



"Knowledge is the Supreme Goal."

स्थापना वर्ष : २००५

'विकास प्रतिष्ठान'चे

कै. तुकाराम धोंडीबा पठारे कला, वाणिज्य व विज्ञान महाविद्यालय
चंदन नगर, पुणे - ४११०१४.

[B.A., B.COM., B.B.A., B.B.A.(C.A.), B.Sc.(CS)]



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PUN CODE : CAAP013450 EXAM CENTRE CODE : 0803

मा. श्री. पंढरीनाथ तथा आपणासाहेब तुकाराम पठारे
अध्यक्ष

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7.1.10 Code of Conduct

1. DRESS CODE: FACULTY

2. ID CARD:

- It is Mandatory for students and staff to display ID cards at all times when they are in campus.
- Staff should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of student, ID card must be returned to the student concerned on the spot.

3. COMMUNICATING WITH PARENTS:

Parents shall be invited to the campus only on the recommendation of the College Discipline Committee.

4. TAKING ATTENDANCE:

Staff members must take attendance within first 5 minutes of starting the period.

Latecomers should not be denied admission into the classes for being late. However, such students need not be given attendance.

Teachers are advised to refrain from awarding punishments like:

Dismissal from the class rooms,

Summoning their parents to campus

5. COURSE DIARY:


Every teacher must maintain a course diary for each subject offered during semester/year.

It shall have following details:

Syllabus

Lecture Plan




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Lecture notes for each period

Date and time of preparation

Date and time of delivery

CLASS ADJUSTMENT BEFORE GOING ON LEAVE:

As per the rules of the institute staff members must adjust their classes and show

- 1) The consent of the substitute teacher to the HOD before going on leave. All the staff members are advised to strictly follow the above procedure; failing which
- 2) The leave will be treated as unauthorized with loss of pay

• DUTIES OF LAB-IN CHARGES:

Prepare a plan of maintenance schedule at the beginning of the semester and make


- 1) sure that it is carried out by Technician in proper manner. Lab-In charge should take necessary steps to procure additional equipment / other
- 2) materials required through HOD.

• DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT:

HOD is responsible for conducting all academic programmes of the Department as

- 1) per the norms of affiliating University. In pursuance of above objective he/she is required. To formulate Time – Tables to provide adequate contact hours to complete the
- 2) syllabus well in time while providing ample time for conducting personality development programmes and sports. To train and update the faculty to deliver good instruction to the students.
- 3) To ensure proper evaluation of student's performance and take remedial action to




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- 4) improve the performance of slow learners. To maintain harmonious relations between students and faculty while ensuring
- 5) discipline and ethical behavior of students.


Code Conduct for Student

- 1) Students must be punctual and regular in attending classes, tutorials, class tests examinations etc. Failure to obtain the required attendance percentage, non-submission of assignments and unjustified absence from tests /examinations will be treated as breaching the code of conduct.
- 2) Resorting to any kind of malpractice (copying, impersonation, use of unfair means, exchanging answer-sheets) during examinations will not be tolerated and will be dealt with severely.
- 3) Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.
- 4) The students should not be involved in ragging acts.
- 5) No student shall enter or leave the classroom when the session is on without the permission of teacher.
- 6) Students should follow rules made by library time to time.
- 7) Students should carefully follow the Notices put up on the Notice Board (both online and offline). No excuse will be considered if Notices on the Board are ignored.
- 8) A Six – Day working schedule from Monday to Saturday is followed. The classes are scheduled stream and class wise.

Code Conduct For Teacher-

- 1) Teacher should obey the orders of the principal
- 2) Interact with the students in classroom a friendly manner.
- 3) Teacher should take permission from the principal for any type of leave application.




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- 4) Except on health grounds, no teacher is permitted to absent from extra duties examination work, event management arranged by the college authorities.
- 5) Use of mobile phone in classroom is strictly prohibited.


Code Conduct for Administration-

- 1) Every staff should maintain confidentiality regarding any affairs in the college. They should not provide, directly or indirectly, any confidential information to anyone unless instructed by a superior officer.
- 2) The administrators should give proper representation considering social inclusiveness.
- 3) All the staff members should follow the rules and regulations of the Institution as are prevalent from time to time.
- 4) Every staff should maintain confidentiality regarding any affairs in the college. They should not provide, directly or indirectly, any confidential information to anyone unless instructed by a superior officer.

Code Conduct for Non-Teaching Staff-

- 1) No staff employed in a college shall contest or participate in or canvas for any candidate in any election.
- 2) No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced.
- 3) Maintain honesty, integrity, fairness in all activities.
- 4) Avoid use of mobile phone during the working hours.




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