



Junnar Taluka Shivner Shikshan Prasarak Mandal

SHRI SHIV CHHATRAPATI COLLEGE

(Arts, Commerce, Science, BBA, BCA)

NAAC Reaccredited "B+" Grade

Bodkenagar, Junnar, Pune - 410502.

(Affiliated to Savitribai Phule Pune University, Pune)

CODE OF CONDUCT BOOKLET

J.T.S.S.P.M.

SHRI SHIV CHHATRAPATI COLLEGE, JUNNAR

ARTS, COMMERCE & SCIENCE

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SHRI SHIV CHHATRAPATI COLLEGE, JUNNAR

ARTS, COMMERCE & SCIENCE

INTRODUCTION

Welcome to Shri Shiv Chhatrapati College of Arts, Commerce and Science! As members of our college community, we are committed to fostering an environment that promotes learning, personal growth, and mutual respect. The Code of Conduct serves as a guiding framework that outlines our shared values and expectations for behavior.

At SSC College, we believe in upholding principles of integrity, respect, responsibility, and ethical behavior. The Code of Conduct is designed to ensure that every member of our community—students, faculty, staff, and visitors—can contribute to a positive and supportive campus environment.

This booklet provides an overview of the standards and guidelines set forth in our Code of Conduct. It outlines our expectations regarding academic integrity, respectful interactions, campus safety, and adherence to college policies. By familiarizing yourself with this Code of Conduct, you are joining us in promoting a culture of inclusivity, honesty, and accountability.

We encourage you to take the time to read this booklet and understand your role in maintaining our community standards. Together, let us create an environment where everyone can thrive academically, socially, and personally.

Thank you for your commitment to upholding the values of SSC College, Junnar. We look forward to a rewarding journey of learning and growth with you.

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SHRI SHIV CHHATRAPATI COLLEGE, JUNNAR

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MONITORING COMMITTEE

Name of the Faculty	Designation
Prof. Dr. Mahadeo Bhanudas Waghmare	Principal and Chairman
Prof. Dr. Ravindra Deoram Chaudhari	Vice Principal
Dr. Vinayak Haribhau Lokhande	IQAC Coordinator
Dr. Tushar Madhukar Kamble	NAAC Coordinator
Dr. Abhijit sushilkumar Patil	Faculty In-charge, Arts
Dr. Satish Jaywant Jadhav	Faculty In-charge, Commerce
Mrs. Manisha Dharmendra Kore	Office Superintendent
Dr. Babasaheb Maruti Mane	NCC Officer
Dr. Sandeep Sitaram Khilare	NSS Program Officer
Dr. Anil Kisan Bade	Physical Director
Mr. Sachin Nagorao Kasbe	Student Development Board Officer
Mr. Amarjit shamrao Gavali	Non-Teaching Staff
Mrs. Rupali Shrikant Gavate	Non-Teaching Staff

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CODE OF CONDUCT FOR THE PRINCIPAL

1. Provide leadership, direction and co-ordination within the Institution.
2. Planning and Execution of vision and mission statement of the institution.
3. Guide the staff members to shape vision of academic success of students interacting with students at the grass roots level.
4. Give importance to students' ideas for betterment of academic and overall development of education.
5. Plan the budgetary provisions and go through the financial audited statements of the Institution.
6. Ensure the academic development plan for students, also provide them with opportunities to prove themselves by means of extracurricular and co-curricular activities of the Institution, which are duly processed and implemented through relevant authorities, bodies and committees.
7. Direct and monitor the administration of the academic programmes and general administration of the Institution.
8. Promote industry institution interaction and inculcate research development activities.
9. Form various college level committees, which are necessary for the development of the Institution, guide and monitor tasks completed by the committees.

10. Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them to carry out.
11. To maintain discipline in the Institution, take necessary action whenever required.
12. Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
13. Empower all the staff to reach their maximum potential and improve teacher performance by arranging various faculty development programs with coordination of teaching and administrative staff.
14. Take remedial measures / actions based on the stakeholder's feedback.
15. Conduct the lectures as per the allotment in the timetable, according to the rules and regulations of UGC.
16. Exhibit outstanding and strong leadership skills with highest integrity.
17. Promote various value education programs and related activities to inculcate values in students. If required, promote counselling sessions also.
18. Manage and preparation of budgetary proposals.
19. Supervision of library services.
20. Work with secretary, management in the planning of capital projects and the routine maintenance of college buildings and grounds.
21. Provision should be made for disaster management.
22. Get implementation of University policy on research and innovation.
23. Insist teaching, non-teaching staff members and students to work on the line of mission statement of the institution.
24. Monitoring the functioning of the academic and administrative staff and to see that they fulfil all their responsibilities as prescribed.

25. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
26. Monitoring the conduct of meetings on behalf of the institution, which include the meetings of staff, HoDs, Coordinators, College Academic Council and management.
27. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
28. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront
29. Promote teachers for healthy competition and pursue teacher level awards at college and other levels.
30. Monitor the process of IQAC and NAAC for the improvement of quality. Arrange for regular and timely accreditations.
31. Govern NSS, NCC and student welfare activities.

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CODE OF CONDUCT FOR THE VICE PRINCIPAL

1. Involved in administrative tasks and are responsible for carrying out the decisions of the Principal.
2. Resolve conflicts among students, teachers, parents and other stakeholders of the Institution.
3. Assist for the preparation of time tables, allocation of class rooms for various departments and examinations.
4. Guide and monitor work of various committees headed by them by arranging and conducting committee meetings at regular basis.
5. Keep record of student's progression.
6. Active participation in interview, hiring and selection process of staff.
7. Monitor complains from various stakeholders and help them to improve in problem areas.
8. In absence of the Principal, assume the duties and responsibilities of the Principal.

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CODE OF CONDUCT FOR THE FACULTY IN-CHARGE AND
HEAD OF THE DEPARTMENT (HOD)

1. The prime role of the Faculty In-Charge and Head of Department is to provide strong academic leadership.
2. To exercise leadership, demonstrate vision and empower staff members and students in order to deliver the agreed departmental strategy within the Faculty.
3. Appoint Class committees, Class Advisors, Faculty Advisors, etc. for the department and arrange to make teaching-learning student-centric.
4. To lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
5. Be responsible and accountable for setting and advancing the academic strategy of the Department in line with Faculty and University strategic plans and direction.
6. Holding and leading regular departmental meetings and ensuring the keeping of minute.
7. Mentoring teachers in the subject of their speciality.
8. Arrange add-on courses for students of various faculty programs.

9. Initiate and conduct admission-counselling rounds and give admissions as per the rules laid down by the government policies.
10. Ensuring timely and adequate provision of textbooks, materials and equipment required for the effective teaching of the subject.
11. Promote distance and e-learning courses, virtual classrooms, digitization.
12. Promote and manage departmental library.
13. Conduct guiding sessions for students.
14. Encourage students to participate in curricular, extracurricular, collegiate and intercollegiate activity and competitions.
15. In case of any conflict among the teaching, non-teaching staff, administrative staff and sometimes students, resolve conflict for betterment of department.
16. Appoint paper setters and guide them in setting examination papers, coordinating marking schemes and moderating examinations and assessment processes.
17. To manage and motivate all departmental staff, to enable the students to receive skilled education in the subject, in a positive, encouraging and effective working environment.
18. To attend meetings when required by Senior Management.
19. Responsible for designing the regulations, curriculum, and syllabi and restructuring syllabus.
20. Oversee the teaching performance, research activities and funded projects of all faculty of the department.

21. Organize Seminars / Conferences / Symposium / Workshop / training programmes in topics of relevance and importance to the department with financial support from internal budget or if required from external agencies.

