

Code of Conduct for Students, Teachers, Administrators and Other Staff and Conducts

## "Jeevandeep Shaikshanik Sanstha Poi's" ARTS, COMMERECE & SCIENCE COLLEGE, GOVELI

(Affiliated to University of Mumbai) Goveli, Tal-Kalyan, Dist-Thane 421301

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(Affiliated to Mumbai University)

Goveli, TAL. KALYAN, DIST. THANE 421103

#### Code of Conduct for Administration :-

The following traits are expected from the Administration staff.

He / She must :-

- 1. Report to duty at least 30 minutes in advance.
- 2. Remain on duty during college hours.
- 3. Adhere strictly to the laws and regulations of the college.
- 4. Respect and maintain the hierarchy in the Administration.
- 5. Maintain honesty, integrity, fairness in all activities.
- Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- Must not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
- 8. Must not intercept or misappropriate college money.
- 9. Must not be absent from duty without official approval or approved sick leave.
- 10. Avoid social networking sites such as Facebook, Whats app, etc during the working hours.

PRINCIPAL

Tal. Kalyar

Jeevandeep Shaikshnik Sanstha's Arts, Commerce & Science College, Govell Govell, Tal: Kalyan, Dist. Thane - 421 301.



# JEEVANDEEP SHAIKSHANIK SANSTHA POI'S ARTS, COMMERCE & SCIENCE COLLEGE, GOVELI

(Affiliated to Mumbai University)

Goveli, TAL. KALYAN, DIST. THANE 421103

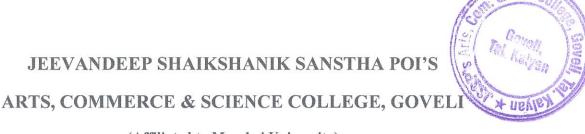
#### The code of conduct for the Governing Body:-

- Promoting the best interest of college and to ensure the college development through provision of quality education for learners.
- 2. Assist in formulation and reviewing of policies and to develop the mission statement of the college.
- 3. Participate in college committees and manage college finances.
- 4. Prepare and present the annual budget at the Annual General Meeting.
- 5. Take all reasonable measures to supplement the resources in order to improve the quality of education.
- 6. To keep records of funds received and spent by the college and its assets, liabilities and financial transactions.
- 7. To appoint an auditor for college to audit the records and financial statements.
- 8. To submit to the charity commissioner within six months after the end of the financial year, a copy of the annual financial statement, audited by a chartered accountant.
- 9. To ensure that no party politics are conducted at college during college time.
- 10. To prevent and protect any unethical practice in college premises.
- 11. To assist in maintaining discipline and order in the college.

PRINCIPAL

Jeevandeep Shaikshnik Sanstha's Arts: Cammerce & Science College, Govell. Goven, Fal. Kalyan, Dist. Thane - 421 301

Principal



(Affiliated to Mumbai University)

Goveli, TAL. KALYAN, DIST. THANE 421103

#### Code of Conduct for Principal:-

- 1. A principal shall provide professional educational services in a non-discriminatory manner.
- 2. A Principal shall take reasonable action to protect students and staff from conditions harmful to health and safety.
- 3. A principal shall take reasonable care to provide an atmosphere conducive to learning.
- A principal shall not misuse professional relationships with students, parents and care given staff or colleagues to private advantages.
- 5. A principal shall not disclose confidential information to anyone unless it is obligatory by law.
- A principal shall not knowingly make any false or malicious statements about students, staff or colleagues.
- 7. A principal shall not knowingly falsely or misrepresent any record or fact.
- 8. A principal shall not accept gratitude gifts or favors nor offers any favor service to obtain special advantage.
- 9. A principal shall not engage in conduct involving dishonesty, fraud or misrepresentation in the performance of professional duties.

PRINCIPAL

Jeevandeep Shaikshnik Sanstha's Arts Commerce & Science College, Goveli. Goveli, Yal, Kalyan, Dist. Thane - 421 301.



#### ARTS, COMMERCE & SCIENCE COLLEGE, GOVELI



#### Goveli, TAL. KALYAN, DIST. THANE 421103

#### Code of Conduct for Students:-

Classes start from 7.20 a.m. and may continue up to 11:05 a.m. on all the Six days of a week (Monday to Saturday).

- 1. As per university rules 75% attendance is mandatory to appear in semester end examination.
- 2. Students must adhere to the Dress Code of the College.
- 3. Use of mobile phones in the classrooms, Library, labs, workshop area etc.is strictly prohibited.
- 4. Every student must carry his / her Identity Card while entering the campus and identify himself with the help of the Identity Card whenever asked for.
- 5. No guests / visitors shall be allowed with the students in the class/lab/ library.
- 6. Students must help keep the college neat and clean and also preserve and maintain the greeneries. Eatables / beverages are not allowed inside the study areas including labs, library, workshops. Students should have their tiffin inside the canteen or class room. Smoking is prohibited in the premises of the College.
- 7. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, laboratories.
- 8. Every student shall wear clean, neat and formal dress, fitted to our culture and tradition. Casual wear such as T-Shirts, shorts and jeans must be avoided.
- 9. During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
- 10. During leisure hours, students are advised to use the library, and internet browsing cent

