



Progressive Education Society's
Modern College of Arts, Science and Commerce

Ganeshkhind, Pune 411016.

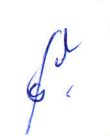
Re-Accredited by NAAC with 'A' grade

- ◆ Affiliated to Savitribai Phule Pune University: PUN / PN / ASC/ 089 (1992)
 - ◆ UGC - Recognition No.: F-8-290 /2006(CPP-I)
 - ◆ Best College Award by Savitribai Phule Pune University - 2013
 - ◆ DST-FIST sponsored college
 - ◆ STAR College Scheme sponsored by DBT.
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Code of Conduct and Professional Ethics

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Modern College of Arts, Science
& Commerce, Ganeshkhind, Pune-16.

A] CODE OF CONDUCT FOR EMPLOYEE

1. Employees must work towards vision of the college.
2. They must perform their daily activities as assignment by the authorities as prime responsibility for the betterment of the college and society.
3. They must have positive relationship with students, colleagues and parents and society.
4. Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
5. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
6. Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.
7. No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.
8. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
9. Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
10. No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Principal/Competent Authority.
11. Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.
12. Employee should come in the office in time and should be in office dress code.
13. Avoid using cellphone in the office/ internet for personal use.
14. Employees are strictly prohibited to smoke, consume drugs, tobacco and gutkha.



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15. Measure shall be taken to avoid, eliminate and if necessary impose punishment for any harassment in terms of color , religion, sex or any other physical or mental disabilities.
16. They should not be involve themselves in any form of threat or physical violence of any kind they face consequence in form of punishment.
17. Should not associate with any political party or organization which take part in the politics.
18. Employee should not destroy/ attempt to destroy or tamper the office record or documents of the college.

B] CODE OF CONDUCT FOR HEAD OF DEPARTMENT

1. The workload (teaching and departmental) of all the staff should be assigned by the Head of the Department.
2. The Head of the Department should ensure that the workload of the teacher should not be less than 40 hours a week, of which teaching-contact hours should be not less than 20 hours
3. The teaching load should be allotted by the Head of the Department after taking into account of the Faculty Member's subject of expertise.
4. The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
5. The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
6. The Head of Department should submit the departmental financial budget for the next academic year before 31st March every year.
7. The Head of the department should constitute a departmental IQAC committee comprising of Head as the Chairperson and at least two other staff members, one of them a senior and other the junior. The meetings of IQAC should be held at least twice in every semester and the record of minutes should be maintained in the department. The main objective of IQAC will be to ensure the quality in education and continuous improvement in all academic, curricular and extracurricular activities considering mission and vision of the college and to help in overall development of the students.
8. The Head of the Department should encourage Faculty Members to update their knowledge by organizing or attending seminars/workshops/conferences and write proposals to funding agencies for research projects.



9. The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences listed in CARE list of UGC and those with good Citation Index
10. The Head of the Department should arrange for feedback responses from the students and the parents on quality-related department processes.
11. The Head of the Department should write confidential reports for all staff members of his/her department and submit it to the Principal every year.

C] CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

The College Development Committee shall meet at least four times in a year.

Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

1. The College Development Committee shall,-
 - a) prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable college to foster excellence in curricular, co-curricular and extra-curricular activities
 - b) decide about the overall teaching programmes or academic calendar of the college
 - c) recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
 - d) take review of the self-financing courses in the college, if any, and make recommendations for their improvement
 - e) make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
 - f) make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
 - g) make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
 - h) make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college



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2. Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
 3. Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
 4. Make recommendations regarding the students' and employees' welfare activities in the college
 5. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
 6. Frame suitable admissions procedure for different programmes by following the statutory norms
 7. Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
 8. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college
 9. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
 10. Recommend the distribution of different prizes, medals and awards to the students.
 11. 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
 12. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.
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D] CODE OF CONDUCT FOR TEACHING STAFF

1 DISCIPLINE

- The Faculty Member should report to the college at least 10 minutes before the commencement of 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 Department/ Institution.

2 LEAVES

- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

3 CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the coordinators and Head of the departments or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.
- Every Faculty Member should maintain academic record book.

3.1 CLASSROOM TEACHING

- The staff should engage the full 60 minutes lecture and should not leave the class early.
- The staff should use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts / questions.

- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by:
 - o engaging students in their learning
 - o working to achieve high level outcomes for all students
 - o maintaining records to manage, monitor, assess and improve student learning
 - o using research and student achievement data to inform professional practice
 - o engaging in reflective practice and developing their professional knowledge and teaching skills
 - o supporting the personal and professional development of others
 - o providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
 - o assisting in developing and mentoring less experienced staff members
 - o accepting responsibility for their own professional learning and development

3.2 LABORATORY

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

3.3.3 TEST/ASSIGNMENTS/MID-TERM/MOCK

- In problem oriented subject, regular tutorials have to be conducted.
- The Tutorial problems to be provided to the students a week prior to the actual class.
- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

3.4 APPRAISAL REPORT

- All the staff members are required to submit their Self Evaluation 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 Members should attempt to publish research papers and articles



All the Staff Members and the Students should work towards making the College Campus clean, ecofriendly and safe. Anti-Ragging Act, Prevention and Redressal against Sexual Harassment Act are applicable to all the Students and Employees. Discrimination on grounds of caste, color, religion, region, gender, nationality will not be tolerated on the campus.

