



## **Code of Conduct Policy Document**

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### **1. PREAMBLE**

The document specifies the standards and practices of Moolji Jaitha College (Autonomous) based on ethics and service of students, Teaching and Non-teaching employees, and principal as the administrator of the college. They are expected to be accountable to follow the policy which serves as a guideline and code of conduct. It will also direct towards rights, responsibilities, and restrictions. This document will serve as a basis for formulating and implementing the code of conduct policy of the College. The present code of conduct policy is prepared following the guidelines of the University Grants Commission, Government, and affiliating university KBCNMU, Jalgaon. The policy will be updated from time to time as per recent guidelines as and when they are revised.

### **2. SCOPE**

All Students, Teaching, Non-teaching, and administrative staff are expected to be well aware of these Codes of conduct as it impacts the functioning of the college. These are applied to all the Departments in the College, and articulate the standards in broad terms. Departments in the College may provide more specific guidance and regulations to address specific needs to maintain discipline. Such additional regulations must complement the core policy of the code of conduct.



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### 3. OBJECTIVES OF THE POLICY

1. To emphasize the commitment of the college to ethical conduct and compliance with the law.
2. To establish basic standards of ethical behavior on the campus.
3. To provide reporting mechanisms for known or suspected ethical or legal violations.

### 4. PROCEDURE

- These codes of conduct were prepared by the committee appointed by IQAC and implemented after approval by IQAC and may be further submitted to College Development Committee for suggestions.
- A separate committee is constituted to monitor the adherence to the code of conduct.
- This committee prepares an action plan to conduct professional ethics and annual awareness, programs for students, teachers, administrators, and other staff.
- The committee has the responsibility to monitor the adherence to this code.

### 5. DEFINITIONS

In these rules, unless the context otherwise requires,

- "**Student**" means and includes a person who is enrolled as such by the Moolji Jaitha college for receiving instructions and/or qualifying for any degree or diploma or certificate awarded by the university.
- "**College**" means as the case may include Moolji Jaitha college of Campus, Hostels, Play Grounds, Laboratory, Libraries, and Gymnasium.
- "**Competent Authority**" for this policy means and includes Head of the Teaching Departments, Principal of College, and such other person vested with the authority by Principal. Provided in respect of misconduct regarding examination, the Board of Examination (BOE) shall be the competent Authority.
- "**Act**" means recent University Act
- "**Family**" means the wife or husband of the teaching/ non-teaching employee as the case may be, residing with him and legitimate children including adopted children, if any, and step-children residing with and wholly dependent on him, parents, sisters and minor brothers, etc and specified as government rules and regulation



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“Fund” means Non-Agricultural Universities and affiliated non-Government College Staff Provident Fund.

- “Government” means the Government of Maharashtra.
- “Holiday” means a Sunday, a weekly off or any other day declared as a holiday by the University or by the affiliated college.

## 6. CODE OF CONDUCTS

### 6.1 CODE OF CONDUCT FOR STUDENTS

The regulations outlined in this section are aimed to secure the order necessary for the effective pursuit of knowledge, to help the students attain the level of quality work required from them, and to ensure the proper functioning of the entire system. Students are expected to maintain the highest standard of discipline and dignified manner of behavior on campus as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College. The Student Code of Conduct sets out the standards of conduct expected from students. It holds individuals and groups responsible for the consequences of their actions.

#### A. University ordinance regarding maintenance of discipline & good conduct for students

Every student during the term, of course, shall remain within the disciplinary jurisdiction of competent authority & the authority shall take appropriate action in case of indiscipline or misconduct on the part of the student.

1. Obligations of the Students- Every student shall all times;
  - 1.1. Conduct himself properly.
  - 1.2. Maintain proper behavior.
  - 1.3. Observe strict discipline both within the campus of the Institution, Hostel and also outside in Buses, Railway trains or at public places or during Picnic or Educational Trips arranged by the college.
  - 1.4. Ensure that no act of his/her consciously or non-consciously brings the college or any establishment or authority connected with it into disrepute.
  - 1.5. Shall not lodge any complaint or make any representation regarding any matter connected with college to press or other outside college agency etc. without



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forwarding the same through the principal.

