

CODE OF CONDUCT HANDBOOK



K.S.s' Manjunatha College Of Commerce

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Junior College of Commerce

Kanchangaon khambalpada Thakurli (East)

Date of Publication : 05 September 2018



CAMPUS CODE OF CONDUCT

1. Students shall rise from their seats when the teachers enter in classroom and remain standing till the teacher takes her/his seats or the teachers ask them to be seated.
2. Silence shall be observed during class hours.
3. Teacher shall be greeted appropriately with “Good morning sir/ madam” or “Good afternoon sir/madam” and “thank you sir/madam”
4. No student shall enter or leave the classroom when the lecture is on without the permission of the teacher concerned.
5. In the events of student’s seminar/project presentation etc. it is compulsory that all the students the concerned class be present and wear their ‘I card’.
6. All students shall leave the classes immediately after their last lecture, by switching off the electricity buttons.
7. Students are not permitted to distribute or display any material such as notes, banners etc. in campus without the permission of the competent authority.

CODE OF CONDUCT FOR STUDENTS

A. Discipline Rules:

1. Students should have at least 75% of attendance in every subject failing which they can be debarred from the Examinations as per the University norms.
2. They should wear I-cards in the college premises.
3. If a student fails to produce the I-card at the entry in college premises, he/she has to get a permission slip costing Rs.10 per day.
4. Decency in dress code should be observed.
5. The SFC students should wear the Uniforms daily.
6. Student should not loiter in the corridor after and during the lectures.
7. Students should participate and involve themselves in all curricular, co-curricular and extra-curricular activities.
8. Timely submission of assignment and project is compulsory.
9. Wearing uniform/ formal dress code is expected at all times (While representing college outside the premises.)
10. Punctuality and discipline in every respect is expected.
11. Maintaining cleanliness in classrooms and in other parts of college premises is expected.
12. Use of cell phones in classroom for speaking, texting and playing games is strictly prohibited.
13. Smoking and use of other intoxicating chemicals is strictly prohibited.
14. Students must understand that the assets of the college have to be preserved and maintained with utmost care.
15. Students must refrain from activities such as scribbling or noting on walls, doors or any furniture which could deface the college and destroy the academic ambience.

Punishment:

In case a student breaks any rule, the Management and the Principal reserve the right to take appropriate disciplinary action.

B] Library Discipline:

- 1.** I-card and library card are compulsory for use of library and issue of books.
- 2.** Reference books will not be issued at home.
- 3.** A book will issued to a student for seven days.
- 4.** Students are not allowed to use the mobile inside the library.
- 5.** Fines will be imposed for late return of the book.
- 6.** Eating inside the library is strictly prohibited.
- 7.** Students should not demand any materials like pen, pencil, stapler, blank papers etc. at the library counter.
- 8.** If the books issued are lost, the students will have to replace the same title book and return it with late fine if applicable.
- 9.** Library website of college 'librarymcc.weebliy.com' has to be used for question paper reference
- 10.** Library property should not be damaged.

EXAMINATION CODE OF CONDUCT

1. The passing percentage in every subject is 40%.
2. Only two subject failures are allowed to keep terms. Cross KT is not allowed.
3. Students should be present at least 10 min. prior to the commencement of the Examinations.
4. Students are not allowed to leave the hall within half an hour from beginning of the Exams.
5. Books/notes and all materials should be kept outside the Exam hall.
6. No mobile phones will be allowed during the Exams. Possession of mobile phones will be treated as unfair means.
7. No scientific calculator will be allowed during Exams.
8. Nothing should be written on the body, scale, eraser or desk or on the question paper.
9. Use of any unfair means during the Examinations attract the punishment as per the University of Mumbai act XXXI of 1982 0.5050 (Maharashtra Government Gazette on the 14th October 1982, Pages 221-223)

CODE OF CONDUCTS FOR TEACHERS

As per university of Mumbai direction

RECRUITMENT AND QUALIFICATIONS:

1.1. The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the University and Colleges shall be on the basis of merit through all India advertisement (As per University of Mumbai Circular No. CONCOL/75 of 1988, dated 3rd March, 1988) and selections by the duly constituted Selection Committees as per the provisions made in this Circular to be incorporated under the Statutes/Ordinances of the University. The composition of such committees as prescribed in this Circular.

