



Janardan Bhagat Shikshan Prasarak Sanstha's

**Changu Kana Thakur**

**Arts, Commerce and Science College, New Panvel (Autonomous)**

Re-accredited A<sup>+</sup> Grade by NAAC (Third Cycle-CGPA-3.61)  
'College with Potential for Excellence' Status Awarded by UGC  
'Best College Award' by University of Mumbai

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**Internal Quality Assurance Cell (IQAC)**

**Code of Conduct (Handbooks)**

*Staff and Students*

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After considering all the aspects, the college has decided to implement terms and conditions of services as per the Government Resolution No. Misc-2018/C.R.56/18/UNI-1, Higher & Technical Education Department, Government of Maharashtra dated 08 March 2019 and institutional code of conduct for delivering responsibilities of various stakeholders of the institution.

## **Code of Professional Ethics**

### **1. Principal**

#### **College Principal should:**

1. 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.
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
3. Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment.
4. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
5. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
6. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
7. Manage their private affairs in a manner consistent with the dignity of the profession.
8. Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
9. Participate in extension, co-curricular and extra-curricular activities, including the community service.
10. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

## **2. Teachers:**

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 teacher should be calm, patient and communicative by temperament and amiable in disposition.

### **Teacher 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, conferences 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, tutorials, practicals, seminars and research work, conscientiously and with dedication.
7. Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
8. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.
9. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counselling students as well as assisting to conduct college examinations, including supervision, invigilation and evaluation.
10. Participate in extension, co-curricular and extra-curricular activities, including the community services.

## **2.1 Teachers and Students**

### **Teachers should:**

1. Respect the rights and dignity of the student in expressing his/her opinion.
2. Deal justly and impartially with students regardless of their religion, cast, gender, 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 temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.
6. Treat the students with dignity 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.
10. Refrain from inciting students against other students, colleagues or administration.

## **2.2 Teachers and Colleagues**

### **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 making unsubstantiated allegations against colleagues to higher authorities.
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

## **2.3 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. Adhere to the terms of contract.
7. Give and expect due notice before a change of position takes place.
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 academic schedule.

## **2.4 Teachers and Non-Teaching Staff**

### **Teachers should:**

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
2. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

## **2.5 Teachers and Guardians**

### **Teachers should:**

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.

## **2.6 Teachers and Society**

### **Teachers should:**

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. 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.
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. 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.

## **3. Librarian**

### **Librarian 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. Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
4. Participate in extension, co-curricular and extra-curricular activities, including the community service.
5. Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional endeavor.

6. Encourage faculty and student to use of library and maintain the record of footfall of stakeholders on daily basis.
7. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the institution.
8. Ensure the discipline of library staff and students in the library.
9. Perform other responsibilities assigned by Principal from time to time.

#### **4. Office Superintendent**

##### **Office Superintendent should:**

1. Provide inspirational and motivational value-based administrative leadership to the office through policy formation, operational management and organization of human resources.
2. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
3. Act as steward of the office assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working environment.
4. Promote the collaborative, shared and consultative work culture in the office, paving way for innovative thinking and ideas.
5. Promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the students, staff and other stakeholders.
6. Adhere to a responsible pattern of conduct and demeanor expected of them by the institution.
7. Manage their private affairs in a manner consistent with the dignity of the profession.
8. Maintain and supervise service books, personal files and provident fund accounts of faculty and other staff.
9. Maintain and monitoring the discipline and work culture of non-teaching staff.
10. Scrutinize admission and eligibility documents and admission process.
11. Treat faculty, students, guests and visitors in a dignified manner.
12. Participate in extension, co-curricular and extra-curricular activities, including the community service organized by the college.
13. Perform any other duty assigned by the Principal.

## **5. Laboratory Staff**

### **Laboratory Assistant/Attendant should:**

1. Speak respectfully with teachers and render assistance for conducting Laboratory sessions.
2. Refrain from making unsubstantiated allegations against colleagues to higher authorities.
3. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
4. Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the student.
5. Ensure safety of the students in the Laboratory.
6. Ensure the discipline of the students in the Laboratory.
7. Maintain the dead stock registers of respective laboratory.
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation.
9. To check the working of instruments, equipments and availability of consumables regularly and report to head of the department.
10. Perform the duties assigned by the faculty members, Head of the Department and Principal.