E] CODE OF CONDUCT FOR STUDENTS

Preamble

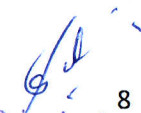
Student code of conduct is a set of rules chalked out to promote and enhance a positive learning environment on the campus. These are certain social norms laid down by the institution in order to ensure and support safe, healthy and inclusive campus community. Failure to abide by these guidelines may result in disharmony and call for punitive action against violators.

Disciplinary Rules and Regulations

Students enrolled with the college are expected to maintain highest standard of behavior and discipline on the campus and also during off-campus visits such as field-trips, educational tours, internships etc. Students must be aware that any instance/s of misconduct will call for severe action by the authorities.

1. While on campus, students shall, at all times wear their I-Cards well displayed. They should be able to produce it before any teaching /administrative staff as and when the need arises.
2. Students must be appropriately dressed on the campus. They should keep their attire formal and sport a presentable and decent look. During P.T lectures, they must wear their P.T uniforms without fail.
3. Students must exercise a sense of belongingness with their institution. They should respect the college property and abstain from causing any damage to the infrastructural facilities provided to them. They are strongly advised not to scribble on the desks and deface the benches and walls.
4. Students should also beware of electrical installations and not damage the electrical gadgets and fittings in the classrooms, laboratories and other locations on the campus.
5. Students must contribute to maintaining their campus and keep it clean and beautiful by staying away from littering in the classroom, corridors, staircase, or playground. Any form of trash should be disposed in the trash-cans and waste-bins only. Students should be self - disciplined and feel responsible towards the upkeep of overall cleanliness on the campus.




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6. Every student must compulsorily put in 75% of attendance. They must be regular for all lectures and complete the assignments and tasks given to them on time.
7. Students must strictly abide by rules laid down by the examination authorities and abstain from indulging in any form of unfair means or malpractice. The guilty may face suspension in case of an offence.
8. Students are expected to follow classroom decorum. They shall respect the academic environment and participate actively in nurturing it further. Any unpleasant behavior on their part is liable for punishment by the concerned authorities.
9. Students must display polite and courteous behavior towards their teachers, administrative/support staff, seniors and fellow classmates. They should greet their superiors and maintain a friendly and helpful attitude in order to promote a healthy atmosphere on the campus.
10. Students shall maintain silence in the academic building. Speaking loudly, hooting, whistling, loitering or making catcalls will be treated as a violation of campus discipline.
11. During leisure hours, and for independent study, students may use designated areas such as the library or reading hall. Sitting in staircases, or functioning areas may interfere with free movement.
12. Consumption of alcohol, chewing tobacco or smoking is strictly prohibited on the campus.
13. Students must strictly refrain from political activity in any form on the campus. All such initiatives such as arranging meetings, processions, canvassing, or fund collections without the consent of the authorities is liable to attract disciplinary action.
14. Students shall not display notices, posters, pamphlets or bills without the permission of the concerned faculty member or a competent authority.
15. Students are advised not to indulge in any unauthorized celebrations on the campus such as spraying colours or bursting fire-crackers.
16. As responsible citizens, it is our duty to safeguard our environment. Therefore students will check noise pollution on the campus by not using powered vehicles or unnecessarily blowing horns.
17. Students must be conscious of their natural environment and depleting natural resources. Therefore, they are expected to use water and other resources judiciously and not keep taps, lights and fans running unnecessarily.
18. Students are advised to follow safety precautions in the laboratories. They must at all times handle appliances, equipment, fixtures and laboratory material carefully to prevent accidents causing injury to self or damage to college property.



19. Use of Mobile phones in class rooms, laboratories, library and any such location on the campus which may cause disturbance and hinder academic activity is strictly prohibited.
20. Students are advised to participate in all academic, extension, curricular and extra-curricular activities and use all such facilities available optimally in order to become competent and efficient mentally and physically.
21. Students desiring to participate in inter-collegiate competitions and activities must inform their college authorities in advance and seek prior permission.
22. In case of students desiring to take up a job or attend classes outside college, they must strictly opt for a timing that does not in any way clash with their regular college hours. They must also keep the concerned authorities informed in case of any such event.
23. Students must park their vehicles in the designated parking spaces only. Over-speeding in the campus must be strictly avoided.
24. No student shall indulge in any kind of anti-social, anti- institutional or any sort of immoral or un-ethical activities on the college campus. Anyone found guilty will be liable to disciplinary action.
25. Any form of harassment such as ragging, eve-teasing or obscene behavior with fellow students or staff is highly objectionable and is liable to be treated as a criminal offence. (Can be modified as per various Acts)
26. Access to college campus on holidays or beyond regular college timing is restricted. Students must seek prior permission from the college authorities for the same.


Students are the true pillars of the nation. There is no substitute for responsible behavior, politeness and courtesy, self-discipline, sense of devotion, love and respect for all irrespective of caste, creed and religion or gender, and nobility. Students therefore must imbibe these qualities so that they can fulfill the dreams and aspirations of the institution they belong to. This will minimize the need for enforcing strict rules and regulations on the campus by seeking the cooperation of and aspirations of the institution they belong to. This will minimize the need for enforcing strict rules and regulations on the campus by seeking the cooperation of students and parents alike.

Prepared by:

Dr. Sadhana Natu (Chairperson)

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