1.2. The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Principals, Assistant Directors of Physical Education and Sports, Deputy Director of Physical Education and Sports, Directors of Physical Education and Sports, Assistant Librarians, Deputy Librarians, Librarians as prescribed in this Circular.

1.3 The minimum requirements of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test - SLET/SET), shall remain for the appointment of Assistant Professors.

1.4. NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in University / Colleges / Institutions. Provided however, that candidates, who are or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University / Colleges / Institutions.

1.5. NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.

1.6. A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians, Assistant Directors of Physical Education and Sports.

1.7. A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures. Page no. 4 of 152

1.8. A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19th September, 1991.

1.9. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed shall also be considered eligible.

1.10. The Ph.D. Degree shall be a mandatory qualification for the appointment of Professors and for promotion as Professors.

1.11. The Ph.D. Degree shall be a mandatory qualification for all candidates to be appointed as Associate Professor through direct recruitment.

1.12. The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions.

Qualifications for direct recruitment for teachers in arts, humanities, sciences, social sciences, commerce, education, languages, law, journalism and mass communication.

1) PROFESSOR:

A. (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.

(ii) A minimum of ten years of teaching experience in Universities/colleges, and/or experience in research at the Universities/National level institutions/industries, including experience of guiding candidates for research at doctoral level.

(iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

(iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Appendix-I of this Circular.

OR

B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned / allied / relevant discipline, to be substantiated by credentials.

2) PRINCIPAL

- i. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- ii. Ph.D. Degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.
- iii. Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.
- iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in Appendix-I of this Circular. Page no. 5 of 152

3) ASSOCIATE PROFESSOR

- i. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- ii. Good academic record with Ph.D. Degree in the concerned/allied/relevant disciplines.
- iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a Universities, Colleges or Accredited Research Institutions/Industries excluding the period of Ph.D. Research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in Appendix-I of this Circular.

4) ASSISTANT PROFESSOR:

- i. Good academic record as defined by the concerned University with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign University.
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause, candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University/ Colleges / Institutions. iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

Minimum qualifications for direct recruitment to the posts of librarian, deputy librarian and university assistant librarian / college librarian

1. UNIVERSITY LIBRARIAN

- i. A Master Degree in Library Science /Information Science/Documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record.
- ii. At least thirteen years as a Deputy Librarian in a University library or eighteen years' experience as a College Librarian.
- iii. Evidence of innovative library service and organization of published work.
- iv. Desirable: M.Phil. /Ph.D. Degree in Library Science/Information Science / Documentation / Archives and Manuscript-keeping.

2. UNIVERSITY DEPUTY LIBRARIAN

- i. A Master's Degree in Library Science/Information Science / Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale and a consistently good academic record.
- ii. Five years' experience as an Assistant University Librarian/College Librarian.
- iii. Evidence of innovative library service and organization of published work and professional commitment, Computerization of library.
- iv. Desirable: M.Phil. /Ph.D. Degree in Library Science/Information Science / Documentation / Archives and Manuscript-keeping / Computerization of Library.

3. UNIVERSITY ASSISTANT LIBRARIAN /COLLEGE LIBRARIAN

- i. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. Page no. 12 of 152
- ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. iii. However, candidates, who are, or have been awarded Ph.D. Degree, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian /College Librarian.

4. Assistant Professor in Affiliated Colleges (MINORITY COLLEGES):

- i. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
- ii. The Principal of the College.
- iii. Head of the Department of the subject concerned in the College.
- iv. Two nominees of the Chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the University from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject expert
- v. Two subject experts not connected with the College to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor, from the list of subject experts approved by the relevant statutory body of the College
- vi. An academician representing SC/ST/OBC/Minority/Women/Differently-able categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

5. Associate Professor in Affiliated Colleges (MINORITY COLLEGES):

- i. The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
- ii. The Principal of the College.
- iii. The Head of the Department of the concerned subject from the college.
- iv. Two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the University from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.
- v. Two subject experts not connected with the College to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor, from the list of subject experts approved by the relevant statutory body of the College.
- vi. An academician representing SC/ST/OBC/Minority/Women/Differently-able categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

