



Dakshin Solapur Taluka Shikshan Mandals's

**V. G. Shivdare College of Arts, Commerce  
and Science, Solapur**

Jule Solapur-1, Vijapur Road, Solapur – 413004

Affiliated to

**Punyashlok Ahilyadevi Holkar Solapur University, Solapur**  
(Previously known as: Solapur University, Solapur)

**Service Rules**

**And**

**Code of Conduct**

(Adopted from Solapur University)

# Index

<b>Part</b>	<b>Content</b>	<b>Page No.</b>
<b>I</b>	<b>SERVICE RULES</b>	1
	Service Conditions for the Staff	1
	Termination of Service	2
	Method of Recruitment	3
	Leave Rules	4
	Conduct & Discipline	7
	Appeals and Review	9
<b>II</b>	<b>DUTIES AND RESPONSIBILITIES</b>	10
	General Rules	10
	Preamble	11
	The Code of Professional Ethics	11
	Department	15
	Class Room Teaching	15
	Laboratory	17
	Test/Examination	17
	Student-Faculty Report	17
	Undertaking by the Member	18
<b>III</b>	<b>TRAVELLING EXPENSES</b>	19
<b>IV</b>	<b>CODE OF CONDUCT FOR STUDENTS</b>	20
	Preamble	20
	Responsibilities of the students	20
	Behavior and conduct of the students	20
	– Dress code	20
	– Academic Area	21
	– In campus	22
	– Punishment & Penalties	23
	Declaration by the Student	25
	Declaration by the Parents/ Guardian	25
<b>V</b>	<b>ROLE AND RESPONSIBILITIES OF GOVERNING BODY</b>	26

## PART – I SERVICE RULES

### **1. SERVICE CONDITIONS FOR THE STAFF:**

- 1.1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.
- 1.2. Any staff member, on appointment, except on contract or temporary appointment, shall be on probation for a period of two year.
- 1.3. Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Principal/Designated Authority or other officers under whom he/she shall, from time to time, be placed. He / she shall discharge all duties pertaining to the office and perform in such a manner which may be required of him / her or which are necessary to be done in his / her capacity as aforesaid.
- 1.4. Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of Principal.
- 1.5. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.
- 1.6. Staff should be available in the college premises during the entire period of office hours, on all working days.
- 1.7. If a staff member on any kind of leave has to be out of station, he / she should intimate the Principal/Head of Department his/her exact out station address and phone numbers in his/her leave application.
- 1.8. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of misconduct.
- 1.9. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Principal/Designated Authority has got discretion to award punishment such as warning, censure with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal/Designated Authority.

- 1.10. For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- 1.11. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- 1.12. Staff members should get prior permission from Management/Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college.
- 1.13. If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 21 days from the date of drawing of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.
- 1.14. Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned, library and central stores.
- 1.15. All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

## **2. TERMINATION OF SERVICE**

- 2.1. A member of the staff shall have his / her service terminated by giving one month notice or one-month gross salary in lieu thereof.
- 2.2. The Management shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons:
  - a. Serious misconduct and negligence of duty;
  - b. Gross insubordination;
  - c. Physical or mental unfitness; and
  - d. Participation in any criminal offence involving moral turpitude.

In such termination cases, rule 2.1 will not be applicable and the staff member will not be eligible for any terminal benefit.

### **3. METHOD OF RECRUITMENT**

#### **3.1 SCREENING**

- 3.1.1. Recruitment of permanent teaching staff shall be done through University Selection Committee. Roaster preparation and verification of concern documents from various competent authorities should be done by administrative office of college. The process shall be initiated by college only after understanding staff requirements from concern Head of Department. The requirement of faculty position be finalized during the meeting of Head of Department and communicated by Principal of college to the Management of college. The recruitment process be initiated by the institute only after understanding staff requirements from time to time.
- 3.1.2. Recruitment of adhoc faculty member is normally done twice in a year during June and January.
- 3.1.3. Number of vacancies is notified by Principal/Designated Authority based on student strength /resignations or terminations of staff members, to the management for approval / information.
- 3.1.4. Vacancies to be filled through University Selection Committee are advertised in leading newspapers both Marathi and English.
- 3.1.5. Screening of applications is done by the respective screening committee appointed by Principal.
- 3.1.6. Short listed candidates are informed through call letters and over telephones by administrative office at least 15 days before actual date of interviews.
- 3.1.7. In the case of urgency the college will recruited the temporary post by holding interview through members of college local management committee.
- 3.1.8. At times, Walk in interviews are also conducted for immediate postings

#### **3.2 INTERVIEW**

- 3.2.1. University Selection Committee shall be constituted as per Maharashtra Public University Act.
- 3.2.2. Interview Committee for selection of candidates on adhoc/temporary posts consists of one Management Representative preferably the Principal/Designated Authority and respective Heads of the department and subject experts.
- 3.2.3. Direct interview is conducted for senior posts. Selection committee shall be constituted by the Chairman of DSTS Mandal as per the guidelines approved by the Governing Council.

