

Samaj Shikshan Mandal,
AMRUTESHWAR ARTS, COMMERCE AND SCIENCE COLLEGE,
Vinzar, Tal. – Velhe, Dist. – Pune- 412 213

NAAC Re-Accreditation Grade (3rd Cycle)– 'B' (CGPA-2.24)

CODE OF CONDUCT

Code of Conduct/Professional ethics/Guidelines

Prepared By
INTERNAL QUALITY ASSURANCE CELL
(I.Q.A.C.)



2023-24

INDEX

Sr. No.	Particular	Page No.
1.	Code of Conduct for The College Students.	03-05
2.	Professional Ethics & Code of Conduct for Non-Teaching Staff.	05-06
3.	Code of Conduct /Code of Professional Ethics as per U.G.C.	06-09
4.	Code of Conduct for the Teachers.	06-09
	I. Teachers and Their Responsibility	06-07
	II. Teachers and Students	07-08
	III. Teachers and Colleagues	08
	IV. Teachers and Authorities	08-09
	V. Teachers and Non-Teaching Staff	09
	VI. Teachers and Guardians	09
	VII. Teachers and Society	09





1. CODE OF CONDUCT FOR THE COLLEGE STUDENTS.

Introduction:

Amruteshwar Arts Commerce and Science college, Vinzar has formulated Code of Conduct to improve overall development of students and teachers by creating effective teaching-learning atmosphere. It promotes the professional behavior and academic integrity. The reputation of Amruteshwar Arts Commerce and Science college, Vinzar depends on the academic performance as well as on behavior of the students. Our Motto is “*Sarv Shresth Dan Vidya Dan*” The purpose of this code of conduct is to make the Students, Teachers, College Departments /Committees familiar about the rules and regulations of the College and to progress towards the achievement of the mission and vision of the College.

“ SELF DISCIPLINE IS THE BEST DISCIPLINE”

All students are expected to observe rules and regulations to enable the smooth working of the college and keep Harmony, Silence and Educational Atmosphere in the College premises. Therefore, all students of College are introducing the following code of conduct which must be followed by every student of the college.

1	Classes starts as per the given time table on all the six days of a week.
2	No student shall leave the premises before the college timing without the prior permission of HOD/class teacher.
3	As per Savitribai Phule Pune University rules 75% attendance is mandatory to appear in semester end examination.
4	Every student of the college must always wear the valid Identity Card issued by the college bearing the signature of the Principal, around the neck.
5	Only urgent/important notice shall be read out in classroom. Students should see the notice board daily and keep themselves well informed about the various notices that may be put up there from time to time.
6	Students must adhere to the Dress Code of the College and neat and tidy.
7	Ragging is an offence. Ragging is strictly prohibited in the college campus/premises. Any student/students involved in such activities will be immediately expelled from the college.
8	If any student/students is/are affected by the ragging in the college premises or outside of the college, He/She/They must inform immediately to the Principal/ Discipline & Ragging committee Coordinator.
9	Consuming Alcohol, Tobacco and Smoking Is Strictly Prohibited In The Premises And

CODE OF CONDUCT/PROFESSIONAL ETHICS/GUIDELINE

	Out of The College.
10	No student spite in college premises/campus or in class room
11	College premises is under CCTV surveillance; everyone must follow the disciplinary manners in college premises/campus/class room.
12	During the conduct of lectures, Students should not loiter in and around the College premises. Students are liable to lose their term for disobedience, misconduct, misbehavior, loitering or for any act of indiscipline.
13	Use of mobile phones in the classrooms, Library, area etc. is strictly prohibited if it is used for other than digital educational purpose.
14	Students should make use of College Library and must not loiter in the college premises whenever they have a free period.
15	Any student who damages the reputation of the college in any way is liable to be expelled. Offenders shall be liable to face legal action
16	For any kind of misbehavior with teachers / administrative staff or creating disturbances in the college premises/ in classroom by a student or group of students, a full range of disciplinary action will be taken against him/her/them.
17	Students must take proper care of all the college property. Any damage done to the property of the college by disfiguring walls, doors, windows, fittings, furniture and such other things is breach of discipline of the college and will be considered a punishable offence.
18	No function/program in the college campus / class room without prior permission of the principal
19	Student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.





