



JEEVANDEEP SHAIKSHANIK SANSTHA'S POI'S

ARTS, COMMERCE & SCIENCE COLLEGE

(Affiliated to Mumbai University)

Mumbai University Affiliation No. Aff / Recog. /6403 of 2008 dt. 17th Oct. 2008

Govt. of Maharashtra Order No. NGC 2008 / (218 / 08) MS - 3, dt. 16/6/2008

At. Khardi (E), Tal. Shahapur, Dist. Thane Pin 421 601. • Website : www.jsspcollegekhardi.in • Email: jeevandeepkhardi@gmail.com

Ref. : JSSP/ACSCK / ____ /

Date : _____

CODE OF CONDUCT**INDEX**

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Principal

Jeevandeep Shaikshanik Sanstha Poi's
Art's, Commerce & Science College Khardi
Khardi, Tal. Shahapur, Dist. Thane 421 601.



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Code of Conduct for Principal

Subject to the supervision and general control of the Management, the Principal, as the principal executive and Academic Head of the College, shall be responsible for:

1. Academic growth of the college.
2. Participation in the teaching, research, and training programmes of the college.
3. Assisting in planning and implementing academic programmes such as refresher/orientation courses, seminars, in-service, and other training programmes organized by the University/College for academic competence of the Faculty Member.
4. Admission of students and maintenance of discipline in the college.
5. Receipts, expenditure, and maintenance of true and correct accounts.
6. The overall administration of the college.
7. Correspondence relating to the administration of the college.
8. Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, student welfare activities of the college.
9. Observance of the Act, Statutes, Ordinance, Regulations, Rules, and other Orders issued there under by the University authorities and bodies, from time to time.
10. Supervision of the examination, setting of question papers, moderation, and assessment of answer papers, and such other work pertaining to the examinations of the college/recognized Institution.
11. Overall supervision of the University Examinations.





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Code of Conduct for Teachers

The teacher shall perform all his/her duties faithfully and will not avoid responsibility. However, following lapses would constitute improper conduct on the part of the teacher:

1. A teacher should teach in a manner that respects the dignity and rights of all persons without prejudice of caste, creed, gender, and religion.
2. Gross partiality in the assessment of students, deliberately over/under marking, or attempts of victimization on any grounds.
3. A teacher should avoid conflicts between professional and private interests, which could affect professional ethics.
4. Accepting tuition, conducting/participating in private coaching directly or indirectly, or any classes or courses in any manner.
5. A teacher does not engage in activities that adversely affect the qualities of professional ethics.
6. Violation of the Anti-bigamy Act and Anti-dowry Act in any manner directly or indirectly.
7. Involvement in anti-academic activities directly or indirectly such as writing of questions-answers guide, answer-key, likely questions, cyclostyled or Xerox notes, etc.
8. A teacher should integrate his teaching, learning with his or her research.
9. The teacher shall not avoid any work related to the University/College examinations without reasonable grounds.





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1. Every student will have to submit his/her own I-card size two photographs for Identity card in the library within 15 days after admission. Students should always wear their valid college Identity card in college or represent the college at other places. Further, it should be produced whenever demanded by any college staff.
2. Students should refrain from inappropriate physical contact anywhere on the campus.
3. Students are forbidden from sticking bills, writing, drawing, and painting on the boards, walls, desks, or anywhere on the campus.
4. Students found guilty of using foul language or behaving rudely towards the staff members or administrative or non-teaching staff will be expelled from the college.
5. Attempted or actual theft of property of the College, or belongings of a Staff member of the college will not be tolerated.
6. Students are responsible for keeping the campus clean and neat.
7. Students should adhere to the rules and regulations issued from time to time.
8. Students are advised to read notices regularly posted on the notice board and not to ignore the instructions; they should also convey the notifications to their parents/guardians.
9. Any malpractice in examinations will be prohibited under University Act and norms laid down by the college from time to time.
10. In case of any problem (personal or academic), students should report to the Principal or their faculty member.
11. Students are directed not to bring outsiders to the college premises.
12. Students should not collect any funds from other students or from outside without the written permission of the principal.
13. Students shall not organize picnics, excursions, trips, etc., on their own without prior written permission of the principal.
14. All activities conducted for improving educational standards will be compulsory for all students.
15. Ragging is prohibited: Government of Maharashtra has notified Ragging as a cognizable offense. Anyone reported to be involved in any form of ragging will





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be severely dealt with. Therefore, students are required to refrain from indulging in any form of ragging.

Code of Conduct for Librarian

1. To issue library cards to students and staff and enforce library rules.
2. To follow up with students and staff for timely issuance and return of books.
3. To display new recent research journals and reference books with their front page copy.
4. Keep rare old important books in proper condition with book bindings.
5. To maintain daily records in the library register of students/staff faculty members.
6. To purchase and highlight important articles, journals, and magazines from time to time.
7. To receive international journals & magazines and keep the management and the Principal informed.
8. To attend to problems of the staff members, if any, and discuss with the Principal.
9. Display cuttings of newspapers on education/social matters on notice boards.
10. To conduct meetings of the library committee as per guidelines and work as the secretary of the library committee as per norms.
11. To compile requirements of books & periodicals periodically and submit them to the principal.
12. To take initiatives for library automation and update the same from time to time and receive an expert committee & present to them effectively.





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Code of Conduct for Exam Coordinator

1. To organize all works related to university examinations such as preparation of supervision charts, appointments of senior supervisors in consultation with the principal.
2. To correspond with the university regarding university examinations, results of students, and students' complaints regarding examinations.
3. To organize the filling of examination forms, revaluation & verification forms of students & submission to the University of Mumbai.
4. To obtain results of students and distribute them.
5. To send requirements of examination stationery to Mumbai University & maintain its up-to-date records.
6. To arrange for online examinations as per schedule & instructions of the university.
7. To maintain records of all passed out students of this institute in a separate register also in a soft copy.
8. To monitor the university website for day-to-day notifications/circulars and bring the contents to the notice of students/faculty/principal from the University.
9. To send the program of proposed practical examinations dates to the university & get the final program of practical/oral examinations.
10. To submit term work /oral practical marks to the University in a timely manner.
11. To organize the arrangement of furniture and numbering of examination seats for University examinations.
12. To receive the examination stationery from the University and keep it in the strong room.
13. Any other duties assigned by the Principal from time to time.





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Code of Conduct for Administrative Staff

1. Administrative staff of the college must always wear their identity cards during working hours.
2. Administrative staff will carry out their duties as instructed by the authorities to whom they are attached.
3. Administrative staff shall not absent themselves from their duties without prior permission from the Head of the Institution. In case of sickness or absence on medical ground, a medical certificate shall be produced within a week.
4. Any staff employed in a college when involved in criminal proceedings shall inform the committee of each proceeding
5. Administrative staff of college should keep punctuality regarding college timing.



[Signature]
Principal
Jeevandeep Shaikshani Sanstha's Arts, Commerce & Science College, Khardi, Tal. Shahapur, Dist. Thane 421 601.