6. College Principal in Affiliated Colleges (MINORITY COLLEGES):

- i. Chairperson of the Governing Body as Chairperson of the Selection Committee.
 - a. Page no. 18 of 152
- ii. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- iii. One nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the University of whom one should be a subject expert.
- iv. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college) out of a panel of six experts approved by the relevant statutory body of the University.
- v. An academician representing SC/ST/OBC/Minority/Women/Differently-able categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

SELECTION PROCEDURES:

1. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as provided in this Circular in **Tables I to IX of APPENDIX-I.**

2. In order to make the system more credible, University/colleges may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage. These procedures can be followed for direct recruitment and CAS promotion wherever selection committees are prescribed in this Circular.

3. The University has adopted UGC Regulations for selection committees and selection procedures incorporating the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) at the institutional level for University Departments and Constituent Page no. 19 of 152 Colleges/affiliated colleges (Government-aided/Autonomous/Private Aided Colleges / Private Un-aided Colleges) to be followed transparently in all the selection processes. An indicative PBAS proforma for direct recruitment and CASis provided in this Circular in **Tables I to IX of APPENDIX-I.**

4. In all the Selection Committees of direct recruitment of teachers and other academic staff in University/Colleges provided herein, an academician representing Scheduled Caste / Scheduled Tribe / OBC / Minority / Women/Differently-able categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice Chancellor or Acting Vice Chancellor of the University. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

General instructions regarding promotion under CAS under UGC regulation 2010.

1. The internal Quality Assurance Cell (IQAC) shall be established in all the University Departments/colleges as per the National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor as Chairperson (in the case of University) and Principal as the Chairperson (in the case of College). The IQAC shall act as the documentation and recordkeeping cell for the institutions. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of student's assessment of individual teachers in the P.B.A.S.
2. The minimum norms of Selection Committees and Selection Procedures as well as API score requirements for the different cadres, either through direct recruitment or through **Career Advancement Schemes Regulations, shall be similar. Table II(C) of Appendix I of this circular provides norms for direct recruitment of teachers to different cadres, while table I(a) and Page no. 23 of 152 Table II (b) of Appendix I of this circular provides for CAS promotions for teachers in the University and the colleges respectively.**
3. The PBAS based on API Score of category I and II as mentioned in these tables will be implemented for one year, initially based on the existing systems in the University / College for one year only with the minimum annual scores as specified in table II(a) and II(b) for University and College teachers, or for Librarian / Physical Education and Sports cadre as depicted in tables V(a) and V(b), tables VIII(a) and VIII(b) respectively. This annualized API scores will be compounded prospectively as and when the teachers (or Librarian/ Physical Education and Sports cadres, as the case may be) become eligible for CAS promotion to the next cadre with the multiplication factor of years of service required to apply for CAS promotion. For Category III (Research & Academic Contribution), API scores for this category will be applied for the entire period.

Illustration: If a teacher is considered for CAS promotion in 2010, one-year API scores of 2009-10 for categories I and II only is required; if a teacher is eligible for CAS promotion in 2011, then two years API scores of categories I and II for 2009-10 and 2010-11 cumulatively would be required and so on.

4. A teacher who wishes to be considered for promotion under CAS may submit in writing to the Head of the University Department / Registrar or the Principal / head of the College/Institution (University/College), **with three months** in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the Head of the University Department / Registrar or the Principal / head of the College / Institution (University/College)the Performance Based Appraisal System proforma as evolved by the University duly supported by all credentials as per the API guidelines set out **in this circular**.
5. In order to avoid delays in holding Selection Committees meetings in various positions under CAS, the University / College should immediately initiate the process of screening/selection, and **shall complete the process within six months** from the date of the receipt of the duly completed application form from the teacher concerned. Further candidates who fulfil all other criteria mentioned in this circular, as on 31.12.2008, and till the date on which this circular is notified, can be considered for promotion from the date, on or after 31.12.2008, on which they fulfil these eligibility conditions, provided as mentioned above.
6. Candidates who do not fulfil the minimum score requirement under the API Scoring System as per Table I to IX in Appendix-I of this Circular or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.
7. The Selection Committee specifications as delineated in Para 9.1 to 9.1.11 of this Circular are applicable to all direct recruitments of Faculty Positions and Career Advancement promotions of Assistant Professor to Associate Professor and to that of Associate Professor to Professor.
8. CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a “**Screening cum Evaluation Committee**” adhering to the criteria laid out as API score in PBAS in the **Tables of Appendix-I in this Circular**.