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CODE OF CONDUCT FOR THE TEACHING FACULTIES

1. A faculty shall engage classes regularly and punctually as per the schedule decided.
2. Apply for grant of leave well ahead and should not remain absent without prior permission of HOD/Principal.
3. Examination evaluation and internal assessment allotted by HOD / CEO / Principal should be done time to time.
4. Development of audio-visual/ E-content for the topic presented.
5. Execution of well-prepared lesson plan and delivery of it in effective manner.
6. Maintain attendance record of students.
7. Prepare the teaching plan as per the academic calendar.
8. Completing syllabus within the stipulated time.
9. Distribute quality notes for students.
10. Keep updated with the latest knowledge.
11. Develops test questions in consultation with the course coordinator.
12. Evaluates tests and keep record of marks.
13. As a mentor, conduct meetings and conduct counselling sessions for absent students.

14. Be available for student consultation on a regular basis, informing students of their availability for student consultations and counselling.
15. Make sincere attempt to solve student difficulties at academic and personal level.
16. Informs Course Coordinator within a reasonable time about students' progress and how effectively students are learning.
17. Keeps a secure record of each student's results, both electronically and in hard copy.
18. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the Course Coordinator.
19. Conduct sufficient number of tests in case of credit system.
20. Encourage students to actively participate in curricular and extracurricular activities.
21. Invites guest speakers and experts for interaction and guidance with students.
22. Organizes workshops, seminars, symposia, visits, excursions etc. by coordinating with the concerned Faculty In0charge / HOD.
23. Attend workshop, seminars, syllabus restructuring workshops, conferences at State/National/International at collegiate and intercollegiate level.
24. Attend Faculty Development Programs arranged by the institution.
25. Be in touch with Alumni.
26. Provides information about job opportunities in their respective field to placement cell.
27. Guides students on career opportunities.
28. Maintain teacher's handbook/Diary.

29. If associated with the lab, design new experiments/practical assignments.
30. Prepare lab workbooks and update it time to time.
31. Ensures the availability in the lab during laboratory workload for explanation, if needed. Evaluate practical assignments time to time.
32. Ensures availability of equipment / E-media/Computers needed for the practical assignments and get it in proper functioned.
33. Evaluate lab workbooks and provides feedback to students on timely basis and conduct oral.
34. Ensure cleanliness of laboratory.
35. Conduct remedial sessions for needy students.
36. Make aware of different scholarships available at student level.
37. Carries out research/innovative programs in the department.
38. Encourage students to participate in Student conferences and promote research work.
39. Time to time prepare documentation of every activity conducted to produce for inspection/ NAAC visit.

Code of Conduct for Teaching Faculty with the students:

Teacher should:

- Respect the right and dignity of the student.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Recognize the difference of aptitude and capabilities among students and strive to meet their individual needs.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration for reward.
- Aid students to develop an understanding of our national heritage and national goals.

Code of Conduct for Teaching Faculty with the college:

Teacher should:

- Speak respectfully of other teachers and render assistance for professional betterment.
- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

Code of Conduct for Teaching Faculty with the Authorities:

Teacher should:

- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities, which such offices may demand.
- Co-operate with the authorities' for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- Should adhere to the conditions of contract.

Code of Conduct for Teaching Faculty with the Non-Teaching Faculty:

Teacher should:

- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- Help in the function of joint staff councils covering both teachers and the non teaching staff.

Code of Conduct for Teaching Faculty with the Society:

Teacher should:

- Work to improve the education in the community and strengthen the community's moral and intellectual life.
- 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.
- Refrain from taking part in or subscribing to assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religious or linguistic groups but actively work for national integration.

- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- Recognize that education is a public service and strive to keep the public informed of the educational programmes, which are being provided.