### **3.3 PAY FIXATION**

- 3.3.2 Pay for the candidates selected through Approved Selection Committee is fixed as per prevailing rules and regulations of Government of Maharashtra.
- 3.3.3 Pay for the selected candidates selected on temporary posts/adhoc posts is fixed by the selection committee as approved by the Governing Council of the DSTS Mandal, Solapur for the respective post based upon the qualification and experience of the candidate.
- 3.3.4 Higher Pay Packages for exceptional and experienced candidates are fixed by the management of the Trust.

### **4 LEAVE RULES**

#### **4.1 LEAVE RULES:**

- 4.1.1 Leave shall not be claimed as a matter of right.
- 4.1.2 A member of the staff shall not normally or on any pretence absent himself / herself from his/ her duties without prior permission of his / her superior officer authorized to give permission.
- 4.1.3 Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- 4.1.4 In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.
- 4.1.5 Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

#### **4.2 CASUAL LEAVE(CL):**

- 4.2.1 All teaching staff members are eligible for 15 days of casual leave per year @ 1.25 day per month during the Year from 1<sup>st</sup> July to 30<sup>th</sup> June. All Non-teaching & supporting staff members are eligible for 12 days of casual leave per year @ 1 day per month during the Year from 1<sup>st</sup> January to 31<sup>st</sup> December.
- 4.2.2 Probation period staff members are allowed to take leave after completion of the respective months only.
- 4.2.3 At a time not more than 4 days causal leave including holidays shall be granted. Carryover of lapsed CL is not permissible.

- 4.2.4 Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.
- 4.2.5 If the number of permissions for short absence exceeds twice in a month, it shall be considered as one-day CL.

#### **4.3 EARNED LEAVE(EL)**

- 4.3.1 The number of days of EL for eligible Staff is restricted to 30 days per year which should be availed within the corresponding years of service.
- 4.3.2 A staff member becomes eligible for EL only after rendering a continuous service of one full academic year as on 30<sup>th</sup> June i.e. from 1<sup>st</sup> July of a calendar year to 30<sup>th</sup> June of the following academic year.
- 4.3.3 However, in special / deserving cases, EL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total service of one year can be obtained.
- 4.3.4 If any staff member is prevented from availing EL in the interest of the college by the orders of the Principal/Designated Authority, equivalent compensation shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority.
- 4.3.5 Any unused part of EL above 300 days cannot be carried over to the next academic year.
- 4.3.6 While calculating the number of days of earned leave, all intervening declared holidays and Sundays will be included.

#### **4.4 LEAVE WITH LOSS OF PAY (also referred as LEAVE WITHOUT PAY):**

- 4.4.1 Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP)
- 4.4.2 If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in Service.
- 4.4.3 If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in Service.

4.4.4 Two such breaks in service within a period of one year will make the staff member ineligible for annual increment in pay and also for availing vacation / earned leave in the semester in which the second break in service occurs.

#### **4.5 MATERNITY LEAVE RULES**

4.5.1 A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum of 180 (One Hundred and Eighty) days, subject to prior approval of the Principal/Designated Authority.

4.5.2 In addition to the above, a maximum of 30 days can be availed as Maternity Leave in lieu of other leave at credit. In the absence of leave at credit, it will be considered as Leave on Loss of Pay (LOP).

4.5.3 Any additional leave beyond the above will be reckoned as leave on LOP.

4.5.4 An employee can avail ML only on two (2) occasions in her entire service period.

4.5.5 The ML sanctioned shall be availed on a continuous basis and cannot be availed in installments.

4.5.6 The decision of the Principal/Designated Authority will be final in sanctioning of ML.

4.5.7 Employees are advised to contact the officer in-charge to know the leave record and then apply for leave.

#### **4.6 OUT-STATION DUTY (OD)/ DUTY LEAVE (DL):**

4.6.1 OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc. as approved by the Principal/Designated Authority. When staff members go for examination work for Universities other than Solapur University, OD will not be granted.

