

**DR. PANJABRAO DESHMUKH MEMORIAL EDUCATION SOCIETY,
NAGPUR**

DR. PANJABRAO DESHMUKH ARTS & COMMERCE (EVENING) COLLEGE

COTTON MARKET, SUBHASH ROAD, NAGPUR-18.

Affiliated to R.T.M. Nagpur University, Nagpur.



HAND BOOK OF CODE OF CONDUCT

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PRINCIPAL'S MESSAGE

It gives me immense pleasure to put forth the Handbook of Code of Conduct which provides standard procedures and practices of the Dr. Panjabrao Deshmukh Evening College for the concerned stakeholders. Codes of conduct usually describe universal values and rules to be followed by members of the group or a community and are intended to give those members clear guidance for their behavior. They are the result of the wider established culture of a group or an organization and can be supplemented by further, more specific rules and regulations of conduct.

I wish that all the stakeholders will abide by the code of conduct and will confirm the harmony on the campus which will again definitely lead the growth of the organization.

Dr. Panjabrao Deshmukh Evening College, Our institution, follows the mission of Dr. Panjabrao Deshmukh to reach out to the poor and needy. It follows the vision of our founder president Late. M. Mundafulle to educate the masses, especially those who are working in day time and aspire to be educated.

INTRODUCTION

This Handbook of Code of Conduct indicates the standard procedures and practice of the Dr. Panjabrao Deshmukh for all the students, teaching, non-teaching faculty and all stakeholders. All the stakeholders must know that it is incumbent upon them to abide by this Code of Ethics and Conduct and the rights, responsibilities including the restriction flowing from it.

All the concerned stakeholders are expected to maintain the highest ethical standards in all associations and activities with others on behalf of the college. The purpose of this Code of conduct is to provide guidance to student, teaching and non teaching and other stakeholders of the college in performing their duties as responsible citizens. All the concerned stakeholders are required to observe the fundamental principles whether set out for the stakeholders specifically or as expectations set by the college for the conduct of its affairs.

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CHAPTER I : INSTITUTIONAL CODE OF CONDUCT FOR THE STUDENTS

DISCIPLINE

- Students must attend their classes, lectures and tutorial and appear for tests, mid semester, semester/term-end, annual examination. They should inform about their performance to their parents.
- Students should not loiter around the class-rooms.
- Students should see notices displayed on various notice boards regularly. Ignorance of the same would not be justified.
- Students must carry their identity cards in the campus.
- Students should note that smoking, spitting, chewing tobacco or gutakha, consumption of liquor and use drugs is strictly prohibited on the college campus.
- Students must observe strict discipline on the college campus and should not disturb the college teaching and administration in any manner whatsoever.
- A college students involvement in the act of indiscipline or violation of college rules may result in expulsion of the student from the college. The authorities Shall deal with such matters in a serious manner. Decision of the principal in all such cases will be final.
- Students should take proper care of college property and help in keeping the premises clean, neat and tidy. Any damage will be treated as a serious breach of discipline and the cost of the damage will be recovered from the student concerned.
- Students must switch off their mobile or cell phones in class rooms or during any academic activities. Use of mobile for entertainment is strictly prohibited.

- No society or association shall be formed by the students in the college and no person should be invited to attend and address any meeting without the prior permission of the principal.
- No annual gathering will be organized by the college.
- Dress of the student should be neat ,tidy and decent on the college campus.
- Student must keep their bicycles/vehicles at the vehicle stand only.
- The Principal has absolute discretion / right to add, amend or modify these rules and in all matters. Principal's decision shall be final and binding to the students.

I - CARD

- Each student must carry with him / her college I-card every day while attending lectures and appearing for various examinations. The student should take his / her Identity Card and Library Card from the Library at the commencement of the year.
- I-card will be available a week after he/she produces his/her Identity Card size photographs along with Admission Receipt.
- The student should collect his/her I-card within 20 days from the date of admission.
- If student has misplaced library card or I-card, it should be reported without delay to the HOD and the librarian with an application.

CAUTIONARY INSTRUCTIONS REGARDING UNIVERSITY EXAMINATION

- Students resorting to unfair means at the time of examination will be dealt in accordance with the provisions of the Govt. of Maharashtra Act.No.XXXI of 1982 and the Maharashtra University Act.1994.
- A student is subject to punitive action as per University rules in copy case. The University decides the course of action.
- If the student is found guilty, provisional admission/examination form will stand automatically cancelled and paid fees will not be refunded. Students involved in unfair practices can take admission in the college and fill up the examination form at their own risk and responsibility.
- The student involved in unfair means/practices and wishing to reappear for the very examination, he/she should do for all the courses, if the decision by the University is not conveyed to him/her until the next examination, he /she will have to appear for all the papers. However further action will be taken according to the decision taken by the University.

MOBILE PHONE

- The students should switch off their mobile phones while in the classroom, Library.
- At the time of examination mobile phone is strictly prohibited in examination hall, loss of mobiles, modern means of communication, valuables and other belonging are at student's risk.