2. Any act of a student which is contrary to the provisions of clause (1) shall constitute misconduct or indiscipline which terms shall mean and include among others anyone or more of the acts jointly or severally mentioned thereafter namely:
  - 2.1. Any act that directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the Institution.
  - 2.2. Habitual un-punctuality in attending lectures, practicals, tutorials & other courses as may be prescribed.
  - 2.3. Canvassing for or accepting contributions or otherwise associating himself with raising of any fund or any collections in cash or in-kind pursuance of any object whatsoever without the previous sanction of the Competent Authority.
  - 2.4. Occupation of any building such as Hostel room, residential quarter, or such other accommodation of the premises owned or hired by the college without prior permission of the Competent Authority.
  - 2.5. Permitting or coming with any person not authorized to occupy any Hostel room, residential quarter, or any accommodation or any part of the college.
  - 2.6. Securing admission in the college to any undergraduate or postgraduate program or any other course by fabrication or by suppression of facts or information.
  - 2.7. Obstruction to any student or group of students in his or their legitimate activities as such whether in the classroom, laboratories, fields, playground, gymnasium, or places of social and cultural activity within the campus of the college.
  - 2.8. Suppressing material, information of supply of false information to the Institution for seeking any privilege.
  - 2.9. Possessing or using any firearms, lethal weapons, explosives, or dangerous or corrosive substance on the premises of the college.
  - 2.10. Possessing or consuming any poisonous or stupefying drug or intoxicant (smoke, consume drugs, narcotics, tobacco, *ghutka*,) in any form in the Institution.
  - 2.11. Ragging, bullying, or harassing any student in the college or outside thereof.
  - 2.12. Including in any act as would cause annoyance or embarrassment to any other student or member of the authorities of the college or staff member or any member of the family



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- of the staff.
- 2.13. Indulging in any act of violence, assault, intimidation, or threatening in the college or Hostel or outside thereof.
  - 2.14. Destroying or attempting to destroy or tamper with any official record or document of the college.
  - 2.15. Conduct, unbecoming of the student at any meeting or special functions or sports and cultural activities arranged by the college or any other public place.
  - 2.16. Stealing or damaging any farm produce or any property belonging to the college, staff member of the college, or any other student.
  - 2.17. Instigating violence, participating in any violent demonstrations or violent agitation, or violent strike in the Institution.
  - 2.18. Instigating or participating in any gherao of any official or staff member of the Institution.
  - 2.19. Violation of any of the rules and regulations of the Institution or orders of the Competent Authority.
  - 2.20. Gambling in any form in the Institution.
  - 2.21. Disorderly behavior in any form or any act specifically forbidden by the Competent Authority concerning a charge against him.
  - 2.22. Refusal to appear to give evidence before Enquiry Officer appointed by the Competent Authority concerning a charge against him.
  - 2.23. Any act violating any provision of the KBCNMU University Act, Statutes Ordinances, Rules made thereunder.
  - 2.24. Conviction in the Court of Law for a criminal offense involving moral turpitude.
  - 2.25. Any other act not specifically mentioned here before whether by commission or omission as would in the circumstances of the case be considered by the Competent Authority as an act of misconduct and/or indiscipline.
3. The competent authority may impose any one or more of the following punishments on the students found guilty of misconduct or indiscipline proportion thereof.
    - 3.1. Warning/Censure/Reprimand
    - 3.2. Fine not exceeding Rs. 300/-



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- 3.3. Cancellation of the Scholarship/award/prize/medal, awarded to the student by the college, with respective effect.
- 3.4. Expulsion from the concerned Institution
- 3.5. Debarring from admission to a course or courses of study in the concerned Institution. Debarring from appearing for examination or examinations conducted by the Institution concerned for a specific period not exceeding five years.
- 3.6. Cancellation of the result of the student concerned to the examination of the college in which he has appeared.
- 3.7. Rustication from college for the period not exceeding five years.
4. If the Competent Authority is satisfied that there is a prima case for inflicting penalties mentioned in clause No.3 it may itself or through other person/persons authorized by it for this purpose shall enquire in the following manner.
  - 4.1. Due notice in writing shall be given to the student concerned about his alleged act of misconduct /indiscipline.
  - 4.2. Student charged shall be required, within 15 days of the notice, to submit his written representation about such charges.
  - 4.3. If the student fails to submit his written representation within the specified time limit the inquiry may be held Ex-party.
  - 4.4. If oral evidence of the witness against a student is recorded by the Enquiry Authority, the student charged shall be allowed to cross-examine the witness concerned.
  - 4.5. If the charged student desires to see the relevant documents such documents as are being taken into consideration or are to be relied upon to prove the charge may, at the discretion of the Enquiry Authority, be shown to him after the notice as provided in subclause (1) above is furnished to him.
  - 4.6. The student charged shall be required to produce a document, if any, in support of his defense. The Enquiry Authority may admit relevant evidence, documentary or otherwise at any stage before the final orders are passed.
  - 4.7. A legal practitioner shall not be allowed to appear on behalf of the student charges in the proceedings before the Enquiry Authority.
  - 4.8. Enquiry Authority shall record a finding on each implication of misconduct or