4.6.2 Number of days on OD for Exam duty is limited to 16 for a year at the rate of 8 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff. However, in the case of duty assigned by the administration the limitation of 16 days will not be applicable.



4.6.3 In addition to the above a faculty member is eligible for 12 days OD to participate in Conferences, Seminars, Workshops, etc., including paper presentation.

4.6.4 The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

#### **4.7 MEDICAL LEAVE/SICK LEAVE (SL):**

4.7.1 An employee is eligible for 10 days of medical leave in a year.

### **5. CONDUCT & DISCIPLINE**

#### **5.1 CONDUCT**

5.1.1 Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.

5.1.2 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. 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.

5.1.3 Every employee shall endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.

5.1.4 No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.

5.1.5 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.

5.1.6 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.

- 5.1.7 An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he 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 duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- 5.1.8 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.
- 5.1.9 An employee of the College shall not, without the prior permission of the Principal/Competent Authority, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.
- 5.1.10 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.
- 5.1.11 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.

## **5.2 DISCIPLINE**

- 5.2.1 The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- 5.2.2 An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.

5.2.3 An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

## **6. APPEALS AND REVIEW**

1 The staff members of the College are welcome to submit their appeals or grievances if any to the Principal / Competent Authority for review and redress through proper channel.

## PART – II

# DUTIES AND RESPONSIBILITIES

### 7.1 GENERAL RULES

- a. All teachers / Support staff must observe discipline in the premises.
- b. Drinking of alcoholic products, smoking or chewing of tobacco or related product in the premises is strictly prohibited.
- c. All teachers / Support staff should have respectful relation with students, fellow staff members, subordinates, other staff and superiors.
- d. During working hours teachers / Support staff should not leave the premises without permission of principal.
- e. All teachers / Support staff should not engage outside business, consultancy, testing or any other type of outside work without permission of authority.
- f. All teachers / Support staff should not directly or indirectly do such things which are subversive to the interest of the society/ university/Institute /College/Students.
- g. The Faculty Member should come to the college at least 10 minutes before the commencement of classes/practical and should leave the college not earlier than 5 minutes after the end of the last hour.
- h. All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.
- i. The work load of all the staff shall be fixed by the management. The work load of the teacher should be as per University / UGC norms prevailing from time to time. The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/Institution.
- j. Faculty Members are expected to update their knowledge by attending seminars/workshops/ conference, after obtaining necessary permission from the Principal/Management.
- k. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals /Conferences.
- l. 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. 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.

- m. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.
- n. Breach of the rule (s) is punishable as per the management decision.

## 7.2 Preamble:

### 7.2.1. Goal of higher education in our country-

- i. The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, socialism and peace and the principal enunciated in the preamble to our constitution.
- ii. Higher education has to produce leaders of society and economy in all dress of manifold activities with a commitment to the aforesaid ideals.
- iii. Higher education should strive for academic excellence and progress of arts and science. Education, research and extension should be conducted in conformity with our best talents make befitting contributions to international Endeavour on societal needs.

### 7.2.2. Teachers and Their Rights:

- i. Teachers should enjoy full civic and political rights of our democratic country. Teachers have a **right to adequate emoluments, social position, just condition of service, professional independence** and adequate social insurance.

## 7.3 The Code of professional Ethics

### 7.3.1 Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of the 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 indisposition.

Teachers should:

- i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- ii) Manage their private affairs in a manner consistent with the dignity of the profession:
- iii) Seek to make professional growth continuous through study and research
- iv) Express free and frank opinion by participation at professional meeting, seminars, conferences etc. towards the contribution of knowledge:
- v) Maintain active membership of professional organizations and strive to improve education and profession through them:
- vi) Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication:
- vii) 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 in the conduct of university and college examinations, including supervision, invigilation and evaluation, and
- viii) Participate in extension, co-curricular and extracurricular activities including community service.

### **7.3.2 Teachers and the students:**

Teachers should:

- i) Respect the right and dignity of the student in expressing his/her opinion:
- ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs:
- iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare:
- v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.

- vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason:
- vii) Pay attention to only the attainment of the student in the assessment of merit:
- viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward:
- ix) Aid students to develop an understanding of our national heritage and national goals and:
- x) Refrain from inciting students against other students, Colleagues or administration.

