



Thane Zilla Agari Shikshan Prasarak Mandal's
**Pragati College of Arts & Commerce,
Dombivli (E)**

(Permanently affiliated to the University of Mumbai)

HANDBOOK

OF

CODE OF CONDUCT

**T.Z.A.S.P. Mandal's Pragati College of Arts & Commerce,
Datta Nagar, Ayre Road, Dombivli (East), 421 201**



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**PRINCIPAL
PRAGATI COLLEGE
DOMBIVLI**

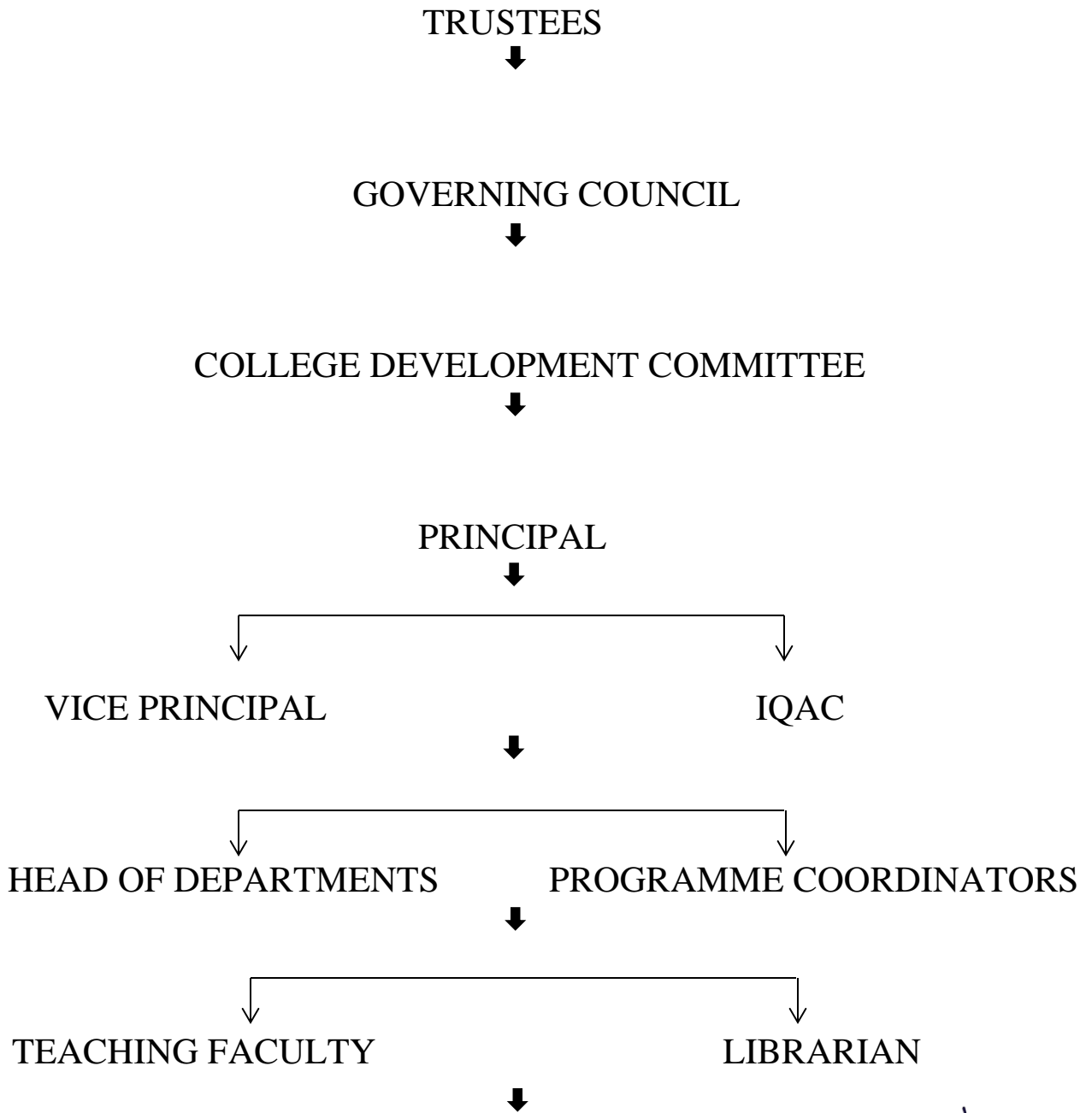
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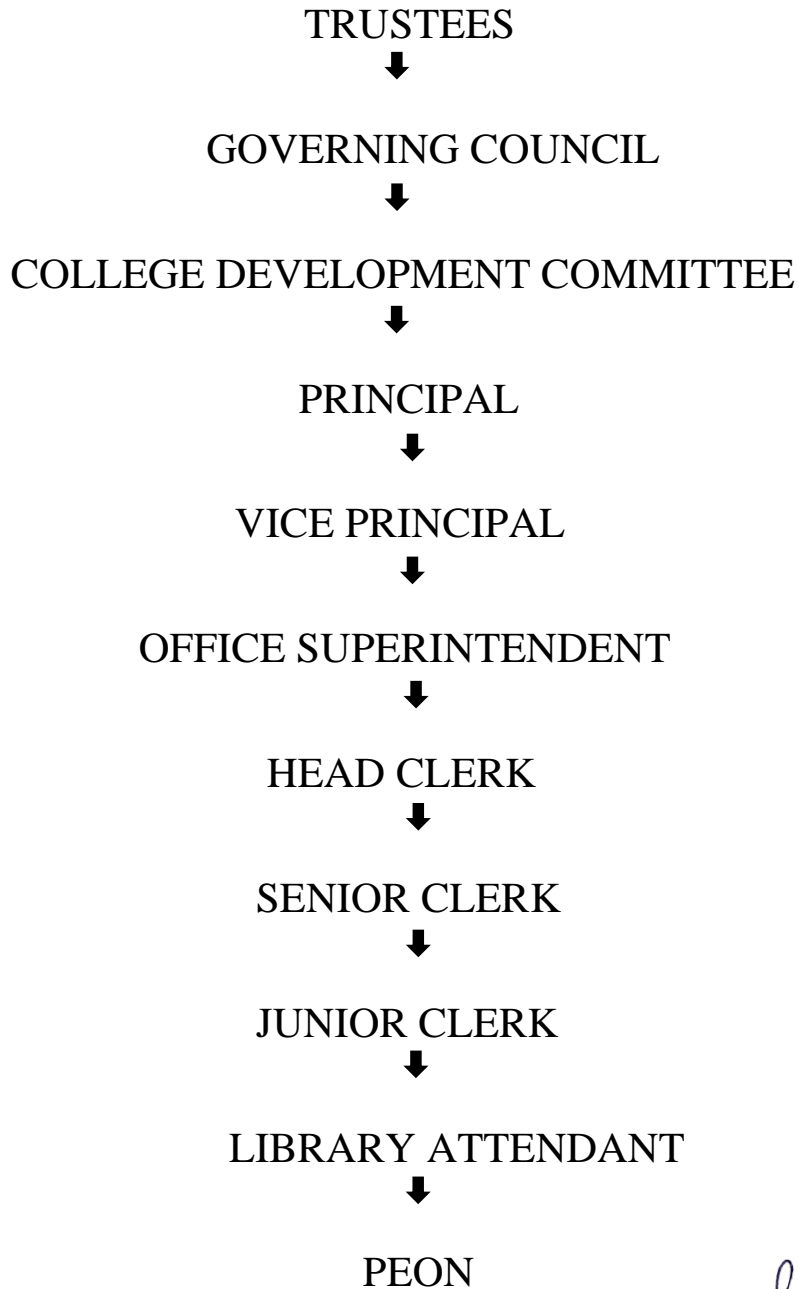
1. ORGANISATIONAL CHART