## **6. Non-Teaching Staff**

### **Non-teaching staff should:**

1. Refrain from making unsubstantiated allegations against colleagues to higher authorities.
2. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.
3. Conduct himself/herself with honesty in the best interest of the institution.
4. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation.
5. Speak respectfully with teachers and render assistance for conducting college activities.
6. Remain on duty during college hours

7. Wear uniform with identity card provided by the management during working hours
8. Any loss or damage to any classroom/laboratory should be reported to the authorities to whom they are attached.
9. Maintain cleanliness of laboratory and ensure the safety of the students those who are assigned to laboratories.
10. Perform their duties as instructed by the authorities to whom they are attached.

## **Code of Conduct for Students**

### **I. Attendance**

1. Attendance at all lectures / practicals / tutorials / tests / assignments / examinations is compulsory for all courses. A learner, who is not regular in attendance or fails to carry out his / her work to the satisfaction of the Principal, is liable to cancellation of his / her terms.
2. The learners who do not have minimum required attendance of 75% of actual lectures / practicals conducted in each semester or do not show satisfactory progress in semester / internal examinations will not be sent for College / University examinations.
3. Periodical tests / assignments / seminars are compulsory for the learners of all classes.
4. A learner who remains absent for the periodical test / assignment / examination due to his / her illness shall be required to submit the medical certificate, along with the application endorsed by parent.
5. A learner who remains absent for three consecutive days is required to submit a leave application duly signed by his / her parent / guardian.
6. Learners who are not permitted for the University Examination will not be re-admitted to the college.

### **II. Instructions to Candidates about Examinations**

1. Be in time. A candidate who is late by more than 30 minutes shall not be admitted to the examination hall.
2. No candidate shall be permitted to leave until half an hour is over after the question papers have been distributed.
3. Enter on the title page the class, subject, section and seat number.
4. Write on both sides of the page, unless instructed. Rough work should be written on the left hand side or on a separate page. Answer each question on a new page and number it.
5. No pages shall be torn off from the answer-book given to the candidate.
6. Nothing shall be written on the question paper.
7. Exchange of written materials, stencils, mathematical instruments, etc. is strictly prohibited. Ask the supervisor in case any thing is needed but do not leave the seat on

- any account, at any time. Do not leave the Examination Hall during the last ten minutes.
8. A candidate is liable to disciplinary action for use of unfair-means e.g. if he / she- keeps with him / her any book, notes or any other written material.
  9. Speaks to or communicates, in any other way with another candidate.
  10. Disobey any instructions issued by the senior or junior supervisor or is guilty of rude or disobedient behavior.
  11. Any use of unfair-means during the examination is liable to severe penalties as per the ordinance.
  12. Ten minutes before the close, a warning bell will be rung, after which no candidate will be permitted to leave the hall. At the second bell, all must stop writing and be ready to handover the answer booklets to the supervisor.

### **III. Discipline**

1. Learners should always wear their valid college identity card whenever in the college or should be produced whenever demanded by any of the college staff. No learner is allowed to enter in the college premises without valid identity card.
2. In case of the any problem like personal or academic, learners should report to the respective class teacher or faculty in-charge or the Principal who will help them to solve their problems.
3. Every learner is responsible to the college and should take utmost care of the college premises / property. Any damage done to the property of the college is to be compensated either individually or collectively.
4. Any damage to the college building, furniture and fixtures by the learners shall be treated as breach of discipline.
5. Learners are advised to take care of gardens, plants, flowers, etc.
6. Learners should observe good punctuality. Appropriate action will be taken against late comers.
7. No committee or organization of learners is permitted in the college.
8. Learners will not be allowed to bring any outsider with them in the college but in special case parents or any outsider may be allowed with prior permission and valid reason and should enter the name of the outsider on the gate register.

