



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

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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.

**Dr. Iqbal N 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.