RAGGING IS A LEGALLY COGNIZABLE OFFENCE

- Any act of teasing, man handling, using abusive words, physical or mental torture and such other type of act which creates physical or mental tension to another student or a group of students shall treated as ragging. Complaint about ragging will be dealt very seriously.

STUDENTS SHOULD ABIDE BY THE ORDINANCE 157 SECTION 95 OF MAHARASHTRA UNIVERSITY ACT 1994 REGARDING THE MAINTENANCE OF DISCIPLINE AND GOOD CONDUCT.

GENERAL RULES OF LIBRARY

- The student admitted to the college shall collect an identity card from office at Rs. 25/- I-Card will be issued from office.
- The student will get books only on showing the I-Card.
- The student admitted to the college shall collect the library card from librarian.
- Students should see carefully the notices displayed on the notice board of the library.
- Students must handle the books, newspapers or periodicals with care. Any attempt to damage books or periodicals or any other reading material by defacing, folding or tearing off the pages will be treated as misconduct and strictly dealt with.
- If the original I-card or Library Card is lost a duplicate will be issued on payment of prescribed fees.
- Details regarding timing of the library and issue of books for home reading will be notified from time to time on the library notice board.
- Complete silence and strict discipline must be maintained in the library.

- Reference books and journals will be issued to students against I-card. Students are not allowed to take them outside the study room.
- If any reference is required, student should approach the Librarian or the person on duty.

CHAPTER II : CODE OF CONDUCT FOR THE TEACHING -STAFF

DISCIPLINE

1. The teaching faculty members should be present at least 10 minutes before the commencement of college timing.
2. The work plan of teaching staff should ensure, in the most productive manner, the utilization of stipulated 40 working hours per week with regard to the roles, jobs and targets assigned to them by UGC/College.

LEAVES

1. 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. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

CONTINUOUS ASSESSMENT

1. Once the subject is allotted the staff should prepare lecture wise lesson plan.
2. The staff should not involve himself/herself in any unethical practice while doing continuous assessment.
3. 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.

4. The staff should get the feedback from students and act/adjust the teaching appropriately.
5. Every faculty member should maintain Teaching Diary.

CLASSROOM TEACHING

1. The staff should engage the class for 50 minutes and should not leave the class early.
2. The staff should encourage students to ask doubts / questions.
3. The staff should take care of slow learners/advance learners, students and pay special attention to their needs in special classes/extra lectures.

APPRAISAL REPORT

1. 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.
2. 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.
3. Faculty members should attempt to publish text books, research papers in reputed International/Indian Journals /Conferences.
4. Every Faculty member is expected to extend his/her beneficial influence in building up the personality of students and he /she should associate himself/herself actively with such extra-curricular activities which he /she is interested in or assigned to him/her from time to time.
5. In addition to teaching, the Faculty member should take additional responsibilities as assigned by HOD/ Principal in academic, co-curricular or extra-curricular activities.

CHAPTER III : CODE OF PROFESSIONAL ETHICS FOR THE TEACHERS

TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself 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 meeting, seminars, conference etc. towards the contribution of knowledge.
5. Maintain active membership of professional organization 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, Co-operate and assist

in carrying out functions relating to the educational for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including, supervision, invigilation and evaluation: and

7. Participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND THE STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion.
2. Deal justly 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 students scientific outlook and respect for physical labour 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 themselves available to students even beyond their class hours and help and guide students without any remuneration or reward:
9. Aid students to develop an understanding of our national heritage and national goals.
10. Refrain from inciting students against other students, colleagues or administration.

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 allegation against colleagues to higher authorities and.
4. Refrain from allowing consideration of case, creed, religion, race or sex in their professional endeavor.

TEACHERS AND AUTHORITIES

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and method consistent with their profession in initiating steps through their own institutional bodies and / or professional organization for change of any such rule detrimental to the professional interest :
2. Refrain from undertaking any other employment and commitment including private tuition 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.
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. Adhere to the conditions of contract.
7. Give and expect due notice before a change of position is made : and

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.

TEACHERS 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. Teaching should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

TEACHERS AND GUARDIANS

Teachers should:

1. Try to see through teacher's 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.

TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and strive to keep the public informed of the education programmes 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 process 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.

CHAPTER IV : CODE OF CONDUCT FOR SUPPORTING STAFF,

ADMINISTRATIVE STAFF

1. Confidential report of the department should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
2. Staff should take additional responsibilities if required as assigned by the Principal.
3. Staff should maintain services book of all teaching and non-teaching staff of the institution.

ACCOUNTANT

1. Accountant should prepare, examine and analyze accounting records, financial statements and other financial reports time to time
2. Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
3. Accountant should establish tables of accounts and assign entries to proper accounts.
4. Accountant should reports to the Principal regarding the financial status of the college at regular intervals.
5. Accountant should assess accuracy, completeness and conformance to reporting and procedural standard.
6. Accountant should provide all the necessary account statements and documents for various committees of the institute.
7. Accountant should provide all necessary accounting documents and financial statements for yearly account audits.

