



Janata Education Society's

Ajara Mahavidyalaya, Ajara

(Dist. Kolhapur) Pin 416 505



HANDBOOK of Code of Conduct

Published by : Ajara Mahavidyalaya, Ajara

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HANDBOOK
of
Code of Conduct

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Dr. Ashok Sadale

Ajara Mahavidyalaya, Ajara
Core Values

1) Contribution to National Development

2) Quest For Excellence

3) Inculcate Moral Values And Discipline

4) Strive Hard For The Total Quality
Improvement

5) Promoting Scientific Temperament

6) Knowledge and Skills For Livelihood

7) Community Development

Vision

To Make the institution (Ajara Mahavidyalaya, Ajara) a centre of academic excellence with global recognition striving hard for contributing towards the sustainable development of the region, the Nation and the humanity at large.

Mission Statement

To build the post-independence 'New India', every individual should have knowledge, character and a sense of service and dedication. In the context of the mission of the parent society (JES), Ajara Mahavidyalaya, Ajara should constantly strive hard to educate and train the generations of the students capable to contribute to the all sided development of the region, the nation and the humanity at large.

Aims and Objectives of the College

1. To propagate the cause of education and to disseminate knowledge among the students.
.....
2. To train the students in various skills for the all round development of their personalities.
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3. To inculcate moral values and discipline among the students.
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4. To strive hard for the Total Quality Improvement.
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5. To educate women for their emancipation and progress.
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6. To keep pace with the changing educational, social and global scenario.
.....
7. To make efforts to develop the college as a center for community development.

Code of Conduct for Students

- **Introduction:**

The Code of Conduct for students applies to all students enrolled in any course or program at Ajara Mahavidyalaya, Ajara. The Code applies to all students in the campus for academic and social activities which are sponsored or supervised by the College. Prohibited conduct may subject a student to disciplinary action. The rules and regulations are communicated to the students through the publications in the form of College prospectus and posted notices. Violations of academic policies defined under this Code will be addressed by the Principal. The student may be removed or suspended immediately from the College by the Principal in his or her sole discretion; this suspension will not be challengeable.

- **Purpose:**

The Code is persistent with the mission and vision of the College. The purpose of the Code is to:

- Institutionalize the standards of educational and personal conduct for all the students.
- Ensure the students safety and security.
- Inculcate human values, ethical sensitivity and social responsiveness among the students.
- Formulate the requisite behavior and relationship of students with other students and the College staff.

- **Rules and Regulations:**

Following are the rules and regulations of the College for the Students:

Admission: Admission will be given strictly on merit basis.

Dress code: No student will remain present without college uniform (on Thursday and Friday) and Identity Card in the campus. It is required to produce Identity Card any time whenever demanded.

Attendance: Students will remain present in the classroom as 75% attendance is obligatory. In case of attendance less than 75%, parents will be communicated, and action will be taken, if necessary. No student of one class shall enter any other class under any pretext.

Sex/gender-based misconduct: Abuse or harassment, physical/verbal by any means by any student in the College premises is strictly prohibited. This includes, abuse or harassment on the basis of sex, gender, cast, religion, race, ethnicity, color, national origin, handicap, age, sexual orientation, and political or religious beliefs.

- **Disciplinary Code:**

1. The unlawful possession, use or distribution of alcohol, smoking in the College premises is strictly prohibited.
2. Student should not pinch anywhere in the campus. spit
3. Students are forbidden from sticking bills, writing, drawing, and painting on the boards, walls, desks or anywhere in the campus.
4. Students found guilty of using foul language or behaving rudely towards the staff members, or administrative or non-teaching staff will be expelled from the college.
5. Use of cell phones inside the class rooms is not permitted.
6. Attempted or actual theft of property of the College, or belongings of a Staff member of the College will not be tolerated.
7. The students must keep the campus clean and neat.
8. The Students should observe the rules and regulations that may be made from time to time.
9. Absolute silence should be maintained during teaching hours.
10. Students are advised to regularly read notices put on the notice board.
11. Any malpractice in examination is prohibited under University Act and norms laid down by the College from time to time..
12. Students are not permitted to possess or use fireworks, dangerous devices, chemicals, in the College premises.

