



Rayat Shikshan Sanstha's
Chhatrapati Shivaji College, Satara
(Autonomous)

Code of conduct (handbooks) for various stakeholders:

1. STUDENT

2. Teaching Staff

3. Non-teaching /Support Staff

4. Principal

5. Management

Code of conduct handbook exists for students, teachers, governing body, administration including Principal/officials and support staff.

• **STUDENT**

Good student discipline is customary in the campus life at the Chhatrapati Shivaji College Satara We confident the Discipline is essential to prepare to our student to be useful and important citizens of t country and societies. Several measures are implemented to achieve this aim a few are mention bellow.

1) DISCIPLINE

- The student must observe and strictly followed the disciplinary rules and regulations of the institute.
- The student should follow the academic calendar as per the instructions of head of the department.
- Code of conduct on the campus includes safeguarding the institutional property, keeping the campus clean and tidy and dressing civilly.
- Any act of indiscipline or misbehavior by any student will attract severe punishment.
- Smoking and chewing of tobacco is strictly prohibited.
- Students have to park their vehicles in parking zone only. The management is not responsible for the safety.
- The student shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college Campus free from plastic and other litter.
- The student should switch off their mobile phones while in the classroom, library and laboratory.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or Theft of mobiles, valuables and other belongings are at students' risk.

- Defacing any part of the campus is treated as an offence.
- Important Notices/Notifications/circulars etc. are displayed at separately allocated Notice Board and information corners on the campus, students are expected to make it a practice to regularly read such displayed information
- For any certificate that is to be collected from the Principal's office(s) request letters(s) must be submitted two days in advance.

2) DRESS CODE

- Boys are expected to be in full dress code decided by the institution.
- Students are expected to wear college uniform regularly.
- Girls are expected to dress in formal and decent attire and avoid wearing tight, transparent, sleeveless or revealing outfits.

3) I-CARD

- Every student must carry with him/her college and campus I-card every day while attending lectures and appearing various examinations.
- The student should take his/her Identity card and library card for home lending from the library at the beginning of the year.
- They should carry identity card with him/her regularly and it should produce when demanded by the authorized person of the institute.
- At the time of issuing a book, the identity card must be presented along with library card. Without I-card the reader may be refused the use of the home lending facility.

4) ANTI-RAGGING

“Ragging in all its forms totally banned in this institution including in its departments constituent units, in all its premises (academic, residential, sports,

cafeteria and the like) whether located within the campus or outside and in all means of transportation of students. ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN RAGGING as per the Direction of Hon'ble Supreme court of India. The Anti-Ragging committee was working in the college and look after the rule and regulation in this connection. MAHARASHTRA ACT NO, XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (AS MODIFIED UP TO THE 29 TH August 2012)”

- Cancellation of admission.
- Suspension from attending classes.
- Withholding/ withdrawing scholarship/ fee concession and other benefits.
- Debarring from appearing in type of examination held in the college
- Debarring from representing the college functions
- Suspension from the hostel.
- Collective punishment if larger number of students are involved in the act of ragging.
- An FIR filed without any exception with local police station

5) COMPULSORY ATTENDANCE

- Attendance in classes as per university norms is strictly enforced
- Leaves are granted for valid reasons only
- Students must have a cumulative attendance percentage of 75 and above
- The student must report about the sickness to the institute

- The student will responsible for the absence of any type of examination. This may be detrimental to the overall performance and result of the student.
- Leave Travel Concession as per the rules and regulation of Indian Railways and MSRTC will be allowed only for designed vacations
- Risk certificate should be filled and compulsory to submitted to the relevant department and abide the rules and regulations made by the institute for the educational tours and excursion.

6) EXAMINATIONS

- Candidates must appear at the time of examination hall half an hour before the commencement of the examination.
- Mobile phone is strictly prohibited in the examination hall during the examination.
- Candidates should not communicate, transfer and pass on any cheating copy/writing material to one another in any manner during the examination.
- Only writing material should allowed and kept on the desk of the candidate.
- All candidate should fallow the examination rules made by the university

7) 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 TEACHING STAFF**

1) DISCIPLINE

- The faculty member should report to the college at least 15 minutes before the commencement of the college timing.
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the institution

2) LEAVES

- Prior written permission is required from the principal at least a day advance while availing CL or DL.
- Half a day CL will not be sanctioned
- 15 days of causal leave can be availed in a calendar year
- Causal leave can be combined with holidays. However, the period of continuous absence from duty should not exceed ten days
- All must report for duty on the reopening day and the last working day of each semester
- Medical Leave will be sanctioned only for medical reasons Medical Certificate will be verified for its genuineness
- Study leave for higher studies will be granted at the discretion of the management

3) GENERAL RULES

- No teacher should involve himself herself in any act of moral turpitude on his / her part which may cause impairment or bring discredit to the institution or management

- No teacher should involve himself herself in any form of political activity inside or outside the campus
- Teacher should attend the college neatly dressed, wearing shoes. Dress regulations should be followed as the occasion demands.
- Any instructions issued by the competent Authority by way of circulations from time-to-time must be complied
- No teacher shall send circular/distribute handbills to the staff organize meeting in the campus without permission from the principal
- Teacher are barred from using cell phone while talking classes
- Heads of the department must submit the department's time table and individual teachers time tables to the principal on the last working day of the previous semester
- Teacher must always wear their identity badges while inside the college premises
- Teachers are encouraged to conduct research on their topic of interest
- Each department association must conduct at least three special meetings in each semester
- Teacher are expected to attend departmental meetings, seminars etc and also college functions
- No representation to any Government authority or university in the name of the college should be made by any teacher without the principal's permission
- HODS are responsible for all the college properties belonging to their department
- All department meeting of teachers shall be held only before 11.00 am or after 4.00 pm

