



ANJUMAN KHAIRUL ISLAM'S  
**POONA COLLEGE**  
**OF ARTS, SCIENCE & COMMERCE**  
CAMP, PUNE-411001



**POLICY  
DOCUMENTS**



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## Admission

1. For admission to each class/year of the course, admission committee of faculties and authorities is to be constituted to facilitate of the process of admission with one or two members being designated as Admission In-Charge/s.
2. The admission of courses is to be officially announced on the college website along with the name/s of Admission In-charge/s along with their contact numbers with the link for online form filling and submission of admission/merit forms and payment of fees.
3. The admission committee will be responsible for counselling in the choice of subject selection on the basis of the performance of the candidate in the qualifying examination.
4. Admission to various courses run by the college would be granted on “First come First serve” basis subject to availability of vacant seats for the course.
5. For admission to certain courses, where the ratio of number of applicants to the number of seats available is high, merit forms will have to be filled by the desirous candidates' up to a last date. After the last date is over, admission merit list will be declared on a scheduled date and time.
6. The merit list will contain the list of candidate names who qualifies to secure admission within a scheduled time limit and also the names of candidates who are in the wait list.
7. If the candidate whose name has appeared in the merit list fails to secure admission within the scheduled time frame, the seat will be allotted to other candidates in the waiting list as per wait list number in the second merit list. No correspondence or coercion later for grant of admission from candidates who fail to secure admission within the stipulated time frame will be entertained.
8. Admission to courses affiliated to the SavitribaiPhule Pune University will be granted only if the candidate desirous of seeking admission satisfies the eligibility criteria prescribed by the university.
9. Being a religious minority college, 50% of the seats are reserved for the students of Muslim community. However if these 50% seats does not get filled by the Muslim candidates, the same would be granted to students of other communities.
10. The reservation policy of the state government and the norms of the affiliating SavitribaiPhule Pune University will be applicable in the remaining 50% of seats.
11. For students with disabilities (Divyangjan), 3% of the seats will be reserved.
12. Admission granted to the candidates by the college would be purely provisional. It will be confirmed after the due process of eligibility is completed by the candidate with the assistance of the college eligibility section and the affiliating university verifying and granting eligibility approval to each candidate for each course.
13. Admission to certificate/short term courses which are autonomous will be granted on the



basis of eligibility criteria fixed by the college.

14. The rules for cancellation of admission/refund of fees would be as per the rules prescribed by the affiliating university.
15. Admission to any course would be granted by the college only after payment of prescribed course fees.
16. However if the candidate is unable to pay full fees, he/she will have to apply for the installment facility with the assistance of the admission committee which will recommend the instalment amounts with their due dates to the Principal/Vice-Principal who will finally approve the instalment request.
17. The original fee receipts /transaction details of the admission fee paid will have to be preserved by the candidate till he or she fully passes out the concerned course.
18. Admission to students who are children/wards of the college staff would be granted concession in fees as per the staff welfare measures currently in force.
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## Disabled Friendliness

The college is committed to facilitate students, staff and visitors with Disabilities as per the guidelines of Department of Empowerment of Persons with Disabilities (Divyangjan) under Ministry of Social Justice & Empowerment.

The college has provided the following facilities to make them accessible to divyangjan.

1. Accessible Parking - Reserved near the entrance with a clearly marked and prominent space with a safe connecting access route to the main building.
2. Accessible approach route - Right from the main outer gate till the entrance of the building, accessible route with tactile path is provided with the instructional and directional signage features.
3. Accessible reception area with an accessible counter manned by a trained receptionist for wheelchair bound persons as well as arrangement to provide information to those with visual or hearing impairment.
4. Accessible entrance to the building – ramp with sufficient width and gradual gradient.
5. Accessible Staircases having tactile tiles at the beginning and end for alerting persons with visual impairment and of appropriate height and thickness for comfortable climbing with durable handrails.
6. Accessible toilets – with customized wash-basins and commodes and retro-fittings such as Grab bars, Long/lever handles of taps, door handles to facilitate convenient toilet use.
7. Accessible corridors and tactile flooring wide enough for wheelchair users to pass easily, is well lit, and anti-skid flooring and appropriate signage displayed.
8. Facility of writer with additional time for those unable to write with normal pace.

## Administration

The college administration policy is targeted to expand college's vision and mission, achieve compliance of laws and regulations as applicable, strengthen the internal controls, and promote operational efficiency. It focusses on enhancing functional competences, best practices, effective decision-making and compliance with laws and regulations as applicable.

1. Transparency at all levels is to be achieved wherever possible.
2. High quality administration to be achieved by promoting strict decentralization at all stages.
3. The mechanism of administration must be student centric.
4. All administrative matters to adopt inclusive approach in its best possible ways.



## Education and Curriculum

The policy for education and curriculum is framed for governing the development of educational programs which are need based and pertinent to be offered in the institution. It relates to design, promotion and offering of relevant programs for augmentation of students skills in a full-time and part-time manner or a combination of multiple programs as possible.

1. The sole objective of the curriculum would be to transform the learners into proficient and responsible citizens of the nation and investing knowledge, values and competencies in them to contribute in the national development.
2. Stringent safety norms to be taken for ensuring safety at all places in the institution.
3. Innovative techniques included in the curriculum must be relevant to the higher education sector.
4. The certificate and Add-on skill development courses being offered is to be periodically evaluated for ensuring that the changing requirements in the career market are addressed.
5. Review of inclusive initiatives for slow and advanced learners to be periodically done.
6. To ensure parental awareness and support, regular feedback to be taken for consistent track record of learner's performance.
7. Synchronism with the proposed academic calendar to be compulsorily maintained.
8. The proposed academic calendar is to be prepared afresh every year and well in advance in consultation with all the departmental heads, faculty and mentors also leaving some scope of its modification due to any unforeseen circumstances.
9. The proposed course and program outcomes are strictly adhered to by constant monitoring.



## Examination

The policy for the conduct of Examination and internal evaluation is exclusively framed to provide learners with multiple options to track assessment and assuring quality. The consistency of quality quotient is ensured by providing multiple assessment techniques by the college.

1. The college to appoint a senior faculty to serve as College Examination Officer (CEO) to supervise and execute all examination related work and procedures. The CEO is to be relieved from all extra-curricular assignments so as to concentrate on examination related work.
2. The University Examinations to be conducted by scrupulously following all the norms and regulations of the affiliating university including the appointment of staff in different capacities.
3. The announcements related to examination form acceptance dates, fees details, schedules (timetable) to be published on the website and/or displayed on the notice boards well in advance, leaving convenient time for the students to take note and comply within the stipulated time. Such information to be also communicated to the students using other means such as Google Classrooms, WhatsApp groups, etc. wherever possible.
4. The first year UG practical examinations are conducted by the college by appointment of internal and external examiners from the college faculty.
5. The second/final year UG and PG practical examinations are conducted by the affiliating university which appoints external examiner from outside the college.
6. The Internal Examination of the college to be conducted in either in a centralized fashion (in streams or subjects with larger number of students) or at the departmental level (in streams or subjects with comparatively lesser number of students).
7. Transparency, consistency and fairness in the internal evaluation are to be maintained at all costs with accessibility to all learners.
8. The internal assessment is to be healthy and extensive in providing a fair estimate of learner's ability and attainment supporting their progress efficiently.
9. Consistency, validity and reliability in results of internal assessment must be ensured.
10. The internal assessment to precede and conclude before the commencement of university examinations leading to adequate preparation and practice for university level.
11. Face to face interaction of learners with the faculty or handing over the evaluated answer sheets to the learners to be done for identifying their mistakes, errors or weaknesses. This may be generally done or must be done if demanded.
12. To ensure parity of performance, supplementary tests/class tests/surprise tests/modular assignments to be conducted as per the feasibility.



