



Krida Rasik Education Society Institute of Management & Research, Jalgaon Sanchalit

**Adv. Sitaram (Babanbhau) Anandramji Baheti
Arts, Commerce & Science College**

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Senior College Code No.: 100006

Junior College Code No.: J.15.16.010

**Dr. Anil Lohar
(Principal)**

Code of conduct

The Maharashtra Prohibition of Ragging, Act,1999

1. Ragging within or outside of any educational institution is prohibited.
2. Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.
3. Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
4. (1) Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, *prima facie*, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the Police Station having jurisdiction over the area in which the educational institution is situated, for further action.

Maharashtra Public University Act, 2016
Disciplinary Powers and Discipline amongst Students

Sec. 127.

1. All powers relating to discipline and disciplinary action in relation to the students of the university departments and institutions and colleges maintained by the university, shall vest in the Vice-Chancellor.
2. The Vice-Chancellor may, by an order, delegate all or any of his powers under sub-section (1), as he deems fit, to such other officer as he may nominate in that behalf.
3. The Vice-Chancellor may, in the exercise of his powers, by an order, direct that any student or students be expelled or rusticated for a specified period, or be not admitted to a course or courses of study in conducted college, institution or department of the university for a specified period, or be punished with fine, as prescribed by the university, or be debarred from taking an examination or evaluation conducted by the department, conducted college or institution maintained by the university for a specified period not exceeding five years or that the result of the student or students concerned in the examination or evaluation in which he or they have appeared, be cancelled: Provided that, the Vice-Chancellor shall give reasonable opportunity of being heard to the student concerned, if expulsion is for a period exceeding one year.
4. Without prejudice to the powers of the Vice-Chancellor, the principals of conducted colleges, heads of university institutions and the heads of departments of the university shall have authority to exercise all such powers over the student in their respective charge as may be necessary for the maintenance of proper discipline.
5. Provisions as regards discipline and proper conduct for students of the university and the action to be taken against them for breach of discipline or misconduct shall be as may be prescribed by the Statutes, which shall apply to the students of all its conducted colleges and university departments or institutions, affiliated colleges and recognized institutions.
6. Statutes relating to discipline and proper conduct for students, and the action to be taken against them for breach of discipline or misconduct, shall also be published in the prospectus of the university, affiliated college or recognized institution and every student shall be supplied with a copy of the same. The principals of the colleges and heads of the institutions, maintained by the university and affiliated colleges, may, prescribe additional norms of discipline and proper conduct, not inconsistent with the Statutes, as they think necessary and every student shall be supplied with a copy of such norms.
7. At the time of admission, every student shall sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the other officers and authorities or bodies of the university and the authorities or bodies of the conducted colleges, affiliated colleges and recognized institutions, and shall observe and abide by the Statutes made in that behalf and in so far as they may apply, the additional norms made by the

principals of conducted colleges and heads of university institutions and affiliated colleges.

8. All powers relating to disciplinary action against students of an affiliated college or recognized institution not maintained by the university, shall vest in the principal of the affiliated college or head of the recognized institution, and the provisions of the sub-sections (6) and (7) including the Statutes made thereunder, shall mutatis-mutandis apply to such colleges, institutions and students therein.

Code of conduct for students

Every student admitted in this institution shall strictly abide by the following code of conduct:

- a. Have 75% attendance for all the classes.
- b. Appear for the tests and examinations as per the time table of the institution and university.
- c. Always carry with him / her identity card issued by the institution.
- d. Read the notices put up on the notice boards of the institution regularly.
- e. Not to indulge in any activity that will demean the reputation of themselves and the institution
- f. Not indulge in anti social and political activity organized by outside agency on the campus of the institution.
- g. Abstain from any form of ragging on the campus of the institution.
- h. Not sit on and / or damage any vehicle parked on the campus.
- i. Contribute to keep the campus of the institution tobacco free, drug free, pollution and plastic free.
- j. To be obliged to prohibit sexual harassment of any student and faculty of institution.
- k. Abide by the rules and regulations stipulated for the development of the institution from time to time.
- l. Students should be aware of their attire at all times while the college premises, sleeves less and short clothes are not allowed. Smart casuals are to be preferred.
- m. A student acting individually or in concern with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity or any other activity organized to be discharged or held on the campus of the institution is considered to have committed an act of gross responsibility and shall be subject to disciplinary procedures, possibly in dismissal, demotion or termination of admission.
- n. Students are not allowed to use mobile phone in the college premises.
- o. It is the responsibility of each student to ensure clean college campus.
- p. Use of and litter plastic is not permitted in the premises.
- q. For any queries the students may have, discipline committee faculty member can be contacted.

