college authority or membership will be cancelled.
- > Eating, spitting, sleeping in the library is not allowed; it will be treated as misbehaviour and will be penalized.
- > Handle the Library Books carefully.
- > On completion of the course, students should return their I-cards by the dates fixed for the purpose. Identity card is not transferable.

11 Computer/ Internet Area Usage

- > Students are expected to use the Internet responsibly. Internet access is limited to academic activities only and personal use is not permitted. Academic activities include research and educational tasks. .
- > Students will be responsible for the loss of or damage to the computer. For any type of damage student has to pay the amount of the item.

II. Institutional Code of Conduct for Employees

This code prescribes guidelines for the standards of conduct expected from college employees in the course of discharge of their duties and generally also within and outside the college.

1 Responsibilities of Employees

- > Employees should follow the rules, regulations and orders issued by University, Government and College from time to time.
- > Employees should strictly adhere to the terms of employment.
- > Employees should work honestly in the interest of the College and Students.
- > In performing their duties, Employees should:
 - 1) Maintain and develop knowledge and understanding of their area of expertise and/ or professional field.
 - 2) Treat students, members of the public and other staff members with respect, impartiality, courtesy and sensitivity.
 - 3) Maintain a cooperative and collaborative approach to working relationships.
 - 4) Respect and encourage equity and diversity.
 - 5) Perform their duties diligently, conscientiously and comply with all lawful and reasonable instructions.
 - 6) Act fairly and reasonably, by carrying out work with integrity and objectivity.
 - 7) Respect the confidentiality of confidential information entrusted to them in the course of their work for or on behalf of the college.
 - 8) H Ensure efficient and effective use of college resources, making improvements wherever possible and reducing waste.
 - 9) Act within the spirit of the college strategic direction, policies and procedures.
- > In performing their duties, employees should not act against the interests of the college.
- > Unless otherwise authorized in writing, Employees are prohibited from:

P.R. Highschool Society's Arts, Commerce and Science College Dharandaon.

- 1) Collecting any fee or remuneration of charges from students which have not been approved by the college.
- 2) They, however, are permitted to take up consultancy under terms and conditions as outlined in the regulations of the university.
 - > Sexual Harassment will be treated as Serious Misconduct. The individual has to make a complaint in writing to the Internal Committee who will conduct an appropriate inquiry and make recommendations for action to the competent authority within the prescribed timeframe.
 - > Employees should exercise caution when using the college's letterhead. If writing in the capacity of an individual rather than on behalf of the college, a college letterhead must not be used.
 - > Social media policy and communication policy of the government should be strictly followed by the employees.
 - > The use of name and logo in advertising by collaborating with any institutions without authorization from the Principal is prohibited and should be subject to action.
 - > Zero Tolerance of consumption of alcohol, cigarette, tobacco, gutka or any type of intoxicant on the campus. Strict action will be initiated.
 - > In addition to the above, the followings shall also be treated as Misconduct for which Disciplinary action can be initiated.

2. Code of Professional Ethics for Teachers

- > Besides observing the above code of conduct, teaching staff should also observe the Code of Professional Ethics for Teachers as per the Notification of University Grants Commission.
- > The basic purpose of education is to create knowledge, skill and awareness of our glorious national heritage and achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the preamble to our constitution.
- > Higher education has to produce leaders of society and economy in all areas of activities with a commitment to the aforesaid ideals.

2.1 Teachers and their Responsibilities

- > Whoever acquire teaching as a profession assumes to follow the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society

at large. Therefore, every teacher should see that there is no incompatibility between his/her percepts and practices.

- > 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 indisposition.

Teacher should:

- > Adhere to a pattern of conduct and demeanors expected by the community.
- > Manage their private affairs in a manner consistent with the dignity of the profession.
- > Make professional growth continuous through study and research.
- > Express free opinion by participation at professional meetings, seminars, etc. towards the contribution of knowledge.
- > Maintain active membership of professional organizations.
- > Perform their duties (teaching, tutorial, practical and seminar work) with dedication
- Co-operate and assist in the educational responsibilities of the College and the university such as: admission and counselling students as well as conduct of university and College examinations.
- > Participate in extension, co-curricular and extra-curricular activities including community service.

