

Janata ShikshanPrasarak Mandal's



**Phulsing NaikMahavidyalaya (Arts, Commerce & Science),
Pusad, Dist. Yavatmal (M.S) 445216.**

**Policy
on
Code of Conduct and Ethics**



**Janata Shikshan Prasarak Mandal's
Phulsing Naik Mahavidyalaya (Arts, Commerce & Science),Pusad
Dist. Yavatmal (M.S) 445216.**

PNM/IQAC/2022/

Date:

Declaration

The information, reports, true copies of supporting documents and numerical data etc. furnished in this file is verified by IQAC and found to be correct.

Hence this certificate.

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IQAC Coordinator
Phulsing Naik Mahavidyalaya Pusad.

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Criteria In-charge.

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Introduction:

Phulsing Naik Mahavidyalaya, Pusad later referred to as Institute, is pleased to declare its policy of Code of Conduct and Ethics to be abided by the Faculty Members and Students. This Policy indicates the standard procedures and practices for appropriate Conduct and Ethics for the entire Faculty as employees and all the Students who have enrolled in this Institute to study various U.G and P.G Programs. It is binding on them to strictly adhere to and follow this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it. This document lays down guidelines and norms to be followed to ensure good conduct and ethical practices in the Institute. The document is made available in both the forms- soft and hard copies. All the stakeholders are expected to be well conversant with the Code of conduct and academic ethics, which can also be reviewed on the official website of the Institute. The Institute's endeavor by means of enforcing this Code is to pioneer and administer the student and staff discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes their growth through individual and collective responsibility.

CODE OF CONDUCT FOR PRINCIPAL:

Subject to the supervision and general control of the Sant Gadge Baba Amravati University Amravati, as well as time to time guidelines of University Grant Commission, Ministry of Human Recourses, Govt. of India and Director Higher Education, Govt. of Maharashtra the Principal as an administrative and academic Head of the College shall be responsible for:

- The academic growth of the college.
- The teaching, learning, research, extension, linkages and related programs of the college.
- The directing in planning and implementation of academic programs such as conferences, seminars etc. for enhancing the academic competence of the teaching and nonteaching faculty members.

- The control and smoothly regulating the admission process of the students and maintenance of discipline of the college.
- The guidance for conduction of the student development and student welfare activities.
- Overall administrative responsibilities.
- The promotion of healthy atmosphere among the teaching and nonteaching faculty members for benefits of the students and smoothly conduction of the academic and administrative activities.
- The maintenance of healthy relations with University, Govt. authorities, UGC, HRD, Social Welfare, Parent organization and respond them within specified stipulated time.
- The guidance to the respective authority for organization of students meet, Ex-students meet, Parent teacher association etc.
- The monitoring and carefully implementing the financial aspects of the college.
- The development of sufficient infrastructure by utilizing various grants received from different funding agencies, fees and funds collected from the students and stakeholders.
- The maintenance of reservation policies during the admission process as per the guidelines of respective authorities.
- The inculcation of a healthy atmosphere in the students and promote them for entrepreneur, Innovations and Incubations as well as self-employability by organizing different trainings and make them compatible with new era of the word.
- The focusing of activities for the welfare of the employees.

CODE OF CONDUCT FOR EXAMINATIONS IN-CHARGE:

The ExaminationsIn-charge shall conduct Examinations and make all other arrangements thereof and be responsible for the due execution of all process connected there with the help of respective committee according guidelines and rules prescribed by Sant Gadge Baba Amravati University Amravati.

- Maintain absolute integrity of examination at all times.
- Maintain absolute devotion to duty at all times.
- Must not be absent without prior permission.
- Maintain political neutrality.
- Must not take any private consultancy work.
- Maintain the examination timetable as per the academic calendar of the college.

CODE OF CONDUCT FOR ADMINISTRATIVE REGISTRAR/ SUPERINTENDENT:

The Administrative Registrar shall be:

- Responsible for administrative management of College.
- Be the custodian of the property of the College as entrusted.
- Conduct the official correspondence on behalf of the authorities of the college.
- Scrutinize Admission & Eligibility documents and registers of admission.
- Supervise and maintain personal files of staff and faculty.
- Keeping discipline and work schedule of class III and IV employees.
- Maintain casual leave register.
- Maintain movement register for staff under office administration.
- Responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- Responsible for maintenance of the records of scholarships of the students.
- Responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
- Issue notice for convening meetings of the Authorities of the College and all Committees and Sub-Committees appointed by Principal.
- Assist the Principal with the administration of College.
- Uphold the values- Objectivity, Accountability, Openness, Leadership Integrity, Honesty, Respect Innovation, Excellence, Service and Freedom of Thought and Expression amongst administrative staff.
- Any other duties assigned by the principal from time to time.