- **Misuse of Resources:**

In case of damage to the College property, the concerned student shall replace the same at his/her own cost.

- **Misconduct of IT Resources:**

Theft of IT resources, hacking College website or official password without permission is treated as cyber crime under Cyber Crime Laws and such students will be handed over to the concerned regulatory authorities.

- **Anti-Ragging:**

According to the Maharashtra Prohibition of Ragging Act, 1999, UGC notification, direction of Supreme Court of India and the recommendation of Raghavan Committee, measures are taken to prevent ragging. Ragging is strictly prohibited inside the college campus. Students involved in ragging will be dismissed from the college. As per UGC Regulations, college has formed Anti-ragging Committee.

- **Jurisdiction**

The Principal of college will resolve any query and question regarding the

Code of Conduct. The final rights of matter related to the Code of Conduct and disputes therein lie with the Principal.

- **Actions:**

The following disciplinary actions may be imposed independently or jointly. The Collegere serves the right to impose other sanctions or disciplinary actions not listed in this handbook.

1. The issues of disputes related to the students themselves or with teaching/non-teaching staff are resolved amicably through Consensus.
2. **Disciplinary Notice or Warning:** students will be issued a written notice about violation of the Code that may result in more serious action against the student.
3. The case of failure of student to pay the penalties towards damage/recovery in any form after lapse of notice period, penalties will be recovered from students/parents before the issue of TC.
4. Fine will be imposed for having attendance less than 75%.
5. Admission of a student will be cancelled if he is found guilty of misconduct of serious nature.

- **Appeal:**

An appeal by a student for reconsideration of cancellation of admission/penalty will be handled by the Principal.

Code of Conduct for Teachers

- **Introduction:**

The Code of conduct for faculty normally addresses the matters related to the conduct of teachers such as recruitment, teaching, learning, evaluation, relationship with the students, associated staff, parents, management, duties and responsibilities, moral & professional ethics, human values, external services, moral turpitude, devotion, dedication, and integrity of the teacher towards the College.

- **Duties of the Teachers:**

- a) The Teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programmes, such as Seminars, Orientation, Refresher Courses, In-service programme, etc. The Management shall give the teacher every possible opportunity to do so.
- b) The Teacher shall perform his academic duties such as preparation of lectures, demonstrations, assessment, and guidance to research, tutorials, University, College and recognized Institution examinations will encourage pursuit of learning in the students.
- c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot to him/her, from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- d) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the Management, Principal and shall ensure the interest of the College, such decision, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulation, etc. If it is found by the Management that damage or loss has been caused to the College by an act or negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her.
- e) In addition to the duties of teaching and allied activities the teacher shall when required, attend to extra-curricular, co-curricular activities organized by the College and administrative and supervisory work and maintenance of records and self-reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.
- f) A teacher shall help the College authorities to enforce and maintain discipline and good habits among the students.

• **Code of Conduct:**

1. The teacher shall perform all his/her duties faithfully and will not avoid responsibility. However, following lapses would constitute improper conduct on the part of the teacher:

- * Failure to perform his/her academic duties such as lecturing, demonstration, assessment, invigilation etc.
- * Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.
- * Inciting or instigating students against other students, colleagues, administration. (This does not interfere with his right to express his differences on principles in seminars or other places where students are present.)
- * Raising questions of castes, creed or religion race or sex in his relationships with the students and his colleagues and trying to use the above considerations for improvement of his prospects.
- * Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the College, this will not inhibit his right to express his difference with their policies or decisions, express his difference with their policies or decisions, expression, provided that he will not use the facilities or forum of the College to propagate his own ideas or beliefs for or against particular political party or alignment of political or religious activities.
- * Accepting tuitions, conducting/participating in private coaching directly or indirectly or any classes or courses in any manner.
- * Violation of the Anti-bigamy Act and Anti-dowry Act in any manner directly or indirectly.
- * Involvement of the Anti-academic activities directly or indirectly such as:
 - Writing of questions- answers guide, key, likely questions, cyclostyled or Xerox notes, etc.
 - Undertaking of any office of profit, agency.