- 11. During leisure hours women students should go to the rest room or library. They should not stay in the classrooms.
- 12. When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat.
- 13. Late comers are forbidden from entering the classrooms.
- 14. Students shall move from one classroom to another or get out of the classroom in an orderly manner, without making any noise.
- 15. Students should bring prescribed textbooks to the classes every day. Failing which they will be sent out of the classroom.
- 16. Students should handle the furniture and other properties with care. Damage to the furniture will lead to a penalty or suspension from college.
- 17. Students should stay away from any anti-social activities.
- 18. Students should wear their identity cards inside the campus daily.
- 19. Without the permission of the Principal, Students are not permitted to circulate any printed materials or pamphlets.
- 20. Ragging in any form is a serious offence and it will be dealt with severely.
- 21. Damage fee will be collected for any damage caused by them knowingly or unknowingly.
- 22. Visitors are not allowed to meet the students in the classrooms.
- 23. Students should take care of their belongings. The institution will not be responsible for any loss.

PRINCIPAL

**Principal** evandeen Shoikshnik

Jeevandeep Shaikshnik Sanstha's Arts Commerce & Science College, Govell. Goven, Tal. Kalyan, Dist. Thane - 421 301.

# JEEVANDEEP SHAIKSHANIK SANSTHA POI'S ARTS, COMMERCE & SCIENCE COLLEGE, GOVELI

(Affiliated to Mumbai University)

#### Goveli, TAL. KALYAN, DIST. THANE 421103

#### Rules and regulations to be followed by all the teaching staff of the college.

- 1. Professors must be present in the college premises before 7.20 am.
- 2. All the staff has to mention the time of his/her arrival on the attendance register along with the signature.
- 3. No one can leave the college without informing the principal/Vice principal/Concerning authority in between teaching hours or in free periods.
- 4. Those taking half day's leave may be allowed to do so under real and grave needs only. Two half days leave shall count for one CL.
- 5. Use of mobile phone while in the class is strictly prohibited.
- 6. Those desiring to resign or leave the college for any reason must intimate the college principal/manager regarding this at least one month in advance or he/she shall forfeit one month's salary in lieu of the notice.
- 7. All the works assigned to the professor must be done with honesty and dedication. Any laxity in doing one's duty shall be intolerable and disciplinary action may be initiated against him/her.
- 8. All the assignments/projects/journals work of the students must be properly checked and correction be done. Professor must put her/his signature with date after checking the assignments/projects/journals.
- 9. Application for grant of CL for pre-planned / pre-scheduled programme as interviews/ marriage/ examinations must be given in advance. No last minute application for such programme shall be granted and the professor shall be treated as absent from his/her duty and salary shall be deducted for the period he/she remains absent.
- 10. The Professors have to finish the course in stipulated time. The progress of the teaching shall be watched and monitored by the management.
- 11. Professors must have to cooperate in all college related activities even if these happen to be on Sundays or Holidays.
- 12. All the new appointments shall be purely temporary and for a maximum period of eleven

Principal
Jeevandeep Shaikshnik Sansfica's
Arts Commerce & Science College is
Goveti, Tal: Kalyan, Dist. Thans - 421 501

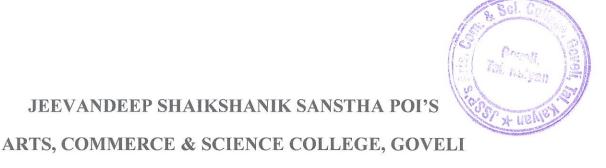
Goveli. Tal. Lalyan months i.e. from June to April . After assessing the performance, behavior and conduct of the professor, the managing committee will make a decision about continuation for next year

- 13. All the Professors, especially ladies, have to follow the dress code of the college. They should come in sober, simple and tidy clothes. No fashionable clothing allowed.
- 14. Cts have to keep their class attendance register, Teacher's Diary and other paper works complete and up to date.
- 15. Taking proper care of the classrooms, cupboards, college furniture etc.
- 16. All the Professors will have to fill Professors Diary on which, the syllabus of all the subjects which he/she teaches, teaching planning, annual, six monthly and monthly plans will be written. All kinds of general information regarding the class, the students etc be also written on this diary for ready reference to the Professors. Name and causes of the weak students, steps taken to remove their weakness etc shall also be written in the diary.

17. Any interpretation, amendment relaxation, cancellation etc to the above or any other rule, regulation is the sole right of the management and is binding on all the staff in the college.

PRINCIPAL

Principal
Jaevandeep Shaikahnik Sanatha's
Arts, Commerce & Science College, Goveli.
Goveli, Tal: Kalyan, Dist. Thane - 421 341.



(Affiliated to Mumbai University)

Goveli, TAL. KALYAN, DIST. THANE 421103

#### Rules and regulations to be followed by all the non-teaching staff of the college.

- 1. All the staff has to mention the time of his/her arrival on the attendance register along with the signature.
- 2. No one can leave the college without informing the principal/Vice principal/Concerning authority
- Those taking half day's leave may be allowed to do so under real and grave needs only.Two half days leave shall count for one CL.
- 4. Use of mobile phones while in the class is strictly prohibited.
- 5. Taking proper care of the classrooms, cupboards, college furniture etc.
- 6. Non Teaching staff working in the college office or departments should remain on duty during college hrs (8.30 a.m to 5.30 p.m)
- 7. The lab staff must keep surveillance during practice so that the equipment/ instrument is not mishandled by the students.

