
**S. B. B. Alias APPASAHEB JEDHE ARTS, COMMERCE and
SCIENCE COLLEGE, PUNE -02**

**HANDBOOK
OF
CODE OF CONDUCT / PROFESSIONAL ETHICS FOR
ADMINISTRATIVE STAFF**

RULES FOR ADMINISTRATIVE STAFF:

- 1) The administrative staff will not conduct or engage themselves in any job paid full-time, part-time or otherwise, during the continuance of your service, without the permission of the competent authority / Management.
- 2) The appointment may be terminated, at any time, by either side / party, by giving one months notice or one month's pay in lieu of notice period in case the period spend in services is more than six months.
- 3) If administrative staff is found absent continuously for more than thirty days without permission the services will stand terminated automatically. If administrative staff is found guilty of violation of any terms and conditions mentioned above and in the appointment order, administrative staff is liable for disciplinary action and punishment decided by the management as provided for in the statutes and Government rules. During the period of his / her service he / she shall not directly or indirectly do such things which are subversive to the interests of the Society / University / Institute / College / Students.
- 4) The administrative staff shall carry out the legitimate academic and administrative decisions taken by the authorities of the college / University pertaining to his / her sphere of responsibility / duties.
- 5) The administrative staff shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for administrative staff reason of an arbitrary or personal nature and shall not incite students / teachers against other students or other administrative staff, colleagues or administration / Governing body of the college.

incite students / teachers against other students or other administrative staff, colleagues or administration / Governing body of the college.

- 6) The administrative staff shall not remain absent from duty without proper sanction of leave.
- 7) The administrative staff shall desist / refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college, Society and the University.
- 8) The administrative staff shall perform his/her academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment / home examinations conducted by the college. Teachers are to be paid as per University rules.
- 9) The administrative staff shall have freedom of thought and expressions. He / she shall not misuse the facilities or forum of the college / Society and the University for any act against social or national interest.
- 10) The administrative staff shall not make use of the resources and / or facilities of the Department / College / University / Governing Body for personal, commercial, political or religious purposes.
- 11) The administrative staff shall not indulge in or resort to directly or indirectly any malpractice or unfair means in examination / administration.




PRINCIPAL
S.B.E. Alias Appascheb Jedhe
Arts, Commerce & Science College,
Pune- 411 002

**S. B. B. Alias APPASAHEB JEDHE ARTS, COMMERCE and
SCIENCE COLLEGE, PUNE -02**

**HANDBOOK
OF
CODE OF CONDUCT / PROFESSIONAL ETHICS FOR TEACHERS**

RULES FOR TEACHERS:

- 1) The teacher of the college will not conduct or engage himself / herself in any private tuitions or private coaching classes.
- 2) The teacher will not conduct or engage themselves in any job paid full-time, part-time or otherwise, during the continuance of your service, without the permission of the competent authority / Management.
- 3) The appointment may be terminated, at any time, by either side / party, by giving one months notice or one month's pay in lieu of notice period in case the period spend in services is more than six months.
- 4) If teacher is found absent continuously for more than thirty days without permission the services will stand terminated automatically. If teacher is found guilty of violation of any terms and conditions mentioned above teacher is liable for disciplinary action and punishment decided by the management as provided for in the statutes. During the period of his / her service he / she shall not directly or indirectly do such things which are subversive to the interests of the Society / University / Institute / College / Students.
- 5) The teacher shall carry out the legitimate academic and administrative decisions taken by the authorities of the college/University pertaining to his/her sphere of responsibility / duties.
- 6) The teacher shall not discriminate against a student on political grounds for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students / teachers against

other students or other teachers, colleagues or administration / Governing body of the college.

- 7) The teacher shall not remain absent from duty without proper sanction of leave.
- 8) The teacher shall desist / refrain from indulging in unscientific publication which would prove to be detrimental to the reputation and the progress of the college, Society and the University.
- 9) The teacher shall perform his/her academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment / home examinations conducted by the college. Teachers are to be paid as per University rules.
- 10) The teacher shall have freedom of thoughts and expressions. He / she shall not misuse the facilities or forum of the college / Society and the University for any act against social or national interest.
- 11) The teacher shall not make use of the resources and / or facilities of the Department / College / University / Governing Body for personal, commercial, political or religious purposes.
- 12) The teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize a student on any grounds.
- 13) The teacher shall not indulge in or resort to directly or indirectly any malpractice or unfair means in teaching / examination / administration.