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indiscipline and the reasons for such finding and submit the report along with proceedings to the competent Authority.

4.9. The Competent Authority based on findings shall pass such orders as it deems fit. Provided procedure prescribed above need not be followed and all or any of its provisions may be waived in the following circumstances.

- When the charged student admits the charges in writing.
- When the order of punishment is to be based on facts, which have laid to the conviction of the charged student for the offense involving moral turpitude. When the charged student has absconded or for any other reason, it is impracticable to communicate with him.
- If the punishment of rustications is imposed on a student by Principal of the College/ Head of the Teaching Department or such other person to whom the authority is vested by the principal. If the punishment is imposed by the principal, the student shall be entitled to prefer an appeal to the Grievance Committee within thirty days of the receipt of the notice of the punishment. In respect of such a student, the principal shall maintain a record of the punishment.
- The college, shall, on each occasion of any punishment being imposed on any student, intimate by a letter to be sent Under Certificate of Posting the fact of such imposition to the parent or guardian of such student on the address available in the college records.

Note:

- A copy of these rules is available in the prospectus to each student which is procured by him/ her at the time of his admission to the college and college website. It is expected that all students go through these rules and regulations.
- If any foreign student is admitted for any course, the concerned Institution shall send a copy of the rules to the concerned foreign embassy and Department of External affairs.

### **Other rules for the students**

1. Every student must obtain the college identity card within a month from the date of admission otherwise he/she will be subject to a penalty of Rs.50.
2. Every student must carry the college identity card with him/her at all times on the



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college premises.

3. The use of cell phones is prohibited in the classroom, laboratories, and library.
4. Dress Code: For the students of Professional Courses, a dress code is compulsory.  
For boys: White Shirt, Black Trouser with Black Blazer and Red Tie.  
For girls: White Shirt & Black Trouser with Black Blazer and Red Tie.

**B. Students' Charter as proposed by NAAC**

**i. Institutions' responsibilities towards the students: The Institution shall**

- Communicate its goals and objectives systematically and clearly to all the students
- Offer programs that are consistent with its goals and objectives
- Offer a wide range of programs with adequate flexibility
- Obtain feedback from students on the initiation, review, and redesign of programs if and when necessary
- Facilitate effective running of the teaching and learning programs
- Implement a well-conceived plan for monitoring student's progress continuously
- Ensure that the student assessment mechanism is reliable and valid
- Provide clear information to the students about admission and completion requirements for all programs, the student fee and refund policies, financial aid, and student support services
- Ensure sufficient and well-run support service to all the students Promote healthy practices

**ii. Students' responsibilities of learning: The student shall**

- Appreciate the institutional goals and objectives and contribute to the realization of the same by participating in relevant institutional activities. Have a clear knowledge of the programs, admission policies, rules, and regulations of the institution follow the time schedules, rules, and regulations of the institution.
- Undertake a regular and intense study of learning materials.
- Make optimum use of the learning resources and other support services available in the institution.
- Prepare for continuous internal assessment and term-end examinations.





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- Give feedback for system improvement.
- Have faith and the ability to pursue lifelong learning.
- Live as worthy alumni of the Institution.

### C. ANTI-RAGGING

According to UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

Following administrative action in the event of ragging are taken

- 1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:
  - a) The Anti-Ragging Committee of the institution shall take an appropriate decision, regarding punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
  - b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
    - i. Suspension from attending classes and academic privileges,
    - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits,
    - iii. Debarring from appearing in any test/ examination or another evaluation process,
    - iv. Withholding results. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
    - vi. Suspension/ expulsion from the hostel,
    - vii. Cancellation of admission,
    - viii. Rustication from the institution for periods ranging from one to four semesters,
    - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.