THE PROFESSIONAL ETHICS & CODE OF CONDUCT FOR NON-TEACHING STAFF

1	Every one of non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C/University/College /Management from time to time.
2	Maintain their professional knowledge & skills updated himself/ herself professionally for the proper discharge of duties assigned to him/her.
3	Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
4	Respect the right and dignity of the student for assisting them any kind of help/guidance etc.
5	Speak respectfully and Behave with polite to the every one of the college.
6	Deal justly and impartially with students regardless of their religion, caste, political ideology, economic, social and physical characteristics;
7	Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
8	Co-operate personally to the policies of the institutions which have been made by higher authorities of the institution.
9	Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
10	Should adhere the Professional Ethics and Code of Conduct of the institution.
11	Every employee should apply their knowledge and experience for overall development of the office work of the college.
12	Every employee should behave and perform fair and committed to the best interest of the college.
13	Every employee of the college should cooperate to maintain discipline and good habits in the office as well as college premises.
14	Should maintain the positive relationship with all colleagues & teaching staff and the students of the college.
15	Every employee possesses his/her identity as an Employee of the college/Institution in

	the society, therefore no employee should act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside or outside of the College Campus, everyone should maintain the reputation, discipline & culture of the College at the public places/ in the society.
16	Avoid conflicts between their professional work and personal interest.
17	No one of the non- teaching staff should by act or deed degrades, harass or insult any other person for any reason whatsoever or act in a manner unbecoming in this profession.
18	Should adopt a humane approach in dealing with students who are physically challenged.
19	Be punctual & careful in availing professional opportunities for career development.

3. THE PROFESSIONAL ETHICS FOR THE TEACHERS

(As per UGC Notification-2018)

Introduction: The College Is Providing the Following Guidelines of UGC for Maintaining the Professional Ethics for The Teachers These Guidelines Are Adopted from UGC Notification (New Delhi, The 18th July, 2018) i.e. UGC Regulations On Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for The Maintenance of Standards in Higher Education, 2018

Source: https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018

CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal 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 which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.





CODE OF CONDUCT/PROFESSIONAL ETHICS/GUIDELINE

(i)	Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
(ii)	Manage their private affairs in a manner consistent with the dignity of the profession;
(iii)	Seek to make professional growth continuous through study and research;
(iv)	Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
(v)	Maintain active membership of professional organizations and strive to improve education and profession through them;
(vi)	Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
(vii)	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 the conduct of university and college examinations, including supervision, invigilation and evaluation.
(viii)	Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

(i)	Respect the right and dignity of the student in expressing his/her opinion;
(ii)	Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
(iii)	Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
(iv)	Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
(v)	Inculcate among student's scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace;
(vi)	Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
(vii)	Pay attention to only the attainment of the student in the assessment of merit;
(viii)	Make themselves available to the students even beyond their class hours and help and

CODE OF CONDUCT/PROFESSIONAL ETHICS/GUIDELINE

	guide students without any remuneration or reward;
(ix)	Aid students to develop an understanding of our national heritage and national goals; and
(x)	Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should:

(i)	Treat other members of the profession in the same manner as they themselves wish to be treated;
(ii)	Speak respectfully of other teachers and render assistance for professional betterment;
(iii)	Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
(iv)	Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

(i)	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;
(ii)	Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities;
(iii)	Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
(iv)	Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
(v)	Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
(vi)	Should adhere to the conditions of contract;
(vii)	Give and expect due notice before a change of position is made; and



CODE OF CONDUCT/PROFESSIONAL ETHICS/GUIDELINE

(viii)	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 academic schedule.
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V. TEACHERS AND NON-TEACHING STAFF:

(i)	Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
(ii)	Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

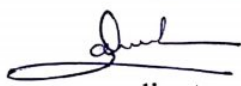
(i)	Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the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

Teachers should:

(i)	Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
(ii)	Work to improve education in the community and strengthen the community's moral and intellectual life;
(iii)	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;
(iv)	Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
(v)	Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration

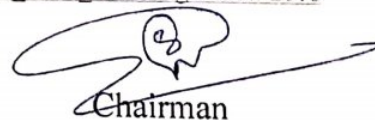
Source: https://www.ugc.ac.in/pdfnews/5323630_New_Draft_UGCRegulation-2018



Co-ordinator
Internal Quality Assurance Cell

I.Q.A.C.
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Tal. Velhe, Dist. Pune





Chairman
Internal Quality Assurance Cell
Principal

Amruteshwar Arts, Commerce
and Science College, Vinzar,
Tal. Velhe, Dist.- Pune.

