



Bharat Shikshan Prasarak Mandal, Jejur(C.Rly) Society's

BHARAT MAHAVIDYALAYA, JEJUR(C.RLY),

TAL.KARMALA, DIST.SOLAPUR

CODE OF CONDUCT

01. Code of Conduct for Teachers – **(As per University Statute)**

It is assumed that the teacher will not in general avoid his responsibilities and misuse privileges. However, following lapses would constitute improper conduct on the part of the teacher of the College/Recognized Institution.

- a) Failure to perform his academic duties such as preparations, lectures, demonstrations, invigilation etc.
- b) Gross partiality in assessment of students, deliberately over/under marking, or attempt of victimization on any grounds.
- c) Inciting students against other students, colleagues, administration. (This does not interfere with his right or express his differences on principles in Seminars or other places where students are present.)
- d) Raising questions of castes, creed or religion, race or sex in his relationships with his colleagues and trying to use the above considerations for improvement of his prospectus.
- e) Refusal to carry out the decisions of appropriate administrative and academic bodies and/or functionaries of the University. This will not inhibit his right to express his difference with their policies or decisions, expression provided that he will not use the facilities or forum of the University/College/Recognized Institution to propagate his own ideas or beliefs for or against particular Political Party or alignment of political or religious activities.

02. Code of Conduct for Administrative Staff –

(As per The Maharashtra Non-Agricultural Universities and Affiliated Colleges Standard Code (Terms and conditions of Service of Non-Teaching Employees) Rules, 1984

- a) The employee of the University or the College shall be at the disposal of the University or College for full-time and shall serve in such capacity and at such place as he may from time to time, be so directed.
- b) The employee shall conform and abide by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations, and Rules and directives and decisions of the Competent Authority. The employee shall also observe comply with and obey all orders and instructions which may from time to time be given to him by the officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.
- c) The employee shall at all time maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of the university or the College as the case may be. He shall ensure the integrity and devotion to duty of all employees under his control and authority for the time being.
- d) The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the University or the College, as case may be.
- e) No employee shall in the discharge of the Official duties deal with any matter relating to award of any contract in favour of a Company or firm or any other body or person in which he or any member of his family is interested, except with the prior permission of the Competent Authority. After such a permission is granted, the employee shall refrain himself from extending any undue advantage or benefit to such Company, firm or body as the case may be.
- f) The employee, except in accordance with any general or special orders of the Competent Authority or in performance of his duties and in

good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the University or the College or outsider, to whom he is not authorized to communicate such document or information, or to make any use thereof.

- g) The employee shall not contribute to the Press any matter connected with the University or the College without obtaining the previous sanction of the Competent Authority or without such sanction make use of any document, paper or information, which may have come in his possession in his Official capacity. He shall also not try to obtain unauthorisedly any information, document, paper which may not come in his possession in his official capacity, in order to make any use thereof.
- h) The employee shall not directly or indirectly take part in any activities or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the University or College or being the University or the College in disrepute.

03. Code of Conduct for Students – ‘Self Discipline is the best Discipline’

All the students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore all students are introducing the following code of conduct which must be followed by every student of the college.

1. Ragging is totally banned in the institution and anyone found guilty of ragging and / or abetting ragging is liable to be punished appropriately.
2. As per P.A.H. Solapur University, Solapur rules 75% attendance is mandatory to appear in semester end examination.

3. Every student of the college must always wear the valid identity card, issued by the college with their recent photograph affixed, bearing the signature of the Principal, around the neck.
4. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
5. Every student help to keep college premises/campus/Class Room and desk-chairs clean and neat, everyone must use dust bin for garbage.
6. College premises is under CCTV surveillance, everyone must follow the disciplinary manners in college premises/campus/ class room.
7. During the conduct of lectures, students should not loiter in and around the college premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
8. Use of mobile phones in the classrooms, library is strictly prohibited.
9. No friends / guests/ visitors / any outsider shall be allowed with the students in the college premises/campus as well as in class room.
10. Students should make use of college library and must not loiter in the college premises whenever they have free period.
11. Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action.
12. For any kind of misbehavior with teachers/administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
13. Students must conserve electricity and water. They must switch off lights and fans when they leave the class room and study room of library.
14. Furniture in the class rooms should not be moved or displaced.
15. Writing on walls, pillars, bath rooms, and furniture or white boards is strictly prohibited.
16. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority

to withhold permission for him/her to appear the university examinations.

17. Any type of malpractice is strictly prohibited in Unit Test/College/University Examinations.
18. No function/program/birth day in the college campus/ class room without prior permission of the principal.
19. Students are prohibited from doing anything inside or outside the college that with interfere with its orderly administration or affect its public image. No outside influence, political or any other should be brought in to the college directly or indirectly.
20. Each student should park his/her vehicle at the parking of the college.
21. A student may not knowingly provide false information or make misrepresentation to any college office. In addition, the forgery, alteration, or unauthorized possession or use of college documents, records, or instruments or identification, forged or fraudulent communications are prohibited.
22. Silence must be observed in the library.
23. Personal belongings are not allowed inside the library.
24. The library can be utilized by the students and staff on working days.
25. Misbehavior in the library/in study room will lead to cancellation of admission/membership and serious disciplinary action will be taken against the concerning student/s.
26. All students should sign the entry register of the library, before entering.
27. Students must handle the book/s very carefully in the library.
28. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay the same cost of the book as fine.