The teacher shall not avoid any work related to the University/College examinations without reasonable grounds.

The behavior of the teacher with male and female students and other employees shall be modest.

1. The Teacher shall –

- strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- not consume any intoxicating drink or 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 any such drink or drug;

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- refrain from consuming any intoxicating drink or drug in a public place;
 - not appear in a public place in a state of intoxication;
 - Not use any intoxicating drink or drug in excess so that he is unable to control his behavior.

- **Librarian:**

In addition to the duties of the teacher as mentioned above, the Librarian shall perform the following duties:

- The Librarian shall Provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well-organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed catalogued and up-dated.
- The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
- The Librarian shall always try to bring books, students and scholars together under conditions which encourage reading for pleasure, self-discovery, personal growth and sharpening of intellectual curiosity.

- **Code of Professional Ethics:**

1. Teachers and their rights:

The Teachers shall enjoy full civic and political rights as provided by the Constitution. The teachers shall have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

2. The Code of Professional Ethics:

- **The teachers and their responsibilities:**

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher shall 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 should seek to inculcate among students must be his own ideals. The profession further requires that the teachers shall be calm, patient and communicative by temperament and amiable in disposition. Teacher shall –

- adhere to a responsible pattern of conduct and demeanor expected of him by the community.
- manage his private affairs in a manner consistent with the dignity of the profession.
- seek to make professional growth continuous through study and

research.

- express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- maintain active membership of professional organizations and strive to improve education and profession through them.
- co-operate and assist in carrying out functions relating to the educational responsibilities of the College such as : assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and college examination, including supervision, invigilation, and
- Participate in extension, co-curricular and extracurricular activities including community service.

*** Teachers and the students:**

The teacher shall –

- Respect the right and dignity of the student in expressing his opinion.
- deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- pay attention to only the attainment of the student in the assessment of merit.
- make him available to the students even beyond their class hours and help and guide students without and remuneration or reward, in college premises.
- aid students to develop an understanding of our national heritage and national goals, and
- refrain from inciting students against other students, colleagues or administration.

*** Teachers and Colleagues:**

The teachers shall –

- treat other members of the profession in the same manner as they themselves wish to be treated.

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- speak respectfully of other teachers and render assistance for professional betterment.
 - refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
 - refrain from allowing considerations of caste, creed, religion, race or sex in their professional end behavior.
- * **Teachers and authorities:**
The teachers shall –
- discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their professional in initiating steps through the irown institutional bodies and /or professional organizations for change of any such ruledetrimental to the professional interest.
 - not undertake any other employment and commitment including private tuitions and coaching classes;
 - co-operate in the formulation of policies of the institutions by accepting various offices and discharge responsibilities which such offices may demand;
 - co-operate with the authorities for the betterment of the institutions keeping in view their interest and in conformity with dignity of the profession;
 - should adhere to the conditions of contract;
 - give and expect due notice before a change of position is made; and
 - 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.
- * **Teacher and non-teaching employees:**
- the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
 - the teachers should help in the function of joint staff council covering both teachers and the non-teaching employees.
- * **Teachers and guardians:**
The teachers shall try to see through teachers bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians when ever 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:**
The teachers shall –

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- recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
 - work to improve education in the community and strengthen the community's moral and intellectual life.
 - 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.
 - perform the duties of citizenship, participate in community activities and should exercise responsibilities of public office.
 - 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, religious or linguistic groups but actively work for national integration.

Code of Conduct for Principal

- **Introduction:**

Principal as the Head of institute is solely responsible for addressing, attending and resolving all issues concerned with the stakeholders of education. This Code of Conduct provides an explicit definition of the standards of professional conduct expected from the Principal as a Head of College.