### **7.3.3 Teachers and Colleagues**

Teachers should:

- i) Treat other members of the profession in the same manner as they themselves wish to be treated:
- ii) Speak respectfully of other teachers and render assistance for professional betterment. Refrain from lodging unsubstantiated allegations against colleague to higher authorities.
- iii) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

### **7.3.4 Teachers and Authorities:**

Teachers should

- i) Discharge their professional responsibilities according to the existing rule 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:
- ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities:
- iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices:
- v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

- vi) Should adhere to the conditions of contract.
- vii) Give and expect due notice before a change of position is made and
- viii) 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.

#### **7.3.5 Teachers and Non-teaching Staff:**

- i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, with in every educational institution:
- ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### **7.3.6 Teachers and Guardians:**

Teachers should try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of 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.

#### **7.3.7 Teachers and Society:**

Teachers should

- i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided:
- ii) Work to improve education in the community and strengthen the community's moral and intellectual life.
- iii) 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:
- iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices:
- v) 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.



## **8. DEPARTMENT**

- 8.1 The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- 8.2 The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.
- 8.3 In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.
- 8.4 Every Faculty Member must give seminar on some topic at least once in each semester to other faculty members.
- 8.5 Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master Attendance Register maintained in the Department as soon as the classes/laboratory hours are over. Attendance Record be maintained.
- 8.6 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.
- 8.7 The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- 8.8 The Faculty Advisor must update the student's personal file/record with him regularly and put up for inspection by HOD/Principal as the case may be.

## **9. CLASS ROOM TEACHING**

- 9.1 Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.
- 9.2 The Faculty Member should get the lesson plan and course file - approved by HOD and Principal. The course file consists of preface, previous year university question papers, notes, handouts, OHP sheets, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any), minute paper, feedback analysis report etc.
- 9.3 The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.

- 9.4 The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.
- 9.5 The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- 9.6 The Faculty Member should engage the full 50 minutes and should not leave the class early.
- 9.7 The Faculty Member ideally should recapture for first 5 minutes the lessons of the last lecture, tell what is going to learn in another 2 minutes, then explain the lecture well up to 40 minutes and in the last 3 minutes conclude and say what we will see in the next class.
- 9.8 The Faculty of Member should cultivate to include humour in the lecture, to break the monotony.
- 9.9 Should practice/rehearse the lecture well before going to the class.
- 9.10 The Faculty Member should make use of Power Point Presentation/OHP, Models etc., as teaching aids.
- 9.11 The Faculty Member should encourage students asking doubts / questions.
- 9.12 The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- 9.13 The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
- 9.14 In problem oriented subject, regular tutorials have to be conducted. The Tutorial/practical problems have to be handed over to the students at least in week in advance of actual class.
- 9.15 The Faculty Member shall give possible questions with answers for each unit.
- 9.16 The Faculty Member should sign in the class log book every day after he/she finishes the lecture.
- 9.17 The Faculty Member should interact with the class coordinator or counsellor/mentor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- 9.18 The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- 9.19 The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.

- 9.20 The Faculty Member should make himself/ herself available for doubt clearance.
- 9.21 The Faculty Member should motivate the students and bring out the creativity / originality in the students.

## **10. LABORATORY**

- 10.1 The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- 10.2 Whenever possible, additional experiments to clarify or enlighten the students must be given.
- 10.3 The lab observations/records must be corrected then and there or at least by next class.

## **11. TEST/EXAMINATION**

- 11.1 While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.
- 11.2 During invigilation, the Faculty Member should be continuously moving around. He/she should not sit in a place for a prolonged time. He/she should watch closely so that nobody does any malpractice in the exam/test/practical etc.
- 11.3 Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative/Chief Superintendent. (Class co-ordinator and HOD concerned in the case of cycle test/Model Examination).
- 11.4 The faculty members should be very fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the department / college and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations, etc.

## **12. STUDENT-FACULTY REPORT**

- 12.1 The Faculty Member should have a good control on students.
- 12.2 As soon as the Faculty Member enters the class, he/she should take attendance. In case of repeaters or habitual latecomers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be

directed to meet the class coordinator, HOD.

- 12.3 The Faculty Member should act with tact and deal with insubordination by students maturely.
- 12.4 The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

### **UNDERTAKING BY THE MEMBER**

Every member of the faculty should carefully read and understand the above “Duties and Responsibilities” and undertake to abide by them. As a mark of such commitment the member at the time of joining the service should sign and give an undertaking as below: I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of DSTS Mandal’s V. G. Shivdare College of Arts, Commerce and Science, Solapur.