13. Wherever possible tutorials, seminars and assignments are to be allotted to learners for ensuring their active participation in the learning process.
14. In addition to the above modalities, work based assessment; formative and summative assessments are to be evaluated with care and precision.
15. The action plan for balancing assessment criteria and learning outcomes is to be allowed.
16. The internal assessment mechanism is to be periodically reviewed for its easy interpretation of learners and assessors.

## Policy on Study Tours

Study tours are an excellent source of enhancing experiential learning of students. The following procedures are adopted by the college in organizing study tour programs and guidance to faculty and students.

1. The government rules, directives and policies in matters of study tours must be given highest precedence ensuring that they are scrupulously followed.
2. Before organizing study tours, the purpose and specific educational objectives of the proposed study tour must be identified for development.
3. During the study tour, the tour participants must be compulsorily oriented to help them achieve appropriate personal, social, and academic development.
4. The staff/student ratio and involvement of staff competent to deal with contingencies must be adequately identified and considered before deputation of the staff for study tours. The staff members, who are competent to supervise, control and guide the participants during the study tours must be handpicked for deputation.
5. Before embarking on the study tours, the necessary arrangements (such as transportation, accommodation, food, finances etc.) and other support services should be well planned and brought to the information of college authorities. Only after it is effectively done, the green signal for proceeding on the study tour is to be given.



## Quality

Reaching the highest quality standards of the higher education sector is the sole motto of the college in its prevailing circumstances.

1. Adequate opportunities to be provided to all the learners in recognizing their potential and leveraging it to achieve uppermost standards in their respective programs.
2. The learners to be assured about their safety in the college campus by clear communication.
3. There must be no discrimination on the basis of religion, caste, creed, race, nationality, language or region and treatment of all in the campus has to be fair and equal.
4. The dissemination of knowledge, skills and expertise in all programs is to be critically designed to ensure that the learners are casted into good citizens with principled attitude.
5. The process of quality assurance, enhancement systems and procedures must be perpetual and binding on all stake holders. It has to rigorously evaluate strengths and weaknesses to explore and implement counter measures for improvement.
6. The quality system to target enhancement in standards of learning, teaching and assessment by the ways of monitoring, reviewing and developmental measures.
7. Interaction with the employers and their feedback including that of students and other stake holders to be considered to evaluate the service trails of the college learners in the corporate and industrial market. Based on these inputs, quality system to be periodically mended by the transient nature of decision making by the college management.
8. Sufficient care to be taken in ensuring that the academic standards in the college are at par with the requirements of higher education sector and quality of learning opportunities provided under various programs is gradually enhanced.
9. Teachers to be encouraged for perpetually upgrading their teaching and learning methods preferably by using the latest ICT tools available.
10. The infrastructural facilities being the skeletal of the college, adequate care is to be taken in propping up timely addition, renovation and maintenance.
11. Faculty are to be encouraged for carrying out quality research and publish their findings in reputed journals and file patents wherever possible.
12. Seminars, conferences, workshops, etc. on quality issues to be organized on a regular basis.
13. Orientation programs for teachers and students to be conducted regularly for upgrading the quality of teaching and learning.
14. MOUs and collaborations with reputed national laboratories, institutions, industries and organizations to be developed for widening the scope of activities and opportunities.
15. Consistency of Research Centre's outcomes to be ensured by appropriate planning of academic activities and extension lectures.



## Anti-Ragging

The college policy is in agreement with the UGC regulations on curbing the menace of ragging in higher educational institutions, 2009 and it is committed to keep the campus ragging free.

1. As per the UGC ragging regulations, 2009, state and central government directives, anti-ragging undertakings from students and parents are to be collected at the admission entry level itself making them aware of the consequences of its violation.
2. Considering ragging as a cognizable offence, all the provisions of central and state government acts are to be scrupulously followed.
3. The Anti-ragging cell is to be constituted by the college principal which has to work under his/her direct supervision.
4. On receipt of ragging complaint by the Anti-ragging cell, the college has to seriously deal with such cases as per the university regulations which may include reporting and registering it at the nearest law and order department.
5. Strict vigilance on student activities especially during the admission period at the beginning of the academic year is to be stringently maintained.
6. Counselling facility to be provided by the Anti-ragging cell or in house counsellors or by professional counsellors, if need be. Their reports to be submitted to the college principal regularly.
7. The faculty to be also directed to identify potential violators and susceptible victims by visible stress and palpable tension. Such cases to be communicated to the college anti-ragging cell for quick disposal of solution.
8. On receipt of ragging related instructions/information from central, state, UGC and court orders, the college anti-ragging cell to update the stake holders regularly.
9. During the first few weeks or months of the academic year, special sessions may be arranged for new college entrants to prepare them for their socio-academic life in the campus.
10. All the locations in the college campus with higher possibility of ragging is to be identified by the college anti-ragging cell and such locations must be under constant vigil and watch.
11. The college has to ensure active participation of maximum students in cultural festivals and activities so that the distinction of senior or junior is automatically erased.
12. The anti-ragging policy of the college is to be prominently displayed on the college website as well as included in the college prospectus and mentioned in the admission related documents in addition to the display of anti-ragging slogans using electronic and print media available in the campus.



13. The college anti-ragging cell may be supplemented with faculty squad, if need be, for deputation at vulnerable locations and times.
14. The anti-ragging cell has to ensure sensitization of parents about the rights and safety of their children/wards by leveraging the opportunities when they are likely to meet and interact and if needed, special sessions may be conducted.

## **Financial Management and Resource Mobilization**

The college is committed to provide the best resources to all the stake holders namely students and staff. The college has a system of managing and mobilizing its financial resources which is periodically audited and transparent.