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CODE OF CONDUCT FOR THE NON-TEACHING STAFF

1. The technical and administrative staff should strive to achieve the common goal of the college.
2. Co-operate whole heartedly with the authorities of the College in the fulfilment of mission and goals of College.
3. Shall perform duties efficiently as per the college norms.
4. Always wear clean uniform prescribed by college.
5. Always maintain the campus neat and clean.
6. Regularly perform the irrigation practices to garden plants and maintain the greenery on the campus.
7. Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with ward's educational matters.
8. Respect the faculty members to look after the education of the students and provide all assistance needed.
9. Develop friendly and co-operative relationship with the faculty members.
10. Provide full co-operation and support to the faculty members for the development of laboratory in the maintenance and proper functioning of equipment.

11. Should work in connection with an examination conducted by the University or college time to time.
12. Refrain from passing information about colleagues to any individual or agency without permission.
13. Participate and Involve actively in training programs arranged for them.
14. Perform all professional activities through proper channels.
15. Should follow all norms and job details assigned by the College from time to time with dedication.
16. Any staff availing the casual leave facilities should do so with the prior permission of the Principal.

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CODE OF CONDUCT FOR THE STUDENTS

The college aims to create a conducive environment for learning and personal growth while ensuring that students uphold certain standards of behavior and adhere to institutional policies and legal requirements. Code of the conduct for the students are governed by:

1. Factors Governing Conduct:

- College policy, code of conduct for students, and applicable state and union laws regulate student behavior.
- These are designed to promote the college's vision, adhere to admission policies, and protect the rights of students, faculty, and staff.

2. Democratic Privilege and Obligations:

- Students are granted democratic privileges, which come with responsibilities.
- This likely includes participation in decision-making processes and governance structures within the college.

3. Encouragement of Reasoning and Innovation:

- College policies encourage the cultivation of reasoning and innovation in the pursuit of knowledge.
- This supports intellectual development and critical thinking among students.

4. Development of Personality and Ethical Behavior:

- The institution promotes all-round growth of students' personalities.

- Communication skills and ethical behavior are fostered through both co-curricular and extra-curricular activities.

5. Compliance and Freedom of Expression:

- Students are required to adhere to all rules, regulations, and policies of the college.
- Freedom of expression is guaranteed as per the Constitution of India, provided it does not disrupt the disciplined and harmonious operation of the college.

GENERAL CONDUCT RULES:

Violation of College Policy, Rules, and Regulations:

- Breaching any established policies, rules, or regulations of the college.

Unauthorized Access to College Property and Unauthorized Activities:

- Entering or using college property without permission or engaging in activities that are not authorized by the college.

Indecent Conduct:

- Engaging in behavior that is inappropriate, offensive, or contrary to accepted standards of decency.

Theft and Damage to College Property:

- Stealing or causing damage to any property belonging to the college or its members.

Public Intoxication or Possession of Narcotics/Dangerous Materials:

- Being intoxicated in public or possessing illegal substances or dangerous materials that pose a threat to public safety.

Disruption of Regular College Activities:

- Interrupting or disturbing normal college operations or activities.

Threatening Behavior or Intimidation:

- Threatening or intimidating behavior that causes reasonable fear for the safety of others.

Falsification, Forgery, and Providing Misinformation:

- Making false statements, forging documents, or providing misleading information to the college or its authorities.

Failure to Comply with Disciplinary Sanctions:

- Not adhering to sanctions or penalties imposed as a result of disciplinary actions or pending violations.

Violation of Director's Orders or Directives:

- Disobeying specific directives or orders issued by the Director of the college based on current circumstances.

Filing Complaints without Basis:

- Making intentionally false or groundless complaints against others.

Gambling, Stalking, and Sexual Misconduct:

- Engaging in gambling activities, stalking behavior, or any form of sexual misconduct within the campus environment.

Failure to Attend Summons:

- Not attending or responding to summonses issued by college authorities when required.

