

Ness Wadia College of Commerce, Pune - 01

Modern Education Society's
NESS WADIA COLLEGE OF COMMERCE

19, Late Prin. V. K. Joag Path,
Pune 411001 Maharashtra State (India)

Website: <https://nwcc.mespune.org>

Manual of
Code of conduct
for
various stake holders of the college

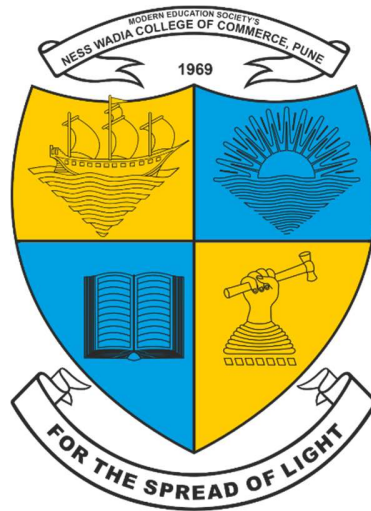


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CHAPTER 1: INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

DISCIPLINE:

1. It is mandatory for every student to attend at least 75% of total lectures held in each term in the college, as per Ordinance No. 68 of the University of Pune.
2. The student must observe and strictly follow the disciplinary rules and regulations of the College.
3. The student should follow the academic calendar as per the instructions of the Head of the Department.
4. Any act of indiscipline or misbehavior by any student will attract severe punishment.
5. Damage to College & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
6. Students shall only use the waste bins for disposing of waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
7. Students have to park their vehicles in the parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four-wheeler i.e., cars on the campus of the College.
8. No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
9. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral, or political expressions and activities within the Campus and hostels.
10. Disciplinary action will be initiated against students indulging in eve-teasing, molestation, ragging, harassment, bullying, and untoward incidents.
11. All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining a necessary undertaking from the Parents o/ Guardian of the students' and with the written consent of the management.
12. Unauthorized entry of outsiders into the campus, as well as hostels, is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
13. Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.
14. Students must submit to the disciplinary jurisdiction of the authorities of the university /and the authorities of the college, and shall observe ad abide by the rules made by them.

I-CARD:

1. Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his / her Identity Card and Library Card for Home Lending, from the library at the beginning of the year.
2. I-Card will be available a week after he/she produces his / her Identity Card size photographs along with Admission Receipt.
3. The student should collect his/ her Identity - Card within 15 days from the date of admission.
4. The student should carry an identity card with him/her regularly and the identity card should be produced when demanded by the authorized persons of the College.

5. At the time of issuing a book, the Identity Card must be presented along with the library card. Without an I- Card the reader may be refused the use of the Home Lending facility.
6. If a student has lost a library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.

HUMAN VALUES:

1. Be scrupulously honest in all academic activities and with all the stakeholders of the College.
2. Be attentive, fair, respectful, and cooperative towards all teachers, non-teaching staff, and peers (senior and junior students) while participating in various curricular, co-curricular, and extra-curricular activities.

DRESS CODE:

1. We believe in inculcating a sense of discipline, belongingness, and commitment of the students by observing a dress code.
2. Students who have been given uniforms must wear it regularly.
3. Students are expected to wear a decent and formal dress while on the college campus.

MOBILE PHONE:

1. The student should switch off their mobile phones while in the classroom, Laboratory, Library, etc. as per notification.
2. Mobile phones are strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables, and other belongings are at students' risk.

RAGGING:

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN

Ragging as per the directions of Hon'ble Supreme court of India.

As per MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012) disciplinary actions are

1. Cancellation of admission and also debarred from taking admission in any institution in India.
2. Suspension from attending classes.
3. Withholding/Withdrawing scholarship/fellowship and other benefits.
4. Debarred from appearing in any test/examination or another evaluation process.
5. Withholding results.
6. Debarred from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the institution.
8. Collective punishment if a larger number of students is involved in the act of ragging.
9. An FIR filed without any exception with the local police station.

ATTENDANCE:

1. Students should be regular in attendance for all sessions during the day.

2. Students should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
3. If the student is found irregular in attendance, disciplinary action will be taken.
4. Students coming in late shall not be allowed to enter the class.
5. Students who are ill and unable to attend College due to illness must report about the sickness to the College.
6. On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the College or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
7. Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
8. The student should complete all the Practicals and Term – work such as Journals, Assignments, and Projects.
9. Students playing sports for College/ NCC students are required to communicate directly with their teachers, submit a form regarding their participation in sports/NCC as may be applicable duly signed by the Sports Director/Director of Physical Education/NCC program officer.
10. Students playing sports/ NCC students should complete all the Practicals and Term – work such as Journals, Assignments, and Projects.

EXAMINATION:

1. Candidates must appear at the examination hall half an hour before the commencement of the examination.
2. Mobile phones are strictly prohibited in the exam hall during the examination. If the mobile is seized by the flying squad of Savitribai Phule Pune University, it will not be returned in any circumstance.
3. Candidates should not communicate, transfer, and pass on any cheating/copy/writing material to one another in any manner during the examination.
4. A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All equipment brought to the examination must be placed on the candidate's desk and kept in view during the examination.
5. All students should follow the rules of university ordinance No. 257 dated 5th October 2017 published by the university examination department.

GENERAL:

1. Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
2. Students should not play music, watch videos/play games on the College premises.
3. Students are expected to spend their free time in the Library/Reading Room.

CODE OF CONDUCT FOR PRACTICALS/ASSIGNMENTS AND PROJECT WORK:

Students are instructed to follow the information and guidelines given by the subject teacher/ project guide from time to time and make the timely submission of their practical journals/ assignments/ projects completed in all respect.

STUDENTS AND GOVERNANCE:

Students are members of the College; they have a substantial interest in its governance. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students at all levels. Therefore, all students who are a part of the College and who are going to be enrolled in the College are advised to uphold the policy and inform the College of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

CHAPTER 2: INSTITUTIONAL CODE OF CONDUCT FOR STAFF (TEACHING AND NON-TEACHING STAFF)

DISCIPLINE:

1. All staff members of the College are responsible for protecting and taking reasonable care and steps to prevent the theft or misuse of, or damage to assets of the College including all kinds of physical assets, movable and immovable property.
2. All the staff members should follow the rules and regulations of the College as prevalent from time to time.
3. All staff members shall devote their time and their best efforts for the progress of the College.
4. Staff members should contribute to the vision, mission, and goals of the College through the engagement of working hours.
5. Staff members must be punctual, sincere, and regular in their work. A responsible and professional approach must be adopted by all.
6. Staff members must attend all functions of the college as per the instructions of coordinators and the Head of the respective departments.
7. Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to: gender/sexuality/age/marital status/ pregnancy or likelihood of pregnancy physical features, disability or impairment (physical disability or medical state/condition)
8. While carrying out academic and administrative activities all staff members should work with colleagues cooperatively and collaboratively to achieve Institutional goals.
9. Every staff member should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
10. No staff member should show any partiality to any group/ individual student.

LEAVE

Staff members are entitled to casual leaves, medical leaves; earned leaves, and vacations as per Rules of Savitribai Phule Pune University, Pune; Government of Maharashtra and Modern Education Society, Pune.

PROFESSIONAL ETHICS

1. Act with the highest standards of honesty and ethical conduct while working on the college premises and at offsite locations such as workshops, seminars, and social events, or at any other place where the staff is representing the College.
2. Act with the knowledge and consciousness of being bound by the University of Poona Statutes, UGC Draft Regulations as may be in force and the Maharashtra State Universities Act
3. Avoid any activities that would involve stakeholders in any practice that is not in compliance with the Code of Conduct of the College.

4. Staff members must respect the person, privacy of students, and other staff members of the College.
5. Staff members should treat students, parents, and colleagues with courtesy and sensitivity about their rights, duties, and aspirations.
6. Staff members should respect the dignity, rights, and opinions of colleagues and students.
7. Staff members should respect cultural, ethnic, and religious differences of colleagues and students.
8. All employees of the College should speak, act, and behave with the consciousness that each one is a representative of the College and as such is responsible for the cumulative culture of the College.

CHAPTER 3: CODE OF CONDUCT FOR TEACHING-STAFF

DISCIPLINE:

1. The Faculty Member should report to the college at least 10 minutes before the commencement of college timing.
2. The work plan of teaching staff should ensure, in the most productive manner, about the roles, jobs, and targets assigned to them by the Department/ Institution.

LEAVES:

Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class/lab/invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

CONTINUOUS ASSESSMENT:

1. Once the subject is allotted the staff should prepare a lecture wise lesson plan.
2. The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
3. The Staff should not involve himself/herself in any unethical practice while doing the continuous assessment.
4. The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
5. The staff should get feedback from students and act/adjust the teaching appropriately.
6. The staff should interact with the coordinators and Head of the departments or student counselor and inform him/her about the habitual absenteeism, slow learner student, objectionable behavior, etc.
7. Every Faculty Member should maintain an academic record book.