1. The activities planned by various departments, committees, individual staff members has to submit the proposals to the college internal quality assurance cell (IQAC) which will monitor the need, sanction and execution of such proposals.
2. After analyzing the need of activity proposals, the IQAC would either recommend sanction or rejection of activity proposals to the principal for final decision.
3. The college encourages each section of the institution to find sponsors towards meeting the expenses for organization of events and activities.
4. While organizing any event, activity or outreach program, active involvement of Alumni Association and PTA is highly recommended.
5. The IQAC is expected to study and recommend various ways to channelize funds for the development of the institution.
6. The new construction and maintenance works are to be sanctioned only after conducting a feasibility study under the guidance of IQAC.
7. All faculty members are encouraged to apply and avail themselves of different research project funds, incentives, aids which is being offered by various agencies.
8. In cases of disaster relief and social outreach programs being planned by the college on humanitarian grounds, an appeal for sponsorship from general public, well-wishers and philanthropic institutions may also be made, wherever possible.



## **Environment Sustainability, Waste Management and Green Initiatives**

The college is dedicated to implement, maintain and improve environmental management processes in the campus in order to reduce its carbon and environmental footprint. Consciousness about ecological balance and impact of its disorder on sustainability is deep rooted in the ethical framework of the institution.

1. The college is committed to improvement of the natural environment by pollution prevention and control, ecofriendly disposal of waste (specifically electronic waste) and green initiatives for sustainability and survival. Any biodegradable, recyclable initiative has to be encouraged giving utmost priority.
2. As per the directives of the central and state government in environment related matters, all policies, procedures defined by the government has to be scrupulously followed.
3. Wherever possible, use of toxic, hazardous and environmentally unfriendly substances is to be avoided or reduced to minimal whereas use of sustainable resources is to be maximized.
4. The biodiversity of the campus has to be protected and improved by all available means.
5. Development and implementation of sustainability related research and teaching initiatives should involve practicality.
6. The college is committed to maintain a very strict and ecofriendly waste management mechanism and abide by the principle of green protocol.
7. The college acknowledges its responsibilities and obligations to contribute its share in the resolution of local and global environmental issues by minimizing its environmental impact.
8. The college subscribes to Reduce, Reuse and Recycle initiatives and encourages all its stake holders to reduce individual waste generation as an ethical commitment.
9. All institutional activities have to revolve around the principles of plastic reduction and lesser waste generation.
10. The waste management measures introduced by government departments and scientific agencies are to be implemented in the campus wherever plausible.
11. Efforts to be continually made to ensure that all the college stake holders are aware of the college waste management strategy policy.
12. Wherever possible, waste items to be identified for reuse either internally or in association with third parties.
13. Programs which nurture the environment quality and biodiversity protection throughout the region are encouraged to be introduced.



14. Targets of achieving environmental performances to be set in the areas of green initiatives.
  15. Efforts to be continually made to make the campus plastic free to a maximum extent. Use of alternative items instead of plastic to be promoted and make the institution abide by the principle of green protocol.
  16. Steps to be taken for harnessing of solar energy to its maximum by installation of solar energy panel as an alternative source of energy, in the open areas of campus.
  17. Minimal use of paper to be practiced by using electronic platforms for academic and administrative purposes.
  18. Composting, bio-manure and other onsite treatment options to be implemented in the campus wherever possible. Construction of compost pit so as to utilize the dry waste generated due to fallen leaves, etc. and vermicomposting to avoid use of chemical fertilizers.
  19. Rainwater harvesting plant to be installed for collection and use of rainwater in an efficient manner.
  20. To design and implement horticulture and medicinal plant gardens to add to the college green cover. Plantation of plants that release higher amount of oxygen in the atmosphere thereby helping in air purification.
  21. No Vehicle Day to be practiced at least once a month to reduce air pollution.
  22. Implement energy efficiency by way of decreasing greenhouse gases emission and carrying out of low carbon activities/methods in the campus.
  23. To identify and replace equipment/gadgets such as printers, scanners, etc. which are old, outdated and are heavy power consuming.
  24. Replace incandescent bulbs and tube lights and replace them with energy efficient light bulbs and tubes which consume very less electrical power thereby helping in keeping energy efficient campus.
- Continuously track and monitor energy usage in the campus by conduction of energy audit and implement ways to increase energy efficiency wherever possible.



## Research

The college lays pivotal importance on research and related activities. The college research policy provides guidelines for the conduct and publication of high quality research work by all the staff (including teaching, non-teaching and administrative), students and external experts/guides associated with the research work conducted at the college.

1. The college research policy adheres to the ethics of research, publication and academic integrity of the University Grant Commission (UGC) and the affiliating university.
2. The research monitoring cell of the college comprising of faculty members has to promote and sustain the research tempo of the college. This cell has to support decision making in matters related to research which are critically important for the institution and is headed by Academic and Research Coordinator (ARC).
3. In case of funding received from government agencies such as Department of Science and Technology – Funds for Improvement of Science and Technology (DST-FIST), the project implementation group (PIG) to be constituted of faculty members as per the directives of the funding agency. This group has to ensure that the funds received must be utilized by the institution in only those heads for which it is released and that too within the stipulated time of its usage.
4. The conduct of research related programs such as seminars, conferences, symposia, workshops and other regular events etc. is highly encouraged.
5. The faculty members who are interested in attending research related events such as seminars, conferences, symposia, workshops etc. which is being conducted outside the college, in the same city or any other location in India would be reimbursed complete registration fee, transport allowance (T.A.), dearness allowance (D.A.) as applicable. This will be subject to the following conditions
  - i. The request for permission and sanction of reimbursements (of registration fee, T.A., D.A. as applicable) is to be submitted in advance. The proposal would be sanctioned after due proposal feasibility evaluation/recommendation by the research monitoring cell/ IQAC.
  - ii. After the return from successful attendance at the event and subsequent submission of its report, the amount would be reimbursed.
  - iii. In case of any faculty member being interested in attending an event being organized in the college itself, then subsidy in the registration fee would be offered. However no T.A./D.A. would be applicable in such case.
6. The research being conducted in the college should be defined, prioritized and ensured that the focus area is contemporary and relevant.
7. The college acknowledges the research achievements of its faculty in different disciplines.



8. The essential infrastructure support for the research work would be provided by the college and the research facilities will be augmented in the departments whenever and wherever possible.
9. The allocation of financial and other support for research will be based on objective, transparent, merit based decision-making system.
10. The faculty research outcome has to reflect by incorporating it into teaching process so as to benefit student learning and outcomes.
11. Faculty are to be encouraged for carrying out quality research and publish their findings in reputed journals and file patents wherever possible.
12. The college encourages the faculty members to take up research projects by extending all possible support.
13. With the motto of benefitting the society from the expertise available in the college, the college encourages conduct of outreach programs and non-financial consultancy services offer to the industry, Government and Non-Government Organizations.
14. The research monitoring cell of the college has to ensure that the expertise available in the departments especially the science departments is open to the public.
15. Establishment of research collaborations and linkages with foreign universities is highly encouraged by the college.
16. Faculty/Student exchanges between institutions for research are highly encouraged to enrich them with quality, national and international exposure.
17. Memorandum of Understanding (MOUs) and collaboration with reputed national laboratories, institutions, industries and organizations is to be made for facilitation of faculty and students to undertake research projects and internships in collaboration with them.



