

**Rayat Shikshan Sanstha's**  
**Dada Patil Mahavidyalaya, Karjat Ahmednagar- 414402**

**Code of Conduct Committee**

**2021-22**

1	Prin. Dr. Sanjay Nagarkar	Chairman
2	Dr. M. A. Patil	Member
3	Mr. B. N. More	Member
4	Mr. B. G. Yadav	Member
5	Dr. S. R. Pai	Member
6	Dr. S. J. Lagad	Member
7	Dr. A. S. Mhaske	Member



# CODE OF CONDUCT POLICY DOCUEMNT

Dada patil mahavidyalaya, karjat

Dada Patil Mahavidyalaya, Karjat

**Preamble:**

As Dada Patil Mahavidyalaya, an institution dedicated to maintaining a proper learning environment and best academic performance at Karjat, promises excellence and integrity in every effort under the organizational motto of "education through self-help ". In doing so, the College seeks to maintain the trust of both the campus community and the towns citizens. College administrators, staff, and students are expected to perform their duties carefully and professionally to maintain the highest standards of integrity and fairness. This includes respecting the rights of others and being open to dealings with members of the campus community and third parties. Protect the privacy of sensitive information. Compliance with all applicable laws, rules and regulations. College officials should not prioritize personal interests over the best interests of the college. Even the appearance of impropriety must be avoided.

**SCOPE**

This Code of Conduct policy document applies to all administrators, employees and students of Dada Patil Mahavidyalaya, Karjat. It is not intended to supersede and may be supplemented by specific college policies that have been adopted in the past and may be adopted in the future. This Code may be amended or supplemented from time to time by the various administrative agencies of the University.

**PURPOSE**

Dada Patil Mahavidyalaya, Karjat always maintains the highest levels of ethics, fairness and integrity in all the operations. This Code of Conduct purposes to, follow the law and emphasize the obligations of the quorum to obey and set standards of behavior in the campus for all.

## **Code of Conduct**

Code of conduct (handbooks) for various stakeholders

### **For Principal:**

1. The principal should ensure that the development plans of the college, both long-term and short-term with respect to academic programmes are duly processed and implemented through relevant authorities, bodies committees and its members.
2. It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinance, regulations, rules and other orders issued there under by the University authorities, other regulatory bodies and the Management, from time to time.
3. The principal has to assure the competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programmes of the College as well the general administration of the college has to be under the purview of the principal.
4. As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the **partakers** of education.
5. The principal has the responsibility to ensure that ample importance is given to the gender sensitivity measure in all the activities of the College.
6. With regard to the disciplinary measure, the principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he should take action, which should be impartial and he should maintain complete transparency.
7. The principal has the responsibility to deliver leadership, direction and co-ordination within the college.
8. Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.

### **For Teacher:**

1. Teaching and ensuring attendance of students as per university norms.
2. Planning and implementation of instructions received from principal.
3. Student's assessment and evaluation.

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4. Developing resource material for teaching and learning.
5. Curricular, Co-curricular and extra-curricular activities.
6. Publication of research papers, articles and books.
7. Participate in seminars/conferences/workshops.
8. Participate in departmental administration.
9. Contribute to the activities sustaining accreditation of the institute.
10. Examination work pertaining College University such as organizing supervision and assessment etc.
11. Arrangement of remedial coaching.
12. Upgrading of qualifications.
13. Teacher should help, guide, encourage and assist the students to ensure that the Teaching-Learning process is effective and successful.
14. Teachers should arrange campus drive, placement drives etc. for benefit of students.

### **For Clerk Under Office Superintendent:**

1. Checking website of Savitribai Phule Pune University, Pune.
2. Maintaining of personal files of teaching and non- teaching staff.
3. Maintenance of attendance registers of teaching and non- teaching staff.
4. Maintenance of service books.
5. Maintaining of leave record of staff.
6. Completion of attendance of faculty and non-teaching staff and forwarding the same to accounts section for preparation of payment.

### **For College Examination Officer:**

1. To organize all works related to university and college level examinations such as preparation of supervision chart, appointments of senior supervisors in consultation with principal.
2. To correspondence with university regarding university examinations, results of students, student's complaints regarding examinations.
3. To organize the filling of examination forms, revaluation and verification forms of students and submission to S. P. Pune University.

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4. To obtain results of students and its distribution.
5. To send requirement of examination stationary to S. P. Pune University.
6. To submit term work/oral practical marks to S. P. Pune University.
7. Any other duties assigned by the principal from time to time.

### **For Non-Teaching Staff:**

1. Non-Teaching Staff in the college office or department should remain on Duty during college hours.
2. Non-Teaching Staff should wear the uniform provided by the management and wear their identity card during working hours.
3. Non-Teaching Staff assigned to laboratories should keep the labs clean.
4. Non-Teaching Staff, working in the lab, shall maintain a stock register for all the articles, equipment's, chemicals etc.
5. Non-Teaching Staff will carry out their duties as instructed by the authorities to whom they are attached.

### **For Students:**

1. Each student should behave sincerely in the college.
2. Uniform and Identity card is compulsory for each student in college campus.
3. Students should have park their vehicles in the place allotted to them.
4. Smoking, drinking and chewing gutkha is strictly prohibited in the college campus.
5. Students should not damage the benches, tables, chairs, fans and lights in the classroom etc. in the campus.
6. The rules of the office and the library are mandatory for each student.
7. Students should not organize picnic on their own without the permission of the Principal.
8. Students should participate in the sports, cultural and other extra-curricular activities.
9. At the time of examination electronics devices are strictly prohibited. Coping in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the student.