CLASSROOM TEACHING:

1. The staff should engage the full 50/60 minutes lecture (as applicable to the course and syllabus requirements) and should not leave the class early.
2. The staff should use "Information Communication Technology (ICT)" for the effective delivery of lectures.
3. The staff should encourage students to ask doubts/questions.
4. The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
5. The staff should motivate the students and bring out the creativity/originality in the students and should make him/her available for doubt clearance.
6. Every teaching staff demonstrates a high standard in teaching and learning by:
 - a. Engaging students in their learning
 - b. Working to achieve high-level outcomes for all students maintaining records to manage, monitor, assess and improve student learning using research and student achievement data to inform

professional practice engaging in reflective practice and developing their professional knowledge and teaching skills

- c. Supporting the personal and professional development of others
- d. Providing constructive feedback to colleagues that are considered positive and become helpful for further growth and development assisting in developing and mentoring less experienced staff members
- e. Accepting responsibility for their professional learning and development

LABORATORY

1. The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
2. The staff should involve themselves in demonstration models, charts, and innovative methods of teaching for better and improved interaction with students.

TEST/ASSIGNMENTS/MIDTERM/MOCK

1. In problem-oriented subjects, regular tutorials have to be conducted.
2. The Tutorial problems to be provided to the students a week before the actual class.
3. Test, prelim, mid-term, submission, and mock practical examination must be conducted as per the academic calendar.

APPRAISAL REPORT

1. All the staff members are required to submit their Self-Appraisal Report at the end of every term of the academic year in the prescribed format.
2. Faculty Members are expected to update their knowledge by attending seminars / workshops / conferences, after obtaining necessary permission from the Head of the Department and Principal.
3. Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines, and Periodicals. Further, they should also author and coauthor textbooks as per the changing curriculum.
4. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extracurricular activities.
5. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular, or extra-curricular activities.

Savitribai Phule Pune University Statues

The Code of Professional Ethics:

The following code of professional ethics and provisions as per the University of Poona Statutes, UGC guidelines, Government Resolution No.: Misc-2018/C.R.56/18/UNI-1 (any updations /revisions thereof) and Maharashtra State Universities Act 2016 apply over and above the aforesaid rules:

Teachers and Their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct him in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society

at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education that have already been set forth and which he/she should seek to inculcate among students must be his/her ideals. The profession further requires that the teachers should be calm, patient, and communicative by temperament and amiable indisposition.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conference, etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation, and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

Teachers and the Students:

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students' scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals, and
10. Refrain from inciting students against other students, colleagues, or administration.

Teachers and Colleges:

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;

2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
4. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavors.

Teachers and Authorities:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
6. Should adhere to the conditions of the contract;
7. Give and expect due notice before a change of position is made; and
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

Teachers and Non-Teaching Staff:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution;
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

Teachers and Guardians:

Teachers should:

Try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary, and meet the guardians in meetings convened for mutual exchange of ideas and the benefit of the institution.

Teachers and Society:

Teachers should:

1. Work to improve education in the community and strengthen the community's moral and intellectual life;
2. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
3. Perform the duties of citizenship; participate in community activities and shoulder responsibilities of public offices;

4. Refrain from taking part in or subscribing to or assisting in any way activities that tend to promote a feeling of hatred or enmity among different communities, religions, or linguistic groups but actively work for National Integration.

Maharashtra Public Universities Act, 2016

1. Statutes relating to discipline and proper conduct for students, and the action to be taken against them for breach of discipline or misconduct, shall also be published in the prospectus of the university, affiliated college or recognized institution and every student shall be supplied with a copy of the same. The principals of the colleges and heads of the institutions, maintained by the university and affiliated colleges, may prescribe additional norms of discipline and proper conduct, not inconsistent with the Statutes, as they think necessary and every student shall be supplied with a copy of such norm
2. It shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges, or recognized institutions to render necessary assistance and service in respect of examinations of the university and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or nonteaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the university in this respect, the Vice-Chancellor shall have the power to take any appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher, as may be prescribed by the Statutes.
3. A person shall be disqualified for being a member of any of the authorities, bodies, and committee of university and voting to the authorities, bodies, and committees if he -
 - a. is of unsound mind and stands so declared by a competent court; or
 - b. is an undischarged insolvent; or
 - c. has been convicted of any offense involving moral turpitude; or
 - d. is conducting or engaging himself in private tuitions or private coaching classes; or
 - e. has been punished for indulging in or promoting unfair practices in the conduct of any examination and evaluation, in any form, anywhere; or
 - f. has willfully omitted or refused to carry out the provisions of this Act, Statutes or Ordinances, or has acted in any manner detrimental to the interests of the university; or
 - g. has been punished in any form, by the competent authority for committing misconduct; or
 - h. discloses or causes to disclose to the public, in any manner whatsoever, any confidential matter, concerning the examination and evaluation, the knowledge of which he has come to be in possession, due to his official position: Provided that, the right of voting of the person in respect of clauses (e) and (g) shall Remain suspended during the term of punishment under the said clauses.

Grievances of Teachers and Employees

1. There shall be a Grievances Committee in each university to deal with all types of grievances; except grievances against the State Government including its officials, of teachers and other employees of the university, affiliated and autonomous colleges and recognized institutions, other than those managed and maintained by the State Government, Central Government or local authority; which are not within the jurisdiction of the University and College Tribunal.
2. The university shall establish a Grievances Redressal Cell headed by the officer of the university, not below the rank of the Assistant Registrar for providing administrative assistance to the Grievances Committee.

The Grievances Committee shall consist of the following members, namely: -

- i. Retired Judge not below the rank of the District Judge, nominated by the Vice-Chancellor – Chairperson;
- ii. one Dean, nominated by the Vice-Chancellor;
- iii. Chancellor's nominee on the Management Council;
- iv. Registrar;
- v. one teacher belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes and one non-teaching employee nominated by the Senate from amongst its members;
- vi. Law Officer of the University – Member-Secretary.
- vii. The nomination of a retired Judge as the Chairperson and of a Dean as the member of the Grievances Committee shall be for such period, not exceeding three years in aggregate, as the Vice-Chancellor may from time to time, in each case decide.
- viii. The retired judge nominated as the Chairperson of the Grievances Committee shall be entitled to remuneration and conveyance charges, as may be determined by the university.
- ix. The Grievances Committee shall hear, settle, and decide grievances as per the law, as far as may be practicable, within three months, from the date of filing of the complaint.
- x. It shall be lawful for the Grievances Committee to entertain and decide grievances or complaints relating to service of the employees, which are not within the jurisdiction of the Tribunal, after giving reasonable opportunity of being heard to both the parties

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
Prevention of sexual harassment.

1. No woman shall be subjected to sexual harassment at any workplace.
2. The following circumstances, among other circumstances, if it occurs or is present concerning or connected with any act or behavior of sexual harassment may amount to sexual harassment:
 - a. The implied or explicit promise of preferential treatment in her employment; or
 - b. the implied or explicit threat of detrimental treatment in her employment; or
 - c. the implied or explicit threat about her present or future employment status; or
 - d. interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - e. humiliating treatment likely to affect her health or safety.

The complaint of sexual harassment

1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within three months from the date of the incident and in case of a series of incidents, within three months from the date of the last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

2. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Punishment for false or malicious complaint and false evidence

1. Where the Internal Committee or the Local Committee, as the case may be, concludes that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed before any action is recommended.

2. Where the Internal Committee or the Local Committee, as the case may be, concludes that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

CHAPTER – 4: CODE OF CONDUCT FOR NON-TEACHING STAFF

ADMINISTRATIVE STAFF

All non-teaching staff members should:

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession.
- ii. Observe official working hours.
- iii. Be punctual and report to work on time.
- iv. Be present and available at his/her desk/place of work during working hours.
- v. Observe lunch hours/break time with accuracy.
- vi. Refrain from undertaking any other employment and commitment which are likely to interfere with their professional responsibilities.
- vii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- viii. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- ix. Co-operate with the authorities for the betterment of the College keeping in view the interest and in conformity with the dignity of the profession.
- x. Should adhere to the conditions of the contract.
- xi. Give and expect due notice before a change of position is made. and
- xii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.
- xiii. Treat other members of the profession in the same manner as they wish to be treated.
- xiv. Speak respectfully of members of the teaching and non-teaching staff and render assistance for professional betterment.
- xv. Refrain from using social media while on duty.
- xvi. Refrain from using mobile phones for gaming and entertainment while on duty.
- xvii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- xviii. Refrain from allowing considerations of caste, creed, religion, race, or gender in their professional endeavors.
- xix. Provide all information required for submission to higher authorities in a timely and organized manner.
- xx. Participate, contribute, and lend administrative and clerical support for the preparation of documentation and official correspondence.

NON-TEACHING STAFF AND TEACHERS

- i. Non-teaching staff should treat teachers as equal partners in a co-operative undertaking, within every educational institution.
- ii. Non-teaching staff should assist with the function of joint staff-councils covering both teachers and the non-teaching staff.

- iii. Provide all necessary documentation and clerical assistance required by teachers in the running of associations, committees, and departments in existence/created from time to time.
- iv. Provide office and administrative support essential to processes like admission and examinations among other official work.
- v. Not discuss confidential reports and service-related matters of any teacher with anyone else.

NON-TEACHING STAFF AND GUARDIANS

Non-teaching staff members must treat all parents and guardians with respect.