## **Physical Facilities - Sharing and Maintenance**

The college infrastructure being the backbone of an institution serves a vital support to the range of activities that are executed in it. Due to this pivotal role of the infrastructure, the college is committed to create new infrastructure whenever and wherever possible, enhance/renovate/maintain the existing one in the best interest of the college lending a constructive support to everything that happens here.

1. To ensure optimum utilization of the resources, the college infrastructure, including labs has to be used for academic and research activities by the faculty and students thereby contributing in the nation building effort.
2. Common facilities like ground, auditorium, conference halls, seminar halls, and multipurpose indoor facilities etc. may be provided for the conduct of academic events by other institutions, organizations after due evaluation of their prior request.
3. The college has a basketball cum volleyball court, badminton court, indoor table-tennis cum fitness center (gymnasium) for the use of staff, students for maintaining their physical fitness and training for competitive events.
4. The college may serve as venue for the conduct of local and national level examinations such as UPSC, MPSC, ICAI, SET, railways, bank recruitment drives, state government directorates etc.
5. The college to also serve as an Examination center for the Annual and End-semester Examinations of the affiliated University.
6. To ensure proper maintenance of the college infrastructure, the services of electricians, mechanics, plumbers and gardeners are to be made available in the college campus compulsorily during the office hours and quick response in case of emergencies during odd hours.
7. Few of the college non-teaching staff members are identified and trained to provide such professional services in addition to their routine work.
8. Since the line voltage fluctuations and power failures is likely to cause greater harm, proper care is taken for the safeguard and steady functioning of IT infrastructure, sensitive and expensive equipment by providing with necessary back up and support systems.
9. For the maintenance of advanced or expensive hardware, the services of reputed and reliable vendors subscribed by signing an Annual Maintenance Contract (AMC).
10. The funds obtained from the state/central government bodies, UGC, and the college management for the upgradation, maintenance and upkeep of infrastructure and support facilities are to be utilized for the same purpose only. Enough care to be taken that these funds are utilized during their allotted time frame.



11. Program Implementation Group (PIG) of a few faculty members is constituted for the supervision and monitoring of fund utilization received from various sources within their stipulated time frame.
12. The college is committed to share its infrastructural facilities for events such as blood donation camp, relief and e-waste collection centers etc. which are exclusively for the betterment of the society.

## Extension Activities

To sensitize the students about social issues, and to imbibe a sense of social responsibility for their holistic personality development, the extension activities play a pivotal role. Hence the college must consider these extension activities in high regard by a centralized approach towards them.

1. All the extension activities conducted by the College through NSS, NCC, committees, departments etc., are to be critically designed for contributing towards bringing about social change and community upliftment, finally leading to holistic development of students.
2. The departments are encouraged to undertake extension activities either independently or jointly with other entities in collaboration with government or non-government organizations in all possible domains including need-based training programs and consultancy.
3. Community development activities and educational enrichment of school children must be targeted by the college wherever and whenever possible.
4. Enrichment areas may include science popularization, social justice group, mock parliament session, mock UN body session, one act plays, drama productions, debating, public speaking, and entrepreneurship development etc.
5. Achievement of hands-on experience in specific areas by the college students may be targeted by the extension and outreach activities.
6. These activities serve as a medium to students for displaying their talents and to utilize their knowledge and skills for the societal development.
7. By means of extension activities, the college also has to focus on national integration and communal harmony by involvement of Govt. agencies and local bodies wherever possible.
8. The extension activities of the college to also serve as a direct interface of the College with the corporate sector, the industry, public sector undertakings, social welfare organizations, government agencies, media houses and other educational institutions.



## Students Activities

The college is committed to molding of its students into ideal citizens with integrity, human values and intellect during their course of study/association. To realize this, the college should take special care and attention during their academic career for ensuring their holistic development and constructive contribution in the nation building.

1. The rights and duties of the students and their support in achieving the institutional goals and objectives must be ensured.
2. The college strictly adheres to the rules, regulations and directives of the Central/State Government, UGC, affiliated University and the higher educational policies of the college management in all matters related to higher education.
3. The college encourages subscription to the best practices in the higher education sector wherever and whenever possible provided these align with the college values and vision. It is also open to comply with any changes in the legislation.
4. Clear, comprehensive and accurate information of all the programs, courses being conducted in the college along with their entry requirements is provided to all those interested, without any filtration or hiding.
5. The academically able, motivated and eligible students are promoted in all spheres of education irrespective of their backgrounds namely caste, creed, religion, region etc.
6. All matters relating to the admission, mentoring, academic formation and recruitment will be under the supervision of concerned teachers. HODs, mentors, IQAC and the Principal. The students can approach the principal if they have any issues which they consider to be brought to the notice of the principal.
7. The differently abled students (including those with disabilities) are entitled to avail special services in the campus. Any lacunae or shortcoming in these may be brought to the notice of college authorities for its quick and instant disposal.
8. The college expects its students to strictly observe their code of conduct in the college campus observing all the college rules and regulations. Any violation of these will be dealt with as per pertinent laws. The code of conduct of all stake holders is available on the college website.
9. The following considerations are intended by the college to ensure student centric atmosphere in the college campus.
  - (i) Value based education to all students upholding morality and ethics.
  - (ii) Fairness and transparency in admission, examination, campus placements, etc.
  - (iii) The practice of sharing to be imbibed by visible practices of infrastructure sharing among various departments and sharing of knowledge by various sections of students.



- (iv) Guidance about future careers and employment opportunities to be provided to students.
- (v) Financial support to needy students by way of instalments, concessions etc.
- (vi) The psychological wellness of every student is ensured and counselled wherever disordered.

## Alumni Activities

The college alumni comprises of all those people who have successfully undergone one or more courses of study (of minimum 1 year) during their lifetime. These courses include graduation, post-graduation and research. The college alumni association is formed with the noble objective of maintaining a lively relation between the alumni and the alma mater which may prove to be of any help to either or both of them. It has its own constitution/bye laws which govern all the activities, functioning and resolutions of this association.

1. The prime objective of alumni association is to develop camaraderie in advancing the college vision, mission and core values.
2. An alumnus of the college represents the alma mater (college) in his/her sphere of influence and contact. The association promotes bonhomie by maintaining relationships which are mutually beneficial to both alumni and the alma mater.
3. The college warmly recognizes the alumni accomplishments in various fields. This is possible only if there is a channel of communication such as alumni association exists between the alumni and alma mater.
4. The alumni association keeps the college updated about the alumni achievements in all spheres. The alumni who rise to prominence can effectively serve as role models to the college students and their interactions are likely to boost the morale of student class. It is with intension that alumni meets are regularly organized and during these events, prominent alumni are duly felicitated.
5. The college maintains the centralized database of its alumni with every department also having their departmental alumni database. The information of these databases is held confidential and never to be shared by any third party organizations.
6. There are various ways in which the alumni can contribute. The following lists them.
7. Expert guidance in the field of their expertise and student-alumni interaction.
8. Assistance in placements and career guidance by interfacing with corporates /industries.
9. Expert coaching of college sports teams, sponsorship of events.
10. Contribution as honorary member in various college academic and non-academic advisory bodies. Their participation brings professional experience to these bodies which are beneficial.