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- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
- i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
  - ii. in case of an order of a university, to its Chancellor,
  - iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

**D. SEXUAL HARASSMENT CONTROLLING MEASURES**

Rules Relating to Complaints and Grievances of Women Regarding Sexual Harassment at The Work Place Under University Statute

Sexual Harassment at the Workplace means and includes Unwelcome sexually- determined behavior (whether directly or by implication) such as –

- (a) Physical Contact and advances
- (b) A Demand and request for Sexual Favours
- (c) Sexually-Coloured Remarks
- (d) Showing pornography
- (e) Any Other Unwelcome Physical, Verbal or Non-Verbal Conduct of a Sexual Nature
- (f) Any conduct which humiliates a woman

**PENALTIES AND PUNISHMENT FOR SEXUAL HARASSMENT**

1. The committee shall impose and/or recommend a penalty to a person found guilty of sexual harassment.
2. Any employee or student found guilty of sexual harassment shall be liable to be punished.
3. The Hon'ble Vice-Chancellor/ The Principal will decide on the filing of a criminal complaint against the concerned person as he deems fit.
4. A person found guilty of "sexual harassment" shall be subject to the same penalties for major and minor misconduct as is prescribed under the Statutes of the University for the teaching staff and as per the Standard Code for the non-teaching staff.
5. A student found guilty of sexual harassment shall be liable to receive the following penalties-



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**Minor Penalties-**

- (i) Warning
- (ii) Written apology
- (iii) Bond of good behavior
- (iv) Debarring entry into a hostel/campus
- (v) Suspension for a specified period
- (vi) Withholding results.

**Major Penalties-**

- (i) Debarring from examinations
  - (ii) Expulsion from University/College / Institution
6. Any direction issued by the Committee for placing any person under suspension and/or for prohibiting him from entering the premises or for imposing a penalty shall be communicated to the University, affiliated or autonomous college/s, autonomous institution/s or department/s or recognized institution/s and the concerned Management, it shall also be communicated to the person making the complaint and the person against whom the complaint is made; the direction shall be complied with the University or the Management concerned, as the case may be, within two weeks from the date of the communication.
7. In an extreme case of physical assault or rape, the person charged will be immediately suspended until the completion of the inquiry, and a police complaint also is lodged.
8. The Disciplinary Authority in respect of the employee working in the University shall be the Vice-Chancellor and for college, it may be The Head of the institution.

## **6.2 CODE OF CONDUCT FOR TEACHING STAFF**

This code aims to promote a standard of conduct among the teaching staff members. All the staff members should be aware of the fundamentals of this policy, as the source of



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advice and support (about) the appropriate conduct and the disciplinary actions to be faced for the breach of code.

Teachers are the pillar stones on which an academic institution is built. A good teacher can inspire hope, ignite the imagination, and instill a love of learning. Teaching is a very noble profession that shapes the character, caliber, and future of an individual. This code aims to promote a standard of conduct among the staff members. All the staff members should be aware of the fundamentals of this policy, as the source of advice and support about the appropriate conduct and the disciplinary actions to be faced for the breach of code.

#### **I. TEACHERS AND THEIR RESPONSIBILITIES:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself following the ideal of the profession. A teacher is constantly under the scrutiny of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education that have already been set forth and which he/she should seek to inculcate among students must be his/her ideals. The profession further requires that the teachers should be calm, patient, and communicative by temperament and amiable in disposition.

#### **Teachers should:**

1. Adhere to a responsible pattern of conduct and demeanor expected from them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participating in professional meetings, seminars, conferences, etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar, and research work conscientiously and with dedication;
7. 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 counseling students as well as assisting the



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conduct of university and college examinations, including supervision, invigilation, and evaluation; and

8. Participate in extension, co-curricular and extra-curricular activities including community service.

## II. TEACHERS AND THE STUDENTS

### **Teachers should:**

Respect the right and dignity of the student in expressing his/her opinion;

1. Deal justly and impartially with students regardless of their religion, caste,
2. political, economic, social, and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students' scientific outlook and respect for physical labor and ideals of democracy, patriotism, and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
9. Aid students to develop an understanding of our national heritage and national goals.
10. Refrain from inciting students against other students, colleagues, or administration.

## III. TEACHERS AND COLLEAGUES

### **Teachers should:**

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and



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4. Refrain from allowing considerations of caste, creed, religion, race, or sex in their professional endeavor.