Principal

Jeevandeep Sheikshnik Sanstha's Arts: Commerce & Science College, Goveli. Geven, Tal. Kalyan, Dist. Thane - 421 301. Mannether or Somming





क्र./अनिवि/आयसीडी/२०१५-१६/२५५

परिपत्रक

विद्यापीठातील सर्व विभागाचे संचालक/विभागप्रमुख, प्राचार्य, सर ज.जी. वास्तुशास्त्र महाविद्यालय व प्रभारी ग्रंथपाल, विद्यापीठ ग्रंथालय तसेच प्राचार्य/संचालक, सर्व संलिग्तित महाविद्यालये/संस्था यांना कळविण्यात येते की, दिनांक ६ नोव्हेंबर, २०१४ रोजी झालेल्या व्यवस्थापन परिषदेच्या बैठकीत विद्यापीठ व महाविद्यालयीन शिक्षकांकरिता आचारसंहिता नियम, २०१५ (code of conduct for Teachers) तयार करण्याकरता नेमलेल्या समितीने सादर केलेल्या मसुदयाला दिनांक २७ जुन, २०१५ रोजी झालेल्या व्यवस्थापन परिषदेच्या बैठकीत बाब क. १३ अन्वये मान्यता देण्यात आली.

पुढे असाही ठराव करण्यात आला की, विद्यापीठ व महाविद्यालयीन शिक्षकांकरिता आचारसंहिता नियम, २०१५ (code of conduct for Teachers) वर आपल्या जर काही सूचना असतील तर त्या लिखित स्वरुपात देण्यात याव्यात व त्या सुचनांवर चर्चा करुन आवश्यकतेनुसार मसुदयामध्ये समावेश करण्यात येईल.

विद्यापीठ व महाविद्यालयीन शिक्षकांकरिता आचारसंहिता नियम, २०१५ (code of conduct for Teachers) मोबत जोड़त असून आपल्या सृचना लिखित स्वरुपात अध्यापक नियुक्ती विभागास

मुंबई-४०० ०३२ २९ ऑगस्ट, २०१५ में दें।।। कुलसचिव

प्रति,

विद्यापीठातील सर्व विभागाचे संचालक/विभागप्रमुख, प्राचार्य, सर ज.जी. वास्तुशास्त्र

माहितीसाठी आणि पुढील कार्यवाहीकरिता रवाना:-

- 9. कुलगुरुंचे कार्यकारी सचिव
- २. प्र-कुलगुरुंचे स्वीय सहायक
- ३. कुलसचिवांचे स्वीय सहायक
- ४. संचालक, महाविद्यालये व विद्यापीठ विकास मंडळ
- ५. वित्त व लेखा आधिकारी
- ६. स्थानापन्न उपकुलसचिव कार्यकारी प्राधिकरणे विभाग. व्यवस्थापन परिषद दि. २७ जुन, २०१५ ५ व छ. १३ नुसार पारित झालेल्या ठरावाचा कार्यवाही अहवाल.

कुलसचिव

3916/24

C/2 Circular/sakshl/5/9/12

#### UNIVERSITY OF MUMBAI

## CODE OF CONDUCT FOR UNIVERSITY AND COLLEGE TEACHERS

Introduction- The contribution which the teaching profession makes to society is significant.

Whoever accepts teaching as a profession assumes the obligation to comduct himself/hersif in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of of his students and society at large. Therefore, every teacher should see that there is no incompatibility between his porcepts and practice. The national ideals of education which already been setforth and which he/she seek to inculcate among students must be his, her own ideals. Teacher should be caring, fair and committed to the best interest of the students. He shall acknowledge and respect the uniqueness, individuality and specific needs of students and promote their holistic development. He should be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethinicity etc.

Ateacher should take pride in having joined the teaching profession and under no circumstances should express his/her disregard for the profession by repenting his/her decision.

Ethics for teachers. However, in spite of the expectation of the voluntary observance of the code, some cases of violation or partial adherence to it are likely to occur. Therefore, in order to ensure that all members of the profession follow the ethical principles enshrined in the code of professional ethics, University of Mumbai prepared this Code of Conduct for University and College teachers under its jurisdiction.

This code of conduct for teachers will enhance and deepen the confidence and trust that society places in teachers.

- definitions given in the Act and in the Statutes shall be applicable to ese Rules regarding Code of Conduct, unless there is anything repugnant in the subjects or context ....
- 1 "Act" means the Maharashtra Universities Act, 1994,
- 2 "Appointing Authority" means the authority empowered to make appointment of a Teacher.
- 3 "Appellate Authority". means the authority means the authority prescribed by the Management Council of the university.
- 4 "Disciplinary Authority" means the Vice Chancellor/ Management of the College as the case may be,

to impose on an Teacher any of the penalties specified in the schedule,

- 5 "Head" includes Head of the University department (or Schools)/ognized Institution/ Principal of the affiliated college.
- 6 "Institution" includes University departments (or Schools)/ affiliated colleges / recognized Institutions
- 7 "Management" includes Management of an affiliated college,
- 8 "Prescribed authority" means the Vice-Chancellor or the authority prescribed by the Board of Management Council of the university for the purpose of these rules as a whole or for any individual rules.
- 9 "Schedule" means the schedule appended to these rules.
- 10 " State Government" means he Government of Maharashtra.
- 1 Leachers means as defined in the MU Act 1994 and also includes teacher working on temporary, adhoc, part time or on clock hour basis
- 12 "University" means the University of Mumbai.