Stages of promotion under career advancement scheme of incumbent and newly appointed assistant professors' / associate professors / professors.

1. Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and Stage 3), provided they are assessed to fulfil the eligibility and performance criteria as laid out in Para 12.0.
2. **An entry level Assistant Professor, possessing Ph. D. Degree** in the relevant discipline shall be eligible, for moving to the next higher grade
3. **(stage 2) after completion of four years' service as Assistant Professor.**
4. **An entry level Assistant Professor possessing M.Phil. Degree or post-graduate Degree in professional courses**, approved by the relevant statutory body, **such as LL.M. / M. Tech., etc.** shall be eligible for the next higher grade **(stage 2) after completion of five years' service as Assistant Professor.**
5. **13.4 An entry level Assistant Professor who does not have Ph.D. or M.Phil. Or a Master's Degree in the relevant professional course** shall be eligible for the next higher grade **(stage 2) only after completion of six years' service as Assistant Professor.**
6. **13.5** The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down in this Circular.
7. **13.6 Assistant Professors who have completed FIVE YEARS of service in the stage 2 shall be eligible to move to stage 3** subject to meeting the API based PBAS requirements laid down in this Circular.
8. **13.7 Assistant Professors who have completed THREE YEARS of teaching in stage 3 shall be eligible**, subject to the qualifying conditions and the API based PBAS requirements prescribed in this Circular, **to move to the next higher grade (stage 4) and to be designated as Associate Professor.**
9. **Associate Professor who has completed THREE YEARS of service in stage 4 and possessing Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to:-** Page no. 26 of 152
 - a. Satisfying the required credit points as per API based PBAS methodology provided in **Appendix I** stipulated in this Circular, and
 - b. An assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor.

10. ***Provided that no teacher, other than those with Ph.D., shall be promoted or appointed as Professor.***
11. In the case of Associate Professors in Colleges, promotion to the post of Professor under CAS shall be further subject to in this Circular.
12. Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the University/College/Institution based on the recommendations of selection
13. committee(s) while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit- specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/ Assistant Librarian/Assistant Director of Physical Education and Sports (& to equivalent cadre) and to those who are entitled for grant of advance increments for having acquired Ph. D., M. Phil., M.Tech., etc. However, those entering service as Assistant Professor/ Assistant Librarian/Assistant Director of Physical Education and Sports (& to equivalent cadre) with post-doctoral teaching/research
14. experience after Ph.D. and proven credentials may be eligible for discretionary award of advanced increments to be decided and recorded by the selection committee in its minutes.

Counting of past services for direct recruitment and promotion under CAS

1. Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., should be counted for direct recruitment as per Appendix-I Table II and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix IV – Table No. VII& VIII of the UGC Regulation 2010 provided that: Page no. 28 of 152
 - a. The essential qualifications of the post held were not lower than the qualifications prescribed in this Circular for Assistant Professor, Associate Professor and Professor as the case may be.
 - b. The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
 - c. The candidate for direct recruitment has applied through proper channel only.
 - d. The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed in this Circular for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
 - e. The post was filled in accordance with the prescribed selection procedure as laid down in this Circular of University/State Government/Central Government/Concerned Institutions, for such appointments.
 - i. the period of service was of more than one-year duration;
 - ii. the incumbent was appointed on the recommendation of duly constituted Selection Committee; and
 - iv. The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service, without any break.
 - g. No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past services under this clause.

PERIOD OF PROBATION AND CONFIRMATION

- i. The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.
- ii. The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.
- iii. Subject to this Clause 15, it is obligatory on the part of the University concerned Colleges/Institution to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.
- iv. Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by Central Government.
- v. All other Central Government rules on probation and confirmation shall be applicable mutatis mutandis.