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10. Students should take the receipts of the fees paid from time to time from the concerned clerk.
11. Ragging is strictly prohibited in the college premises and outside. Students will be punished as per circular “UGC Regulation No.f-18/2006(C P PII) 4th March 2008 No.170. Such students will be expelled from the college. During admission an undertaking is to be signed by parents and teachers for the students. Legal action will be taken against them.
12. Students should strictly adhere to all the instructions written on the college Notice Board. Otherwise, the student himself will be responsible for the loss.

**Principal**



**Rayat Shikshan Sanstha's**  
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**District Ahmednagar, Maharashtra, India**

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**Mechanism/Policy for Redressal of Student Grievances including Sexual Harassment and Ragging Cases.**

**GRIEVANCES REDRESSAL CELL**

**Background:**

It is the first and foremost duty of the institute to attend the grievances of the students. The grievances redressal mechanism is the way to measure its efficiency and utility as it provides important feedback on the working of the administration. The institute has established a Grievances Redressal Cell adhering to the rules and regulations of the U.G.C. The college abides to the respective rules and regulations time to time.

**Mechanism:**

1. The committee looks into the grievances of students and tries to rectify them for smooth functioning of the institute.
2. The institute has appointed a committee, which works under the supervision of the Principal.
3. The college has maintained a suggestion box (offline mode) to receive the grievances from students.
4. The cell opens the suggestion box twice in a month for the redressal of the grievances.
5. Grievances are received orally as well as in written.
6. All grievances are duly solved and necessary actions are taken by the cell under the guidance of Principal.

**INTERNAL COMPLAINT COMMITTEE**

**(COMMITTEE AGAINST SEXUAL HARASSMENT OF WOMEN AT WORKPLACE)**

**Background:**

As per the guidelines of Supreme Court, New Delhi and Shivaji University, Kolhapur the Committee against Sexual Harassment of Women at Workplace is instrumental in the institute. The committee is cautious and sensitive about sexual harassment or any illegal/offensive act in the institute.



**Mechanism:**

1. As a preventive measure, the newly admitted students are forewarned by counselling session/induction programme engaged at institute.
2. The institute is committed to provide safe and secure environment for all women who fall within its jurisdiction including its academic, non-academic staff and students.
3. The person who becomes victim of any act of sexual harassment may write a complaint in written addressing to the principal.
4. Any complaint in writing has to be signed by the person registering it.
5. If the complaint is oral, the same shall be put in writing in detail.
6. It is mandatory for the complainant to produce the substantive factual evidences with proper justification.
7. The committee will made the inquiry based on the evidences provided and will submit its final report to the principal after justifying the fact impartially.
8. The unanimous decision taken by the committee will be bound on the complainant and complained person.

**ANTI- RAGGING CELL****Background:**

In view of the directions of the Hon'ble Supreme Court in S.L.P. No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, it is the counterpart of any educational institute to prohibit, prevent and eliminate the ragging including any conduct by any student or students whether by words spoken or written or by an act/attempt which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities likely to cause irritation, hardship or psychological harm or to raise fear or uneasiness, causing or generating a sense of shame, or embarrassment causes etc.

**Mechanism:**

1. Students will be awakened and introduced on the issue of ragging mentioning that ragging is totally banned in the campus and hostel of the institute. Anyone found guilty of ragging and or indulging in the act of ragging is liable to be punished.
2. Strict notices/circulars and warnings will be published in the Prospectus and other admission related documents shall contain directions of the Supreme Court/ Affiliating University.
3. The boards informing the nature, consequences and punishments in relation to ragging will be displayed at the prominent places in the college campus.
4. The application form will be supplemented with a printed affidavit which should be filled up and signed by the student and his parents in adherence to the policies with zero tolerance.

5. An awareness meeting will be held every year at the beginning of the academic year in association with Police Station, Shirwal.
6. The first-year students will be divided into small groups and each group will be assigned to a teacher.
7. The teacher will interact individually with each student of the group occasionally to discuss the problems/difficulties, if any.
8. Anti- Ragging Committee will be formed comprising of representatives from local Police Station, media, non- government organizations involved in youth activities, representatives from faculty members, representatives from parents, representatives from students belonging to the freshers' category as well as senior students, non-teaching staff headed by the Principal.
9. Anti- Ragging Squad will be formed to make the surprise visits in the campus and hostel.
10. A lady teacher will be appointed on Anti- Ragging Squad.
11. The Anti-Ragging Committee will take an appropriate decision depending on the facts of each incident of ragging considering its nature and gravity.

The committee will take any punitive action of the following: -

- i. Cancellation of admission
- ii. Suspension from attending classes
- iii. Withholding/withdrawing scholarship/fellowship and other benefits
- iv. Debarring from appearing in examination or other evaluation process
- v. Withholding results
- vi. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vii. Suspension/expulsion from the hostel
- viii. Rustication from the institution for period ranging from 1 to 4 semesters
- ix. Expulsion from the institution and consequent debarring from admission to
- x. any other institution.
- xi. Collective punishment: when the persons committing or abetting the crime of ragging is not identified; the institute will resort to collective punishment as a deterrent to ensure community pressure on the potential ragers.