CODE OF CONDUCT FOR ACCOUNT OFFICER:

The Account Officer shall have access to and may require the production of finance related records and shall:

- Exercise general supervision over the funds of the College.
- Function as prescribed Financial policy.
- Be responsible for the preparation of annual accounts and the budget of the college.
- Keep a constant watch on the status of the cash, re-payment of loans and advances and bank balances and on the investments.
- Watch the process of the collection of revenue and advise on the methods of collection.

- Ensure that the registers of land, buildings, furniture, equipment, and other stocks are maintained up-to date and that stock -checking is conducted, of equipment and other consumable materials.
- Report financial irregularities bring to the notice of the Principal, unauthorized expenditures and other and suggest the disciplinary action against persons at fault.

CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT:

Head of the department should:

- Be responsible for conducting substantive discussions and taking the department towards progress.
- Provide performance-related feedback to employees at prescribed intervals.
- Prepare an Academic calendar, co-curricular, extra-curricular activities for department as well as for students.
- Distribute the work load (teaching and departmental) of all the staff.
- Be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- Arrange the meetings of the staff to appraise the progress of academic and administrative work.
- Encourage Faculty Members to update their knowledge by attending seminars/workshops/conference, publish research papers and books.
- Arrange for feedback responses from the students, and the parents on quality-related department processes.
- Write confidential report for all staff members of his/her department and submit it to the Principal.
- Ensure that the academic calendar provided by the university/college is implemented properly and efficiently.

DUTIES AND RESPONSIBILITIES OF HEADS OF DEPARTMENTS:

- They should come in time and supervise the Lecturers in their Departments to ensure that they come in time, take classes in time and do their duties properly.
- The books prescribed by the University for each year should be procured through the Library and made available in the Department.
- Each year and each Semester, bearing in mind the general needs of the college the lesson plan for the Department should be determined and given to the Lecturers

beforehand. This should be handed over to the Principal two days before the reopening of the College.

- It is very necessary to make sure every day, in the morning and in the evening that the Lecturers and students have done their duties. If for any unforeseen reason the HOD is not able to be present, he/she should ask the senior-most person in the department, in writing, to do this supervision.
- After the results of the University Exams are published, the Heads of Departments should examine the results of their Departments and discuss with the other Lecturers in the Department in subsequent meetings how to improve the progress of the students and take follow-up action.
- The HOD should maintain the movements register of the Lecturers.

CODE OF CONDUCT FOR TEACHER:

Teaching is a noble profession. A teacher inspires the students to shape their future and to make them a responsible citizen. As such the following code of conducts to be followed by the teachers.

- Teacher will be devoted and loyal to the philosophy of the parent college.
- Teacher should act as a role model for students by displaying good conduct, set a standard of speech and behavior worthy of example to the students.
- Teacher act as friend, philosopher and guide of students.
- Teacher should help students in identifying their potential and support through counseling and mentoring.
- Teacher should create a conducive environment for teaching–learning process and strive for innovative practices and knowledge creation.
- Teacher should observe punctuality in teaching and other duties.
- A teacher should refrain from harassment of student in any form and from any kind of discrimination.
- A teacher should actively participate in institutional development.
- A teacher should inculcate human values, scientific outlook and concern for the environment among students and others.
- A teacher should develop an understanding of our heritage.
- A teacher should encourage students to actively participate in scheme/ activities of national priorities.

- A teacher should cooperate with the university authorities for betterment of the university.
- A teacher should actively work for national integration and communal harmony.
- A teacher should be sensitive to societal needs and development.
- Teacher shall follow the all the academic and administrative policies of the College.
- Teacher shall Follow the College adopted rules and regulations of JantaShishkan Prasarak Mandal, Pusad Dist Yavatmal for its employees.