- Every faculty member should maintain academic record book
- The staff should get the feedback from students
- Once the subject is allotted the staff should prepare lecture wise lesson plan

4) CLASSROOM TEACHING

- Staff should engage the full 60 minutes and should not leave the class early
- The staff should use ICT for effective delivery of lecture
- The staff should encourage students asking doubts and questions
- The staff should take care of slow learners and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring the creativity in the students and should make himself/herself available for doubt clearance

5) LABORATORY

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory
- Staff should involve themselves in demonstration models, charts and innovative methods of teaching for better and improved interaction with students

6) TEST/ASSIGNMENTS

- In problem-oriented subject, regular tutorials have to be conducted
- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar

7) APPRAISAL REPORT

- All the staff members are required to submit their self-Evolution Report at the end of every term of the academic year in the prescribed format.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department and Principal.
- Faculty Member should attempt to publish research papers and articles in reputed International Indian Journal and periodicals.
- EVERY Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extracurricular activities
- In addition to the teaching, the faculty Member should take additional responsibilities as assigned by HOD Principal in academic, co-curricular or extra-curricular activities.

• **CODE OF CONDUCT FOR NON-TEACHING/SUPPORT STAFF**

- Non-teaching staff working in the college office or department should remain on duty during college hours. They should report for duty at least 30 minutes in advance
- Non-teaching staff should wear the uniform provided by the Management
- Non-teaching staff must always wear their identity badge during working hours
- Non-teaching staff assigned to Laboratories should keep the Labs clean
- Any Loss or damage to any article in the lab or Class Room should be reported to the HOD in writing immediately

- Non-teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments etc.
- For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages as per the direction of the HOD, the amount shall be handed over to the college Account staff for deposit in the college account
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached
- A staff is eligible for 12 days CL in one calendar year any staff availing himself/herself of the leave should do so with the prior permission of the principal
- No staff employed in a college shall absent himself from his/her duties without prior permission. In a case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week
- Non-teaching staff shall not leave the college premises without permission before 5.30p.m
- Clerk should maintain service book of all staff of the Institute
- Clerk should maintain college level all document
- Lab assistant should help the lab in-charge to carry out the lab related work
- Lab assistant should maintain attendance register Accountant should provide all necessary accounting documents and financial statement for yearly account audits
- Peon should report the college half an hour before the college time
- Peon should maintain cleanliness of laboratories, class and staff rooms

- Peon should not leave the office until and unless the higher authority permits

- **CODE OF CONDUCT FOR PRINCIPAL**

- The principal should oversee and monitor the administration of the academic programme and general administration of the institute to ensure efficiency and effectiveness in the overall administrative task and assignments
- The principal shall be responsible for the day-to-day management of the college, including the guidance and direction of the teacher and other staff of the college and be accountable for that management
- Provide leadership to the teachers and other staff and the students of the college
- The principal should plan the budgetary provision and go through the financial audited statement 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 the faculty members to update their knowledge by attending seminar, workshops and conferences
- The principal should encourage the faculty members to author text books and publish research papers in reputed national and international journals
- The principal should provide leadership, direction and co-ordination within the institute
- The principal should periodically review this code of conduct

- The principal is responsible for the development of academic programme of the institute
- The principal should convene meeting of any of the authorities, bodies or committees as and when required
- The principle 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 citizen 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 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 MANAGEMENT**

- There shall be a separate college development committee comprising of the following
 - Chairman of the management or his nominee
 - Secretary of the management or his nominee
 - One head of the department to be nominated by the principal

- Three teachers elected by the full time amongst themselves out whom at least one shall be a woman
- One non-teaching employee elected regular non-teaching staff from amongst themselves
- 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.
- Co-coordinator, Internal Quality Assurance Committee of college
- President and Secretary of College Students Council
- Principal of college-Member-Secretary
- The college development committee shall meet least four times in year
- Elected and nominated members shall have term of years from the date election
- The college development committee shall
- Prepare an overall comprehensive development plan of the college regarding academic administrative and infrastructural growth
- Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- Take review of the self-financing courses in the college, if any, and make recommendations for their improvement
- Make specific recommendation to the management to encourage and strengthen research culture, consultancy and extension activities in the college.

- Make specific recommendations to the management to foster academic collaboration to strengthen teaching and research
- Make specific recommendation to the management to encourage the use of information and communication technology in teaching and learning process
- Make specific recommendation regarding the improvement in teaching and suitable training programmes for the employees of college.
- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
- Prepare overall comprehensive plan of the college regarding academic administrative and infrastructural growth new academic courses and the creation of additional teaching and administrative posts
- Formulate proposals of new expenditure not provided for the annual financial estimates.
- Make recommendations regarding the students and employees welfare activities in the college
- Discuss the reports of the IQAC and make suitable recommendations
- Frame suitable admission procedure for different programmes by following the statutory norms
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security of the college
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report of National Assessment and Accreditation council, etc.

- Recommend the distribution of different prizes, medals and awards to students
- 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
- Perform such other duties and exercise such other power as may be entrusted by the management and the university
- To help students and staff of the institute in special and higher studies in the country or abroad
- To institute and award fellowships, scholarships prizes and medals in accordance with the rules and bylaws of the institute
- To prepare and execute detailed plans and programs for the establishment of the institute and carry on its administration, development and management

CHHATRAPATI SHIVAJI COLLEGE, SATARA