STUDENT SECTION

Student section should

1. Enter the students information
2. Ensure the eligibility of the students and prepare related documents to submit them to R.T.M. Nagpur University, Nagpur. within prescribed time limit.
3. Ensure timely submission of examination form of R.T.M. Nagpur University, Nagpur. ensure caste certificate / caste validity from concern divisional office.
4. Provide all necessary student data to prepare various committee reports.

CLERK

- Clerk should maintain college level/department level all document files.

PEON

- Peon should report the college half an hour before the college time. (Peon should do all the work assign by the head of the department and other staff members.)
- Peon should not leave the office until and unless the higher authority permits.

CHAPTER V : CODE OF CONDUCT FOR THE HEAD OF DEPARTMENT

1. The work load of all staff should be assign by the head of the department.
2. The head of the department should ensure that the work load of the teachers should not be less than prescribed by UGC / RTMNU.
3. The head of the department should encourage Faculty Members to update their knowledge by attending seminars / workshops / conferences.

4. The head of the department should encourage Faculty Members to author text books and publish research papers in reputed international / Indian Journals / Conferences.
5. The head of the department should arrange for feedback responses from all the stakeholders.
6. The HOD should verify the teacher's teaching diary on regular basis.

CHAPTER VI : CODE OF CONDUCT FOR THE PRINCIPAL

1. The Principal should supervise and monitor the administration of the academic programmes and general administration of the institute to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
2. The Principal should plan the budgetary provisions and go through the financial audited statement's of the Institute.
3. The principal has authority to take all the necessary actions as and when required to maintain discipline in the Institute.
4. The principal should form various college level committees which are necessary for the development of the Institute.
5. The principal should encourage faculty members to update their knowledge by attending seminars / workshops / conferences.
6. The principal should encourage faculty members to author text books and publish research papers in reputed international / Indian journals / Magazines and periodicals.
7. The principal should provide leadership, direction and co-ordination within the institute.
8. The principal is responsible for the development of academic programs of the institute.

9. The Principal should convene 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 programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
13. The principal should write confidential reports of all staff members of the institute.
14. The principal should look after the NAAC responsibilities.

CHAPTER VII : CODE OF CONDUCT FOR THE COLLEGE DEVELOPMENT COMMITTEE (CDC)

1. There shall be a separate college development committee for every affiliated, autonomous, empowered autonomous college or recognized institution consisting of the following members namely.
2. Chairperson of the management or his nominee ex-officio chairperson
3. Secretary of the management or his nominee.
4. One head of department to be nominated by the principal or the head of the institution.
5. Three teachers in the college or recognized institution elected by the full time amongst themselves out of whom at least one shall be woman.

6. One non-teaching employee, elected by regular non-teaching staff amongst themselves.
7. Four local members, nominated by the management in consultation with the principal from the fields of education, industry, research and social service of whom at least one shall be alumnus.
8. Co-ordinator, internal quality assurance committee of the college
9. president and secretary of the college student's council.
10. principal of the college or head of the institution - member - secretary.

The College Development Committee shall

Prepare an overall inclusive development plan of the college concerning academic, administrative and infrastructural activities.

The college development committee shall meet at least four times in a year

Recommends to the management about introducing new academic programs and the appointment of additional teaching and administrative posts

Take review of the self - financing short term, career oriented courses in the college, if any and make recommendation for their upgrading.

Formulate specific recommendations to the management to promote and strengthen research, consultancy and extension activities in the college.

Make specific recommendations to the principal to foster academic collaborations to strengthen students exchange, teacher exchange, field projects etc.

Make specific recommendations to the management to augment and encourage the use of information and communication technology in teaching and learning process.

Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.

Prepare the annual financial estimates and financial statements of the college and same is recommended to the management for approval.

Make an effort for enriching the student's and employee's welfare facilities in the college. Discuss on the Internal Quality Assurance Report submitted by IQAC and approve for submission to NACC

Formulate suitable admission procedure for various programmes by following the statutory rules and regulation laid down by RTMNU and Govt. of Maharashtra.

Plan for major annual events in the college, such as annual day, sports events, cultural events, various competitions, seminars / conferences etc.

Discuss and review regarding the discipline, safety and security of the students on the college campus and take appropriate steps.

Consider and make appropriate recommendations on inspection reports, local inquiry reports, sanstha audit reports, Govt. Audit reports, SSR of National Assessment and Accreditation Council etc.

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 the college.

Carry out such other duties and exercise such other powers as may be entrusted by the management and the university.

MANAGEMENT

EXECUTIVE COMMITTEE

Mrs. Dr. Shital Butte	President
Mrs. R.M. Mundafale	Working President
Adv. Payal M. Mundafale	Vice President
Mrs. Aachal G. Parekh	Secretary
Shri Sharad Narayan Butte	Treasure
Shri Babasaheb Bhusari	Executive Member
Shri Nanaji Mohod	Executive Member
Shri Sudhakarrao Mundafale	Executive Member
Shri G.S. Parekh	Executive Member
Ku. L.M. Mundafale	Executive Member

OUR INSPIRATION



Late. Principal Shree Madhukarrao Mundafale

:: FOUNDER ::

**Dr. Panjabrao Deshmukh Memorial
Education Society, Nagpur**