13 "Vice-Chancellor/ Registrar means the Vice-Chancellor and Registrar of the University of Mumbai,

The following shall be the rules governing the code of conduct for teachers:-

- A teacher shall comply with the provisions of the Act, Government Resolutions, Statues, Ordinance, Regulations, Rules, Circulars and other directions issued thereunder from time to time by the University and the Central and the State Government,
  - A teacher shall not in the course of his/her duties disobey, disregard or wilfully default in carrying out any lawful instructions, reasonable orders or directives given by any person or body having authority to give such lawful instructions, reasonable orders or directives. A teacher shall not refuse to carry out the academic and administrative decisions taken by the Head/Management/University, A teacher shall, however, have the right to express his/her difference with the policies and decisions of the institutions/management/authorities and officers of the University.
  - 3 A teacher shall not commit acts of insubordination and defines lawful orders.
  - 4 Every teacher shall at all times maintain absolute integrity and devotion to duty.
- 5 Every teacher shall devote himself diligently to his work and utilize his time to the service of the University or the college, as the case may be, and to te cause of education and give full cooperation in all academic programmes and other activities conducive to the welfare of the student community.
  - It shall be incumbent on every teacher to perform the academic duties such a preparation of lecturers, class lecturing, tutorials, assignments, demonstrations, group discussions, Library assignments, guidance etc. A teacher shall engage classes regularly and punctuality and impart lessons and instructions, do such internal

assessment/examinations evaluation as the Head of the Institution shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.

7 A teacher shall report to the duty regularly and punctually.

8 A teacher shall sign the attendance register on arrival and also before living the campus after the working hours. A Head of the institution shall determine the time for reporting for duty and closing. A teacher may be required to work beyond the required time in certain circumstances to be determined by the head.

9 A Head of the institution shall keep record of attendance of the teachers working in his institution. Every teacher shall observe the scheduled hours of working during which he must be present at the

place of his duty.

10 A teacher shall devote the requisite number of teaching hours as assign by the Head of the Institution according to the teaching work load.

11 A teacher shall not neglect in correcting practical records, class work or home-work-done by the students;

12 A teacher while being present in the institution shall not, absent himself (Except with the previous permission of the principal of the school) from classes which he is required to attend,

13 A teacher can organize or attend any meeting during the working hours where he is required or permitted by the head of institution to do so.

14 A teacher shall not leave the institution during working hours without the permission of the head of the institution. A teacher leaving the institution for duty elsewhere shall inform his head of his whereabouts to facilitate his recall in an emergency,

15 A teacher shall not remain absent from the institution without leave or without the previous permission of the Head the

Institution//Management/University,

provided that where such absent without leave or without the previous permission, is due reasons beyond the control of the teacher concerned, it shall not be deemed to be a breach of the code of conduct if, on return to

duty, the teacher has applied for and obtained ex-post facto, the necessary sanction for the leave.

- 16A teacher shall report for any additional duty assign by the Head of Institution/Management/University, whether before or after the working hours.
- 17 A teacher shall do all work connected with extra curricular and cocurricular activities assigned to him from time to time by the Head of his Institution/Management/University,
- 18A teacher shall perform his academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment /home examinations conducted by the institution. It shall also be obligatory for a teacher to do all work connected with examination such as paper setting, assessment and reassessment of answer books including moderation, preparing result, invigilation superintendent of examination centre, working as a member of team of squad/ observer, coding decoding of answer books, coordinating work of Central assessment etc. assigned to him by the University or by the Head of his Institution. It shall also be obligatory for a teacher to train himseif in operation and use of all technological advancement and gadgets necessary to perform his duties.
- 19 A teacher shall not partial in assessment of a student or deliberately over mark, under mark or victimize a student/s on any grounds.
- 20 A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examinations/administrations. Indulging or encouraging any form of malpractice connected with examinations or any other activity is a serious offence.
- 21A teacher shall not discriminate against any student on political grounds or for reasons of caste, creed, sect, religion, sex, nationality or languages or for reasons of personal nature.
- 22 A teacher shall not practice or incite any student to practice casteism, communalism or untouchability:

- 23 A teacher shall not use his position to spread their political, religious or other ideologies among Student/s,
- 24 A teacher shall not propagate through his teaching lessons or otherwise, communal or sectarian outlook, or inciting or allowing any student to indulge in communal or sectarian activities,
- 25 A teacher shall not behave or encourage or incite student/s, teacher/s or employee/s to behave in a rowdy or disorderly manner in the institution premises;
- 26 A teacher shall not cause or incite any other person to cause any damage to the institution property;
- 27 A teacher shall not incite students or teachers against other students or teachers, colleagues or administration/governing body of the college and the university, This does not interfere with the right of a teacher to express his opinion on principles in seminars etc.,
- 28 A teacher shall help the Head of the institution to enforce and maintain-discipline amongst the students.
- 29 A teacher shall work in the best of interest of students and of university/institution,
- 30 A teacher shall not subject a student to or encourage other students to subject a student to torture or other cruel, inhuman or degrading treatment or punishment including any cultural practice that dehumanizes or is injurious to the physical and mental well-being of the student.
- 31 A teacher shall not do anything that shall suggest or create the impression that a student is more favoured than any other student.
- 32 A teacher shall serve as a role model to learners showing high degree of decency in speech, mannerism, discipline, dressing and general..
- 33 A teacher shall inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patritism and peace,
- 34 A teacher shall attend the flag hoisting ceremony on independence and republic day and functions organized by the university/institutions/ on other days of national importance,