CREATION AND FILLING UP OF TEACHING POSTS

- i. Teaching posts in University, as far as feasible, may be created in a pyramidal order, that is, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professors, per department.
- ii. All the sanctioned/approved posts in the University system shall be filled up on an urgent basis.

APPOINTMENTS ON CONTRACT BASIS

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in University/College. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly appointed teacher. The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing her/him on contract basis for another session. Page no. 29 of 152

TEACHING DAYS

1. The University / Colleges must adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6 day week of the remaining period, 12 week may be devoted to admission and examination activities and non-instructional days for co-curricular, sports ,college day etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 days' week pattern, then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks of actual teaching with a 6 days week. The above is summarized as follows:

Number of weeks: 6 days a week pattern

Number of weeks: 5 days a week pattern

Categorization	University	College	University	College	Teaching and Learning Process
	30 (180 days) weeks	30 (180 days) weeks	36 (180 days) weeks	36 (180 days) weeks	Admissions /Examinations preparation for Examination
	12	10	8	8	

Vacation	8	10	6	6	Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2	Total	52	52	52	52
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2. In lieu of curtailment of vacation by 2 weeks, the University teachers may be credited with 1/3rd of the period of earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3rd of the period will be credited as Earned Leave.

WORKLOAD

1. The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University / College for which necessary space and infrastructure should be provided by the University / College. Direct teaching learning process hours should be as follows.
Assistant Professor 16 hours
Associate Professor and Professor 14 hours
2. A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. 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 in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession.
- (iii) Seek to make professional growth continuous through study and research.
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them.
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the students in expressing his / her opinion.
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (v) Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace. Page no. 31 of 152
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) Pay attention to only the attainment of the student in the assessment of merit.
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- (ix) Aid students to develop and understanding of our national heritage and national goals and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated.
- (ii) Speak respectfully of other teachers and render assistance for professional betterment.
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest.
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- (vi) Should adhere to the conditions of contract.
- (vii) Give and expect due notice before a change of position is made and
- (viii) Refrain from availing themselves of leave except on unavoidable ground and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within every educational institution and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the nonteaching staff.

VI. TEACHERS AND GUARDIANS:

Teachers should:

(i) Try to see through teacher's bodies and organizations that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution. Page no. 32 of 152

VII. TEACHERS AND SOCIETY

Teachers should:

(i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.

(ii) Work to improve education in the community and strengthen the community's moral and intellectual life.

(iii) 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.

(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

(v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

ALLOWANCES & LEAVES: -

Allowances & leaves are admissible as per Government of Maharashtra GR No. NGC 2009/ (243/09) -UNI-1, dated 12th August 2009.

CODE OF CONDUCT FOR NON- TEACHING

Head Clerk

1. To receive and to initial and date each receipt in token of his having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.
2. To deal with letters which he himself can dispose of without the assistance of the officers and those letters which in his opinion are important enough to be seen by the higher officers at the initial stage or on which he desires their instruction.
3. To mark and to distribute the letters in the name of dealing assistants.
4. To exercise check and follow up of letters received from the Government of India/Chancellor/State Government/U.G.C./Officer of the Director of Education/Universities etc.
5. To draft notes and independently deal with cases which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers, and given interim replies.
6. To point out mistakes or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules where they are concerned. To maintain the muster roll of the members of the staff working under him and inform the Assistant Registrar about late attendance, absentees etc.
7. To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow up actions.
8. To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.

9. To inspect the racks and tables of assistants/and/or/ senior assistants working under him and satisfy himself that no papers of files have been overlooked and that there are no odd receipts or bills lying undisposed off.
- 10.To give instructions regarding destruction of old records according to the directives of Branch Officers/Section Head.
- 11.To attend to such other work as may be given to him with the approval of the Registrar/Head of the Department.
- 12.To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.
13. To scrutinize notes/cases submitted by the lower staff, put his own remarks/suggestions, if any, and submit the same to the Superintendent/Assistant Registrar, as the case may be.
- 14.To ensure the prompt dispatch of letters.
- 15.To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
16. To maintain calendar of periodical returns for incoming and outgoing, separately.
17. To attend to such other work that may be assigned to him with the approval of the concerned Deputy Registrar.
- 18.To write various books of accounts such as ledger salary register, income tax register.
- 19.To ensure filing of vouchers and papers.
20. To prepare bills for payment.
21. To get the various returns prepare by CA.
- 22.To attend to such other work as may be assigned to him with the approval of the Assistant Registrar (Finance and Accounts)/Accountant, from time to time.

23. Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.

24. Staff should take additional responsibilities if required as assigned by Principal.

Senior Clerk

1. To prepare bank reconciliation statement, budget and final account of funds entrusted to him.
2. To prepare periodic accounts of funds entrusted to him and to assist the Head Clerk in furnishing of figures of expenditure to higher authorities.
3. To maintain books of accounts, payment register and funds entrusted to him.
4. To attend to all the matters pertaining to deduction of Income Tax, Professional Tax and L. I. C. Premium from the salary of individual employee.
5. To attend to routine correspondence with Banks and other Departments.
6. To attend to such other work as may be assigned to him with the approval of the Head Clerk (Finance and Accounts), from time to time.

Junior Clerk

1. To enter the mail and letters and interdepartmental correspondence/files etc. letters, documents etc. addressed to the officers by name will be received by the officers themselves or through Head Clerk and Senior Clerk.
2. To acknowledge letters received.
3. To submit Dak to the Principal and Head Clerk daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter/documents etc.
4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
5. To send relevant extracts or any part of a receipt, through to the Principal and Head Clerk, branch concerned for remarks and/or necessary action.
6. To open and maintain service book/new file(s)-note-book(s), do copying work/rubber stamping and to attend to all types of administrative/clerical work.
7. To maintain different registers, forms etc.
8. To keep a notebook to watch timely disposal of urgent papers.
9. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/files, if any, refer to any receipt and any other relevant material etc.
10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/replies for approval where noting is not required issue reminders.
12. To maintain daily work sheet, and to submit weekly arrears report to the Section Officers and/or Assistant Section Officers. 13. To prepare monthly arrears report and

submit it to the Assistant Section Officers and/or Section Officers for perusal and guidance/instructions.

14. Any other work assigned from time to time, with the approval of the Assistant Registrar.

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 Head of the department and other staff members. Peon should not leave the office until and unless the higher authority permits

LAB ASSISTANT

1. Lab assistant should help the lab in-charge to carry out the lab related work.
2. Lab assistant should maintain attendance register
3. Lab assistant should keep the setup ready before conduct of the practical.
4. Lab assistant should ensure the cleanliness of laboratory

CODE OF CONDUCT FOR COLLEGE STUDENT PARENT

This Code provides parents and guardians with guidelines for developing positive relationships within the College community and assists in promoting our core values, underpinning our mission, vision and ethos.

Purpose

The College aims to provide an open, welcoming and safe environment for all. We believe that all community members play a valuable role in the life of the College. This Code provides guidelines to promote desirable and appropriate behaviour to ensure that all interaction with students, staff, parents and guardians is respectful, honest, courteous, sensitive, tactful and considerate. This Code outlines the consequences for any member of the college Community who does not comply with these standards of behaviour

General Conduct Parents and Guardians agree to:

- Show an active but non-invasive interest in their child's school work and progress;
- Work with the teaching staff to deal promptly with areas of concern;
- Treat all members of the College community with respect and courtesy;
- Ensure that their child is appropriately dressed and prepared for school on a daily basis; 2 | P a g e Current as at 4/05/2018
- Promptly report to the College their child's absence or late arrival;
- Work with the College in dealing with disciplinary issues involving their child;
- Observe confidentiality in respect of all information gained through participation in College activities - all information held by schools should be handled with care and individuals should not discuss nor disclose personal information about other students, staff or students' parents/guardians; and

- Not behave in ways that a reasonable person would consider to be offensive, intimidating, humiliating, aggressive, threatening or abusive. Any parent or guardian who invites a relative, friend, supporter, carer or other person (adult or child) to be present at any College related function or activity at any location must be responsible for that person and must ensure that they act at all times in a manner consistent with this Code.

