

Rayat Shikshan Sanstha's
C. D. Jain College of Commerce,
Shrirampur

Code of Conduct

Under section 87 of the Poona University Act 1994 following rules regarding discipline and good conduct are framed:

1. Every student, during term of the course, shall be under disciplinary jurisdiction of the Competent Authority which shall take appropriate action, in case of indiscipline misconduct on part of the student.

The ordinance came in to force w.e.f.20th may, 1988.

2. Definitions: in this Ordinance unless the context otherwise requires.
 - i. 'student' means and includes a person who is enrolled as such by the University, Affiliated College or Recognized Institutions for receiving instructions and or qualifying for any7 degree or Diploma or Certificates of the University.
 - ii. Note: This includes External Students also.
 - iii. 'Institution' means and includes University / affiliated College / Recognized Institutions, as the case may inclusive of campus, Hostels, Playgrounds, Laboratory, Libraries, Gymnasium thereof.
 - iv. 'Competent Authority' for the purpose of the ordinance means and includes head of the teaching department of the University, Principal of the Affiliated College; Head of the recognized Institutions of the concerned students as such other persons, vested with the authority by Vice-=-Chancellor for external students. Provided in respect of mis-cinduct regarding University examination, Executive council shall only be Competent authority.
3. Obligations of the students: Every student shall all times,
 - i. Conduct himself properly,
 - ii. Maintain proper behaviour,
 - iii. Observe strict discipline both within the campus of the Institution, Hostel and also outside in buses, trains or at public places, picnic, Educational trips, or at playgrounds.
 - iv. Ensure that no act of this consciously or unconsciously brings the institutions or any establishment or authority connected with into disrepute.

- v. Shall not lodge any complaint or make any presentation regarding any matter connected with institution to the press or other outside institution/ agency etc. without forwarding the same through the head of the concerned institution.
4. Any act of student which is contrary to the provisions of clause shall constitute misconduct and / or indiscipline, which term shall mean, and include, among others any one or more of the acts jointly or severally, mentioned herein after, namely:
 - i. Any act that directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the institution.
 - ii. Habitual un-punctuality in attending lecture's, practical's, tutorial's, and other courses as may be prescribed.
 - iii. Repeated absence from lectures, tutorials, practical's and other courses as prescribed.
 - iv. Canvassing for or accepting contribution or otherwise as sociating himself with raising of any fund or any collections in cash or in kind in pursuance of any object what so ever without the previous sanction of the Competent Authority.
 - v. Occupation of any building such as, hostel room, residential quarter or such other accommodation in the premises owned or hire by the institution, without prior permission from the Competent Authority.
 - vi. Permitting or conniving with any person not authority any hostel room, residential quarter or any accommodation or any part thereof the institution.
 - vii. Securing admission in the Institution, to any undergraduate or post graduate programme or any other course by fabrication or suppression of facts of information.
 - viii. Obstruction to any student or group of students in his or their legitimate activities as such, whether in the classroom, laboratories, fields, playgrounds, gymnasium or places o social and cultural activity within the campus of the institution.
 - ix. Suppressing material information or supply of false information to the institution for seeking any privilege.
 - x. Possessing or using any fire arms lethal weapons, explosive-dangerous or corrosive substance on the premises of the institution.
 - xi. Possessing or consuming any student in institution or outside thereof.
 - xii. Ragging, bullying or harassing any student in institution or outside thereof.
 - xiii. Including in any acts as would cause annoyance, embarrassment to any other student, or member of the authority of the institution, to staff member or any member of the family of the staff.
 - xiv. Including in any act of violence, assault, intimidation or threatening in the institution or Hostels or outside that of

- xv. Destroying or attempting to destroy or tamper with any official record or document of the institution.
 - xvi. Conduct, unbecoming of the student, at any meeting or special functions or sports and cultural activities arranged by the institution or any other public place.
 - xvii. Stealing or damaging any farm produce or any property belonging to the institution, staff member of the institution or any other student.
 - xviii. Instigating violence or participating in any violent demonstration or violent agitation or violent strike in the institution.
 - xix. Instigating violence or participating in any gherao of any official or staff member
 - xx. Of the institution.
 - xxi. Violation of any of the Rules and Regulations of the Institution or orders of the Competent Authority.
 - xxii. Gambling in any form in the Institution.
 - xxiii. Disorderly behavior in any form or any act specifically forbidden by the Competent Authority.
 - xxiv. Refusal to appear to give evidence before enquiry officer appointed by the competent authority with respect to a charge against him.
 - xxv. Any act violating any provision of the Poona University Act. 1974 statutes, ordinances, rules made thereunder.
 - xxvi. Conviction in the court of law for criminal offence, involving moral turpitude.
 - xxvii. Any other act not specifically mentioned here to before which whether by commission or omission, as would in the circumstances of the case be considered by the Competent Authority as an act of misconduct and / or discipline.
5. The competent authority may impose any one or more of the following punishments on the students found guilty or misconduct, indiscipline, in proportion thereof:
- i. Warning / Censure / Reprimand.
 - ii. Fine not exceeding Rs. 300/-
 - iii. Cancellation of the scholarship/ award/ prize/ medal, awarded to the student by the concerned institution, with prospective effects.
 - iv. Expulsion from the concerned institution.
 - v. Debarring from admission to a course or course of study in the concerned institution. Debarring from appearing for examination or examinations, conducted by the institution concerned, for a specific period, not exceeding five years.
 - vi. Cancellation of the result of the student concerned in the examination of the concerned institution, in which he has appeared.
 - vii. Rustication from the institution.

