

## CODE OF CONDUCT FOR THE COLLEGE GOVERNING COUNCIL

Shri Kesharchand Gulabchand Nevaskar Sarvajanic Trusts K G College of Arts and Commerce, Ahmednagar Governing Council is headed by the Chairman and few members of the trust. It includes representative of Trust as Trustee Director, this Trustee Director is working as a bond between trust and day today college work. Trustee Director looks at financial matters where as Act Principal of College/ Campus Director (As we are not having permanent Principal yet) as Member Secretary of college who represents the faculty and staff. The Governing Council of the college is supposed to look after the smooth working of the college and should take care of the rules and regulations of the Central Govt. /UGC/State Govt. and Savitribai Phule Pune University. It is also supposed to look after the academic and physical growth of the college and provide necessary support for the same.

The Governing Council will not interfere in the day-to-day administration of the college and it has at large the responsibility of smooth conduct of the college. The Governing Council should be aware of the changes taking place in academic and other developments in the field of higher education and should share in the meeting while arriving at the decision of college development.

The Governing Council should be helpful and supportive for all the activities in the college and also think progressively. It should have proper commitment for the development of the college and should bear very high moral character.

## CODE OF CONDUCT FOR THE PRINCIPAL OF THE COLLEGE

The post of the Act Principal (Campus Director) is appointed by college management as per rules of Govt. of Maharashtra. Campus Director is full time academic and administrative officer of the college, Trustee Director and Campus Director will act as drawing and disbursing authority

Campus Director should not leave the campus without the permission of authority. Before leaving the campus he should do alternative arrangements for functioning of day to day activities in the college. He/she being academic head should support, guide and think innovatively for overall development of students in the college.

- He/she should obey discipline and must bear high moral character. Campus Director/ Principal should prepare budget, put it before Governing Council for sanction and execute it with commitment.

Campus Director/ Principal should search for various scholarships for students and grants for the college. Campus Director/ Principal is responsible for smooth conduct of college and should guide for preparation of yearly plan, administrative and financial management in consultation with governing council.

He/she should establish good public contacts in society, Govt. offices, University etc. for overall development of the college. He/she is supposed to plan and execute sports, extra-curricular and cultural activities for overall development of the students. Campus Director/ Principal have to manage and control faculty and staff on the campus and make optimum utilization of the available Infrastructure. Campus Director/ Principal should be punctual and cooperative to all her colleagues and seniors.

## CODE OF CONDUCT FOR TEACHERS

Teachers should demonstrate high standard in teaching and learning by engaging students in learning and work to achieve high level outcomes for all students. Teachers should protect students from harm by recognizing that students have a right to a safe and secure teaching and learning environment. Teachers should exercise leadership in their role as supervisors by acting as positive role models, acknowledging the work of staff and encouraging initiatives, responsiveness and leadership amongst staff. Teachers should discourage any form of discrimination harassment at the workplace. Teachers should facilitate advance students learning by implementing the educational goals and priorities of the college and system. Teachers are accountable for encouraging students to strive for high standards and to value learning. Teachers should exercise efficient and effective resource management. Teachers should have fairness in their duties and integrity in their work. Alternate teaching arrangements need to be made while applying for any leave in discussion with the Head of the Department and approval of the Principal.

College I-Card is compulsory.

## **CODE OF CONDUCT FOR STUDENTS**

The students should keep the identity card with them regularly, whenever the identity cards are requested by the relevant authorities, they should submit it

Courtesy and respect must be the key aspects of student's behavior. Disrespect and disobedience may result in disciplinary action, involving suspension or even expulsion.

Attendance at all lectures/ practical/tutorials/tests/assignments/examination is compulsory for all subjects.

A student, who is not regular in attendance or fails to carry out his/her work to the satisfaction of the Principal, is liable to cancellation of his/ her terms.

The student who does not have minimum required attendance of 75% of actual lectures/ practical/tutorials/ tests /assignments conducted in each term or do not show satisfactory progress in terminal / preliminary examinations will not be allowed for college/university examinations.

The student who remains absent for the periodical test / examination due to his/ her illness shall be required to submit the medical certificate, along with the application endorsed by parent.

Every student must have a minimum attendance of 75%. It is necessary for the students to be present at the time of admission in college and filling up of any examination form.

The students should complete the tutorials, tests and demonstrations as per SPPU, Pune and satisfaction of the proficiency. Ragging is strictly prohibited in the college premises and outside. Students indulging in ragging will be punished as per "UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions, 2009, published in the Gazette of India dated 4th July, 2009. Such students will also be expelled from the college and F.I.R will be lodged with the police against them. Moreover, it will be mentioned in the college leaving certificate of such students that they are expelled because of their indulgence in ragging. Students with a previous record of ragging will not be admitted to this College. Smoking, chewing tobacco, use of explosive or dangerous substances, consuming poisonous drugs or alcohol in any form is strictly prohibited in the College campus.

Stringent actions will be taken if rules are violated. Copying in any examination, keeping notebook pages, directly or indirectly possessing the wrong way, exchanging answer sheets or supplementary answer sheets, allowing proxy writer will be treated as an offence and necessary action will be taken on the student.

No student shall collect money without written permission of the Principal. No notice shall be put on the notice boards, including black boards without the written permission of the Principal or the faculty members authorized in the matter concerned Students shall not organize picnic, excursion trips etc, on their own, without the written permission of Principal. All programmes, meetings, gatherings, picnics etc. will be organized only with prior written permission of the Principal.

Students are prohibited from doing anything inside or outside the college that will interfere in college administration or affects its public image.

No outside influence, political or any other should be brought into the college, directly or indirectly. Scribbling on the walls and desks etc. should be avoided. If any student is found scribbling the walls/desks, disciplinary action shall be taken against him/her.

The rules set by the College Principal needs to be followed time to time. The Principal's decision is final in all cases and it is mandatory for all students. The students who bring bicycles or two wheelers have to park their vehicles in the parking area allotted for them in the college. College officials will not take responsibility for theft or damage of vehicles parked in places other than parking space set by the college. Follow strict adherence of discipline in and out of college campus, and in public.