**IV. TEACHERS AND AUTHORITIES:**

**Teachers should:**

1. 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;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
6. Should adhere to the conditions of the contract;
7. Give and expect due notice before a change of position is made; and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

**V. TEACHERS AND NON-TEACHING STAFF:**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

**VI. TEACHERS AND GUARDIANS**

**Teachers should:**



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1. Try to see through teachers' 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 mutual exchange of ideas and the benefit of the institution.

## **VII. TEACHERS AND SOCIETY**

### **Teachers should:**

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. 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;
4. Perform the duties of citizenship, participate in community activities, and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote a feeling of hatred or enmity among different communities, religions, or linguistic groups but actively work for National Integration.

### **6.3 CODE OF CONDUCT FOR NON- TEACHING**

Non-teaching staff is the bridging gap between the teaching staff, students, and administration. It plays a vital role in the functioning of academics and administrative success. So, it is expected to perform its responsibilities honestly and punctually.

1. The employee of the college shall be at the disposal of the College for full-time.
2. The employee shall conform and abide by the provisions of the Act, Standard Code, Statutes, Ordinances, Regulations and Rules, and directives and decisions of the Competent Authority. The employees shall also observe, comply with and obey all orders and instructions which may from time to time be given to him by the officer under whose jurisdiction, superintendence, or control, he has been placed, for the time being.
3. The employee shall at all-time maintain absolute integrity, show devotion to duty, and shall do nothing unbecoming of an employee of the College as the case may be. He shall ensure



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the integrity and devotion to duty of all employees under his control and authority for the time being.

4. The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the College, as the case may be.
5. No employee shall in the discharge of the Official duties deal with any matter relating to the award of any contract in favor of a company or firm or any other body or person in which he or any member of his family is interested, except with the prior permission of the Competent Authority. After such permission is granted, the employee shall refrain himself from extending any undue advantage or benefit to such Company, firm, or body as the case may be.
6.
  - (a) The employee, except following any general or special orders of the Competent Authority or in performance of his duties and good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the College or outsider, to whom he is not authorized to communicate such document or information, or to make any use thereof.
  - (b) The employee shall not contribute to the Press any matter connected with the College without obtaining the previous sanction of Competent Authority or without such sanction make use of any document, paper or information, which may have come in his possession in his Official capacity. He shall also not try to obtain unauthorized any information, document, paper which may not come in his possession in his official capacity, to make any use thereof.
  - (c) The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the College or being the College in disrepute.
  - (d) The employee shall not directly or indirectly take part in politics or violent demonstrations.
7. The employee, except with the previous sanction of the Competent Authority, shall not give evidence in connection with any inquiry conducted by any person, committee, Or authority and shall not criticize the policy or action of the Competent Authority.





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Provided that the employee may give evidence at-

(a) An inquiry before an authority appointed by the Competent Authority

(b) A judicial inquiry or

(c) A departmental inquiry ordered by the Competent Authority.

8. The employee without the express sanction of the Competent Authority, shall not ask for or accept a contribution to, or otherwise, associate himself with the raising of funds or other collections in cash or otherwise for his own benefit.

9. The employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in-kind for his own benefit from any person including another employee for a work to be done in connection with the business of the College. provided, that the collection of monthly subscription or membership at the rate prescribed, collected by the office bearer of the Employee's Union or the Club and in respect of which a due receipt is tendered, shall not amount to gift or realization of other contribution for this purpose.

Explanation 1- The expression "gift" includes free transport, boarding, loading, or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

Explanation 2- The employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations, or any similar bodies.

10. The employee shall not accept, solicit, or seek except with the previous sanction of the Competent Authority any outside office, stipendiary, or honorary work. He shall not engage in any trade or business or canvass in support of any commercial or insurance owned or managed by any member of his family except co-operative consumers or housing or credit Society. Every employee shall report to the Competent Authority if any member of his family is engaged in any trade or business or owns or manages an insurance agency or commission agency, the Competent Authority may grant the permission if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the College:



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Provided that, this provision shall not apply to the honorary work of special charitable nature, or literary or artistic or scientific in character, including T.V./Radio talk without affecting his official duties.

