



Shri A. P. D. Jain Pathshala's

Kasturbai College of Education

Walchand Hirachand Marg,
Ashok Chowk, Solapur
Maharashtra – 413006

Code of Conduct for Students, Teachers, Non-teaching staff and Parents



Shri. Aillak Pannalal Digamber JainPathashala's
KASTURBAI COLLEGE OF EDUCATION,SOLAPUR
Seth Walchand Hirachand Marg, Ashok Chowk,
SOLAPUR – 413006

JAIN RELIGIOUS MINORITY EDUCATIONAL INSTITUTION

Code of Conduct
(Handbook)
(Teaching, Non-teaching,
Students & Parents)

PART – I

SERVICE RULES

CHAPTER 1 : SERVICE RECORDS

RECORDS OF SERVICE:

A service book for keeping the record of service of staff shall be maintained by office in respect of each employee of the College.

Date of appointment, post, salary, increment, disciplinary action etc. of an employee in his/her official position shall be recorded in this service book, and each entry must be attested by the Principal of the S.A.P.D.J.Pathshala's Kasturbai College of Education, Solapur.

The staff member/concerned clerk assigned responsibility to maintain service books shall show the service book to each employee in the month of July every year and the employee shall sign in the service book after verification.

SERVICE CONDITIONS FOR THE STAFF:

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 UGC / Government of Maharashtra.

Any staff member, on appointment, except on contract or on purely temporary basis, shall be on probation for a period of 1 year for Teaching & 2 Year for Non Teaching. All the teaching staff shall be paid Government approved / UGC scale of pay and other allowances as per Government norms. Gratuity as per the Government of Maharashtra rules will be given to all eligible teaching and non-teaching staff as per rules prevailing from time to time.

Staff should be available in the college premises during the entire period of office hours, on all working days.

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.

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, withholding of increment with or without cumulative effect after conducting an inquiry by a committee constituted by the Principal/Designated Authority.

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.

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.

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.

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.

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.

All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

TERMINATION OF SERVICE

A member of the staff shall have his / her service terminated by giving one month notice or one-month Basic salary in lieu thereof, in case of temporary appointment or during probationary period. In case of permanent service three months notice or three months Basic salary must be given.

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 offense involving moral turpitude.

In such termination cases, rule 1.3.1 will not be applicable and the staff member will not be eligible for any terminal benefit.

CHAPTER 2: METHOD OF RECRUITMENT

SCREENING

Recruitment of teaching staff be done through the selection committee constituted for the Minority Educational Institution as per rights conferred under Article 30(1) of the Constitution of India. Being a Minority Educational Institution, the provisions regarding Roster and reservation policy are not applicable. The recruitment process be initiated by the institute only after understanding staff requirements from time to time.

Recruitment of adhoc faculty member is normally done during the month of June.

Notification of vacancies in any cadre or category is not mandatory on the part of Minority Educational Institution.

Vacancies to be filled through Selection Committee approved for the minority educational institution. Publication of advertisement is not mandatory for MEI however the college may give an advertisement calling for more applications.

Screening of applications is done by the screening committee appointed by the Principal.

Short listed candidates are informed through call letters and/or over telephones/mobile by the office at least 07 days before actual date of interviews.

At times, Walk-in interviews can also be conducted for immediate postings.

INTERVIEW

2.2.1 MEI Selection Committee be constituted as per the rights conferred under the Article 30(1) of the Constitution of India and so also as per the NCMEI Act for selection of candidates on adhoc/temporary / Regular posts.

PAY FIXATION

2.3.1 Pay for the candidates selected through Approved Selection Committee be fixed as per prevailing rules and regulations of Government of Maharashtra.

CHAPTER 3 LEAVE RULES

LEAVE RULES:

Leave shall not be claimed as a matter of right.

A member of the staff shall not normally or on any present/absent himself / herself from his/ her duties without prior permission of his / her superior officer authorized to give permission.

Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.

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.

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.

CASUAL LEAVE (CL):

All teaching staff members are eligible for 15days casual leave per year from 1st July to 30th June. All Non-teaching & supporting staff members are eligible for 8 days of casual leave per year during the Year from 1st January to 31st December.

Probation period staff members are allowed to take leave after completion of the respective months only.

Carryover of lapsed CL is not permissible.

Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.

If the number of permissions for short absence exceeds twice in a month, it shall be considered as one-day CL.

VACATION

Vacation is applicable as per University Schedule.

The total number days of vacation shall be as per University rules from time to time. Vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the institution.

Any unused part of vacation cannot be carried over to the next academic year.

While calculating the number of days of vacation, all intervening declared holidays and Sundays will be included.

EARNED LEAVE (EL)

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.