- 35 A teacher shall not misbehave with students or their parents/ guardians, teachers or other employees of the institution.
- 36 A teacher shall not use abusive language, quarrel or display riotous behavior.
- 37 A teacher shall not make false accusations against the head of the institution/management/authorities of the university/colleagues/employees/students whether after being provoked or otherwise.
- 38 A teacher shall refrain from lodging unsubstantiated allegations against colleagues and higher authorities,
- 39 A teacher shall not directly or indirectly do anything that may constitute sexual harassment of student/s and/or colleague/s and/or employee/s or any person at his/her work place.
- A teacher shall not engage in any other gainful economic activity at the work place.

  A teacher shall not engage himself in any private tuition for which a fee/remuneration is charged either within or outside the precinats of the Institution in which he is working.
  - 41 A teacher shall not prepare or publish any book commonly known as 'keys',
  - 42 A teacher shall not engage himself as a selling agent or canvasser for any published firm or trader,
  - 43 A teacher shall not furnished incorrect information regarding his qualifications, experience, age etc. in respect of his appointment/promotion.
  - 44 A teacher shall not raise questions of caste, creed, religion, race or sex in his relationship with his colleagues, and trying to use the above considerations for improvement of his prospects.
  - 45 No teacher shall drink alcohol while on duty or be found drunk during working hours. He shall Not be under the influence of any intoxicating drink or drug during the course of his duty,
  - 46 A teacher shall not smoke in the classroom during working hours or in any place within the campus of the institution/university,

- 47 A teacher shall not except in accordance with any general or special order of the University or the Institution, as the case may be, or in the performance in good faith or duties assigned to him /her divulge or communicate directly any official document or other information whatsoever to any teacher or to any other person to whom he /she is not authorized to divulge or communicate such documents or information. A teacher shall not divulge privileged or classified information or document to any person or body that is not entitled to have access to such information or document.
- 48 A teacher shall not misappropriate institution's property, or commit acts of theft, fraud or embezzlement of funds.
- 49 A teacher shall submit report of the project/activity under taken by him along with statement of accounts( with all vouchers) to the sponsoring agency within a stipulated time,
- 50 A teacher shall not obstruct staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass institution authorities/ uniersity,
  - 51 A teacher shall not take active part in politics so as to cause interference in the discharge of his duties not shall be in any manner associate himself with any movement or organization which is or tends directly or indirectly, to be subversive of law and order or the interest of the institution/ University education. But a teacher can become, or continue to be, a member of any literary, scientific or professional organizations,
- 52 A teacher shall not without previous intimation to the Vice-Chancellor or the Management of the Institution as the case may be, stand for election or accept nomination to any local body, legislature of the State or Parliament. Nor shall he /she in any manner force his /her subordinates of his /her students against their will for the canvassing of his/her election. A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the University or the Institution, as the case may be, that in the event of his /her being elected or nominated he /she shall if so, required by the University or the Institution, remain on leave with or without pay

as may be admissible to him/her under the rules for the period he/she remains a member of such local body, Legislature or Parliament. The University or the Institution, as the case may be direct a teacher who has been elected or nominated to any local body, Legislature or Parliament to apply for leave for the whole or part of the period and the teacher shall comply accordingly; provided that the granting of any leave to a teacher nominated to any local body, Legislature or Parliament shall not prejudice his /her right to promotion, increments or other benefits, if any, to which he /she would have been entitled had he /she not proceeded on leave.

53 A teacher shall not contest any election of Banks/Societies/Sports or Socio-Cultural Associations without previous intimation to the Head of

the institution/Management/Universty,

54 A teacher shall not approach court of law regarding any matter related with his service/employment without exausting available remedies and without giving proper intimation to the Head/Management/University,

55 A teacher shall not misuse or carelessly use amenities provided to him/her by the University or the Institution to facilitate the discharge of his /her duties. A teacher shall not make use of the resources and/or facilities of the institution/university/management for personal, commercial, political or villainous purposes

56 A teacher has academic freedom which entitles him to criticise ideas

and mehods but he shall not defame others,

57 A teacher shall not rudely and aggressively behave persistently with other staff members and students.

T.58 A teacher who supervises other staff have special responsibility to treat their staff fairly and honestly, He shall make available development and training opportunities without patronage, favouratism, or unfair discrimination.

59 A teacher shall not participate in decisions to the appointment of a

relative or a family member.

