

Bharat Shikshan Prasarak Mandals

**Jaikranti College of Computer Science and Management Studies,
Katraj, Pune 46.**

(Affiliated to Savitribai Phule Pune University)



Code of Conduct and Professional Ethics

Unit 1: Institutional Code of Conduct for Students

The vision of Bharat Shikshan Prasarak Mandal's Jaikranti College of Computer Science and Management Studies is to make quality higher education accessible to the marginalized sections of students and to refine their skills by imbibing value based culture and contribute to holistic development of the students and make the college a centre of excellence in higher learning. Following Code of Conduct is a guide to the students for their responsibilities while on the Campus as individuals and as future face of the Institution.

Responsibilities of Students:

1. The code shall be applicable to all the students admitted to this Institution under any academic programme. It is the responsibility of each student to become acquainted with the provisions of the Code.
2. They should conduct themselves on the Campus politely and with dignity and show due respect to the authorities, staff, faculty and guests.
3. The students should follow the dress code prescribed by the Institution and should refrain from using any indecent apparel.
4. All the students should carry their Identity Card while on the Campus and should present it if asked by security person. If student has lost library card or I-card, it should be reported immediately to the coordinator and the librarian with an application. Rs.100/- will be charged for issuing duplicate cards.
5. Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly forbidden on the campus. The Campus is a "smoking free campus".
6. Students driving any vehicle should have a legal Driving License. Rash driving is prohibited on the Campus. Students bringing two-wheelers should wear a helmet. All the vehicles are to be parked at the designated place only.
7. Without specific permission from the authorities, students shall not bring outsiders on the Campus.
8. Students need to obtain written permission from the authorities to collect money from other students or faculty or any staff within the campus.
9. Any kind of physical intimacy is not permitted on the Campus.
10. The students should refrain from any act of hostility, threatening, distressing or assault which can harm others. Such an act is likely to draw penalty.
11. Students are prohibited from indulging in any anti-institutional, anti-national, anti-social, communal, immoral or political expressions and activities within the Campus.
12. While on any educational tour, strictly follow the guidelines provided by the college, HoD and in-charge faculty members.
13. Writing slogans, remarks on any property of the campus is not allowed.
14. Lighting fire-crackers on the Campus is a serious offence. Violation of this rule may invite rustication of the students involved directly or indirectly.
15. Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations. Such concession forms will not be made available for travel in between vacations whatever might be the reason of such travel.

16. The College authorities have strict views regarding safety of girl students on the campus. It has a policy of zero tolerance with regard to annoyance, intimidation and discrimination of any kind, of girl students on the Campus. Any such act can draw severe penalty for the perpetrators.
17. Any act under the purview of “Ragging” is an offence under the Law. Any student found involved in this act will be punished as per the Indian law.

Rules for Academics:

1. It is essential for all students to attend all classes conducted during a day. According to SPPU rules, at least 75% attendance in the lectures of every subject is mandatory.
2. No students shall enter or leave the classrooms when the session is on, without the permission of the teacher.
3. In case of sickness, the student must report about the sickness to the Mentor on mobile. After joining the College, he/she has to submit the leave application with medical certificate to Mentor.
4. The Code of Conduct for Students is designed to groom students into scholarly, responsible and law-abiding citizens of the Country. The students are expected to keep all the areas clean. They should use the waste bins provided in the classrooms, laboratories, computer centre, library, offices and on the Campus.
5. Lights and fans should be used only when necessary and care should be taken to switch them off when not in use. They should conserve water to the extent possible.
6. Students are not allowed to use mobile phones in any of the academic area i.e. class room, library, computer centre, examination halls etc. However, they may use such gadgets judiciously in permitted areas.
7. Use of internet for any purpose other than academics, is not permitted.
8. Misuse or tampering of any of the office records of the College is a serious offence and can result in suspension/rustication.
9. Students are expected to spend their free time in the Library/Reading Room.

Disciplinary Actions:

Depending upon the severity of the offence, following actions could be taken against the defaulter:

- i. Warning or Reprimand: The student engaged in any banned behaviour will be issued a warning letter. The conduct of such student shall be informed to the Parent/Guardian.
- ii. Tendering Apology: The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act, along with an undertaking that he/she shall not engage in such or any other prohibited behaviour again.
- iii. Debarring from attending campus recruitment: A student/group of students may be prevented from registering for college placement cell and debarred from attending any campus placement related activities.

- iv. Suspension of privileges : A student/group of students may be banned from availing opportunities like using common academic facilities (e.g. library, computer centre etc.), recommendations for loan/scholarship/fellowship etc; representing the Institution in any national or international meet, contest, youth festival, etc.
- v. Suspension from College:
 - A) If any student violates the Code of Conduct which leads to tarnishing the image of the College or involves in any activity which endangers the dignity and security of other students or staff of the College and if the college authorities find evidence/s against the student, he/she shall be suspended from the College for a maximum period of 15 days, pending further enquiry by the College authorities.
 - B) A student may be suspended from the college for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period. The period of suspension shall be decided based on the conclusion and advices of the enquiry committee.
- vi. Restitution: Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the College or any property kept in the premises of the College in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the College or any property kept in the premises of the college due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.
- vii. Debarring from Examinations: A student/group of students may be debarred from writing all/a few/some of the examinations, which forms part of the academic program for which he/she/they has/have joined.
- viii. Expulsion: This is the intense form of disciplinary action and shall be resorted to only in cases where harsh action is warranted. Expulsion is the permanent dismissal of a student from the College. Any student who is persistently disobedient, who is frequently or intentionally harmful even after caution and punishments in view of the competent authority, is likely to have an unpleasant influence on his/her fellow students, will be detached from the rolls. Such a student will not be eligible for readmission to any of the courses of this College.
- ix. Other appropriate sanctions may be imposed by the competent authority of the Institution singularly or in combination with any of the above listed actions.