11. Financial contribution in infrastructure development at the association level or individual level.
12. Contribution in college fund raising campaigns during calamities/disasters etc. for relief.
13. Financial contribution in scholarships to the needy and deserving students of the college. This has to be in liaison with college recommendations, either at the association level or individual level.
14. The alumni association is responsible for keeping highest level of transparency in the utilization of these alumni donations/association funds.
15. Along with the above mentioned policies the college maintains all the regulations given by UGC in the topic: [https://www.ugc.ac.in/pdfnews/0128028\\_Alumni-and-Career-progress-Policy\\_doc.pdf](https://www.ugc.ac.in/pdfnews/0128028_Alumni-and-Career-progress-Policy_doc.pdf)

## Anti-Harassment

The college is committed to nurture an environment that of proper conduct and respect between all the stake holders ensuring that none of them is subjected to any sort of harassment. This is to be achieved by enforcement of anti-harassment policy and complaint procedures at all levels to make the environment absolved of discrimination, harassment, retaliation and/or sexual assault.

1. Discrimination, harassment (including sexual/gender harassment), sexual assault and retaliation against all the stake holders including contractors, interns and other third-parties performing their assigned tasks is strictly prohibited in the college campus.
2. The higher tier personnel are expected to serve as role models of appropriate conduct for all other personnel but everyone will have to uphold higher standards of conduct.
3. As per the directives of Sexual Harassment of women at Workplace (Prevention, Prohibition and Redress) Act 2013, the college has to constitute a committee.
4. To sensitize students about the sexual and gender-based violence, its consequences and legal measures available to control it, special sessions of experts may be organized as per the prevailing situation in the campus and the need felt for the same.
5. To ensure gender equality, fairer sex (female) to be adequately represented in all sections of the college.
6. Any stake holder who feels that he/she is subjected to any kind of harassment due to his/her sex/gender or is witness to any such violation, then the same must be immediately reported to the principal who is ex-officio head of the anti-harassment committee or anyone in hierarchy who is deemed to be reported.



## Faculty Empowerment

The college teaching faculty has to play a greater role in the planning, decision-making and implementation of college policies. They are to be offered greater autonomy, confidence and freedom in making decisions making the system democratic in nature. This will empower them to work comfortably with all their colleagues and be responsible to their assigned duties without any follow up or supervision. The confidence acquired by the teachers in such a setup will help provide varied learning experiences to the students with ease and happiness.

The empowerment of the faculty is to be achieved through:

1. The process of planning and decision-making to involve the faculty members.
2. Timely dissemination of information through regular meetings, official communications etc.
3. Apprising of latest updates in the policies and demands in the higher education sector to be achieved through seminars and group discussion sessions. In the light of these, sessions on the plans, mission and goals of the college is also to be included.
4. The college work environment has to be conducive and competent to provide self-fulfillment, satisfaction and promoting the inner drive.
5. To ensure reliable performances of routine works, feedback from the faculty may be taken whenever and wherever possible.
6. The faculty members who are interested in attending research related events such as seminars, conferences, symposia, workshops etc. which is being conducted outside the college, in the same city or any other location in India would be reimbursed complete/partial registration fee, transport allowance (T.A.), dearness allowance (D.A.) as applicable. This will be subject to the following conditions:
  - i. The request for permission and sanction of reimbursements (of registration fee, T.A., D.A. as applicable) is to be submitted in advance. The proposal would be sanctioned after due proposal feasibility evaluation/recommendation by the Principal.
  - ii. After the return from successful attendance at the event and subsequent submission of its report, the amount would be reimbursed.
  - iii. In case of any faculty member being interested in attending an event being organized in the college itself, then subsidy in the registration fee would be offered. However no T.A./D.A. would be applicable in such case.
7. In the wake of imminent and challenging societal changes, the mission of the college has to be realized at all cost. To impart consistency in such issues, special brainstorming sessions may be arranged.
8. Teachers to be encouraged for perpetually upgrading their teaching and learning methods preferably by using the latest ICT tools available.
9. The infrastructural facilities being the skeletal of the college, adequate care is to be taken in propping up timely addition, renovation and maintenance.



## E-Governance

The college is committed to adopt, implement and practice e-governance in order to provide a simpler, robust and efficient system of governance. Extensive use of E-governance has to be incorporated into every sphere of college functioning. It is to be implemented at various levels to provide efficient system of governance within the institution leading to paperless administration at its best.

1. The college subscribes to e-governance in administrative matters, finance and accounts, library and examination related processes.
2. The college staff including administration, faculty, support staff and students to be electronically connected for instant disposal and receipt of messages, notices etc. This can be achieved by using popular workspace application (G-suite), messaging applications (WhatsApp, Telegram) and cloud based video communication applications (Zoom, G-meet) etc.
3. Staff punctuality is to be ensured by electronic attendance (biometric) which is secure from tampering.
4. The website of the college is to be full-fledged and functional. It serves as the focal point of e-governance initiatives. If due to any technical reason, if it becomes non-functional then all out efforts to be made to restore its functionality. The home page of the college website is <https://poonacollege.edu.in/>
5. The college admission process to be carried out from the college website in a user-friendly manner. Proper notices, alerts, links for other procedures such as online fee payment is to be provided on the college website. Separate login for students, teachers and alumni to be available. Students to be able to operate through laptops and mobile phones too.
6. The college finance and accounts are to be maintained with help of the ERP software named Vriddhi and the Tally software wherever possible.
7. The college library is computerized with catalog searching of books made available on OPAC terminals.
8. The college website has incorporated library related data with links to access E-learning facilities such as N- List, e-journals, e-books and periodicals.
9. The college website to provide online form for book recommendation and feedback.
10. A library advisory committee is constituted for the purpose of arbitrating library related issues and forwarding their recommendations/suggestions to the IQAC and Principal.
11. Training sessions for use of digitized library and e-learning resources to be provided to staff and the students.
12. The college website has to also provide facilities to alumni like alumni registration, information/notices of college activities, details of a few selected alumni, feedback and



many other related issues.

13. The college examination process is automated by system using ERP software Vriddhi along with the exclusive examination portal provided by the affiliating university which ensures absolute confidentiality in hierarchical delegation of work, data entry and processing with ease.
14. In examination related matters, a committee headed by college examination officer (CEO) is constituted to supervise and conduct the examination process under the guidance of principal.

Technical team (website maintenance committee) headed by system administrator is to be appointed to handle the technical issues related to digital online operations of the college.

## Consultancy and Collaboration

In addition to the traditional teaching and learning process, the college has to promote the faculty in research, consultancy, extension, outreach and development of entrepreneurship cell to support student startups.