60 A teacher shall not accept or permit any members of his family or any other person acting on his behalf to accept any gift or pecuniary advantage from any student or his parent/guardian or any person with

- whom he has come into contract by virtue of his position in the institution, in order to do any kind of favour to the student/any person,
- 61A teacher shall take paid outside consultative work only in accordance with institution/university's policy and guidelines and it should not interfere with the performance of the teacher's teaching, research and administrative duties.
- 62 A teacher shall not join or continue to be a member of an association the objects and activities of which are prejudicial to the interest of the Institution/University as the case may be, or the sovereignty and integrity of India or public order or morality. Provided that a teacher may become a member of the Association of teachers as may be approved by the University according to rules.
- 63 A teacher shall not give unauthorized interviews or releases to electronic and print media. He shall not use the electroic/print media with malafide intention of defaming the institution/university,
- 64 A teacher shall not in any radio broadcast or in any document published anonymously or in his own name person or in any communication to the press or in the name of any other any public utterance make any statement or express ar opinion.
  - (i) Which is in the nature of character assassination, reflection on the personal life of his superiors/colleagues,
  - (ii) Which is in the nature of criticism of individual as destined from policy decision.

Provided that nothing in this rule shall apply to any statement made or views expressed by a teacher in his official capacity or in the due performance of the duties assigned to him on academic matters.

- A teacher shall not except with the previous sanction of the Vice-Chancellor or the authorities of the institution, as the case may be engaged directly or indirectly in any trade or business or under any other employment.
  - A teacher shall not bring or attempt any influence to bear upon any question in respect of matters pertaining to his service.
  - A teacher shall not involve himself/herself in any act that is likely to bring the teaching profession into disrepute. ii. It shall therefore be

the responsibility of every teacher to preserve the dignity and honour of his profession and also maintain his/her own dignity, honour and integrity.

Notwithstanding anything herein before contained, bona fide criticism or expression of opinion by any teacher shall not constitute misconduct.

Misconduct - Failure to conform to the above mentioned Rule/s shall be construed as misconduct,

The enforcement of the Code is the responsibility of the appointing/disciplinary authority. The violation of the code of conduct invites disciplinary action for which detailed procedure and penalties need to be prescribed. The magnitude or seriousness may not be the same in all the cases. Hence the cases of violatio or non-observance shall have to be dealt with at different levels and in different ways in accordance with the nature of violation.

Creating Awareness-to begin with, code should be translated into Maratini and Hindi and circulated widely amongst the teachers, It should be uploaded on the websites of university and affiliated colleges. The Academic Staff College should include the code in the curriculum of orientation and refresher programs. At the time of initial appointment a teacher should be provided a copy of the code of professional ethics and a copy of a code of conduct for perusal and a under taking should be taken from him/her that he/she would always strive to observe the Code in letter and spirit.

#### JEEVANDEEP SHAIKSHNIK SANSTHA POI'S

#### ARTS, COMMERCE & SCIENCE COLLEGE, GOVERN

#### TAL. KALYAN, DIST- THANE 421103

#### Code of conduct Committee minutes meeting 2015-16

The minutes of meeting held on 20/07/2015

The meeting started with principal Wishing all the students and enquiring about the numbers of students reported for the first year in various UG program. Principal also wanted the committee member to instruct the students about the college code of conduct.

Principal mention the following point to reach the students for the smooth running of the classes as well as college.

Students should report to the class in time.

All the students must wear ID card compulsorily.

During leisure hours, students are advised to the library.

Use of mobile phones is strictly prohibited in the college.

Student should handle furniture/ electrical items and other properties with care. Damage to the furniture will lead to penalty.

Student should maintain honesty, integrity, fairness in all activity.

Student should not indulge in ragging activity, if any student found indulging in the ragging, the student will strictly punished or even restricted from the college.

The meeting ended with principal thanking all the members for attending the meeting and asked to submit the report from each department mentioning the attendance of the student.

Jeevandeep Shaikshnik Sanstba's Arts. Commerce & Science College (1997) Gover, Tel: Kalyan, Dist. Thane (42) 501.

Sr.no.	Name of the member	designation
1.	Dr. K. B. KORE	CHAIRPERSON
2.	Prof. H.V. SHOSTE	MEMBER
3.	Prof. B.G. PAWAR	MEMBER
4.	Prof. SURESH CHEDE	MEMBER
5.	Prof. NIHARIKA DESHMUKH	MEMBER
6.	Prof. DIPSWINI CHAVHAN	MEMBER

Principal
Jeevandeep Shaikshnik Sanstha's
Arts Commerce & Science College, Goveli.
Goven, Tal: Kalyan, Dist. Thane - 421 301.

#### JEEVANDEEP SHAIKSHNIK SANSTHA POI'S

#### ARTS, COMMERCE & SCIENCE COLLEGE, GOVELI

#### TAL. KALYAN, DIST-THANE 421103

#### Code of conduct Committee minutes meeting 2016-17

The minutes of meeting held on 23/08/2016

The meeting started with principal Wishing all the students and enquiring about the numbers of students reported for the first year in various UG program. Principal also wanted the committee member to instruct the students about the college code of conduct.

Principal mention the following point to reach the students for the smooth running of the classes as well as college.

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Principal
Jesvandeep Shaikshnik Sanstha's
Arts. Commerce & Science College and Gover. Tal. Kalyan, Dist. Thene - 42 ( Jul.

The meeting ended with principal thanking all the members for attending the meeting and asked to submit the report from each department mentioning the attendance of the student.