NON-TEACHING STAFF AND SOCIETY

- i. Work to improve education in the community and strengthen the community's moral and intellectual life.
- ii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- iii. Perform the duties of citizenship. participate in community activities and shoulder responsibilities of public offices
- iv. Refrain from taking part in or subscribing to or assisting in any way activities that tend to promote a feeling of hatred or enmity among different communities, religions, or linguistic groups but actively work for National Integration.

REGISTRAR/OFFICE SUPERINTENDENT

- i. Oversee the working of all non-teaching staff members and ensure that there are no bottlenecks and delays in the performance of work and provision of information.
- ii. Ensure the preparation and provision of all official records.
- iii. Liaison with management, college administrative authorities, teaching, and non-teaching staff.
- iv. Liaison with University and government authorities for office and administrative work.
- v. Take a weekly review of the work being performed.
- vi. Aid the College authorities in maintaining and reviewing infrastructure facilities and needs.
- vii. Oversee cleanliness, safety, and maintenance of the college premises
- viii. Actively participate in and contribute to the working of the IQAC of the College.
- ix. Ensure the availability of adequate stationery, computers, printers, and photocopying facilities and support to all staff members including teaching staff and students for official purposes.
- x. Take on any additional responsibilities as required from time to time.

HEAD CLERK

- i. The clerk should maintain the service book of all staff of the College.
- ii. Ensure preparation and display of all notices and circulars as may be necessary from time to time
- iii. Ensure preparation and dispatch of all official correspondence (letters and reports)
- iv. The clerk should maintain the college-level/department level all document files.

CLERK

- i. Prepare, maintain, and produce official documentation as required and when asked for.
- ii. Keep all records up to date.
- iii. Carry out all official duties assigned to him/her diligently.
- iv. A confidential report of the department should be part of the personal file of that employee and should be kept confidential by staff members working with this Department.

- v. Take on any additional responsibilities as required from time to time.

ACCOUNTANT

- i. Accountants should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
- ii. The accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting, and other tax requirements.
- iii. Accountants should establish tables of accounts, and assign entries to proper accounts.
- iv. The accountant should report to the Principal regarding the financial status of the college at regular intervals.
- v. The accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- vi. The accountant should provide all the necessary account statements and documents for various committees of the College.
- vii. The accountant should provide all necessary accounting documents and financial statements for yearly account audits.

STUDENT SECTION

Student section should

- i. Ensure the eligibility of students and prepare all relevant and necessary documents for submission to Savitribai Phule Pune University within the prescribed time limit.
- ii. Ensure the student document verification by Savitribai Phule Pune University within the time limit
- iii. Submit the student Prorata, eligibility and student insurance to Savitribai Phule Pune University
- iv. Ensure timely submission of examination forms to Savitribai Phule Pune University
- v. Ensure caste certificate/caste validity from concerned divisional office
- vi. Provide all necessary student data and roll call to prepare various committee reports and attendance records

ASSISTANT LIBRARIAN

- i. Assistant Librarian should help the Librarian in to carry out the library-related work.
- ii. Assistant Librarian should liaison with library clerks, attendants, peons, teaching, and non-teaching staff and students for all library-related work.
- iii. Assistant librarians should ensure the availability of books, reading material, internet facilities, and reading rooms to all stakeholders.
- iv. Assistant Librarian should oversee the cleanliness of the library.
- v. Assistant Librarian should be present in the library during working hours

LAB ASSISTANT

- i. Lab assistant should help the lab in-charge to carry out the lab related work.
- ii. Lab assistant should maintain attendance register
- iii. Lab assistants should keep the setup ready before the conduct of the practical.
- iv. Lab assistants should ensure the cleanliness of laboratories.
- v. Lab assistant should be present in the laboratory during working hours

LAB ATTENDANT

- i. The lab attendant should help the lab assistant to carry out the lab related work.

- ii. Ensure discipline in the laboratory.
- iii. Assist students and teachers with any tools/equipment/stationary they may need.
- iv. Remain present at the work station assigned to him/her and keep it clean and functional.

LIBRARY CLERK

- i. Prepare, maintain, and produce official documentation relating to the library as required and when asked for.
- ii. Keep all records relating to receipt and issue of books up to date.
- iii. Carry out all official duties assigned to him/her diligently.
- iv. Take on any additional responsibilities as required from time to time.

LIBRARY ATTENDANTS

- i. Library attendant should help the library clerks to carry out the library related work.
- ii. Ensure discipline in the reading room.
- iii. Assist students and teachers in locating books and reading material they may need.
- iv. Remain present at the work station assigned to him/her and keep it clean and functional.

HEAD PEON

- i. The Head Peon should report the college half an hour before the college time.
- ii. Head peon should ensure proper distribution of work among all other peons.
- iii. Head peon should prepare a duty chart and communicate duties assigned to all other peons and supporting staff.
- iv. Head peon should ensure that the college premises are open and unlocked at least half an hour before the commencement of lectures for the day.
- v. Head Peon should supervise the cleanliness and maintenance of laboratories, class and staff rooms.
- vi. Head Peon should do all the work assigned by the Principal/ Office Authorities/ Heads of Departments and Teaching Staff from time to time.
- vii. Head peon should ensure that all peons and cleaning staff are present and carrying out their tasks as assigned.
- viii. Head peon should ensure that alternative arrangements for members of staff reporting to him are made in the event of an emergency or leave so that no inconvenience is caused to the College.
- ix. Head Peon should not leave the office until and unless the higher authority permits.

PEON

- i. Peon should report the college half an hour before the college time.
- ii. Peon should maintain the cleanliness of laboratories, class, and staff rooms.
- iii. All cleaning work such as sweeping, swabbing, dusting, and emptying of dust bins should be completed before/after lecture hours. No such work should be carried out during lectures.
- iv. Peon should ensure the availability of adequate stationery, chalk, duster, markers, etc. in every classroom on the floor assigned to him.
- v. Peon should do all the work assigned by the Head of the department and other staff members.
- vi. Peon should be available at the work station/department/floor/section assigned to him/her and perform tasks assigned to him.
- vii. Peon should provide a true, fair, and complete record of bills for tasks assigned to him/her.

- viii. Peon should report any damage/breakage of equipment/furniture to the Head Peon and Registrar/Office Superintendent.
- ix. Peon should not leave the office until and unless the higher authority permits.

PEON IN- CHARGE OF SEMINAR HALLS

- i. Peons in-charge of seminar halls should keep a record of bookings made in a diary and keep a repository of forms to facilitate hall bookings.
- ii. Ensure that bookings are made by faculty members not students.
- iii. Ensure the availability of equipment and seating arrangements as per requirements listed by the event in-charge.
- iv. Ensure that last-minute bookings do not take precedence over pre-booking.
- v. Ensure that all equipment including electronic equipment are in working order and get them repaired if required.
- vi. Be available in the hall throughout the event to extend support and assistance as and when required.
- vii. Ensure discipline in the hall.
- viii. Assist students and teachers any tools/equipment/stationary they may need.
- ix. Remain present at the work station assigned to him/her and keep it clean and functional.

Code of Conduct for Non-Teaching Staff

A. Savitribai Phule Pune University Statutes

Teachers and Non-Teaching Staff:

- a. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative Undertaking, within every educational institution;
- b. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

B. Maharashtra Civil Services (Leave) Rules, 1981

- i. The First Edition of the Bombay Civil Services Rules, 1959, in Volumes I and II, was printed in 1959 after the reorganization of States in 1956. Various developments have taken place since then i.e., the Reorganization of the Bilingual Bombay State into the two States of Maharashtra and Gujarat as also changes have been made in the Rules through numerous amendments issued from time to time, during the last several years. As a result, a good deal of difficulty was being experienced in practice in understanding and applying these rules properly. The need to have revised and simplified Service Rules was being acutely felt. Government, therefore, has decided to publish the following self-contained subject wise sets of Services Rules: -
 - a. Maharashtra Civil Services (General Conditions of Services) Rules.
 - b. Maharashtra Civil Services (Pay) Rules.
 - c. Maharashtra Civil Services (Joining Time, Foreign Service and Payments during Suspension, Dismissal and Removal) Rules.
 - d. Maharashtra Civil Services (Leave) Rules.
 - e. Maharashtra Civil Services (Pension) Rules.
 - f. Maharashtra Civil Services (Honoraria, Fees, Compensatory Local and House Rent Allowances) Rules.
 - g. Maharashtra Civil Services (Occupation of Government Residences) Rules.

h. Maharashtra Civil Services (Traveling Allowances) Rules.

These sets of rules seek to codify the provisions of existing rules in the Bombay Civil Services Rules subject wise and the various orders issued by the Government with such rewording have become necessary to put them in the form of statutory rules.