Signature:

Name:

Designation:

## PART – III

### TRAVELLING EXPENSES

#### **13. Travelling Expenses:**

- 13.1 All members of the staff are eligible for reimbursement of travelling expenses, when deputed on official duty as per the order of the Principal.
- 13.2 The TA/DA eligible for various categories will be as per prevailing norms of the Government of Maharashtra.
- 13.3 Faculty members/supporting staff accompanying students during the educational tour are eligible to get actual expenses of travel/stay and food. Prior approval of Principal/Competent Authority is necessary to get reimbursement against the submission of actual bills paid during educational tour.
- 13.4 Travel shall always be made only on the shortest route.
- 13.5 Travel claim/ settlement shall be made within 5 days after completion of travel.
- 13.6 If the cancellation is made by the staff, the advance drawn if any should be immediately refunded within one day.
- 13.7 DA shall be calculated as per prevailing norms wherever permissible. No DA shall be paid for period less than 5 hrs.
- 13.8 Expenditure towards local travel, telephones, porter charges etc. if any, shall be reimbursed at actual on producing of the bills/vouchers. (If bills are not available)
- 13.9 Any other expenditure involved shall be reimbursed subject to eligibility and approval by the management.

## PART – IV

# CODE OF CONDUCT FOR STUDENTS

### **Preamble:**

The student code of conduct is established to foster the scholarly and civic development of the institutions students' in a safe and secure learning environment. The reputation of an institute depends on the performance of its students not only in academics but also by their conduct which is an integral part of their personality. In order to make learning in serene environment, the following code of conduct is applicable to all students enrolled in various Undergraduate, Postgraduate programs of the institute.

### **Responsibilities of the students:**

1. To read, become familiar with and adhere to this code.
2. To behave and conduct themselves in the college campus and premises in a decent and dignified manner and show due respect to the authorities, employees and faculty members.
3. To observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community by striving to develop appropriate work attitudes and habits.

### **Behavior and conduct of the students:**

#### **A) Dress Code:**

1. Students must be in a decided dress code on all working days, University and college exam days, and on any specified days.

#### **I) For UG Students**

- a. For Boys - Pant and shirt with their fixed colour as decided by college time to time.
- b. For Girls - salwar, kamij & dupatta with their fixed colour as decided by college time to time.

#### **II) For PG Students**

- a. For Boys - Pant, shirt and blazer with their fixed colour as decided by college time to time.
- b. For Girls - Pant, shirt and blazer with their fixed colour as decided by college time to time.

#### **III) In Laboratory**

- a. The lab coat should be worn by student.

2. In case of failure of the rule, student is supposed to take the granted permission by the class Coordinator / HOD/ member of discipline committee on written application before the first lecture otherwise fine upto of Rs. 50/- will be charged and on that day library, office & other services will not be provided.
3. Student shall not wear clothing with inappropriate messages.
4. Any student wearing dress in an inappropriate way which degrades the dignity and decorum, will not be permitted to enter the college campus.

**B) Academic Area:**

1. As per Solapur University norms minimum 75% attendance to theory Classes and Practical is compulsory otherwise he/she will not be allowed to appear university examination. Hence all students should attend the classes regularly.
2. Student should take prior permission from class coordinator/HOD in any case of his/her absence, otherwise he/she will be charged Rs.25/- for per day or Rs.15/- per lect/pract/tutorial.
3. It is supposed that students should be present 5 minutes before in any duration of lect/pract/tutorial.
4. If the student is late for first maximum 15 minutes then he /she will be fined by Rs.15/- except first lect/pract/tutorial. If student is late for more than 15 minutes, he/she has to get the permission by respective HOD.
5. Silence shall be maintained in all the academic premises of the college. Behaviours which interfere with student learning will not be tolerated.
6. Chewing gum inside the academic area is strictly prohibited.
7. Students should keep the class room tidy. They should switch off lights and fans when they are not required.
8. Students are not permitted to use mobile phones in any of the academic area i.e. class room, library, computer center, examination halls etc. Mobiles should be either switched off or on silent mode. All types of Mobile phones are strictly prohibited in exam hall and if any student is possession of such phones, the phones will be confiscated or may be charged a fine of Rs.500/-
9. Use of internet for the purpose other than academic related activities is banned.
10. Interfering or tampering any of the office records of college is a serious offences and result in suspension/rustication.