6. If the competent authority is satisfied that there is Prima facie case for inflicting penalties, mentioned clause No. 5, it may itself or through other person/ persons, authorized by it, for this purpose, shall make enquiry, in following manner.
 - i. Due notice in writing shall be given to the student concerned about his alleged act of misconduct/ indiscipline.
 - ii. Student charge shall be required within 15 days of the notice to submit his written representation about such charge.
 - iii. If the student fails to submit his written representation within specified time limit. The enquiry may be held ex parte.
 - iv. If oral evidence of the witness against student is recorded by the Enquiry Authority, the student charged shall be given an opportunity to cross examine the witness concerned.
 - v. If the student, desires to see the relevant documents, such of the documents, are being taken into consideration or are to be relied upon for purpose of proving the charge or charges, may at the discretion of the Enquiry Authority, be shown to him after the notice as provided in sub-clause (I) above is furnished to him.
 - vi. The student charged shall be required to produce documents if any in support of his defense. The enquiry authority may admit relevant evidence, documentary or otherwise at any stage before the final orders are passed.
 - vii. Legal practitioner shall not be allowed to appear on behalf of the student charged, in the proceeding before the Enquiry Authority.
 - viii. Enquiry Authority shall record findings on each implication of misconduct or indiscipline and the reason for such findings and submit the project along with proceeding to the Competent Authority.
 - ix. The competent authority on the basis of findings, shall pass such orders as it deems fit.

Provided procedures prescribe above need not be followed and all or any of its provisions may be in the following circumstances:

- i. When the student charged admits the charges in writing
- ii. When the student charged admits the charges in writing.
- iii. When the order of punishment is to be based on facts which have led to the conviction of the student charged, for the offence involving moral turpitude.
- iv. When the student charged has ascended or for any other reason is impractical to communicate with him.
- v. If in the opinion of the competent authority a punishment or fine not exceeding Rs. 50/- Reprimand Censure. Warning is sufficient.

If the punishment of rustication is imposed on a student by principal of the College/ Head of the institution/ Head of the Teaching Department of such other person in whom the authority is vested by the Vice-Chancellor for external students, such a student shall be entitled to prefer an appeal to the Vice-Chancellor or if the punishment is imposed by the Vice-chancellor, student shall be entitled to prefer an appeal to the Executive Council of the University within thirty days of the receipt of the notice of the student.

In respect of such student, Head of the Institution shall maintain record of the punishment.

The institution shall, on each occasion of any punishment being imposed on any students intimate to Chancellor to be sent under a Certificate of Posting, the fact of such imposition to the parent or guardian to the student on the address available in the college records.

A copy of these rules shall be supplied to each student at the time of his admission to the institution and a receipt for the same shall be obtained from the student. This receipt shall form a part of record of admission to the student.

If any foreign student is admitted for any course, concerned Institution shall send copy of the rules to the concerned foreign embassy and department of external affairs.

Other disciplinary Rules-

- 1) Students should note that the Annual Social Gathering is not held in the College.
- 2) Following rules should be strictly adhered to regarding the use of cell phones-
 - a) Cells should be switched off in the classrooms; reading hall and library.
 - b) Cells should be switched to silent mode in the college premises and cell photography, F.M., and playing music is prohibited.
 - c) Cell Phones are strictly prohibited in the examination hall.
 - d) The students should always carry their ID cards with them.
 - e) The students will have to pay for vehicle parking decided by the college authority.



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Anti-Ragging Act 1999

- The college has an anti-ragging cell to prohibit ragging into the institution.
- **Maharashtra Prohibition of Ragging Act 1999**
- Ragging within or outside of any educational institution is prohibited. Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to two years and / or penalty which may extend to ten thousand rupees.
- Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from date of order of such dismissal.
- students fill-up anti ranging forms on Government anti-ranging portal http://www.antiragging.in/Site/Affidavits_Registration.aspx

Rules for Parking

- Students should park their vehicles in parking lot according to rules
- All vehicles should be parked in the parking area only
- Vehicle should be properly locked and parked.
- The institute will not be responsible for unlocked vehicle and vehicle parked out of parking area.