11. The employee shall not apply for a job, post, or scholarship without the previous knowledge of the Competent Authority.
12. The employee shall not absent himself from his duties, without his first having obtained the permission of the Competent Authority. In case the employee cannot obtain such permission owing to circumstances or reasons beyond his control, he shall intimate to Competent Authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit: Provided that, the Competent Authority may condone this condition in respect of an employee who for the reason of his own physical state was unable to convey the cause of his absence.
13. The employees shall not bid either directly or indirectly, at any auction of the College property nor shall he submit any tender for any supply to the College.
14. The employee shall not, by writing, speech, or deed, or otherwise indulge in any activity which is likely to incite and create a feeling of hatred or ill-will between different communities in India on religious, social, regional, communal, or other grounds.
15. The employee shall not enter upon a course of studies or appear for any examination by the college or other bodies without the previous permission of the Competent Authority.
16. **The employee should not indulge in:**
  - (a) Any action by the employee contrary to the provisions prescribed in the foregoing rules,
  - (b) going on an illegal strike, abetting including instigation or action in furtherance thereof.
  - (c) theft, fraud or dishonesty,
  - (d) habitual break of any standing orders, rules,
  - (e) wilful or negligent damage of the University or College property.



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- (f) refusing to accept charge-sheet, order or other communications served according to the rules,
- (g) conviction in a court of law, involving moral turpitude,
- (h) riotous or disorderly behavior, threatening, intimidating or coercing in connection with or relating to any duties or working of the College,
- (i) neglecting of work or negligence in discharging any duty or failure to give the day's out-turn,
- (j) violence or inciting violence,
- (k) to stop work either singly or with other employees or inciting anyone else not to work,
- (l) to allow anyone within the prohibited premises of the college or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority,
- (m) falsification or tampering any paper or record of the College,
- (n) obtaining employment under the College by misrepresentation of facts,
- (o) making any false or exaggerated allegations against any officer, superior or a co-employee or Authority,
- (p) Committing nuisance during the working hours by being found intoxicated or otherwise,
- (q) misappropriation of any amount, movable property, of the College or late crediting the amount in the College account.
- (r) committing any act involving moral turpitude.

#### 6.4 CODE OF CONDUCT FOR PRINCIPAL

The principal is the academic and administrative head of the institute and works for the growth of the institute. He implements the policies approved by the Board of Governors which is the highest decision-making body of the institute. He coordinates various statutory committees and non-statutory bodies including Academic Council. He monitors various functioning committees for the successful and smooth administration of the institute. The various roles of the principal may be suitably categorized as:

- I. Academic Administration** - The Principal is generally guided by the rules and regulations as well as the norms laid down by University, UGC, and State Government regarding his academic administration.



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1. Promote industry institution interaction and inculcate research development activities.
2. Ensure that the staff and students are aware of rules, policies, and procedures laid down by the college as per UGC norms.
3. Empower all his staff and students to reach their maximum potential.
4. In matters related to academic work, he will be assisted by the Secretary, Board of Studies, and Heads of the Departments.
5. Shall hold meetings of Heads of Departments to review the progress of academic work and suggest effective measures to achieve a desired academic outcome.
6. In matters related to internal examinations, semester-end examinations (both theory and laboratory), result analysis, detained candidates, the Principal will be assisted by the Controller of Examinations and additional controllers of the college.
7. He shall monitor and evaluate research progress, consultancy activities. He should advise the faculty members to get sponsored research projects from various funding agencies.

#### **II. General Administration** - Secretary, Controller of Examinations, IQAC Coordinator, Heads of Departments, Senior Faculty Members, and various committees assist the Principal on academic matters.

1. Frame various policies and plans to execute the vision and mission of the institution.
2. Recommend and forward the communication to the authorities.
3. Monitor, manage and educate the administration of the institution and respond to timely feedback of stakeholders by taking remedial measures.
4. Execute qualitative efforts for the welfare of the institution.
5. Listen to the students and set a supportive tone.
6. Be fair in his disciplinary actions for all the members of faculty, non-teaching staff, and students.
7. The principal gives continuous exposure for the all-around development of the students through curricular, co-curricular, and extracurricular activities.

#### **6. REFERENCES:**


1. Standard code rules handbook 1984



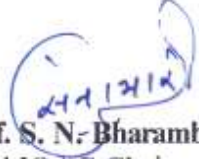
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(Dr. K. P. Narkhede)  
IQAC Coordinator  
Co-ordinator, IQAC  
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(Prof. S. N. Bharambe)  
Principal and IQAC Chairperson  
**PRINCIPAL**  
M. J. College, Jalgaon  
(Autonomous)