PRINCIPAL
S.B.B. Alias Appasheb Jedhe
Arts, Commerce & Science College,
Pune- 411 002

**S. B. B. Alias APPASAHEB JEDHE ARTS, COMMERCE and
SCIENCE COLLEGE, PUNE -02**

**HANDBOOK
OF
CODE OF CONDUCT FOR STUDENTS**

DISCIPLINARY RULES OF OUR COLLEGE

1. All students must abide by the general and special rules made by the college authorities from time to time in regard to their conduct and studies.
2. Students must be punctual in attendance and must enter the class room before the commencement of the lectures. If students do not fill up required attendance as per government and university norms his/her admission will be cancelled and his/her fees will be forfeited.
3. Self discipline is the best discipline. All students must observe rules and regulations for the smooth working of the college. Student shall not do anything wrong inside or outside the college. Students related to unfair means at the exams will be dealt in accordance with the provisions of Government of Maharashtra Act, 1982 and Maharashtra Universities Act, 1994.
4. The students should bring their identity everyday and must be produced whenever demanded at any time by the staff and college authority.
5. Any misuse and damage of college property by scribbling on desks, walls, library books, spoiling classrooms, moving the benches and desks from one place to another etc. is liable to penalty and disciplinary action.
6. Students must not participate in any political or anti social activities. Any reported objectionable conduct inside or outside premises of the college will make him or her liable for strict disciplinary action
7. Smoking, chewing Tobacco, Gutka, and Pan- Masala etc. is strictly prohibited in the campus. A student found smoking, chewing Tobacco, Gutka, Pan- Masala etc. will have to face disciplinary action.
8. Students must not do anything wrong which will affect the prestige and healthy tone of the college. Student must be kind and gentle in their behavior towards their classmates and college staff and must maintain complete silence and perfect discipline when college is functioning.

-
9. During the working hours student should not linger in and around the college premises.
 10. While representing the college at other place the student behavior should not be detrimental to the image of the colleges
 11. In case of any problem personal or academic student should report the Teacher In-Charge of their respective class, college supervisor or the vice-principal, Registrar who will help them to solve their problems.
 12. Students are required to note that they should never bring any outsiders and friends to the college premises. Suitable action will be taken in violation of this rule.
 13. Students are not allowed to use their mobile in lecture halls library corridors and office or rather in the college campus if found she/he will have to face disciplinary actions.

A) LIBRARY

a. GENERAL RULES

1. Every student entering the library & college premises must carry college Identity Card. and should be produced as and when demanded by any of the staff.
2. Identity card and Reader's Card are non-transferable.
3. Students must handle books or periodicals etc. with great care. Any attempt to damage books or periodicals by defacing or tearing the pages will be treated as misconduct and strictly dealt with.
4. If any book / periodical is lost, appropriate fine will have to be paid as per rules. If the original Identity Card or Reader's Card is lost, a duplicate will be issued on payment of Rs.100/-each.

b. STUDY ROOM RULES

1. Complete silence and strict discipline must be maintained in the library and study room.
2. Text books, reference books and Journals will be issued to students against Identity Cards.

-
3. If any reference is required, students should approach the Librarian & his staff.

B) ABOUT RAGGING

1. The rules related to discipline in the college, are obligatory for the students. Principal's decision in this respect will be final.
2. Govt. of Maharashtra by Resolution No. TEM/10967620/96 dt.6.9.1996 has notified "**Ragging**" as a Cognizable Offence. Students are requested to restrain from indulging in any form of ragging. Legal actions will be taken, if a student is found violating any of the Ragging Provisions.

C) ADMISSION RULES AND REGULATIONS

1. Students seeking admission for F.Y.B.A. must have cleared their HSC (Arts, Commerce, Science / or MCVC course with English as their main subject)
2. ITI Passed students are eligible for B.A., B.Com Admission.
3. Students seeking admission for F.Y.B.Com. must have cleared their HSC (Commerce, Science with English as their main subject)
4. Students seeking admission for F.Y.B .Sc. must have cleared their HSC (Science with English as their main subject)
5. Students seeking admission for F.Y. B.C.A. must have HSC (10+2) from ANY stream with English as passing subject with minimum 40% marks & 35 % for reserve category.
6. Students seeking admission for F.Y. BCS must have passed HSC level (10+2) exam in science or 3 years Diploma Course after SSC.

D) ATTENDANCE

1. The student must attend all lectures / practicals / examinations / guest lectures.
2. Strict disciplinary action will be taken against those students who fail to attend the lectures and practicals.

-
3. The university rules demand a minimum of 75% attendance, failing which appropriate action as per rules will be taken.

E) PICNICS / TOURS

1. No picnic or study tour will be considered official unless it is previously approved by the Principal. Guardians are requested to see that their wards do not attend such unofficial picnics / tours etc.
2. No society or association of the students will be started without the prior approval or permission of the Principal.
3. Students should note that the Annual Social Gathering has been cancelled as per rules & directions of Savitribai Phule Pune University.




PRINCIPAL
S B B. Alias Appasaheb Jedhe
Arts, Commerce & Science College,
Pune-411 002