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.

Any unused part of EL above 300 days cannot be carried over to the next academic year.

While calculating the number of days of earned leave, all intervening declared holidays and Sundays will be included.

LEAVE WITH LOSS OF PAY (also referred as LEAVE WITHOUTPAY) :

Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP)

If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP.

If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP.

Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP.

MATERNITY LEAVE RULES

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, as per Government of Maharashtra Rule.

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

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

The decision of the Principal/Designated Authority will be final insanctioning of ML.

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

OUT-STATION DUTY (OD)/ DUTY LEAVE (DL) :

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.

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

CHAPTER 4: MEDICAL FACILITIES

4.1 The College is having liaison with Thorat Hospital, near to college campus. In case of emergency Medical Assistance required by teaching staff, supporting staff or student of college during office hours of college, necessary medical care is taken by Doctors. Doctors take care of the students and staff for minor ailments.

CHAPTER 5: CONDUCT & DISCIPLINE

The Code of Conduct and Discipline as per Maharashtra Public University Act 2016

CONDUCT

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.

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.

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

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.

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.

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.

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.

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.

An employee of the College shall not, without the prior permission of the Principal/Competent Authority, engage in any trade or business or dventure 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.

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.

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.

DISCIPLINE

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 offense is under investigation, inquiry or trial.

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.

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.

CHAPTER 6

ANNUAL CONFIDENTIAL REPORT

All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format.

The format of PBAS/ CAS for the teaching staff.

The Head of the Department/Institution shall write confidential report for all staff members of his/her department and submit to the Principal/Competent Authority. This document will be part of personal file of that employee and should be kept confidential by staff members.

CHAPTER 7

APPEALS AND REVIEW

7.1 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

The Duties and Responsibilities of Teaching Faculty **CHAPTER 8: GENERAL**

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.

All the Faculty Members are expected to follow the rules and regulations of the college as prevalent from time to time.

The work load of all the staff shall be fixed as per rule. 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/ College.

Faculty Members are expected to update their knowledge by attending seminars/workshops/ conference, after obtaining necessary permission from the Principal.

Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.

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.

Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

CHAPTER 9: DEPARTMENT (B.Ed. / M.Ed. / D.El.Ed.)

The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.

The teaching load will be allotted by the HOD after taking into account of the Faculty Member's interests.

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.

Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master Attendance

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.

The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

CHAPTER 10: CLASS ROOM TEACHING

Once the subject is allotted the Faculty Member should prepare the lecture hour wise lesson plan.

Teacher should submit syllabus completion report at the end of each semester.

The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Principal as the case may be.

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 go to the class at least 5 minutes before and enter the class without delay when the bell rings.

The Faculty Member should engage the full 50 minutes, 60 minutes as per UG and PG Class respectively.

The Faculty Member should cultivate to include humor in the lecture, to break the monotony. Should practice/rehearse the lecture well before going to the class.

The Faculty Member should make use of Power Point Presentation, Models and smart board etc., as teaching aids.

The Faculty Member should encourage students asking doubts / questions.

The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.

The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.

10. 13 The Faculty Member shall give possible 2-mark questions with answers for each unit.

The Faculty Member should interact with the class mentor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.

The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.

1016 The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.

The Faculty Member should make himself/ herself available for doubt clearance.

The Faculty Member should motivate the students and bring out the creativity / originality in the students.

CHAPTER 11: LABORATORY

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.

Whenever possible, additional experiments to clarify or enlighten the students must be given.

The lab observations/records must be corrected then and there or at least by next class.

CHAPTER 12 TEST/EXAMINATION

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.

Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative/Chief Superintendent. (Class coordinator and HOD concerned in the case of Internal Examination).

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.

CHAPTER 13: STUDENT-FACULTY REPORT

The Faculty Member should have a good control of students.

In case of repeaters or habitual late comers 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.

13.3. The Faculty Member should act with tact and deal with insubordination by students maturely.

13.4 The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feeling of the students.

PART – III

TRAVELLING EXPENSES

CHAPTER 14:

All members of the staff are eligible for reimbursement of traveling expenses, when deputed on official duty as per the order of the Principal.

The TA/DA eligible for various categories will be as per prevailing norms of the Government of Maharashtra.

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.

Travel shall always be made only on the shortest route. Travel claim/ settlement shall be made within 5 days after completion of travel.

If the cancellation is made by the staff, the advance drawn if any should be immediately refunded within one day.

DA shall be calculated as per prevailing norms wherever permissible. No DA shall be paid for period less than 5hrs.

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)

Any other expenditure involved shall be reimbursed subject to eligibility and approval by the principal/ competent authority.