- ii. The first four sets of rules {S. Nos. (1) to (4)} have been framed by the Governor of Maharashtra under proviso to Article 309 of the Constitution of India. These rules which have been issued under Government Notification, Finance Department, No. MSC-1081/4/MCSR-Cell dated the 23rd of July, 1981, come into force with effect from the 15th August 1981. The remaining sets of rules will be issued later on.
- iii. To make each set of rules as self-contained as possible, the relevant delegation of powers, Appendices and the relevant forms about a particular subject have also been included therein.
- iv. This set of rules pertains to the admissibility of leave to employees of the Maharashtra government. The Marathi version will be published separately.
- v. For facility of reference, a comparative table has been appended to this set of rules at the end indicating the numbers of these rules and the corresponding provisions of the Bombay Civil Services Rules, 1959. The table also indicates the provisions of the Bombay Civil Services Rules, 1959, which have been deleted from this set of rules.
- vi. Omission or inaccuracies, if any, in this set of rules, may please be brought to

C. Maharashtra Civil Service (Joining Time, Foreign Service and Payments During Suspension, Dismissal and Removal) Rules, 1981

Chapter V-suspension, Dismissal and Removal

Section 66. Pay and allowances cease from the date of dismissal or removal The pay and allowances of Government servant, who is dismissed or removed from service, cease from the date of such dismissal or removal.

Section 67. Grant of leave not permissible during suspension Leave may not be granted to a government servant under suspension.

Section 68. Subsistence allowance and compensatory allowance during the suspension

- i. A Government servant under suspension or deemed to have been placed under suspension by an order of the appointing authority shall be entitled to the following payments, namely: – a. A subsistence allowance at an amount equal to the leave salary which the Government servant would have drawn if he had been on leave on half-pay and, besides, dearness allowance based on such leave salary: Provided that where the period of suspension exceeds six months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of first six months as follows: -
 - a. It may be increased by a suitable amount, not exceeding fifty percent of the subsistence allowance admissible during the period of first six months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the Government servant;
 - b. It may be reduced by a suitable amount, not exceeding fifty per cent of the subsistence allowance admissible during the period of the first six months, if, in the opinion of the said

- authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the Government servant;
- c. The rate of dearness allowance will be based on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under sub-clause (i) and (ii) b. Other compensatory allowance, if any, of which the Government servant was in receipt of suspension to such extent and subject to such conditions as the authority suspending the Government servant may direct. Provided that the Government servant shall not be entitled to the compensatory allowance unless the said authority is satisfied that the Government servant continues to meet the expenditure for which they are granted.
- ii. When a Government servant is convicted by competent Court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of rupee one per month with effect from the date of such conviction and he shall continue to draw the same till the date of his removal or dismissal or reinstatement by the competent authority. If, however, he was acquitted by the Appellate Court in the meanwhile, in which case, he will draw the subsistence allowance at the normal rate from the date of acquitted by the Appellate Court. 69. Recovery of Government dues from subsistence allowances and furnishing of the non-employment certificate while under suspension.
- a. Notwithstanding anything contained in sub-rule (1) of rule 68, the authority suspending the Government servant may withhold the payment of dearness allowance and /or compensatory allowances to the Government servant under suspension and appropriate the same towards the payment of any amount which may be due to Government.
- b. The following provisions apply to the recovery of dues from the subsistence allowance proper:
- Compulsory deduction:**
The following deductions should be enforced from the subsistence allowance:
Income tax and Profession Tax,
License fee and allied charges i.e., electricity, water, furniture. iii) Repayment of loans and advances taken
from Government at such rates as the Head of the Department deems it right to fix;
- Optional deductions:**
The following deductions shall not be made except with the Government servant's written consent: -
Premium due on Postal Life Assurance Policies;
Amounts due to Co-operative Stores and Co-operative Credit Societies
Refund of advances taken from General Provident Fund;
- Other deductions:**
The deductions of the following nature shall not be made from the subsistence allowance: -
Subscription to General Provident Fund;
Amounts due on Court attachments;
Recovery of loss caused to the Government for which a government servant is responsible.
- c. There is no bar to effecting the recovery of overpayments from the subsistence allowance, but the competent authority will exercise discretion to decide whether the recovery should be held wholly in abeyance during the period of suspension or it should be effected at full or reduced

rate ordinarily not exceeding one-third of the amount of the subsistence allowance only i.e., excluding dearness allowance and other compensatory allowances

- d. No payment under rule 68 (1) shall be made unless the Government servant furnishes a certificate to the following effect before payment is made every month: – “I certify that I did not accept any private employment or engage myself in trade or business during the period in question.” If the authority has any reason to doubt this certificate; it may ask the Police Authorities to verify the certificate and if the Government servant is found to have given a false certificate, that should be construed as an act of misconduct and made an additional charge against him. In case of Gazetted Officer under suspension, they should furnish the certificate themselves to the Treasury Officers/Audit Officer, who should see that the certificate is furnished before the claim for payment is admitted. In case of doubt regarding the certificate, the case should be referred to the Head of Department, who will ask the Police Authorities to verify the same.
- e. Policemen occupying rent-free quarters in Police lines or living in quarters the rent of which is paid by Government may be permitted to occupy them during the period of suspension just as they did while on duty.
- f. The compensatory local allowance and house rent allowance sanctioned at the discretion of the suspending authority under rule 68(1) (b), can be drawn only if the Government servant under suspension certifies that he or his family or both resided for the period for which the allowance is claimed at the station where he was on duty at the time of suspension.
- g. Government servants other than those referred to in sub-rule (5) occupying rent-free quarters before being placed under suspension, may at the discretion of the suspending authority, be allowed to occupy them to such extent and subject to such conditions as the authority suspending the Government servant may direct.⁷⁰ Regularization of pay and allowances and the period of absence from duty where dismissal, removal or compulsory retirement is set aside as a result of appeal or review, and such Government servant is re-instated.
- h. When a Government servant who has been dismissed, removed or compulsorily retired is re-instated as a result of appeal or review or would have been so reinstated but for his retirement on superannuation while under suspension or not, the authority competent to order reinstatement shall consider and make a specific order) regarding the pay and allowances to be paid to the Government servant for the period of his absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be; and b) Whether or not the said period shall be treated as a period spent on duty.
- i. Where the authority competent to order re-instatement is of opinion that the Government servant who had been dismissed, removed or compulsorily retired has been fully exonerated, the Government servant shall, subject to the provisions of sub-rule (6), be paid the full pay and allowances to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be: Provided that where such authority is of opinion that the termination of the proceedings instituted against the Government servant had been delayed due to reasons directly attributable to the Government servant, it may, after giving him an opportunity to make

his representation within sixty days from the date on which the communication in this regard is served on him and after considering the representation, if any, submitted by him, direct for reasons to be recorded in writing, that the Government servant shall, subject to the provisions of sub-rule (7), be paid for the period of such delay, only such amount (not being the whole) of such pay and allowances as it may determine.

- j.** In a case falling under sub-rule (2), the period of absence from duty including the period of suspension preceding dismissal, removal or compulsory retirement, as the case may be, shall be treated as a period spent on duty for all purposes.
- k.** In cases other than those covered by sub-rule (2), (including cases where the order of dismissal, removal or compulsory retirement from service is set aside by the appellate or reviewing authority solely on the ground of non-compliance with the requirements of clause (2) of Article 311 of the Constitution and no further inquiry is proposed to be held the Government servant shall, subject to the provisions of sub-rules (6) and (7) ,be paid such proportion of the full pay and allowances to which he would have been entitled., had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement,. As the case may be, as the competent authority may determine after giving notice to the Government servant of the quantum proposed and after considering the representation, if any, submitted by him in that connection within such period which in no case shall exceed sixty days from the date on which the notice has been served, as may be specified in the notice. Provided that payment under this sub-rule to a Government servant (other than Government who is governed by the provisions of the Payment of Wages Act, 1936 (4 of 1936) shall be restricted to a period of three years immediately preceding the date on which orders for reinstatement of such Government servant are passed by the appellate authority or reviewing authority, or immediately preceding the date of retirement on superannuation of such Government servant, as the case may be.
- l.** In a case falling under sub-rule (4), the period of absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be, shall not be treated as a period spent on duty, unless the competent authority specifically directs that it shall be so treated for any specified purpose; Provided that if the Government servant so desires such authority may direct that the period of absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be, shall be converted into leave of any kind due and admissible to the Government servant.
Note: – The order of competent authority under the preceding proviso shall be absolute and no higher sanction shall be necessary for the grant of: –

 - a)** extraordinary leave in excess of three months in the case of a temporary Government servant; and leave of any kind in excess of five years in the case of a permanent Government servant.
 - b)** The payment of allowance under sub-rule (2) or sub-rule (4) shall be subject to all other conditions under which such allowances are admissible.
 - c)** The amount determined under the proviso to sub-rule (2) or under sub-rule (4) shall not be less than the subsistence allowance and other allowances admissible under rule 68.