GRIEVANCE REDRESSAL POLICY

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GRIEVANCE REDRESSAL POLICY

Policy Objective:

To provide a mechanism for students to air out their grievances and to provide Redressal mechanism for the same so that they have smooth span at the college from the day of admission to their graduation. The objectives of Students Grievance Redressal Cell include the following:

- i. To support students who are deprived from the services offered by the College for which they are entitled.
- ii. To ensure effective solution to the students' grievances with an impartial and fair approach.

Definition:

“Aggrieved student” means a student who has any complaint in the matters concerned with the grievances defined under these guidelines and includes a person seeking or has taken admission to the college.

Grievances: Grievances include the following complaints of the aggrieved students viz.: The Students' Grievance Cell desires to promote and maintain a conducive and unprejudiced educational environment.

Scope: The Committee deals with Grievances received in writing, orally or with any communication media from the students about any of the following matters;

- **Academic Matters:** Related to timely issue of Mark-sheets, Transfer Certificates, Bonafied Certificates or other examination related matters.
- **Financial Matters:** Related to dues and payments for various items from library, Physical education and laboratory etc.
- **Discipline matters:** Related to rules, regulations and code of conduct of college
- **Other Matters:** Related to certain conditions of sanitation, safe drinking water etc,
- **Gender Sensitivity Related:** Sexual harassment, Comments and sexual behaviour
- **Ragging - Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or a junior student**
- **“Zero Tolerance Policy”:** No act of ragging, major or minor, shall go unnoticed.

Functions: The cases of grievances are attended promptly even though received in any form e.g. written, oral or any other communication media from the students. The Committee formally meets twice in the year and even in between if necessary to review, verify, evaluate and validate all grievances. If necessary directions and guidance from the higher authorities are taken.

Procedure:

- Wide publicity is made among students about Grievance Redressal Committee. Names and phone numbers are made available to all the students.

GRIEVANCE REDRESSAL POLICY

- The students may feel free to put up a grievance in the format attached and drop it in boxes placed at conspicuous locations. Students can even call, meet and communicate in any other media which they feel comfortable.
- The GRC will act upon those cases with the necessary documents and forward the case to related committee further.
- The Committee is requested to Contribute effectively to dispose the grievances at the earliest.
- The Committee will meet periodically or on the happening of the event. An aggrieved Student may appear in person to present his/her case.
- In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the "OMBUDSMAN" appointed by the Affiliating University.
- The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person.
- The Institution shall comply with the order of the ombudsman. Any order of the OMBUDSMAN not complied with by the Institution, will be reported to UGC for appropriate action.
- In case of any false Complaint, the ombudsman may order appropriate action against Complaint

Frequency of meeting: Once in six months and whenever needed

Establishment of a Grievance Redressal Committee.:

SSM's Amruteshwar Arts, Commerce & Science College has constituted its Grievance Redressal Committee in order to comply with the UGC Regulation. Experienced senior faculty and lady Staff were designated as a member of the committee to enquire the nature and extent of grievance.

CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE:

Sr. No.	Designation	Name
1	Chairman	Dr. Sanjeev S. Late
2	IQAC Coordinator	Dr. Rahul D. Kamble
3	Experienced Senior Faculty Member	Dr. Suresh S. Muluk
4	Experienced Senior Faculty Member	Dr. Parmeshwar S. Gadkar
5	Lady Faculty Member	Dr. Anuja V. Gawade
6	Lady Faculty Member	Dr. Jyoti T. Bhate


IQAC Co-coordinator

I.Q.A.C.
Amruteshwar Arts, Commerce
& Science College, Vinzar,
Tal. Velhe, Dist. Pune.