- **Responsibility of the Principal:**

Subject to the supervision and general control of the Management, the Principals as the principal executive and Academic Head of the College, shall be responsible for –

- Academic growth of the college.
- Participation in the teaching, research and training programmes of the college.
- Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University/College for academic competence of the Faculty Member.
- Admission of students and maintenance of disciplines of the college.
- Receipts, expenditure and maintenance of true and correct accounts.
- The overall administration of the college and recognized Institution and their libraries and Hostels, if any.
- Correspondence relating to the administration of the college.
- Administration and supervision of curricular, co-curricular/ extracurricular or extra-mural, students welfare activities of the college and Recognized Institution and maintenance of records.
- Observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued thereunder by the University authorities and bodies, from time to time.
- Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of college/recognized Institution.
- Overall supervision of the University Examinations.
- Observance or provisions of Accounts Code.
- Maintenance of Self-Assessment Reports of teachers and their service Books.
- Any other work relating to the college or recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.

Code of Conduct for the Governing Body

- **Introduction:**

The college shall be managed by a regularly constituted Governing Body. The composition, functions and other conditions pertaining to the Governing Body shall be as prescribed in the Directive Principles made and accepted by the Management.

- **Code of Conduct:**

1. Decisions and resolutions made by the Governing Body, Executive Body and all the Sanstha Units are obligatory.
2. The members of Governing Body shall maintain their character, transparency, mannerism, good image and non-addiction.
3. No property of Sanstha will be used for personal benefits.
4. Personal or Private Service by the Sanstha employees not allowed without the permission of the Executive Body.
5. For official work within particular period, the members of the Governing Body can obtain service from the Sanstha employee.
6. Any member of Governing Body will not express non-satisfaction with any decision made by the Executive Body; it will be discussed or expressed in the meeting only. One must respect majority.
7. If any member of the Governing Body needs any primary information from College, he/she will communicate to the Principal and will not have any oral or written communication with the employee.
8. If any misbehavior and action by the employee defames the Institute, it will be communicated to the Secretary orally or in writing.
9. Chewing tobacco or betel leaf, smoking etc. is prohibited.
10. As per the decision of Executive Body, while enjoying facilities provided by the library, all rules will be followed strictly.
11. If any advance amount is sanctioned for any duty allotted by the Management, it is mandatory to submit expenditure statement timely.
12. No member of the Governing Body will interfere directly or indirectly in day to day administration.
13. With few respected exceptions, no member of the Governing Body will sit on the chair of the Head of the Unit. They will stick to the office of the Management only and will not hangout unnecessarily in the premises which could affect the routine of the College.
14. All shall mind that no person is greater than Institute; therefore keep egos and discontents apart. Welcome the democratic decisions.
15. The Governing Body will receive any notice in writing only from the

Principal; in the same way the Governing Body will issue order in writing, avoid any oral order.

16. Respect others opinion and give them a chance to express. If necessary permit to register contradictory opinion.

Member of the Governing Body will take care that His/Her dynamic personality will not affect the decision making process.



Late K. V. Charat (Anna)

Estd.: 30/11/1962



Late M. S. Deshpande (Bhau)

Janata Education Society, Ajara

Tal. Ajara, Dist. Kolhapur

■ Our Branches ■

- Ajara Mahavidyalaya, Ajara (Arts, Commerce, Science)
- Ajara Highschool, Ajara
- Adarsh Highschool and Junior College, Gavase
- Yerendol Highschool, Yerandol
- Pernoli Highschool and Junior College, Pernoli
- Chafavde Highschool, Chafavde
- Madllage Highschool, Madllage
- Ajara Junior College, Ajara
- Anna-Bhau English School, Ajara
- Adarsh Balak Mandir, Ajara
- Shree Ravalnath Balak Mandir, Ajara
- Shree Ravalnath Prathamik Vidyamandir, Ajara
- Shri. Ratnappa Kumbhar Boys Hostel
- Smt. Kamla Neharu Girls Hostel
- Ajara Mahavidyalaya Girls Hostel

**Highlights
of the
Institution**

Education Facility form KG to PG

Total Students Strength - Boys 2746, Girls - 2765