1. The college encourages the faculty members to take up research projects by extending all possible support and to file for patents.
2. With the motto of benefitting the society from the expertise available in the college, the college encourages conduct of outreach programs and consultancy services offer to the industry, Government and Non-Government Organizations.
3. The faculty members are encouraged to offer consultancy services and the necessary and needed infrastructural support such as laboratory facilities is to be provided by the college.
4. The research monitoring cell of the college has to ensure that the expertise available in the departments especially the science departments is open to the public.
5. Visit to foreign universities and establishment of collaborations and linkages with them is highly encouraged by the college.
6. Faculty exchanges between institutions for research, teaching and learning is highly encouraged to enrich them with quality, national and international exposure.
7. The college to take all efforts to provide internships and on-the-job training to students in reputed industries and organizations. This is to enable them to achieve competencies for jobs/career requirements and to successfully face the global challenges.



## Code of Ethics

The college human values and professional ethics policy focusses on providing quality education to all students in the classroom without any kind of favoritism, discrimination, treating them equally with love, care and affection with a commitment to inculcate good values in them.

1. Exceptional concern to students must be shown by all teachers by motivating them wherever possible, to be acknowledged as role models by the students.
2. Absolute fairness in assigning marks/grades is to be exercised by the teachers during their internal and external assessments.
3. The rights and dignity of the students in expressing his/her opinion must be respected by all teachers.
4. The student community has varying levels of aptitude and capabilities with each student different from every other student. The teachers must recognize these differences and try to meet the needs and aspirations at individual level to the extent of possibility.
5. Human values and ethics play a distinctive role in molding the psyche of a student. These need to be touched upon by the teacher by means of presenting the importance of values by linking it to the subject being taught, at any stage of student interactions whether classroom teaching or practical sessions. This will have higher acceptability than dedicated sessions for the same.
6. Blood donation camps, visits to hospitals, old age homes, and orphanages can very effectively inculcate the spirit of generosity and sacrifice towards fellow humans. Hence such events to be highly encouraged.
7. The college is committed to providing Divyangjan or differently abled students, equal opportunities for accessing all the facilities available in the campus as per the mandate under Rights for Persons, with Disabilities (RPWD) Act, 2016 and “Sugamya Bharat Abhiyan” of the Government.
8. Convenient locations of classrooms and examination rooms for the differently abled students are to be allotted.
9. Additional time during examinations along with service of scribes is to be provided for physically challenged students as per the Government rules and affiliating University.
10. For easy access to college buildings, ramps are provided for convenience.
11. A special toilet with additional fixtures is provided for the use of disabled students.



## Performance Appraisal

Review of staff performance and evaluation of their skills and achievements, is achieved by the annual performance appraisal.

1. The performance appraisal implemented in the college is as per the applicable UGC guidelines, Government of Maharashtra regulations as well as directives of the affiliating university in this regard every year. It is applicable to faculty and non-teaching staff.
2. The demands from the vision and mission of the college is also considered in addition to UGC regulations in the performance appraisal.
3. The performance appraisal is done confidentially once every year. The appraisal of teaching staff will be carried out by the respective H.O.Ds who will forward it to the concerned Vice-Principal. Finally it will be forwarded to the Principal. At each stage, the appraisal will be scrutinized and remarks of the HODs, Vice-Principal and Principal through IQAC will be made.
4. The appraisal of all the HODs and Vice-Principals will be conducted by the Principal.
5. The performance appraisal of non-teaching and administrative staff is conducted by the college Registrar who finally forwards it to the Principal.
6. The performance appraisal data is analyzed quantifiably on the basis of documents submitted and feedbacks by IQAC.
7. After the analysis, the supervising authority scripts its remarks identifying the exceptional/significant/satisfactory/unsatisfactory progress whatever the case may be, and finally mentions the appreciation and/or areas of focus/attention for the individual.
8. The findings and remarks of the supervising authority are communicated to the concerned without delay.
9. For Annual Performance Index (API) evaluation of teachers, their API forms are verified and scrutinized by the IQAC and forwarded to the Principal. Finally it is forwarded to the affiliating university/competent authority for final evaluation and certification.
10. Teacher who are due for promotion under Career Advancement Scheme (CAS), their Appraisals, API evaluation certificate along with other documents are submitted to the IQAC which verifies and scrutinizes them before sending them to the Principal. The Principal forwards the proposal to the competent authority/committee/institution which is designated by the university the same.



## Gender Policy

As per the principle of gender equality which is enshrined in the Indian Constitution granting equality to women, and empowering the state to adopt measures of positive discrimination in women, the college is committed to be sensitive in the issues of gender. The college gender policy is framed as a commitment towards this objective in conformity with the Supreme Court guidelines in this matter.

1. The college strives to guarantee the rights and safety of all women in the college premises including students, faculty, support staff, administration, stake holders and visitors.
2. The gender sensitization initiatives are to be applicable to all sections of the community - students, faculty in all disciplines, support staff and administration and not limited exclusively to students only.
3. The intrinsic ingredients of the college gender policy would be equality, dignity and the ability to live, work and study without fear of harassment. It has to be written and approved to guarantee the rights and safety of women employed in the institution.
4. The inequity in the staff pattern in the college to be addressed by giving more chance to female employees to get associated with the cause of the organization.
5. The college implements effective measures for the safety and security of all gender.
6. An accessible, active and unbiased grievance redressal cell to function in the college.
7. The college shall provide equal opportunity for all genders without any kind of discrimination.
8. The presence of women in all sections namely faculty, support staff etc. is ensured imparting a feeling of security and confidence in the girls students.
9. Signboards and posters for prevention of eve-teasing are to be fixed at focal locations in the college premises.
10. Talks, discussions on gender issues to be regularly organized and a certified consultant to be also invited for counselling and guidance in gender issues.
11. The various college bodies such as IQAC, anti-ragging cell, discipline committee and grievance redressal cell to work in syncretic manner for gender issues by creating social awareness about gender discrimination.



**ANJUMAN KHAIRUL ISLAM'S**  
**POONNA COLLEGE**  
**OF ARTS, SCIENCE & COMMERCE**

**CAMP, PUNE - 411001**

**NAAC Re-accredited College**  
**DST-FIST Funded College**



**HAND BOOK OF**  
**CODE OF CONDUCT**

Ph. No. 020-26454240 / 26446319 Website: <https://www.poonacollege.edu.in>  
E-mail: [info@poonacollege.edu.in](mailto:info@poonacollege.edu.in)

## Principal's Message



Poona College has completed 50 years and over a period of time has grown into a major educational institution. The college has laid guidelines for its stakeholder's viz. teachers, students, menial/office staff and parents. It gives me a sense of gratification and pleasure that the college has released its Handbook of Code of Conduct which dwells on the dos and don'ts pertaining to all the stakeholders.

The handbook clearly outlines the instructions and set of procedures to be followed by the Principal, teachers, students and other staff members to ensure a smooth and healthy functioning of the college. Order and discipline and sincerity of purpose should be the hallmark of any educational institution.

I hope and pray that the stakeholders will strive to abide by the code of conduct and will contribute to college's growth and potential.