- d) Any payment made under this rule to a Government servant on his reinstatement shall be subject to adjustment of the amount, if any, earned by him through employment during the period between the date of removal, dismissal or compulsory retirement. Where the pay and allowances admissible under this rule are equal to or less than the amounts earned during the employment elsewhere, nothing shall be paid to the Government servant.
- m. Regularization of pay and allowances and the period of absence from duty where dismissal, removal or compulsory retirement is set aside by a Court of law and such Government servant is reinstated.
- a) Where the dismissal, removal or compulsory retirement of a Government servant is set aside by a Court of law and such Government is reinstated without holding any further inquiry, the period of absence from duty shall be regularized and the Government servant shall be paid pay and allowances in accordance with the provisions of sub-rule (2) or (3) subject to the directions if any, of the Court.
- b) Where the dismissal, removal or compulsory retirement of a Government servant is set aside by the Court solely on the ground of non-compliance with the requirements of clause (2) of article 311 of the Constitution, and where he is not exonerated on merits, the Government servant shall, subject to the provisions of sub-rule (7) of rule 70 be paid such amount (not being the whole) of the pay and allowances to which he would have been entitled had he been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be, as the competent authority may determine after giving notice to the Government servant of the quantum proposed and after considering the representation, if any, submitted by him, in that connection within such period which in no case shall exceed sixty days from the date on which the notice has been served, as may be specified in the notice: Provided that any payment under this sub-rule to a Government servant (other than a Government servant who is governed by the provisions of the Payment of Wages Act 1936 (4 of 1936) shall be restricted to a period of three years immediately preceding the date on which judgement of the Court was passed or the date of retirement on superannuation of such Government servant as the case may be. b) period intervening the date of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal, removal or compulsory retirement, as the case may be, and the date of judgement of the Court shall be regularized in accordance with the provisions contained in sub-rule (5) of rule-70.
- c) If the dismissal, removal or compulsory retirement of a Government servant is set aside by the Court on the merits of the case, the period intervening between the date of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal, removal or compulsory retirement, as the case may be of re-instatement shall be treated as duty for all purposes and be paid the full pay and allowances for the period, to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be.

- n. The payment of allowances under sub-rule (2) or sub-rule (3) shall be subject to all other conditions under which such allowances are admissible.
- o. Any payment made under this rule to a Government servant on his re-instatement shall be subject to adjustment of the amount, if any, earned by him through an employment during the period between the date of dismissal, removal or compulsory retirement and date of reinstatement. Where the pay and allowances admissible under this rule are equal to or less than those earned during the employment elsewhere, nothing shall be paid to the Government servant. 72 Re-instatement of a Government servant after suspension and specific order of the competent authority regarding pay and allowances etc. and treatment of period as spent on duty.
- p. When a Government servant who has been suspended is reinstated or would have so reinstated but for his retirement on superannuation while under suspension, the authority competent to order re-instatement shall consider and make a specific order:- a) regarding the pay and allowances to be paid to the Government servant for the period of suspension ending with re-instatement or the date of his retirement on superannuation, as the case may be; and b) whether or not the said period shall be treated as a period spent on duty.
- q. Notwithstanding anything contained in rule 68, where a Government servant under suspension dies before the disciplinary or Court proceedings instituted against him are concluded, the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid the full pay and allowances for that period to which he would have been entitled had he not suspended, subject to adjustment in respect of subsistence allowance already paid.
- r. Where the authority competent to order re-instatement is of the opinion that the suspension was wholly unjustified, the Government servant shall, subject to the provisions of sub-rule (8), be paid the full pay and allowances to which he would have been entitled, had he not been suspended,; Provided that where such authority is of the opinion that the termination of the proceedings instituted against the Government servant had been delayed due to reasons directly attributable to the Government servant, it may, after giving him an opportunity to make his representation within sixty days from the date on which the communication in this regard is served on him and after considering the representation, if any, submitted by him, direct, for reasons to recorded in writing, that the Government servant shall be paid of such delay only such amount (not being the whole) of such pay and allowances as it may determine.
- s. In a case falling under sub-rule (3) the period of suspension shall be treated as a period spent on duty for all purposes.
- t. In cases other than those falling under sub-rules(2) and (3) the Government servant shall, subject to the provisions of sub-rules (8) and (9), be paid such amount (not being the whole) of the pay and allowances to which he would have been entitled had he not been suspended, as the competent authority may determine, after giving notice to the Government servant of the quantum proposed and after considering the representation, if any submitted by him in that connection within such period which in no case shall exceed, as may be specified in the notice.

- u. Where suspension is revoked pending finalization of the of the disciplinary or court proceedings, any order passed under sun-rule (1) before the conclusion of the proceedings against the Government servant, shall be reviewed on its own motion after the conclusion of the proceedings by the authority mentioned in sub-rule (1) who shall make an order according to the provisions of sub-rule (3) or sub-rule (5), as the case be.
- v. In a case falling under sub-rule (5) the period of suspension shall not be treated as a period spent on duty, unless the competent authority specifically directs that it shall be so treated for any specified purpose. Provided that if the Government servant so desires, such authority may order that the period of suspension shall be converted into leave of any kind due and admissible to the Government servant.

Note: – The order of the competent authority under preceding proviso shall be absolute and no higher sanction shall be necessary for the grant of- (a) extraordinary leave in excess of three months in the case of temporary Government servant: and (b) leave of any kind in excess of five years in the case of permanent Government servant.

- w. The payment of allowances under sub-rule (2), sub-rule (3) or sub-rule (5) shall be subject to all other conditions under which such allowances are admissible. 9. The amount determined under the proviso to sub-rule (3) or under sun-rule (5) shall not be less than the subsistence allowance and other allowances admissible under rule 68. 73 No extra cost to be incurred by the grant of pay and allowances under rule 70 to 72 without the permission of Government No extra cost may be incurred by the grant of pay and allowances under rules 70,71 except sub-rule (3), and 72 except sub-rule (2) without the permission of Government. In cases however, where the cost does not exceed Rs. 2,000 and where the period during suspension, removal or dismissal from service, does not exceed two years, the excess expenditure may be admitted on the sanction of the authority mentioned in rules 70, 71 except sub-rule (3) and 72 except sub-rule (2).

Note 1: – It is necessary under this rule to obtain the approval of Government to the payment of- (a) any amount exceeding Rs.2000, or (b) any amount not exceeding Rs.2000, if the period in respect of which it is paid, exceeds two years.

Note 2: – Departmental enquiries in disciplinary matters are generally not completed expeditiously and that at times drag on for a considerably long time. Such enquiries should be held and completed as quickly as possible and that in any case the period should not exceed three months from the date a decision has been taken to hold a departmental enquiry. If for any reasons the enquiry is likely to take longer time, the Enquiry Officer, unless he is himself the Head of Department should submit a report to the Head of his Department giving reasons for the delay and the latter should obtain the sanction of Government for allowing the Enquiry Officer an extension of time to complete his enquiry if he is satisfied that there is a case for such extension. In case the Enquiry Officer is himself the Head of Department, he should report the reasons for delay, if any, to Government and obtain an extension of time for completing enquiry.

Note 3: – It is necessary to obtain the approval of Government to the payment of pay and allowances in cases where reinstatement is ordered by setting aside the order of dismissal/removal on the ground that it was passed by an authority subordinate to the appointing authority or was so passed without giving reasonable opportunity to show cause in respect of

such order. In all such cases a report explaining why the proper procedure was not observed should invariably be sent to Government to enable it to decide whether the loss caused to Government should be recovered from the official(s) concerned in proportion to his/her/their responsibility.

Instruction: – This rule is not applicable to those cases in which the period of absence from duty, either by way of suspension or by way of the period spent out of service, is treated as leave due and admissible.

- x. Adjustment of subsistence allowance against final payment the amount of subsistence allowance, if any, already drawn is to be deducted from the pay and allowances or proportion of them which may be granted under 70, 71, or 72 as the case may be.
- y. Filling in vacant posts substantively due to reduction, removal or dismissal, after one year. Posts vacated by Government servants, removed or dismissed from service, may be filled substantively only after the expiry of the period of one year from the date of such reduction, removal, or dismissal, as the case may be, subject to the condition that the arrangements thus made will be reversed if such Government servants are re-instated on appeal.
- z. Grant of pay and allowances on reinstatement does not cancel officiating arrangements. The grant of pay and allowances or a proportion of them under rules 70, 71 or 72 does not cancel any acting arrangements which may have been in force during the period of a government servant's suspension, removal, dismissal or reduction.

Note: - Cases where Governments are re-instated when the order of dismissal/removal is set aside for the reason that it was passed by an authority not competent to pass such an order or was so passed without giving a reasonable opportunity to show cause in respect of such order, will be covered by this rule.

D. Maharashtra Public Universities Act, 2016

Grievances of Teachers and Employees

- a. There shall be a Grievances Committee in each university to deal with all types of grievances; except grievances against the State Government including its officials, of teachers and other employees of the university, affiliated and autonomous colleges and recognized institutions, other than those managed and maintained by the State Government, Central Government or a local authority; which are not within the jurisdiction of the University and College Tribunal.
- b. The university shall establish a Grievances Redressal Cell headed by the officer of the university not below the rank of the Assistant Registrar for providing administrative assistance to the Grievances Committee.
- c. The Grievances Committee shall consist of the following members, namely: -
 - Retired Judge not below the rank of the District Judge, nominated by the Vice-Chancellor – Chairperson;
 - One Dean, nominated by the Vice-Chancellor;
 - Chancellor's nominee on the Management Council;
 - Registrar;

One teacher belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes and one non-teaching employee nominated by the Senate from amongst its members;

Law Officer of the University – Member-Secretary.