STUDENTS

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2. ADMINISTRATIVE CHART



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3. CODE OF CONDUCT FOR PRINCIPAL

The Principal should supervise and monitor the administration of the academic programs and general administration of the Institute to ensure effectiveness in the whole administrative tasks and assignments.

1. The Principal should design the budgetary provisions and go through the financial audited statements of the Institute. ·
2. The Principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute. ·
3. The Principal should form various college level committees which are necessary for the progress of the Institute. ·
4. The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
5. The Principal should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
6. The Principal should provide leadership, direction and co-ordination within the Institute.
7. The Principal should periodically review this Code of Conduct.
 - a. As it thinks necessary to ensure that this Code of Conduct conforms to applicable Laws.
 - b. Meets or exceeds Institute standards
 - c. Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
8. The Principal is accountable for the development of academic programs of the Institute.
9. The Principal should organize meetings of any of the authorities, bodies or committees, as and when required.
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 for continuous improvement and turn the students into better individuals and responsible citizens of the country.
12. The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programs are duly administered and implemented through relevant authorities, bodies, committees and its members.
13. The Principal should forward confidential report of all staff members of the Institute and submit it to the Management. ·
14. The Principal shall be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programs to the various committees and Management.



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4. CODE OF CONDUCT FOR VICE- PRINCIPAL

1. Functions as In-charge Principal in the absence of Principal
2. Responsible for the duties delegated by the Principal
3. Carries out operational activities under the directions of the Principal
4. Gives input regarding the academic updation/revision of university syllabus/introduction of new activity from the Academic Department will be forwarded to the Principal for approval.
5. Faculty programs/recruitment and internal promotions recommendations are forwarded to the Principal.
6. Budgetary requirements of the Departments will be forwarded to the Principal.