**Prof. Aftab Anwar Shaikh**

Principal

## Introduction

Poona College of Arts, Science and Commerce (estd. 1970) is a premier minority institution in Pune city set up by the trust Yateemkhana and Madrassa Anjuman Khairul Islam (Y&M AKI) of Mumbai. The college caters to all but a significant section of student comes from the Muslim community- particularly the lower income and vulnerable section.

With around 4500 students on its roll the college offers graduation in diverse streams (arts, science and commerce) PG or post-graduation in Chemistry, Commerce, Economics, Electronics, English, Urdu and Zoology. The college also has research centre in commerce and economics.

Apart from academics, the college has had a healthy record in sport and related activities. Literary and cultural programmes are also organized reflecting the creativity of the students. Community service and social initiatives aimed at building a healthier and happier society also feature high on college.

Thrust is also placed on over all social and moral development of the students and in this respect the college has framed a Code of Conduct which highlights the duties and responsibilities of the stakeholders' viz. students, teachers, parents, menial/support staff. This is done to ensure an overall healthy and holistic development of the institution.

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## **CODE OF CONDUCT FOR THE STUDENTS**

Students are the lifeline and first stakeholders of any educational institution. Their all-round development is of top most priority of the college and in this respect the college has laid guidelines for them. They are expected to abide by the following-

### **Academic Rectitude**

It is expected of students to actively engage themselves in learning process and must inculcate the habit of acquiring at least 75% attendance in all the courses they are pursuing. Students should enter their lecture classes on time.

Students are supposed to complete their assignments, tests, projects and any other work related to academics in stipulated time. Students should strictly refrain themselves from indulging in plagiarism or resorting to any academic mischief.

Students should develop a healthy attitude with their teachers. They should discuss their problems related to their subject with the concerned teacher during office hours. Students must register their names for exams and other courses as announced on the website and pay the stipulated fee required for exams on time. In case of any financial hurdle/problem they should report the matter to higher authorities and can avail relaxation or concession or a scholarship as the case may be.

### **Classroom Behaviour**

Students should compulsorily wear their identity cards whenever they are in the classroom and college premises. If there is a loss of, I Card the student should immediately report it to his/her HOD and the librarian with an application. Students are expected to give a patient and proper hearing to their teacher in the class. Classroom teaching after all is all about academic excellence.

Students should respect and have high regard for their teachers. They should also not engage in any quarrel/fracas with their fellow classmates. Students are not supposed to draw and write anything on classroom walls, chairs, tables, desks etc. While in the class room the student is expected to switch off his/her mobile phone.

**Behaviour Outside the Classroom-** Order and discipline have been the cardinal virtues of every educational institution. The moment this is disturbed everything goes haywire. Therefore, the college has a strict and no-nonsense approach with regards to order and discipline.

Students are not supposed to loiter in the campus when they are free.

Smoking, chewing of tobacco in any form (pan masala, gutka etc.) and drinking is strictly prohibited within the college campus. Students should not indulge in hooliganism and rowdyism when they are in the college premises. Any such activity is a serious offence with the student liable to be suspended or rusticated.

Students are encouraged to inculcate the values such as honesty, compassion, integrity and truthfulness so they can become better and responsible citizens of the country. Students are expected to maintain cleanliness in the campus and must not litter. Consumption of junk food is strictly prohibited within the college campus.

Student should ensure that no damage is done to college property and the same shall be considered a punishable offence. Use of internet, computers, laptops and tablets by the students within the college campus, must be strictly restricted to academic purpose only. Theft or abuse of the Institute computers and other electronic equipment such as computer, tube light and bulbs, fans and other services which includes unauthorized entry, use, tamper, etc. of Institute classrooms, computers, networks and other restricted facilities and interference with the work of others is a punishable offence.

Presence of every student is mandatory in the induction meeting chaired by the Principal or convened by the department on commencement of an academic session. Students are not supposed to bring expensive camera mobile phones to the college. The loss of the same will solely be the responsibility of the student.

### **Use of Library**

While availing the facility of college library the students are expected to adhere to strict discipline without causing any inconvenience to their fellow students. Any loss or damage of book or magazine is liable to be punished by fine. Theft or stealing of any magazine, book or periodical from the college library can lead to suspension of the student.

The student will get books or periodicals only on showing the identity card. Details regarding opening and closing timings of library plus the issuing of books will be displayed on the notice board from time to time. In case there is a requirement of any book/periodical by the student he/she should give a written application to the librarian for the same. Pin drop silence is required of students while they are sitting in the library.

### **Ragging**

Anti- Ragging Guidelines issued by UGC are enforced and students are made to

compulsorily sign the declaration form at the beginning of the session.

Any act of mental or physical torture to a fellow student in any form is a punishable offence with the student liable to be suspended from the college.

#### Instructions Pertaining to Examinations

Students resorting to unfair means at the time of examinations will be dealt in accordance with the provisions of the Govt. of Maharashtra Act. No. XXXI of 1982 and the Maharashtra University Act, 1994. In case of copying the student is liable to punitive action as per the University rules. The gravity of the case and the punishment will be decided by the University. It can be a fine of 500 rupees or six months of suspension or both as per the University statute.

If the student is found guilty, provisional admission/examination form will stand automatically cancelled and paid fees will not be refunded. Students involved in unfair practices can take admission of the college and fill up the examination form at their own risk and responsibility. While appearing for examination it is strictly prohibited to bring mobile phone or any other expensive gadget or valuables in the class room. The loss of any will be solely on the student.

### **CODE OF CONDUCT FOR THE TEACHERS**

Teachers are the guiding lights of society. They nourish and impart values and ethics to their students. Their knowledge, expertise and character has a marked influence on the upbringing of the student. Along with the students teachers also bring laurels and glory to the institution. They are expected to adhere to the following norms-

#### **Professional Ethics**

Teachers are supposed to be the mentors and guides to their pupils and therefore must inculcate in their students the necessary virtues which make them better human beings.

Teachers should adhere to a responsible pattern of conduct and demeanour, since they are under the constant scrutiny of their students and also of society at large therefore their behaviour should not reflect any incompatibility between their precepts and practice. Teachers should display fairness and justice when dealing with their pupils setting aside the difference of caste, gender, creed and religion.

Teachers are expected to perform their duties with utmost dedication and sincerely such as taking lectures and practicals on time. The teacher should be present near his class 5 minutes before the commencement of his/her lecture and must devote entire 50 minutes to the class and should not exit from the class room early.

Teachers are also expected to speak respectfully of their fellow colleagues in the institute and render assistance for professional betterment.

Teachers being also the custodians of discipline and integrity should know that the recovery of pay, of the whole or part of any pensionary loss caused to the college by negligence or breach of any lawful order of the Governing Body or otherwise can result in withholding of increments or withholding of career advancement or both. It can also lead to suspension and compulsorily retirement.

Teachers are not supposed to indulge in any malpractice such as tampering of records, stealing of journal or book, threatening or misguiding their students in any form. Such practices are considered to be a punishable offence. Teachers are also detested from engaging in private tuitions and promoting his or her favourite student which smacks of any partiality or bias.