9. No person, other than college staff, can be invited to address any meeting or to participate in the college activity without prior permission of the Principal.
10. Learners are not supposed to loiter in the college corridors or college premises.
11. Learners are expected to be seated in their respective classrooms at the stroke of the first bell and wait for the teacher. Learners are to make use of the library / reading rooms during free periods.
12. Smoking is strictly prohibited in the college premises.
13. If the conduct of any learner is detrimental to the college, the Principal may ask the learner to leave the college without assigning any reason. The Principal's decision is final in this regard.
14. No learner shall collect any money for academic or non-academic activities without the written permission of the Principal.
15. Discipline and good behavior are expected from the learners at all social gatherings and celebrations at the college.
16. No notice shall be put on the notice boards, including black boards without the written permission of the Principal or the faculty members authorized in the matter concerned.
17. All activities, meetings, gatherings, picnics, excursion trips, hiking, etc., will be organized only with prior written permission of the Principal.
18. The powers relating to the disciplinary action in the college will with the Principal and his decision in this respect shall be final. Anyone who violates the code of conduct will be severely dealt with.
19. Learners are not allowed to make complaints in a body or present any collective petition, but they are welcome to present their case, if any, individually.
20. All the circulars, notices related to examinations and other programmes / activities, etc. are displayed on the college notice board. Concerned learners will be held responsible for the loss, if they failed to read the notices.

#### **IV. Behavior and Conduct**

1. Learners are prohibited from doing anything inside or outside the college that will interfere in college administration or affects its public image. No outside influence, political or any other should be brought into the college, directly or indirectly.
2. Courtesy and respect must be the key aspects of learners' behavior. Disrespect and disobedience may result in disciplinary action, involving suspension or even expulsion.
3. When the teacher enters the classroom, the learner must rise, remain standing still they are directed to sit down. When the attendance roll is called, each one must rise and give the attendance.
4. Learners are expected to greet all visitors and members of the staff with respect. They should always remember that the college is judged by their conduct. Any major breach of discipline and courtesy and also disrespect for the members of the college staff, will be treated as serious and responsible learners for such misbehavior will be summarily dismissed.
5. Scribbling on the walls, desks, etc. should be avoided. If any learner is found scribbling the walls / desks, disciplinary action shall be taken against him/her.
6. All learners are responsible to the college authorities for their behavior both in and outside the college both individually and collectively. Any reported or observed objectionable conduct outside the college on the part of the learners shall render them liable for disciplinary action.
7. Congregating on the road in front of the college or at the entrance of the college creates a bad impression on the passers and therefore, is to be avoided.
8. Learners are not expected to sit on the steps of the staircase or on the steps of the portico of the college.
9. Learners have to park their vehicles at the parking shed only. Movement of vehicles in the college campus shall be in a moderate speed only.
10. Throwing about waste papers, defacing the walls and committing nuisance on the college grounds are punishable offenses.
11. Learners must not join any club or society or make any engagement that would interfere with their academic schedule, without the prior permission of the Principal.

12. Learners are not allowed to play in any team against the official team of the college.
13. Learners are forbidden to organize or attend any meeting within the college or collect money for any purpose from learners and outsiders or to circulate among the learners any notice or petition of any kind or paste it on the college notice board without the written permission of the Principal.
14. The college is not responsible for loss of goods, valuables, money, etc. lost in college premises. It is advisable not to bring valuables to the college.
15. No books (other than text books or reference books or library books), magazines, etc. may be brought to the college.
16. All should be particular about cleanliness of the college. They should use the baskets and bins specially provided for.
17. Habitual idleness, late coming, willful disobedience or misconduct, individually or collectively will be seriously dealt with.
18. Learners suffering from infectious diseases declared by a Registered Medical Practitioner and which requires quarantine or segregation will not be permitted to attend the college without being certified as cured by the same Medical Practitioner.
19. Any learner who is persistently insubordinate or is repeatedly or willfully mischievous or is guilty of malpractices in connection with examinations or has committed an act of serious indiscipline and / or misbehavior, or who, in the opinion of the Principal has an unwholesome influence on his fellow learners may be suspended from the college for specified period or even expelled from the college.
20. Insubordination and indecent language or conduct is sufficient reasons for the dismissal of the learner.
21. Learners should switch off the lights, fans, etc. when not required and also while leaving the classrooms / laboratories / library.
22. Learners should make themselves familiar with the college rules and regulations concerning them and also with the regulations and notices issued by the college from time to time.
23. Learners joining the college are deemed to accept and observe all the rules and regulations of the college to the entire satisfactions of the college authorities.

## V. Mobile Phone

Bringing of mobiles within the campus is strictly prohibited as per the University norms. If any learner found using a mobile, the mobile set shall be forfeited and strict action shall be taken against the learner.

## VI. Dress Code

1. All the learners are expected to observe decorum to enhance the image of the college.
2. T-shirts without caller or having any pictures or slogans and multi-pocket trousers or pants are strictly not allowed.
3. Parents are advised to take the note of observance of decency in dress of their wards.
4. Dress code is compulsory for following programmes / classes.