**C) In campus:**

1. Students should make optimum utilization of their time. They are expected to spend their free time in the Library/Reading room. They shall not loiter along the verandahs' or crowd in front of the classrooms, offices or the campus roads. Students are not allowed to sit on places such as parapets, stairs etc.
2. All students should possess' identity card at all time during their presence on campus and should present it if asked by security person.
3. Refusal to identify or falsely identifying one's self when requested by an institution official will be liable to punishment.
4. Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the campus. The campus is a "smoking free campus".
5. No students shall collect money either by request or by coercion from others within the campus.
6. All Students of the College, who are coming by 'two wheelers', should have valid Driving License with them and must wear Helmet compulsorily. Obey the instructions of security persons while parking the vehicles.
7. Rash or negligent driving of vehicles, riding in noisy two wheelers, riding with more than one pillion rider in the college premises is prohibited. Students are warned that any violation of rules may result in seizure of their vehicle by the security.
8. Any kind of physical intimacy is not allowed in college campus.
9. Act of violence, Threatening, Harassing or assaultive conduct which has caused injury to other residents of the campus, is liable to punishment.
10. Theft, property damage will lead to severe punishment.
11. Shouting, blowing whistle, making noise in any form, use of abusive/filthy language and gestures is strictly prohibited.
12. Taking out rally in the college premise is prohibited.
13. Birthday celebrations by the students in the college premises including the canteen are prohibited. Holi (Dhulivandan) celebration in the college campus is strictly prohibited.
14. Writing of slogans, comments etc. on desks, on the clothes of students or on walls of the campus is not permitted.
15. Burning of fire-crackers in the college premises including ground is a serious offence. Violation of this rule may invite rustication/expulsion of the students who are directly or indirectly involved in this act.



16. Arranging parties outside the college which may deteriorate/spoil the college name and fame is not allowed.
17. College authorities have strict view regarding safety of girl students on campus. College is committed to the policy of zero tolerance with regard to harassment, intimidation, and discrimination of any kind of girl students on campus. Internal Complaint committee and Grievance Committee is formed to monitor and report to the authorities regarding any incidences of the type. Any act of harassment/ intimidation/ discrimination of any kind towards girl students is found, severe penalty will be imposed on the perpetrators of such crimes.
18. Ragging of the student is offence under Indian penal code. Any student found involved in this act will be punished as per the law.

**D) Punishment & Penalties:**

- 1) Warning or Reprimand: The student engaged in any prohibited behavior will be issued a warning letter. The bad conduct of such students shall be informed to the Parent/Guardian.
- 2) Tendering Apology: The student engaged in any prohibited behavior may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behavior in future.
- 3) Fines: The student engaged in any prohibited behavior/conduct may be asked to pay a fine mentioned above towards student's welfare fund.
- 4) Forfeiture: The tool used by the student in violating the code of conduct shall be forfeited.
- 5) Non evaluation of course: Students who indulge in any form of malpractice during the process of his evaluation, or try to influence the evaluator from any source; he/she shall not be evaluated in that course.
- 6) 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.
- 7) Suspension of Privileges: A student/group of students may be prevented from availing privilege 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, tournament, youth festival, etc.

- 8) Suspension from college:
- a. If any student violates the code of conduct which leads to lowering of the esteem of the college or involves in any activity which endangers the dignity and safety of other students or staff of the college and if the college authorities finds prima facie evidence is available 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 findings and recommendations of the enquiry committee.
- 9) 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.
- 10) Debarring from Examinations: A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic programme for which he/she/they has/have joined.
- 11) Expulsion: This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the college. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous even after warning and punishments, in the opinion of the competent authority, is likely to have an unwholesome influence on his/her fellow students, will be removed from the rolls. Such a student will not be eligible for readmission to any of the courses of this college.
- 12) Other appropriate sanctions may be imposed by the competent authority of the institution singularly or in combination with any of the above listed actions.

**Declaration by the Student**

I have read and understood all the points of the code of conduct. I will abide by this code of conduct. If I fail to observe the same, I will liable to the punishment decided by the college administration.

Date:

Name:

Signature of the Student

**Declaration by the Parents/ Guardian**

I have read and understood all the points of the code of conduct. I assure that my son/daughter/ward will abide by it. If he/she fails to observe the code of conduct, he/she will be liable to the punishment decided by the college administration.

Date:

Name:

Signature of the Parent /Guardian

## PART – V

# Role and responsibilities of Governing Body

The committee serves two (main) objectives.

- 1) One is to use the expertise and experience of experts in the field to decide the long term as well as short term policies.
- 2) The second objective is to create the safe, secure and care taking environment to the student and staff in the college.

-Sd/-

**(Dr. B. N. Kamble)**  
**PRINCIPAL**

