



P.D.E.A's
Baburaoji Gholap College, Sangvi
Pune-27



Code of Conduct



Code of Conduct

Note: As per the broad guidelines of University of Poona statutes (Under Section 42 and / or 73 of the Poona University Act, 1974) and Pune University manual-2 Right to Information Act 2005.

Modified and edited for college needs.

Principal

1. Academic growth of the College by steering the college in the teaching work, research, and training programmes.
2. Surveillance of management of Departments and support services.
3. Maintenance of accounts and Observance of provisions of Accounts Code
4. Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records.
5. Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued by the University or any other governing body from time to time.
6. Supervision of the college and University Examinations.
7. Assessing reports of teachers and maintenance of Service Books.
8. Any other work relating to the College as may be assigned to him by the Competent Authority from time to time.

Code of conduct for Teachers:

1. Teacher should adhere to a responsible pattern of conduct and demeanor and manage their private affairs in a manner consistent with the dignity of the profession.
2. Maintain active membership of professional organizations and strive to improve education, study and research through them.
3. Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
4. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university.
5. Participate in extension, co-curricular and extra-curricular activities including community Service.
6. Respect the right and dignity of the student in expressing his/her opinion regardless of their religion, caste, political, economic, social and physical characteristics

7. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
8. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
9. Inculcate among students scientific outlook and respect for physical labor, ideals of democracy, patriotism, peace and an understanding of our national heritage and national goals.
10. Be accessible to the students even beyond their class hours and help and guide students without any remuneration or reward.
11. Refrain from inciting students against other students, colleagues or administration.
12. Speak respectfully of other teachers and render assistance for professional betterment and refraining from lodging unsubstantiated allegations against colleagues.
13. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.
14. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
15. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
16. Work to improve education in the community and strengthen the community's moral and intellectual life.
17. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.

Laboratory Assistants

1. To assist students and teachers in conducting practical and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the In-charge of Laboratory in purchase and procurement of laboratory materials. To supervise the work of laboratory attendants working under him.
4. To assist the In-charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
5. To report about breakages/losses in laboratory, to his superiors.
6. To ensure that all the cupboards, doors, windows and gates are properly closed.

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Laboratory Attendants:

1. To clean laboratory and to keep Laboratory materials including apparatus and equipments in proper place.
2. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments chemical and other materials within and outside the laboratory.
3. To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
4. To open and to lock cupboards, doors, windows and gates of laboratory.

Peons:

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. Do dustings of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.
3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officer/Branch Head, and also do the work of stitching agenda and minutes of meeting according to instructions.
4. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
5. Dispatch letters including letters by hand delivery (all peons getting bank duty allowance shall take cash/cheques etc. to banks, as per instructions).

CODE OF CONDUCT FOR STUDENTS:

The Student Code of Conduct applies to any student admitted to the college for any program, including co-op and exchange students. This code of conduct is binding to the student on campus and also off campus, if representing the college in official capacity.

1. Student must attend lectures, practical, tutorials, examination, etc. Defaulter will not be sent up for University Examination.
2. Employed students will not be given any concession in matters of attendance or rules regarding appearance at college Examinations.
3. Use of identity card mandatory on campus and while representing college off campus.
4. The conduct of the students in the classes and in the premises of the college shall be such as it should cause no disturbance to teachers, fellow students or other classes.

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5. No Society or Association shall be formed in the college and 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. No student will be allowed to conduct any political activity in the college.
7. All programs organized on the college premises must be held in presence of teaching staff members and with the prior permission of the Principal.
8. Stealing, misusing, destroying, defacing or damaging College property or using any college property or facility without authorization.
9. Students involved in mal-practices at the College/Board/University Examinations will not be admitted to the college.
10. Smoking, spitting and littering is strictly prohibited in the college premises.
11. 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.
12. Use of a mobile phone is strictly prohibited in the academic area of the college which includes science building, lecture halls, laboratories, and library.
13. 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.
14. Students must not attend classes other than their own without the permission of the authority concerned.
15. Students shall do nothing inside or outside the college that will interfere with the discipline of the college or tarnish the image of the college.
16. Students are not allowed to communicate any information about college matters to press.
17. Matters are not covered above will be decided at the discretion of the principal.

Acts of misbehavior, misconduct, indiscipline or violation of the rules of discipline mentioned above liable for one or more punishment as stated below:

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- A. Warning to the students
- B. A letter to parents
- C. Imposition of a fine.
- D. 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.
- E. Cancellation of terms.
- F. Refusal of admission in the term or academic year.
- G. Cancellation of admission.
- H. Expulsion from college for a specified period.
- I. Rustication.

Ragging:

- a. 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.
- b. 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.
- c. If anyone tries to rag any student the same should be reported immediately to the Director (Ref: Maharashtra Prohibition of Ragging Act 1999)

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