Faculty	Under-graduate Programmee	Post-graduate Programme
Arts	T. Y. B. A. in English	M. A. in English Literature
Commerce	B. Com. in Accounting and Finance Bachelor of Management Studies (B.M.S.)	----
Science	T. Y. B. Sc. in Chemistry T. Y. B. Sc. in Microbiology T. Y. B. Sc. in Zoology B. Sc. in Biotechnology B. Sc. in Computer Science B. Sc. in Information Technology	M. Sc. in Organic Chemistry M. Sc. in Analytical Chemistry M. Sc. in Microbiology M. Sc. in Biotechnology M. Sc. in Computer Science M. Sc. in Information Technology

## VII. Ragging is prohibited

1. Government of Maharashtra has notified ragging as a cognizable offence. Any one reported to be involved in any form of ragging will be severely dealt with. Therefore learners are advised to restrain from indulging in any form of ragging.
2. We have committed to observe the provisions of 'UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009'(Reference No.: F 1-16/2007 (CPP-II), April, 2009).
3. Anti-Ragging Mechanism in the College: The College has strong anti-ragging mechanism with Anti-Ragging Committee, CCTV cameras at vital points, regular

interactions and counselling, surprise inspection at cafeteria, rest room, recreation room, toilets, etc. List of teaching and non-teaching staff with contact numbers, handling anti-ragging mechanism is communicated to the learners at the beginning of the academic year.

4. Nationwide toll free anti-ragging helpline: 18001805522.

#### **Anti –Ragging Warning**

Ragging is cognizable offence under the law on par with rape and other atrocities against women and ill – treatment towards persons belonging to SC/ST. Ragging is strictly prohibited in the entire institution, including its department, constituent units, all its premises (including academic, residential, sports, canteen etc.) whether located within the campus or outside.

Students indulging in ragging other students will be punished as per 'The Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII of 1999) Published in Maharashtra Govt. Gazette on 15 May 1999'.

In pursuance to the judgement of the Hon'ble supreme court of India dated 08.05.2009 in Civil Appeal No.887/2009, the University Grants Commission has framed “ UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009” which have been notified on 4 July,2009 in the Gazette of India”.

#### **Administrative Actions in the event of Ragging:**

The institution shall punish students found guilty of ragging after following the procedure and the manner prescribed herein under:

The Anti-Ragging Committee of the institution shall take an appropriate decision, in to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendation of the Anti-Ragging Squad.

The Anti-Ragging Committee may, depending upon the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits.
3. Debarring from appearing in any test, examination or other evaluation process.

4. Withholding results.
5. Debaring from representing the institution in any regional/national or international meet tournament, youth festival etc.,
6. Suspension/expulsion from the hostel.
7. Cancellation of admission
8. Rustication from the institution for period of ragging from one to four semester
9. Expulsion from the institution and consequent debaring from admission to any other institution for a specified period.

Provided that where the person committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

### **VIII. Prohibition of sale of Cigarettes or Tobacco Products**

Section 6 of the cigarettes and other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003 Provides that no person shall sell, offer for sale or permit sale of cigarettes or any other Tobacco Product:

1. To any person who is under eighteen years of age.
2. In an area within a radius of 100 yards of any educational institute

Sale of Cigarettes and other Tobacco products in an area within a radius of 100 yards of an educational institute is strictly prohibited and is a punishable offence under Section 24 of the Act with a fine which may extend up to 200 Rupees.

### **IX. Grievance Redressal of Learners**

Grievances of learners are redressed systematically in the college through structured mechanism created by the Principal. The redressal mechanism is as under:

#### **Grievance Redressal Committee**

The college has constituted Grievance Redressal Committee to handle the grievances of the learners. The committee is headed by the Principal and Senior faculty members from each faculty as members. The one lady faculty member is also the member of the committee. Learners are advised to contact the Chairman, Grievance Redressal Committee to redress their grievances. Detail guidelines are available on college website.

### **Suggestion Boxes**

Suggestion boxes are kept at strategic places. The Grievance Redressal Committee under the guidance of the Principal scrutinizes the suggestions of the learners. Important suggestions are immediately taken into consideration for betterment of learner and development of the college. Learners are advised to put the valid suggestions in the suggestion boxes to resolve their grievances.

Students should strictly follow the above code of conduct as well as any other rule made by college from time to time.



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**7 AUG 2020**