PART – IV

PAY SCALES

Pay scales as per UGC & Government of Maharashtra norms.

Following acts and statutes are adopted as guidelines for procedures, recruitment, promotional policies, Code of Conduct etc.:

- Statutes framed under section 42(I) of the PAH Solapur University Act, 1974. (Same are applicable as it is to the Solapur University, Solapur).
- Maharashtra Public Universities Act, 2016
- UGC Norms
- National Commission for Minority Educational Institutions Rules, 2005
- The Maharashtra Civil Services Rules, 1981
- Statutes, Ordinances, Regulations made there under from time to time and Rules of the University
- On the basis of the above, rules made by S.A.P.D.J. Pathashala, Solapur (Trust).

Promotional Policies:

For Faculty:

- Career Advancement Scheme implemented strictly in accordance with UGC & Government of Maharashtra Rules.
- GOVERNMENT OF MAHARASHTRA Higher & Technical Education Department Government Resolution No. Misc-2018/C. R.56/18/UNI-1 Mantralaya Annex, Mumbai – 400 032 Date: 08 March, 2019

For Non-Teaching Staff :

- Time bound promotions to Non-Teaching staff: The staff who have completed 10/20/30 years of continuous service and having good performance are placed in higher pay scale as per the rules of government of maharashtra.

Code of Conduct for Student

Rules & Regulations

1. Students must dress appropriately as per college instructions.
2. Admitted student attend all internal assessment programs in the college.
3. Student admission will be confirmed only on production of the transference certificate/migration certificate from previous college or educational institution
4. After admission, Identity card provided to the student .Student bring it in college premises and to produce it when demanded by college staff.
5. The curriculum, fee structure, admission rules and criteria for every course is likely to be revised from time to time as per University rule.
6. Students restricted for mobile phones, or similar electronic instruments have to be switched off in classrooms, library and during any activity in the college. If such instruments ring or are used during classes, in the library or during activities, the instruments are liable to be confiscated by the college authorities, or fine may be imposed by the college.
7. Smoking cigarettes or taking any addictive substance in college premises including the canteen, hostel, mess etc. is prohibited and if found doing these, student will be liable for disciplinary action.
8. Student have responsibility to keep college premises clean.
9. Student promise that, not to indulge in any ragging activity (as defined by the Maharashtra prohibition of ragging act, 1999) inside the college.
10. Student not to indulge in cyber-crime or post any derogatory comment about the college, teachers or fellow students in social media.
11. It is mandatory for every student to attend at least 75% of total lectures held in each term in the college, as per University rule.
12. In case a student is permitted to participate in the N.S.S. camps or to undergo training or military duties/Inter University/Inter Collegiate competitions/Sports and games by the University or College authorities, the actual number of days spent for participation in these activities shall be counted towards the attendance to the student.
13. Every student, during term course, shall be under discipline jurisdiction of competent authority which shall take appropriate action in case of indiscipline, misconduct on the part of the student.
14. Obligation of student : Every student, shall all time,
 1. Conduct himself properly,
 2. Maintain proper behavior,
 3. Observe strict discipline, both within campus of the college, Hostel and also outside, in buses, Railway-Trains or at public places or education trip arranged by institution or at play Grounds.
 4. Ensure that no act of this consciously or unconsciously brings the college or any establishment or authority connected with it into disrespect.
15. Any act of a student which is contrary to the clause , constitute misconduct and/or indiscipline, which term shall mean and include, among others, any one more of the acts jointly or severally mentioned hereinafter, name.
 1. Any act that directly or indirectly cause or attempt to cause distribution in the lawful functioning of the college.

2. Habitual un-punctuality in attending lectures, tutorials, practical, and other course as may be prescribed.
3. Repeated absence from lectures, tutorials, practical, and other course as may be prescribed.
4. Occupation of any building such as, hostel room, such other accommodation in the premises owned or hired by the college, without prior permission from the competent Authority.
5. Permitting or conniving with any person not authorized to occupy any hostel-room, residential quarter, or any accommodation or any part thereof of the college.
6. Securing admission in the institution, to any undergraduate or post graduate programme or any other course by fabrication and suppression of facts or information.
7. Obstruction to any student or group of students in his or their legitimate activity as such, whether in classroom, Laboratories, fields, playground, gymnasium or places of social and cultural activity within the campus of the College.
8. Suppressing material information or supply of false information to the college, for seeking any privilege.
9. Possessing or using any fire arms, lethal weapons, explosive, or dangerous or corrosive substance on the premises of the college.
10. Possessing or consuming any poison or stupefying drugs or intoxicant in any form .
11. Ragging, bullying, harassing any student in institution or outside thereof.
12. Indulging in any act as would cause annoyance, embarrassment to any other student, or member of the authority of the college to staff member or any member of family of the staff.
13. Indulging in any act of violence, assault, intimidation or threatening in the hostel or outside thereof.
14. Destroying or attempting to destroy or temper with any official record or document of college.
15. Conduct unbecoming of the student, at any meeting or special function or sports and cultural activity arranged by the college or at any other public place.
16. Stealing or damaging any farm produce or any property belonging to the college, staff member of the college or any other student.
17. Instigating violence or participating in any violent demonstration or agitation or violent streak in the college.
18. Violation of any of the rules and regulation of the Institution or orders of the competent authority
19. Gambling in any form in the college.
20. Disorderly behavior in any form or any act specifically forbidden by the competent authority
21. Refusal to appear to give evidence before Inquiry officer appointed by the competent authority with respect to a charge against him
22. Conviction, in the court of Law for criminal offense, involving moral turpitude.
23. Any other act not specifically mentioned hereto before which, whether by commission or omission as would in the circumstances of the case be considered by the competent authority as an act of misconduct and/or indiscipline.