The teacher should take special notice of the weak student and must devote some extra time to enhance his/her learning and understanding ability. The teaching staff should make use of ICT tools for healthy and effective teaching. He should ensure strict discipline while he is doing examination duty. Any student using any unfair means (copying, asking a fellow student, peeping into someone else's copy etc.) should immediately be brought to task and debarred from the examination. Teachers are expected to adhere to the existing rules and regulations and methods consistent with their profession and respect the guidelines issued by the college management.

### **Academic Enrichment and Enhancement**

Teachers are encouraged to undertake activities which could enhance their promotion and growth such as conducting seminars, organizing workshops and conferences etc. Teachers should also engage in healthy and meaningful discussion with their students as well as the management body so that a conducive academic and social atmosphere is maintained.

Teachers must enrol themselves as members of professional organizations and other academic bodies so that there is always a scope for enhancement in their knowledge and outlook. Teachers should possess the necessary acumen to recognize the difference in abilities and aptitude among students and should accordingly deal and help the same.

### **Estimation/Appraisal**

Teachers are expected to submit their academic performance/appraisal report in

the prescribed form at the end of each academic session.

Teachers should attend and organize seminars, workshops, conferences etc. to enhance their academic and intellectual output.

Teachers should publish books (including text books), have their articles/papers published in high quality and peer reviewed national/international journals.

Apart from the academics the teachers should also conduct extra-curricular and other co-curricular activities to bring out the best potential of the students.

### **Responsibility towards Students**

A teacher first and foremost shall treat all students on the principle of equality without reflecting any partiality or biasedness. A teacher should inculcate moral and sublime values in their pupils such as honesty, compassion and integrity.

A teacher should help out his/her students in solving their academic problems and can also act as felicitator in addressing their personal problems if they share it with him/her. A teacher should strictly refrain from indulging in Anti-academic activities such as writing of questions and answers guides, leaking out examination question papers and allowing students to indulge in any spurious act such as copying or cheating during the examination.

### **Responsibility Towards the Society**

A teacher should bear in mind that education is a public service and he/she should strive to keep the same informed of educational programs being carried out by the institution.

A teacher should be a role model for the society and therefore must be aware of social problems and participate in activities that are conducive to the progress of society. A teacher should refrain from taking part or in subscribing to or assisting in any unhealthy activities, which tend to promote feeling of hatred or enmity among different communities.

A teacher should be flexible in his approach. A modern teacher encourages new trends in the field of education. He is ready to make experiments to make the teaching learning process effective by keeping in view the new trends, new waves in the modern society.

### **CODE OF CONDUCT FOR THE SUPPORT STAFF-**

The support or office staff acts as an important link to oversee documentation connected with administration and examination related activities plus also as

helper in keeping the college premises clean. Their contribution is second to none in maintaining the college as a premier institution. The office/support staff is expected to follow the following norms-

### **Discipline**

The support/office staff should acquaint themselves with the college policies and adhere to them to the best of their ability.

Each and every member of the support/office staff should come well dressed in the proper uniform assigned to him/her. The support/office staff should strictly regulate his/her duties which has been officially assigned and not to undertake any other job within the stipulated working hours.

The support/office staff should not allow themselves to indulge in any political or anti secular activities which can hamper the smooth functioning of the college.

The support/office staff should not indulge in any disrespectful behavior with the teachers and students.

Punctuality and discipline is expected of them as like that of teachers and students.

### **Administrative and Accounts Staff**

The staff should ensure that service book of all teachers should be kept updated and properly maintained.

The staff should assist teachers in college work if the need arises as per the directions of the Principal.

The Accounts department should prepare, examine and analyse accounting and other financial records and other financial statements from time to time.

The Accounts section should also ensure that the necessary documents and records related to various committees are systematically arranged and show no discrepancy.

### **Lab Attendant**

Lab Attendant should help the lab assistant to carry out the lab related activities.

### **CODE OF CONDUCT FOR THE PARENTS**

The College believes in fostering a healthy relationship between the teachers and parents. Parents are in fact the first teachers and important stakeholders in the upbringing of their children. In keeping this dictum, the college organizes regular teacher-student-parent interactions so that the problems if any of the student or any misdemeanour on the part of student can be brought into the notice of the

parents. This is a healthy and corrective mechanism of preventing any further erosion in the growth of the student and a remedial action can be taken. This follow up becomes all the more important as most of the students come from economically vulnerable section of the society. Parents are requested to take proper care of their wards in their home and if problems persist can always take counsel from College Principal and teachers. All these efforts necessarily aim at building a healthier and ideal society.

### **CODE OF CONDUCT FOR THE PRINCIPAL**

The Principal is the pivot. All major decisions regarding academics and extra-curricular activities plus administrative policies fall in his purview. He should be transparent, fair, just, honest, kind and objective in all his approaches.

#### **Academic Monitoring**

The Principal is supposed to contribute to the academic growth of the institution/college. Faltering on this aspect can lead to his suspension/removal.

The Principal is expected to participate in teaching, research and training programs of the college.

The Principal shall be assisted by the Heads of the Departments, other faculty members, Chief Examination Officer (CEO) to ensure that the conduct of examinations and procedure for the same is smooth, without any hindrance.

The Principal should constitute an admission committee to oversee that admission process in the college is carried out smoothly. The admission committee should assist him properly in this respect.

The Principal should keenly observe academic activities such as conferences / seminars, cultural and literary fests, workshops etc. being carried out. He must obtain feedback from the same and also ensure that all necessary requirements are in place before any such activity is carried out.

The Principal shall act as channel between the management and college staff. He must therefore cultivate a healthy and positive relationship with his staff and management. He should be a role model to his students-the students should have a healthy rapport with him.

#### **General Administration**

The Principal is expected to adhere to Observance of the Act, Statutes, Ordinance, Regulation, Rules and Orders issued there under by the university authorities and

bodies from time to time. Any deviation from this will be strictly unacceptable.

The Principal is also supposed to properly maintain the self-assessment reports of teachers and their service books.

The Principal will also take into account any other work related to the college/institution relating to the administration of the institute as may be assigned to him/her by the Management from time to time.

The Principal shall make proposal for appointment to all posts of cadres including contract, part-time, and daily wage employees.

The Principal possess the right to grant medical/ casual/ earned/duty leave to college staff members subject to the rules enshrined for the same.

The Principal should actively utilize the services of his teaching staff in various institution and department related activities. In this aspect he should act as a true leader who can lead from the front.

### **Financial Administration**

The Principal should constitute a Finance Committee to assist him in matters related to finance. The Principal shall forward the monthly salary bills of all staff members to the management on time.

The Principal shall have the final say in purchase of essential material related to classroom, labs, library, stationery etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions as outlined. The Principal possesses the last right to sanction any scholarship for the student as the condition arise. The Principal shall execute all orders made on behalf of the college subject to the approval and sanction of the management.