2.2 Teachers and Students

- > Respect the right and dignity of the student in expressing his/her opinion.
- > Deal impartially with students regardless of their religion, caste.
- > Recognize the difference in capabilities among students and strive to meet their individual needs.
- > Encourage students to improve their attainments, develop their personalities.
- > Inculcate among student's scientific outlook and ideals of democracy, patriotism and peace.
- > Be affectionate to the students.
- > Pay attention to only the attainment of the student in the assessment of merit.
- > Make themselves available to the students even beyond their class hours and guide students without any reward.

2.3 Teachers and Colleagues

Teachers should:

- > Treat them the same manner as they themselves wish to be treated. .
- > Speak respectfully with other teachers. .
- > Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- > Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

2.4 Teachers and Authorities

Teachers should:

- > Discharge their professional responsibilities according to the existing rules.
- > Undertaking any other employment and commitment including private tuitions and coaching classes.
- > Cooperate in the formulation of policies of the institution and discharge responsibilities which such offices may demand.
- > Cooperate for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- > Give and expect due notice before a change of position is made.
- > 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.

2.5 Teachers and Non-Teaching Staff

- > Teachers should treat the non-teaching staff as colleagues and equal partners.

2.6 Teachers and Guardians

- > Teachers should send reports of their performance to the guardians and meet the guardians in meetings for mutual exchange of ideas and for the benefit of the institution.

2.7 Teachers and Society

- > Education is a public service, therefore inform the public about educational programmes which are being provided.

- > Work to improve education in the community.
- > Take part in of social activities for the progress of society and hence the country as a whole.
- > Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- > Refrain from a taking part in activities which promote enmity among different communities, religions or linguistic groups but actively work for national integration.

III. Institutional Code of Conduct for the Principal

- > Chalk out a policy and plan to execute the vision and mission of the institute.
- > The Principal of the College is responsible to abide by the Code or Professional Ethics for College Teachers.
- > Should participate in the teaching work, research, and training programmes of the College as per prescribed norms by UGC.
- > The Principal should be responsible for :
 - 1 The admission of students and discipline of the College.
 - 2 Receipts, expenditure and maintenance of accounts.
 - 3 Management of the College Library.
 - 4 Correspondence of the College.
 - 5 Be a supportive bridge between management and teaching/non-teaching staff.
 - 6 Should initiate development activities of the College in due consultation with the management.
 - 7 Be fair in his disciplinary actions for all teaching, non-teaching staff and students.
 - 8 A disciplinary action taken by the Principal against any student shall be final and shall not be liable to be revised by any Body or Authority. .
 - 9 Execute any other qualitative and quantitative work for the welfare of the institution
 - 10 Assist in planning and implementation of academic programmes.
 - 11 Encourage faculty members to inculcate scientific temperament by pursuing research projects and attending seminars, conferences and workshops.

- 12 Assess reports of members of nonteaching staff, maintenance of their service books and looking after the general welfare of non - teaching staff.
- 13 Assess reports of teachers and maintenance of their service books.
- 14 Empower all his staff and students to reach their maximum potential. Listen to the teachers and student ideas and support them.
- 15 Ensure the equal treatment to all the people in the campus of the college.
- 16 Implement the directions issued by Government and other concerned authorities time to time.
- 17 Should put best efforts to bring in adequate infrastructural and financial support for the college.
- 18 The institution of new scholarships and channelizing funds for academic and extracurricular activities should be done only with the due permission of the Principal.
- 19 Every department should get permission from the Principal for programmes they plan to conduct.
- 20 Incidents of sexual harassment, sexual abuse and violence against people who belong to scheduled castes and tribes should be immediately informed to the Principal without any delay.
- 21 The Women Cell and the Student Grievance Cell in the College should inform the Principal any case that is reported to it along with the actions the Cell has taken on behalf of it.

IV. Institutional Code of Conduct for the Governing Body

The governing body of the college consists of the Patron, the Director, President, Principal and the members nominated by the Presedent.

The Governing Body should:

- > Work with mutual understanding and respect for good of the college.
- > Work to uphold mission and vision of the college.
- > Ensure the academic profile of the college and try to open new avenues for research pursuits in the college. It should ensure the favourable for research all the times.
- > Oversee timely maintenance of the infrastructure and channelling funds for the further development of the institution and initiating remedial measure.

- > Be responsible to enforce discipline in the college administration and campus from time to time.
- > Active steps to implement regulations and requirements demanded by state and national government and councils for higher education.
- > Meet at least once in a year but it is advised to meet as frequent as possible.