Principal
Principal
Amruteshwar Arts, Commerce
and Science College, Vinzar,
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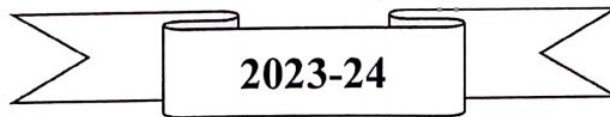
STUDENT MENTORING POLICY

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STUDENT MENTORING POLICY

Introduction:

The goal of higher education is to nurture the human being responsible for their own betterment but also capable of sustaining society and nature and ultimately for the development of a nation. A large cohort of students is from rural and urban areas, with different backgrounds and preparation. The college environment is very new for them and they find the various difficulties in due course of their student life. Probably students fail to recognize the goals of the institute. The student should have knowledge and skills related to his/her work and as a good citizen. A student induction programme therefore come up with Student Mentoring Cell with following objective and methodologies:

Objectives:

1. To develop healthy relationship between students and teachers
2. To ensure academic and professional performance of the students
3. To inculcate the human values among the students

Student Mentoring Cell:

Chairperson	Hon. Principal Dr. Sanjeev S. Late
IQAC Coordinator	Dr. Rahul D. Kamble
Coordinator	Dr. Jyoti T. Bhate
Faculty In charge	Dr. Balasaheb M. Kendale
	Dr. Yogesh N. Shrikhande
	Prof. Manojkumar R. Tapare
Members	Dr. R. V. Wangwad (Arts)
	Dr. P. S. Gadkar (Commerce)
	Mr. S. T. Mane (Science)

Methodology of Mentoring:

- It should not be like Do's and Don'ts or lecture session.
- It should be Discussion Oriented and real-life activities.
- The discussions should be thought provoking. Teachers should not over emphasis his thoughts. It is essential for giving exposure, guiding thoughts, and realizing values.
- Following are the topics for discussions during mentoring session:
 - Students' aspirations, family expectation.
 - Gratitude towards people helping me.
 - Human Needs of (a) Self and (b)body



STUDENT MENTORING POLICY

- Peer pressure
- Prosperity
- Relationship

Programme Details/ Guidelines:

1. In "Deeksharambh" – A Student Induction Programme, all the class teachers shall forward the list of students (Mentee) to the coordinator and the coordinator will allot them to the teacher (Mentor) right from the first year of their course.
2. There should be maximum 20 mentees per mentor.
3. A guide (senior) student should be included for every 10 students in the group.
4. Groups should be made from same department.
5. Groups should remain for entire course duration.
6. The mentor should conduct regular meetings and discussions on any problem such as academic, financial, psychological, etc.
7. There should be a continuous review of students' progress.
8. The mentor should keep the record of all details in the mentoring session.
9. The mentor should identify the poor learners and interact with them to resolve the cause.
10. The mentor can involve the Parents, Head and Principal for reforming of the student with poor performance and indifferent behavior.
11. The mentee may subject to disciplinary action if violation code of conduct.

Follow up after Student Induction Programme

In same Semester

- Meeting with faculty mentor for an hour every week
- Informal meeting could be arranged for tea and snack
- Groups can meet on their own more often
- Other activities for building relationships and social sensitization such as nature walk, visits to a village, hospital, orphanage, monument, etc.

Subsequent Semesters

- Maintain the continuity of mentoring session
- At the start of semester, conduct a three-day activity for follow up –
- Show inspiring film,
- Arrange cultural programme,
- Organize lectures of eminent people



STUDENT MENTORING POLICY



- Group discussion / month.

Areas of Review:

- **Attendance:** Mentor shall observe the attendance of the mentee. Mentor shall advise and take necessary actions about the attendance of mentee with regards to university rules.
- **Academic matters:** During the continuous assessment of the mentee, mentor shall keep the track of the overall academic performance of the mentee through counseling, by arranging remedial Teaching, if necessary.
- **Behavioral and discipline Matters**
- **Health and Physical Well being**
- **Achievements, Talent and Co-curricular activities**

Duties/ Responsibilities of Mentor

- Introduction of group and discussion of the mentor – mentee system.
- Call of meeting and record of details in the form about goal setting & action planning, SWOC analysis and mentoring session.
- Keep a track record of attendance and academic performance and behavioral aspect.
- Support to the student academically and emotionally.
- Contact to parents and to inform them about the progress of their ward.
- Arrange remedial teaching, if necessary.

Duties/ Responsibilities of Mentee

- Attend meeting regularly.
- Fill the personal information in the form.
- Provide details of attendance, continuous assessment, term end examination, co-curricular, extra-curricular activities to mentor.
- Seek advice from mentor whenever required.

Dr. Jyoti T. Bhate
SMC, Coordinator

Dr. Rahul D. Kamble
IQAC, Coordinator
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Dr. Sanjeev Late
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