Code of conduct for students while in Library

Every student entering the library shall-

- a. Carry with him or her a valid identity card issued by the institution.
- b. Enter his / her name and put signature in the registration book.
- c. Not use other student's identity card for library use.
- d. Use books, newspapers, journals, dictionaries and encyclopedia carefully.
- e. Maintain an atmosphere of dignity and silence.
- f. Incur own responsibility for theft of any personal belongings from the library.
- g. Keep own mobile phone on off or silent mode
- h. Not use pen drive for copying material from the library without permission of the librarian.
- i. Not misuse National Resource Centre (NRC) and reprography facilities in the library.
- j. Not be issued or lent any book from the library without valid identity card.
- k. Abide by the decision of the librarian regarding discipline in the library.
- l. Be liable for stringent action in case of violation of code of conduct.
- m. Students are not allowed to share their passwords with anyone and to keep it safe is their responsibility.
- n. Students have to maintain silence and studious environment at all times while in availing the reading room.
- o. Cleanliness of the reading room to be maintained at all the times.
- p. Timings of reading room usage are to be strictly followed.

Code of conduct for teachers, administration and other staff

- a. Perform their duties of teaching, guiding, mentoring the students, conducting practicals and tutorials in a punctual, conscientious and dedicated manner.
- b. Impart teaching after thorough preparation for the lessons and use of ICT for this purpose.
- c. Grow professionally through study, research and attending seminars.
- d. Conduct scheduled classes regularly as per the time table.
- e. Strictly to abide by formal dress code on all working days including official visits outside the campus.
- f. Not to possess, consume, distribute, manufacture or use any illegal drugs, tobacco, alcohol or anything containing any of these items.
- g. Not to sale, canvas, promote any material except the ones authorized by the college for the benefit and educational use of the students.
- h. Not to conduct any tuition classes or coaching classes, remunerative or otherwise.
- i. Any employee handling confidential information of the institution shall not, by word of mouth or otherwise, discuss or make available the same to anyone until approved for release by proper authority.
- j. Shall not accept gratuities, gifts, courtesies, etc. in any form from any person / persons, corporations or associations that directly or indirectly seek to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking.
- k. As an individual, to retain all rights and obligations of citizenship provided in the constitution of India.
- l. No employee shall hold or be a candidate for political party seeking votes while in the employment of the institution or take part in political campaign.
- m. Any employee acting individually or in concern with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity or any other activity organized to be discharged or held on the campus of the institution is considered to have committed an act of gross responsibility and shall be subject to disciplinary procedures, possibly in dismissal, demotion or termination of employment.
- n. Employees shall present their grievances only through proper channel.
- o. Employment outside the institution is not permitted.
- p. No employee shall without proper sanction from the management give a talk on media either using their name or anonymously related to institutional matters.
- q. An employee shall avoid actual or apparent conflicts of interests between his/her institution's obligations and responsibilities and outside activities.
- r. To follow all rules and regulations and standing of courtesy, conduct and co operation as applicable to one as per one's employment. The following are examples of actions which are unacceptable to the institution and may result in disciplinary action or termination of employment-
 1. Insubordination
 2. Theft
 3. Conviction of a felony involving moral turpitude
 4. Bringing discredit to the institution
 5. Falsifying records, reports or information

6. Discourteous behavior
 7. Any other misconduct interfering with performance of job tasks
 8. Unauthorized absence from assigned work area
 9. Sleeping while on duty
 10. Negligence
 11. Dereliction of duty
 12. Interfering with the work performance of the other employee
 13. Favoritism
 14. Wasting materials
 15. Willful damage to equipment or property
 16. Entering an unauthorized work area
 17. Continued failure to perform assigned duties
 18. Failure to report absence
 19. Habitual absence or tardiness
 20. Job abandonment
- s. Safety on the job and care of the property and equipments are the responsibilities of employees.
- t. Discriminate against any student or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability.
- u. Discriminate amongst the students of the institution on the basis of any unacceptable ground.



प्रचार्य

डॉ. तिलकराम (बबनभाऊ) आनंदरामजी बाहेरी
कला, वाणिज्य व विज्ञान महाविद्यालय, अहमदनगर