Maharashtra Public University Act, 2016 Disciplinary Powers and Discipline amongst Students Sec. 127.

1. All powers relating to discipline and disciplinary action in relation to the students of the university departments and institutions and colleges maintained by the university, shall vest in the Vice-Chancellor.
2. The Vice-Chancellor may, by an order, delegate all or any of his powers under sub-section (1), as he deems fit, to such other officer as he may nominate in that behalf.
3. The Vice-Chancellor may, in the exercise of his powers, by an order, direct that any student or students be expelled or rusticated for a specified period, or be not admitted to a course or courses of study in conducted college, institution or department of the university for a specified period, or be punished with fine, as prescribed by the university, or be debarred from taking an examination or evaluation conducted by the department, conducted college or institution maintained by the university for a specified period not exceeding five years or that the result of the student or students concerned in the examination or evaluation in which he or they have appeared, be canceled Provided that, the Vice-Chancellor shall give reasonable opportunity of being heard to the student concerned, if expulsion is for a period exceeding one year.
4. Without prejudice to the powers of the Vice-Chancellor, the principals of conducted colleges, heads of university institutions and the heads of departments of the university shall have authority to exercise all such powers over the student in their respective charge as may be necessary for the maintenance of proper discipline.
5. Provisions as regards discipline and proper conduct for students of the university and the action to be taken against them for breach of discipline or misconduct shall be as may be prescribed by the Statutes, which shall apply to the students of all its conducted colleges and university departments or institutions, affiliated colleges and recognized institutions.
6. Statutes relating to discipline and proper conduct for students, and the action to be taken against them for breach of discipline or misconduct, shall also be published in the prospectus of the university, affiliated college or recognized institution and every student shall be supplied with a copy of the same. The principals of the colleges and heads of the institutions, maintained by the university and affiliated colleges, may, prescribe additional norms of discipline and proper conduct, not inconsistent with the Statutes, as they think necessary and every student shall be supplied with a copy of such norms.
7. At the time of admission, every student shall sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and the other officers and authorities or bodies of the university and the authorities or bodies of the conducted colleges, affiliated colleges and recognized institutions, and shall observe and abide by the Statutes made in that behalf and in so far as they may apply, the additional norms made by the principals of conducted colleges and heads of university institutions and affiliated colleges.
8. All powers relating to disciplinary action against students of an affiliated college or recognized institution not maintained by the university, shall vest in the principal of the affiliated college or head of the recognized institution.

The Maharashtra Prohibition of Ragging, Act,1999

1. Ragging within or outside of any educational institution is prohibited under *The Maharashtra Prohibition of Ragging Act, 1999 Act 33 of 1999* under Article-1 and Article-2
2. Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.
3. Any student convicted of an offense under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
4. (1) Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, *prima facie*, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the Police Station having jurisdiction over the area in which the educational institution is situated, for further action.

Code of Conduct for Parents

Parents are responsible to provide the necessary food, clothing, shelter and medical care insofar as they are able. They are equally responsible for providing sound education and a sound knowledge of their religion as well as moral training of their students' parental encouragement and support for learning activities at home combined with parental involvement in college. They enlarge parental and community capacity; they create conditions in which student learn more effectively. They play the biggest role in student's development. Considering these facts following are the rules and regulations for parents.

- 1) The participation of parents is mandatory in parent- teacher meeting.
- 2) Parents should have contact with mentor for student's attendance, academic development, etc.
- 3) Parents should give permission for study tour, project report, outside laboratory work, etc.
- 4) Parents should pay prescribed fee regularly.

(Dr.S. S. Ganapur)
Principal