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Women Hostel Rules

- Application for accommodation in the hostel is to be made to the principal on a prescribed form.
- Once a student is accommodated in the hostel, he / she will have to pay the prescribed hostel fees for both the terms even if he /she wants to leave the hostel on any account during the year.
- No student will ordinarily be allowed to have a guest in the room to stay for the night. All guests must leave the hostel before 6.30 p.m.
- No student can under any circumstances remain absent from the hostel without permission of the rector. Absence from the hostel at night without the prior permission of the rector is the serious breach of discipline.
- Students should keep their money or valuables in the lockers provided in the rooms.
- Every case of illness must be immediately reported to the rector.



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Examination Rules

- The student must have minimum 75% attendance in theory and practical of the respective subject. Student must appear for all internal as well as university examinations.
- In case the student is unable to appear for examination due to medical or other reason beyond his/her control, he/she should make the case known to the examination section and the principal for consideration of matter with satisfactory documents to support his/her case.
- Student must read the scheduled timetable of examination carefully and check regularly the changes made in time table if any.
- Student must be present in the examination hall ten minutes before the start of examination.
- The student should obey the instructions given by the supervisor in the examination hall.
- Student should not speak or communicate in any way with any other candidate in the examination hall during the examination.
- Exchange of writing materials, mathematical instruments etc, is strictly prohibited
- Student must not enter an examination hall more than half-an-hour after the start of an examination.
- Also student must not leave an examination hall less than half-an-hour before the end of an exam.
- Student must not carry notes, blank papers, books, calculator, mobile phone or any other electronic data storage device with them during the exam. All rough work must be done in the exam booklets provided during the exam.
- A warning bell will be given ten minutes before the close of the examination; at the second bell student must stop writing and be ready to hand over the answer-books to the supervisor. Student must not leave the seat until all answer-books are collected by the supervisor.



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Code of Conduct for Governing Body

- To ensure quality education in Commerce.
- To use reasonable care and skill in their work as members of the governing body and must seek professional advice where appropriate
- To regularly attend meetings of the governing body and the committees on which they serve, and acquire appropriate knowledge to contribute effectively to decision making
- Make such provisions, as may enable institute to undertake specialized studies with proper provision for laboratories, libraries, museums and equipment.
- Establish departments, colleges, schools, institutes of higher learning, research and specialized studies, hostels.
- Present the budget estimates as received from the finance and accounts committee with modifications, if any, to the principal for its final approval.
- Provide infrastructure, premises, furniture, apparatus and other means needed for the smooth conduct of the work of the institute.
- Consider the perspective plan for the academic development of the institute.
- Take overall responsibility for student welfare.



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Code of Conduct for Principal

- Principal being the Head of institute is responsible for all academic, financial and administrative activities of the College
- Principal takes the review of academic programs and extracurricular activities organized in the college
- The principal coordinate with the College Development Committee and IQAC committee
- Admission authority for the institute to implement admission process as prescribed by state government and Savitribai Phule Pune University
- Chair man of IQAC Committee Principal takes action regarding Development and implementation of strategic plan for short term and long term development
- Plan and facilitate guidance, counseling and other students services at institute level.
- Maintaining support services, academic facilities etc.
- Discuss and approve financial estimates, annual reports, accounts and audit reports time to time. Maintain necessary records of the institute in stipulated formats.
- Demonstrate care and commitment to academic excellence and plan to organize faculty and supporting staff development programs.
- Promote interactions with all stake-holders, facilitate students placements and students development programs.
- To act as a chief officer in-charge for examinations.
- Take teaching load prescribed as per the norms issued time to time by state government.
- Communicate regularly with all members of the institute.
- Evaluate the performance of faculty and supporting staff.
- Upliftment of Institution's image in the society.
- To lead the accreditation activities of institute for various quality standards.



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Code of Conduct for Support Staff

- Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department.
- Maintain a supportive environment for while performing their assigned duties.
- Respect confidentiality in all matters.
- Understand the job scope, practices, and procedures relating to their position.
- Ensure accuracy and thoroughness in the performance of their assigned duties.
- Meet targets regarding work to be performed to the best of their ability.
- Manage time effectively.
- Be well-organized.
- Demonstrate ability to solve problem within the scope of their position.
- Demonstrate ability to work independently when appropriate.
- Show initiative.
- Notify their in-charge if they are unable to come to work. Submit leave application to the in-charge if want to avail vacation.
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