- d. The nomination of a retired Judge as the Chairperson and of a Dean as the member of the Grievances Committee, shall be for such period, not exceeding three years in aggregate, as the Vice-Chancellor may from time to time, in each case decide.
- e. The retired judge nominated as the Chairperson of the Grievances Committee shall be entitled for remuneration and conveyance charges, as may be determined by the university.
- f. The Grievances Committee shall hear, settle and decide grievances as per the law, as far as may be practicable, within three months, from the date of filing of the complaint.
- g. It shall be lawful for the Grievances Committee to entertain and decide grievances or complaints relating to service of the employees, which are not within the jurisdiction of the Tribunal, after giving reasonable opportunity of being heard to both the parties

E. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Prevention of sexual harassment.

- a. No woman shall be subjected to sexual harassment at any workplace.
- b. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:
 -
 - b.1. implied or explicit promise of preferential treatment in her employment; or
 - b.2. implied or explicit threat of detrimental treatment in her employment; or
 - b.3. implied or explicit threat about her present or future employment status; or
 - b.4. interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - b.5. humiliating treatment likely to affect her health or safety.

Complaint of sexual harassment

- a. Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

- b. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Punishment for false or malicious complaint and false evidence

- a. Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:
Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:
Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.
- b. Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

CHAPTER – 5: CODE OF CONDUCT FOR

CODE OF CONDUCT FOR VICE PRINCIPAL

- i. To assist the Principal in the day to day administrative work.
- ii. To monitor the teaching-learning process in the college.
- iii. To keep office hours.
- iv. To assume responsibility of the head of department/association/committee as and where required.
- v. To oversee the working of the junior college, un-aided section, and autonomous programs of the College.
- vi. To keep track of and avoid bottlenecks in the working of the College as a whole and its various departments/sections.
- vii. To oversee, guide, and facilitate the working of the Student Council, Departments, and Associations of the College.
- viii. To report to the Principal regarding the functioning of teachers, students, committees, and associations.
- ix. To resolve disputes between stakeholders and address grievances.
- x. To step in during the principal's absence and facilitate the smooth working of the system as a whole.
- xi. To liaison with the Principal, teaching staff, non-teaching staff, and students.

HEAD OF THE DEPARTMENT/COURSE COORDINATOR/NODAL OFFICER

- i. The workload (teaching and departmental/course/degree/diploma program) of all the staff should be fixed by the Head of the department.
- ii. The Head of the Department/ Course Coordinator/Nodal Officer should ensure that the workload of the teacher should not be less than the minimum prescribed as per University norms, of which teaching-contact hours should be at least as follows:
 - A. Head of Department/ Professor- 16 hours/week
 - B. Associate Professor- 16 hours/week
 - C. Assistant Professor- 16 hours/week.
- iii. The Head of the Department/ Course Coordinator/Nodal Officer should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- iv. The teaching load should be allotted by The Head of the Department/ Course Coordinator/Nodal Officer after taking into account of the Faculty Member's interests/choices.
- v. The Head of the Department/ Course Coordinator/Nodal Officer should prepare the academic calendar of the department/course/program he/she is in charge of.
- vi. The Head of the Department/ Course Coordinator/Nodal Officer should arrange the regular meetings (monthly/semester/term-wise) of the staff to appraise the progress of academic and administrative work.
- vii. The Head of the Department/ Course Coordinator/Nodal Officer should encourage Faculty Members to update their knowledge by attending seminars/workshops/conferences.

- viii. The Head of the Department/ Course Coordinator/Nodal Officer should encourage Faculty Members to author textbooks and publish research papers in reputed International / Indian Journals / Conferences.
- ix. The Head of the Department/ Course Coordinator/Nodal Officer should review syllabus completion by department members and arrange for feedback responses from the students, and the parents on quality-related department processes.
- x. The Head of the Department/ Course Coordinator/Nodal Officer should write a confidential report for all staff members of his/her department and submit it to the Principal.
- xi. The Head of the Department/ Course Coordinator/Nodal Officer should prepare all departmental reports and supporting documentation and submit to the Principal at the end of every term/semester and academic year.

DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

- i. To carry out work relating to the promotion and development of sports/physical education of the College.
- ii. To be responsible for planning and audit of the sports/physical education department and implementation of policies in this regard approved by the Principal.
- iii. To keep office hours prescribed for the post of Physical Education /Sports Director
- iv. To nurture and groom sporting talent from the College
- v. To conduct physical fitness tests for students as prescribed by the University from time to time.
- vi. To ensure that a list of sports students is prepared on a class-wise basis and make it available to all teachers.
- vii. To maintain and preserve attendance records of all students training and/attending matches/sporting events and provide the same to the Principal on a weekly/monthly/semester basis.
- viii. To assume responsibilities as may be assigned to him/her from time to time for examination work and conduct of curricular, co-curricular and extracurricular activities of the College.
- ix. To ensure that College Gymkhana, sports training facilities/areas/courts and equipment are in good condition and used properly by students.
- x. To arrange the regular meetings (monthly/semester/term-wise) of the Gymkhana Managing Committee of the College to appraise the progress of academic and administrative work.
- xi. To ensure that sports gear/materials are issued to sports students against their I-cards.
- xii. To inspect sports gear upon return and create accountability for any damage to the same.
- xiii. Should review training/match practice/participation in contests/matches completion by sports students of the College and arrange for feedback responses from the students, and the parents on quality-related department processes.
- xiv. To prepare a report for each sports student and maintain records of the same.
- xv. To provide reports and supporting photographs/copies of certificates of departmental activities and College achievements about sports to the College authorities and office regularly.
- xvi. To submit records and reports to the Principal
- xvii. To ensure that sports students are made aware of the need to complete their academic work, internal assessments, practical journals and attend examinations.
- xviii. To update his/her knowledge by attending seminars/workshops/conferences.

- xix.** To pursue research and publish papers in the domain of sports.
According to Government Resolution No.: Misc-2018/C.R.56/18/UNI-1

Director of Physical Education and Sports should:

- a. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b. Manage their private affairs in a manner consistent with the dignity of the profession;
- c. Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- d. Participate in extension, co-curricular and extra-curricular activities, including the community service;
- e. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

LIBRARIAN

- i. To carry out work relating to the promotion and development of the College Library.
- ii. To be responsible for planning and audit of the library and implementation of policies in this regard approved by the Principal.
- iii. To keep office hours prescribed for the post of Librarian.
- iv. To nurture the reading habit and provide a conducive environment to students and teachers visiting the library.
- v. To oversee the cleanliness, maintenance and ventilation of the library.
- vi. To oversee and ensure that the issue of identity cards to students and staff members proceeds in a timely and organized manner.
- vii. To ensure the preservation of books and records in the library.
- viii. To ensure that books, magazines, journals, and reading material requisitioned by teaching staff are purchased and made available in the library.
- ix. To maintain necessary records relating to the contents of the library reading material, attendance of students and staff members, receipts and issue of books.
- x. To assign work to library clerks, attendants and peons.
- xi. To ensure that reading, printing and photocopying facilities are accessible to all students and staff members.
- xii. To keep track of and preserve news items relating to the college.
- xiii. To assume responsibilities as may be assigned to him/her from time to time for examination work and conduct of curricular, co-curricular and extracurricular activities of the College.
- xiv. To ensure that College Gymkhana, sports training facilities/areas/courts and equipment are in good condition and used properly by students.
- xv. To arrange the regular meetings (monthly/semester/term-wise) of the Library Committee of the College to appraise the progress of academic and administrative work.
- xvi. Should review the working of the library and arrange for feedback responses from the staff, students, and parents/guardians on quality-related department processes.
- xvii. To provide reports and supporting documentation about the library to the College authorities and office regularly.
- xviii. To submit records and reports to the Principal

xix. To update his/her knowledge by attending seminars/workshops/conferences.

xx. To pursue research and publish papers in the domain of library science.

According to Government Resolution No.: Misc-2018/C.R.56/18/UNI-1

Librarian should:

- a.** Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b.** Manage their private affairs in a manner consistent with the dignity of the profession;
- c.** Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- d.** Participate in extension, co-curricular and extra-curricular activities, including the community service;
- e.** Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

CHAPTER 6: CODE OF CONDUCT FOR COLLEGE EXAMINATION OFFICER

- i. To oversee and be responsible for the overall functioning of the Examination Department of the College
- ii. To keep track of and follow all Examination Ordinances of the Savitribai Phule Pune University.
- iii. To make ensure fair conduct of examinations and curb malpractices.
- iv. To initiate strong action against staff and students if found indulging in examination related malpractices.
- v. To organize all internal and external examination processes, in liaison with staff, students, parents and examination boards/SPPU exam department.
- vi. To ensure that all students' information has been entered appropriately by clerks associated with examination work and year in-charge (clerk and faculty members).
- vii. To work closely with the administrative staff to form examination timetables.
- viii. To manage the capture, storage and processing of data and the production of associated reports and analyses relating to student performance in support of the college's aim to raise academic results.
- ix. To oversee the maintenance of all important examination records by the concerned examination clerks.
- x. To be the administrative support for all faculty members and clerical staff associated with examination work.
- xi. Administer all external and internal examinations, including liaison with the Examination Department of Savitribai Phule Pune University, CAP (Central Assessment Programme) Director and Chief Conductor of Examination.
- xii. To function as a one-point contact for all senior and junior supervisors, clerical staff, peons and all supports staff associated with examination work.
- xiii. To provide written guidelines for paper setting, paper correction and supervision work.
- xiv. To ensure proper display of examination notices and time table for all concerned (students and staff members).
- xv. To collect question papers (in the required format and adequate sets) at least 15 days prior to examinations.
- xvi. To ensure secrecy of question papers and all exam related information.
- xvii. To ensure the provision of model answers and scheme of marking to all examiners.
- xviii. To ensure the availability of a help desk to teachers/examiners engaged in examination work.
- xix. To ensure that all entries are processed in accordance with the examination department of the Savitribai Phule Pune University regulations and deadlines.
- xx. To liaise with the Heads of the Department/Course Coordinators/Nodal Officers and teaching staff to ensure that exam entries are processed and deadlines are adhered to.
- xxi. Prepare and update all examination entries, including financial estimates of fees.