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5. CODE OF CONDUCT FOR HEADS OF DEPARTMENTS/ PROGRAM COORDINATORS

1. Each Department shall have a head who will be the senior most Professor of the Department.
2. The Head shall be selected in accordance with the rules and regulations by the Selection Committee.
3. The Heads shall be responsible to the Principal of the College in discharging their duties and functions.
4. Shall prescribe the work to the staff members of the Department as per the norms and regulations.
5. Shall be the authority for sanctioning leave etc. to the members of staff of the Department.
6. Shall conduct the Internal Assessment test & model examination periodically.
7. Shall consolidate the internal assessment marks of the students of the Department and communicate them to the Principal.
8. Shall conduct, review meetings with the staff of the Department to assess the work done.
9. Shall be responsible for maintaining the discipline and standard of the Department.
10. Shall be responsible for improving the results of the Department.



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6. CODE OF CONDUCT FOR TEACHING FACULTIES

I. Teachers and their responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The National ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.



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ii. Teachers and the Students

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace,
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop and understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

iii. Teachers and Colleagues

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.



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iv. Teachers and Authorities:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from under taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
6. Should adhere to the conditions of contract;
7. Give and expect due notice before a change of position is made
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

v. Teaching and Non-Teaching Staff:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.



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VI. Teachers and Guardians

Teachers should

1. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided;
2. Work to improve education in the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



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7. CODE OF CONDUCT FOR LIBRARIAN

1. To prepare and issue Library cards to students and staff.
2. To follow up return of books issued to students and staff members.
3. To display new arrivals by photocopy of the cover page of the books and journals.
4. To receive international journals & magazines and highlight important articles & news.
5. To compile back volumes of journals and periodicals and arrange for binding and Stacking.
6. To maintain the day wise records of visits of faculty members in library.
7. Display of cuttings of newspapers on education /social matters on notice board.
8. The list of requirements of books submitted to the principal for further procurement.
9. To ensure discipline of the students in the library.
10. Regularly under take binding of books which are damaged.
11. Any other matter assigned by Principal from time to time.



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8. CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

I. Office Superintendent:

1. Act as a middleman of academic and administrative activities.
2. Maintain and update service book of all the teaching and non-teaching staff.
3. Scrutinize Admission & Eligibility documents and registers of admission.
4. Supervise and maintain personal files of staff and faculty.
5. Maintain discipline and work schedule of class IV employees.
6. Maintain Leave Register.
7. Maintain Movement Register for staff under office administration.
8. Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
9. Act as an information officer of the institution.
10. He shall be responsible for all the matters assigned to establishment section, student section, stores section, maintenance section and security section.
11. To take care of biometric requirement.

II. Non-teaching Staff:

1. Non-Teaching staff working in the college office or departments should remain on Duty during College hours. They should report for duty at least 20 minutes in advance.
2. Non-Teaching staff must always wear their identity badge during working hours.
3. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
4. To display notices, mark sheets, attendance sheets etc. pertaining to the students.
5. To send SMS regarding attendance, discipline and other activities with the help of class teachers.
6. Involvement in curricular, co-curricular and extra-curricular activities.
7. Any other duties assigned by the Principal from time to time.



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9. CODE OF CONDUCT FOR STUDENTS

I. Attendance:

1. Attendance at all lectures / tutorials practical tests/examination is compulsory for all subjects & student, who is not regular in attendance or fails to carry out his/her work to the satisfaction of principal, is liable to cancellation of his/her terms.
2. The student who do not have minimum required attendance of 75% of actual lecturers/tutorials/ practical conducted in each term or do not show satisfaction progress in terminal /preliminary/Test Series examinations will not be sent for college/ University examinations.
3. Periodical test/Test series/seminars are compulsory for the students of all classes.
4. A student who remains absent the medical certificate, along with the application endorsed by parents shall be required to submit the medical certificate, along with the application endorsed by parent.
5. A student who remains absent for three consecutive days is required to submit a leave application duly signed by his/her parent/guardian.
6. Students who are not permitted for the University Examination will not be re-admitted to the college

II. Discipline:

1. Students should always wear their valid college identity card whenever in the college or should be produced whenever demanded by any of the college stall. No student is allowed to enter in the college premises without valid identity card.
2. In case of any problem, personal or academic, students should report to the respective class or the Vice Principal or the Principal who will help them to solve their problems.
3. Every student is responsible to the college and should take utmost care of the college premises / property. Any damage done to the college is to be compensated either individually or collectively.
4. Any damage to the college building, furniture and fixtures by the students shall be treated as breach of discipline.
5. Students should observe good punctuality. Appropriate action will be taken against late comers.