Unit 2: Institutional Code of Conduct for Supporting Staff

Like students, staff members – teaching and supporting, both – are integral part of the Institution. Through sincerity and commitment, it is expected of them to contribute to the Vision, Mission and Goals of the Institution.

General Rules:

1. All staff members are equally responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute's assets.
2. Every staff should maintain absolute integrity and devotion to duty and should not act in a manner which is unbecoming of an employee of an educational institution.
3. Every staff should strictly abide by any law relating to intoxicating drink or drug in force in any area in which he/she may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his/her duty.
4. Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should 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/her duties.
5. All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to gender, sexuality, age, marital status, pregnancy, physical features, disability or impairment.
6. Staff shall get casual leaves, medical leaves, earned leaves and vacations as per Rules of SPPU and Bharat Shikshan Prasarak Mandal's Jaikranti College of Computer Science and Management Studies, Katraj, Pune 46.

Code of Conduct for Administrative Staff:

1. They should maintain confidentiality of all the documents and information.
2. They should take additional responsibility as assigned by the Principal.

Code of Conduct for Accounts Staff:

1. Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
2. Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
3. Accountant should report to the Principal regarding the finances of establishment.
4. Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
5. Account should provide all the necessary account statement and documents for various committees of the Institute.
6. Account should provide all the necessary account statement for the yearly account audits.

Code of Conduct for Students' Section:

Students' section should,

1. Enter student information and ensure the eligibility of the students and prepare related document to submit to the Directorate of Technical Education (DTE) within time limit
2. Send the students information to DTE within time limit
3. Ensure the student document verification by DTE within time limit
4. Submit the student Prorate, eligibility and student insurance to SPPU
5. Ensure cast certificate/cast validity from concern divisional office
6. Provide all necessary student data to prepare various committee reports

Code of conduct for Laboratory Assistant and Laboratory Attendant:

1. Lab assistant should help the lab in-charge/ teaching faculty to carry out the lab related work.
2. Lab assistant should maintain attendance register for the students.
3. Lab assistant should keep experimental setup ready before conduction of the experiment.
4. Lab assistant should ensure the cleanliness and upkeep of instruments/ equipment/ apparatus of the laboratory.
5. Lab attendant should assist the lab assistant to carry out the lab related responsibilities.

Code of Conduct for Peon:

1. Peon should report to the college half an hour before the college start time.
2. Peon should maintain cleanliness of laboratories, class and staff rooms.
3. Peon should do all the work assigned by the Head of the department and other staff members.
4. Peon should not leave the office until and unless the higher authority permits.

Unit 3: Institutional Code of Conduct for Faculty Members

In order to fulfil the obligation to the teaching profession, the faculty members will commit themselves to,

- Follow ethical practices related to the teaching profession
- Regard themselves as learners and engage in continual professional development
- Be truthful when making statement about their qualifications and competencies
- Contribute to the development of an open and reflective professional culture
- Treat colleagues and associates with respect, assist newcomers to the profession
- Speak out if the behaviour of a colleague is seriously in breach of this code.

The Institutional Code of Conduct for Faculty Members primarily requires them to deliver as follows.

1. Every faculty member must maintain a course diary and attendance record book for each subject offered during the semester. It should have details of Syllabus, Lecture Plan, Date and time of preparation, Date and time of delivery, students' attendance record in lectures and laboratory and continuous assessment of students.
2. The staff should get the feedback from students and act / adjust the teaching accordingly.
3. Faculty members should interact with students and observe habitual absentees, slow learner student, fast learner students, objectionable behaviour in students and inform respective Mentors of students about it.
4. The staff should encourage students asking doubts / questions. They should also promote academic discussions and debates among students.
5. The teaching faculty should employ various teaching tools like models, videos, presentations, charts etc. to make learning process more interesting to students.
6. Faculty Members are expected to update their knowledge enhance their skills by attending seminars/ workshops/ conferences, after obtaining necessary permission from the Head of the Department and Principal.
7. Faculty members must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However they can warn such students or report to the HoD/Principal for necessary action.
8. Cases of indiscipline, misbehaviour or insubordination should be dealt at HOD or Principal level.
9. Teachers should be unbiased and should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.
10. All the staff members must adjust their classes and show the consent of the substitute teacher to the HOD before going on a leave.
11. In addition to the teaching, the Faculty Members are expected to take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.

Unit 4: Institutional Code of Conduct for the Principal

1. The Principal should provide leadership, direction and co-ordination within the Institute.
2. The Principal should oversee and monitor the administration of the academic programmes and general administration of the Institute to ensure efficiency and good order of the Institute.
3. The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
4. The Principal has authority to take all the necessary disciplinary action as and when required to maintain discipline in the Institute.
5. The Principal should form various college level committees which are necessary for the development of the Institute.
6. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference, going for higher education, taking up research projects and publishing text books, research papers in reputed International / National Journals.
7. The Principal should periodically review this Code of Conduct as it deems necessary to ensure that this Code of Conduct conforms to applicable laws, meets or exceeds Institute standards and eliminates or corrects any weakness revealed through monitoring.
8. The Principal is responsible for the development of academic programmes of the Institute.
9. The Principal should convene meetings of any of the authorities, bodies or committees, as and when considers it necessary to do so.
10. The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
11. The Principal should ensure that quality in education and academic services is maintained by the Institute.
12. 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.
13. The Principal should forward confidential reports of all staff members of the Institute and submit them to the Management.
14. The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the various committees and Management.