I. Code of Conduct With Respect To Academic Honesty

- The students are prohibited to engage in any activity, which are not academically honorable and are violating the academic honesty.
- Cheating on examinations.
- Multiple submissions from the same document.
- Falsification and fabrication of information in academic exercises.
- Unauthorized collaboration in academic work.

II. Code of Conduct Regarding Behaviour in the Classroom or In Any other Learning Environment Authorized By the College.

The college prohibits all disruptive behavior in the classroom or learning environment including.

- Inappropriate interference in classroom discussions, offensive expressions and excessive rudeness.
- Excessive conversation in the class, leaving and entering the class frequently and disturbing movements in the class.
- Verbal or physical threats in the class.
- Text messages during the class.
- Making or receiving personal telephone calls.

III. Code of Conduct Regarding Discrimination.

- The college prohibits discrimination with respect to colour, sex, religion or disability either collectively or individually as per constitutional provisions of the Government of India.
- If any individual or group feels to be discriminated a complaint may be filled individually or as a group, the charges will be investigated and proper redressal and procedure will be adopted including punishment of the DT.

IV. Code of Conduct about Alcohol and Drugs, Tobacco And Tobacco Products etc.

- The violation of the code of conduct in the case of drugs possession leads to disciplinary action not only by the college but also by the Government of India.

- The college prohibits the presence of drugs in the campus as directed by the Government of India.
- The college prohibits the possession, use, transaction or distribution of alcohol and alcoholic beverages, tobacco and tobacco products.
- Events with alcohol are subject to the policy prescribed by the college.

V. Code of Conduct With Regards To Sexual Misconduct

- The college prohibits sexual misconduct of any nature and strives to end all types of sexual discrimination and misconduct in the campus.
- Even consensual sexual contacts are prohibited at public level, Dating violence, domestic violence, any kind of sexual contacts, sexual exploitation, sexual harassment, hazing and stalking etc. are banned in the campus.

VI. Code of Conduct about Ragging Of Any Kind in the Campus.

- The college strictly prohibits ragging or hazing on the campus and
- It is punishable as per the college law as well as the state and union law.

VII. Code of Conduct With Regards To Class Attendance

- The students are expected to maintain full attendance in the course as mentioned in session plan and the college insists on 100% attendance. Absence is excused only on the grounds of critical illness certified by authorized doctor.
- Each student has to take full responsibility for academic and intellectual growth and development.

- The college insists that even in the above case also maximum absence cannot exceed 15%. No absence is excused for religious obligations or legal obligations unless approved by the highest authority.

VIII. Code of Conduct about Privacy of Student Records.

- The college prohibits intrusion into the personal information of students by any unauthorized person.
- The students are expected to give consent to inspect, verify and assess all educational qualifications, information and documents presented as prerequisite for admission in line with the rules and establish its authenticity through authorized persons.

IX. Code of Conduct about Student Association, Groups and Clubs on the Campus.

- The students will be given opportunity to pursue personality development activities through extra circular and co-circular activities, association and clubs etc. as per procedures after setting their objectives, activities and conduct and procedures as provided by the appropriate authority.
- Certain facilities will also be extended in such cases. Any violation of the agreement and rules will lead to withdrawal of permission and charter of this group.

X. Code of Conduct about Student Events

- The students are permitted to arrange only college sponsored events even if the events are held under auspices of the permitted groups.
- For such events the college will authorize resources partially or fully and ensure security, safety and control as required.

XI. Code of Conduct With Regards To Use of College Premises

- The college campus may be used by students association for postures, publicity, pamphlet distribution, speeches and public notices with permission from the college which will be regulated by the college rules and regulations regarding the matter.

XII. Code of Conduct With Regards To Use of College Information System.

- The college information system can be used only by the authorized students selectively through the password issued by the institute.

XIII. Code of Conduct With Regard to Interaction with Relatives in the Institute.

- The college does not encourage any advantage to the students through their personal relation or blood relation with either staff or faculty for their personal benefits.