CODE OF CONDUCT FOR LIBRARIAN:

Librarian should -

- Be committed to neutrality regarding collections and information matters, acquiring collections in a balanced way.
- Introduce collections and services using effectively and innovatively different forms of communication (the media, social media, website, etc.)
- Advocate the ethical use of information, including good practice in using the Internet, paying particular attention to the youth.
- Support such copyright regulation that facilitates the availability and free use of information through libraries.
- Promote the principles of open access and freeware licenses and request for exceptions necessary for libraries.
- Support cultural diversity and the integrity of society.
- Treat all library users and staff with respect.
- Keep library a safe, clean, and pleasant place to study, research, create, and collaborate.
- Protect the building, furniture, equipment, and the collections of books.
- Monitor misuse of library resources and services, including in-person and virtual reference services, for the purposes of cheating or plagiarism constitutes academic dishonesty and should report to the Research Committee.
- Maintain the data of the library.
- Monitor the policies of the Library
- Keep the library facilities updated.

CODE OF CONDUCT FOR NON-TEACHING STAFF:

The following traits are expected from the Non-teaching staff. He / She must

- Report to duty at least 10 minutes in advance.
- Remain on duty during college hours.
- Adhere strictly to the laws and regulations of the college.
- Respect and maintain the hierarchy in the Administration.
- Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- Must not intercept or misappropriate college money.
- Must not be absent from duty without official approval or approved sick leave.
- Avoid social networking sites such as Facebook, Whatsapp, etc during the working

PEON

- Peon should report 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 College.
- Peon should not leave the office until and unless the higher authority permits.

CLERK

- Clerk should maintain service book of all staff of the College.
- Clerk should maintain college level/department level all document files.

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.

LAB ATTENDANT

- Lab attendant should assist students and teachers in conducting practical's and experiments.
- Lab attendant should help in preparation of chemicals and reagents, autoclaving of instruments/ glassware's, etc. before or during the practical as per the requirement.

- Lab attendant should maintain dead stock and register of consumable materials and to undertake physical stock verification of Laboratory materials.
- Lab attendant should maintain departmental files and records.
- Lab attendant should assist the HOD/ In-charge of Laboratory in purchase and procurement of Laboratory materials with the help of Technician/storekeeper.
- Lab attendant should assist the HOD/ In-charge of Laboratory in routine administrative matters and to ensure that the Laboratory facilities are not misused by any person.
- Lab attendant should report about breakages/losses in Laboratory to HOD on report from Laboratory.
- Lab attendant should report to the HOD/ In-charge of laboratory about misbehavior inside the laboratory by students.
- Lab attendant should assist HOD/ In-charge to procure requirements of the department seeking approval from the Principal.
- Lab attendant should oversee neatness and cleanliness in the department.
- Lab attendant should oversee maintenance of live specimens /preserved specimens/ instruments/ glassware etc.
- Lab attendant should respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession.
- Lab attendant should perform any other work/duties as and when assigned by the Principal/HOD from time-to-time.

CODE OF CONDUCTS FOR STOREKEEPER:

- Storekeeper should maintain store in order by verifying every requirement.
- Storekeeper should procure necessary chemicals/ lab-ware by following due procedure.
- Storekeeper should maintain (a) Dead Stock Register/ Yearly stock and (b) Consumable Register.
- Storekeeper should assist the Lab Assistant/ lab-in-Charge during practical hours.
- Storekeeper should Check the material received from the supplier and storing the same in proper order.
- Storekeeper should assist Head clerk in preparing comparative charts if needed during purchases.

- Storekeeper should respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession.
- Storekeeper should perform any other work/duties as and when assigned by the Principal/ HOD from time-to-time.

CODE OF CONDUCT FOR STUDENTS:

All students must know that they should abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it. College's efforts by means of enforcing this Code are to pioneer and administer a student discipline process and promote students' growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the College.

ACADEMIC MISCONDUCT:

Academic misconduct is defined as a violation of the College's standards of academic integrity whether these violations are intentional or unintentional. Academic misconduct consists of cheating on an exam, plagiarism on an academic assignment, or unauthorized collaborative work.