#### Outcome of the previous meeting

Student follow formal dress code.

No cases were registered regarding anti social activity.

Wearing of ID cards was made compulsory on and off campus and the students follow the same.

Sr.no.	Name of the member	designation
1.	Dr. K. B. KORE	CHAIRPERSON
2.	Prof. H.V. SHOSTE	MEMBER
3.	Prof. B.G. PAWAR	MEMBER
4.	Prof. SURESH CHEDE	MEMBER
5.	Prof. NIHARIKA DESHMUKH	MEMBER
6.	Prof. DIPSWINI CHAVHAN	MEMBER

Jeevandoop Shaikshnik Saustha's Arts, Commerce & Science College, Govell Gesett, Tal: Kelyan, Dist. Thans - 421 201.

#### JEEVANDEEP SHAIKSHNIK SANSTHA POI'S

#### ARTS, COMMERCE & SCIENCE COLLEGE, GOVELI

#### TAL. KALYAN, DIST-THANE 421103

#### Code of conduct Committee minutes meeting 2017-18

The minutes of meeting held on 29/06/2017

The meeting started with principal Wishing all the students and enquiring about the numbers of students reported for the first year in various UG program. Principal also wanted the committee member to instruct the students about the college code of conduct.

Principal mention the following point to reach the students for the smooth running of the classes as well as college.

Students should report to the class in time.

All the students must wear ID card compulsorily.

During leisure hours, students are advised to the library.

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Student should maintain honesty, integrity, fairness in all activity.

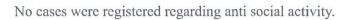
Student should not indulge in ragging activity, if any student found indulging in the ragging, the student will strictly punished aur even restricted from the college.

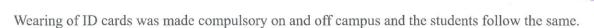
The meeting ended with principal thanking all the members for attending the meeting and asked to submit the report from each department mentioning the attendance of the student.

Outcome of the previous meeting

Jesvandeep Shaikshnik Sandha'a Arts Commerce & Science Collabovett, Tel: Kalyan, Dist. Thank







SR.	NAME OF MEMBERS	DESIGNATION
1.	DR. K.B. KORE	CHAIRPERSON
2.	PROF. H.V. SHOSTE	MEMBER
3.	PROF. B.G. PAWAR	MEMBER
4.	PROF. SURESH CHEDE	MEMBER
5.	PROF. NIHARIKA DESHMUKH	MEMBER
6.	PROF. DIPSWINI CHAWHAN	MEMBER

**Principal** Jeevandeep Shaikahnik Sanstha's Arts, Commerce & Science College Govett. Govett, Tal: Kalyan, Dist. Thane - 421 Stri

#### JEEVANDEEP SHAIKSHNIK SANSTHA POI'S

#### ARTS, COMMERCE & SCIENCE COLLEGE, GOVELI

#### TAL. KALYAN, DIST-THANE 421103

#### Code of conduct Committee minutes meeting 2018-19

Code of conduct minutes of meeting

The minutes of meeting held on 21/07/2018

The meeting started with principal Wishing all the students and enquiring about the numbers of students reported for the first year in various UG program. Principal also wanted the committee member to instruct the students about the college code of conduct.

Principal mention the following point to reach the students for the smooth running of the classes as well as college.

Students should report to the class in time.

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The meeting ended with principal thanking all the members for attending the meeting and asked to submit the report from each department mentioning the attendance of the student.

Jes vandeep Shaikshnik Saratha's Accorde Conserve & Science Conserve Loven, Tel: Kelyae, Dist. Thans - 421 50f.



Outcome of the previous meeting

Student follow formal dress code.

No cases were registered regarding anti social activity.

Wearing of ID cards was made compulsory on and off campus and the students follow the same.

#### **COMMITTEE MEMBERS DETAILS:**

SR.	NAME OF MEMBERS	DESIGNATION
1.	DR. K.B. KORE	CHAIRPERSON
2.	PROF. H.V. SHOSTE	MEMBER
3.	PROF. B.G. PAWAR	MEMBER
4.	PROF. MOHNISH DESHMUKH	MEMBER
5.	PROF. NIHARIKA DESHMUKH	MEMBER
6.	PROF. DIPSWINI CHAWHAN	MEMBER

Principal
Jeevandeep Shokshnik Sanstha's
Arts, Commerce & Science College, Goveli.
Goveti, Tal: Kalyan, Dist. Thane - 421 371

#### JEEVANDEEP SHAIKSHNIK SANSTHA POI'S

#### ARTS, COMMERCE & SCIENCE COLLEGE, GOVEL

#### TAL. KALYAN, DIST- THANE 421103

#### Code of conduct Committee 2019-20

The minutes of meeting held on 27/08/2019

The meeting started with principal Wishing all the students and enquiring about the numbers of students reported for the first year in various UG program. Principal also wanted the committee member to instruct the students about the college code of conduct.

Principal mention the following point to reach the students for the smooth running of the classes as well as college.

Students should report to the class in time.

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will strictly punished aur even restricted from the college.

Prindipal

Jesvandeep Shaikshnik Sansthes Arts, Commerce & Science College

Goveff, Tel: Kelyan, Dist. Thane - 421 Jul.

The meeting ended with principal thanking all the members for attending the meeting and asked to submit the report from each department mentioning the attendance of the student.