- xxii.** To oversee the provision of relevant data in respect of entries, fees and late fees to the Finance Department.
- xxiii.** To ensure that appropriate rooms are used for examinations.
- xxiv.** To ensure that proper seating arrangements, numbering of benches and display of this information is completed by the concerned clerks well before the commencement of the examination.
- xxv.** To brief students on examination procedures and produce guidelines for staff and students.
- xxvi.** To publish agreed timetables and seating plans to staff and students.
- xxvii.** To liaison with the office to organize timetabling and invigilation of all internal and external examinations, mock examinations and assessed practicals.
- xxviii.** To be responsible for the dissemination and collection of various forms and coursework mark sheets to examiners/teachers/paper-setters for completion and return to the office by the specified deadlines.
- xxix.** To be responsible for organizing and overseeing student movement to ensure that appropriate examination conditions are in place for all examinations.
- xxx.** To ensure Access Arrangements for all students including differently-abled students are processed in accordance with Savitribai Phule Pune University and UGC guidelines/regulations.
- xxxi.** To ensure that Special Education Needs/differently abled students have the correct exam arrangements in place
- xxxii.** To organise examination papers and stationery, before and after examinations, ensuring that they are securely stored, in accordance with Savitribai Phule Pune University Regulations
- xxxiii.** Be responsible for timely publication of mark sheets/results for all internal examinations within deadlines.
- xxxiv.** Maintain electronic copies of all issued certificates and statement of results.
- xxxv.** Personally issue exam papers to invigilators.
- xxxvi.** Remain on-site at all times for the duration of examinations and personally secure completed exam papers in the exam store.
- xxxvii.** Recruit, train and supervise Examination Invigilators, ensuring that sufficient numbers are available for each examination in accordance with University Regulations.
- xxxviii.** Be responsible for managing the invigilation team, including monitoring invigilation performances and dealing with any problems that may arise during and after exams.
- xxxix.** Manage the arrangements for the issue of examination results to candidates.
 - xl.** Manage the administration pertaining to the Graduation Ceremony including registering candidates and claiming certificates.
 - xli.** Ensure the creation of statements of results and result analysis for all examinations is completed by the concerned clerks.
 - xlii.** To disseminate result information in a timely manner to facilitate student university applications and the promotion of college success in securing student entry to top universities.
 - xliii.** To issue all statement of results and exam certificates in accordance with University Regulations.
 - xliv.** To be responsible for notification of Exam Late Fees to Vice Principal and Head Office.
 - xlv.** To attend relevant training courses.
 - xlvi.** To attend any Examinations Officer meetings run by the Savitribai Phule Pune University.

- xlvi.** To cultivate links and discuss best practices in order to streamline the administration of examinations.
- xlvii.** To prepare, manage, process and dispatch the Academic reports every term/semester/annually depending on the examination system.
- xlvi.** To ensure fair and equitable division of examination work.

CHAPTER – 7: CODE OF CONDUCT FOR PRINCIPAL

- i. The principal should oversee and monitor the administration of the academic programs and general administration of the College to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- ii. The principal should plan the budgetary provisions and go through the financial audited statements of the College.
- iii. The principal has the authority to make all the necessary actions as and when required to maintain discipline in the College.
- iv. The principal should form various college-level committees that are necessary for the development of the College.
- v. The principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conferences.
- vi. The principal should encourage Faculty Members to author textbooks and publish research papers in reputed International / Indian Journals/Magazines and Periodicals.
- vii. The principal should provide leadership, direction and coordination within the College.
- viii. The principal should periodically review this Code of Conduct.
 - a. As it deems necessary to ensure that this Code of Conduct conforms to applicable Laws
 - b. Meets or exceeds College standards and any weaknesses
 - c. Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- ix. The principal is responsible for the development of academic programmes of the College.
- x. The principal should convene meetings of any of the authorities, bodies or committees, as and when required.
- xi. The principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- xii. The principal should ensure that quality in education and academic services is maintained for continuous improvement and turn the students into better individuals and responsible citizens of the country.
- xiii. The principal should ensure that the long-term and short-term development plans of the College in their academic programs are duly processed and implemented through relevant authorities, bodies, committees and its members.
- xiv. The principal should forward a confidential report of all staff members of the College and submit it to the Management.
- xv. The principal shall be responsible for the submission of an annual report on the progress achieved in different developmental and collaborative programs to the various committees and Management.

A. University of Poona Statutes Statute

414. Responsibilities of the Head of the University Department/ Principal:

Subject to the supervision and general control of the University/Governing Body, the Head of the University Department/Principal as an administrative and academic Head of the University Department/College shall be responsible for:

- a. Academic growth of the University Department/College
- b. Participation in the teaching work, research, and training programs of the University Department/College
- c. Assisting in planning and implementation of academic programs such as orientation courses, seminars, in-service and other training programs organized by the University Department/College, for academic competence of the Faculty Members
- d. Admission of students and maintenance of discipline of the University Department/College
- e. Management of University Department Library/College Libraries, Laboratory, Gymkhana, and Hostels, if any
- f. Receipts, expenditures, and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee
- g. Observance of provisions of Accounts Code
- h. Correspondence relating to the administration of the University Department/ College
- i. Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the University Department/College, and maintenance of records
- j. Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued thereunder from time to time
- k. Supervision of University Department/College and University Examinations, setting of question papers, for the University Department/ College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned
- l. Assessing reports of teachers and maintenance of Service Books
- m. Any other work relating to the University Department/College as may be assigned to him by the Competent Authority from time-to-time Statute 414 came into force w.e.f. 23.12.1981.
- n. Assessing reports of members of the non-teaching staff, maintenance of their Service Books and looking after the general welfare of the non-teaching staff
- o. Observance and implementation of directives issued by Government, authorities viz. Director of Education / Higher Education / University and other concerned authorities
- p. Safe-guard the interests of teachers/non-teaching staff members and the Management
- q. Timely submission of information/returns to different authorities viz. Government/University/University Grants Commission/Management etc. especially regarding Accounts matters

Statute 417. Probation:

- a. The period of probation of the teacher shall in no case be more than 24 months, on the expiry of which he will be deemed to be confirmed unless after assessment of this work by the Committee, his services are terminated by giving him one month's notice or one month's salary in lieu of notice.

- b. The principal of the conducted College or the Head of the University Department concerned shall maintain Assessment Reports of the teacher on probations in the Performa prescribed for the purpose by the Vice-Chancellor, for every six months, and complete it at the end of each term of the academic year. The principal of the conducted College or the Head of the University Department under whom the teacher is working shall send to the Registrar at least two months before the date of expiry of the period of probation, his assessment report with definite recommendations for confirmation in service or otherwise. In case the teacher appointed on probation for a period of less than 24 months is not to be confirmed at the end of his probationary period or his probationary period is to be extended, a confidential report justifying the decision should be attached and such cases be referred to the Vice-Chancellor for further instruction. The Executive Council shall be the deciding authority in these cases. In the case of teachers of Affiliated Colleges, the Principal will similarly maintain Assessment Reports and forward the recommendations to the Chairman, Governing Body for further instructions. The Governing Body shall be the deciding authority in these cases.
- c. Statute 417 came into force w.e.f. 23.12.1981
- d. The Assessment Report of the Principal of Conducted College/Head of the University Department on probation shall be maintained by the Vice-Chancellor, or the Principal of Affiliated College by the Chairman of the Governing Body and will be placed before the Competent Authority at least two months before the date of expiry of the period of probation with definite recommendations of confirmation in service or extension of the probationary period or otherwise.
- e. If the University/Governing Body terminates the services of the teacher on probation on the ground of reduction in work-load or abolition of the post and if he is reemployed by the same College or a College under the same management subsequently within a year, the period spent by a teacher on probation during his first appointment shall be counted towards the total period of probation of 24 months. He shall be eligible for annual increment, condonation of break-in-service, and confirmation, subject to his carrying good Assessment Report.

Statute 418. Service Book:

A service book shall be maintained by the Registrar or any other officer duly authorized by him/Principal/Head of Recognized Institution for the teacher of the University /College/Recognized Institution and shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the teacher concerned after the end of each academic year and his signature obtained.