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6. No committee or organization of students is permitted in the college.
7. Student will not be allowed to bring any outsider with them in the college but in special case parents or any outsiders may be allowed with prior permission and valid reason and entering the name on the gate register.
8. No person, other than college staff, can be invited to address any meeting or to participate in the college activity without prior permission of the principal.
9. Students are not supposed to loiter in the college corridor or college premises.
10. Students are expected to be seated in their respective classrooms at the stroke of the first bell and wait for the teacher. Students are to make use of the library reading rooms during free periods.
11. Smoking is strictly prohibited in the college premises.
12. If the conduct of any student is detrimental to the college the principal may ask the student to leave the college without assigning any reason. The principal's decision is final in this regard.
13. No student shall collect any money without the written permission of the Principal.
14. Discipline and good behavior and expected from the students at all social gatherings and celebrations at the college.
15. No notice shall be put on the notice boards, including black boards without the written permission of the Principal or the Vice Principal authorized in the matter concerned.
16. All programed, meeting, gatherings, picnics, hiking, etc. will be organized only with prior written permission of the Principal.
17. The powers relating to the disciplinary action in the college will be the Principal and his decision in this respect shall be final. Anyone with violates the code of conduct will be severely dealt with.
18. Students are not allowed to make complaints in a body or present any collective petition, but they are welcome to present their case if any. Individually.
19. All the circulars, notices related to examinations and other programed etc. are displayed on the college notice board, concerned students will be held responsible for the loss, if they failed to read the notices.
20. All the students are supposed to use dustbins and dispose dry waste and wet waste in separate bins kept in the campus.



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III. Behavior and Conduct

1. Students are prohibited from doing anything inside the college that will interfere in college administration or affects its public image. No outside influence, political or any other should be brought into the college directly or indirectly.
2. Courtesy and respect must be the key aspects of student's behavior. Disrespect and disobedience may result in disciplinary action, inducing suspension or even expulsion.
3. When the teacher enters the classroom the student must rise. Remain standing still they are directed to sit down. When the attendance roll is called, each one must rise and give the presentee.
4. Students are expected to greet all visitors and members of the staff with respect they should always remember that the college is judged by their conduct. Any major breach of discipline and courtesy, and also disrespect for the members of the college staff, will be treated as serious and responsible students for such misbehavior will be summarily dismissed.
5. Scribbling on the walls and desks etc. should be avoided. If any student is found scribbling the walls/ desks disciplinary action shall be taken against him /her.
6. All students are responsible to the college authorities for their behavior both in and outside the college both individually and collectively. Any reported or observed objectionable conduct outside the college on the part of the students shall render them liable for disciplinary action.
7. Throwing about waste paper, defacing the walls and committing nuisance on the college grounds are punishable offences.
8. Students are not allowed to play in any team against the official team of the college.
9. Students are forbidden to organize or attend any meeting within the college or collect money for any purpose from students and outsiders or to circulate among the students any notice or petition of any kind or paste it on the college notice board without the written permission of the Principal.
10. The college is not responsible to goods or money lost in college premises. It is advisable not to bring valuables to the college.



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11. No books other than text books or reference books or library books magazines etc. are to be brought to the college.
12. All should be particular about cleanliness of the college. They should use the baskets and bins specially provided for.
13. Habitual idleness, late coming, willful disobedience or misconduct individually or collectively will be seriously dealt with.
14. Students suffering from diseases declared infectious by a Registered Medical Partitioned and which requires quarantine or segregation will not be permitted to attend the college without being certified as cured by the same Medical Practitioner.
15. Any student who is persistently insubordinate or is repeatedly or willfully mischievous or is guilty of malpractice in connection with examinations or has committed an act of serious indiscipline and /or misbehavior, or who, in the opinion of the principal has an unwholesome influence on this fellow students may be suspended from the college for specified period or even expelled from the college.
16. Insubordination and indecent language or conduct is sufficient reasons for the dismissal of the student.
17. Students should switch off the light fans etc. When not required and also while leaving the classrooms/laboratories/library.
18. Students joining the college are, by the very fact deemed to accept and observe all the rules and regulation to the college to the entire satisfaction of the college authorities.
19. Bringing of Mobiles within the campus is strictly prohibited as per University norms. If any student found with mobile, the mobile set shall be forfeited and action shall be taken against the students.
20. The college does not enforce a dress code for XI, XII, B.A. and B. Com. These students are expected to observe decorum to enhance the image of the college. However T-shirts without collars or having pictures or slogans and multi-pocket trousers or pants are strictly not allowed.
21. Student from specially prograded like. B.Com (Baking & insurance) B.M.S and B.Sc. (IT) are subject to dress code.



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