#### Outcome of the previous meeting

Student follow formal dress code.

No cases were registered regarding anti social activity.

Wearing of ID cards was made compulsory on and off campus and the students follow the same.

#### **COMMITTEE MEMBERS DETAILS:**

SR.	NAME OF MEMBERS	DESIGNATION
1.	DR. K.B. KORE	CHAIRPERSON
2.	PROF. H.V. SHOSTE	MEMBER
3.	PROF. B.G. PAWAR	MEMBER
4.	PROF. MOHNISH DESHMUKH	MEMBER
5.	PROF. NIHARIKA DESHMUKH	MEMBER
6.	PROF. DIPSWINI CHAWHAN	MEMBER

Principal

Jeevandeep Shaikshnik Sanstha's Arts, Commerce & Science College, Goveli Goveli, Tal: Kalyan, Dist. Thane - 421 301.

#### JEEVANDEEP SHAIKSHNIK SANSTHA POI'S

#### ARTS, COMMERCE & SCIENCE COLLEGE, GOVELI

#### TAL. KALYAN, DIST-THANE 421103

#### Code of conduct Committee minutes meeting 2020-21

The minutes of meeting held on 16/09/2020

The meeting started with principal Wishing all the students and enquiring about the numbers of students reported for the first year in various UG program. Principal also wanted the committee member to instruct the students about the college code of conduct.

Principal mention the following point to reach the students for the smooth running of the classes as well as college.

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Principal

Jesvandeep Shaikshnik Sanstha's Arts, Commerce & Science College Govell Govell, Tel: Kelyan, Dist. Thank 221 301. The meeting ended with principal thanking all the members for attending the meeting and asked to submit the report from each department mentioning the attendance of the student.

#### Outcome of the previous meeting

Student follow formal dress code.

No cases were registered regarding anti social activity.

Wearing of ID cards was made compulsory on and off campus and the students follow the same.

#### **COMMITTEE MEMBERS DETAILS:**

SR.	NAME OF MEMBERS	DESIGNATION
1.	DR. K.B. KORE	CHAIRPERSON
2.	PROF. H.V. SHOSTE	MEMBER
3.	PROF. B.G. PAWAR	MEMBER
4.	PROF. MOHNISH DESHMUKH	MEMBER
5.	PROF. NIHARIKA DESHMUKH	MEMBER
6.	PROF. DIPSWINI CHAWHAN	MEMBER

Jeevandeep Shaikahnik Sanstha's Arts, Commerce & Science College, Goveli Goveli, Tal: Kalyan, Dist. Thane - 421 301 JEEVANDEEP SHAIKSHNIK SANSTHA PO

#### ARTS, COMMERCE & SCIENCE COLLEGE, GOVELI

#### TAL. KALYAN, DIST- THANE 421103

#### Code of conduct Committee minutes meeting 2021-22

The minutes of meeting held on 17/07/2021

The meeting started with principal Wishing all the students and enquiring about the numbers of students reported for the first year in various UG program. Principal also wanted the committee member to instruct the students about the college code of conduct.

Principal mention the following point to reach the students for the smooth running of the classes as well as college.

Students should report to the class in time.

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The meeting ended with principal thanking all the members for attending the meeting and asked to submit the report from each department mentioning the attendance of the student.

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Wearing of ID cards was made compulsory on and off campus and the students follow the same.

SR.	NAME OF MEMBERS	DESIGNATION
1.	DR. K.B. KORE	CHAIRPERSON
2.	PROF. H.V. SHOSTE	MEMBER
3.	PROF. B.G. PAWAR	MEMBER
4.	PROF. MOHNISH DESHMUKH	MEMBER
5.	PROF. NIHARIKA DESHMUKH	MEMBER
6.	PROF. DIPSWINI CHAWHAN	MEMBER

Principal

Jeevandeep Shaikshnik Sanstha's Arts Commerce & Science College, Govell Goven, Tal: Kalyan, Dist. Thane - 421 301





**Code of Conduct meeting** 



**Code of Conduct meeting with Teachers 2019** 

Principal
Jeevandeep Shaikshnik Sausthe's
Arts: Commerce & Science College, Goreti.
Govern, rat Kalyan, Dist. Thane - 421 Jul.



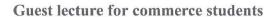
Code of conduct meeting with students



Code of conduct meeting with students

Principal

Jeevandeep Shaikshnik Sanstha's Arts: Commerce & Science College, Gazett Govern Lat, Kalyan, Dist, Thane - 421 501







Guest lecture for commerce students

El ará va ac ara ca P

Tal. Kalyan

Principal
Jeevandeep Shaikshnik Sansthe's
Arts, Commerce & Science College, Goveli.
Goveli, Tel: Kalyan, Dist. Thane - 421 201



#### **Guest Lecture on Competitive Exams**





**Guest Lecture on Competitive Exams** 

Principal
Jecvandeep Shaikshnik Sanstha's
Arts. Commerce & Science College, Goveli.
Goveli, Tal: Kalyan, Dist. Thane - 421 301.



### Bombay stock exchange guest lecture for commerce and baf students



Jaevandeep Shaikshnik Sanstha's Arts, Commerce & Science College, Goveli. Goveli, Tal: Kalyan, Dist. Thane - 421 201