



Our Motto - Knowledge Is Power

Anjuman Khairul Islam's
POONA COLLEGE

**of Arts, Science and Commerce, Camp,
Pune 411001**

Affiliated to S. P. Pune University, Pune

NAAC Re-accredited College
DST-FIST Funded College



**HAND BOOK
OF CODE
OF CONDUCT**

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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

Introduction

Poona College of Arts, Science and Commerce (est. 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 6000 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: 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-

I CARD

Students should compulsorily wear their identity cards whenever they are in the college premises.

At the time of entry in the college the I- card should be clearly visible.

If there is a loss of I Card the student should immediately report it to his/her HOD and the librarian with an application.

DISCIPLINE

Students are encouraged to attend their lectures on time. They 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.

LIBRARY USE

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 IS STRICTLY PUNISHABLE

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.

CAUTIONARY INSTRUCTIONS REGARDING UNIVERSITY 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.

MOBILE PHONE

While in the class room the student is expected to switch off his/her mobile phone.

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: 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-

DISCIPLINE

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 demeanor, since they are under the constant scrutiny of their students and also of society at large therefore their behavior 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.

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 favorite student which smacks of any partiality or bias.

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 PROGRESS/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 enroll 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 strive to meet their individual needs.

CLASSROOM TEACHING

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.

The teaching staff should make use of ICT tools for healthy and effective teaching.

The teacher should take special notice of the weak student and must devote some extra time to enhance his/her learning and understanding ability.

EXAMINATION DUTIES

The staff should report at least 20 minutes before the commencement of examination in the examination hall.

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 be immediately debarred.

All exams (term end, midterm, practical etc. should be conducted as per the rules and regulations of Savitribai Phule Pune University (SPPU).

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.

TEACHERS AND 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.

TEACHER AND 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: 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 analyze 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: 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 misdemeanor 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: PRINCIPAL

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 also supervises over the admissions and maintaining discipline in the college. Lackadaisical approach on this part can call for some strict action against him/her.

The Principal sees to it that all accounts receipts of maintenance and expenditure is transparently maintained. Any irregularity or discrepancy can have a serious consequence.

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 entrusted with the supervision of examination, setting of question papers and assessment of answer papers and other such work pertaining

to the examination in the college. Honesty and Integrity will be the guiding lights for him in this respect.

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.

Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE AND COMMERCE

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CODE OF ETHICS

The Poona College of Arts, Science and Commerce is an institution of enlightened and cultured individuals. As the dictum goes that rights can be enjoyed most fruitfully if duties and responsibilities are also properly discharged- and this calls for an ethical and moral sense of purpose.

The character of the college is built with the discipline and harmony in the functioning. Keeping this in consideration certain policies are to be formed and communicated to all the elements to strike the balance between freedom and responsibilities, rights and duties in pursuit of knowledge, respecting all the stakeholders.

Responsibility of the Principal

1. The Principal is supposed to contribute to the academic growth of the institution/college. Faltering on this aspect can lead to his suspension/removal.
2. The Principal is expected to participate in teaching, research and training programs of the college.
3. The Principal also supervises over the admissions and maintaining discipline in the college. Lackadaisical approach on this part can call for some strict action against him/her.
4. The Principal sees to it that all accounts receipts of maintenance and expenditure is transparently maintained. Any irregularity or discrepancy can have a serious consequence.
5. 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.
6. The Principal is also entrusted with the supervision of examination, setting of question papers and assessment of answer papers and other such work pertaining to the

in the college. Honesty and Integrity will be the guiding lights for him in this respect.

7. The Principal is also supposed to properly maintain the self-assessment reports of teachers and their service books.
8. 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.

Responsibility of Teachers

1. The teachers are expected to adhere to a responsible pattern of conduct and demeanor as is expected of them. Failure on this part can call for some harsh action against him/her.
2. The teachers are expected to strive for professional growth through continuous study and research. Lacking on this part will hinder their own development.
3. The teachers are also expected to maintain active membership of professional organizations and academic bodies and strive to improve education and profession through them.
4. The teachers are supposed to perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication. Any deviation or transgression on this aspect will reflect bad on his/her own credentials and can call for action against him/her.
5. The teachers should participate actively in co-curricular, extra-curricular and extension activities including community service.
6. The teachers should cooperate and assist in carrying out functions relating to the educational responsibilities of the institution such as assessing the

applications for admission, advising and counseling students as well as in smooth conduct of university and college examinations including supervision, invigilation and evaluation. Any misdemeanor on this part will be unacceptable and liable for action.

Duties of the Teacher towards Students

1. A teacher first and foremost shall treat all students on the principle of equality without reflecting any partiality or biasedness.
2. 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.
3. A teacher should inculcate moral and sublime values in their pupils such as honesty, compassion and integrity.
4. 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.

Duties of the Teacher towards Guardians/Parents

The teachers should ensure that they maintain contact with the guardians/parents, their students, send reports of their performance to the guardians whenever necessary and meet them in meetings convened for the purpose for mutual exchange of ideas and also help in sorting out the problems or difficulties their wards face.

Duties of the Teacher towards Society

1. 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.
2. 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.
3. 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.
4. 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.

Responsibility of Students

1. Students are supposed to uphold college discipline. They should not indulge in any anti-social or unhealthy activity in the college premises.
2. Students should adhere to punctuality. They must enter their lectures on time and strive for time management.
3. Students should refrain from using any foul language or abuse, must not cause any physical harm or injury to fellow students, teachers and other college staff members.
4. Students should display academic diligence and brilliance. They should know that the primary purpose for studying in the institution is to excel in their academics and work hard on it.

5. Students should not loiter around in the college premises when their lectures are over. This is a waste of time and reflects poorly on them.
6. Students should not cause any damage to college property such as computers, tube lights, bulbs, water taps etc. They should also not do any unwanted and indecent graffiti on walls of the classroom, toilet, lab etc.