



॥ तसमो मा ज्योतिर्गमय ॥

श्री छत्रपति शिक्षण संस्थेचे

श्री छत्रपति कला, विज्ञान व वाणिज्य महाविद्यालय, भवानीनगर

ता.इंदापूर, जि.पुणे. पिन : ४१३१०४



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दि. २४ / ०५ / २०२३

Code of conduct for Students: Teachers, Nonteaching Staff, & The Principal

➤ Code of conduct for students:

Code of conduct (handbooks) for various stakeholders this code of conducts (handbooks) for various stakeholders and professional ethic are as per UGC guidelines. The Job responsibilities of various stakeholders are as follows.

(Undertaking is sought by students and the parents at the time of admission)

1. Throughout the academic year, students must attend all classes.
2. Minimum 75 attendance for lectures and practical's is compulsory.
3. Students will not be allowed to appear for university Examination if attendance falls below 75.
4. All students must carry their identity cards in the campus.
5. Ragging is strictly legally prohibited. If found guilty of ragging, he/she will be liable for strict disciplinary action.
6. Drugs, alcohols and smoking is strictly prohibited in the campus.
7. All students must maintain discipline in the college campus.

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8. All students are bound to use assets of the college carefully properly.
9. Each student should behave sincerely in the college. He / She should behave politely with the teachers, non-teaching staff members, and the staff in the library & with the co-students. If the students have any problem they should meet the principal or the vice-principal of the college.
10. Students should have park their vehicles in the place allotted to them.
11. Student should not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished & compensation should be taken from them.
12. The rules of the office and the library are mandatory for each student.

➤ Code of conduct for Teachers:

1. Teacher should maintain absolute integrity.
2. Teacher must show devotion to his profession.
3. Teaching plan of the allotted subjects should be prepared by the Teacher.
4. Teacher should maintain 'diary' and 'Roll Call Register'
5. The teacher must utilize the full 50 minutes time of the lectures in the class.
6. The teacher must solve the doubts and questions from the students.
7. The every Teacher should give freedom to the students to participate in any curricular, extracurricular, extension activities in or outside the campus
8. Seek to make professional growth continuous through study and research

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9. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge



➤ **Code of conduct for Nonteaching staff:**

1. Work and duty performed which are assigned by higher authorities of college.
2. Peons should ensure cleanliness of respective class rooms, staff rooms, laboratories.
3. Lab attendants should ensure the cleanliness and keep ready the respective laboratory for the practical.
4. The administrative staff should ensure the smooth functioning of the student's admission, examination issues and college/ institution administration.

➤ **Code of conduct for the Principal:**

1. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability.
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college
3. The principal should take all necessary disciplinary actions as and when required to maintain the discipline in the college.
4. The principal should encourage faculty members to update their knowledge by attending seminars/ Workshops/ conferences.

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5. The principal should encourage faculty members to publish text books, research papers in reputed national / International / Journal conferences.



6. The principal should function as a mediator between the college and the Institution/stakeholders.

Principal

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**Co-Ordinator
IQAC**

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