Statute 420. Assessment of Teachers Work:

- i. To evaluate the work of the teacher, he should prepare an out-line of his academic program in consultation with the Head of the Department at the beginning of a session and then at the end of the academic year prepare a report of the work done by him which should be submitted to the Head of the University Department/Principal/Head of the Recognized Institution by the end of the year.
- ii. Besides, the Assessment Report of the teachers shall be maintained by the Head of the University Department/Principal/Head of the Recognized Institution for the following purposes:

- a. For evaluation of six-monthly reports during the period of probation.
 - b. For confirmation in service.
 - c. For Assessment at the time of crossing Assessment Bar in 2[pay scales.]
 - d. For consideration at the time of interview for a higher post.
 - e. Once every three years for determining whether the teacher continues to take his work seriously.
 - f. On other occasions when required for specific purposes.
- iii. The adverse remarks, as well as remarks of appreciation of any outstanding work, shall be brought to the notice of the person concerned by Head of the University Department/Principal or Vice-Chancellor/Chairman, Governing Body in the case of Heads of University Departments/Principals with a view to improving in the work, by the person concerned, if the report is adverse.
- iv. Statutes 418,420 came into force w.e.f. 23.12.1981.
- v. These words were substituted for the original w.e.f. 07.10.1987.
The teacher aggrieved by any adverse remarks may represent to the Competent Authority which shall deal with such representation suitably.
- vi. The assessment report referred to above shall be made by the persons indicated herein below on the recommendations of the immediate Head under whom the member of the staff is working:
- vii. Assessing Authority Person to be assessed
- a. Vice-Chancellor: - Head of the University Department /Principal of the conducted College.
 - b. Head of the University Department and Principal of conducted college: - The teacher working in the Department Conducted College concerned.
 - c. Chairman, Governing Body: - Principal of Affiliated College/Head of Recognized Institution.
 - d. Principal of Affiliated College/ Head of Recognized Institution: - Head of the Department in Affiliated College/Recognized Institution.
 - e. Principal/Head of Recognized Institution in consultation with the Heads of the Departments in the Affiliated Colleges/Recognized Institutions respectively: - The Teacher in the Department of Affiliated College/Recognized Institution.
- viii. The Committee consisting of the following members shall consider the Assessment Report for various purposes laid down in Statute 420 (1) and will also recommend the crossing of the Assessment Bar in the case of the teacher.
- University Department:**
- a. the Vice-Chancellor.
 - b. the Head of the University Department/expert in the subject nominated by the Vice-Chancellor.
 - c. the nominee of the Executive Council.
- Conducted College:**
- a. the Vice-Chancellor.
 - b. Principal of the College concerned.
 - c. the nominee of the Executive Council.
- Affiliated College/Recognized Institution:**
- a. the Chairman, Governing Body or his nominee.

- b. the Principal of the College concerned/Head of the Recognized Institution.
- c. the Head of the Department in the subjects, if any, or an expert in the subject nominated by the Chairman/Governing Body.
- d. Two experts in the subject nominated by the Vice-Chancellor.

However, in case where assessment of the Head of the department/Principal/Head of the Institution is concerned, in place of the Head of the Department/Principal/Head of Institution, the words “an outside expert nominated by the Competent Authority” be substituted On the recommendation of the Committee referred to above the Executive Council/Governing Body shall permit the teacher to cross the Assessment Bar in the scale prescribed. If the report is adverse, he will not cross the Assessment Bar till the authorities concerned recommend that he be permitted to cross the Assessment Bar.

Leave Rules:

Sanctioning Authority: The sanctioning authority for granting Casual Leave and other leave, except as specified under Statute 438 will be the Head of the University Department/Principal/Head of the Institution under whom he is working.

Code of Conduct:

The Code or Professional Ethics for University and College Teachers (1989) that has been adopted by the University Grants Commission (Appendix VI) shall apply to the teachers (including Principals, Librarians, Directors of Physical Education and Instructors of Physical Education) of the University, the affiliated Colleges and the Recognized Institutions.

Maharashtra Public Universities Act, 2016

Statutes relating to discipline and proper conduct for students, and the action to be taken against them for breach of discipline or misconduct, shall also be published in the prospectus of the university, affiliated college or recognized institution and every student shall be supplied with a copy of the same. The principals of the colleges and heads of the institutions, maintained by the university and affiliated colleges, may, prescribe additional norms of discipline and proper conduct, not inconsistent with the Statutes, as they think necessary and every student shall be supplied with a copy of such norm

It shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institutions to render necessary assistance and service in respect of examinations of the university and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or nonteaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the university in this respect, the Vice-Chancellor shall have the power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher, as may be prescribed by the Statutes.

A person shall be disqualified for being a member of any of the authorities, bodies and committee of university and voting to the authorities, bodies and committees, if he-

- a) is of unsound mind and stands so declared by a competent court; or
- b) is an undischarged insolvent; or

- c) has been convicted of any offence involving moral turpitude; or
- d) is conducting or engaging himself in private tuitions or private coaching classes; or
- e) has been punished for indulging in or promoting unfair practices in the conduct of any examination and evaluation, in any form, anywhere; or
- f) has willfully omitted or refused to carry out the provisions of this Act, Statutes or Ordinances, or has acted in any manner detrimental to the interests of the university; or
- g) has been punished in any form, by the competent authority for committing misconduct; or
- h) discloses or causes to disclose to the public, in any manner whatsoever, any confidential matter, in relation to the examination and evaluation, the knowledge of which he has come to be in possession, due to his official position: Provided that, the right of voting of the person in respect of clauses (e) and (g) shall remain suspended during the term of punishment under the said clauses.

Grievances of Teachers and Employees

There shall be a Grievances Committee in each university to deal with all types of grievances; except grievances against the State Government including its officials, of teachers and other employees of the university, affiliated and autonomous colleges and recognized institutions, other than those managed and maintained by the State Government, Central Government or a local authority; which are not within the jurisdiction of the University and College Tribunal.

The university shall establish a Grievances Redressal Cell headed by the officer of the university not below the rank of the Assistant Registrar for providing administrative assistance to the Grievances Committee.

The Grievances Committee shall consist of the following members, namely: -

Retired Judge not below the rank of the District Judge, nominated by the Vice-Chancellor – Chairperson;

One Dean, nominated by the Vice-Chancellor;

Chancellor's nominee on the Management Council;

Registrar;

One teacher belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes and one non-teaching employee nominated by the Senate from amongst its members;

Law Officer of the University – Member-Secretary.

a) The nomination of a retired Judge as the Chairperson and of a Dean as the member of the Grievances Committee, shall be for such period, not exceeding three years in aggregate, as the Vice-Chancellor may from time to time, in each case decide.

b) The retired judge nominated as the Chairperson of the Grievances Committee shall be entitled for remuneration and conveyance charges, as may be determined by the university.

The Grievances Committee shall hear, settle and decide grievances as per the law, as far as may be practicable, within three months, from the date of filing of the complaint.

It shall be lawful for the Grievances Committee to entertain and decide grievances or complaints relating to service of the employees, which are not within the jurisdiction of the Tribunal, after giving reasonable opportunity of being heard to both the parties

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
Prevention of sexual harassment.

- a) No woman shall be subjected to sexual harassment at any workplace.
- b) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment-
 - i. implied or explicit promise of preferential treatment in her employment; or
 - ii. implied or explicit threat of detrimental treatment in her employment; or
 - iii. implied or explicit threat about her present or future employment status; or
 - iv. interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - v. humiliating treatment likely to affect her health or safety.

Complaint of sexual harassment

Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a Series of incidents, within a period of three months from the date of last incident:

- i. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:
- ii. Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.
- iii. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Punishment for false or malicious complaint and false evidence

Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

- i. Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:
- ii. Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

- iii. Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

According to Government Resolution No.: Misc-2018/C.R.56/18/UNI-1

College Principal should:

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability;
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- c) optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- e) Endeavor to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society;
- f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- g) Manage their private affairs in a manner consistent with the dignity of the profession;
- h) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service;
- j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour

CHAPTER 8: CODE OF CONDUCT FOR COLLEGE DEVELOPMENT COMMITTEE

There shall be a separate College Development Committee comprising of the following members, namely: -

- a) Chairperson of the management or his nominee secretary of the management or his nominee One Head of the department, to be nominated by the Principal
- b) Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be a woman
- c) One non-teaching employee, elected by regular non-teaching staff from amongst themselves
- d) Four local members, nominated by the management in consultation with the Principal, from the fields of education, industry, research and social service of whom at least one shall be an alumnus
- e) Coordinator, Internal Quality Assurance Committee of the college
- f) President and Secretary of the College Students' Council
- g) Principal of the college - Member - Secretary.

The College Development Committee shall meet at least four times a year.

Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

The College Development Committee shall: -

- a) prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, which enable the college to foster excellence in curricular, co-curricular and extra-curricular activities
- b) decide about the overall teaching programs or academic calendar of the college
- c) recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- d) take a review of the self-financing courses in the college, if any, and make recommendations for their improvement
- e) make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- f) make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
- g) make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process makes specific recommendations

regarding the improvement in teaching and suitable training programs for the employees of the college

- h)** Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
- i)** Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- j)** Make recommendations regarding the students' and employees' welfare activities in the college
- k)** Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- l)** Frame suitable admissions procedure for different programs by following the statutory norms
- m)** Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- n)** Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college
- o)** Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc
- p)** Recommend the distribution of different prizes, medals and awards to the students.
- q)** Prepare the annual report on the work done by the committee for the year ending on the 30th June and submit the same to the management of such college and the university
- r)** Perform such other duties and exercise such other powers as may be entrusted by the management and the university.