

Hind Seva Mandal's
Pemraj Sarada College, Ahmednagar
(Established - 1962)

Affiliated to Savitribai Phule Pune University



Handbook of Code of Conduct

The College adheres to an established Code of Conduct (tuned to the UGC Regulations & Maharashtra University Act) for all stake-holders

GOVERNING COUNCIL

- The Governing Council of Hind Seva Mandal, the parent institute, plays a vital role in the physical growth and development of Pemraj Sarda College.
 - The Chairman of the Mandal also acts as the Chairperson of the Senior College Committee.
 - The College Development Committee (CDC) is the apex body of in the college headed by the Chairman. The Principal of the college acts as the Member Secretary on this Committee. The Committee also comprises of elected representatives from the teaching and non-teaching staff along with the IQAC Coordinator.
 - The CDC should look after the smooth functioning of the college and follow the rules and regulations of the Central Govt., UGC, State Govt. and Savitribai Phule Pune University.
 - It is responsible for the academic and physical growth of the college and should extend essential support for the same. However, it should not interfere with the day-to-day administration of the college.
 - It is supposed to keep itself abreast with the significant developments in the field of higher education and lead the institution in the desired direction.
 - The approach of the Governing Council should be supportive and motivating for all the quality enhancement initiatives taken by the college.
 - The members on the Council should be progressive, ethical and befitting the motto of the institution.
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PRINCIPAL

- The Principal is appointed by the Management as per UGC norms and is approved by Savitribai Phule Pune University for the tenure of five years.
 - The Principal is the full time academic and administrative officer of the college and acts as drawing and disbursing authority.
 - S/he is expected to supervise, guide and monitor all the curricular, co-curricular and extra-curricular activities in the college.
 - S/he should be encouraging and supportive to the faculty and students.
 - S/ he should be impartial, disciplined and a person bearing high moral character.
 - The Principal should prepare the annual budget, get it sanctioned by the Governing Council and execute the same with commitment.
 - The Principal is supposed to take conscious efforts to obtain various scholarships for students and grants for the college.
 - The Principal is responsible for smooth conduct of college.
 - S/ he should establish good rapport with the society, government agencies, University authorities, etc. for inclusive growth of the college.
 - The Principal should behave impartially with the students irrespective of their race, religion, region, caste, creed and gender.
 - The Principal should discourage plagiarism and refrain himself/ herself from unethical practices related to research.
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TEACHERS

- Teachers should demonstrate high standard in teaching and engage students in learning to achieve high level outcomes.
- They should adhere to a responsible pattern of conduct and demeanour as expected of them by the community.
- They should manage their private affairs in a manner consistent with the dignity of the profession.
- They should strive for professional growth through study and research.
- They should express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- They are supposed to maintain active membership of professional organizations and strive to improve the status of higher education.
- They should perform their duties in the form of teaching, tutorial, practical, seminar and research with diligence and dedication.
- They should cooperate in carrying out functions relating to the educational responsibilities of the college and university such as assisting in admission, advising and counselling students as well as assisting the conduct of university and college examinations.
- They should participate in extension, co-curricular and extra-curricular activities including community service.

- They should behave impartially with the students irrespective of their race, religion, region, caste, creed and gender.
 - They should discourage plagiarism and refrain themselves from unethical practices related to research.
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DIRECTOR OF PHYSICAL EDUCATION / LIBRARIAN

- They should adhere to a responsible pattern of conduct and demeanour as expected of them by the community.
 - They should manage their private affairs in a manner consistent with the dignity of the profession.
 - They should strive for professional growth through study and research.
 - They should participate in extension, co-curricular and extra-curricular activities including community service.
 - They should behave impartially with the students irrespective of their race, religion, region, caste, creed and gender.
 - They should discourage plagiarism and refrain themselves from unethical practices related to research.
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NON-TEACHING STAFF

- The Non-teaching Staff must not disclose confidential matter, mutilate, conceal or alter official records as part of professional ethics.
 - Institutional assets and funds should not be utilized for personal/unofficial purpose.
 - The Non-teaching Staff should maintain honesty, integrity, fairness and self-discipline in all activities and behave politely with staff, students and parents.
 - The Non-teaching Staff should carry out the duties and responsibilities assigned to them by the Principal.
 - They should keep themselves abreast of the changes in their respective areas of operation.
 - They should strive to upgrade their skills and techniques to meet the demands of the era of technology.
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STUDENTS

- Students should carry the Identity Card with them regularly and wear it in such a manner that it is easily visible.
- They should retain the discipline and decorum of the institution. Disrespect and disobedience may result in disciplinary action, involving suspension or expulsion, based on gravity of the occasion.
- Attendance at all lectures / practicals / tutorials / tests / assignments / examinations is compulsory for all subjects.
- A student who is not regular in attendance or fails to carry out his/her assigned work is liable to cancellation of his/ her terms.
- Minimum 75% attendance is essential to lectures/ practicals/ tutorials / tests / assignments conducted in each term for every student, failing to which, s/he will be disallowed to appear for college/ university examinations.
- The student who remains absent for the periodical test / examination due to his/ her illness shall be required to submit the Medical Certificate, along with the application endorsed by the parent.
- Ragging is strictly prohibited in the college premises and outside. Students indulging in ragging will be punished as per *UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions, 2009*, published in the Gazette of India dated 4th July, 2009. Such students will also be expelled from the college and an FIR will be lodged with the police against them. Moreover, it will be mentioned in their College Leaving Certificate that they are expelled because of their indulgence in ragging.
- Student with previous record of ragging will not be admitted to the College.

- Smoking, chewing tobacco, use of explosive or dangerous substances, consuming poisonous drugs or alcohol in any form is strictly prohibited in the college campus. Stringent actions will be taken if rules are violated.
 - Any form of copying during the examination will be treated as offence and necessary action will be taken against the student.
 - Students shall not organize picnics or excursion trips on their own without the permission of the Principal.
 - They should neither unlawfully interfere in the college administration nor exert outside influence, directly or indirectly, for carrying out any action prohibited by the Constitution, University and College.
 - They should discourage plagiarism and refrain themselves from unethical practices while preparing assignments, projects and research papers.
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