Complaints and Feedback

Our College has developed a complaints policy to ensure that all concerns are dealt with by the College in the appropriate manner. Should a parent or guardian be unable to resolve an issue informally, they may lodge a complaint with the College. We commit to dealing with this complaint according to our Complaints Handling Policy.

Student Protection Concerns

Parents and guardians are encouraged to discuss any concerns about the health, safety and wellbeing of our students with the Principal.

BREACH OF CODE OF CONDUCT

The consequences for breaching this Code of Conduct will be determined by the Principal in consultation with the Board Chair, which may include:

- A first and final warning meeting and subsequent letter being issued to inform the relevant person/s of the outcome and that another breach of the Code of Conduct will not be tolerated.
- A banning from being on College grounds or attending any College related activity.
- A direction, in the case of a parent/guardian, that he/she may only communicate with members of staff through a specified College representative.
- A restraining order being sought against the relevant person through the legal system.
- The College may take such other steps as it may in its reasonable discretion, determined appropriate, according to the nature of the breach.

General Guidelines

Communication

- Parents and guardians are expected to deal with our teaching and non-teaching staff in a way that is courteous and respectful at all times.
- Use courteous and acceptable language in written and verbal communication.
- Give encouraging and constructive feedback rather than negative criticism.
- Responses to emails and telephone calls are not expected to be instantaneous or out of normal working hours, unless of an urgent nature. The College endeavours to respond within 24 hours.
- Parents and guardians are not to create social media pages that can be associated with the College in any way, without the express permission of the Principal. Your actions should not bring the College's name, image and/or reputation into disrepute.

CAMPUS CODE OF CONDUCT (Anti-Ragging)

- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.
- Believe in loving, sharing and caring.

RAGGING ACTION TO BE TAKEN AGAINST STUDENTS

INDULGING AND ABETTING IN Ragging as per the Directions of Hon'ble Supreme court of India. MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

- Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship / fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension / expulsion from the institution.
- Collective punishment if larger number of students are involved in the act of ragging.
- An FIR to be filed, if required , with local police station.

GENERAL

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in the Library/Reading Room

CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.
- The Head of the department should ensure that the work load of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:
 - Head of Department/ Professor 8 hours / week
 - Associate Professor 12 hours / week
 - Assistant Professor 16 hours/week.
- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
 - The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
 - The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
 - The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
 - The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
 - The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
 - The Head of the Department should write confidential report for all staff members of his/her department and submit it to the Principal.

CODE OF CONDUCT FOR PRINCIPAL

- The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
- The Principal should form various college level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars /workshops / conference.
- The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - o Meets or exceeds Institute standards and any weaknesses
 - o Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The Principal is responsible for the development of academic programmes of the Institute.

- The Principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidential report of all staff members of the Institute and submit it to the Management.
- The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.

CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

- There shall be a separate College Development Committee comprising of the following members, namely:-
 - o Chairperson of the management or his nominee
 - o Secretary of the management or his nominee
 - o One Head of department, to be nominated by the Principal
 - o Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be a woman
 - o One non-teaching employee, elected by regular non-teaching staff from amongst themselves
 - o Four local members, nominated by the management in consultation with the Principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
 - o Coordinator, Internal Quality Assurance Committee of the college
 - o President and Secretary of the College Students' Council
 - o Principal of the college - Member - Secretary.
- The College Development Committee shall meet at least four times in a year.
- Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

• **Duties of College Development Committee**

1. To prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities
2. To decide about the overall teaching programmes or academic calendar of the college
3. To recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
4. To take review of the self-financing courses in the college, if any, and make recommendations for their improvement
5. To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
6. To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
7. To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
8. To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
9. To Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
10. To Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
11. To Make recommendations regarding the students' and employees' welfare activities in the college

- 12.To Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- 13.To Frame suitable admissions procedure for different programmes by following the statutory norms
- 14.To Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- 15.To Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college
- 16.To Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- 17.To recommend the distribution of different prizes, medals and awards to the students.
- 18.To Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university
- 19.To perform such other duties and exercise such other powers as may be entrusted by the management and the university.

PROFESSIONAL ETHICS

- Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staff are representing the Institute.
- Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of colleagues and students.