Apart from this student should follow:

- Every student must have an identity-card with his / her own photograph duly attested by the Principal. He / she is expected to have his/her identity card during his/her stay in the premises of the college.
- Attendance for lectures, practical's, internal exams, and tests is compulsory.
- Every student should note that minimum 75% attendance is required for periods, practical's, etc. in order to be eligible for the grant of terms.
- If a student fails to get his/her terms granted, he/she will not be allowed to appear for the annual examination. In such a case they are personally responsible for Academic loss.
- In case of illness, student should apply for leave along with doctor's certificate and should report to the Principal immediately after the recovery.
- No student is allowed to sit in the class or practical batch other than batch allotted by the college.
- Local and long excursion tours prescribed in the syllabus are compulsory.
- The behavior of a student in the class as well as in the college premises should not cause any disturbance to the overall discipline of the college.

- Cheating in the examination, plagiarism etc. is strictly prohibited.

ALCOHOL AND OTHER DRUGS:

- The unlawful possession, use, purchase, or distribution of alcohol or drugs on college campus or as part of any College activity is prohibited.
- “Gutkha’ Chewing is strictly prohibited in the College.
- Smoking is prohibited on the campus.

MISCONDUCT OR MISBEHAVIOR:

- Every student must have an identity-card with his/her own photograph duly attested by the Principal.
- He/she is expected to have his/her identity card during his/her stay in the premises of the College.
- Dress code is mandatory for all students.
- Misbehavior towards fellow students in general and female student’s in particular or the staff is liable for punishment.
- The students are strictly prohibited from undertaking or doing any activity not connected with the College without the prior permission of the Principal.
- No student shall collect money by the way of contribution for picnic, trip/visit to some place, get together or any other activity without the prior permission of the Principal.
- The students are expected to take proper care of the College property and keep the premises neat and tidy. Causing damage to the property of the College, disfiguring the wall etc., will be treated as breach of discipline and will be finally dealt with.
- **COMMON OFF** will be treated seriously.
- Prohibition of Mobile phones within the college campus as per the order of High Court.
- Events and Parties the College defines an event as an academic, intellectual, or a cultural event held by students or a student organization, in campus space with prior permission of the Principal.
- Events can be open to the entire campus community, open to all enrolled students, or closed events held for a smaller group of students and/or members of an organization.

Typically, guest(s) of enrolled students are permitted at campus events; Usually, events are not open to the general public without written permission from the Office.

JURISDICTION:

The Institute shall have the jurisdiction over the conduct of the stakeholders associated /enrolled with the institute and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the campus or in connection with the institute related activities and functions.

- a. The Institute may exercise jurisdiction over conduct which occurs on campus violating the ideal student conduct and discipline as laid down in this Policy which shall include Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
- b. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute; Possession or use of weapons, explosives, or destructive devices on campus Manufacture, sale, or distribution of prohibited drugs, alcohol etc. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off campus community.
- c. The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations like above, the Institute shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community/series of action occurred on both sides.

FALSE REPRESENTATION

A student may not knowingly provide false information or make misrepresentation to any office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

ANTI-RAGGING POLICY:

The college has a clear and an effective anti-ragging policy as per 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter referred to as the 'UGC Regulations'). The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute. Ragging constitutes one or more 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 any student indulging in rowdy or undisciplined 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 other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student.
- Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a student by other students.
- Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student.
- Any act that affects the mental health and self-confidence of 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 other student.

ANTI-RAGGING COMMITTEE (DISCIPLINE COMMITTEE):

The Anti-Ragging Committee (Discipline Committee) of the college shall examine all complaints of ragging and take action against students after come out with recommendation based on the nature of the incident. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee (Discipline Committee):

- 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.

- Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- Suspension/ expulsion from the hostels and mess.
- Cancellation of admission.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti Ragging Committee (Discipline Committee) of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

GENDER DISCRIMINATION AND ALLIED HARASSMENT:

The college is committed to zero tolerance in prevention and prohibition of gender discrimination and sexual harassment at workplace and shall apply mutatis mutandis to the students, staffs of any rank of the Institute which can be accessed and reviewed by all as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013/UGC 2015 guidelines. Girl students & women staff should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

Statutory College Committees/cell: To look into the cases of serious nature following committees are formulated which are liable to take strict action and shall apply mutatis mutandis to all staffs, students at college.

**Grievance Redressal Committee
Women Harassment Cell**